

# Reviewing FARs in Watermark Faculty Success Workflow

Updated 1.24.2025

## Overview

The purpose of this guide is to preview the Watermark Faculty Success portal for a reviewer (e.g., chair/supervisor, director, or dean) of the Faculty Annual Report (FAR).

Watermark Faculty Success has multiple areas/functions. There are two primary areas for FAR preparation and submission/review:

- **Watermark Workflow:** This is where reviewers view the FAR materials and submit the administrator review. This area will be available to the reviewer based on the routing of each review step.
- **Watermark Activities:** This is where the faculty member enters their activity information, brief FAR narratives and annual goals. The Activities area is always available to faculty members, providing access to update and add information throughout the year.



## Resources

Guides for entering faculty activities in Watermark Faculty Success and preparing the FAR are available on the Provost's Office [USI Watermark webpage](#), such as:

- [Preparing and submitting your FAR using Watermark](#)
- [Watermark Activities Detailed Guide](#)
- [Administrative Review Steps](#) (e.g., Chair, Director, Dean, Provost) (from Watermark)

## Accessing & Viewing the FAR in Watermark

Login to the [myUSI Portal](#) to access Watermark Faculty Success.

- You can access the FARs that are ready for review by going to Watermark Faculty Success directly from myUSI. Go to the **Workflow** tab (see the screenshot above) and select the **Tasks** option from the pull-down.
- Reviewers also will receive an email from "USI Provost's Office – Watermark" <notifications@watermarkinsights.com> with a link to access the FAR for review. If you do not see this email in your Inbox, please check the "Other" or "Junk" folders.

Figure 1 shows a snippet of the reviewer's screen of the candidate's FAR materials. Reviewers click on the PDF icons and hyperlinks to view the provided FAR materials. Note that items with the PDF icon (such as the FAR document) are Watermark-generated reports using Activities information.

## Submitting the Review

The Chair form (see a preview in Figure 2) will be used to acknowledge the FAR review of and submit comments on the faculty member's FAR. It is recommended that the reviewer type their comments

using a separate text editor (such as Word) and copy/paste into the textbox or upload a file with their comments to this Watermark Workflow screen. Fields marked with an asterisk\* are required.

Use the “**Action**” button in the upper-right (located below the top menu bar) to “Save Draft”, “Send Back” (for example, if the faculty member needs to revise their FAR), or “Submit”.

Note: The Unit Supervisor and Dean/Library Director have a similar screen for their review.

\* An updated CV (as a file upload)

### < Faculty Annual Report 2024: Updated January 17, 2025

The Faculty Annual Report serves as the primary mechanism for recognizing exemplary contributions, develop professional goals, identify areas requiring additional work, and provide support and direction to promote success. The FAR and associated review also may be used to identify nominees for awards, determine merit and pay increases, and assist in promotion decisions.

#### General Information

Semester & Year you started your current rank

Fall ;

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

Fall ;

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

Faculty Annual Report

Last Updated  
January 17th, 2025 at 5:33 PM

Please upload your CV here.

curriculum vitae 2024.pdf (194.11 KB)

Figure 1. Sample FAR submission screen.

Activities CV Imports Reports Workflow

### < Department Chair Form

Department Chairs, Program Directors, and Unit Supervisors are responsible for evaluating faculty performance on an annual basis. Such reviews are based on activities included in the Faculty Annual Report (FAR) and should be evaluated based on the criteria presented in the [Faculty Handbook Section C.13](#) as well as any relevant college, library, or department materials.

I acknowledge receipt and review of this faculty member's FAR for the current reporting year. Type your name below.

Comments for this Faculty Annual Review

Characters : 0/20000

Attach documents related to this Faculty Annual Review

[Drop files here or click to upload](#)

Figure 2. Sample FAR reviewer screen/form.