



BSOM Faculty Appointment

The White Coat Welcome: Step-by-Step

Purpose: Help you move from “I’m interested in an appointment” to “Submitted to the Appointment, Promotion, and Advancement (APA) Committee” clearly, quickly, and with no guesswork.

Quick Path (Start → Finish)

- 1) Start with the Department Chair:** You talk with the Department Chair about the possibility of a faculty appointment.
- 2) The Department Chair alerts Office of Faculty Affairs:** The Department Chair will email us at som_fca@wright.edu to initiate the process.
- 3) Office of Faculty Affairs opens your submission window:** BSOM Office of Faculty Affairs builds an application window in DocuSign.
- 4) Complete DocuSign:** You complete a DocuSign, which asks demographics and practice information. The purpose of this DocuSign is to queue WSU’s Computer and Telecommunications Services (CaTS) to establish a Wright State University email address and ID number (called a “W number”).
- 5) Department Chair approves appointment in DocuSign:** The Department Chair electronically approves your DocuSign as part of the electronic workflow.
- 6) Receive Watermark link:** BSOM Office of Faculty Affairs and Professional Development sends you an electronic link to Watermark Faculty Success, the second part of the application process.
- 7) Complete Watermark application:** You describe what you will do in your faculty role and with whom (teams, departments, programs, collaborators).
- 8) Upload required documents:** Upload CV, license verification, board certification, and any notice of board action (if applicable). *You must complete every area with an asterisk or the software will not allow you to proceed.*
- 9) Submit or Save Draft:** Actions (upper right) → Submit to... | or Save Draft and return later.
- 10) The Department Chair reviews + routes it to the committee:** The Chair reviews and forwards to BSOM Office of Faculty Affairs for a compliance check; if the application is complete, we route it to the Appointment, Promotion, and Advancement (APA) Committee for their monthly review.

Mini Checklist (before you click Submit to...)

- ☐ Completed DocuSign
- ☐ Completed Watermark application, including the fields of what you wish to contribute to BSOM
- ☐ CV uploaded
- ☐ License verification uploaded
- ☐ Board verification uploaded

Questions along the way? We’ve got you. Reach out to the BSOM Office of Faculty Affairs at som_fca@wright.edu

Office of Faculty Affairs and Professional Development

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