WATERMARK FACULTY SUCCESS

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.

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.

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.

REPORTS

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

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/

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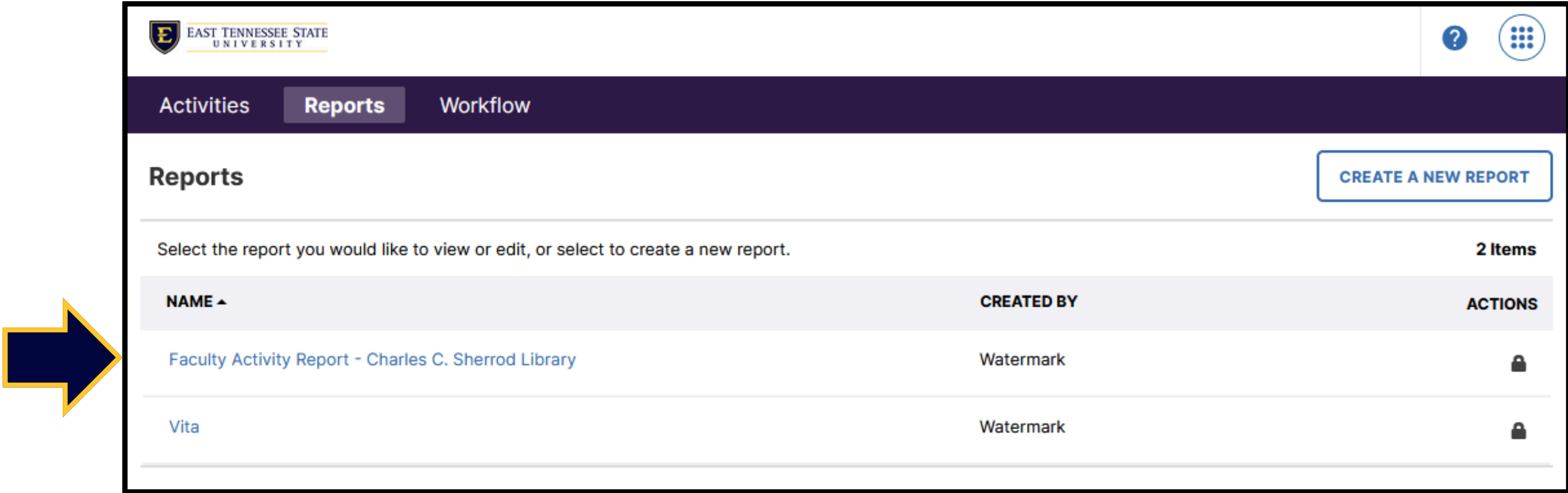
First, determine the screens / fields included in your faculty activity reports.

#3 Click on Download this report's template.

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]%
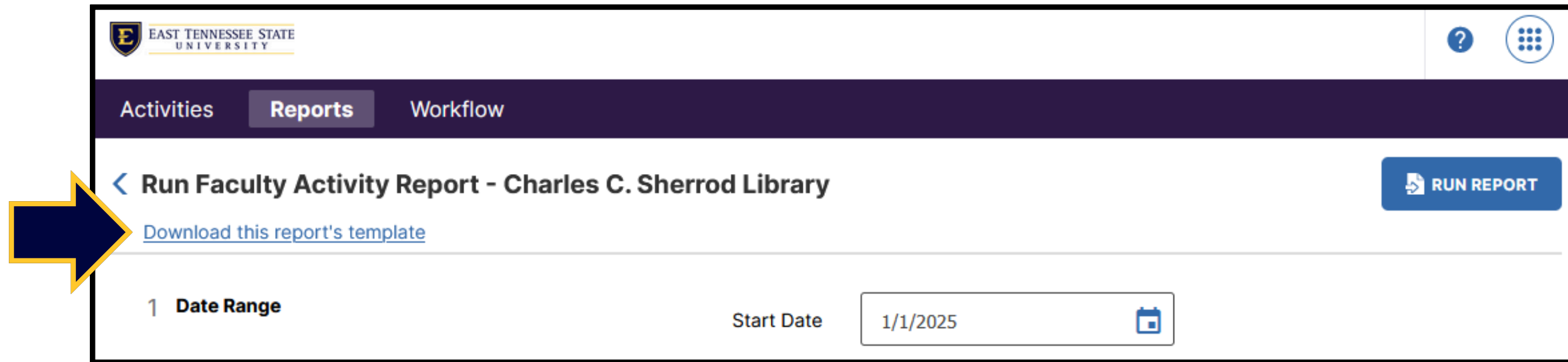Clinical: [Clinical Workload Percentage]%
Service: [Service Workload Percentage]%
Administrative: [Administrative Workload Percentage]%

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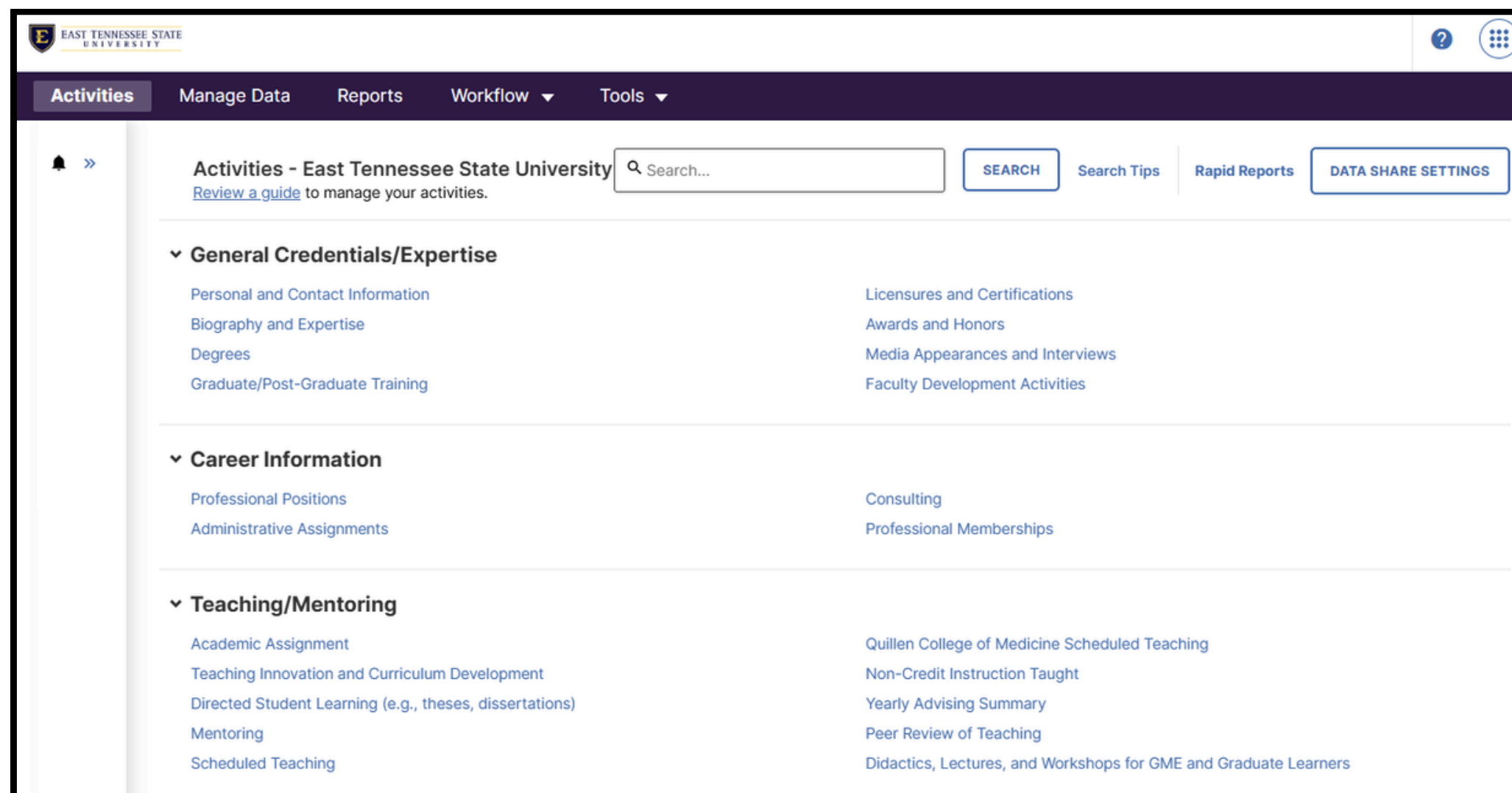
Second, add your activities into the Activities section of WFS.

#2 After clicking on a screen name, click "Add New" to create a new record.
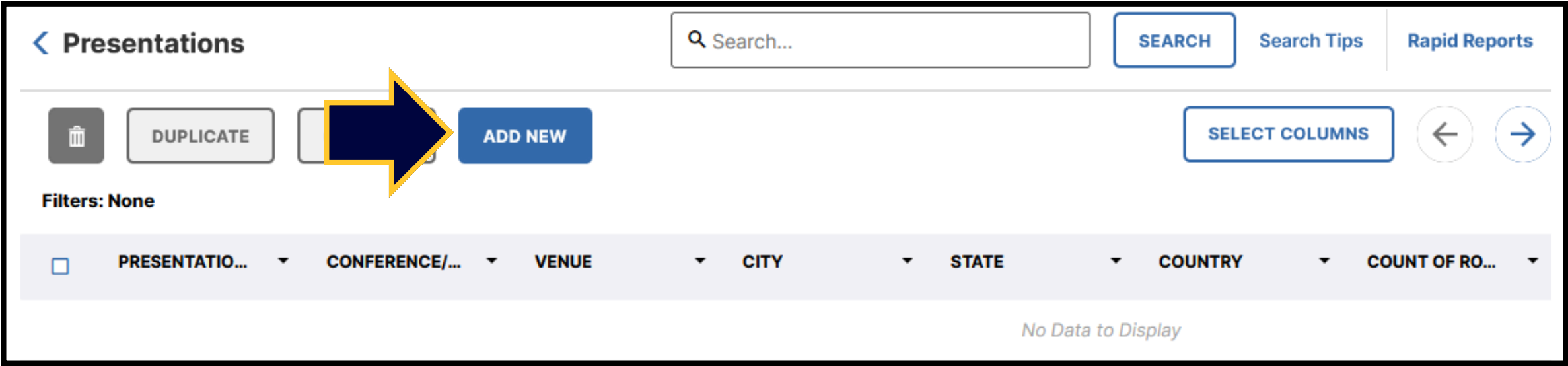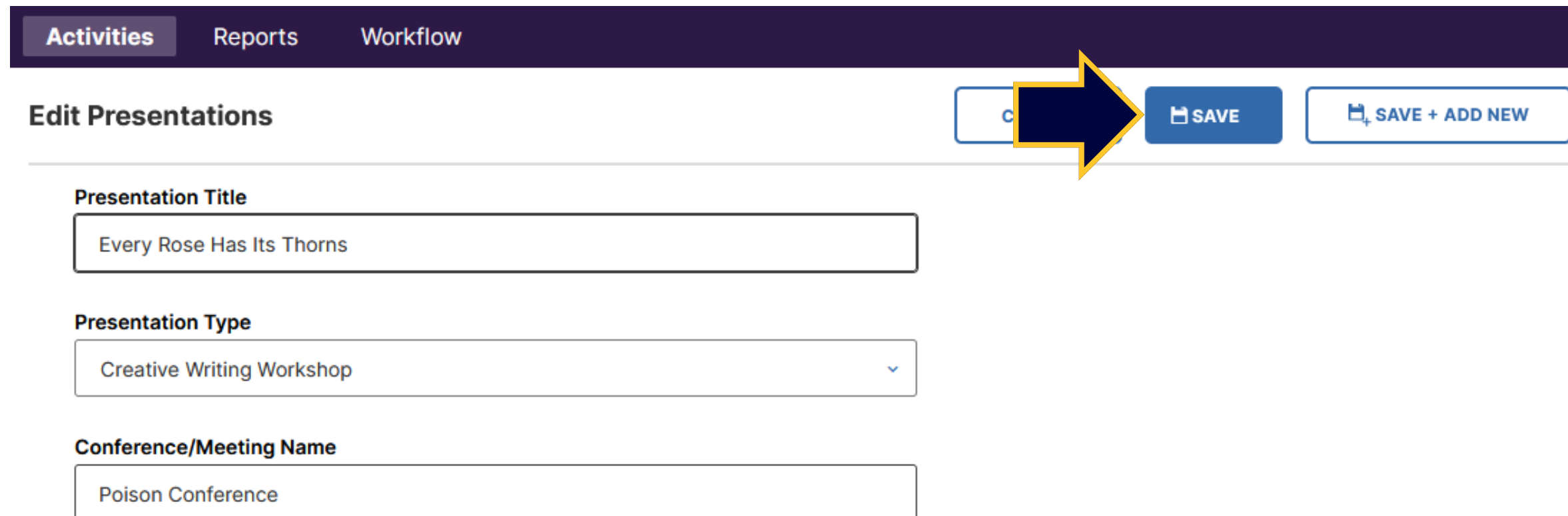
#3 Complete the fields appropriate to your activity and visible in your Faculty Activity Report template.

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.

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.

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	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.

Helpful Hint #3: Publications

Publications allows you to import materials instead of manually adding them.
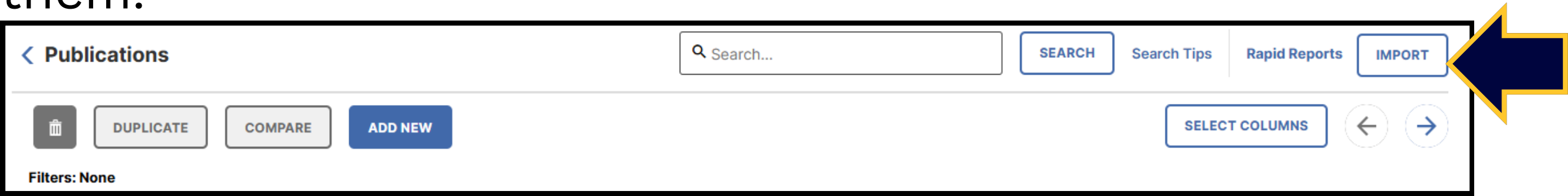
You can either <u>Import from a BibTeX file</u> or <u>Import from a Third Party</u>.
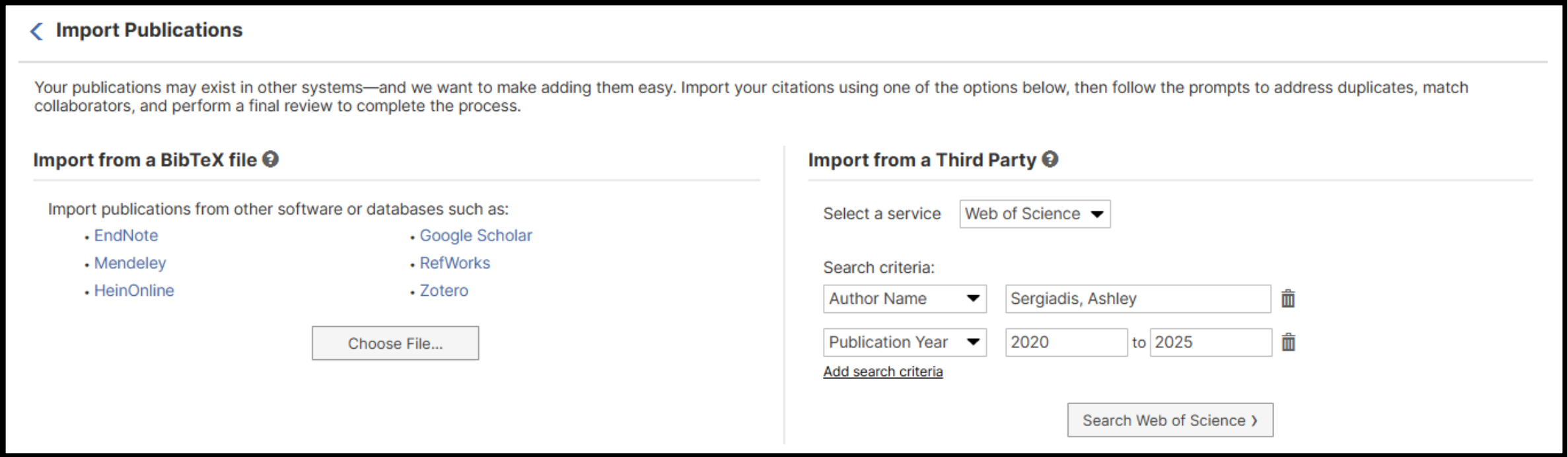
Helpful Hint #4: Scheduled Teaching

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.

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

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... | SEARCH | Sea | 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 Date   1/1/2025 📅

End Date   12/31/2025 📅

2 File Format ❓

File Format   Microsoft Word (.doc) ⌄

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

Page Size   Letter ⌄

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.

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.

Dear John Doe,

It's time to submit your review materials for the following:

Process: CBAT FAR 2023-2024
Due Date: Tuesday, August 6, 2024 01:22 PM EDT

This email is to notify you that you may now begin submitting your Faculty Activity Report (FAR) for your College within Watermark Faculty Success through Workflow. Once logged in to Watermark Faculty Success, click on the "Workflow" button at the top of the screen and select "Tasks" from the dropdown menu to begin completing your FAR.

ETSU Watermark Faculty Success

SUBMIT REVIEW MATERIALS

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.

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/

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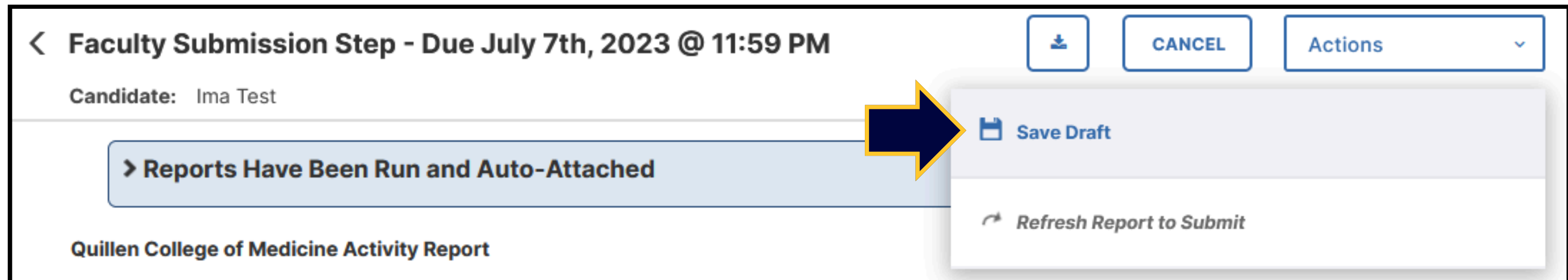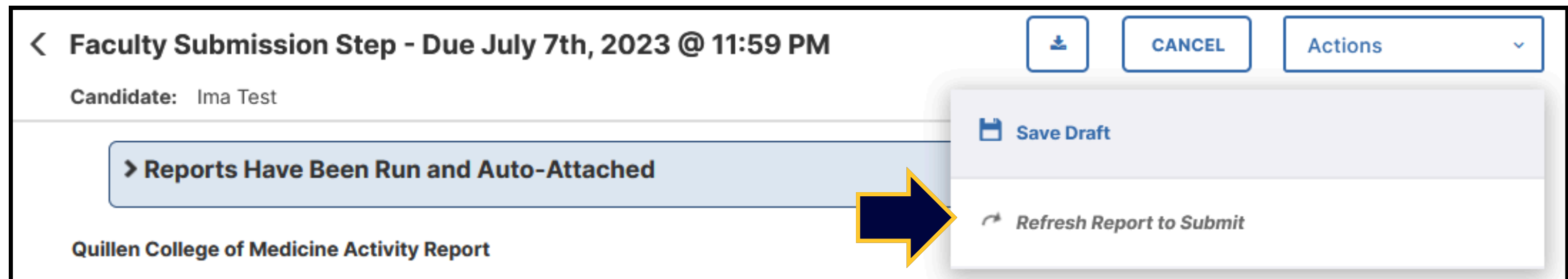
Fourth, submit in Workflow for annual evaluations, third-year review, and/or promotion/tenure.

Click Save Draft under Actions to save your responses.

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.

Questions?

watermark@etsu.edu