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Faculty Success | formerly Digital Measures

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 **KENNESAW STATE UNIVERSITY**

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Type here to search | 42°F Sunny | 10:52 AM 1/14/2022

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

The screenshot shows a web browser window with the URL `digitalmeasures.com/login/kennesaw/faculty/app/activities/instruments/126?s=0`. The page has a dark navigation bar with tabs for 'Activities', 'CV Imports', 'Reports', and 'Workflow'. Below the navigation bar, there are search boxes for 'Search All Activities' and 'Search Tips', and buttons for 'Rapid Reports' and 'PasteBoard'. The main content area is organized into sections with expandable headers:

- Professional Credentials**
 - Degrees
 - Licensures and Certifications
- Career**
 - Administrative Assignments at KSU
 - Professional Positions
 - Awards and Honors
 - Consulting
 - Media Appearances and Interviews
 - Faculty Development Activities Attended
 - Professional Memberships
 - External Connections and Partnerships
 - Foreign Language Proficiencies
- Narratives**
 - Narratives for Your Faculty Performance Agreement (indicated by a blue arrow)
 - Narratives for Your Annual Review Document
 - Teaching Philosophy/Reflective Teaching Narrative
 - Course Reassignment
- Administrative Data**
 - Personal and Contact Information
 - Yearly Unit Data
 - Permanent Data
 - Yearly Workload Summary
- Legacy Screens**
 - Performance Evaluations for Your Faculty Activity Report
 - Documents for Portfolio Review
 - Third Year Review Letters
 - Other Teaching/Supervision/Mentoring
 - Other Scholarship/Research
 - Service Other

The footer of the page includes the 'watermark' logo, copyright information for 2022, and links for Sitemap, Terms & Conditions, Privacy Policy, and Accessibility Policy. The Windows taskbar at the bottom shows the search bar, system tray icons, and the date/time: 10:54 AM 1/14/2022.

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]

B	<i>I</i>	<u>U</u>	x²	x₂			

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

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

The screenshot displays the 'Yearly Workload Summary' page in the Watermark Faculty Success application. The page features a navigation bar with 'Activities', 'CV Imports', 'Reports', and 'Workflow' tabs. Below the navigation bar, there are buttons for 'Rapid Reports' and 'PasteBoard'. The main content area is titled 'Yearly Workload Summary' and includes a search bar and a 'Search Tips' button. A list of years is shown, with '2022' highlighted in orange. A blue arrow points to the 'Add New' button. The footer contains copyright information for Watermark Insights, LLC and links to 'Sitemap', 'Terms & Conditions', 'Privacy Policy', and 'Accessibility Policy'. The system tray at the bottom shows the date and time as 10:56 AM on 1/14/2022, along with weather information (42°F Sunny).

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

The screenshot shows a web browser window with the URL `digitalmeasures.com/login/kennesaw/faculty/app/activities/instruments/126/screens/998927/records/new?s=0`. The page title is "Edit Yearly Workload Summary". At the top, there is a navigation bar with "Activities", "CV Imports", "Reports", and "Workflow". Below this, there are buttons for "Rapid Reports" and "PasteBoard". The main form area contains the following fields:

- Calendar Year:
- Teaching Workload Percentage: %
- Research Workload Percentage: %
- Service Workload Percentage: %
- Librarianship Workload Percentage: %

At the bottom of the form, there are buttons for "Cancel", "Save", and "Save + Add Another".

Annotations on the screenshot include:

- A blue arrow pointing to the "Calendar Year" field with the text: "Enter your FPA year here".
- A blue bracket grouping the four workload percentage fields with the text: "Enter the workload percentages you've agreed upon here. If an item isn't relevant to you (e.g. Librarianship), leave it blank." Below this is the reminder: "Remember, your workload percentage total must equal 100%.".
- A purple arrow pointing to the "Save" button with the text: "Click save to save your work and exit.".

At the bottom of the browser window, there is a footer with "watermark © 2022 Watermark Insights, LLC and its affiliates. All Rights Reserved." and links for "Sitemap", "Terms & Conditions", "Privacy Policy", and "Accessibility Policy". The Windows taskbar at the very bottom shows the search bar, taskbar icons, and system tray with the date "1/14/2022" and time "10:57 AM".

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.