

# WATERMARK

## Faculty Success and the FAR: An Overview

[USI.watermark@usi.edu](mailto:USI.watermark@usi.edu)

January 8, 2025 | Spring Professional Development Day

Amy Chan Hilton and Jason Hardgrave





Watermark Faculty Success:  
How are we using it?

# What data go into Watermark Faculty Success?

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

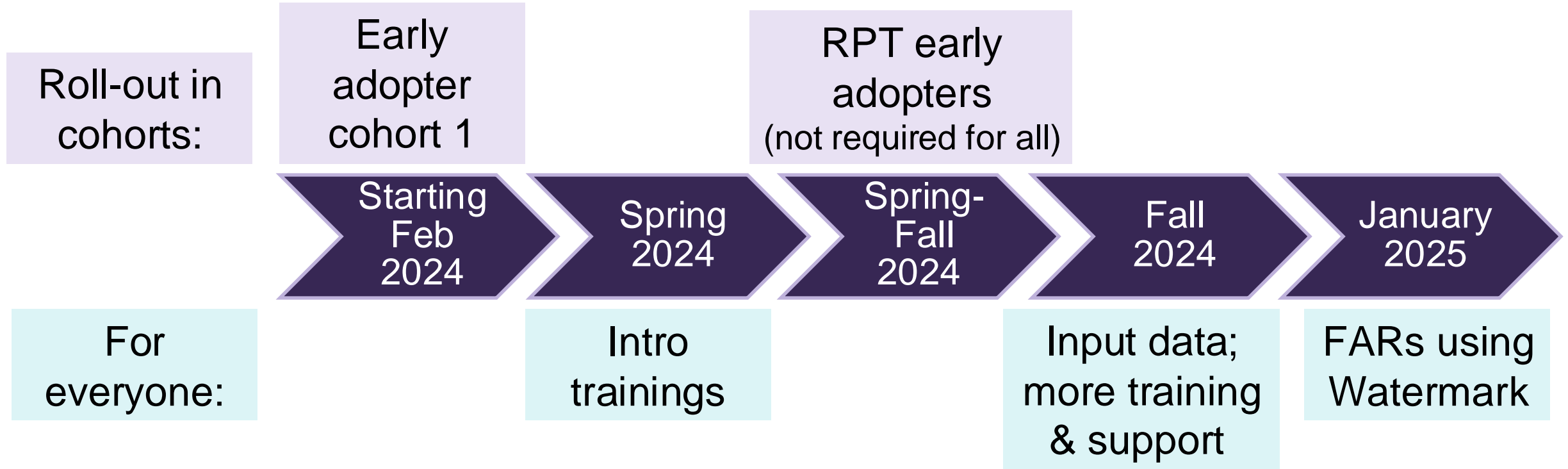
- Education & professional accomplishments
- Teaching, advising, & mentoring activity
- Professional performance (Library)
- Scholarly, creative, and practice works
- Professional activity
- Service and community engagement

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

## 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

# Watermark Faculty Success Timeline



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

[USI.watermark@usi.edu](mailto:USI.watermark@usi.edu)

All faculty will use  
Watermark to submit their  
2024 Faculty Annual Reports (FARs)  
by January 31, 2025

\* Note: FARs require ONLY 2024 information

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# Your Faculty Annual Report (FAR) in Watermark Faculty Success

## Did the FAR change with Watermark?

- The **FAR remains the same** as in previous years, allowing flexibility for each department/college's needs.
- What's updated?
  - Use Watermark Faculty Success to compile and submit your FAR.
  - Streamline routing and review by your chair, dean, etc.



# What do I include in my FAR submission using Watermark?

- 2024 activities: information you enter will be compiled in a standard FAR in Watermark
- CV: upload as a PDF file
- Any additional documents as requested by your chair, dean, or director

# Getting Ready – How do I prepare my FAR?



Activities - University of Southern Indiana

[Review a guide](#) to manage your activities.

SEARCH

Enter your **activities** for the reporting calendar year (Jan 1 - Dec 31, 2024) in the appropriate sections/screens of **Activities tab** in Watermark.

## ▼ General Credentials/Expertise

[Personal and Contact Information](#)

[Biography and Expertise](#)

[Degrees](#)

[Graduate/Post-Graduate Training](#)

[Licensures and Certifications](#)

[Awards and Honors](#)

[FAR Narrative and Goals](#)

## > Career Information

## > Teaching/Mentoring

## > Library Performance

## > Scholarship and Professional Activity

## > Service

# Notes for Entering Your Activities



- See the [Watermark Activities Detailed Guide](#) details of each activity section and screen.
- Enter information in the Activities sections **relevant to your** work and faculty track/rank – not all will apply.
- Documents uploaded in the Activities sections are not included in the standard FAR or CV. (These are used for reappointment and promotion/tenure portfolios.)

# Tips for Entering Your Activities



- Activity date: Be sure to enter a Date (at minimum, the start or end year) for each activity entry. If not yet completed, enter the start date and leave the end date blank.
- A field marked with an asterisk(\*) is required.
- A field marked with a lock icon cannot be modified; the data is imported from Banner. Email [usi.watermark@usi.edu](mailto:usi.watermark@usi.edu) if this is not correct.
- Courses Taught: Scroll to the near-bottom and complete the Experiential Learning, Delivery Mode, New Course Preparation, and New Format fields (if the response is “yes”).

# FAR Narrative and Goals Sections

- Review the [FAR Guide](#) for detailed **guidance** on the **Narrative and Goals sections**.
- **Guidance for the FAR narrative:** The narrative/reflection for each applicable section is a brief review (~100-200 words each) of your contributions and activities during 2024.
- If a complaint has been received and is substantiated regarding any 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 the reporting period.
- Enter your narrative and goals in the “FAR Narrative and Goals” screen in Activities.

# How do I preview my FAR before submitting?

- 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**” at the top right.
- See a sample FAR on the [USI Watermark webpage](#).

The screenshot shows the 'Run Faculty Annual Report' interface. At the top, there is a navigation bar with tabs for 'Activities', 'CV Imports', 'Manage Data', 'Reports' (which is highlighted), 'Workflow', and 'Tools'. Below the navigation bar, the page title is '< Run Faculty Annual Report' and there is a 'RUN REPORT' button on the right. A link 'Download this report's template' is visible. The main content area shows a step labeled '1 Date Range' with two input fields: 'Start Date' with the value '1/1/2024' and 'End Date' with the value '12/31/2024'. Both fields have calendar icons to their right.

# How do I submit my FAR?

**To Access:** The **FAR Submission Workflow** is available; see emails from "USI Provost's Office – Watermark" for a link to the FAR Submission page and reminders.

Or go to the **myUSI portal**, select **Watermark** in Faculty Apps. Then go the **"Workflow"** tab and select **"Tasks"** or see **"Notifications."**

**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).

The screenshot shows the 'FAR Submission Form' interface. At the top, a dark navigation bar contains 'Activities', 'CV Imports', 'Manage Data', 'Reports', 'Workflow' (highlighted with a red box), and 'Tools'. Below the navigation bar, the page title is 'FAR Submission Form'. The main content area is titled 'General Information' and contains three text input fields: 'Semester & Year you started your current rank', 'Semester & Year you started as a full-time faculty member at USI', and 'Leave of absence dates during the current review year (if applicable)'. Below these fields is a section titled 'Faculty Annual Report and Curriculum Vitae'. It contains a paragraph: 'The candidate's 2024 FAR is automatically inserted below, compiling the information entered into Watermark. The candidate should check that they have added the relevant information using the Watermark Activities tab and preview the FAR before submission.' and another paragraph: 'The faculty member uploads their current curriculum vitae (CV) below.' Below this is a 'Faculty Annual Report' section with a file upload icon, the text 'Last Updated Date and Time', and a refresh icon. At the bottom, there are two dashed boxes for file uploads. The first is labeled 'Please upload your CV here.\*' and has a link 'Drop files here or click to upload'. The second is labeled 'Upload additional documents or evidence requested or required by your department, college, or unit (as applicable).' and also has a link 'Drop files here or click to upload'.



# Help Resources





USI's Watermark webpage!

FAR guidelines

Faculty Success Activities guides

Help resources

[www.usi.edu/provost/faculty-resources/watermark](http://www.usi.edu/provost/faculty-resources/watermark)

# 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

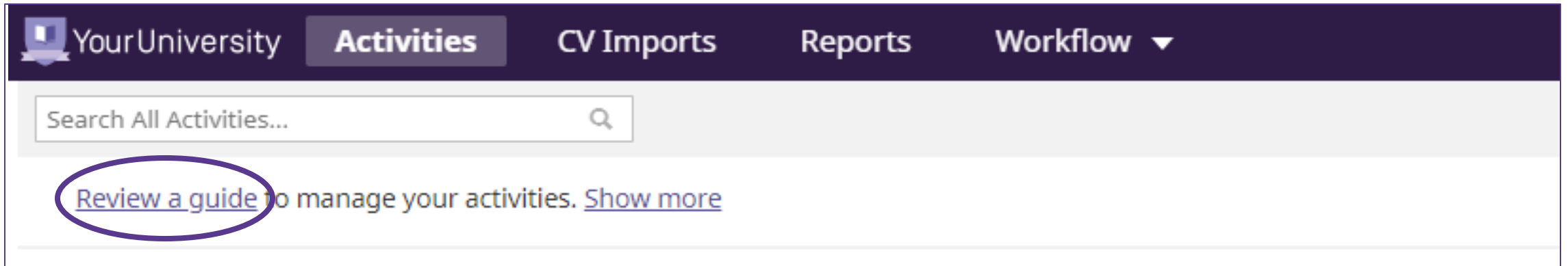
**You can always contact Amy Chan Hilton or Jason Hardgrave**

**[USI.watermark@usi.edu](mailto:USI.watermark@usi.edu)**

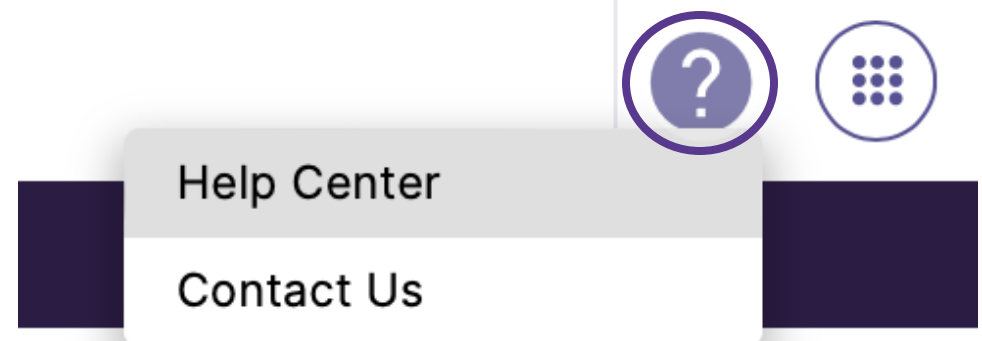


# Help Tools

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



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



## 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)



# Intro to Watermark Faculty Success



**Activities - University of Southern Indiana**

[Review a guide](#) to manage your activities.

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**

**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”



# Manual Entry:

Another **option** for Adding data for **any** Activity page

The screenshot shows a dark purple header bar with two tabs: 'Activities' (selected) and 'CV Imports'. Below the header is a breadcrumb trail with a left arrow and the text 'Degrees'. A horizontal line separates the header from the main content area. In this area, there 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, the text 'Filters: None' is displayed. At the bottom, there is a light gray bar containing a checkbox, the text 'MONTH, DATE ...' with a dropdown arrow, 'YEAR COMPLE...' with a dropdown arrow, and 'DEGREE' with a dropdown arrow.





# 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.

# 1. Find Your Publications Data from Google Scholar

☰ My profile ★ My library

## Google Scholar

☰ Google Scholar



- ✓ Profile
- 2 Articles
- 3 Settings

Add articles you wrote. ⓘ

Selected: 0



🔍 Jason Hardgrave



☰ 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

1 - 1






# 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

 FOLLOWING



## and Save as a BibTeX file

 MERGE  DELETE  **EXPORT** 


<input checked="" type="checkbox"/>	<a href="#">The Formation of Women's Legal Identity in Trecento Venice</a> J Hardgrave Essays in Medieval Studies 22 (1), 41-52	3	2005
<input checked="" type="checkbox"/>	<a href="#">Parishes and Patriarchy: Gender and Boundaries in Late Medieval Venice</a> JD Hardgrave Viator 41 (1), 251-275	2	2010
<input checked="" type="checkbox"/>	<a href="#">The case for catapults in the classroom: experiential learning in medieval history</a> J Hardgrave Teaching History: A Journal of Methods 36 (2), 70-82		2011
<input checked="" type="checkbox"/>	<a href="#">A Forest on the Sea: Environmental Expertise in Renaissance Venice</a> J Hardgrave Journal of World History 22 (4), 867-870		2011
<input checked="" type="checkbox"/>	<a href="#">Magnifico: The Brilliant Life and Violent Times of Lorenzo de'Medici</a> J Hardgrave The Historian 72 (3), 713-715		2010
<input checked="" type="checkbox"/>	<a href="#">The Crime of Poison in the Middle Ages</a> J Hardgrave The Historian 72 (3), 681-683		2010
<input checked="" type="checkbox"/>	<a href="#">Guido Ruggiero, Machiavelli in Love: Sex, Self, and Society in the Italian Renaissance</a> , Johns Hopkins University Press: Baltimore, MD, 2007; 286 pp.; 9780801885167,£30.00/\$45 ... J Hardgrave European History Quarterly 40 (2), 368-369		2010
<input checked="" type="checkbox"/>	<a href="#">Gendered justice: Women in the legal systems of fourteenth century Venice</a> JD Hardgrave University of Kansas		2004



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](#)  
J Hardgrave  
Essays in Medieval Studies 22 (1), 41-52
- [Parishes and Patriarchy: Gender and Boundaries in Late Medieval Venice](#)  
JD Hardgrave  
Viator 41 (1), 251-275

→ 

- BibTeX**
- EndNote
- RefMan
- CSV

# 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...



2) Use the appropriate link to import your BibTeX file

## Import from a Third Party ?

Select a service:

Crossref  PubMed

Search criteria:

Author

Publication Date  to

[Add search criteria](#)

Search Crossref >

# Review and Correct Publication Data.

## Then click **Finish Import**



USI

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	



# Yay! These publications are imported.

< Publications

SEARCH

Search Tips

IMPORT



DUPLICATE

COMPARE

ADD NEW

SELECT COLUMNS



Filters: None

<input type="checkbox"/>	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

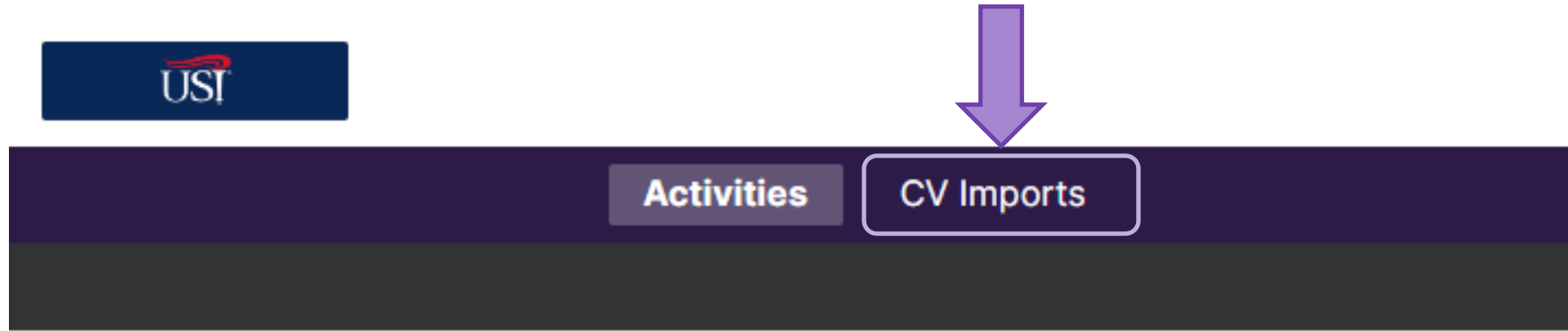


# Getting Started: **CV Imports** Screen





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



## CV Imports

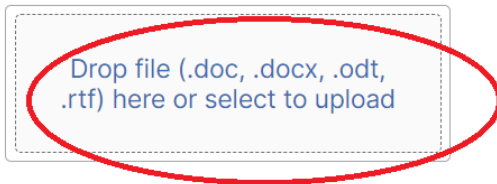


### Select A File

Welcome to CV Imports. This tool will allow you to easily upload entries from your CV and convert them into records in **Activities**.

To begin the process, we'll need you to upload your CV. If you've already done this and would like to continue, open the link under Drafts in Progress.

### Upload New CV



> My CVs (1)

Once you've selected your file, move on to the next step. Make sure you've uploaded the correct file before moving on.

BEGIN



## CV Imports



Upload CV



Highlight Content



Review

last s

## Degrees

Highlight Entries

Confirm Entries

Highlight Fields

*Date Completed\***Degree**Institution**Emphasis / Major**Highest Degree You  
Have Earned?\**

Review Degrees

## Highlight Entries

Highlight all the entries that you would like to add as **Degrees** records.

HIGHLIGHTING INSTRUCTIONS 

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/cetl | 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**

# You can switch between Highlighting and Manual Entry



## CV Imports



### 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.*

# CV Imports: Click through screens to Review and Import



**CV Imports**

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

**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/cetl | 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](#)
  - [Licensures 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

[Publications](#)

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

**REVIEW AND IMPORT 3 RECORDS** ←

# 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

“Import”  
is the final step

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



USI's Watermark webpage!

FAR guidelines

Faculty Success Activities guides

Help resources

[www.usi.edu/provost/faculty-resources/watermark](http://www.usi.edu/provost/faculty-resources/watermark)