Watermark: Faculty Success

AN F2.08 ANNUAL REVIEW SUBMISSIONS GUIDE

Overview

❑ Watermark Faculty Success (WFS) is an online faculty activity reporting system that allows faculty members to collect and organize evidence of their professional achievements in the areas of teaching, scholarship, and service to university and community.

❑ WFS will replace the paper F2.08 process beginning with the Jan. 1-Dec. 31, 2024 reporting cycle.

❑ You can access Watermark Faculty Success by going to the Lamar University web page https://www.lamar.edu, clicking on **LU Connect** in the top left and choosing **Faculty Success** under the Faculty/Staff section.

❑ Training videos and resources are located at https://www.lamar.edu/data-analytics-reporting-analysis/watermark-training-dates-registration.html

IMPORTANT

❑Notify Darpa@lamar.edu if you need the F2.08c version of the annual review.

❑You can save your work as a draft while you are working on your submission

❑Only you can see your comments and other notes while it is a draft

❑It is possible for a department chair to send it back to you if you forgot something on your submission.

❑Department Chairs can also save their work as a draft until ready to send to the faculty for review

Steps of the review F2.08

❑Candidate

❑Department Chair

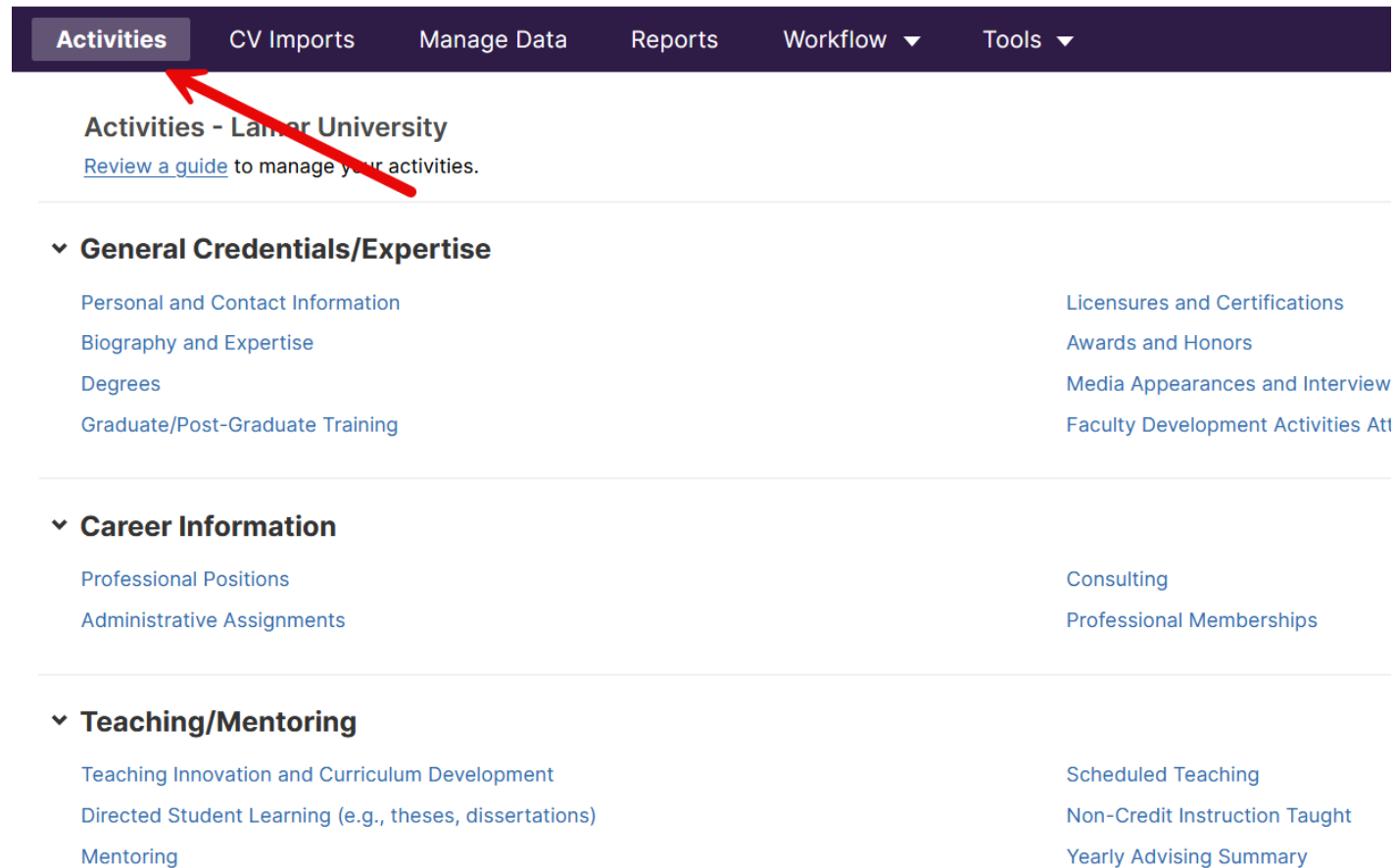❑Candidate Acknowledgement

❑Department Chair Acknowledgement

❑Dean

Steps of the review F2.08c

❑ Candidate

❑ Dean

❑ Candidate Acknowledgement

❑ Dean Acknowledgement

Go to the Activities tab to add content.

Adding Activities

❖The activities utility will allow you to enter your activities and update them as needed.

❖Activities include information about your credentials, career, teaching, scholarships/research, and service.

❖To access a screen, click its name. The resulting summary screen displays information that is stored for that screen. There are six possible actions you can take from the resulting screen, although not all these actions will always be available.

Adding Activities (Cont'd)

1. To add a new entry, select Add New

2. To edit or view an entry, click any entry row on the summary screen. If you select a specific field, the editor will open with the field in focus.

3. To import items in bulk in the Publications screen, select import and view **Import Publications from Other Systems** for more information.

Importing Publications from Other Systems

There are two ways for you to bring citations into Faculty Success from other databases:

1. Load BibTeX files into Faculty Success. BibTeX Imports enable you to import citations from a wide variety of reference managers or databases — for example, EndNote, Google Scholar, Mendeley, RefWorks, HeinOnline or Zotero. Read more here about how to import a BibTeX file.

2. Import citations directly from Crossref and PubMed. If you have a subscription, you can also import directly from ORCID, Scopus and Web of Science.

Adding Activities (Cont'd)

4. To delete an entry, select the appropriate check box, then select the trashcan icon

5. To copy an entry, select the appropriate check box, then click Duplicate

6. To merge entries which you consider duplicates, select the checkbox for each duplicate entry and select the check box, then select Compare. The Compare and Merge feature enables users to resolve duplicates.

Adding Activities (Cont'd)

❖ For **Presentations** and **Publications**, you have the option to enter multiple authors/presenters.

Adding Activities (Cont'd)

❖ Use the Actions dropdown to add, remove, and rearrange the list of Authors/ Presenters.

❖ Each additional person enter must be given a Role.

Role * ⚠

This field is required.

Actions

Add Row Above

Add Row Below

Move Row

Delete Row

Adding Activities (Cont'd)

❖ All sections under Administrative Data is imported from Banner and cannot be edited by you.

❖ Check over the information to ensure it is correct. If a change is needed, contact us at _darpa@lamar.edu_ for assistance.

∨ **Administrative Data**

Permanent Data

Yearly Data

Workload Information

Start Date at Lamar University ^R

Month ^R   Day ^R   Year ^R

This field is read-only to faculty.

Scheduled Teaching

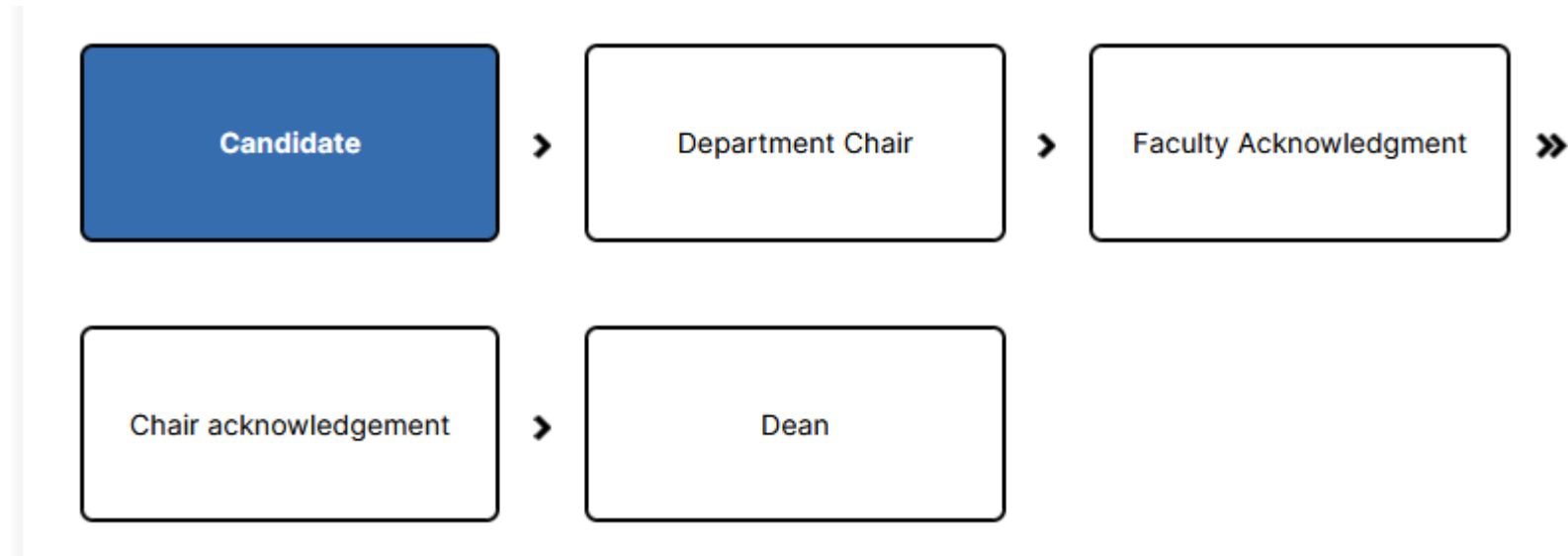You <u>do not</u> need to manually enter anything under **Scheduled Teaching**. It will be imported automatically at the end of each long semester.

Faculty F2.08 Workflow

Chair F2.08c Workflow
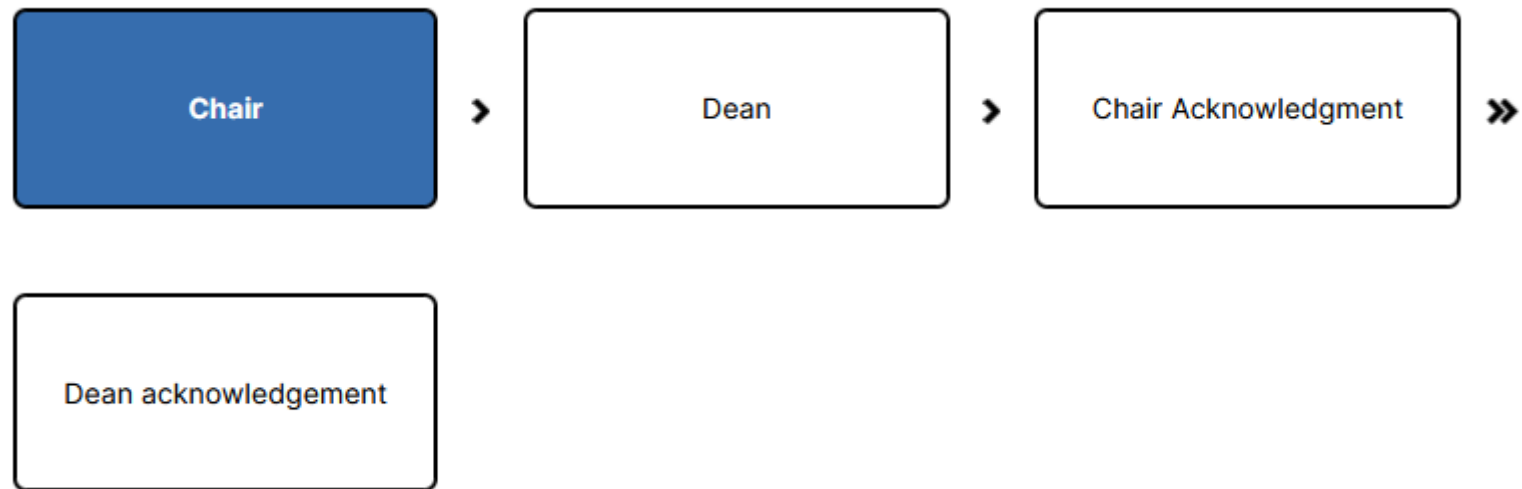
Before beginning the submission process, view your Faculty Annual Report to check for accuracy in the artifacts you have uploaded for the evaluation year. The evaluation year is from Jan. 1 to Dec. 31.
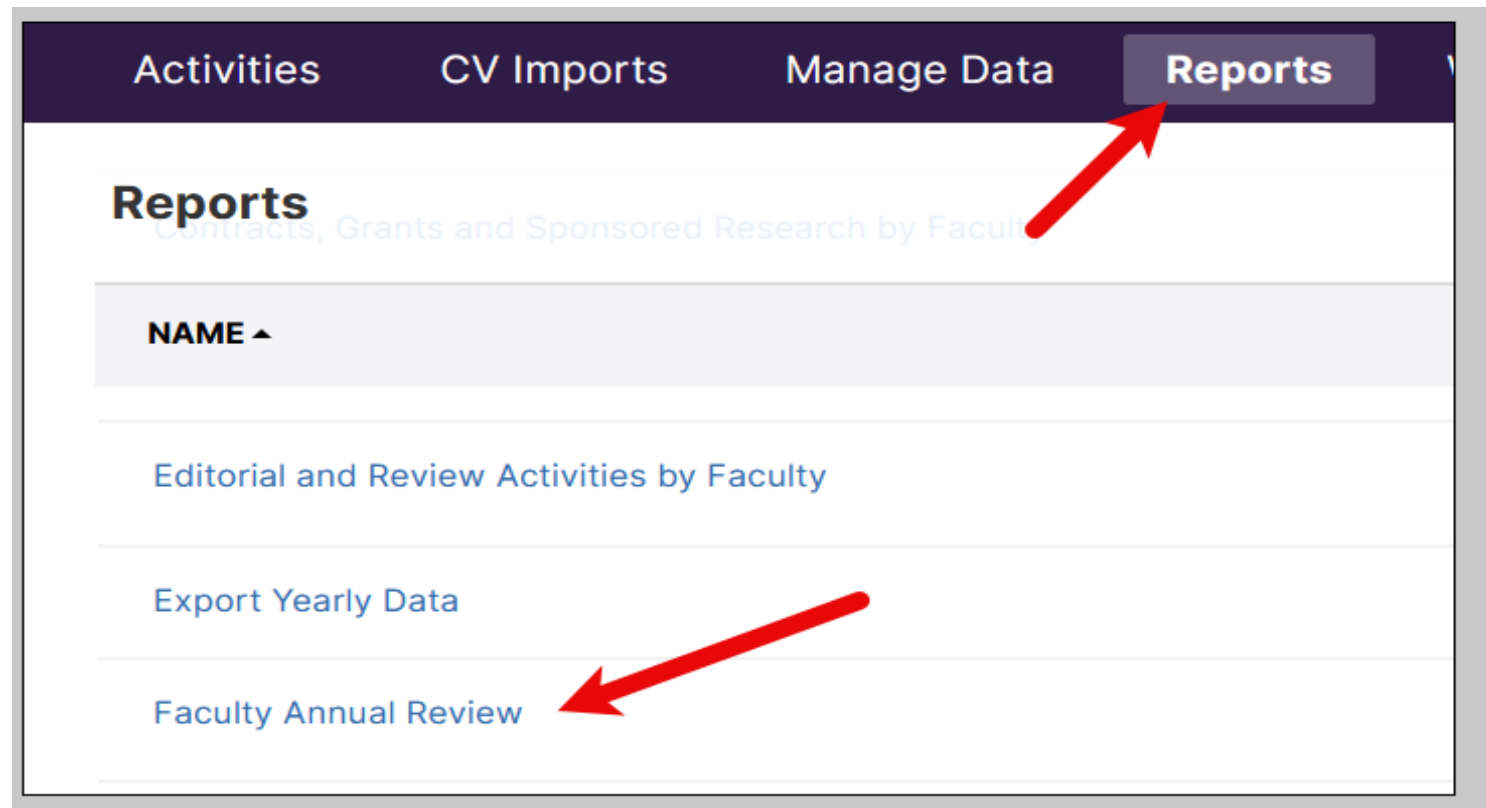
Enter a date range and click the Run Report button.

‹ **Run Faculty Annual Review**

Download this report's template

🗎 RUN REPORT

1 **Date Range**

Start Date | January ⌄ | 1 ⌄ | 2023 ⌄ |

End Date | December ⌄ | 31 ⌄ | 2023 ⌄ |

Review the report for any missing section items.
Go back to the Activities section to add any
missing items and re-run the report.

I. TEACHING AND INSTRUCTIONAL ACTIVITIES (For examples, see Appendix IV to Form F2.08, "Instructions and Comments.")

Accomplishments for the evaluation year:

II. RESEARCH, PUBLICATION, SCHOLARSHIP, AND/OR CREATIVE ACTIVITIES (For examples, see Appendix IV to Form F2.08, "Instructions and Comments.")

Accomplishments for the evaluation year:

[Note: Indicate refereed items with an asterisk (*) and invited items with a pound sign (#).]

III. PROFESSIONAL SERVICE TO THE DISCIPLINE, UNIVERSITY, AND/OR COMMUNITY (For examples, see Appendix IV to Form F2.08, "Instructions and Comments.")

Accomplishments for the evaluation year:

University Service

    Department

    demo faculty, faculty service. (January 1, 2023 - December 1, 2023).

Professional Service

    Board of Advisors, some org, beaumont, TX. (January 1, 2023 - December 1, 2023).

Public Service

    Chair, some committee, beaumont, TX. (January 1, 2023 - December 1, 2023).

You will receive an email when the F2.08 process begins. Click on the Submit Review Materials to begin the submission process.

Dear Yu Zhao,

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

Process: College of Business F2.08 Pilot Test 1
Due Date: Thursday, February 29, 2024 11:59 PM CST

SUBMIT REVIEW MATERIALS

If the button above does not work, please copy and paste the following link into your browser's address bar:

https://www.digitalmeasures.com/login/lamar/faculty/app/workflow/submissions/336fb81e-b0b6-4302-9a5a-

If you make changes to your activities after have started, but not submitted, the review process, you can press the refresh icon to update your changes.

F2.08 Annual Report

Each section will allow you to enter your goals, outcomes and comments for the evaluation year. If needed, additional documents can be attached to each section.

Goals And Outcomes for Evaluation Year *

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Optional supporting document attachments for this section.

Drop files here or click to upload

Comments

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Until Watermark Student Evals is implemented, upload the PDFs reports from the current Smart Evals system.

Please attach student evaluation PDFs from Smart Evals. *

Drop files here or click to upload

Watermark evals launched this summer.
Contact darpa@lamar.edu for Spring 2024 evals from SmartEvals

Enter your Workload distribution for the evaluation year.

Workload Distribution for this Evaluation Year:

% Teaching (40 to 60%) *

% Research/Scholarship (20 to 40%) *

% Service (10 to 30%) *

The planning section is where you will enter your goals and workload distribution for the next evaluation year.

Planning Section For Next Reporting Year

I. Teaching and Instructional Activities Goals for Next Reporting Year＊

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II. Research, Publication, Scholarship, and/or Creative Activities Goals for Next Reporting Year ＊

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After the faculty submits for review, the department chair will receive an email to begin reviewing.

Dear Johnny Jarrell,

The following submission is now ready for your review:

Process:	College of Business F2.08 Pilot Test 1
Candidate:	Yu Zhao
Due Date:	Tuesday, March 5, 2024 11:59 PM CST

START REVIEWING

If the button above does not work, please copy and paste the following link into your browser's address bar:

https://www.digitalmeasures.com/login/lamar/faculty/app/workflow/submissions/336fb81e-b0b6-4302-9a5a-

Enter an evaluation score for each section and your composite score at the end of the report.

I. Teaching and Instructional Activities Evaluation Score *

Comments *

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II. Research, Publication, Scholarship, and/or Creative Activities Evaluation Score *

Once the department chair review has been submitted, the faculty will have the opportunity to review comments and scores.

Once the faculty has had the opportunity to review department chair comments and scores, the Department Chair will attach any other necessary forms and submit it to the Dean Review process.

Probationary Faculty Annual Progress Assessment Upload

Drop files here or click to upload

Tenured Faculty Annual Peer Assessment Upload

Drop files here or click to upload

Additional Comments (not required)

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The Dean will choose a performance statement and provide comments if necessary.

‹ **Dean Form**

Performance was *

[dropdown]

[Note: An unsatisfactory rating on Section I mandates an unsatisfactory overall performance evaluation for any faculty member.]

Comments (not required)

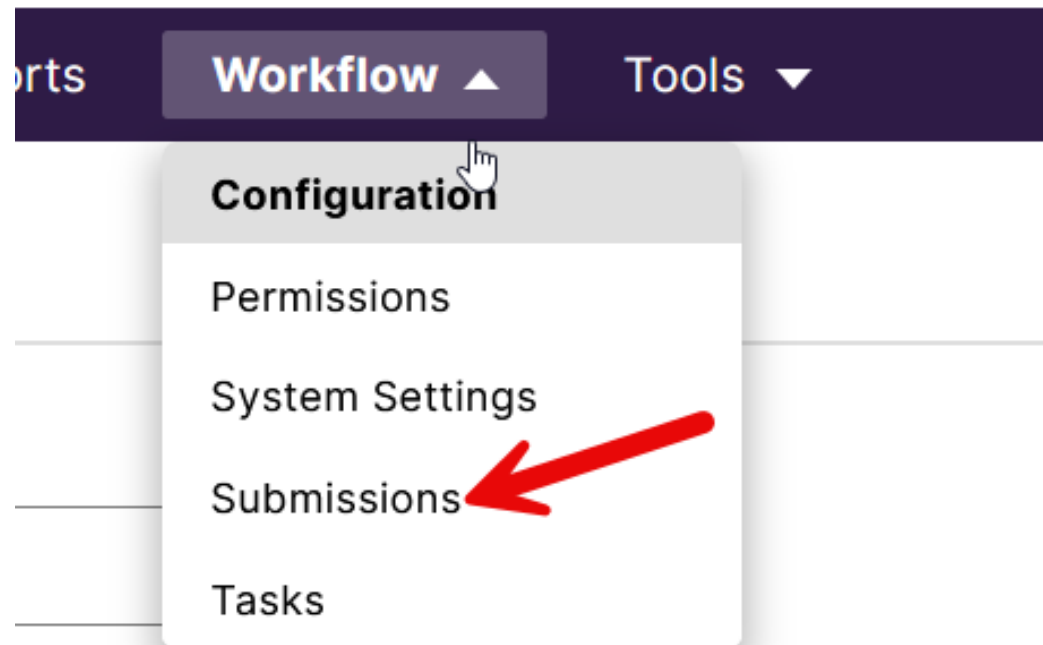[text editor toolbar: B I U ¶ ▾ ☰ ▾ ☰ ▾ ☰ ▾ ☰ ☰ 🔗 ⊞ ↺ ↻ ✎]

Completed submissions are found under the Workflow tab.

Completed submissions can be downloaded. The download is a ZIP package with all PDFs and a web page showing all comments, scores and other review materials.

| Zhao, Yu | F2.08 Template (Faculty - Business) (test 1) | College of Business F2.08 Pilot Test 1 | Closed | College of Business | School of Accounting and Information Systems | Completed | Jarrell, Johnny | March 5, 2024 | ▾ |

Download

View