

Guide for USM Activity Reporting in Faculty Success *(Previously called the Faculty Extra-instructional Productivity (FEIP))*

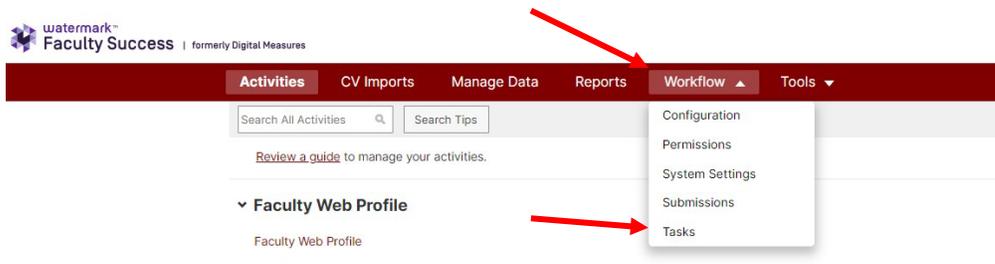
The [USM Policy on Faculty Workload and Responsibilities \(II-1.25\)](#) describes the USM Guidelines for Reporting Faculty Workload which is intended to acknowledge the full scope of contributions our faculty make to their disciplines, institutions, and the System, while also making clear that student learning remains the central focus of our degree-granting institutions. Considering this, SU is responsible for reporting aggregated data on several key faculty metrics that occurred between June 1, 2023-May 31, 2024.

Like last year, you will receive an email from Watermark Faculty Success which will link to your survey. There, you will find a prepopulated report (which will have the USM areas of activity that are required for reporting purposes for the specific time period required) for you to more easily review to ensure that all activities are included. If everything is there, you will hit submit and your survey will be completed. If you notice that you are missing activities, you will be able to add those missing data points in the “Activities” section, before returning to your survey, refreshing your report, and then submitting it. Stepwise instructions can be found below.

For those that have completed their annual review (or went through the Tenure and/or Promotion process) using Faculty Success, you will only need to add the additional activity that has occurred since submitting your 2023 evaluation or T&P application.

General Instructions to Faculty

1. When your survey opens, you will receive an email from Watermark Faculty Success where you can find the link to the survey.
2. Alternatively, the survey can be found in *Tasks* under the *Workflow* dropdown (found in the top bar in [Faculty Success](#)).



3. Click on the *2023-24 USM Survey of Faculty Activity* in your inbox to open the survey.

NAME ▾	STEP ▾	DEPARTMENT ▾	CANDIDATE ▾	DUE DATE 1? ▾
USM Activity Reporting 23-24	Candidate Submission		Me	August 1, 2024 @ 11:59 PM

4. Click on the PDF icon. If you used Faculty Success for your recent annual evaluation or for Tenure and Promotion, the PDF will automatically populate your activities. When the PDF opens, review the recorded activities to ensure accuracy.

Candidate:

INSTRUCTIONS for SUBMISSION:

If you completed your annual review (or went through the Tenure and/or Promotion process) using Faculty Success, you will only need to add the activities that occurred since the last time you updated your information.

1. Click on the PDF icon below to automatically populate your activity relevant to the USM collection from June 1, 2023 through May 31, 2024.
2. Review the recorded activities to ensure accuracy once the report populates.
 - a. **If everything is correct**, navigate to the upper right-hand corner, select Actions, and Submit to the Chairs'/CHHS School Directors' Archival Step. Your submission is now complete!
 - b. **If you are missing relevant activities**, you must add them to your "Activities" as you normally would through Faculty Success. Detailed instructions have been emailed if you need additional instruction. *Please note, for purposes of this survey, you are only expected to enter information relevant to you and only in the areas labeled "USM Activity Collection".
3. Remember: This reporting year runs from **June 1, 2023 through May 31, 2024**. It is extremely important that you enter the correct dates for any input field requiring this information. If you are missing material in your report, please check that the activity is labeled with a date.
4. Revisit Steps 1-3 as needed to capture all relevant activities.



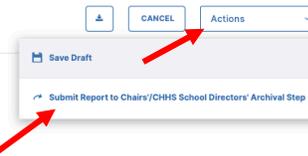
5. If everything is correct, go to the top right-hand corner, select *Actions*, and *Submit Report to Chairs'/CHHS School Directors' Archival Step*.

Candidate:

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3. Remember: This reporting year runs from **June 1, 2023 through May 31, 2024**. It is extremely important that you enter the correct dates for any input field requiring this information. If you are missing material in your report, please check that the activity is labeled with a date.
4. Revisit Steps 1-3 as needed to capture all relevant activities.



6. If you are missing relevant activities, you will need to add them to your *Activities* section in Faculty Success (please see the **Faculty Success Activities Input Guide** below). **Please check that all activity is correctly labeled with a date within the reporting period** (June 1, 2023 to May 31, 2024) otherwise the report will exclude the information from your survey.
7. When you return to your survey, please refresh the PDF to incorporate the new information that you just entered in the *Activities* section.
8. Revisit Steps 2-7 until submitted.

New to Watermark Faculty Success? kb articles are available [here](#).

Faculty Success Input Guide

For purposes of the 2023-24 USM Survey of Faculty Activity, you are only expected to enter information relevant to you in the areas labelled *USM Activity Collection* (highlighted) within the *Activities* area of Faculty Success.

The screenshot shows the 'Activities' section of the Faculty Success web application. The 'Activities' menu is highlighted with a red arrow. The page title is 'Activities - Salisbury University' with a link to 'Review a guide to manage your activities.' A search bar is present with a 'SEARCH' button. The main content is organized into sections: 'Faculty Web Profile', 'General Information', 'Teaching', 'Scholarship/Research', and 'Service'. Under 'General Information', 'Awards and Honors (USM Activity Collection)' is highlighted. Under 'Teaching', 'Evidence of Assessment (USM Activity Collection)' is highlighted. Under 'Scholarship/Research', 'Artistic and Professional Performances and Exhibits (USM Activity Collection)', 'Contracts, Fellowships, Grants and Sponsored Research (USM Activity Collection)', 'Intellectual Contributions (USM Activity Collection)', 'Intellectual Property (e.g., copyrights, patents) (USM Activity Collection)', 'Presentations (USM Activity Collection)', and 'Research Currently in Progress' are listed. Under 'Service', 'Professional (USM Activity Collection)' and 'Public (USM Activity Collection)' are highlighted.

I. Under General Information

A. Awards and Honors (USM Activity Collection)

Report the number of awards from external organizations, professional/disciplinary associations received by

you in the reporting year that garnered national, statewide, and/or system-wide recognition for the institution, academic program, and yourself. Examples include awards such as Fulbright scholarships and disciplinary fellowships that support scholarly research.

Required fields: *Award or honor; Organization/sponsor; Scope; Date received.*

II. Under Scholarship/Research

A. Artistic and Professional Performances and Exhibits (USM Activity Collection)

Report both juried and non-juried scholarly productions in the fine, performing and visual arts. Invited and formally selected works include juried shows, commissioned performances, creative readings, and competitive exhibitions. Non-juried works should be comparable in quality to juried works, but there is no formal selection process. Musical and theatrical performances and readings, gallery shows and exhibitions at the home institution are examples.

Required fields: *Type of Work; Work/exhibit title; Scope; Peer-reviewed/refereed; Invited or accepted; Was this by audition, commission, competition, or invitation; Start date; End date*

B. Contracts, Fellowships, Grants and Sponsored Research (USM Activity Collection)

Report fellowship awards only. No need to report contracts, grants or sponsored research here. This information is captured and shared by Graduate Studies and Research.

Required fields: *Type (fellowships only); Title; Sponsoring organization; Awarding organization; Current status; Start date of funding; End date of funding.*

C. Intellectual Contributions (USM Activity Collection)

- Single- or joint-author books or monographs written by you and published by an academic or commercial press.
- Refereed journal articles, book chapters, reviews and creative works.
- Non-refereed journal articles, book chapters, reviews and creative works.

Required fields: *Contribution type; Current status; Title of contribution; If part of a larger work, title of larger work; Journal/Publisher/Proceedings Publisher; Issue number/edition; Was this peer-reviewed/refereed; Date published.*

D. Intellectual Property (e.g., copyrights, patents) (USM Activity Collection)

Report patents and copyrights approved.

Required fields: *Patent or copyright; Patent title; Patent/Copyright Number/ID; Patent type; Date licensed.*

E. Presentations (USM Activity Collection)

Report the number of invited and contributed papers, panels, poster sessions, performances, exhibitions, etc. by faculty. The key determinant is that the presentation must be delivered and not merely accepted.

Required fields: *Presentation type; Conference/meeting name; Sponsoring organization; Presentation title; Meeting type; Scope; Was this peer-reviewed/refereed; Invited or accepted; Date.*

III. Under Service

A. Professional Service (USM Activity Collection)

Report leadership positions you have held in a professional society. A “leadership role” demands that decision-making of some sort occurs.

Required fields: *Organization/committee/club, Position/role, Start date, End date.*

B. Public Service (USM Activity Collection)

Report how many hours you have spent in service to your community. Public service includes work performed with K-12 schools, community colleges, government organizations, non-profit organizations, or businesses for which you were NOT compensated. Time spent sharing your professional knowledge with the public as well as time spent volunteering for purposes not related to your faculty role should be included (although collected for USM reporting, activity unrelated to your faculty role is not relevant for tenure and promotion at SU). Do not include your instructional or related activities in this category.

Required fields: *Organization/committee/club, Position/role, Approximate number of hours spent per year, Compensated or pro bono, Start date, End date.*

IV. Under Teaching

A. Evidence of Assessment (USM Activity Collection)

Report activities intended to assess student learning or performance in a program or a general education course. Activities may be embedded in courses or conducted separately so long as evaluation serves programmatic or general education improvement purposes. Items to include are design of assessment, use of evaluative instruments or activities, analysis of collected data, or preparation of a plan for change or improvement.

Please provide as much detail as possible.