



The UNIVERSITY *of* OKLAHOMA
HEALTH SCIENCES

Faculty Activity System:
Faculty & Staff Essential Skills Training



Agenda



How do we see the bigger picture?

How do we move...

From This...

1. Paper-based, out-of-date
2. Complex, static reports
3. Faculty data silos
4. Home-grown tools
5. Overextended staff lacking system knowledge

...To This

1. Data-led, real-time
2. Actionable analytics and insights
3. Unified data shared across integrated systems
4. Industry standards
5. Intuitive, easy-to-use solutions that support processes

Capture faculty achievements once, use them infinitely

Faculty Accomplishments by Watermark

From...

- X Faculty are repeatedly asked to provide the same data for different purposes (on average, 8-10 times per year).
- X Faculty spend countless hours entering activity data related to teaching, scholarship, and service, often manually transcribed from their CV.
- X Faculty annual reviews and promotion & tenure processes require faculty to compile and deliver physical dossiers for review.
- X Faculty profile pages on the website are out-of-date as soon as the new information goes live.

...To

- ✓ Rise above the noise of data entry by eliminating duplicate effort and creating a single data set for accreditation and activity reporting.
- ✓ Reduce manual data entry for faculty by 80% with CV Imports, which allows fast and easy import and validation of faculty achievement information.
- ✓ Create a holistic, digitized view of faculty achievement data and easily customize workflows to better orchestrate annual review and promotion & tenure that can be conducted anytime, anywhere.
- ✓ Count on a connected suite of Watermark solutions that integrate with your website's CMS to update faculty profiles in real time.

Trusted by:



Faculty Accomplishments by Watermark

Faculty Accomplishments is a streamlined system for managing and reporting on faculty activity information for accreditation, annual review, promotion and tenure, and more.

Save time and energy by ensuring that accurate data on faculty's teaching, research publications, professional development, and service activities is always at your fingertips.

Faculty Accomplishments by Watermark makes it easy to:

- Quickly generate reports for institutional leaders and external stakeholders
- Track teaching, research, and service activity while managing faculty workloads
- Create customized CVs for faculty from every discipline
- Import data from existing campus systems, including information on courses taught and grants
- Publish up-to-date faculty profiles on your campus website



Campus Goals and Expectations



Campus Expectations of Faculty

System Access

- Access system at: <https://facdev.ouhsc.edu/Resources/OUHSC-Faculty-Activity-System>
- Use your OU SSO log-in (same as your email and computer login)

Data Entry

- Check with your department/college on how often data must be entered
- At minimum, we recommend quarterly

Reports

- Run your CV or annual report prior to deadlines to determine if there are any glitches
- Report revision needs as soon as possible to: OUHSC-IPE@ouhsc.edu.

Essential Skills and Best Practices

Logging into Faculty Accomplishments is Easy!

A screenshot of a web browser window showing a login page. The browser's address bar contains the URL: digitalmeasures.com/login/ouhsc/faculty/authentication/showLogin.do?shce_test=1714402310455. The page features the Watermark logo and the text "Faculty Success". Below this is a "Please Log In" section with the University of Oklahoma Health Sciences Center logo. There are two input fields: "OUHSC User ID" with the value "msiguenz" and "Password". At the bottom of the form are links for "Need help?" and a "LOG IN" button.

watermark™
Faculty Success

Please Log In

The UNIVERSITY of OKLAHOMA
Health Sciences Center

OUHSC User ID
msiguenz

Password

Need help? LOG IN

LINK: https://www.digitalmeasures.com/login/ouhsc/faculty/authentication/showLogin.do?shce_test=1714402310455 .

Tips and Reminders for Logging In



- Use Single Sign-On (SSO) for Faculty Accomplishments:
 - Use the SSO link provided by Watermark.
 - [FAS Link](#)



Navigation Bar

The navigation bar displays at least two main utilities: **Activities** and **Reports**. You may have other utilities if your Faculty Accomplishments Administrator has given you the appropriate security role.

1. **Activities:** Add or update information about your activities and accomplishments.
2. **Reports:** Run reports that have been custom-built for your campus or create your own reports.
3. **Help:** The question mark icon allows you to submit questions, send suggested improvements for the system, or report system errors.

Activities Screen





Activities Overview

We recommend you take a few minutes to familiarize yourself with the screens available (for example, Administrative Data, Career Information, etc.).

To access a screen, simply click the screen name. The resulting summary screen displays records that are stored for that screen. There are several actions you can take from the resulting screen (not all of these actions will be available):

- To add a new record, click **Add New Item**.
- To import items in bulk, click **Import Items** (available only on the Intellectual Contributions screen).
- To edit or view a record, click anywhere in the record row on the summary screen.
 - **Note:** *Your Faculty Accomplishments Administrator may have added records to the system for you. These records can be viewed, and in most cases, edited. However, some fields may have access restrictions and therefore cannot be edited. If revisions are needed to restricted records, contact your Faculty Accomplishments Administrator using the **Help** link.*

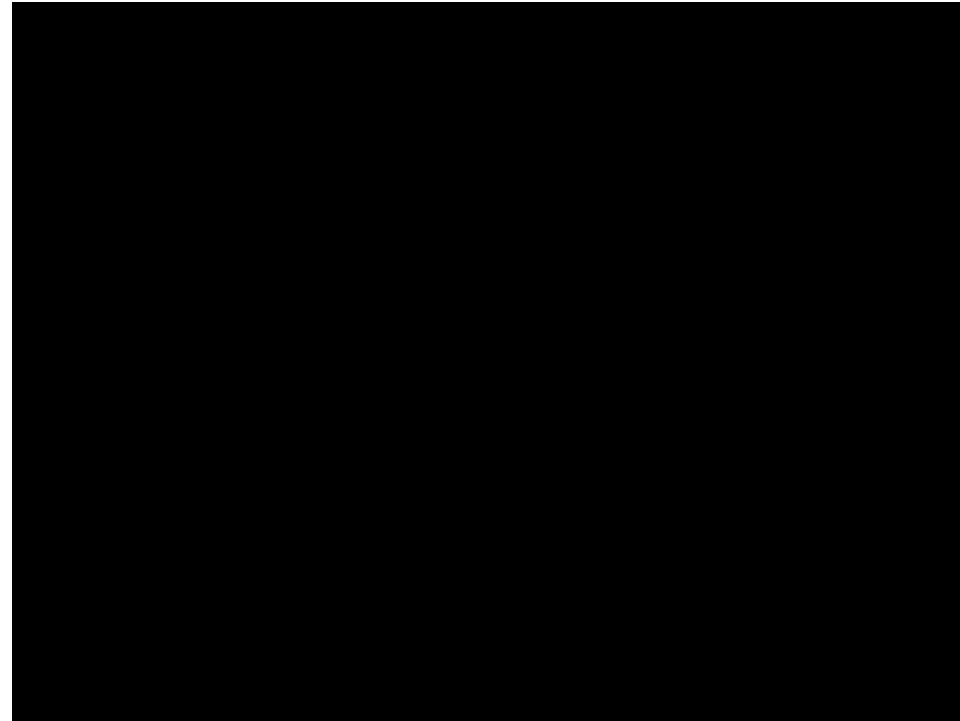


Importing Data

There are two ways for you to bring citations into Faculty Accomplishments from other databases.

- **Load BibTeX files into Faculty Accomplishments** example, EndNote, Google Scholar, Mendeley, RefWorks, HeinOnline, or Zotero). For more information on BibTeX Imports, [please visit this page](#).
- **Import directly from Crossref and PubMed, ORCID, Scopus, and Web of Science.** Visit [this page](#) for details on this feature.

Reports: Creating a CV



[Reporting Basics and CV Customization Guide](#)

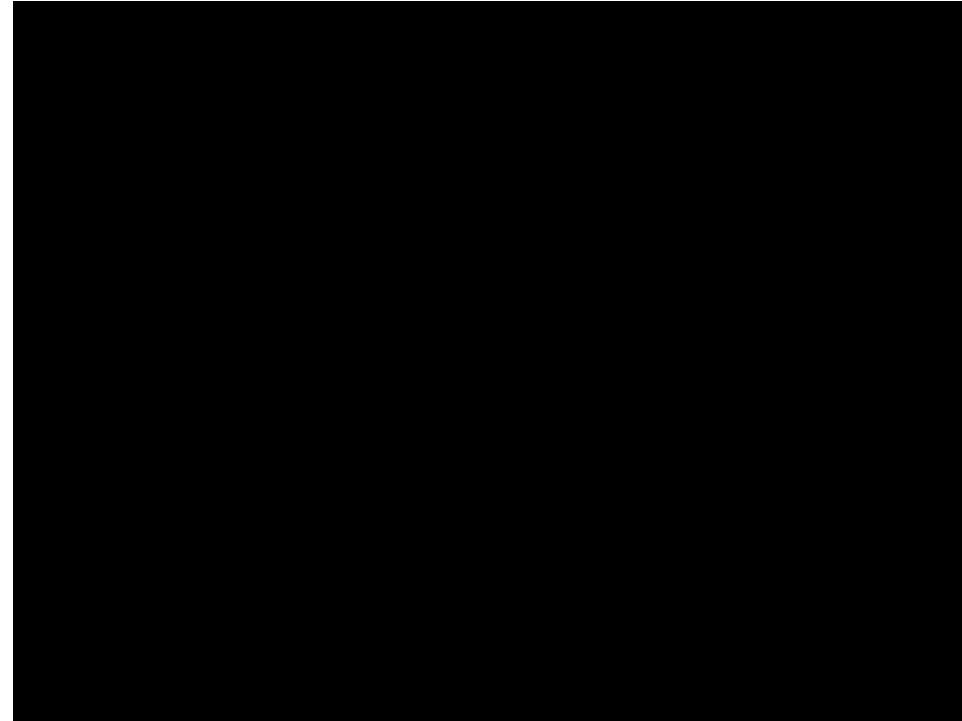


Self-Service Reports: Rapid Reports

While you are managing your activities, you may want to see how a particular change looks on a report. Rapid Reports gives you quick and easy access to the reports available in Faculty Accomplishments.

The screenshot shows the 'watermark Faculty Success' interface. The top navigation bar includes 'Activities', 'CV Imports', 'Manage Data', 'Reports' (highlighted), 'Workflow', and 'Tools'. The main content area is titled 'Reports' and contains a table of report options. A modal window titled 'Select a Report Style' is open, displaying three options: 'Blank Document' (document icon), 'Vita' (document with lines icon), and 'Export Data' (grid icon). The background table lists various AACSB report types, such as 'AACSB Required Fields Audit Report (2020 Standards)', 'AACSB Table 15-1: Summary of Faculty Sufficiency and Qualifications', and 'AACSB Table 2-1: Five-Year Summary of Intellectual Contributions'. Each row in the table has an 'Actions' column with a lock icon.

CV Import Tool

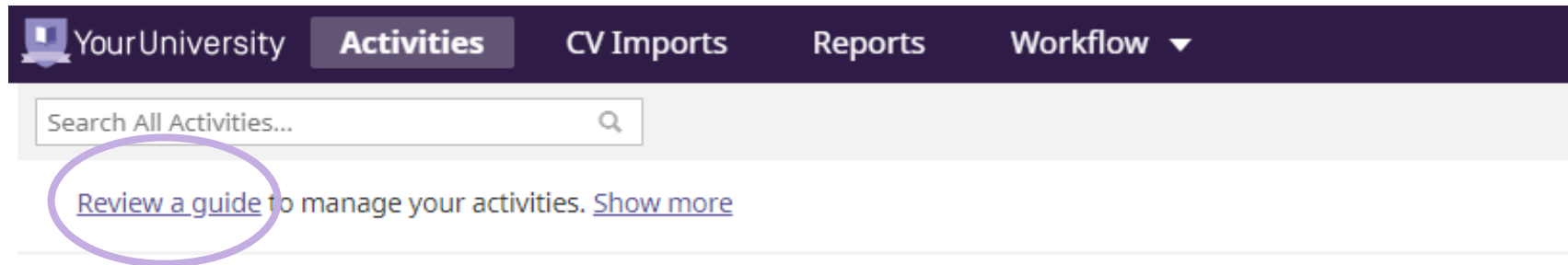


[CV Import Tool Instructions](#)

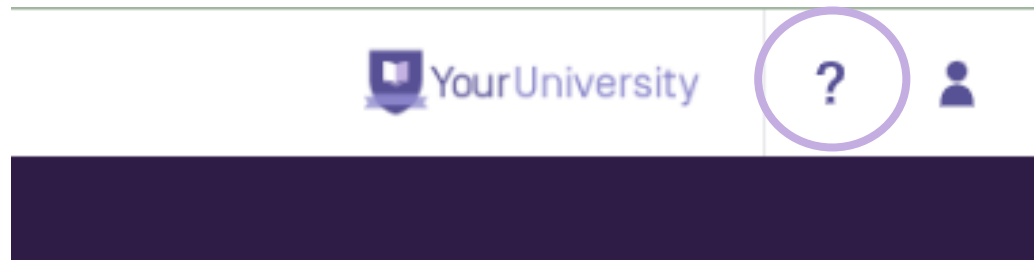


Help Tools

- If you need help with the Activities Screen, click **Review a Guide**.



- Click ? in the top right corner of your account to access additional help resources.





Help Tools

- OUHSC Webpage: <https://facdev.ouhsc.edu/Resources/OUHSC-Faculty-Activity-System>

OUHSC Faculty Activity System

facdev.ouhsc.edu/Resources/OUHSC-Faculty-Activity-System

INTRANET LOGIN | HIPAA

Search...

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< RESOURCES

- Academic Career Planning Resources
- Award Dossier Tips
- External Resources
- OUHSC Faculty Activity System**
- FAS Training
- Teaching Resources
- Who We Are

QUICK LINKS:

- [FAS Log-In Page](#)
- [FAS User Guide](#)
- [Training Resources](#)
- [YouTube Training Channel](#)
- [HSC Faculty Handbook](#)
- [HSC Career Planning Resources](#)
- [FAS Feedback Form](#)

Faculty Activity System: FAS

What is FAS?

The OUHSC Faculty Activity System (FAS) is used to record teaching, research, publications, presentations, awards, creative & service activities, and accomplishments. Aimed at providing an easier, more efficient way for colleges to manage large reporting processes in a less time-consuming fashion, the OUHSC FAS generates an annual faculty mini-vitae, or resume for staff, that can be provided to directors, department chairs, deans and the Provost's office.

How it Works:

OUHSC FAS allows users to enter activity information once and use it for multiple purposes to include:

- Different Types of Reports
- Bio-sketch
- CV
- Annual Activity Report
- Accreditation Report

Users can enter and update information throughout the year and import their publications from other databases to include:

- Google Scholar
- PubMed
- Web of Science
- ORCID (Learn more on the [ORCID Imports](#) page.)
- Other Citation Managers

FAS Log-In:

The following Colleges will access Faculty Activity System using their OU Health Sciences SSO log-in username and password by clicking here: [OU Health Sciences Center FAS System](#)

- College of Allied Health
- College of Dentistry
- Graduate College



Help Tools

- OUHSC Training Page
 - Training Guides
 - Video Guides
 - Help Email Links

<https://facdev.ouhsc.edu/Resources/OUHSC-Faculty-Activity-System/FAS-Training>

The screenshot shows a web browser window displaying the 'FAS Training' page. The browser's address bar shows the URL: facdev.ouhsc.edu/Resources/OUHSC-Faculty-Activity-System/FAS-Training. The page header includes the University of Oklahoma logo and the text: 'OFFICE OF THE VICE PROVOST FOR ACADEMIC AFFAIRS AND FACULTY DEVELOPMENT FACULTY DEVELOPMENT The UNIVERSITY of OKLAHOMA HEALTH SCIENCES CENTER'. There are links for 'INTRANET LOGIN' and 'HIPAA', and a search bar. A navigation menu at the top lists: Home, Calendar, Workshops & Seminars, Communities of Practice, Certificates & Fellowships, and Resources. The main content area is titled 'Faculty Activity System Training' and includes sections for 'Accessing the System', 'FAS Log-In', 'Training Resources', 'On-Demand Training Guides', 'Video Guides', and 'In-Person Trainings'. A sidebar on the left contains a 'RESOURCES' menu with items like 'Academic Career Planning Resources', 'Award Dossier Tips', 'External Resources', 'OUHSC Faculty Activity System', 'FAS Training', 'Teaching Resources', and 'Who We Are'. Below the sidebar is a 'QUICK LINKS' section with links to 'FAS Log-In Page', 'FAS User Guide', 'YouTube Training Channel', 'HSC Faculty Handbook', 'HSC Career Planning Resources', and 'FAS Feedback Form'.



Help Tools

- OUHSC Training Guide
- <https://facdev.ouhsc.edu/Resources/OUHSC-Faculty-Activity-System> under Quick Links
- Screenshots and step-by-step instructions

The screenshot shows the top of a user guide page. On the left is the logo for 'FACULTY DEVELOPMENT' at the 'UNIVERSITY OF OKLAHOMA HEALTH SCIENCES CENTER'. On the right is the 'OUHSC Faculty Activity System' logo with a red leaf icon, and below it, the text 'Last Update: June 17, 2024' and 'Next Scheduled: Fall 2024'. The main title is 'Faculty Activity System (FAS) at the University of Oklahoma Health Sciences Center User Guide'. A note states: '* Note. College of Medicine User Guides are found at: <https://medicine.ouhsc.edu/faculty-staff/activity-insight>'. Below this is a 'Table of Contents' section listing various topics and their page numbers, such as 'Frequently Asked Questions' (3), 'Navigation' (7), and 'Entering Faculty Activity Data' (10). At the bottom left, it says '1 | Page' and at the bottom right, there is a 'Return to Top' link.

Contact:

OUHSC-IPE@ouhsc.edu



Q&A

Thank you!