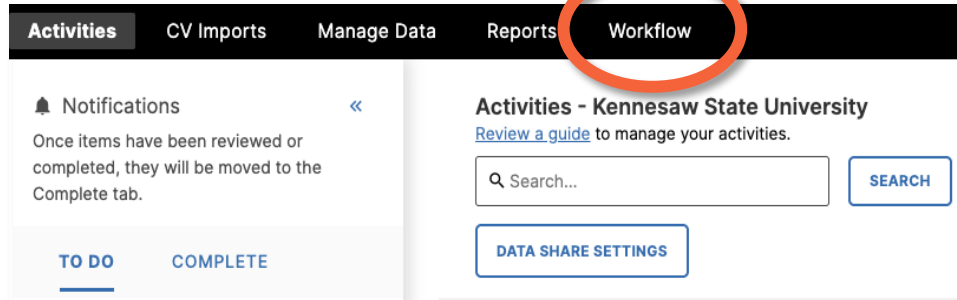


# Full Reference Guide

## Creating External Letters

Login to Watermark Faculty Success and go to your Workflow Tasks.

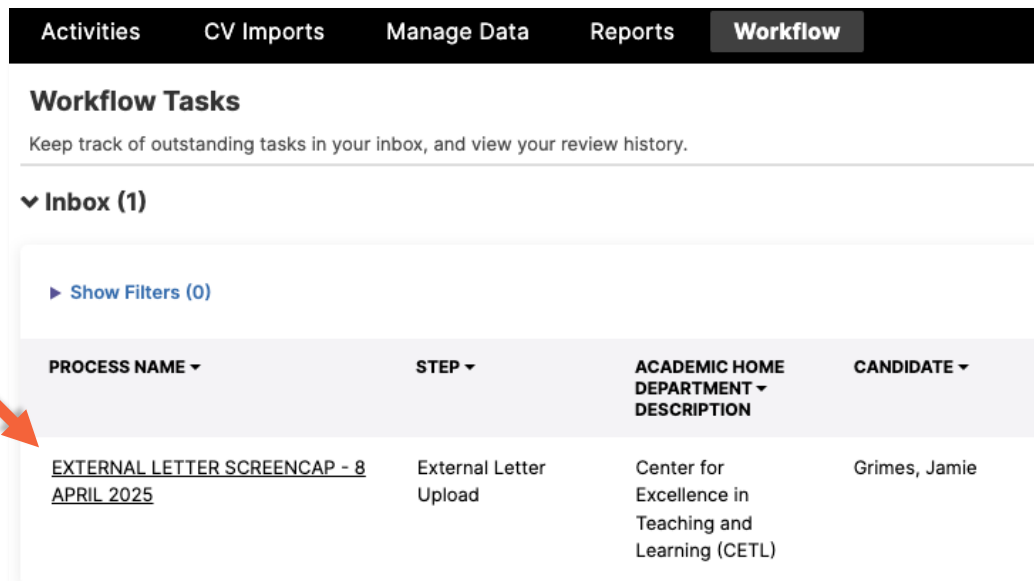
Step  
1



The screenshot shows the top navigation bar with tabs for Activities, CV Imports, Manage Data, Reports, and Workflow. The Workflow tab is circled in red. Below the navigation bar, there is a Notifications section on the left and a main content area on the right. The main content area is titled "Activities - Kennesaw State University" and includes a search bar and a "DATA SHARE SETTINGS" button.

Select the Process Name for the Candidate you are reviewing.

Step  
2



The screenshot shows the "Workflow Tasks" section. It includes a sub-section for "Inbox (1)" and a "Show Filters (0)" link. Below this is a table with the following data:

PROCESS NAME ▾	STEP ▾	ACADEMIC HOME DEPARTMENT ▾ DESCRIPTION	CANDIDATE ▾
<a href="#">EXTERNAL LETTER SCREENCAP - 8 APRIL 2025</a>	External Letter Upload	Center for Excellence in Teaching and Learning (CETL)	Grimes, Jamie

An orange arrow points to the "PROCESS NAME" column header.

Step 3

Select an external reviewer from the Aggregated External Reviewers.

! All correspondences during this process *must* be done through your official KSU email account. External reviewer feedback on faculty must be submitted via the URL provided in Step 5.

▼ Aggregated External Reviewers

Approve or Skip each external reviewer to determine which individuals appear in the External Reviewers Responses section below. Approving a reviewer will also generate a unique link that will provide the reviewer with access to the candidate's materials and a place to supply their review. This link should be sent via email.

From Faculty Materials for External Review > Faculty Suggested Reviewers

▼ Wes Daggerhart			✓
University/Institution	Title	Rank	
Kennesaw State University	n/a	n/a	
Email	Phone Number	Comments	
bdaggerh@kennesaw.edu	n/a	n/a	

▼ Lynn Lamanac			✓
University/Institution	Title	Rank	
Kennesaw State University	n/a	n/a	
Email	Phone Number	Comments	
llamanac@kennesaw.edu	n/a	n/a	

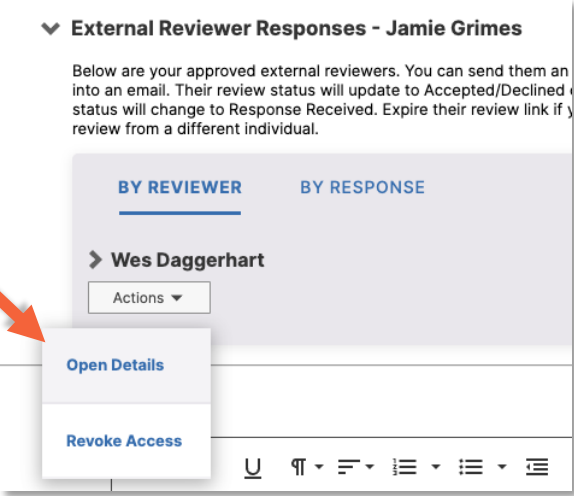
Remember, you can choose to skip, approve, or ignore persons on this list.

▼ Wes Daggerhart		
University/Institution	Title	Rank
Kennesaw State University	n/a	n/a
Email	Phone Number	Comments
bdaggerh@kennesaw.edu	n/a	n/a

SKIP APPROVE

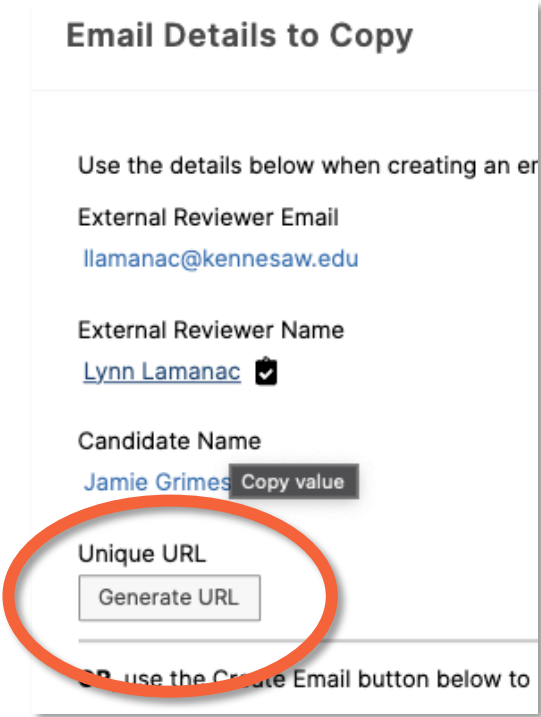
Step 4

Once you have approved a reviewer, that person's name will be added to the list of External Reviewer Responses found beneath the aggregated list. To begin the process of inviting the external reviewer to participate, select Open Details.



Step 5

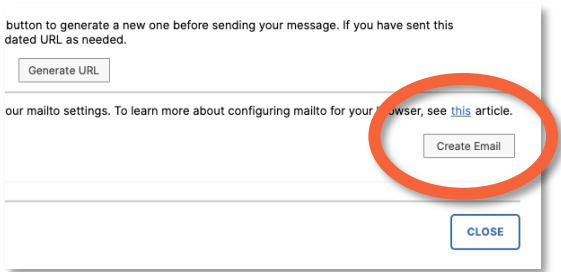
Here will be listed the contact information for the reviewer. Begin by selecting Generate URL. This will create a unique link that will be how the reviewer provides feedback.



The system-generated URL is *temporary*. If it expires before the external reviewer has provided feedback, they will need to contact you to have a new link generated.

Step 6

You can use the system to assist in creating an email using the mailto settings you have configured in your browser.



Alternatively, you can copy the external reviewer email and the unique URL into your preferred mail client

This email *must* come from an official KSU email address.

Step 7

You can track the number of responses received from the External Reviewer Responses area.

External Reviewer Responses - Jamie Grimes 0/2 Responses Received

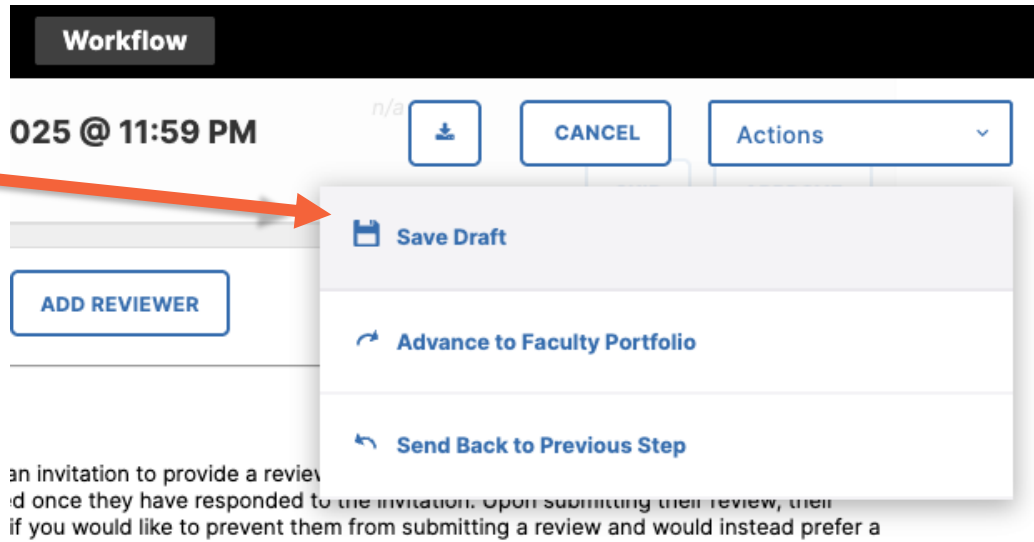
Below are your approved external reviewers. You can send them an invitation to provide a review by copying the URL shown in their row and pasting it into an email. Their review status will update to Accepted/Declined once they have responded to the invitation. Upon submitting their review, their status will change to Response Received. Expire their review link if you would like to prevent them from submitting a review and would instead prefer a review from a different individual.

BY REVIEWER BY RESPONSE

➤ External Review Letter	0 Responses
➤ External Reviewer cv	0 Responses

Once you have sent out your external review letter(s), be sure to Save Draft.

Step 8



The screenshot shows a workflow interface with a black header labeled 'Workflow'. Below the header, there is a timestamp '025 @ 11:59 PM' and a 'CANCEL' button. A dropdown menu is open, showing three options: 'Save Draft' (highlighted with a blue bar), 'Advance to Faculty Portfolio', and 'Send Back to Previous Step'. An orange arrow points from the 'Save Draft' option in the dropdown to the 'ADD REVIEWER' button on the left side of the interface. Below the dropdown, there is a button labeled 'ADD REVIEWER' and some partially visible text: 'an invitation to provide a review', 'id once they have responded to the invitation. Upon submitting their review, their', and 'if you would like to prevent them from submitting a review and would instead prefer a'.

Step 9

You may advance the portfolio once all responses have been received.



The portfolio must advance to the candidate by August 1. Letters can be received in the system until that time.

“If fewer than the number of letters requested by the chair are received, the chair will so note in the portfolio and the review will proceed.”  
— KSU Faculty Handbook, Section 3.12.B.3

For assistance with this and other issues related to faculty review, please contact [FacultyActivityData@kennesaw.edu](mailto:FacultyActivityData@kennesaw.edu).