

Guidance for Preparing and Submitting Your FAR Using Watermark

Revision date: 11.24.2025

Overview

The purpose of this document is to guide faculty as they develop their Faculty Annual Report (FAR), use Watermark Faculty Success to enter their activities, and submit their FAR.

The FAR remains the same as in previous years, allowing flexibility for each department and college's needs. Since December 2024, Watermark Faculty Success is used to compile your activities, submit your FAR, and then route to your department chair/program director and dean for review. This FAR process aims to be streamlined and straightforward, with long-term benefits.

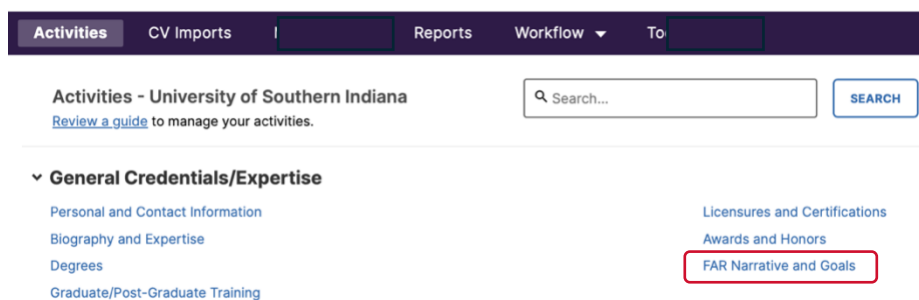
What do I include in my FAR submission using Watermark Faculty Success?

- Your activities for the reporting year (January 1-December 31): This information will be compiled in a standard FAR report in Watermark.
- CV (Vita): This is a standard Vita report compiled using all activities entered in Watermark.
- Any additional documents as requested by your department/program and/or college (as applicable).

Getting Ready – How do I prepare my FAR?

Please see the [Watermark My Profile guides](#) for entering and updating activities and [Activities Detailed Guide](#) for details of each activity area.

Enter your activities for the reporting calendar year (January 1 - December 31) in the appropriate sections in the “Activities” area (or “My Profile/Add Activity” if using the new view). You can add and update your Activities information anytime throughout the year.



[Screen shot of the top portion of the Activities area in Watermark Faculty Success.]

- Enter your information in Activities/My Profile. You do not need to enter information for all Activities sections – just the ones relevant to your work and faculty track/rank.
- Note: Documents uploaded in Activities are not included in the standard FAR or CV. These evidence files, such as course syllabi and publications, may be used in future reports, for reappointment, promotion, or tenure review, or for future reference.

Tips for Entering Your Activities

- **Activity date:** Be sure to enter a Date (at minimum, the start or end year) for each activity entry. The date is used to determine which activity entries are included in reports (e.g., CV and FAR reports). For activities that occur only on one day, leave the start date blank and specify the end date. For activities that you started but have not yet presently completed, specify the start date and leave the end date blank.
- Within a screen, a field marked with an asterisk(*) is required.
- Within a screen, a field marked with a lock icon cannot be modified; the data is imported from Banner. Please contact usi.watermark@usi.edu if this is not correct.
- **Courses Taught:** Scroll down to the near-bottom of this screen and complete the Experiential Learning, Delivery Mode, New Course Preparation, and New Format fields (particularly if the response is “yes”).
- In pull-down field entries, if you need to change the selection to “blank”, use the “delete” key on your keyboard to remove the selection.
- Fields with the "AACSB" label apply only to Romain College of Business faculty.

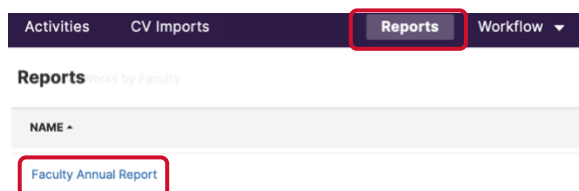
FAR Narrative and Goals

- **Guidance for the FAR narrative:** In general, the narrative/reflection for each applicable section is a brief review (approximately 100-200 words each is suggested) of your contributions and activities during the reporting year (such as January 1-December 31, 2025). Please refer to any specific guidance from your dean, chair, or Library director.
- Enter your narrative and goals in the “**FAR Narrative and Goals**” in Activities/My Profile (see the screen shot on the previous page).
- The brief **Teaching Narrative** highlights contributions to teaching, student learning, curriculum, and/or student advising/mentoring, reflections on any course or curriculum changes and new practices, and context information.
- **Guidance for the Goals section:** Highlight your goals for the next reporting year in narrative or list format. In the “Review of Goals during the Current Reporting Year” field, summarize and reflect on your accomplishments and progression of your goals during the reporting year. If applicable, also summarize any additional significant accomplishments during the reporting year.
- It is recommended that you write your brief narrative and goals using Word or your preferred document editor and then copy/paste into Watermark. Note that the textbox in Watermark does not have a bullet list format option. If you copy a bullet list from your Word document, try the “paste and match style” option in the Watermark textbox.

Preview Your FAR

After you have entered your activities, brief narrative, and goals, it is recommended to preview your FAR before submission. The FAR generated by Watermark includes the information you entered in the Activities sections for the reporting year.

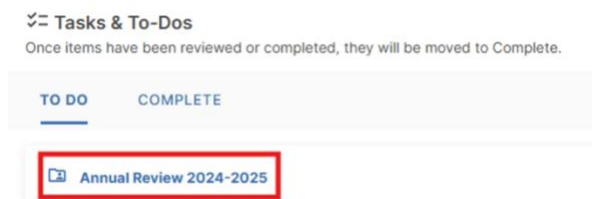
- Go to the **Reports tab** and select “Faculty Annual Report”. Within the “Run FAR” screen, enter the date range (such as 1/1/2025 to 12/31/2025) and then click “Run Report” button at the top right. See [How to Run Full-Service Reports](#).



[Screen shot of the Reports area, showing the Faculty Annual Report option.]

How do I submit my FAR using Watermark Faculty Success?

- See [How to Access a Submission](#). The FAR Submission Workflow will open by early December. You can access the FAR Submission form by going to the myUSI portal, selecting Watermark (listed under Faculty Apps), and then going the “Workflow” area in Watermark Faculty Success or selecting “Tasks.” When the workflow becomes available, you also will receive an email from USI Provost’s Office - Watermark <notifications@watermarkinsights.com>; if the link doesn’t work, go directly to Watermark from myUSI.

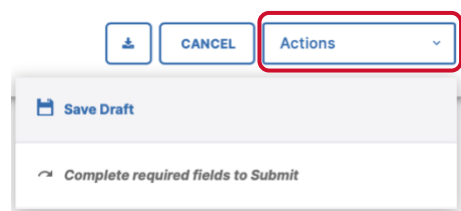


[Screen shot of the sample Workflow/Tasks area to start your submission.]

- Complete the FAR Submission Form in Watermark (see next page), which includes:
 - Semester & Year you started your current rank. For Teaching Track faculty, enter when you started your Contract Faculty rank (before your title change in 2024).
 - Semester & Year you started as a full-time faculty member at USI
 - Dates of any leave of absence during the reporting year (if applicable)
 - Your FAR and CV are automatically compiled and inserted with your Watermark entries for the reporting year.
 - Questions regarding any substantiated complaints related to [Faculty Handbook C.13 subsection D](#).
 - Upload any additional documents required by your department (as applicable).
- See [Contributing to a Submission as a Candidate](#) (from Watermark).

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- **To submit:** Use the “Action” menu in the upper-right to “Save Draft” (if you are not ready to submit) and “Submit to Chair” (when you are ready to submit your FAR).



[Screenshot of the “Action” area at the top of the submission form]

Questions?

- Please contact the Watermark implementation team at usi.watermark@usi.edu.
- The Watermark liaisons in your college/unit also are a resource.
- Guides and resources are available on the [Provost’s Office Watermark webpage](#).

General Information

Semester & Year you started your current rank (for Teaching Track faculty, enter when you started as Contract Faculty, before the title change in 2024).

Semester & Year you started as a full-time faculty member at USI

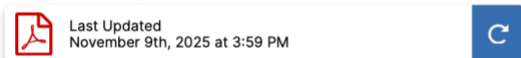
Leave of absence dates during the current review year (if applicable)

Faculty Annual Report and Curriculum Vitae

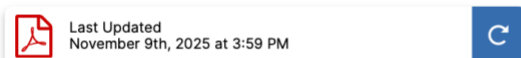
The FAR and CV are automatically inserted below and compiled from the information entered into Watermark Faculty Success.

Please check that you have added the relevant information using Activities/My Profile and previewed the FAR and CV before submission.

Faculty Annual Report (FAR)



Vita (CV)



Additional Information

Upload additional documents or evidence requested or required by your department, college, or unit (as applicable).

[Drop files here](#)

Have you received any substantiated complaint(s) regarding any items 1-4 listed in Faculty Handbook C.13 subsection D during this reporting year? *

If yes (above), summarize how the complaint(s) was addressed.

Rich text editor toolbar with icons for Bold (B), Italic (i), Underline (U), Text Color, Background Color, Bulleted List, Numbered List, Indent, Outdent, Link, and other formatting options.

[Screen shot of FAR Submission Form in Watermark Workflow.]