# *Watermark Faculty Success (formerly known as Digital Measures) Dashboard/Instructions*

\*This guide is aimed at providing information pertaining to items included in the promotion and tenure report for annual evaluation and for applicants for promotion and/or tenure.

Access to Faculty Success is found here: https://www.digitalmeasures.com/login/southalabama/faculty/authentication/showLogin.do

Below is a snapshot of the unopened Faculty Success Dashboard:
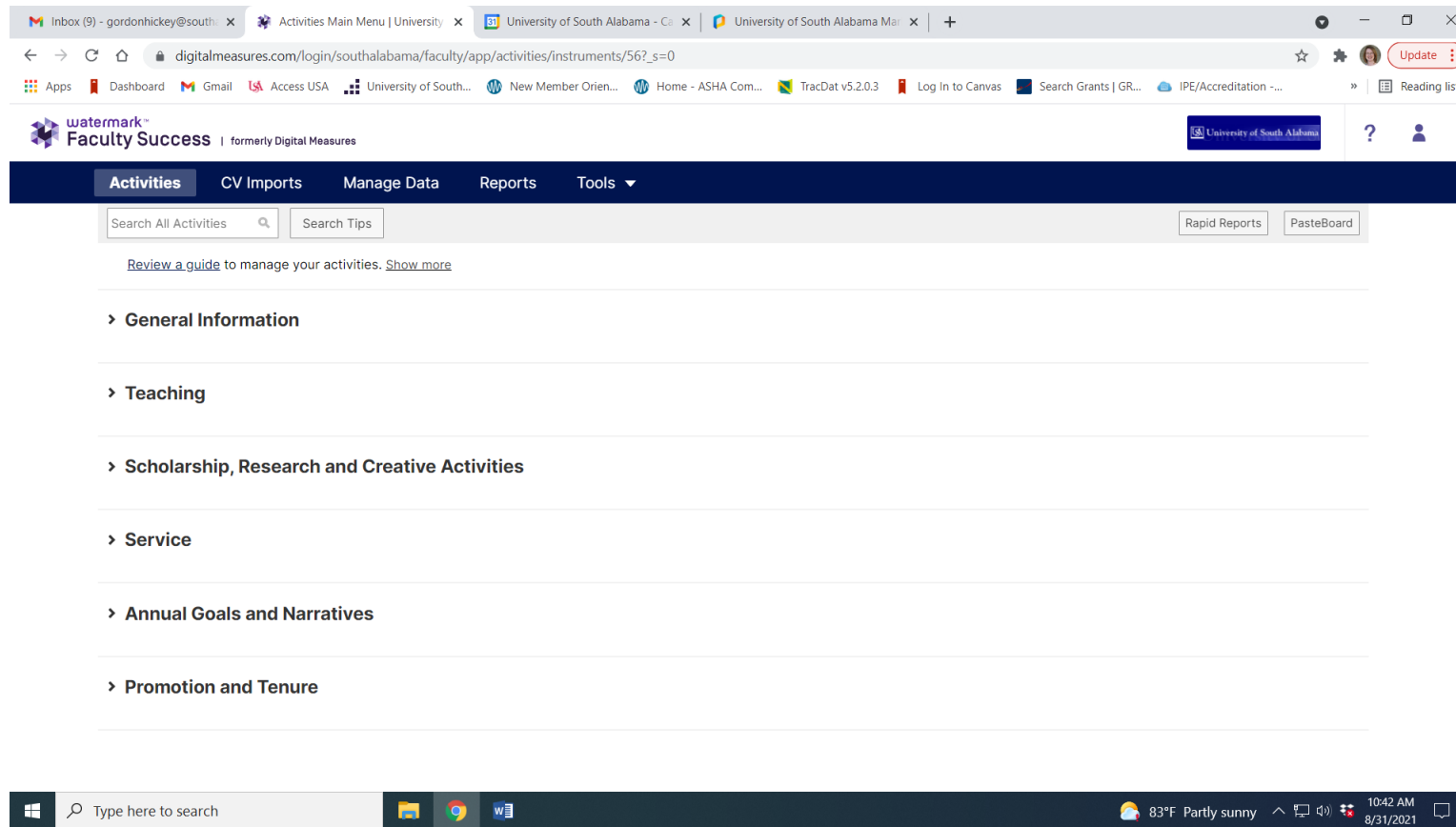


Click the arrow to the left of each category to open up the category.

Select a subcategory for data entry and follow the instructions on the remaining pages.

Please contact the CAHP Dean's office if you see needed corrections.

Under **GENERAL INFORMATION** all categories populate on the Promotion and Tenure Report with the exception of administrative assignments, consulting, external connections and partnerships, media contributions, and workload information.

**Personal and Contact Information**
- Field populated: I. A. Name
- Necessary items were completed for you by Academic Affairs

**Administrative Data – Permanent Data Administrative Data**
- Fields populated: I. B. Academic Rank and I.C. Date of appointment to current rank
- Necessary items were completed for you by Academic Affairs

**Academic, Government, Military and Professional Positions**
- Field populated: I. D. Reverse chronology of academic appointments
- Input your previous positions; the description field is not required

**Administrative Assignments:** *This field doesn't populate on the Promotion and Tenure report.*

**Awards and Honors**
- Field populated: IV. J. Honors and awards earned for professional publications, performances, etc.
- Input any award/honors; the responsibilities/description field is not required

*Consulting: This field doesn't populate on the Promotion and Tenure report.*

**Education**
- Fields populated: I. E. Education Credentials and I.G. List other credit earning higher education courses completed.
- Input all education. Note: when the Degree Type is set to "Other", the item will list under I. G. List Other Credit Earning Higher Education Courses Completed.

*External Connections and Partnerships: This field doesn't populate on the Promotion and Tenure report.*

**Faculty Development Activities**
- Field populated: I. H. List other courses attended for professional development, including course title, date completed, organization/institution conducting course.
- Input relevant conferences, etc…

**Licensures and Certifications**
- Field populated: I. F. List professional designations/licenses
- Input relevant licensures and certifications

*Media Contributions: This field doesn't populate on the Promotion and Tenure report*

**Professional Memberships**
- Field populated: I. G. List other credit earning higher education courses completed
- Input relevant professional group memberships

**Workload Information:** *This field doesn't populate on the Promotion and Tenure report*

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Under **TEACHING** all categories populate on the Promotion and Tenure Report with the exception of Courses Taught at Other Institutions

| | |
|---|---|
| **Academic Advising** <ul><li>Field Populated: III. B. Academic advising assignments/activities</li><li>Provide academic advising information here; the description is not required and should be brief if an explanation is needed</li></ul> **Directed Student Learning (e.g. theses, dissertations)** <ul><li>Field Populated: III. C. Supervision of student research, including thesis, dissertations, and independent research</li><li>Input all thesis and dissertation direction here. Also, honors projects and UCUR projects will be added here as "Other"</li></ul> **Non-Credit Instruction Taught** <ul><li>Field Populated: III. D. Guest lecturer/Presentations</li><li>Include guest lectures, seminars, workshops, etc… here</li></ul> | **Scheduled Teaching** <ul><li>Fields Populated: III. A. Teaching Schedule and III.E. Other appropriate indicators of teaching effectiveness applicable to your field.</li><li>SEE NOTES on page 4</li></ul> **Representative Teaching Materials** <ul><li>Field Populated: III. E. Other appropriate indicators of teaching effectiveness applicable to your field.</li><li>This section allows you to upload example handouts, audiovisual materials, labs, etc…</li><li>For promotion and/or tenure, **all candidates are required to provide a summary of the results of student evaluations for all courses taught at USA, using both a narrative and graphs and upload this in the appropriate space under representative teaching materials.**</li><li>For annual evaluation, be sure to upload the Student Evaluation of Teaching Summary Table document (found on the CAHP website: Policy, Procedure, Resources)</li></ul> ***Courses Taught at Other Institutions:*** *This field doesn't populate on the Promotion and Tenure report* |

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## Scheduled Teaching

- If listed as primary instructor in banner, this will automatically populate for you (back to 2010). If not listed as primary instructor, you'll need to manually enter items here.
- Upload the course evaluations for the past 5 years or since the last date of promotion or hire.
- Upload syllabi for newly developed courses and when a substantial change was made to the course. Only syllabi for newly developed or substantially changed courses will populate on the report. Do not upload all of your syllabi! Only upload those that are for new courses or substantially revised courses.

Under scheduled teaching - the following fields <u>are not required on all courses</u> and should be completed selectively:
- o Describe any pedagogical innovations that you introduced into this course.
- o Describe any new teaching material that you developed and/or implemented.
- o Describe development of new course material you did for this course.
- o Describe development of new teaching methods you did for this course.
- o If this is/was an online class, describe development you did for this course.

Under scheduled teaching - the following fields <u>do not</u> populate on the Promotion and Tenure Report:
- o Grades
- o Describe any activities in your course that enhanced student learning and/or student contact with the community.
- o What type of examinations did you use in this course?
- o How did you use written assignments in this course?
- o How did you use library and/or internet assignments in this course?
- o How did you use technology in this course?
- o Describe how you cover ethical responsibility in this course.
- o Describe how you cover sustainability in this course.
- o Describe how you addressed diversity related issues in this course.
- o Explain how your course content encourages critical thinking.
- o Other Curriculum Development.
- o Other factors related to teaching to include in your faculty performance report.

Please contact the CAHP Dean's office if you see needed corrections.

Under **SCHOLARSHIP, RESARCH AND CREATIVE ACTIVITIES** all categories populate on the Promotion and Tenure Report with the exception of Intellectual Property

| Artistic and Professional Performances and Exhibits<br>• Field Populated: IV. G. concerts, recitals, art shows, design displays, performances, productions, etc.<br><br>Contracts, Fellowships, Grants and Sponsored Research<br>• IV. C. Grants and Contract Awards/Submission<br>• Include all grant activities here<br><br>Editorial and Review Activities<br>• IV. I. Activities as professional advisor, consultant, clinician, workshop leaders, editor, etc…<br>• Include reviewer of journals, books, etc… here<br><br>Intellectual Contributions<br>• IV. A. Publications and Manuscripts<br>• All peer reviewed manuscripts should be included. Use the import function at the top of the page and upload a copy of each manuscript.<br>• Items marked as published, accepted, submitted, and revising to resubmit all populate on the report. Items marked as not accepted, in preparation (not yet submitted), and working paper do not populate on the report. | Intellectual Property (e.g. copyrights, patents): *This field doesn't populate on the Promotion and Tenure report*<br><br>Presentations<br>• Field populated: IV. E. Refereed Presentations & IV. F. Non-refereed Presentations<br>• All relevant presentations should be included here.<br><br>Research Currently in Progress<br>• Field populated IV. D. Research Activities |

Please contact the CAHP Dean's office if you see needed corrections.

Under **SERVICE** all categories populate on the Promotion and Tenure Report

| Department | Professional |
|---|---|
| • Field Populated: V. C. Department<br>• Note: All Position/Roles populate on the report | • Field Populated: IV. H. Activities as professional advisor, consultant, clinician, workshop leaders, editor, etc… |
| College | Public Service, Non-Professional |
| • Field Populated: V. B. College<br>• Note: All Position/Roles populate on the report | • Field Populated: V. E. University-related community services that involve field of expertise |
| University | Extracurriculur Activities |
| • Field Populated: V. A. University<br>• Note: *ONLY* Committee Chair and Committee Member Positions/Roles populate on the report. | • Field Populated: V. D. Extracurricular Activities |

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Under **ANNUAL GOALS and NARRATIVES** all categories populate on the Promotion and Tenure Report with the exception of Annual Goals.

| Teaching Self-Evaluation Statement<br>  &bull; Field Populated: II. A.<br>  &bull; Note: The section asking "Provide a  short summary of your teaching philosophy and goals" does *not* populate on the report.<br><br>Professional Development Narrative<br>  &bull; Field Populated: II. II. B. | Service Self-Evaluation Statement<br>  &bull; Field Populated: II. C.<br><br>*Annual Goals: This field doesn't populate on the Promotion and Tenure report* |
|---|---|

**For annual evaluation, please consult with your department chair to learn if they would like anything different than the above narratives.**

Please contact the CAHP Dean's office if you see needed corrections.

**CV Imports Feature**



This is a great new feature that allows a significant amount of data entry with greater ease. It is suggested that you copy and paste the section of your CV that you'd like to import into Faculty Success and remove ALL formatting (indentations, etc…) before starting this process. You are able to upload several versions of your CV so you can break it down into portions.

Please contact the CAHP Dean's office if you see needed corrections.

*Run your Promotion and Tenure report to review it before submission*

Go to reports

Select "Promotion and/or Tenure Report"

Select the appropriate date range and file format of PDF

Click Run Report in the upper right-hand corner.

 Your pdf will load in the bottom left corner of your screen.

**Finalize your submission by following this process:**

Select "Confirmation and Submission" under Promotion and Tenure

Select "Add new item" (upper right)

Enter the type of nomination, promotion to rank, click the box acknowledging "I have reviewed this package and believe that to the best of my knowledge it is complete." And enter today's date.

Select Save in the upper right-hand corner.

Congratulations! Your submission is complete.

Please contact the CAHP Dean's office if you see needed corrections.