

Guidance for Creating and Submitting Your FAR Using Watermark

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Overview

The purpose of this document is to guide faculty as they develop their Faculty Annual Report (FAR), use Watermark Faculty Success to enter their activities, and submit their FAR.

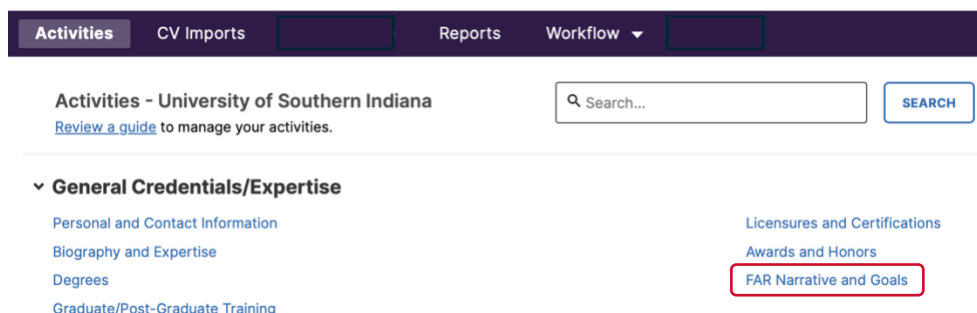
The FAR **remains the same** as in previous years, allowing flexibility for each department/college's needs. The main update is using Watermark to compile and submit your FAR, which will be routed to and reviewed by your department chair/program director and dean. This FAR process aims to be streamlined and straightforward, with long-term benefits.

What do I include in my FAR submission using Watermark Faculty Success?

- 2024 activities – this will be compiled in a standard FAR in Watermark
- CV – upload as a pdf file
- Any additional documents as requested by your chair/director or dean

Getting Ready – How do I prepare my FAR?

Enter your activities for the reporting calendar year (January 1 - December 31, 2024) in the appropriate sections/screens of Activities tab in Watermark Faculty Success.



[Screen shot of the top portion of the Activities area in Watermark Faculty Success.]

The Faculty Success Activities area is where you enter your information. It is always available, providing you access to update and add information throughout the year.

- Please see the [Watermark Activities Faculty Guide](#) for details of each activity section and screen.
- You do not need to enter information for all Activities sections – just the ones relevant to your work and faculty track/rank.
- Documents uploaded in the Activities sections are not included in the standard FAR or CV. These files may be used in future reports or for reappointment, promotion, or tenure review. While not required for the FAR, uploading documents (in pdf format) like course syllabi and publications can be useful for future reference.

Tips for Entering Your Activities

- **Activity date:** Be sure to enter a Date (at minimum, the start or end year) for each activity entry. The date is used to determine which activity entries are included in reports (e.g., CV, FAR, portfolio evidence reports). For activities that are/were only on one day, leave the start date blank and specify the end date. For activities that you started but have not yet presently completed, specify the start date and leave the end date blank.
- Within a screen, a field marked with an asterisk(*) is required.
- Within a screen, a field marked with a lock icon cannot be modified; the data is imported from Banner. Please contact usi.watermark@usi.edu if this is not correct.
- **Courses Taught:** Scroll down to the near-bottom of this screen and complete the Experiential Learning, Delivery Mode, New Course Preparation, and New Format fields (particularly if the response is “yes”).
- In pull-down field entries, if you need to change the selection to “blank”, use the “delete” key on your keyboard to remove the selection.
- Fields with "AACSB" in the label apply only to Romain College of Business faculty.

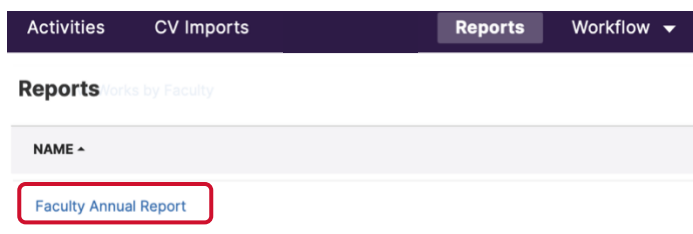
FAR Narrative and Goals

- **Guidance for the FAR narrative:** In general, the narrative/reflection for each applicable section is a brief review (approximately 100-200 words each is suggested) of your contributions and activities during the reporting year (2024). Please refer to any specific guidance from your dean, chair, or Library director.
- The brief **Teaching Narrative** highlights contributions to teaching, student learning, curriculum, and/or student advising/mentoring, reflects on any course or curriculum changes and new practices, and provides context information.
- If a complaint has been received and is substantiated regarding any of the items 1-4 listed in [Faculty Handbook C.13 subsection D](#), address it in the Teaching Narrative or indicate that no complaint was received during this reporting period.
- **Guidance for the Goals section:** Highlight your goals for the upcoming year (2025) in narrative or list format. In the “Review of Goals during the Current Reporting Year” field, summarize and reflect on your accomplishments and progression of your goals during 2024. If applicable, also summarize any additional significant accomplishments during the reporting year. Note: the “Review of Goals” section is optional for the 2024 FAR since upcoming goals were not required across all departments/colleges in the 2023 FAR.
- Enter your narrative and goals in the “FAR Narrative and Goals” screen in Activities.
- It is recommended that you write your brief narrative and goals using Word or your preferred document editor and then copy/paste into Watermark. Note that the textbox in Watermark does not have a bullet list format option. If you copy a bullet list from your Word document, try the “paste and match style” option when pasting into the Watermark textbox.

Preview Your FAR

After you have entered your activities, brief narrative, and goals, it is recommended to preview your FAR before submission. The FAR generated by Watermark includes the information you entered in the Activities sections.

- Go to the Reports tab and select “Faculty Annual Report”.
Within the Run FAR screen, enter the reporting period date range (1/1/2024 to 12/31/2024) and then click “Run Report” button at the top right.



[Screen shot of the Reports area, showing the Faculty Annual Report option.]

How do I submit my FAR using Watermark?

- The FAR Submission Workflow are planned to open the week of December 16th, 2024. When it becomes available, you will receive an email from USI Provost’s Office - Watermark <notifications@watermarkinsights.com> with a link to the FAR Submission page. You also can access the FAR Submission form by going to the myUSI portal, selecting the Watermark link listed under Faculty Apps, and then going the “Workflow” area in Watermark and selecting “Tasks” in the pull-down menu.
- Complete the FAR Submission Form in Watermark (see next page), which includes:
 - Semester & Year you started your current rank – for Teaching Track faculty, enter when you started your Contract Faculty rank (before the title change in 2024).
 - Semester & Year you started as a full-time faculty member at USI
 - Dates of any leave of absence during the reporting year (if applicable)
 - Your FAR report is automatically inserted
 - Upload your CV (as a pdf file) – there is no required format/template
 - Upload any additional documents required by your department
- To submit: Use the “Action” menu in the upper-right to “Save Draft” (if you are not ready yet to submit) and “Submit to Chair” (when you are ready to submit your FAR).

Questions?

- Please contact the Watermark implementation team at usi.watermark@usi.edu.
- The Watermark liaisons in your college/unit also are a resource.
- Guidance documents are available on the [Provost’s Office Faculty Resources website](#).

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< FAR Submission Form

General Information

Semester & Year you started your current rank

Semester & Year you started as a full-time faculty member at USI

Leave of absence dates during the current review year (if applicable)

Faculty Annual Reports and Curriculum Vitae

Your 2024 FAR is automatically inserted below, compiling the information entered into Watermark. You should check that you have added the relevant information using the Activities tab in Watermark and preview the FAR prior to submission.

Also upload your current curriculum vitae (CV) below.

Faculty Annual Report

 Last Updated Date and Time 

Please upload your CV here. *

[Drop files here or](#)

[Screen shot of FAR Submission form in Watermark Workflow.]