

Guide for USM Activity Reporting in Faculty Success

(Previously called the Faculty Extra-instructional Productivity (FEIP))

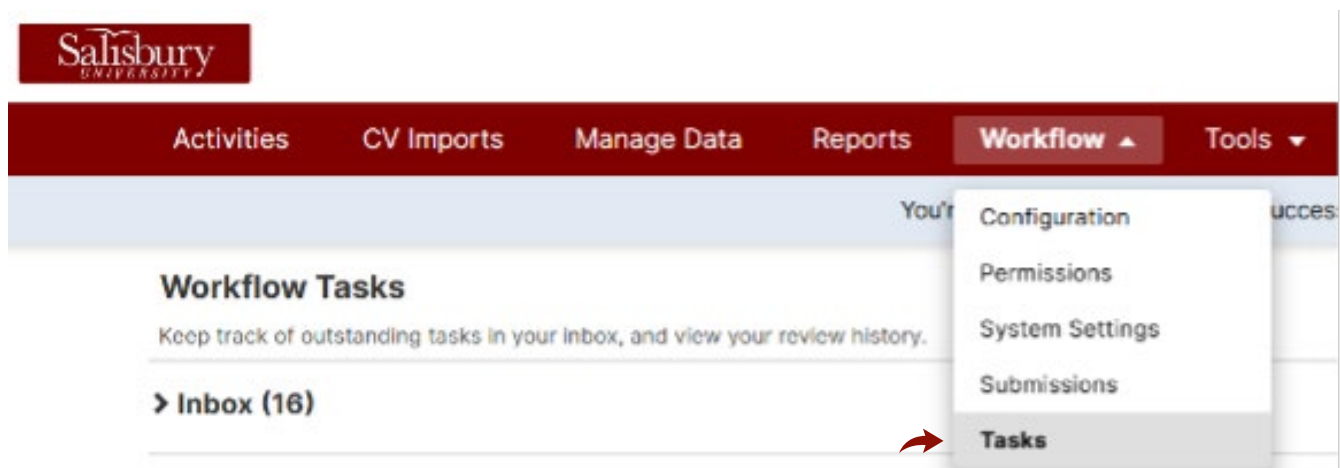
The USM Policy on Faculty Workload and Responsibilities (II-1.25) describes the USM Guidelines for Reporting Faculty Workload, which is intended to acknowledge the full scope of contributions our faculty make to their disciplines, institutions, and the system, while also making clear that student learning 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, 2025 - May 31, 2026.

You will receive an email notification from Watermark Faculty Success that will link to your survey. There, you will find a prepopulated report with required USM activity areas for the reporting period 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 who completed their annual review or went through the tenure and/or promotion process using Faculty Success, you only need to add activities that occurred after your recent submission.

General Instructions to Faculty

1. When your survey opens, you will receive an email notification 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 **2025-26 USM Survey of Faculty Activity** in your Inbox to open the survey.

NAME ▾	STEP ▾	DEPARTMENT ▾	CANDIDATE ▾	DUE DATE 📅 ▾
➔ 2025-26 USM Survey of Faculty Activity	Candidate Submission		Me	August 1, 2026 @ 11:56 PM

- Click the PDF refresh icon. If you used Faculty Success for your recent annual evaluation, tenure or promotion application, the PDF will populate your recorded activities. When the PDF opens, review the report to confirm all activities are accurate and complete.

Salisbury University

Activities CV Imports Manage Data Reports Workflow Tools

You're using the original Faculty Success. Explore the new view!

< Candidate Submission Step - Due August 1st, 2026 @ 11:59 PM

Candidate: Angela Lookabill

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.

- Click on the PDF icon below to automatically populate your activity relevant to the USM collection from June 1, 2025 through May 31, 2026.
- Review the recorded activities to ensure accuracy once the report populates.
 - 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!
 - 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".
- Remember: This reporting year runs from June 1, 2025 through May 31, 2026. 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.
- Revisit Steps 1-3 as needed to capture all relevant activities.

USM Faculty Extra-Instructional Productivity Survey

Last Updated May 1st, 2026 at 11:30 AM

watermark © 2026 Watermark Insights, LLC and its affiliates. All Rights Reserved. Sitemap | Terms & Conditions | Privacy Policy | Accessibility Policy

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

Salisbury University

Activities CV Imports Manage Data Reports Workflow Tools

You're using the original Faculty Success. Explore the new view!

< Candidate Submission Step - Due August 1st, 2026 @ 11:59 PM

Candidate: Angela Lookabill

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.

- Click on the PDF icon below to automatically populate your activity relevant to the USM collection from June 1, 2025 through May 31, 2026.
- Review the recorded activities to ensure accuracy once the report populates.
 - 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!
 - 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".
- Remember: This reporting year runs from June 1, 2025 through May 31, 2026. 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.
- Revisit Steps 1-3 as needed to capture all relevant activities.

USM Faculty Extra-Instructional Productivity Survey

Last Updated March 27th, 2026 at 10:08 AM

watermark © 2026 Watermark Insights, LLC and its affiliates. All Rights Reserved. Sitemap | Terms & Conditions | Privacy Policy | Accessibility Policy

6. If you are missing relevant activities, you will need to add them to your **Activities** section in Faculty Success (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, 2025 - May 31, 2026) 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? Visit the [Watermark Faculty Success Help Center](#)

Faculty Success Input Guide

For purposes of the 2025-26 USM Survey of Faculty Activity, you are only expected to enter information relevant to you in the areas labeled USM Activity Collection (highlighted) within the Activities area of Faculty Success.

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.

The screenshot displays the Salisbury University Faculty Success system interface. The top navigation bar includes 'Activities', 'CV Imports', 'Manage Data', 'Reports', 'Workflow', and 'Tools'. A notification banner states, 'You're using the original Faculty Success. Explore the new view!'. The main content area is titled 'Activities - Salisbury University' and features a search bar and 'SEARCH', 'Search Tips', and 'Rapid Reports' buttons. The interface is organized into several expandable sections:

- Faculty Web Profile:** Faculty Web Profile
- General Information:** Personal and Contact Information, Consulting, Areas of Expertise, Education, Administrative Data - Permanent Data | Yearly Data, External Connections and Partnerships, Academic, Government, Military and Professional Positions, Faculty Development Activities Attended, Administrative Assignments, Licensures and Certifications, Awards and Honors (USM Activity Collection), Media Contributions, Professional Memberships
- Teaching:** Academic Advising, Scheduled Teaching, Directed Student Learning (e.g., theses, dissertations), Evidence of Effective Teaching, Non-Credit Instruction Taught, Evidence of Assessment (USM Activity Collection)
- Scholarship/Research:** Artistic and Professional Performances and Exhibits (USM Activity Collection), Intellectual Property (e.g., copyrights, patents) (USM Activity Collection), Contracts, Fellowships, Grants and Sponsored Research (USM Activity Collection), Presentations (USM Activity Collection), Intellectual Contributions (USM Activity Collection), Research Currently in Progress
- Service:** Department, University, Library, Professional (USM Activity Collection), School, Public (USM Activity Collection)
- Perdue Annual Teaching, Research, and Service Narratives:** Annual Teaching Narrative, Annual Research Narrative