

TT First Year Annual Review Schedule

General Information: The Tenure Track First Year annual review is facilitated through Watermark/Digital Measures (WDM) Workflow. Please note that the hard deadline to submit is in **January**. For assistance during this process, please email facultysuccess@uta.edu. If you need assistance with WDM, please email dmhelp@uta.edu.

Policy Reference: [Handbook of Operating Procedures AA-FPT-P01](#)

Important Deadlines:

First week of December: Workflow submission will open

Mid-January: Deadline to submit annual review

Trainings:

Please see [DM Training Sessions and Workshops](#) for the full schedule of available sessions and times.

Candidate Preparation:

Your department may have other items that they want to see. Please ask your chair or program director about any documents or other items that your department or program requires for annual reviews.

The report will run from 9/1/202x-12/31/202x (your first Fall semester at UTA). Please make sure when updating records, that the dates fall within those parameters if you would like for them to appear in your report.

Any records that you need to add or update can be done in the Activities section of W/DM. The system is date specific, so make sure that they are accurate. Your student feedback scores will automatically update in your W/DM account the first week of January. You may then submit your review any time after that.

Items can be completed using the Activities section in W/DM (Faculty Success)

Item	DM Screen Navigation	Dossier Section	Required
Candidate's full CV	<i>Personal/Administrative Data > Personal/Contact Information & Curriculum Vitae (at the bottom of the screen)</i>	H	Y
Academic Employment History	<i>Personal/Administrative Data > Work History (UTA faculty employments need to be labeled as Academic- Post Secondary)</i>	A	Y
Areas of Specialty	<i>Personal/Administrative Data > Biography & Expertise</i>	A	N
Statements on Teaching, Research, Service, and Administration (if applicable)	<i>Academic Portfolio > Statements > Add New > Select the current academic year</i>	C, D, E, and G	Y
Awards and Honors	<i>Credentials/Expertise > Awards & Honors (you will need to fill in a purpose for the record to show up in your report)</i>	C, D, and E	If applicable
Syllabi	<i>Teaching > Scheduled Teaching > Select course, scroll about midway and drag and drop your syllabus into the box</i>	C	Y
Student Feedback Survey Results	<i>Teaching > Scheduled Teaching > Select course, scroll about midway and drag and drop your SFS PDF into the box (only if the SFS URL is not populated), and then navigate to the very bottom to check to see if the scores are filled out (if not please email dmhelp@uta.edu with the course information)</i>	C	Y
Innovative Teaching Methods Developed or Used	<i>Teaching > Scheduled Teaching > Select course, enter relevant information in Pedagogical Innovations, New Teaching Material, and/or Enhanced Student Learning Activities fields</i>	C	Y
Students Supervised (thesis/dissertation committees, etc.)	<i>Teaching > Directed Student Learning</i>	C	Y
Advising Activities	<i>Student Supervision > Student Support</i>	C	N
Non-Credit Instruction	<i>Teaching > Non-UTA/Non-Credit Instruction Taught</i>	C	N
Peer Observations of Teaching	<i>Teaching > Peer Observations</i>	C	If applicable
Funded Contracts, Grants, & Sponsored Research	<i>Grants & Other Funding > Funded and Sponsored Projects (PIs only) or Funded and Pending Projects (including CoPIs)</i>	D	Y
Publications	<i>Scholarship/Research > Publications & Intellectual Contributions</i>	D	Y

Field Work	<i>Scholarship/Research > Field Work</i>	D	N
Artistic & Professional Performances & Exhibits (Required in some disciplines)	<i>Creative Scholarship > Performances/Exhibits And/or Creative Scholarship > Creative Works</i>	D	If applicable
Intellectual Property	<i>Scholarship/Research > Intellectual Property</i>	D	N
Presentations	<i>Scholarship/Research > Presentations</i>	D	Y
Media Contributions	<i>Credentials/Expertise > Media Engagement</i>	D	N
Research Currently in Progress	<i>Scholarship/Research > Research Currently in Progress</i>	D	N
UT System Service	<i>Service > University Service</i>	E	Y
University Service	<i>Service > University Service</i>	E	Y
College Service	<i>Service > University Service</i>	E	Y
Department or Program Service	<i>Service > University Service</i>	E	Y
Professional Service	<i>Service > Professional Service</i>	E	Y
Public Service	<i>Service > Public/Community Service</i>	E	Y
External Connections and Partnerships	<i>Service > External Connections & Partnerships</i>	E	N

Workflow Deadlines:

Faculty Submits	January
Department CommiXee	Approximately 2 weeks
Chair	Approximately 2 weeks
Faculty Response	5 days
Dean	Approximately 3 weeks
Provost	If needed
