Log into Watermark Insights at https://login.watermarkinsights.com/connect/kennesaw.

If you need to enter your goals for any workload areas, go to the Activities page, navigate down to Narratives, then select Narratives for Your Faculty Performance Agreement.

Complete screen for EACH YEAR
Given your workload assignment, describe your planned activities and goals in the areas of teaching, research, service, and administration (if applicable) during the next year. Your planned activities should, at a minimum, conform to the expectations of your workload option and should advance the mission of your department, your college and KSU. The description should be specific so that at the end of the year there will be as little ambiguity as possible in judging whether or not each goal was achieved.

Calendar Year

Administrative Assignment (50% or More of Time)

Situational Context [Applies to the following colleges only: BCOE, CCSE, COTA, CSM, WCHHS]

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On this screen you can enter the Calendar Year and your goals. When working on your goals, remember:

- the FPA must clarify how the faculty member will promote student success in one of the areas
- the FPA must identify how the faculty member will pursue continuous professional growth in one of areas

To enter your workload percentages, go to the Activities page, navigate down to Administrative Data, then select Yearly Workload Summary.

Past years will be here. To enter workload information for a new calendar year, select Add New.

Enter your FPA year here

Enter the workload percentages you've agreed upon here. If an item isn't relevant to you (e.g. Librarianship), leave it blank.

Remember, your workload percentage total must equal 100%.

Click save to save your work and exit.

The Calendar Year will become the name of this entry. When you are finished entering your percentages, click Save to retain this information and exit the screen. Navigating away from this page by any other means will not save the entered information.