

# Watermark Activities Faculty Guide

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Welcome to the Watermark Faculty Success module. This tool will allow updating your academic information in real time, and generate reports such as CVs, FARs, and accreditation documents.

While it is possible to manually enter all information directly into the system, importing information may save time and prove easier. The CV Imports tool allows uploading a current CV, then highlighting portions of text in specific areas of Activities sections. View the [user's guide to CV Imports](#).

To manually enter information, open each section of the activities list and add content by either typing directly into the fields or copying and pasting from an existing CV.

For more general information about Faculty Success, read [this overview](#) from Watermark.

For all questions regarding Watermark Faculty Success, please send an email to: [usi.watermark@usi.edu](mailto:usi.watermark@usi.edu)

## What Information to Enter in Each Activities Category

You might find it helpful to reference the University of Southern Indiana **Portfolio Guidelines** (section IV. Descriptions and Instructions) and **Portfolio FAQs** (found on the [Provost's Office Personnel Decisions webpage](#)) for ideas on what activities fit into each category.

### General Tips

- **If any section/screen does not apply to you, leave it blank.**
- Within a screen (section), a field marked with an asterisk\* is required.
- Within a screen (section), a field marked with a lock icon cannot be modified; the data is imported from Banner.
- All entries with date fields require a start or end year, at minimum. Reports generated by Watermark (such as FAR, CV, or portfolio evidence) use dates to determine which activities to include.
  - For activities that you started but have not yet presently completed, specify the start date and leave the end date blank.
  - For activities that were only on one day, leave the start date blank and specify the end date.
- Many activities screens include an option to upload files. In general, these files are evidence used in portfolios for reappointment, promotion, and tenure. These uploaded files are not included in the standard FAR and CV.

## General Credentials/Expertise

### Personal and Contact Information

- This information is automatically entered through a data import each semester.
- Please edit and update sections as needed.
- You are **NOT** required to enter any personal information.
- Note that this information will be used on your faculty webpage.

### Biography and Expertise

- These fields include:
  - Brief Biography
  - Areas of Specialization
  - Professional Interests
  - Other Interests
  - Notable Courses Taught
- Note that this information will be used on your faculty webpage. This information is not used in the Vita (CV), Faculty Annual Report (FAR), and portfolio evidence reports generated by Watermark.

### Degrees

- Import or enter your degrees on this screen.
  - Edit as needed.
  - Note which entry is the highest degree earned.

### Graduate/Post-Graduate Training

- If applicable, enter any additional training you have completed.
- “Training Type” menu options include:
  - Clerkships
  - Fellowships
  - Internships
  - Residencies
  - Utilize the “Other” option if your additional training lies outside these categories.
- As stated on screen - Note: For activities that you started but have not yet presently completed, specify the start date and leave the end date blank.

### Licensures and Certifications

- If applicable, import or enter any professional Licenses or Certifications you have attained with dates obtained and expiration.
- Focus on those relevant to your teaching, research, and administrative assignments.
- Use “Relevant Evidence” to upload documentation as necessary.

### Awards and Honors

- Enter or import any awards and honors as you would on a CV.
- Use “Relevant Evidence” to upload documentation as necessary.

### FAR Narrative and Goals

- This section is specific to the **Faculty Annual Report (FAR)** document.
- Choose the calendar year. This is the reporting period (January 1-December 31) for the activities to include in your FAR.
- In each box you may either write or paste a narrative describing general and specific activities relevant to each category.
- The goals boxes allow for planning and reviewing specific tasks in each of the above categories and others you wish to highlight in your annual report.

### **Career Information**

#### Professional Positions

- Import or enter any professional positions you have held including faculty rank and positions outside of academia relevant to your position.
- As stated on the screen - Note: For activities that you started but have not yet presently completed, specify the start date and leave the end date blank.

#### Administrative Assignments

- Enter any administrative roles past and present, including temporary and interim.
- Position/Role menu options include:
  - Assistant Dean
  - Associate Dean
  - Department Chairperson
  - Director
  - Other
- As stated on the screen - Note: For activities that you started but have not yet presently completed, specify the start date and leave the end date blank.

### **Teaching/Mentoring**

#### Courses Taught

- Your courses will automatically import from Banner.
- If you identify ANY errors in the Courses Taught (missing or additional courses for examples) please contact [usi.watermark@usi.edu](mailto:usi.watermark@usi.edu).
- Use the “Select Column” button (on top-right) to include the semester in your course list view (see screenshot to the right).
- Please **complete the editable fields** (found near the bottom of the page), **particularly “Experiential Learning”** as we are using this data for both the Carnegie Community Engagement renewal and the HLC Quality Initiative.
- You have the option to upload the syllabus and additional teaching evidence, but this is not required for the Faculty Annual Report (FAR).

#### Select Columns

[Select All](#) [Unselect All](#)

- Term, Term and Year
- Year, Term and Year
- Term and Year
- Course Name
- Course Prefix
- Course Number
- Section Number

### Teaching Innovation and Curriculum Development

- Use this field to highlight curricular projects you have participated in or led.
- Activity Type menu options include
  - Curricular Development
  - New Course
  - New Degree Program
  - Online Course Development Program
  - Revise Existing Course
  - Revise Existing Degree Program
  - Other
- Use “Relevant Evidence” to upload documentation as necessary.

### Teaching Qualifications

- Note: This screen is used for accreditation and not included in the CV/Vita and FAR reports.
- Degree in Discipline
- 18 Graduate Credit Hours in Discipline
- Degree in Related Discipline
- Other Qualifications
  - Explanation of Qualifications
  - Degree
  - Licensure or Certification
  - Work History
- Supporting Documentation
- Course(s) approved to teach

### Directed Student Learning (e.g., theses, dissertations)

- Enter any opportunities you have had to work with students beyond the traditional classroom setting.
- Involvement Type menu options include:
  - Directed Individual/ Independent Study
  - Dissertation Committee Member
  - Dissertation Defense Committee Member
  - Doctoral Advisory Committee Member
  - Internship Advisor
  - Master's Thesis Committee Member
  - Supervised Research
  - Undergraduate Honors Thesis
  - Dissertation Committee Chair
  - Dissertation Defense Committee Chair
  - Doctoral Advisory Committee Chair
  - Honors Contract
  - Master's Thesis Committee Chair
  - Postdoctoral Research Supervision
  - Supervised Teaching Activity
  - Other

As stated on the screen - Note: For activities that you started but have not yet presently completed, specify the start date and leave the end date blank.

- Use “Relevant Evidence” to upload documentation as necessary.

#### Non-Credit Instruction Taught

- Enter any extra-curricular instruction opportunities you have had.
- Instruction Type menu options include
  - Certification
  - Continuing Education
  - Faculty Internship
  - Guest Lecture
  - Management/Executive Development
  - Review Course
  - Seminar
  - Workshop
  - Other
- As stated on the screen - Note: 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.
- Use “Relevant Evidence” to upload documentation as necessary.

#### Student Course Surveys

- Note: This screen is primarily for faculty preparing their portfolios, particularly section E3. Summary of Course Perception Surveys.

#### Peer Course Observations

- Note: This screen is primarily for faculty preparing their portfolios, particularly section E4. Other evaluations and observations of teaching.

#### Advising/Mentoring Activity

- Enter advising or mentoring activity and indicate whether it is with student, faculty, or other context.
- Make a separate entry for each mentee or mentoring activity type.
- Use “Relevant Evidence” to upload documentation as necessary.

#### Yearly Advising & Mentoring Summary

- Select the academic year.
- Record the number of undergraduate and graduate students advised and/or mentored.
- Estimate the total number of hours spent on this activity in the academic year.
- Describe the activity, such as advising selection election of classes, developing four-year plan, or career/professional support.
- Use “Relevant Evidence” to upload documentation as necessary.

ABET Vitae (Applies to Engineering faculty only)

### Library Performance (For Library Faculty Only)

#### Professional Performance (For Library Faculty Only)

- Library faculty should outline all specific responsibilities, goals, and accomplishments from the calendar year as related to their position.

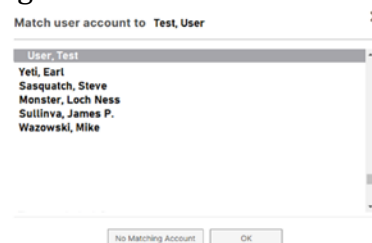
### Scholarship and Professional Activity

#### Publications

It is strongly recommended that publications be imported rather than entered manually.

Use the “Import” tool on the top right of the Publications screen, which allows you to search for your publications from a variety of databases and third parties. Click the Question Mark icon for a user’s guide for these import features.

- Carefully review and edit the imported information for your selected publications.
- Select yes or no for “Was this peer-reviewed/refereed?”. If left blank the publication will not appear in reports.
- If published (not pending), only the “Date Published” field is required.
- **MATCHING USERS** – when importing publications the system will attempt to automatically match authors with existing faculty in the system and add the article to all matched users. Please, **DO NOT MATCH**. If prompted to “select a different user account”, click “No Matching Account” to prevent linking in error.



2 names did not match any user accounts. If any of these people are with University of Southern Indiana, match them to a user account.

|                  |                         |
|------------------|-------------------------|
| Yeti, Earl       | Match to a user account |
| Sasquatch, Steve | Match to a user account |

- Similarly, if there are names not recognized by the database, “did not match any user accounts” **do nothing with these**.

If manually entering a publication, click “Add New”

- Contribution Type menu options include:
  - Book
  - Book Chapter
  - Book Review
  - Case
  - Conference Proceeding
  - Instructional Material
  - Journal Article
  - Magazine/Trade Publication
  - Newsletter
  - Newspaper Article
  - Software
  - Technical Report
  - Textbook
  - Other

- Please note that the two “AACSB” fields are only for Romain College of Business faculty.
- Please review carefully the information for your selected publications for accuracy.
- After adding your publication, whether manually or using the import tool, please review your entry in full.
- The “Was this peer-reviewed/refereed?” is **required**.
- If the publication is published and not pending, only the “Date Published” field is required.
- Use the “Web Address” field to enter the URL if the publication is available online.
- Please use the file upload section to attach abstracts, reviews, or full text of the publication.

### Presentations

- Enter any presentations relevant to your field of expertise or to higher education, pedagogy, etc.
- Presentation Type menu options include
  - Demonstration
  - Exhibit
  - Keynote/Plenary Address
  - Lecture
  - Oral Presentation
  - Paper
  - Poster
  - Reading of Creative Work/Performance
  - Other
- Use the “Web Address” field to enter the URL if the conference program or abstract is available online.
- Please use the file upload section to attach abstracts, programs, or full text of the publication.

### Exhibits and Performances

- Type of Work menu options include
  - Artist in Residence
  - Client Work
  - Curation
  - Dance Performance
  - Exhibition
  - Film
  - Film Screening
  - Music Performance
  - Podcast
  - Production
  - Radio
  - Subject of Critical Writing
  - Television
  - Theatre Performance
  - Other
- As stated on the screen - Note: 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.
- Use “Relevant Evidence” to upload documentation as necessary.

### Practice, Research, or Creative Activity

- Enter any ongoing research projects relevant to your academic career.
- Scholarship/Research Types include:

- Scholarship of Discovery
- Scholarship of Engagement
- Scholarship of Practice, Application, Integration
- Scholarship of Teaching and Learning
- Other
- Status options include:
  - Planning
  - Ongoing
  - Writing Results
  - Complete
- As stated on the screen - Note: 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.

#### Media Appearances and Interviews

- Import or enter any media appearances and interviews relevant to your academic, teaching, or administrative work.

#### Grants, and Sponsored Research, Contracts, Fellowships

- Type menu options include
  - Grant (including internal grants/awards)
  - Contract
  - Fellowship
  - Sponsored Research
- The “AACSB Classification” dropdown menu is only relevant for Romain College of Business faculty.
- Upload a copy of the award letter in PDF format
- Use “Relevant Evidence” to upload documentation as necessary.

#### Intellectual Property (e.g., copyrights, patents)

- If your academic work has resulted in any copyrights or patents, enter those here.

#### Consulting

- Include any consultation work relevant to your field of expertise.
- Consulting Type menu options include
  - Academic
  - For Profit Organization
  - Government
  - Litigation
  - Non-Governmental Organization (NGO)
  - Other
- Please note that the “AACSB” menus applies only to College of Business faculty.
- As stated on the screen - Note: 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.

### Professional Activity

- Professional activity applies disciplinary/professional expertise to contribute one's discipline. Professional service (which is referred to as Professional Activity at USI and part of the Scholarship criteria) is entered in this section.
- Import or enter any development activities, "Activity Type" menu options include:
  - Attendee, Meeting
  - Board of Advisors
  - Board of Directors
  - Chairperson
  - Committee Chair
  - Committee Member
  - Conference Related
  - Editor
  - Editorial Review Board Member
  - Interaction with Industry
  - Officer
  - Prepare/Grade Certification Programs
  - President
  - Program Coordinator
  - Program Organizer
  - Reviewer/Referee
  - Secretary
  - Session Chair
  - Task Force Chair
  - Task Force Member
  - Track Organizer
  - Treasurer
  - Vice President
  - Workshop Organizer
  - Other
- **Romain College of Business Faculty Only** - AACSB: If this activity contributes to professional practice standards or public policy, provide a classification
- As stated on the screen - Note: 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.
- Use "Relevant Evidence" to upload documentation as necessary.

### Professional Memberships

- Enter any Professional Memberships relevant to your area of expertise.
- As stated on the screen - Note: 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.
- Use "Relevant Evidence" to upload documentation as necessary.

### Faculty/Professional Development Activities

- Import or enter any development activities, "Activity Type" menu options include:
  - Conference Attendance
  - Continuing Education Program
  - Faculty Internship
  - Faculty Fellowship
  - Self-Study Program
  - Seminar
  - Tutorial
  - Workshop
  - Other

- As stated on the screen - Note: 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.
- Use “Relevant Evidence” to upload documentation as necessary.

## Service

### University Service

- Enter service positions (e.g., committee work, task force) you have undertaken at the departmental, college, or university level.
- As stated on the screen - Note: For activities that you started but have not yet presently completed, specify the start date and leave the end date blank.
- Use “Relevant Evidence” to upload documentation as necessary.

### Community Service and Outreach

- This broad category focuses on service/engagement or outreach with the community related to your discipline/program and as a member of USI.
- Position/Role menu options include:
 

|  |                                   |
|--|-----------------------------------|
| <input type="radio"/> Board Member       | <input type="radio"/> Member      |
| <input type="radio"/> Board of Directors | <input type="radio"/> Organizer   |
| <input type="radio"/> Chair              | <input type="radio"/> Participant |
| <input type="radio"/> Committee Member   | <input type="radio"/> President   |
| <input type="radio"/> Guest Speaker      | <input type="radio"/> Volunteer   |
| <input type="radio"/> Judge              | <input type="radio"/> Other       |
- The AACSB dropdown menu is only relevant for Romain College of Business faculty.
- As stated on the screen - Note: 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.
- Use “Relevant Evidence” to upload documentation as necessary.

## Administrative Data

### Permanent Data

- These fields are “Read Only” for faculty.
- If you see any information that is incorrect or out of date, please contact <mailto:bickhamb@apsu.edu> [usi.watermark@usi.edu](mailto:usi.watermark@usi.edu).

### Yearly Data

- This information will be imported from the Banner System.
- PLEASE **DO NOT** make any changes to this information.
- If you see any information that is incorrect or out of date, please contact [usi.watermark@usi.edu](mailto:usi.watermark@usi.edu).

### Workload Information

- Please disregard this category.