# How to Complete Your Faculty Web Profile Information in Faculty Success

1. Log in to Watermark Faculty Success
2. Select Activities from the navigation bar
3. Click on Faculty Web Profile

Screenshot description: The Faculty Success interface displays the Activities menu in the navigation bar. Under the Activities section, the Faculty Web Profile option is highlighted
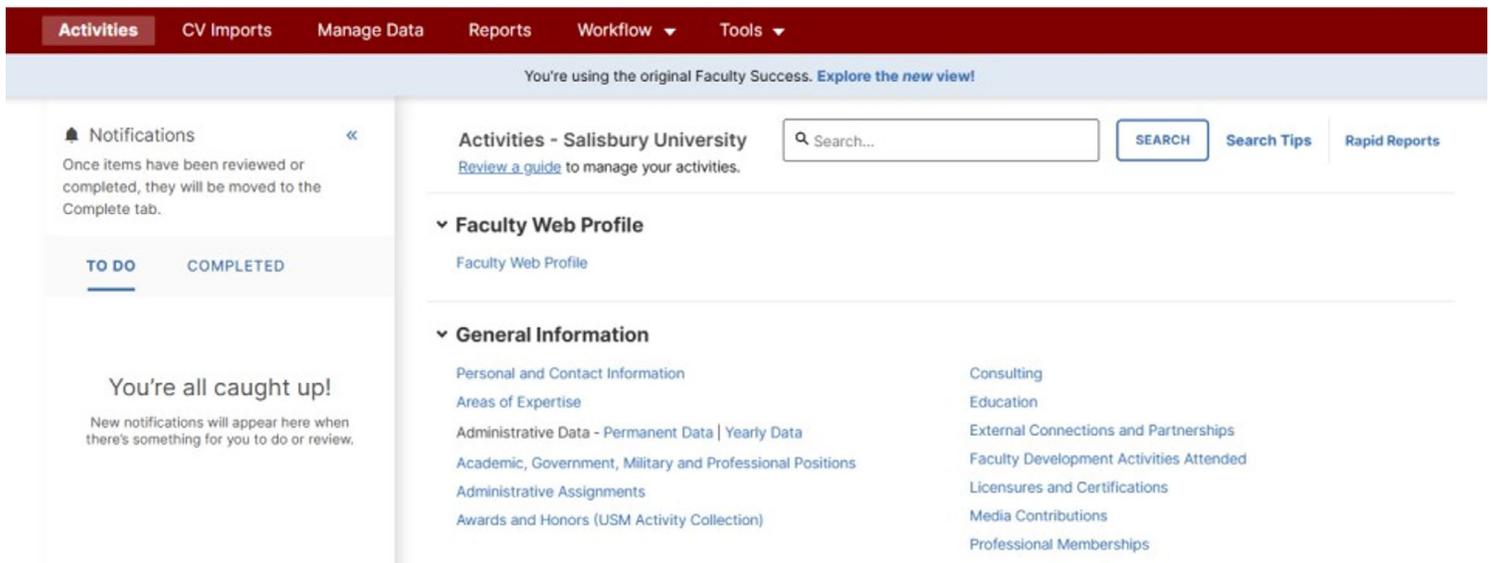
There are two methods for entering information for inclusion on your Faculty Profile: in Section 1, you will directly enter the information in text boxes, but in Section 2, information that you have already entered in other parts of Faculty Success (in Activities) will be offered to you as options for inclusion in your faculty profile.

Time-Saving Options for Data Entry

Before manually entering information, consider these tools to streamline your profile setup:

CV Importer Tool
Upload an existing curriculum vitae (.doc, .docx, .odt, or .rtf format) and let Faculty Success automatically populate your profile fields. This tool uses highlighting technology to identify and import data, which you can then review and validate. Access CV Importer from the top navigation bar.

Publication Import Options

Import publications from multiple sources:

- BibTeX files from reference managers (EndNote, Google Scholar, Mendeley, RefWorks, Zotero)
- Direct imports from Crossref and PubMed
- ORCID, Scopus, and Web of Science (if your campus has a subscription)

SECTION 1 ❭
Faculty Profile Input Fields

Note: The input fields below will show on your faculty profiles only if you enter the information here in Section 1.

Personal Faculty Website

Enter the link to your personal website. You may wish to include your CV, descriptions of your ongoing work, more extensive imagery, or other professional materials on this page.

Bio

The bio should be a short paragraph, no more than 4 or 5 sentences (approximately 500 characters).

Research Interests

Enter a brief statement about your research interests. The statement should be a short paragraph, no more than 3 or 4 sentences.

Teaching Philosophy

Enter a brief statement about your teaching philosophy. The statement should be a short paragraph, no more than 3 or 4 sentences.

Service Activities and Community Relations

Enter up to 3 service contributions to the University, professional organizations, community-based or public organizations, etc. For each service activity you enter, please include a brief description (1 to 2 sentences) including the date of the service activity.

Student Success Stories

Highlight a student that has achieved success, in part, because of their interaction with you as a faculty member. In 3 to 4 sentences, describe your interaction with the student and the success the student has achieved. To use a student's name or identity, you must obtain a signed FERPA release form. Contact University Relations for the Student Success Story Release Form.

External Collaboration Highlights

Highlight 1 to 2 of your collaborations with external entities, such as other universities, governmental and non-governmental agencies, or other types of groups.

Artistic Highlights

In each of the image fields, you may import a single image, accompanied by a title, medium, and a brief text description (1 to 2 sentences). This field is intended for faculty who wish to showcase their visual art.

Image specifications:

- Supported formats: JPEG or PNG
- Maximum width: 1000 pixels
- Recommended file size: Under 2MB
- Accessibility requirement: Provide descriptive alternative text for each image

SECTION 2 ⟩
Faculty Profile Information from Activities

The sections provides you with the option to choose items from a drop-down menu. These menu items refer to information that you have already entered in other parts of Faculty Success. If you wish to include information in your profile, but the menu does not provide you with any options, please enter the information in the appropriate Faculty Success field. Information about where in Faculty Success to enter information is provided for all fields.

Note about Allow Sharing settings: For activities entered in the Manage Activities section, you can control whether individual records appear on your web profile using the Allow Sharing setting available on each record.

Education
From the drop-down menus, choose items for inclusion on your faculty profile.

How to enter data for this field: If you do not see items displayed in one of the menus, you will need to enter information in the Manage Activities area of Faculty Success. To do so, navigate to the Activities menu on the top row. In that menu, choose Manage Activities. Under General Information menu, navigate to the Education section. Once in the Education section, click the Add New Item button and enter the information. Use the Add New Item for each degree you earned.

Area of Expertise
From the drop-down menu, choose up to three items for inclusion on your faculty profile.

How to enter data for this field: If you do not see items displayed in the menu, you will need to enter information in the Manage Activities area of Faculty Success. To do so, navigate to the Activities menu on the top row. In that menu, choose Manage Activities. Under General Information menu, navigate to Area of Expertise section. Once in the Area of Expertise section, click the Add New Item button and enter your information.

Selected Publications and Scholarly Activities
From the drop-down menus (Intellectual Contribution, Artistic and Professional Performances and Exhibits, Intellectual Properties, and Presentations), choose items for inclusion on your faculty profile.

Import options: Before manually entering publications, consider using the import features described at the beginning of this document. You can import publications via BibTeX files, directly from Crossref and PubMed, or from other supported repositories.

How to enter data for this field: If you do not see items displayed in one of the menus, you will need to enter information in the Manage Activities area of Faculty Success. To do so, navigate to the Activities menu on the top row. In that menu, choose Manage Activities. Under Scholarship or Research menu, navigate to the section that corresponds to one of the following entry fields: Intellectual Contribution, Artistic and Professional Performances and Exhibits, Intellectual Properties, or Presentations. Once in the appropriate section, click the Add New Item button and enter your information.

Awards and Honors
From the drop-down menus, choose up to 3 awards or honors for inclusion on your faculty profile.

How to enter data for this field: If you do not see items displayed in the menu, you will need to enter information in the Manage Activities area of Faculty Success. To do so, navigate to the Activities menu on the top row. In that menu, choose Manage Activities. Under General Information menu, navigate to the Awards and Honors section. Once in the Awards and Honors section, click the Add New Item button and enter your information.

Professional Memberships

From the drop-down menus, choose up to 3 professional societies for inclusion on your faculty profile.

How to enter data for this field: If you do not see items displayed in the menu, you will need to enter information in the Manage Activities area of Faculty Success. To do so, navigate to the Activities menu on the top row. In that menu, choose Manage Activities. Under General Information menu, navigate to the Professional Memberships section. Once in the Professional Memberships section, click the Add New Item button and enter your information.

Licensures and Certifications

From the drop-down menus, choose up to 3 licenses and certificates for inclusion on your faculty profile.

How to enter data for this field: If you do not see items displayed in the menu, you will need to enter information in the Manage Activities area of Faculty Success. To do so, navigate to the Activities menu on the top row. In that menu, choose Manage Activities. Under General Information menu, navigate to the Licensures and Certifications section. Once in the Licensures and Certifications section, click the Add New Item button and enter your information.

Grants and Sponsored Research

From the drop-down menus, choose up to 3 items for inclusion on your faculty profile.

How to enter data for this field: If you do not see items displayed in the menu, you will need to enter information in the Manage Activities area of Faculty Success. To do so, navigate to the Activities menu on the top row. In that menu, choose Manage Activities. Under Scholarship or Research menu, navigate to the Contracts, Fellowships, Grants and Sponsored Research section. Once in the Contracts, Fellowships, Grants and Sponsored Research section, click the Add New Item button and enter your information.

For assistance with Faculty Success
Contact Angela Lookabill at
amlookabill@salisbury.edu
or visit the
Faculty Success Help Center

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