



# **WATERMARK FACULTY SUCCESS**

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**Getting Started [For Faculty]**

# WATERMARK FACULTY SUCCESS (WFS) AT ETSU



Go to <https://www.etsu.edu/watermark-faculty-success/> for further instructions on Watermark Faculty Success.

Click *Login to Watermark Faculty Success* and enter your ETSU username and password.

ETSU

ADMISSIONS ▾ MAJORS ▾ COST ▾ TOOLS ▾ 1 Advisories ▾ Search 🔍

## Watermark Faculty Success at ETSU

Faculty Activity Database

**WATERMARK  
FACULTY  
SUCCESS AT  
ETSU**

- Annual Evaluations
- Third Year Review
- Tenure and Promotion
- Resources
- FAQ


**Login to Watermark Faculty Success** →



**Watermark Faculty Success** (formerly Digital Measures) is a faculty activity database that:

Enables faculty to enter and keep track of their activities in one place so that different outputs can be prepared, such as annual activity reports, tenure and promotion documents, accreditation reports, faculty CVs, faculty credentials, graduate faculty status, and more.



If you cannot log in, you may need access. Contact watermark@etsu to request access.

# There are three main sections in WFS: Activities, Reports, Workflow.





ActivitiesReportsWorkflow



## Activities - East Tennessee State University

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

DATA SHARE SETTINGS

SEARCH

[Search Tips](#)

[Rapid Reports](#)

▼ **General Credentials/Expertise**

[Personal and Contact Information](#)

[Biography and Expertise](#)

[Degrees](#)

[Graduate/Post-Graduate Training](#)

[Licensures and Certifications](#)

[Awards and Honors](#)

[Media Appearances and Interviews](#)

[Faculty Development Activities](#)

# ACTIVITIES

As part of the annual evaluation process, you must enter your activities into WFS.

- **New faculty:** Enter the activities you have completed since starting your full-time faculty position at ETSU.
- **All other faculty:** Enter activities starting from the first year you were evaluated using Watermark Faculty Success.

**Activities - East Tennessee State University**  
[Review a guide](#) to manage your activities.

Search... **SEARCH** Search Tips Rapid Reports **DATA SHARE SETTINGS**

▼ **General Credentials/Expertise**

- Personal and Contact Information
- Biography and Expertise
- Degrees
- Graduate/Post-Graduate Training
- Licensures and Certifications
- Awards and Honors
- Media Appearances and Interviews
- Faculty Development Activities

▼ **Career Information**

- Professional Positions
- Administrative Assignments
- Consulting
- Professional Memberships

▼ **Teaching/Mentoring**


- Academic Assignment
- Teaching Innovation and Curriculum Development
- Directed Student Learning (e.g., theses, dissertations)
- Mentoring
- Scheduled Teaching
- Quillen College of Medicine Scheduled Teaching
- Non-Credit Instruction Taught
- Yearly Advising Summary
- Peer Review of Teaching
- Didactics, Lectures, and Workshops for GME and Graduate Learners



▼ **Scholarship/Research**

- Publications
- Presentations
- ABET Vitae
- Biographical Sketch - NIH | NSF
- Contracts, Fellowships, Grants and Sponsored Research
- Exhibits, Performances, & Other Creative Activities
- Intellectual Property (e.g., copyrights, patents)
- Research Activity

# REPORTS

Reports let you view your college's Faculty Activity Report and download your Vita (based on information entered into the Activities section).

 EAST TENNESSEE STATE UNIVERSITY



Activities

Reports



Workflow


Reports

CREATE A NEW REPORT

Select the report you would like to view or edit, or select to create a new report.

2 Items

NAME ▲	CREATED BY	ACTIONS
<a href="#">Faculty Activity Report - Charles C. Sherrod Library</a>	Watermark	
<a href="#">Vita</a>	Watermark	

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# WORKFLOW

Workflow is where you submit materials for current evaluations as well as view past evaluations, including:

- Faculty Activity Plan, Faculty Activity Report, and Faculty Activity Evaluation
- Third-Year Review
- Promotion and/or Tenure

For the latest process and forms, visit:  
<https://www.etsu.edu/watermark-faculty-success/>

 EAST TENNESSEE STATE UNIVERSITY

?

Activities

Reports

Workflow

Workflow Tasks

Keep track of outstanding tasks in your inbox, and view your review history.


▼ Inbox (2)

► Show Filters (0)

PROCESS NAME ▼	STEP ▼	DEPARTMENT ▼	CANDIDATE ▼	DUE DATE 1 2 ▼	DATE RECEIVED ▼
<a href="#">Quillen College of Medicine FAR 2022-2023</a>	Faculty Submission	Internal Medicine	Me	July 7, 2023 @ 11:59 PM 🕒 Overdue	
<a href="#">CBAT FAR 2022-2023</a>	Faculty Submission	Management, Marketing, and Supply Chain	Me	September 15, 2023 @ 11:59 PM 🕒 Overdue	

▼ History (2)

NAME	CURRENT STEP	CANDIDATE	DUE DATE	ACTIONS
<a href="#">Promotion 2023-2024 [Test]</a>	Board of Trustees	Me	July 15, 2024 @ 11:59 PM	▼
<a href="#">Promotion to Professor 2024-2025 [Sergiadis]</a>	College Committee	Me	December 15, 2024 @ 11:59 PM	▼

 watermark

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**WHERE DO I START?**

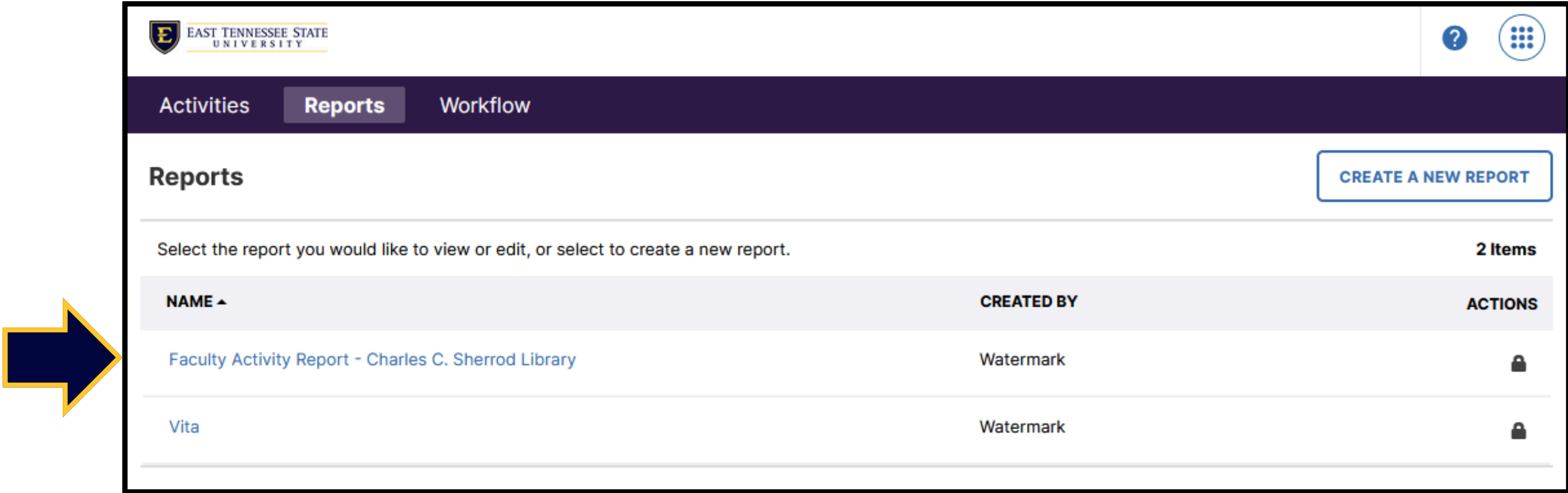


# First, determine the screens / fields included in your faculty activity reports.

#1 Click the Reports tab at the top left of the page. Click on the Faculty Activity Report of your college.

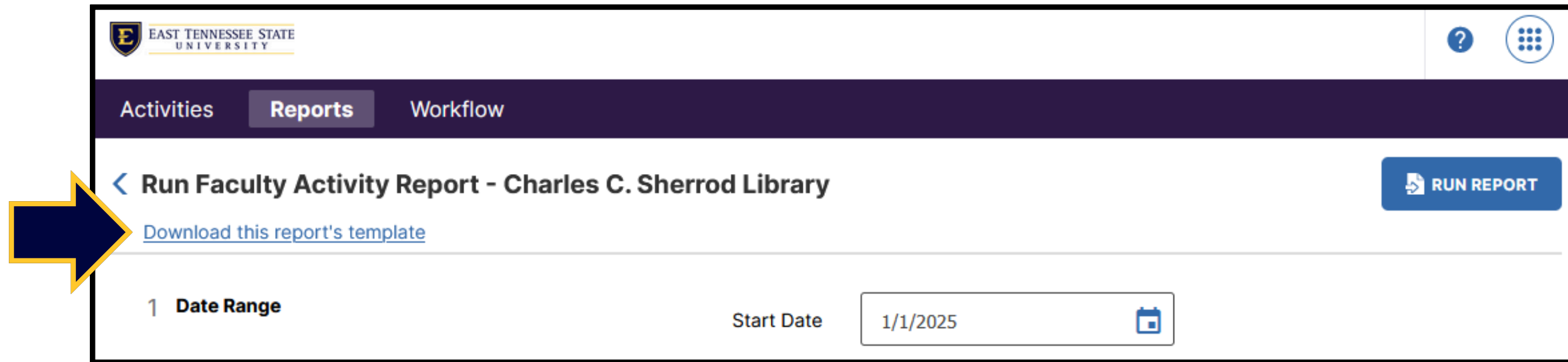


#2 Click on the Faculty Activity Report of your college.



# First, determine the screens / fields included in your faculty activity reports.

#3 Click on Download this report's template.



The screenshot shows the East Tennessee State University (ETSU) Faculty Activity Report interface. The top navigation bar includes 'Activities', 'Reports' (selected), and 'Workflow'. The main heading is 'Run Faculty Activity Report - Charles C. Sherrod Library'. A large blue arrow points to the link 'Download this report's template'. To the right is a 'RUN REPORT' button. Below the heading, there is a section for 'Date Range' with a 'Start Date' field set to '1/1/2025' and a calendar icon.

EAST TENNESSEE STATE UNIVERSITY

Activities Reports Workflow

< Run Faculty Activity Report - Charles C. Sherrod Library

[Download this report's template](#) RUN REPORT

1 Date Range

Start Date 1/1/2025

# First, determine the screens / fields included in your faculty activity reports.

#4 The report template shows the exact screens and fields pulled from Activities into your activity reports. If a screen or field is not in the template, it will not be included in the auto-generated reports for annual evaluations.

Activity Report

Report Start Date - Report End Date

[First value of [Preferred First Name] and [First Name]] [Middle Name] [Last Name], [Suffix]

[Faculty/Staff Rank]

[list of [Department] separated by ""]

GENERAL INFORMATION

IMPORTANT: If the Workload Information for the academic year corresponding to the reporting start and end dates is missing, please enter it under "Workload Information" in the "Administrative Data" section of the Activities tab. This information is essential for reporting by the Office of the Vice Provost for Research.

Workload Information

Screen: *Workload Information*

Items: First record

[Academic Year]

Teaching: [Teaching Workload Percentage]%

Research: [Research Workload Percentage]%

Clinical: [Clinical Workload Percentage]%

Service: [Service Workload Percentage]%

Administrative: [Administrative Workload Percentage]%

Awards and Honors

Screen: *Awards and Honors*

Items: All records

[Nominated for:] [Award or Honor], [Organization, Sponsor, or Source]. ([Date: Month Date: Day, Date: Year]).

Edit Workload Information

Academic Year

Teaching Workload Percentage

%

Research Workload Percentage

%

Service Workload Percentage

%

Clinical Workload Percentage

%

Administrative Workload Percentage

%

Workload agreement / document

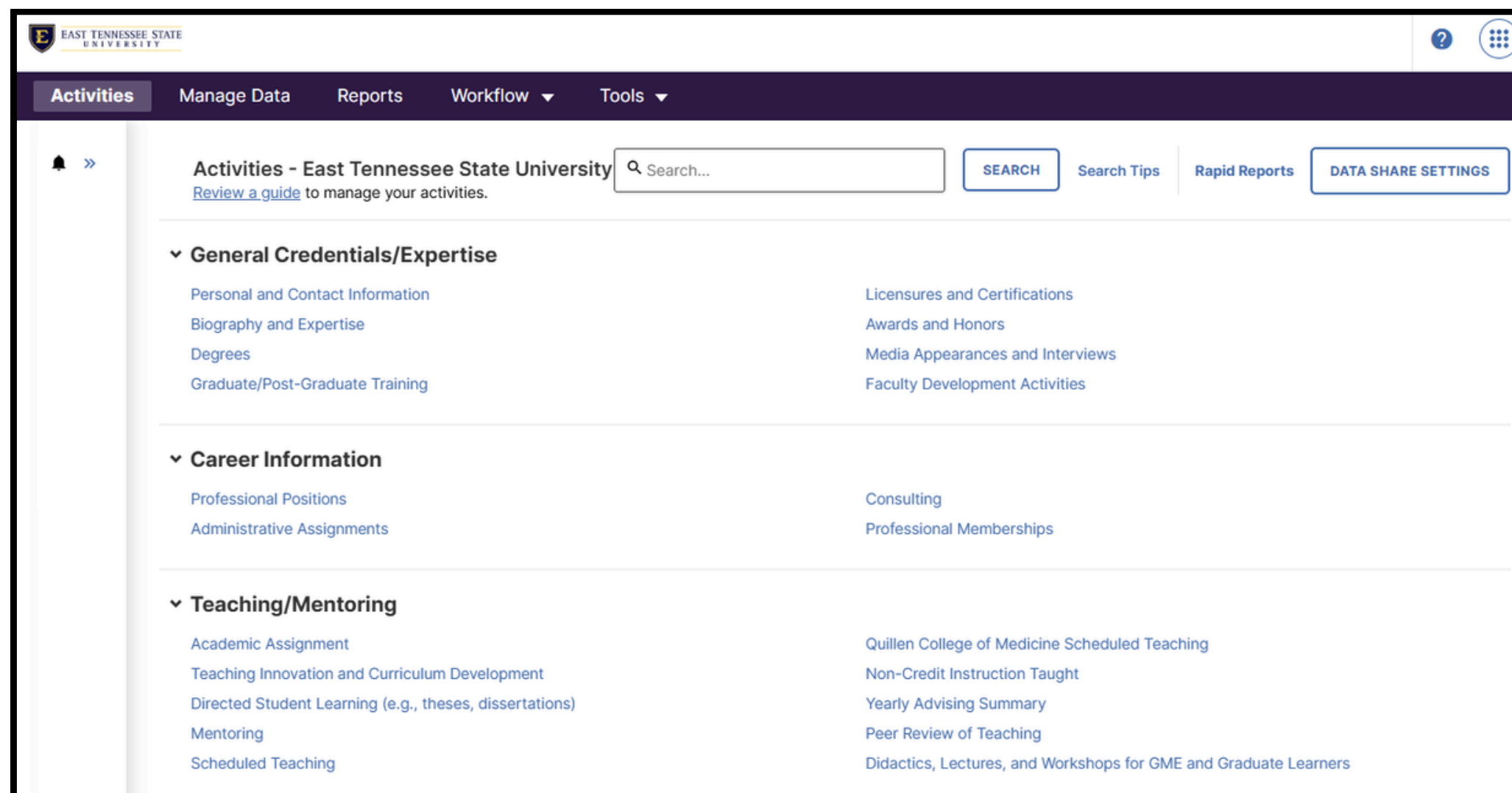
Drop file here or select to upload

For example, the Workload Information section of the report includes all fields from the Activities screen, except for the Workload agreement/document. The document uploaded in this field will not be included in the activity report.

# Second, add your activities into the Activities section of WFS.

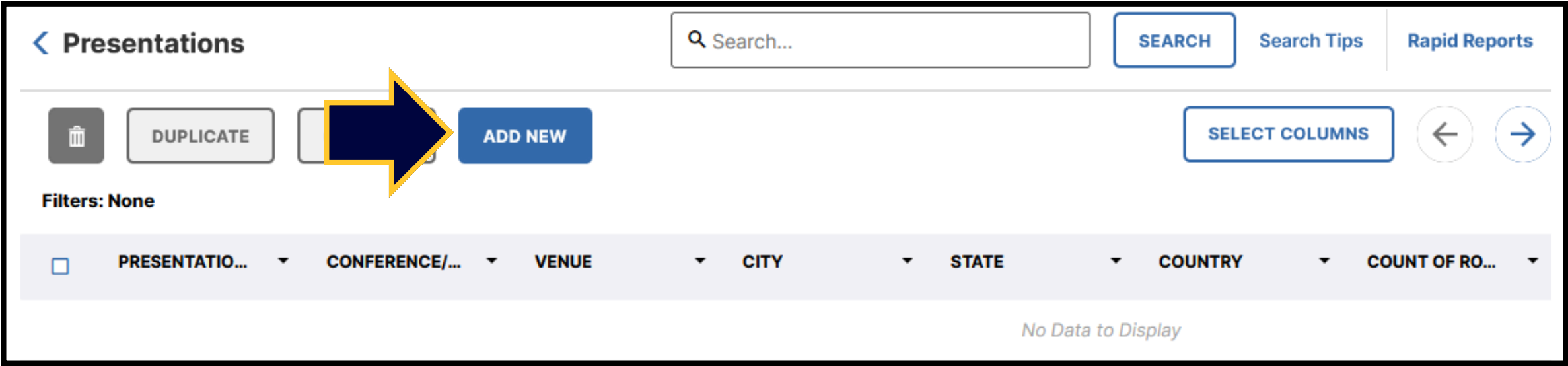
*You can start adding your activities at any time. However, you must enter all activities from the previous year into the Activities section before submitting your Faculty Activity Report as part of your annual evaluation.*

#1 Find the screen name that corresponds with your activity. Your supervisor can often help you find the appropriate place to add your activities.



# Second, add your activities into the Activities section of WFS.

#2 After clicking on a screen name, click "Add New" to create a new record.

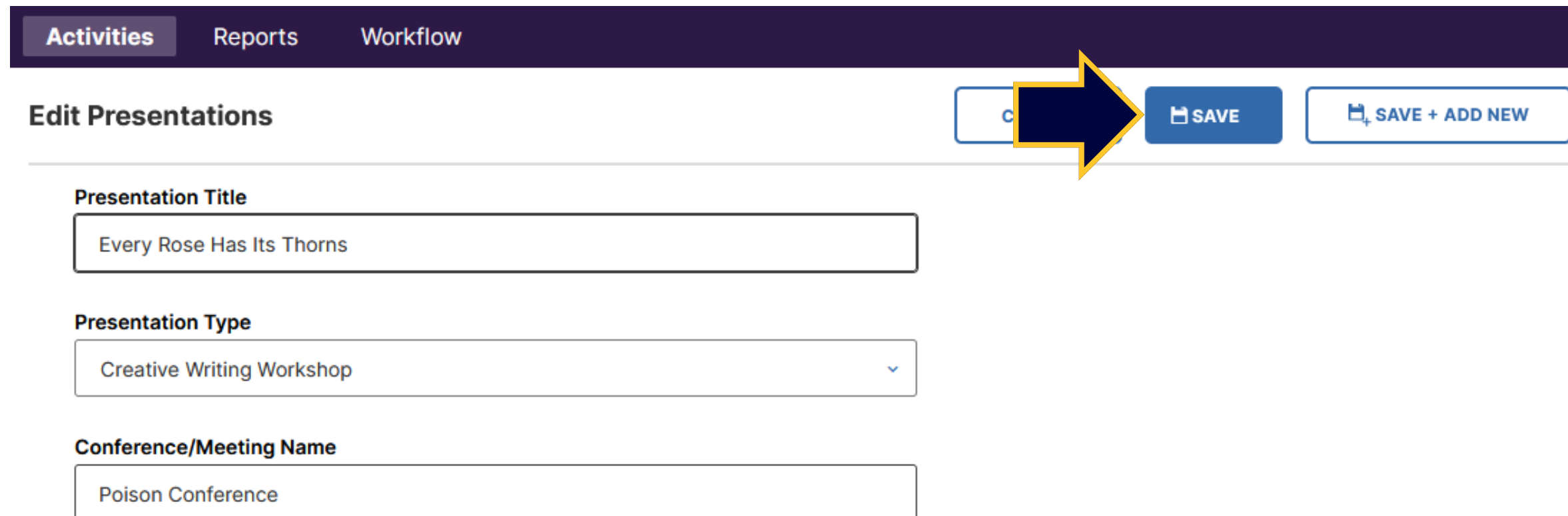


#3 Complete the fields appropriate to your activity and visible in your Faculty Activity Report template.

A screenshot of the 'Edit Presentations' form in a software interface. At the top, there's a dark purple header with tabs for 'Activities', 'Reports', and 'Workflow'. Below the header, there's a title 'Edit Presentations' and three buttons: 'CANCEL', 'SAVE', and 'SAVE + ADD NEW'. The form has two main sections. The first section is 'Presentation Title' with a text input field containing 'Every Rose Has Its Thorns'. The second section is 'Presentation Type' with a dropdown menu showing 'Creative Writing Workshop'.

# Second, add your activities into the Activities section of WFS.

#4 Click “Save.” After clicking "Save", if you are not taken back to the list of activities, the record did not save properly. This is likely due to a required field being left blank.



**Activities** Reports Workflow

**Edit Presentations**

**Presentation Title**  
Every Rose Has Its Thorns

**Presentation Type**  
Creative Writing Workshop

**Conference/Meeting Name**  
Poison Conference

Cancel SAVE SAVE + ADD NEW

# Second, add your activities into the Activities section of WFS.

#5 If you make a mistake, return to the list of activities and click on the entry you want to edit. This will take you back to the submission form.

ActivitiesManage DataReportsWorkflowTools

Publications

Search...SEARCHSearch TipsRapid ReportsIMPORT

DUPLICATE

COMPARE

ADD NEW

SELECT COLUMNS

Filters: None

	CONTRIBUTION ...	EXPLANATION ...	CURRENT STA...	TITLE OF CONTRIBUTION	COUNT OF RO...	MONTH, EXPE.
<input type="checkbox"/>	Case		Published	Investigating the Incorporation of OER in Tenure and Promotion Criteria Through Content Analysis	1	
<input type="checkbox"/>	Journal Article		Published	How Diverse, Equitable, and Inclusive Are Open and Affordable Course Materials?	3	
<input type="checkbox"/>	Conference Proceeding		Published	Two Peas in a Pod? Support for Open and Affordable Course Materials through an Awards Program & E-Textbook Reserves	4	



## Helpful Hint #1: Dates

Accurate date fields are crucial, as they determine which activities are pulled for reports. For example, your annual report will only include activities from the past year.

For ongoing activities (e.g., service), add a start date and leave the end date blank. This shows the activity is ongoing and can be included in multiple annual reports without needing to be added each year.

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.

Start Date

Month

\_\_\_\_\_

Day

Year

2022

End Date

Month

[View all posts by](#) [Dimitris Karamanolis](#)

Day

Year

--	--

# Helpful Hint #2: Locked Symbol

You may notice a lock symbol on some entries. This indicates that another faculty member has added you as a collaborator. Only the person who originally entered the information can edit the record.

< Presentations

Search...

SEARCH

Search Tips

Rapid Reports

DUPLICATE

COMPARE

ADD NEW

SELECT COLUMNS

<

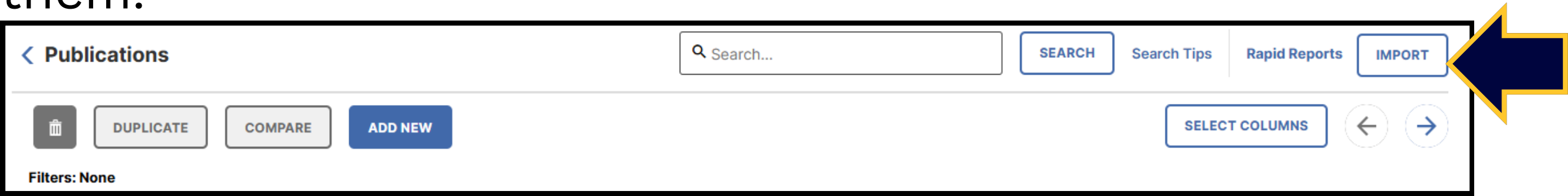
>

Filters: None

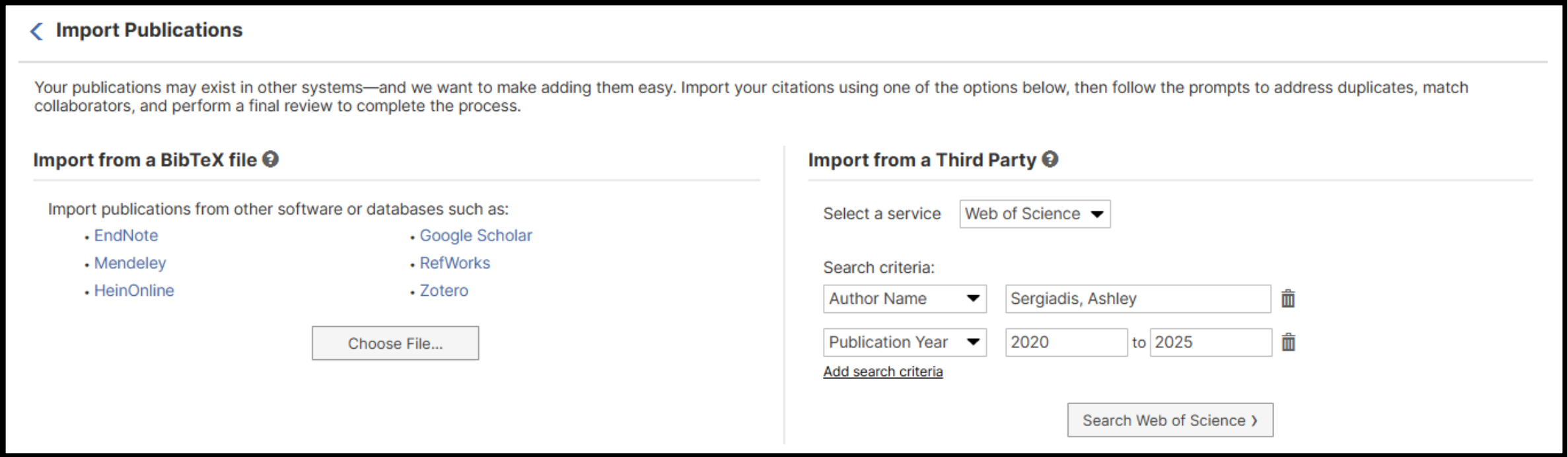
<input type="checkbox"/>	PRESENTATION TITLE	CONFERENCE/MEETING NAME	VENUE	CITY	STATE
<input type="checkbox"/>	Open Education Chat: Connecting Tennessee's Champions	Tennessee Open Education			
<input type="checkbox"/>	Creating Robust OER in Collaboration with Campus Libraries	Open Education Conference			
<input type="checkbox"/>	Better Together: Provide Comprehensive Showcasing and Research Management Services with Digital Commons and Pure	Digital Commons North American Conference 2023			
<div><div></div><div></div></div>	One-Stop Shop for Creating Open Educational Resources	Conference on Higher Education Pedagogy		Blacksburg	VA

# Helpful Hint #3: Publications

Publications allows you to import materials instead of manually adding them.



You can either Import from a BibTeX file or Import from a Third Party.



## **Helpful Hint #4: Scheduled Teaching**

Courses under all colleges except Quillen College of Medicine) will be entered in Scheduled Teaching by administrators prior to the launch of annual evaluations (usually July) for the previous academic year. The following fields will be populated by administrators: Term/Year, Course Name, Role, Course Prefix, Course Number, Section Number, Official Enrollment Number, Number of Credit Hours, Number of Instructor Contact Hours, Lower Division or Upper Division, Course Level, Delivery Mode, and Instructional Method. All other fields can be populated by the instructor.

Courses under Quillen College of Medicine from the previous year will be entered in Quillen College of Medicine Scheduled Teaching by administrators prior to the launch of QCOM's annual evaluations (usually April). The following fields will be populated by administrators: Course Name, Session Title, Instructional Method, Contact Hours, Start Date, End Date. All other fields can be populated by the instructor.

# Important to Report #1: Community Engaged Learning

Office of Community Engagement tracks Community-Engaged Activities in WFS.

For teaching, add a new record in Teaching Innovation and Curriculum Development and select the Activity Type Community-Based Teaching.

Edit Teaching Innovation and Curriculum Development

CANCEL

SAVE

SAVE + ADD NEW

Activity Type ⓘ

Community-Based Teaching

For service, add a new record in Community Engagement and Outreach.

< Community Engagement and Outreach

Search...

SEARCH

Search Tips

Rapid Reports

Community Engagement is the collaboration between institutions of higher education and their larger communities (local, regional/state, national, global) for the mutually beneficial creation and exchange of knowledge and resources in a context of partnership and reciprocity (Carnegie Foundation for the Advancement of Teaching, 2022) Outreach, or service to the community, primarily involves sharing professional expertise with the wider community and should directly support the goals and mission of the university.

DUPLICATE

COMPARE

ADD NEW

SELECT COLUMNS

←

→

Filters: None

POSITION/ROLE

EXPLANATION...

ORGANIZATIO...

CITY

STATE

MONTH, STAR...

DAY, START D...

No Data to Display

# Important to Report #1: Community Engaged Learning

Office of Community Engagement tracks Community-Engaged Activities in WFS.

For research, select Yes to the question Would this activity be considered Engaged Scholarship? if this applies to an activity in the following screens: Publications, Presentations, Contracts, Fellowships, Grants, and Sponsored Research, Exhibits, Performances, & Other Creative Activities, Intellectual Property, and Research Activity. The phrase Marked as Engaged Scholarship will appear under citations in Activity Reports.

Would this activity be considered Engaged Scholarship? Engaged Scholarship (ES) at ETSU refers to intentionally designed research, scholarship, and creative activity that involves community partners and addresses significant societal needs to impact and improve the lives of people in our region and beyond.

# Important to Report #2: Workload Information

Office of the Vice Provost for Research tracks Workload Information.

For each academic year, add the percentages of your teaching, research, service, clinical, and administrative workloads.

Edit Workload Information

CANCEL

SAVE

SAVE + ADD NEW

Academic Year

Teaching Workload Percentage

%

Research Workload Percentage

%

Service Workload Percentage

%

Clinical Workload Percentage

%

Administrative Workload Percentage

%



# Third, you can preview your Faculty Activity Report to make sure everything appears correctly.

Option #1: Click on Rapid Reports in the Activities tab. Then, choose the Faculty Activity Report of your college, the start/end date, and file format.

Activities - East Tennessee State University

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

SEARCH

Se



[Rapid Reports](#)

DATA SHARE SETTINGS

Rapid Reports

×

Select a report template, date range and file format, then run the report.

Report

Faculty Activity Report - Charles C. Sherrod Library ▼

Start Date

Jan ▼

01 ▼

2025 ▼

End Date

Dec ▼

31 ▼

2025 ▼

File Format

Microsoft Word (.doc) ▼

Note: Changes to Microsoft Word reports do not change data in the system.

Cancel

Run Report

# Third, you can preview your Faculty Activity Report to make sure everything appears correctly.

Option #2: Click on the Faculty Activity Report of your college in the Reports tab. Then, choose the date range and file format.

Reports

CREATE A NEW REPORT

Select the report you would like to view or edit, or select to create a new report.

2 Items

NAME ^	CREATED BY	ACTIONS
Faculty Activity Report - Charles C. Sherrod Library	Watermark	

< Run Faculty Activity Report - Charles C. Sherrod Library

RUN REPORT

[Download this report's template](#)

1 Date Range

Start Date1/1/2025

End Date12/31/2025

2 File Format ?

File FormatMicrosoft Word (.doc)

Changes made to the Microsoft Word document **will not** be reflected in the system.

Page SizeLetter

# Third, you can preview your Faculty Activity Report to make sure everything appears correctly.

To make changes to your Faculty Activity Report, you must return to Activities to edit existing entries or add new ones.

The screenshot displays the 'Activities' section of the East Tennessee State University Faculty Activity Report system. The interface features a dark purple header with the university logo and navigation tabs for 'Activities', 'Reports', and 'Workflow'. Below the header, a sidebar on the left contains a bell icon and a double arrow icon. The main content area is titled 'Activities - East Tennessee State University' and includes a link to 'Review a guide to manage your activities.' A search bar with a magnifying glass icon and the text 'Search...' is positioned above a 'SEARCH' button. To the right of the search bar are links for 'Search Tips' and 'Rapid Reports', and a 'DATA SHARE SETTINGS' button. The main content area is organized into four expandable sections, each with a dropdown arrow and a title: 'General Credentials/Expertise', 'Career Information', 'Teaching/Mentoring', and 'Scholarship/Research'. Each section contains a list of activity types, such as 'Personal and Contact Information', 'Professional Positions', 'Academic Assignment', and 'Publications'.

**Activities - East Tennessee State University**  
[Review a guide](#) to manage your activities.

Search... **SEARCH** [Search Tips](#) [Rapid Reports](#) [DATA SHARE SETTINGS](#)

▼ **General Credentials/Expertise**

- Personal and Contact Information
- Biography and Expertise
- Degrees
- Graduate/Post-Graduate Training
- Licensures and Certifications
- Awards and Honors
- Media Appearances and Interviews
- Faculty Development Activities

▼ **Career Information**

- Professional Positions
- Administrative Assignments
- Consulting
- Professional Memberships

▼ **Teaching/Mentoring**

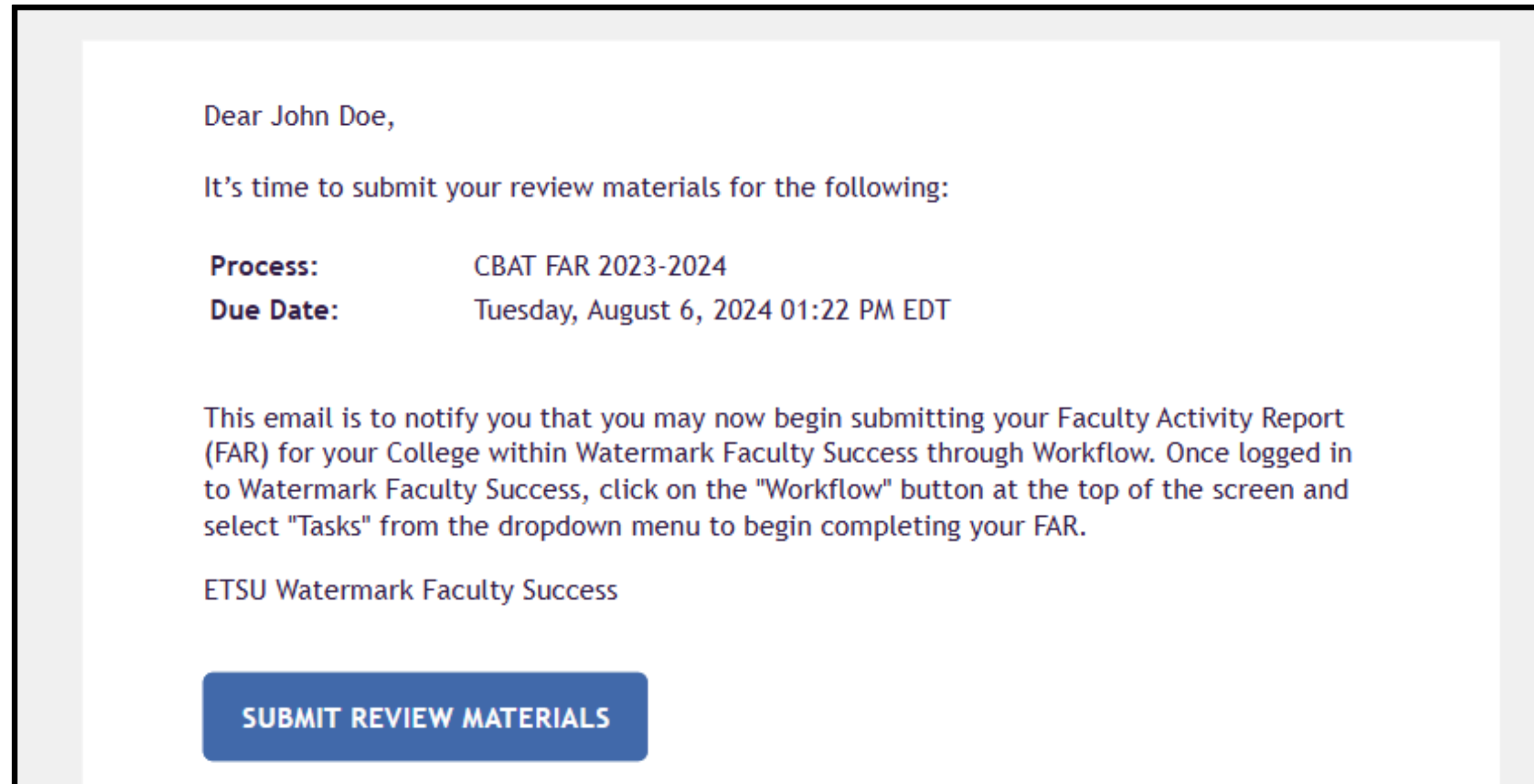
- Academic Assignment
- Teaching Innovation and Curriculum Development
- Directed Student Learning (e.g., theses, dissertations)
- Mentoring
- Scheduled Teaching
- Quillen College of Medicine Scheduled Teaching
- Non-Credit Instruction Taught
- Yearly Advising Summary
- Peer Review of Teaching
- Didactics, Lectures, and Workshops for GME and Graduate Learners

▼ **Scholarship/Research**

- Publications
- Presentations
- ABET Vitae
- Biographical Sketch - [NIH](#) | [NSF](#)
- Contracts, Fellowships, Grants and Sponsored Research
- Exhibits, Performances, & Other Creative Activities
- Intellectual Property (e.g., copyrights, patents)
- Research Activity


# Fourth, submit in Workflow for annual evaluations, third-year review, and/or promotion/tenure.

When it's time to submit materials or respond to a review, you'll receive an email notifying you that the submission form is ready. The email will include a link to the form.



# Fourth, submit in Workflow for annual evaluations, third-year review, and/or promotion/tenure.

You can also view active or past submissions in the Workflow tab. Clicking on the name of a submission in “Inbox” will send you to a form to complete.

 EAST TENNESSEE STATE UNIVERSITY

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Activities

Reports




Workflow

Workflow Tasks

Keep track of outstanding tasks in your inbox, and view your review history.

▼ Inbox (2)

► Show Filters (0)

PROCESS NAME ▼	STEP ▼	DEPARTMENT ▼	CANDIDATE ▼	DUE DATE  ▼	DATE RECEIVED ▼
<a href="#">Quillen College of Medicine FAR 2022-2023</a>	Faculty Submission	Internal Medicine	Me	July 7, 2023 @ 11:59 PM  Overdue	
<a href="#">CBAT FAR 2022-2023</a>	Faculty Submission	Management, Marketing, and Supply Chain	Me	September 15, 2023 @ 11:59 PM  Overdue	

▼ History (2)

NAME	CURRENT STEP	CANDIDATE	DUE DATE	ACTIONS
<a href="#">Promotion 2023-2024 [Test]</a>	Board of Trustees	Me	July 15, 2024 @ 11:59 PM	▼
<a href="#">Promotion to Professor 2024-2025 [Sergiadis]</a>	College Committee	Me	December 15, 2024 @ 11:59 PM	▼

# Fourth, submit in Workflow for annual evaluations, third-year review, and/or promotion/tenure.

Submission forms in Workflow may include auto-generated reports (that pulls data from the Activities section) as well as text boxes, file upload options, and other fields that are required you to complete.

For the latest process and forms, visit: <https://www.etsu.edu/watermark-faculty-success/>

The screenshot displays the 'Faculty Submission Step' interface. At the top, a header bar shows a back arrow, the title 'Faculty Submission Step - Due September 15th, 2023 @ 11:59 PM', and buttons for 'CANCEL' and 'Actions'. Below the header, the candidate's name 'Candidate: Ima Test' is shown. A blue notification bar states '> Reports Have Been Run and Auto-Attached'. The main section is titled 'College of Business & Technology Faculty Activity Report'. Under this, there is a 'CBAT Annual Activity Report' section with a document icon, the text 'Last Updated February 29th, 2024 at 12:27 PM', and a refresh button. Below this is a paragraph of instructions: 'Instructional Report and Evaluation Narrative: For the reporting period, please report your teaching efforts, by topic. Be sure to include the following teaching-related activities: Development of new courses, instructional methods, or student evaluation methods; contracts or grants related to teaching and instruction; continuing education courses; and/or thesis/dissertation supervision.' The bottom section is 'Instructional Report & Evaluation Narrative \*', which contains a rich text editor with a toolbar (bold, italic, underline, link, etc.) and a large text area. A character count 'Characters : 0/20000' is visible at the bottom right of the text area.



# Fourth, submit in Workflow for annual evaluations, third-year review, and/or promotion/tenure.

Before submitting an autogenerated report, click the PDF icon to review it. If changes are needed, go to Activities to edit or add entries. After updating in Activities, return to the form in Workflow and click the refresh button to see your changes.

<

Faculty Submission Step - Due September 15th, 2023 @ 11:59 PM

↓

CANCEL

Actions

▼

Candidate: Ima Test

> Reports Have Been Run and Auto-Attached

College of Business & Technology Faculty Activity Report

CBAT Annual Activity Report

→

📄

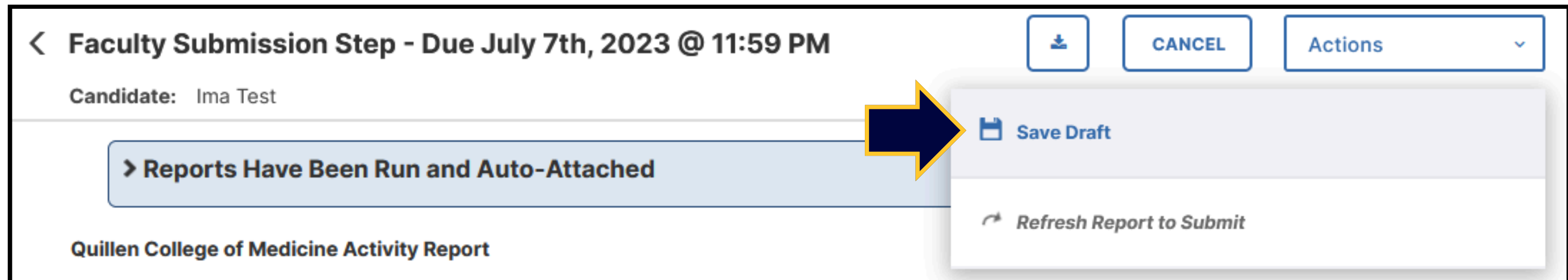
Last Updated  
February 29th, 2024 at 12:27 PM

↺



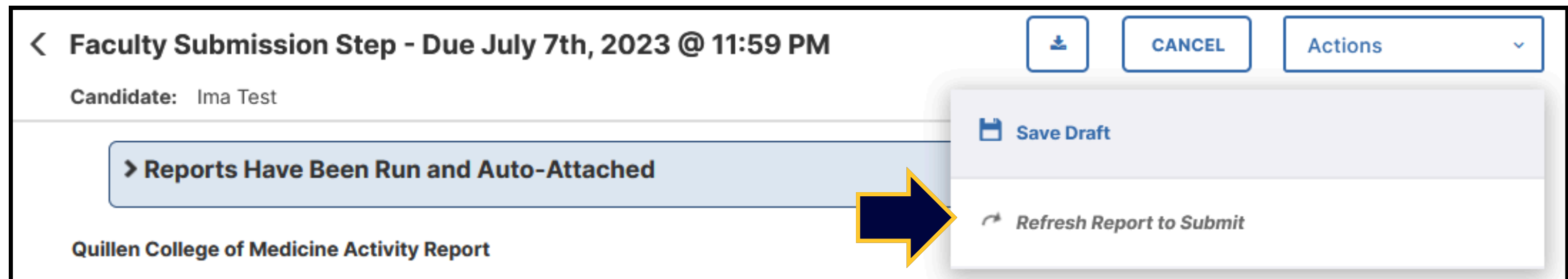
# Fourth, submit in Workflow for annual evaluations, third-year review, and/or promotion/tenure.

Click Save Draft under Actions to save your responses.



The screenshot shows a web interface for a 'Faculty Submission Step' with a due date of 'July 7th, 2023 @ 11:59 PM'. The candidate is 'Ima Test'. A blue banner indicates 'Reports Have Been Run and Auto-Attached'. Below this is the 'Quillen College of Medicine Activity Report'. On the right, there are three buttons: a download icon, 'CANCEL', and 'Actions'. The 'Actions' dropdown menu is open, showing 'Save Draft' (with a floppy disk icon) and 'Refresh Report to Submit' (with a circular arrow icon). A large blue arrow points from the banner to the 'Save Draft' option.

You will see the option to Submit under Actions once you have completed all the required fields. When you are ready to submit, click Submit.



This screenshot is identical to the one above, showing the 'Faculty Submission Step' interface. It highlights the 'Save Draft' option in the 'Actions' menu. A large blue arrow points from the 'Reports Have Been Run and Auto-Attached' banner to the 'Save Draft' button.



# Questions?

[watermark@etsu.edu](mailto:watermark@etsu.edu)