



# Faculty Annual Reporting

College of Arts and Sciences

2025-26

# Today

1. What's not/new?
2. The Watermark database (= Profile)
3. Annual reporting
  1. Activity Report
  2. Narrative
4. Save and Submit

# What's New and Not-New?

## **NEW**

- Watermark environment
- How your year's activities get into your annual report
- How your activities are grouped together
- How much fun it is to complete your annual report

## **NOT-NEW**

- The actual prompts for your annual report narrative
- Which activities are collected for your annual report
- Which activities are grouped together
- How much fun it is to complete your annual report

# Watermark database

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- Like Faculty180, our Watermark “Faculty Success” module includes a *database* – now called your PROFILE.
- This is where all your activities are stored;
- Activities that had an end-date were migrated from Faculty180.
- You should keep this database up to date.

The screenshot shows a user profile for Greg Oakes at Winthrop University. The profile is titled "Greg Oakes" and lists his affiliation as "Winthrop University College of Arts and Sciences" and his departments as "Political Science, Philosophy, Religion, and Legal Studies". The page includes a search bar, a "SEARCH" button, and a "CUSTOMIZE DISPLAY" button. A sidebar on the left contains navigation options: "Home", "My Profile" (highlighted with a red circle), "Reports", and "Reviews". The main content area features a toggle for "Show categories with no records in profile" (set to ON) and a list of profile categories: "Personal and Contact Information", "Biography and Expertise", "Degrees", "Licensures and Professional Certifications", and "Awards and Honors".

GO  
Greg Oakes

Home

My Profile

Reports

Reviews

**Greg Oakes**  
Winthrop University College of Arts and Sciences  
Political Science, Philosophy, Religion, and Legal Studies

EXPORT

**ADD ACTIVITY**

Search

SEARCH Search Tips

CUSTOMIZE DISPLAY

Show categories with no records in profile

Personal and Contact Information

Greg Oakes  
oakesm@winthrop.edu

Biography and Expertise

I was born and raised in Boise, Idaho, where I learned to love hiking and skiing. My parents were musicians who taught me to love music. Philosophy seduced me by itself. I joined administration to help lead the institution forward.

GO  
Greg Oakes

Home

**Welcome, Greg!**

**ADD ACTIVITY**

Tasks & To-Dos  
Once items have been reviewed or completed, they will be moved to Complete.

Tools & Services

Adding to your Profile  
- from the Profile page  
- from your Home page

# Select an activity kind

## Fill in the blanks as desired

### Add Activity

1 Select Activity Type — 2 Add Details

Top Activities

- Administrative Assignments
- Presentations**
- Academic Advising Summary
- Awards and Honors
- Curriculum Development
- Directed Student Learning

All Activities

Search Activities

General Credentials/Expertise

- Biography and Expertise
- Licensures and Professional Certifications
- Awards and Honors
- Media Appearances and Interviews
- Faculty Development Activities Attended

Career Information

- Professional Positions
- Administrative Assignments
- Consulting

### Add Activity

Presentations

BACK SAVE ACTIVITY

✓ Select Activity Type — 2 Add Details

Fields marked with \* are required.

#### Activity Details

Presentation Type

Presentation Title

Status

Conference/Meeting Name

Sponsoring Organization

Venue

City, State and Country

City State

# Watermark annual reporting

- Watermark also includes reporting tools – e.g., for faculty annual reporting
- You should see one of these tasks in your Home screen.
- Click on it to begin your report.

The screenshot displays a user interface for a faculty member named Greg Oakes. At the top left, the Winthrop University logo is visible. The user's name and a circular profile icon with the letters 'GO' are shown. A 'Welcome, Greg!' message is displayed, along with an 'ADD ACTIVITY' button. The main content area is divided into sections. On the left, a navigation menu includes 'Home', 'My Profile', 'Reports', and 'Reviews'. The central 'Tasks & To-Dos' section, which is circled in red, contains two tasks: 'Complete Your DEMO - AR - CAS PT - OakesM' and 'Complete Your DEMO - AR - CAS FT - OakesM', both with a due date of May 15, 2026. To the right, a 'Tools & Services' section features a 'Faculty Success Guide' link.

Like Faculty180, the Watermark has a reporting function, in two parts:

- An “Activity Report” pulled from your Profile;
- Your narrative, inserted by you in text cells
- Both appear in the annual report template

**Annual Activity Report**  
Click on the Acrobat icon below to see your current Annual Activity Report as imported from the My Profile/Reports part of Faculty Success. If you need to make changes, navigate back to My Profile/Reports to add or change your data. Then, when you come back to this page, click on the refresh icon to update the pdf.  
Then continue below to complete the narrative sections of your annual report.

Annual Activity Report  
Last Updated April 29th, 2026 at 2:20 PM

**Annual Overview/Highlights: Summary Statement**  
This cell is OPTIONAL for all faculty types. Please use this cell if you would like to provide an overall summary of your year's activities.

Annual Overview/Highlights: Summary Statement

Characters : 0/20000

**Annual Overview/Highlights: Academic Responsibility**  
This cell is REQUIRED of all probationary faculty, otherwise OPTIONAL.

**Annual Activity Report**  
Click on the Acrobat icon below to see your current Annual Activity Report as imported from the My Profile/Reports part of Faculty Success. If you need to make changes, navigate back to My Profile/Reports to add or change your data. Then, when you come back to this page, click on the refresh icon to update the pdf.  
Then continue below to complete the narrative sections of your annual report.

Annual Activity Report  
Last Updated April 29th, 2026 at 1:22 PM

**Annual Overview/Highlights: Summary Statement**  
This cell is OPTIONAL for all faculty types. Please use this cell if you would like to provide an overall summary of your year's activities.

Annual Overview/Highlights: Summary Statement

Characters : 0/20000

**Annual Overview/Highlights: Academic Responsibility**  
This cell is REQUIRED of all probationary faculty, otherwise OPTIONAL.

**Faculty Submission Step**  
 Due: May 15th, 2026 @ 11:59 PM Candidate: Greg Oakes

**Annual Activity Report**  
 Click on the Acrobat icon below to see your current Annual Activity Report as imported from the My Profile/Reports part of Faculty Success. If you need to make changes, navigate back to My Profile/Reports to add or change your data. Then, when you come back to this page, click on the refresh icon to update the pdf.

Then continue below to complete the narrative sections of your annual report.

**Annual Activity Report**  
 Last Updated April 29th, 2026 at 7:20 PM

**Annual Overview/Highlights: Summary Statement**  
 This cell is OPTIONAL for all faculty types. Please use this cell if you would like to provide an overall summary of your year's activities.

**Annual Overview/Highlights: Summary Statement**

Characters : 0/20000

**Annual Overview/Highlights: Academic Responsibility**  
 This cell is REQUIRED of all probationary faculty, otherwise OPTIONAL.

**Annual Activity Report**  
 2025-2026

**Greg Oakes**  
 Professor  
 Political Science, Philosophy, Religion, and Legal Studies

TEACHING/MENTORING

SCHOLARSHIP/RESEARCH

**Publications**  
 No Status  
 Kiblinger, W. P., Oakes, M. G. *Introduction to Philosophy*.

SERVICE

**University Service**  
**University**  
 Committee Chair, Academic Assessment Committee. (September 2017 - Present). (Professional Stewardship: Yes)  
 Committee Chair, CAS Curriculum Committee. (June 2014 - Present). (Professional Stewardship: Yes)  
 Director of Assessment. (June 2014 - Present). (Professional Stewardship: Yes)

**Professional Service**  
 Member, American Philosophical Association. (September 2000 - Present).

GENERAL INFORMATION

- Double-click on the pdf icon to see the “Activity Report” of your annual report.
- If you need to make changes, exit and go back to My Profile.
- Then click on the blue refresh button if you make changes in My Profile.



# Narrative cells by PT/FT faculty

	FT “full”	FT “short”	PT
<b>= who?</b>	Probationary faculty (required) Faculty 2-3 years from promotion (optional)	Any non-probationary faculty <u>may</u> use	All part-time (adjunct) faculty
<b>Highlights Summary</b>	<u>optional</u>	optional	optional
<b>Highlights Acad Resp</b>	<u>required</u>	optional	<u>required</u>
<b>Highlights SID</b>	<u>required</u>	optional	<u>required</u>
<b>Highlights Scholarship</b>	<u>required</u>	optional	optional
<b>Highlights Professional Stewardship</b>	<u>required</u>	optional	optional
<b>Reassigned Time or Administrative Assignments</b>	<u>required</u> , if any	<u>required</u> , if any	N/A
<b>Goals – from last year</b> (i.e., your accomplishments in SID, Scholarship, Prof Stewardship)	<u>required</u>	<u>Required</u> (in brief, may be bulleted)	N/A
<b>Goals – for next year</b>	<u>required</u>	<u>required</u> (may be bulleted)	N/A
<b>Goals – 5 year</b>	<u>required</u>	optional	N/A

# Save, Download, Submit

- See upper right for these options.
- The “submit” option will ask you if you’re sure. (If you need it back, contact me or Maura.)
- Be sure to download a copy before you submit for review.

**Faculty Submission Step**  
Due: May 15th, 2026 @ 11:59 PM Candidate: Greg Oakes

For specific information on faculty responsibilities, faculty should be familiar with the terms of the [CAS Alignment Statement with Roles and Rewards](#).

### Annual Activity Report

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Then continue below to complete the narrative sections of your annual report.

**Annual Activity Report**

Last Updated  
April 29th, 2026 at 2:49 PM

### Annual Overview/Highlights: Summary Statement

This cell is OPTIONAL for all faculty types.  
Please use this cell if you would like to provide an overall summary of your year's activities.

**Annual Overview/Highlights: Summary Statement**

B i U ¶ = - ☰ ☷ ↶ ↷

✖

Blah blah blah!

Characters : 15/20000

# Contact:

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- Maura Conway – technical matters: [conwaym@winthrop.edu](mailto:conwaym@winthrop.edu)
- Greg Oakes – philosophical matters: [oakesm@winthrop.edu](mailto:oakesm@winthrop.edu)
- Your Chair – everything else (especially any dept-specific reporting practices or advice)