

Reviewing FARs in Watermark Faculty Success

Updated 11.24.2025

Overview

The purpose of this guide is to preview the Watermark Faculty Success portal for a reviewer (e.g., chair/supervisor, director, or dean) of the Faculty Annual Report (FAR).

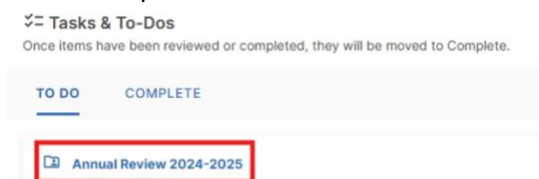
In Watermark Faculty Success, there are two primary areas used for FAR preparation and submission/review:

- **Watermark Workflow/Reviews:** This is where reviewers (e.g., chair, dean, director) view the FAR materials and submit the administrator review. The reviewer will see the workflow when the FAR is submitted by the faculty member or the prior review step is completed.
- **Watermark Activities/My Profile:** This is where the faculty member enters their activity information and brief FAR narratives / annual goals. The Activities area is always available to faculty members, providing access to update and add information throughout the year.



Accessing & Viewing the FAR in Watermark

- See [How to Access a Submission](#). You can access the FARs that are ready for review by going to Watermark Faculty Success directly from the [myUSI Portal](#). Then go to the **Workflow** tab and **Tasks** option from the pull-down (see the screenshot below). Or go to the **Reviews** tab on the left panel in the new view.

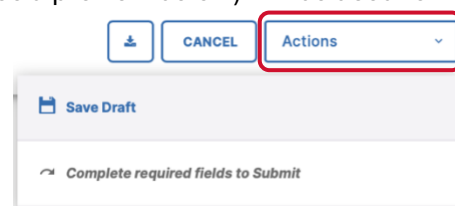


[Screen shot of the sample Workflow/Tasks area to view the submission and start your review.]

- Reviewers also will receive an email from “USI Provost’s Office – Watermark” <notifications@watermarkinsights.com> with a link to access the FAR for review. If the link results in an error, go directly to Watermark Faculty Success via myUSI.
- See [How to Review and Contribute to a Submission](#) (for Chair, Director, Dean, Provost).
- When viewing the candidate’s FAR materials, click on the PDF icons and hyperlinks to view the provided FAR materials. Note that items with the PDF icon (such as the FAR and CV documents) are Watermark-generated reports using the entered Activities information.

Submitting the Review

See [Contributing to a Submission as a Reviewer](#). The Chair form (see a preview below) will be used to acknowledge the FAR review and submit comments on the faculty member’s FAR. Fields marked with an asterisk* are required. Use the “**Action**” button (located in the top-right of the screen) to “Save Draft”, “Send Back” (for example, if the faculty member needs to revise their FAR), or “Submit”.



[Screenshot of the Action menu to save/submit your review.]

Note: The Dean/Library Director have a similar review form.

Questions? Please contact the Watermark implementation team at usi.watermark@usi.edu.

Department Chairs, Program Directors, and Unit Supervisors are responsible for evaluating faculty performance on an annual basis. Such reviews are based on activities included in the Faculty Annual Report (FAR) and should be evaluated based on the criteria presented in the [Faculty Handbook Section C.13](#), along with any relevant college, library, or department guidelines.

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