WATERMARK
Faculty Success Module:
An Introduction

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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!
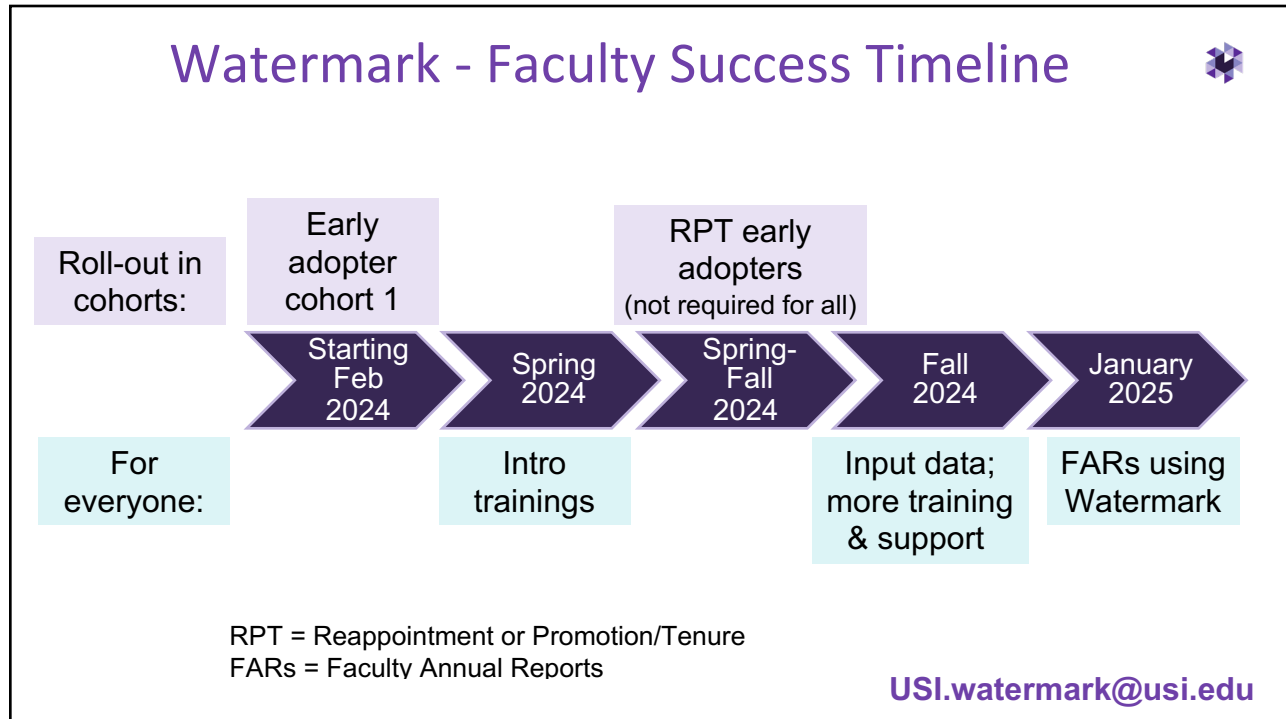
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What do I need to do?

- 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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Watermark - Faculty Success Timeline

Roll-out in cohorts:	Early adopter cohort 1		RPT early adopters (not required for all)		

Starting Feb 2024 → Spring 2024 → Spring-Fall 2024 → Fall 2024 → January 2025

For everyone:		Intro trainings		Input data; more training & support	FARs using Watermark

RPT = Reappointment or Promotion/Tenure
FARs = Faculty Annual Reports

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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 — University of Southern Indiana
Review a guide to manage your activities.

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

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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

Getting Started: Importing **Publications Data**

Importing Publications Data

There are 2 ways for you to bring citations into Faculty Success from other databases.
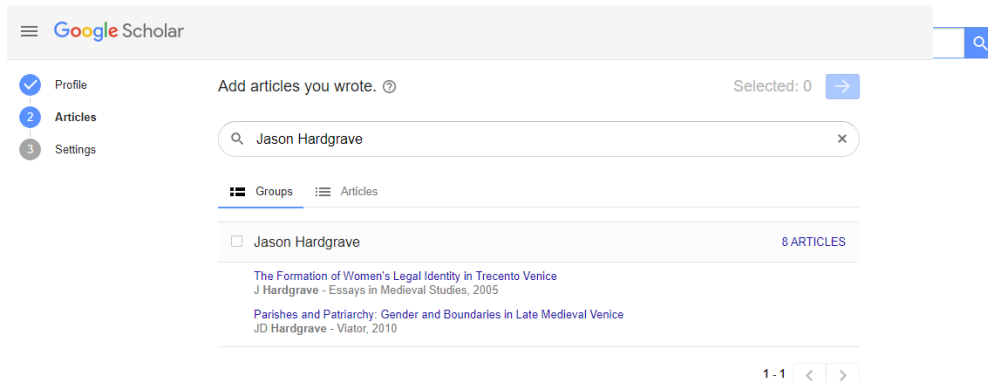
1. **Import BibTeX files into Faculty Success** from EndNote, Google Scholar, Mendeley, RefWorks, HeinOnline, or Zotero. View information BibTeX Imports.

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

☰ **Google** Scholar		🔍
✓ Profile	Add articles you wrote. ⑦	Selected: 0 →
2 Articles	🔍 Jason Hardgrave	✕
3 Settings		

:≡ Groups   ≡ Articles

☐ Jason Hardgrave   8 ARTICLES

The Formation of Women's Legal Identity in Trecento Venice
J **Hardgrave** - Essays in Medieval Studies, 2005

Parishes and Patriarchy: Gender and Boundaries in Late Medieval Venice
JD **Hardgrave** - Viator, 2010

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

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Importing Publications Data

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

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 part of a larger work	

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Yay! These publications are imported.

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

🗑 DUPLICATE COMPARE ADD NEW SELECT COLUMNS ← →

Filters: None

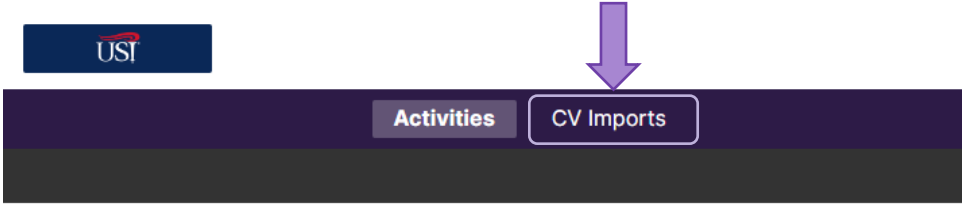| ☐	CONTRIBUTIO... ▾	EXPLANATION ... ▾	CURRENT STATUS ▾	TITLE OF CONTRIBUTION ▾	JOURNAL NAME
☐	Book		In Preparation; Not Yet Submitted	The Amazing World of Data Entry	
☐	Journal Article		Published	Communication Privacy Management Within the Family Planning Trajectories of Voluntarily Child-Free Couples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

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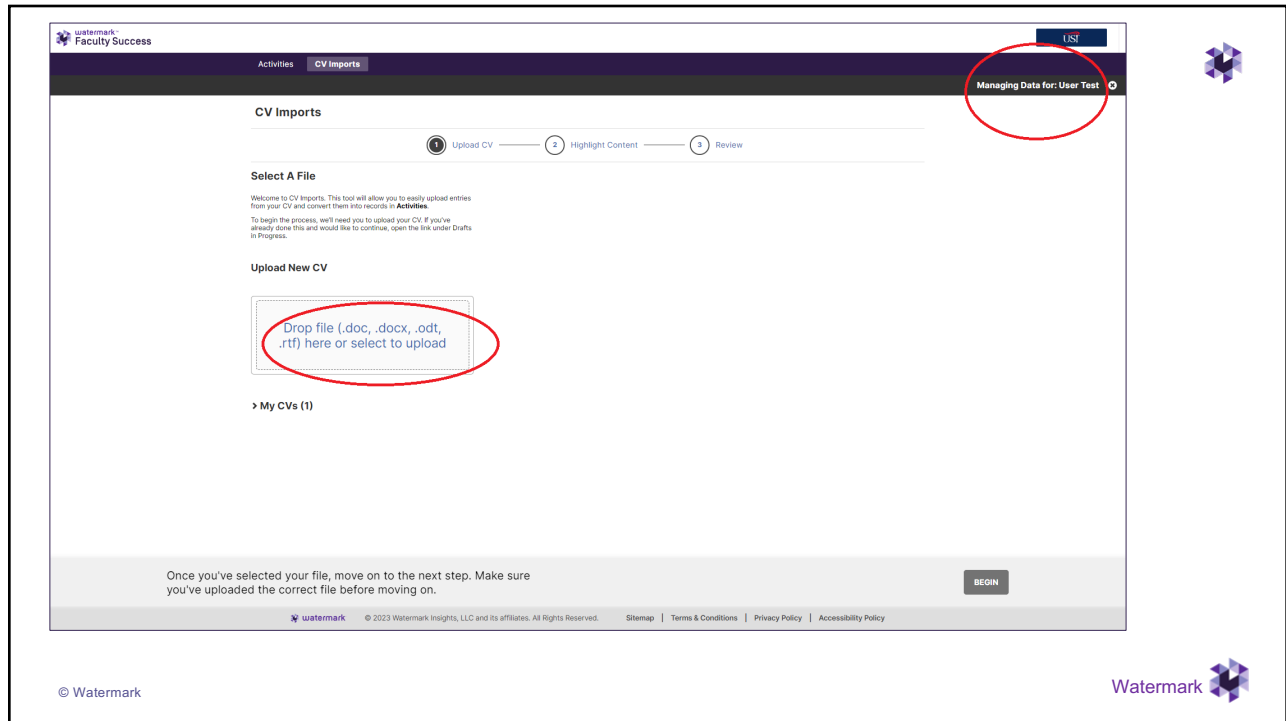Watermark

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Getting Started: **CV Imports** Screen

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

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Activities | CV Imports

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CV Imports: Be sure to click **Import**
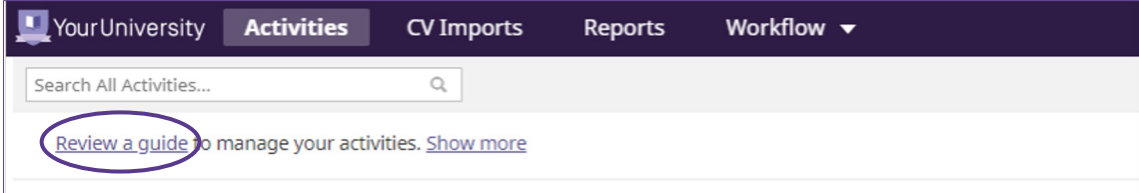
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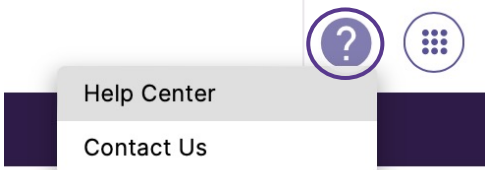
Help Resources

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Help Tools

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

YourUniversity	**Activities**	CV Imports	Reports	Workflow ▾

Search All Activities... 🔍

Review a guide to manage your activities. Show more

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

? ⠿

Help Center

Contact Us

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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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