The University of Oklahoma Health Sciences

Faculty Activity System:
Faculty & Staff Essential Skills Training

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Agenda

Introductions

Product Introduction

Campus Goals and Expectations

Essential Skills and Best Practices

Next Steps and Q&A

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 Paper-based, out-of-date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

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Capture faculty achievements once, use them infinitely
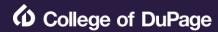
Faculty Accomplishments by Watermark

From…

✗ Faculty are repeatedly asked to provide the same data for different purposes (on average, 8-10 times per year).

✗ Faculty spend countless hours entering activity data related to teaching, scholarship, and service, often manually transcribed from their CV.

✗ Faculty annual reviews and promotion & tenure processes require faculty to compile and deliver physical dossiers for review.

✗ Faculty profile pages on the website are out-of-date as soon as the new information goes live.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: West Virginia University · Baylor University · College of DuPage

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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
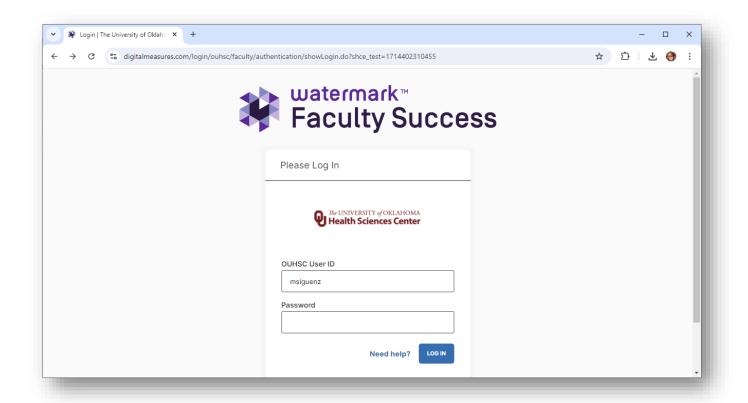- At minimum, we recommend quarterly

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!

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.
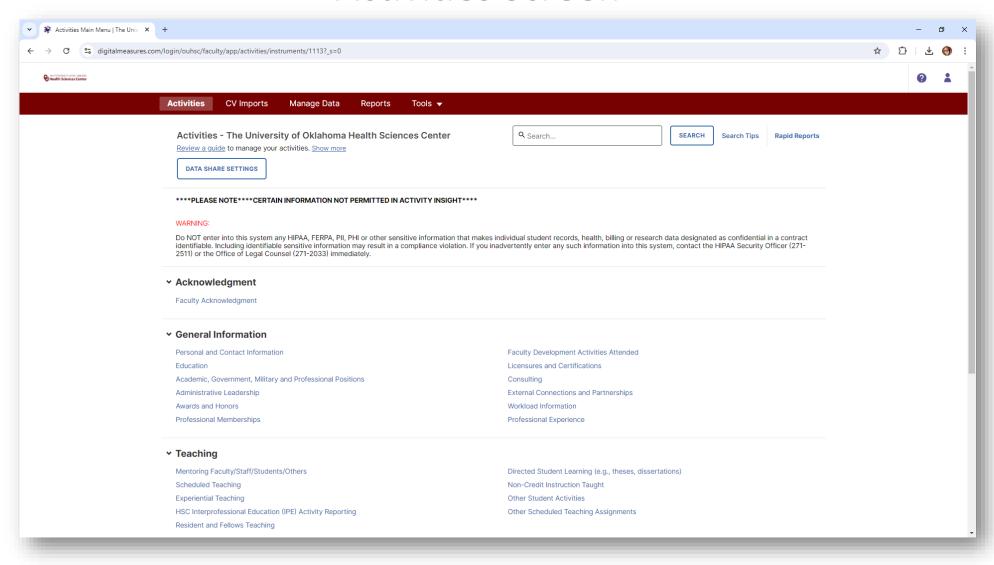 - [FAS Link](#)

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 <u>create your own reports</u>.

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, <u>please visit this page</u>.

- **Import directly from Crossref and PubMed, ORCID, Scopus, and Web of Science.** Visit <u>this page</u> for details on this feature.
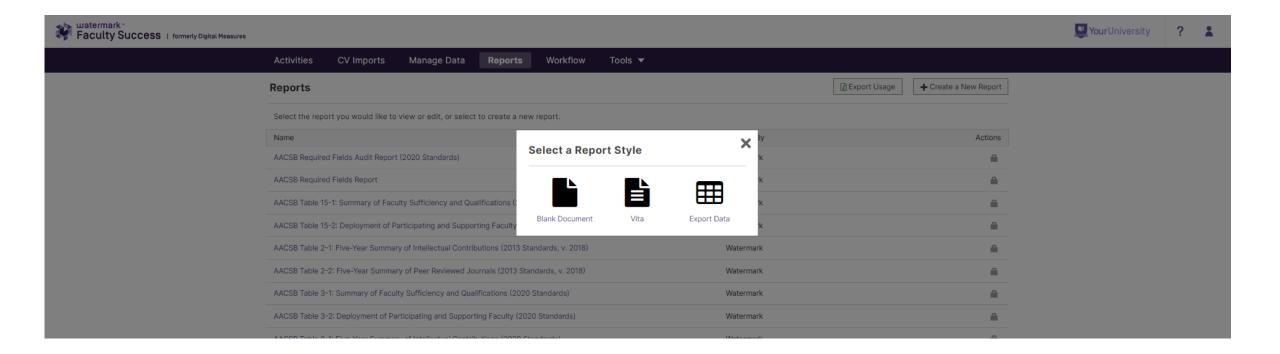
Reports: Creating a CV

Reporting Basics and CV Customization Guide

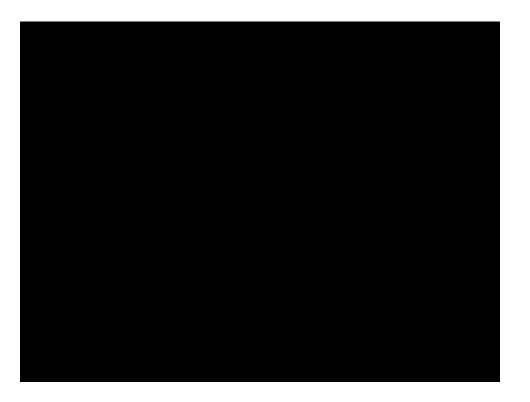# Self-Service Reports: Rapid Reports

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.
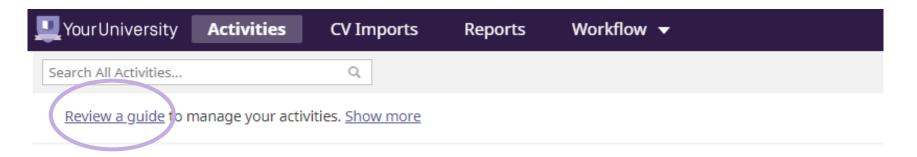
CV Import Tool

[CV Import Tool Instructions](#)

Help Tools

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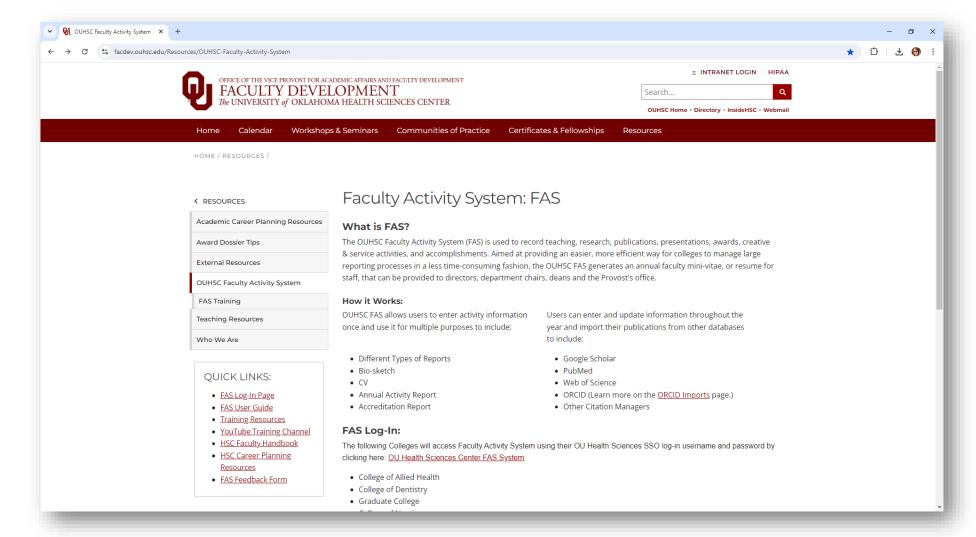

- Click **?** in the top right corner of your account to access additional help resources.
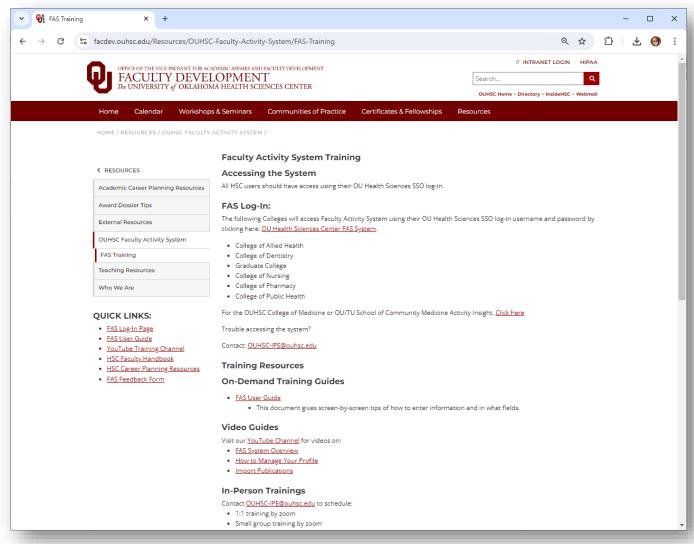
Help Tools

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

Help Tools

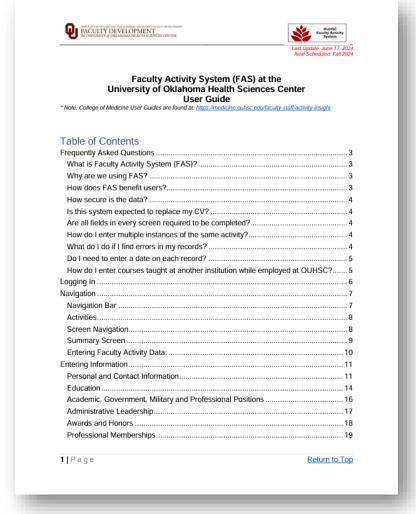- OUHSC Training Page

  o Training Guides

  o Video Guides

  o Help Email Links

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

Help Tools

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

Contact:

OUHSC-IPE@ouhsc.edu

Q&A

Thank you!