



Guide for Submitting Faculty Annual Review

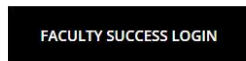
Faculty will access the Faculty Success website by logging directly through the WSSU webpage; Get More Info; and click on “Faculty Success (formerly Digital Measures)” link.

<https://www.wssu.edu/about/office-of-the-provost/academic-and-administrative-units/faculty-affairs/digital-measures.html>

1. Logi nto Faculty Success by clicking on the Faculty Success link on the left side of your screen. Please remember you will be promoted to login through the 2Factor authentication system powered by DUO.



Home > About WSSU > Office of the Provost > Academic and Administrative Units > Faculty Affairs > Faculty Success



Login to Faculty Success

Faculty Success

Faculty Success - (formerly Digital Measures)

Winston-Salem state University is using Faculty Success by Watermark for faculty activity reporting, course evaluation solutions, annual evaluation, promotion and tenure, reappointments, and post-tenure review process. Digital Measures Activity Insight module collects and facilitates the curation of faculty work on teaching, research, service as well as publications, presentations, professional development, internal and external service, instructional loads and awards. Faculty upload their data once into Faculty Success, and WSSU can produce activity reports for the purposes of reporting as well as annual departmental and university-wide review.

Review Faculty Success [User Guide](#) from Watermark.

- + ENTERING FACULTY INFORMATION
- + DATA ENTRY SUGGESTIONS
- + RESOURCES

Faculty Success Welcome Screen:

Activities Manage Data Reports Workflow

Search All Activities Search Tips Rapid Reports PasteBoard

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

General Information

- Personal and Contact Information
- Administrative Data - Permanent Data | Yearly Data
- Administrative Assignments
- Awards and Honors
- Consulting
- Degrees
- Graduate/Post-Graduate Training
- External Connections and Partnerships
- Faculty Development Activities Attended
- Licensures and Certifications
- Media Appearances and Interviews
- Professional Memberships
- References
- Work History
- Workload Information
- Annual Activity Narratives
- Annual Faculty Evaluation

Teaching

- Yearly Advising Summary
- Directed Student Learning
- Mentoring
- Non-Credit Instruction Taught
- Scheduled Teaching
- Teaching Innovation and Curriculum Development

Scholarship/Research

- Contracts, Grants, Fellowships and Sponsored Research
- Exhibits and Performances
- Intellectual Property
- Presentations
- Publications
- Research Activity

Service

- University
- Professional
- Public

1. On the Manage Activities Welcome Screen, under General Information Screen, click on Annual Faculty Evaluation link

- This will bring you to the Annual Faculty Evaluation Screen.

Activities Manage Data Reports Workflow

Search Annual Faculty E Search Tips Rapid Reports PasteBoard

Annual Faculty Evaluation

Filters: None

Year

2. Click on Add New Item to create your file – This will open the Edit Annual Evaluation File

Rapid Reports PasteBoard

Edit Annual Faculty Evaluation Cancel Save Save + Add Another

Please use this screen to prepare for the Annual Faculty Evaluation

Year

▼ Updated CV

▼ Updated CV (1)

1st CV Actions ▼

Year	CV
<input type="text"/>	Drop file here or select to upload

+ Add Row

Drop file here or select to upload

▶ Annual Evaluations (1)

▶ Chair's Report Upload ^R

:Confidential Administrative File

▶ Reviewers' and Reference Letters ^R

:Confidential Administrative File

▶ Student Evaluations

- Awards and Honors
- Contracts, Grants and Sponsored Research
- Artistic and Professional Performances and Exhibits
- Intellectual Contributions
- Intellectual Property
- Media Contributions
- Presentations
- Research Creativity Research

3. In the box for Year, type the year for Faculty Annual Review action

Edit Annual Faculty Evaluation

Please use this screen to prepare for the Annual Faculty Evaluation

Year ?

At least one date is required

> Updated CV

Personal Statement Upload

Drop file here or select to upload

4. Click on SAVE to create your report file

NOTE: In this screen as you add documents, do NOT click on Save + Add Another as this will create a second file.

< Annual Faculty Evaluation

Search Annual Faculty E Search Tips

Duplicate Compare Add New Select Columns < >

Filters: None

<input type="checkbox"/>	Year
<input type="checkbox"/>	2021

After you select **Save** you will be returned to the top screen for Annual Faculty Evaluation, and you will see you file has been created.

5. To add documents to the created file, DOUBLE – CLICK ON the file and your box will open for editing and file upload. to the < Edit function for the Annual Faculty Evaluation screen.

REMINDER: When you want to add documents to your file, **DO NOT** click on Save + **ADD Another** on the **Edit Annual Faculty Evaluation** screen as this will create a second file (like having two boxes). You should only have one file (box) per year.

6. When you click on different sections on the screen for an item, a dialog box will open for you to upload documents

Note:

Please upload a pdf of your [Formatted CV](#) into Faculty Success.

Faculty Success can create a CV for you if you have entered all of your scholarship, creative activities and service on the Manage Activities Main Database. This will create a word document with your entries in Faculty Success.

7. In the dialog box field, type the year and upload or use the “dropdown” for the descriptive item you are updating. If you have multiple documents to add, CLICK on Add Row or the “Action” button and the system will create space for them. After you have uploaded all your files click “Save”.

Edit Annual Faculty Evaluation

Cancel Save Save + Add Another

Please use this screen to prepare for the Annual Faculty Evaluation

Year 2021

Updated CV

Updated CV (1)

1st CV Actions

Year

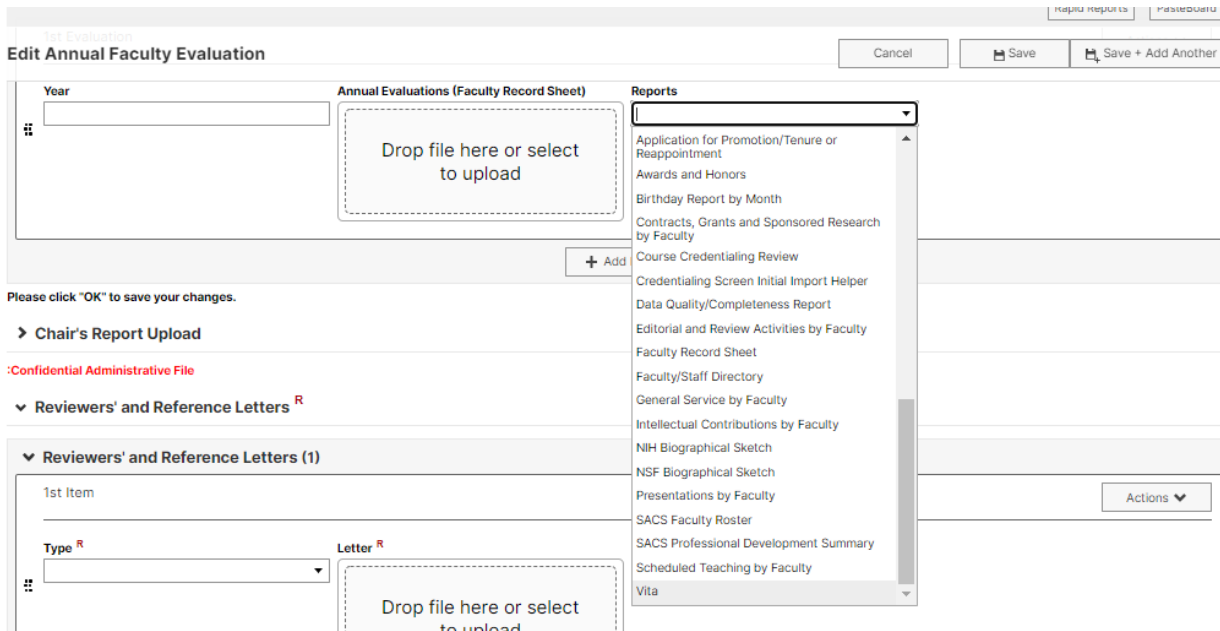
CV

Replace file here or select to upload

Maxwell CV-1.pdf (29.76 KB)

+ Add Row

Click to upload more documents

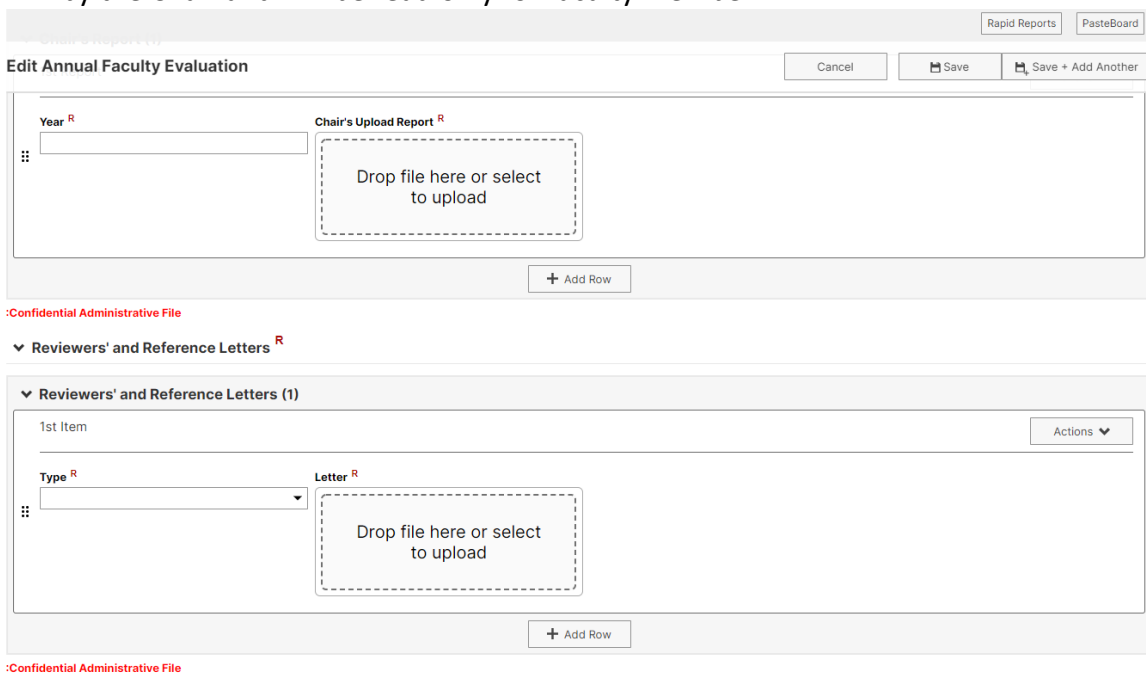


REMINDER: To ensure that your files are saved, please make sure that you hit SAVE on the Edit Annual Faculty Evaluation Screen

Chairs Screenshots

8. Chairs and administrative Assistants will see additional section on Edit Annual Faculty Evaluation Screen

On this screen the Chair's Report and Reviewers and Reference Letters can be uploaded by the Chair and will be read only for faculty member.



9. As with the Annual Evaluations, you will have the ability to add your Observations, Evidence of Teaching Materials (syllabi, etc.), Student evaluations and reference Letters.

▼ Reviewers' and Reference Letters ^R

▼ Reviewers' and Reference Letters (1)

1st Item Actions ▼

Type ^R Letter ^R

⋮ Drop file here or select to upload

+ Add Row

Please click "OK" to save your changes.

Confidential Administrative File

▼ Student Evaluations

▼ Reports of Student Evaluations (1)

1st Reports Actions ▼

Upload Reports

⋮ Drop file here or select to upload

10. Please confirm that you have filled out the following screens in Faculty Success Manage Activities screens. By checking the boxes you are indicating you have entered data into the specific screens on the main screen Manage Activities.

Please confirm (check box) that you have filled out the following screens (scroll down dialog box for more screens) in Digital Measures:

- Awards and Honors
- Contracts, Grants and Sponsored Research
- Artistic and Professional Performances and Exhibits
- Intellectual Contributions
- Intellectual Property
- Media Contributions
- Presentations
- Research Currently in Progress

After you have entered your activities in the screens listed above (go back to the Activities Database Main Menu to do so), use the Run Custom Reports screen to generate reports to view the content of Digital Measures files