

WATERMARK

Faculty Success Module: An Introduction

USI.watermark@usi.edu

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Why Add Watermark Tools?

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What's in it for me and my unit?

- Secure, accessible, and up-to-date Curriculum Vita (CV)
- Ability to generate consistent Faculty Annual Report (FAR), Reappointment, Promotion & Tenure documentation, Accreditation reports, and more
- Accurate faculty profile information
- Faculty can save up to 80% of the time it takes to record and share their accomplishments

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What data go into Watermark Faculty Success?

Activities that you typically would include in your CV and FAR, such as:

- Education & professional accomplishments
- Scholarly, creative, and practice works
- Professional activity
- Teaching, advising, & mentoring activity
- Service and community engagement

**Enter & update your activities –
Use the info in many ways!**

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What do I need to do?

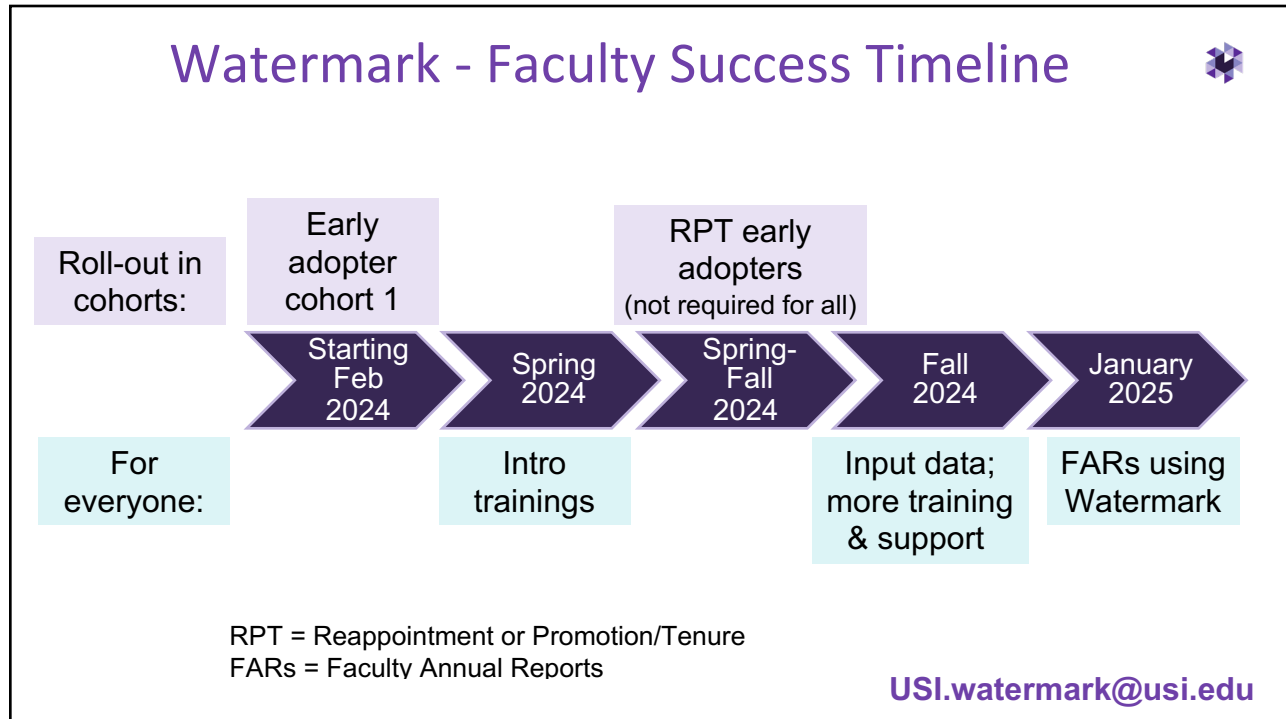
- To start: Enter your 2024 USI activities
- Search and import publications
- Can work on this incrementally
- Update and edit data as needed
- Watermark reports manages formatting & organization (yay!)
- Annual teaching assignment uploaded for you (yay!)
- After initial input, you will need only to update regularly

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Intro to Watermark Faculty Success



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All faculty will use Watermark to submit their 2024 Faculty Annual Reports (FARs) - due January 2025

* Note: FARs require ONLY 2024 information

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Activities Screen

Activities CV Imports Manage Data Reports Tools

Activities - University of Southern Indiana
[Review a guide](#) to manage your activities.

Search... SEARCH Search Tips

▼ **General Credentials/Expertise**

Personal and Contact Information
 Biography and Expertise
 Degrees
 Graduate/Post-Graduate Training

Licensures and Certifications
 Awards and Honors
 Annual Narrative and Goals

► **Career Information**

Activities sections are customized to match USI's evaluation areas and portfolio guidelines

▼ **Teaching/Mentoring**

Courses Taught
 Teaching Innovation and Curriculum Development
 Teaching Qualifications
 Directed Student Learning (e.g., theses, dissertations)
 Non-Credit Instruction Taught

Student Course Surveys
 Peer Course Observations
 Advising/Mentoring Activity
 Yearly Advising & Mentoring Summary
 ABET Vitae

► **Library Performance**

► **Scholarship and Professional Activity**

► **Service**

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Your turn to Try it!

1. Try it: Manual entry
2. Try it: Importing **Publications** from BibTex file or database
3. Try it: Import your **University/ College Service Data** from your CV (as a docx file)
4. Generate a FAR or CV “report”

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Manual Entry: Another option for Adding data for any Activity page



The screenshot shows a software interface with a dark purple header bar containing the text 'Activities' and 'CV Imports'. Below this is a breadcrumb-style navigation bar with '< Degrees'. Underneath are four buttons: a trash icon, 'DUPLICATE', 'COMPARE', and 'ADD NEW'. A large purple arrow points down to the 'ADD NEW' button. Below the buttons, it says 'Filters: None' and there are three filter dropdown menus: 'MONTH, DATE ...', 'YEAR COMPLE...', and 'DEGREE'.

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Getting Started: Importing Publications Data



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Importing Publications Data

There are 2 ways for you to bring citations into Faculty Success from other databases.

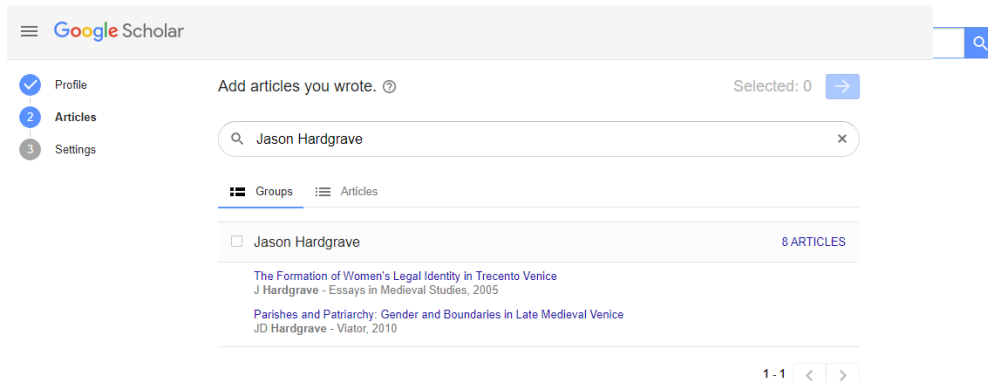
1. **Import BibTeX files into Faculty Success** from EndNote, Google Scholar, Mendeley, RefWorks, HeinOnline, or Zotero. View information [BibTeX Imports](#).
2. **Import directly from Crossref and PubMed, ORCID, Scopus, and Web of Science.** Visit [this page](#) for details on this feature.

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1. Find Your Publications Data from Google Scholar

☰ My profile ★ My library

Google Scholar



The screenshot shows the Google Scholar interface. At the top, there is a search bar with the text "Google Scholar" and a search icon. Below the search bar, there are navigation links for "Profile", "Articles", and "Settings". The "Articles" link is selected. The main content area shows a search for "Jason Hardgrave" with a search icon and a clear button. Below the search bar, there are tabs for "Groups" and "Articles". The "Articles" tab is selected, and a list of articles is displayed. The first article is "The Formation of Women's Legal Identity in Trecento Venice" by J Hardgrave - Essays in Medieval Studies, 2005. Below it is "Parishes and Patriarchy: Gender and Boundaries in Late Medieval Venice" by JD Hardgrave - Viator, 2010. The total number of articles found is 8. At the bottom right, there is a "Watermark" logo.

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2. Export Publications Data from Google Scholar and Save as a BibTeX file

Jason Hardgrave
Associate Professor of History
No verified email
medieval European history

MERGE DELETE **EXPORT**

- The Formation of Women's Legal Identity in Trecento Venice 3 2005
- Parishes and Patriarchy: Gender and Boundaries in Late Medieval Venice 2 2010
- The case for catapults in the classroom: experiential learning in medieval history 2011
- A Forest on the Sea: Environmental Expertise in Renaissance Venice 2011
- Magnifico: The Brilliant Life and Violent Times of Lorenzo de'Medici 2010
- The Crime of Poison in the Middle Ages 2010
- Guido Ruggiero, Machiavelli in Love: Sex, Self, and Society in the Italian Renaissance, Johns Hopkins University Press: Baltimore, MD, 2007, 286 pp., 9780801885167.£ 30.00/\$45 ... 2010
- Gendered justice: Women in the legal systems of fourteenth century Venice 2004

Articles 1-8 SHOW MORE

Jason Hardgrave
Associate Professor of History
No verified email
medieval European history

MERGE DELETE **EXPORT**

- The Formation of Women's Legal Identity in Trecento Venice
- Parishes and Patriarchy: Gender and Boundaries in Late Medieval Venice

BibTeX
EndNote
RefMan
CSV

Watermark

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Importing Publications Data

1) Go to the Publications Screen to find the **Import** button

Activities CV Imports Manage Data Reports Workflow Tools

Publications Search... SEARCH Search Tips **IMPORT**

DUPLICATE COMPARE **ADD NEW** SELECT COLUMNS

Activities CV Imports Manage Data Reports Workflow Tools

Import Publications

Your publications may exist in other systems—and we want to make adding them easy. Import your citations using one of the options below, then follow the prompts to address duplicates, match collaborators, and perform a final review to complete the process.

Import from a BibTeX file

Import publications from other software or databases such as:

- EndNote
- Mendeley
- HeinOnline
- Google Scholar
- RefWorks
- Zotero

Choose File...

Import from a Third Party

Select a service:
 Crossref PubMed

Search criteria:
Author: Amy Chan Hilton
Publication Date: 2019/11/24 to 2024/11/24

Add search criteria

Search Crossref

2) Use the appropriate link to import your BibTeX file

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Review and Correct Publication Data. Then click **Finish Import**

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[Activities](#)
[CV Imports](#)
[Manage Data](#)
[Reports](#)
[Workflow](#)
[Tools](#)

You are currently managing data for User Test.

Import Publications: Match Collaborators Step 3 of 4 [Cancel Import](#) [Continue >](#)

To ensure high quality reports, your collaborators were compared against this system's user accounts. A match was made where the names appear to be the same. Review the matches below and reconcile them as needed before continuing.

2 names matched one user account. If a match is incorrect, select a different user account for that user.

| | | |
|--------------------|---|---------------------------------|
| Hardgrave, Jason | Now matched to ' Test, User: testuser ' at University of Southern Indiana | Select a different user account |
| Hardgrave, Jason D | Now matched to ' Test, User: testuser ' at University of Southern Indiana | Select a different user account |

you are currently managing data for user test.

Import Publications: Review and Finish Step 4 of 4 [Cancel Import](#) [Finish Import >](#)

You are about to import 8 publications. Review to ensure you want to proceed.

| ◀ Item 1 of 8 ▶ | |
|----------------------------|---|
| Contribution Type | Book |
| Explanation of "Other" | |
| Current Status | Published |
| Title of Contribution | Gendered justice: Women in the legal systems of fourteenth century Venice |
| If this is not a book work | |

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Yay! These publications are imported.

< Publications

🔍 Search...

SEARCH

Search Tips

IMPORT

🗑️

DUPLICATE

COMPARE

ADD NEW

SELECT COLUMNS

←


→

Filters: None

| ☐ | CONTRIBUTIO... | EXPLANATION ... | CURRENT STATUS | TITLE OF CONTRIBUTION | JOURNAL NAME |
|--------------------------|-----------------|-----------------|-----------------------------------|--|---------------------------------|
| <input type="checkbox"/> | Book | | In Preparation; Not Yet Submitted | The Amazing World of Data Entry | |
| <input type="checkbox"/> | Journal Article | | Published | Communication Privacy Management Within the Family Planning Trajectories of Voluntarily Child-Free Couples | Journal of Family Communication |

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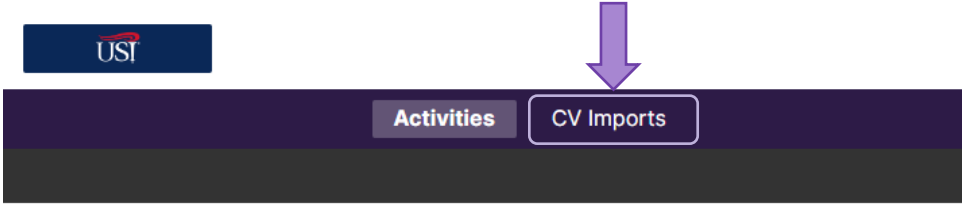



Getting Started: CV Imports Screen

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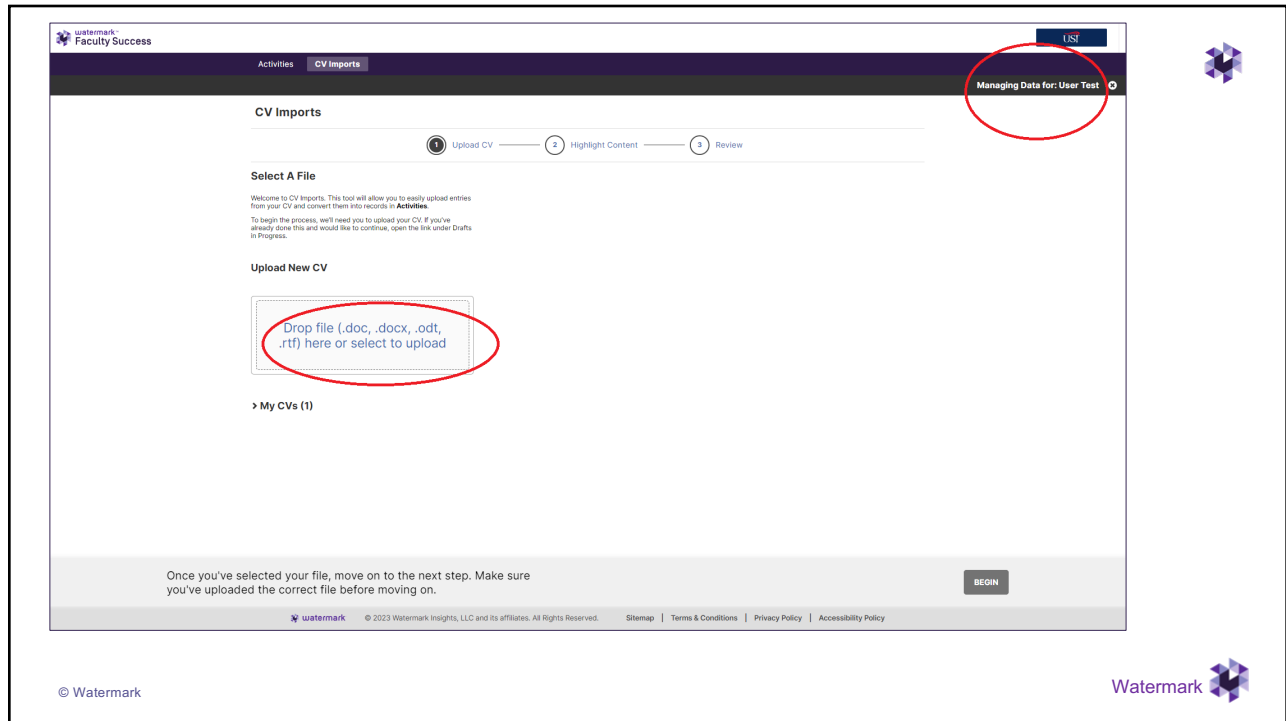
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Importing from your current CV: Using the Highlight Tool in CV Imports

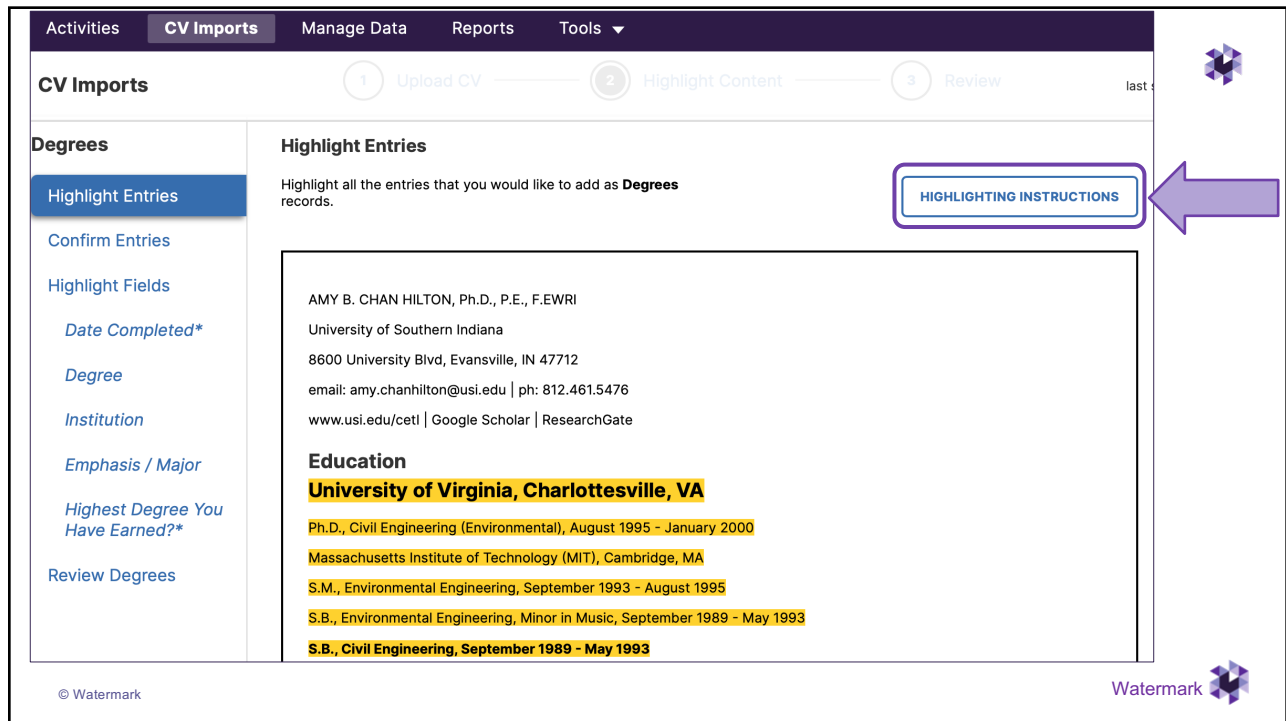


The diagram shows a dark blue navigation bar with two buttons: 'Activities' and 'CV Imports'. A purple arrow points down to the 'CV Imports' button, which is highlighted with a white border.

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You can switch between Highlighting and Manual Entry

Activities
CV Imports
Manage Data
Reports
Workflow ▾
Tools ▾

CV Imports

1 Upload CV
2 Highlight Content
3 Review

Degrees

[Highlight Entries](#)

[Confirm Entries](#)

[Highlight Fields](#)

*Date Completed**

Degree

Institution

Emphasis / Major

*Highest Degree You Have Earned?**

[Review Degrees](#)

Highlight Emphasis / Major

Please highlight the **Emphasis / Major** for each of your **Degrees** entries. If this information is not in your CV then you can use Manual Entry.

[HIGHLIGHTING INSTRUCTIONS](#)

[MANUAL ENTRY](#)

Entry 1
Ph.D., Civil Engineering (Environmental), August 1995 - January 2000

➤ [View Record in Progress, 2 Items added.](#)

Entry 2
Massachusetts Institute of Technology (MIT), Cambridge, MA

➤ [View Record in Progress, 2 Items added.](#)

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CV Imports: Click through screens to Review and Import

CV Imports

1 Upload CV
2 Highlight Content
3 Review

Select an Activity Type

Select the types of activities you'd like to import.

AMY B. CHAN HILTON, Ph.D., P.E., F.EWRI
University of Southern Indiana
8600 University Blvd, Evansville, IN 47712
email: amy.chanhilton@usi.edu | ph: 812.461.5476
www.usi.edu/ceti | Google Scholar | ResearchGate

Education
University of Virginia, Charlottesville, VA
Ph.D., Civil Engineering (Environmental), August 1995 - January 2000
Massachusetts Institute of Technology (MIT), Cambridge, MA
S.M., Environmental Engineering, September 1993 - August 1995
S.B., Environmental Engineering, Minor in Music, September 1989 - May 1993
S.B., Civil Engineering, September 1989 - May 1993

Professional Experience
University of Southern Indiana, Evansville, IN
Director, Center for Excellence in Teaching and Learning, September 2015 - present
Professor of Engineering, September 2015 - present

- Lead and develop university-wide faculty development programs in teaching and learning, research, and career advancement.

All ▾

General Credentials/Expertise

- Degrees (3)
 - [Graduate/Post-Graduate Training](#)
 - [Licenses and Certifications](#)
 - [Awards and Honors](#)
 - [Media Appearances and Interviews](#)
 - [Faculty/Professional Development Activities](#)
 - [Annual Narrative and Goals](#)

Career Information

- [Professional Positions](#)
- [Administrative Assignments](#)
- [Consulting](#)
- [Professional Memberships](#)

Teaching/Mentoring

- [Teaching Innovation and Curriculum Development](#)
- [Directed Student Learning \(e.g., theses, dissertations\)](#)
- [Mentoring](#)
- [Non-Credit Instruction Taught](#)
- [Yearly Advising & Mentoring Summary](#)

Scholarship/Research

If you're finished creating records, move on to the final step.

[REVIEW AND IMPORT 3 RECORDS](#)

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CV Imports: Be sure to click Import

CV Imports last saved, 10:00 AM

1 Upload CV — 2 Highlight Content — 3 **Review**

Review

Please review all of the records you've prepared before importing to **Activities**. If there are any errors please, edit them and update before submitting.

3 Records to be Imported

> Degrees: 3 Records

Once you've reviewed your new records and confirmed that everything is correct, import them into Activities. ←

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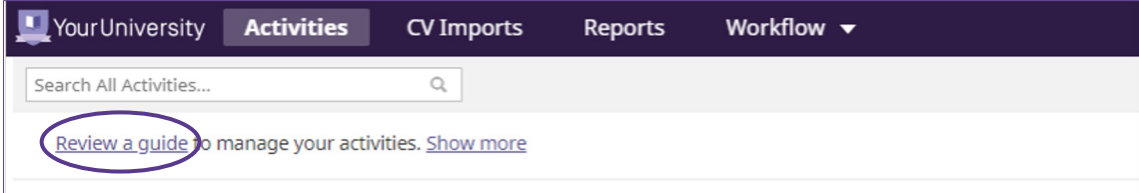
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Help Resources

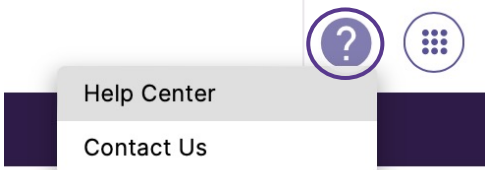
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Help Tools

- If you need help with the Activities Screen, click **Review a Guide**.



- Click **?** in the top right corner to access additional help resources.



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Each College has Trainers/Liaisons

| | |
|--|---|
| Jennifer Evans Julie McCullough Kim Hille | Kinney College of Nursing and Health Professions |
| Kristalyn Shefveland Sarah Christensen-Blair Quentin Maynard | College of Liberal Arts |
| Kim Delaney Tori Colson | Pott College of Science, Engineering, and Education |
| Nick Rhew | Romain College of Business |
| Jennifer Greene | Rice Library |

You can always contact Amy Chan Hilton or Jason Hardgrave

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Watermark webpage coming soon!
 FAR guidelines; Help resources
 Training guides & videos

www.usi.edu/provost/faculty-resources/watermark

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Additional Resources

- Activities screen: Accessing the [User Guide](#) from the Activities screen
- Importing data
 - [Importing your CV](#)
 - [Import BibTeX Files](#)
 - [Import directly from ORCID, Scopus, and Web of Science](#)
- Provost's Office [Personnel Decisions](#) webpage (calendar, portfolio)

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