SKIDMORE COLLEGE

# Watermark Faculty Success
# Faculty User Guide

2025-2026

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# I. Frequently Asked Questions

## What is Watermark Faculty Success (formerly Digital Measures)?

Watermark Faculty Success is a web-based database program that makes it easy for faculty to keep track of and report their activities and accomplishments in teaching, scholarship, and service. In 2017, as part of an initiative of the Office of the Dean of the Faculty, Skidmore College began using Watermark Faculty Success (formerly Digital Measures) to complete the Individual Faculty Annual Summary of Activities Report. Through this customized solution, the College is able to collect information about the teaching, scholarship/research, and service accomplishments of faculty members in an accessible, easy-to-use digital format.

## Why use a web-based activity reporting system?

Once this data is collected, it will be possible to efficiently and accurately generate real-time reports with the click of a button. Watermark Faculty Success has the following benefits:

- **24/7 Access.** Update your activities from any computer with an internet connection, eliminating the last-minute stress of compiling an annual summary report; if you update your activities regularly, your Individual Faculty Annual Summary of Activities Report is just a few clicks away.
- **Saves time.** Enter your activities once and easily generate your Individual Faculty Annual Summary of Activities Report.
- **Eliminates "status updates."** When up-to-date faculty accomplishments are always available, department chairs, program directors, and the Office of the DOF can compile updated reports without repeatedly contacting you for your most recent activities.
- **Central repository.** Allows you to maintain all your Curriculum Vita information in one convenient place. You can store digital copies of publications and presentations (including text, PowerPoint, audio, photo and video files). It also keeps track of your scheduled teaching and directed student learning activities.
- **Facilitates collaboration.** Unifying faculty data from across the College can identify possible cross-disciplinary partnerships and appropriately direct funding opportunities.
- **Flexibility.** Screens can be edited, data fields can be added or removed, and new custom reports can be created as the need arises.

## Who should use Watermark Faculty Success?

All Skidmore faculty are expected to report on their annual activities using Watermark Faculty Success.

## How many years of data must be entered?

At a minimum, faculty members should enter their activities from June 1 through May 31 of the current academic year, and then maintain that data on a going-forward basis. This will allow an Individual Faculty Annual Summary of Activities Report to be generated for the current academic year, as well as for subsequent years. Of course, the more complete (breadth and depth) your profile, the more useful it will be for reporting purposes.

## What are the deadlines?

Faculty must enter their data by May 31.

## What if my activity doesn't fit in any existing categories?

In the short term, find the most appropriate category and make use of the "Other" and "Explanation of Other" categories to document this activity. Though Watermark Faculty Success has been extensively customized to include most common activities, it's impossible to encompass the full range of faculty activities within the College. To ensure your activities are properly categorized in the future, please e-mail dmhelp@skidmore.edu with your activity and we will work with Watermark Faculty Success staff and revise the categories to fully reflect your contribution.

## Who has access to the data?

Faculty members have read/write privileges to their own individual data and the ability to generate a Curriculum Vita and the Individual Faculty Annual Summary of Activities Report.

Department chairs have read-only privileges to their faculty members' data and the ability to generate custom and ad hoc reports pertaining to their faculty members' data.

The Office of the Dean of the Faculty has read-only privileges to all faculty members' and department level data and the ability to generate custom and ad hoc reports pertaining to all faculty members' and department level data.

Note: The Watermark Faculty Success College Administrator, who is responsible for uploading Scheduled Teaching data, Directed Student Learning data, and other limited faculty data (start date, department), also has read/write privileges. This is required in order to pre-populate certain fields in Watermark Faculty Success and/or correct fields that may have been pre-populated incorrectly (but are flagged as "Read Only" in the system such that faculty are unable to edit the fields themselves).

## How will this data be used?

Data entered can be used by the faculty member to generate an Individual Faculty Annual Summary of Activities Report and a Curriculum Vita. Faculty members can also use Watermark Faculty Success to facilitate the preparation of materials for Promotion and ATC reviews.

Department chairs and program directors can use the system to facilitate the drafting of self-studies or to generate reports about various activities of their faculty as part of departmental assessments. Watermark Faculty Success will allow department chairs and program directors to compile the information more quickly, without having to query each faculty member.

The Office of the Dean of the Faculty can use Watermark Faculty Success to collect group information critical for accrediting bodies or to demonstrate institutional capacity in grant applications. It can also be used as part of the College's publicity and advancement efforts.

The data will be for individual or for aggregate purposes only; it will not be used to draw comparisons between individual faculty or between departments.

## Is there any sensitive personally-identifiable data in the system?

Apart from the data that has already been pre-populated under the Personal and Contact Information, Administrative Data – Permanent Data, Scheduled Teaching and Directed Student Learning screens, the only data in Watermark Faculty Success will be the information that faculty members choose to enter. If you feel uncomfortable sharing certain information, such as demographic data or the details of a sensitive or proprietary project, you may choose to leave it out of the system.

## Whom should I contact to ask questions or suggest revisions?

The College has established an email account for all Watermark Faculty Success-related inquiries at dmhelp@skidmore.edu.

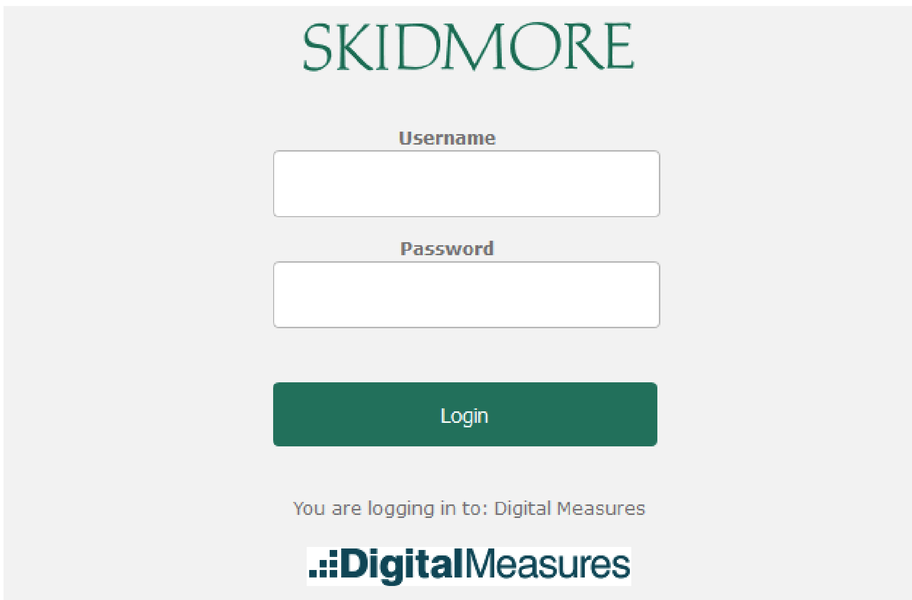
# II. Using Watermark Faculty Success (formerly Digital Measures)

## Logging into Watermark Faculty Success

You can access the Watermark Faculty Success system by going to:

https://www.digitalmeasures.com/login/skidmore/faculty/authentication/authenticateShibboleth.do

This brings up the page shown below:



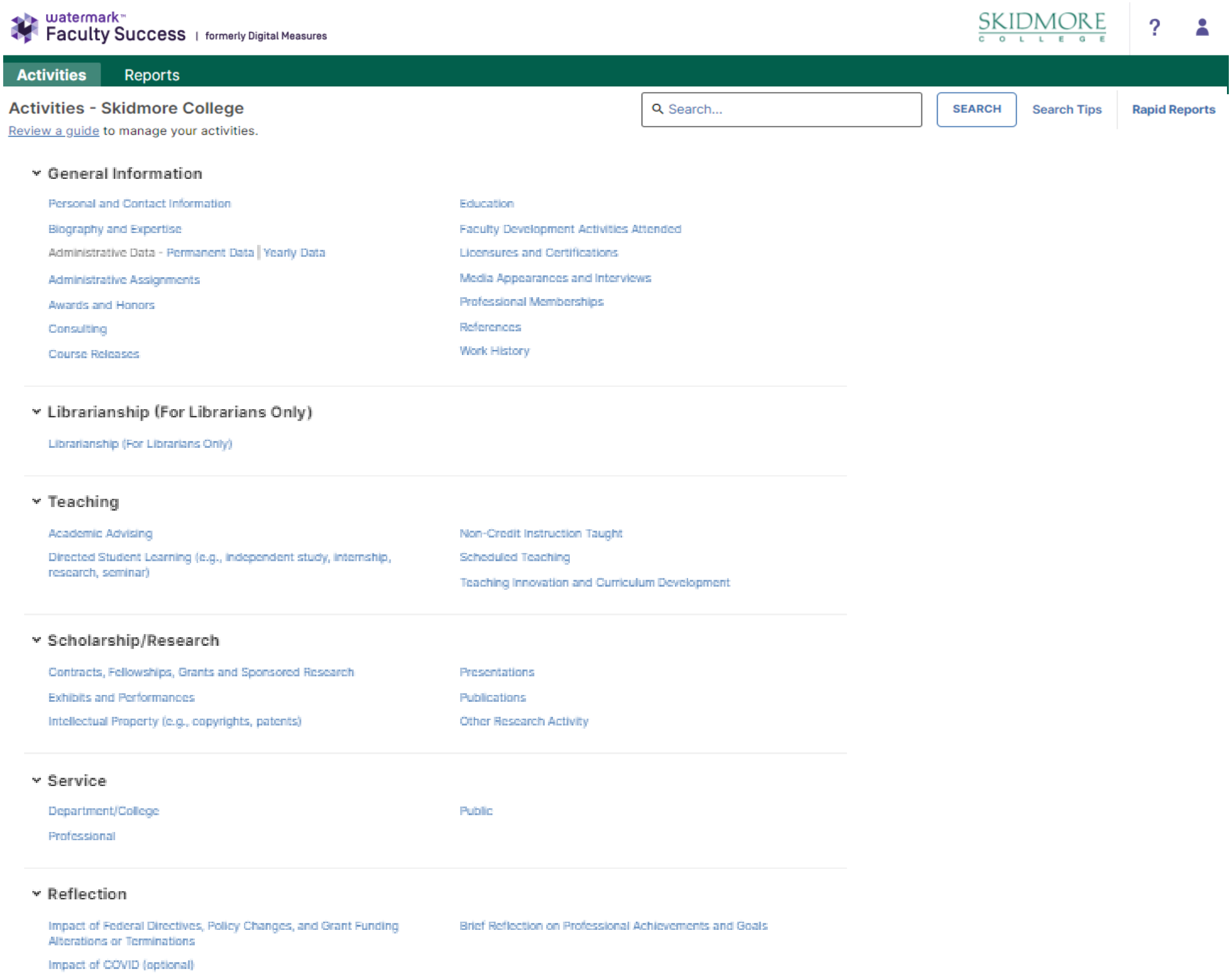

Log in with your Skidmore College User ID and password. You do not need a separate password to access Watermark Faculty Success.

Invalid or forgotten password issues should be reported to Skidmore's IT HelpDesk at helpdesk@skidmore.edu.

Errors regarding "no account found" should be reported to dmhelp@skidmore.edu.

# Working in Watermark Faculty Success (formerly Digital Measures)

The *Manage Activities* screen (below) is the first screen that appears after logging into Watermark Faculty Success. All screens in which data are entered may be accessed from here, as well as screens from which reports may be run. These screens have been customized to meet the specific reporting needs of Skidmore College.




The *Manage Activities* utility enables faculty to keep track of teaching, scholarship/research, and service activities.

**Note: Clicking on** Review a guide to manage your activities **at the top of the Manage Activities page has additional helpful information beyond what is provided in this User Guide.**

When you first visit the *Manage Activities* page, it's recommended that you spend a few minutes looking through the screens accessible from it. To access a screen, click its name. The resulting summary screen displays records that are stored for that screen.

<u>Managing Data</u>

There are several actions you can take from a summary screen, although not all of these actions will always be available on every screen.

**To add a new record,** select the ADD NEW button.

**To import items in bulk,** select the IMPORT button (available only for the Publications screen).

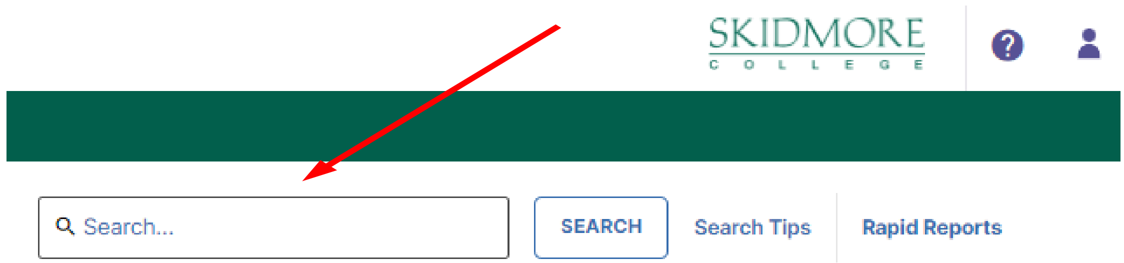
**To edit or view a record,** click anywhere in the record row on the summary screen.

**Note:** *Your Watermark Faculty Success Administrator has added certain records to the system for you. Some of these records can be viewed, but cannot be edited or deleted. An icon identifies these records. If revisions are needed to the records which have been entered on your behalf, please contact [dmhelp@skidmore.edu](mailto:dmhelp@skidmore.edu).*

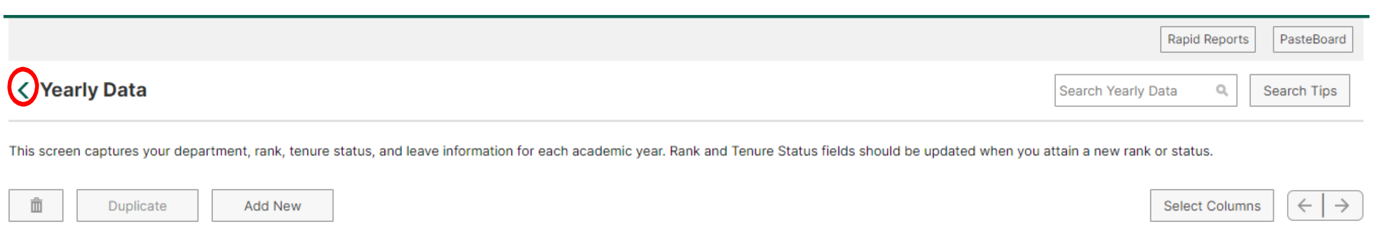
**To delete a record,** select the checkbox next to the item and then select the button located at the top of the page.

**To copy a record,** select the checkbox next to the item and then select the DUPLICATE button located at the top right of the screen.

**To search for key words on a screen,** use the search bar at the top of the screen:




**To go back to the previous screen,** click on the chevron button next to the page title:



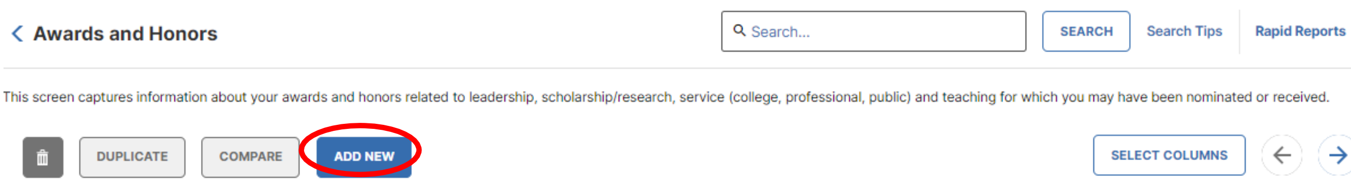

**Note:** Watermark Faculty Success runs reports based on date ranges. **Therefore, it is very important that the data you enter into each screen has a date associated with it** (in most cases at least a Month and Year). Otherwise the data will not be picked up by Watermark Faculty Success when running your report.

# III. Helpful Features and Tips

This section provides an introduction to some of Watermark Faculty Success' advanced features which can greatly expedite the process of entering your activities.

## Adding a New Record

In each screen you will need to add records separately. For example, in the Awards and Honors screen below, you will have to select the *Add New* button to enter each award and honor:




### Save

When you are finished entering your data, please remember to always select


or

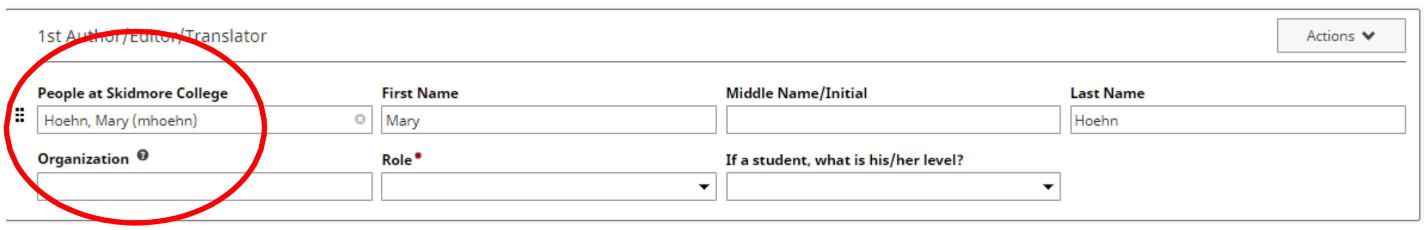

The *Save* button will save the data you entered and return you to the previous screen. The *Save + Add New* button will save the data you entered and will give you a new page to add another record.

<u>Entering Authors, Investigators, Presenters, Performers, etc.</u>

When you enter a record into any of the 6 screens under the Scholarship/Research category:

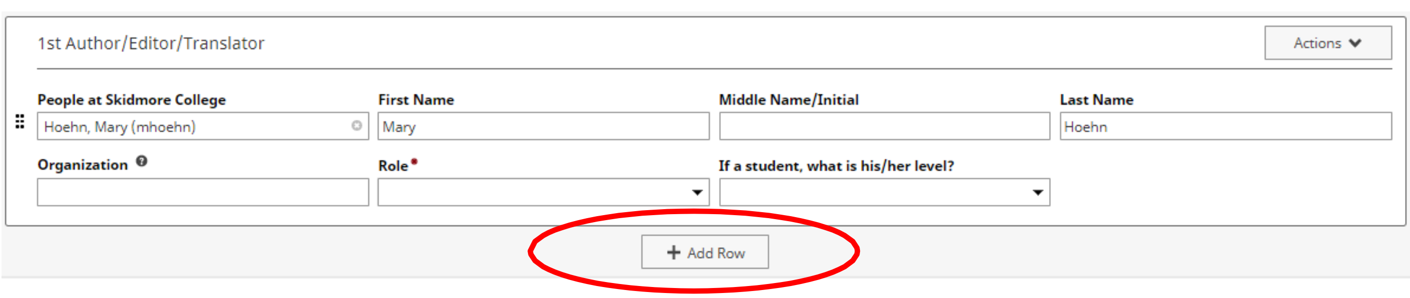
- Contracts, Fellowships, Grants and Sponsored Research
- Exhibits and Performances
- Intellectual Property
- Presentations
- Publications
- Other Research Activity

**By default, your name will appear as the first author, investigator, presenter, performer, inventor, etc.** Your last name, first name and username will be displayed:

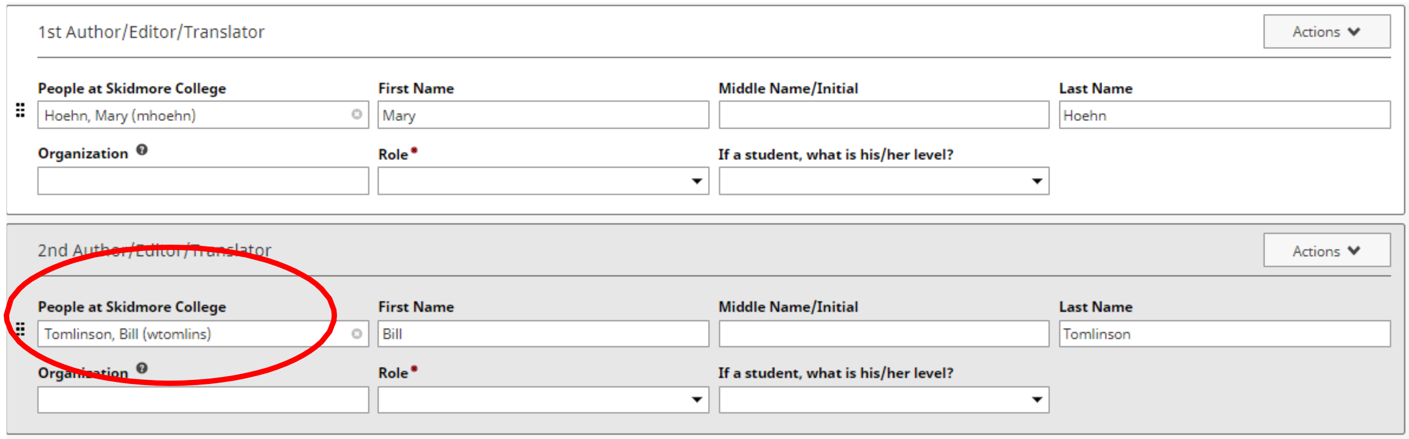



In cases where you wish to use a <u>different name</u>, you can alter the name that will be displayed in Watermark Faculty Success reports for the record you are entering. Just type the alternate name you wish to use for that record, and your reports will display that entry with the alternate name. However, this will only affect the record for which the information is entered. The information must be entered into each record for which you want an alternative name to be displayed.

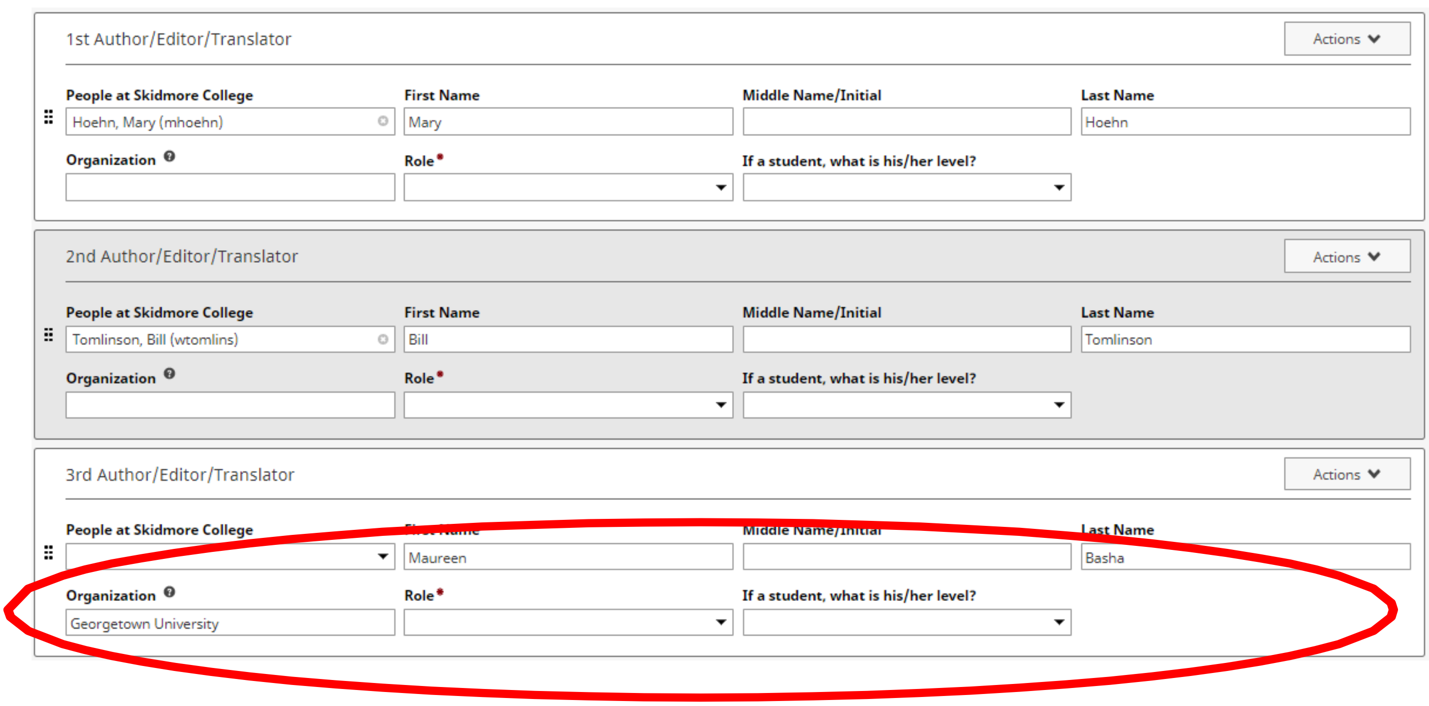
To add additional contributors, click on the *+Add Row* button:



If the co-contributor is a faculty member at Skidmore, you may select his/her name from the “Select or type a name” drop-down list on the left:

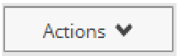



**Skidmore students and non-Skidmore faculty will not appear in the drop-down list.** If the co-contributor is a student or is not a faculty member at Skidmore, type the name of the individual and his/her organization in the fields:

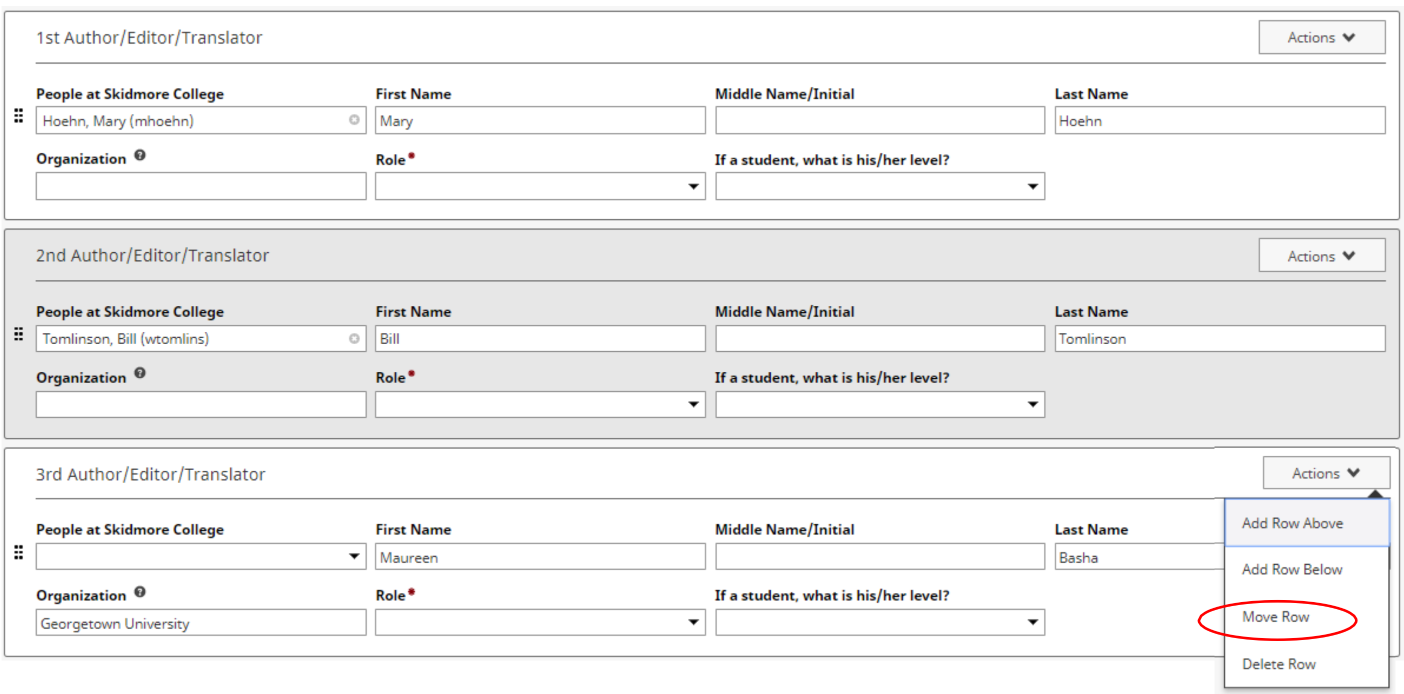


**Note:** Watermark Faculty Success is a relational database. For example, if multiple Skidmore users authored an article, the first user to enter the citation is considered the "owner" of the record. When a user enters the citation, the record will be associated with ALL of the collaborating authors. If you see a record that says, "Entered By: Faculty Name," then a co-contributor has already created the record. **Please do not create a duplicate record.** If any of the information entered by your co-contributor is incorrect, please work with that individual to correct it.

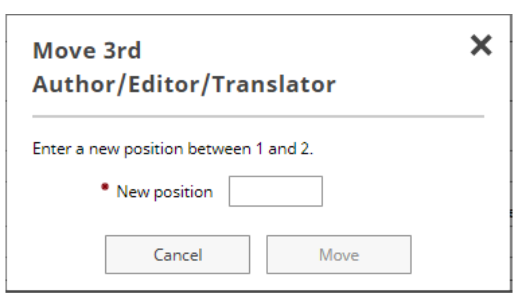
## Changing Contributor Order

For records with more than one contributor, you can easily change the contributing order using the 

icon on the far right side of the page and selecting *Move Row*:

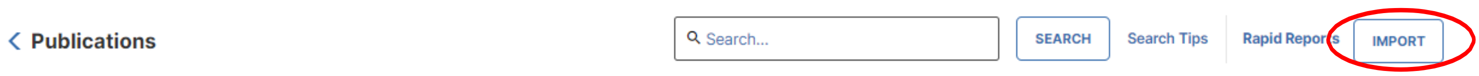



You will then be prompted to indicate the new position for the contributor:

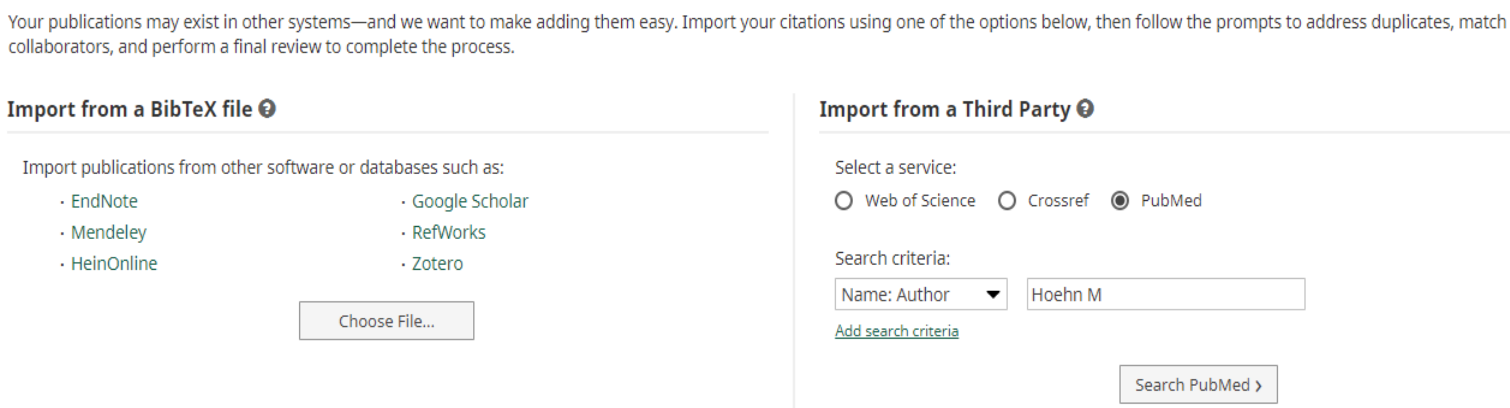


## Importing Publications

There are two ways for you to import your publications from other databases. From *Manage Activities*, click on *Publications* under the Scholarship/Research category. From there, click on the *Import* button:




You will then be given two different options for importing items, Import from a BibTeX file or Import from a Third Party:




### Option A: Import from a BibTeX file

Using the BibTeX Import feature within Watermark Faculty Success, you can import citations that are already stored in another software system such as a reference manager or database (e.g., EndNote, Google Scholar, Mendeley, RefWorks, Scopus, Web of Science, and Zotero). Click here for a step-by-step guide: http://www.digitalmeasures.com/activity-insight/docs/bibtex.html

### Option B: Import from Third Party

Using the Import from Third Party feature, you can pull your citations into Watermark Faculty Success directly from PubMed, Crossref or Web of Science without first saving them into a BibTeX file. Click one of the below links for a step-by-step guide:

PubMed: https://www.digitalmeasures.com/activity-insight/docs/pubmed.html

Crossref: https://www.digitalmeasures.com/activity-insight/docs/crossref.html

Web of Science: https://www.digitalmeasures.com/activity-insight/docs/wos.html

**Note**: When importing from PubMed, Crossref, or Web of Science, the automatic search may return items that are from similarly named researchers in addition to your own. To resolve this, make sure to click the checkboxes next to **only** the scholarly works that you have produced.

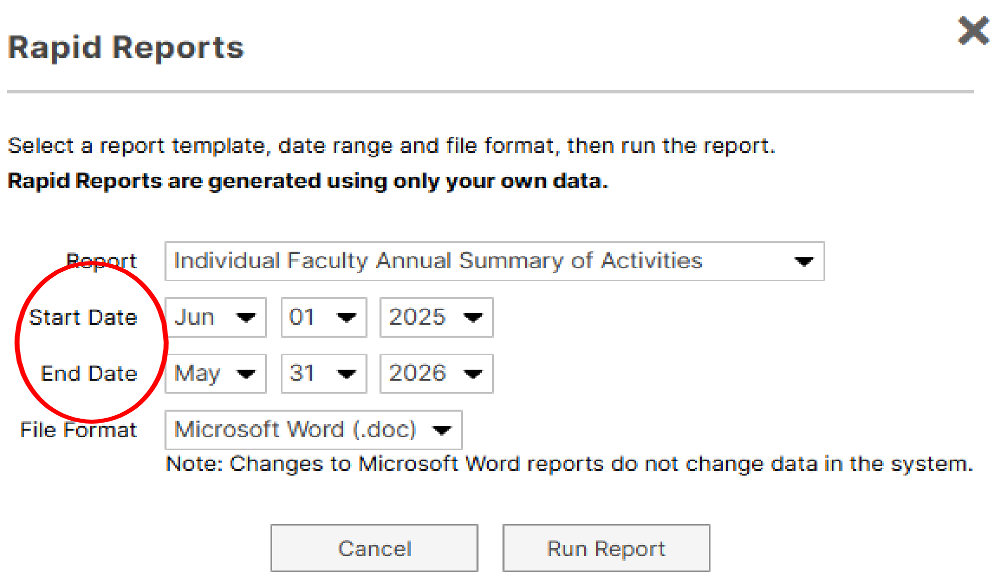
# Rapid Reports

While you are managing your activities, you may want to see how a particular change looks on a report. The *Rapid Reports* feature provides a way to quickly and easily run simple reports on the data in the system, including your Individual Faculty Annual Summary of Activities report.

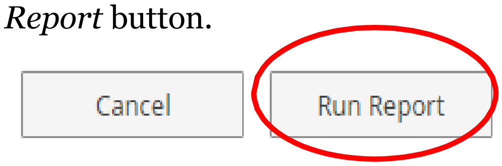
To run a report using *Rapid Reports*:

1. Click on *Rapid Reports* on the upper right corner of the navigation bar:


2. Select the report you want to run, and add the start and end date for the report.




3. Click on the *Run Report* button.




When you receive the message to open or save, click on the *Open* button. The report will then open in a Word document. When it opens in Word you will have to click on the *Enable Editing* button at the top of the page to be able to make any revisions or save the document. Save the document to your computer.

## Activity Categories

*Manage Activities* contains five categories used to report faculty activities, which are explained briefly below. For your convenience, a more detailed table of **Common Activities and Entry Locations** is appended to this guide.

- The **General Information** category is where you can enter your personal and contact information, leave status, course releases, educational and work history, administrative assignments, honors and awards, certifications, and professional memberships.
- The **Teaching** category contains information about scheduled teaching, academic advising, teaching innovation and curriculum development, and other activities that directly impact student learning.
- The **Librarianship** category is for entering information specific to Skidmore librarians.
- The **Scholarship/Research** category is where you can enter information about grants, publications, exhibits, presentations, and other scholarly and professional activities.
- The **Service** category is where you can enter information about your service at Skidmore, both at the department and college level, service for professional organizations and committees outside Skidmore, and service to the community.

A sixth category, **Reflection**, is where you can list your most important achievements during the academic year and two or three professional goals you have for the upcoming academic year, as well as how recent federal directives, policy changes, or grant funding alterations or terminations have impacted your teaching, research/scholarship or service.

## Things to Remember When Working in Watermark Faculty Success

- Watermark Faculty Success runs reports based on date ranges. **Therefore, it is very important that the data you enter into each screen has a date associated with it** (in most cases at least a Month and Year)**.** Otherwise the data will not be picked up by Watermark Faculty Success when running your report.
- Watermark Faculty Success works best when using Google Chrome or Mozilla Firefox.
- Watermark Faculty Success does not automatically save your entries. **You must click "Save" to ensure all of the information you entered is retained.**
- Data fields in the various screens should be completed if they are applicable to you and you want them included in your report. If you are not comfortable sharing certain information, you are not required to include it.
- Some data has already been pre-populated, such as some of the information shown under the *Scheduled Teaching* and *Directed Student Learning* screens as well as some personal and administrative information. If you find that some of this information is incorrect, please contact dmhelp@skidmore.edu and we will work with you to correct it.

## Common Activities and Entry Locations

The following information provides a list of major faculty activities and corresponding entry locations in Digital Measures.

| Name of Screen | Category | Description |
|---|---|---|
| Personal and Contact Information | General Information | This screen captures your personal and contact information such as your name, email address, phone number, office location, and other optional fields. Some fields have been pre-populated. |
| Biography and Expertise | General Information | This screen captures your brief biography, areas of specialization, professional interests, other interests, notable courses taught, and languages. |
| Administrative Data – Permanent Data | General Information | This screen captures your starting rank and start date at Skidmore, dates of subsequent rank(s) attained, and tenure decision date. Start date at Skidmore has been pre-populated and is read only. Fields on this screen should be updated when you attain a new rank. |
| Administrative Data – Yearly Data | General Information | This screen captures your department, rank, tenure status and leave status for each academic year. Rank and tenure status should be updated when you attain a new rank or status. |
| Administrative Assignments | General Information | This screen captures information about your administrative assignments at Skidmore (i.e., Acting Chair, Assistant Dean, Assistant Director, Associate Chair, Associate Dean, Associate Director, Chair, Dean, Director, or Endowed Chair), both at the College and Department level. |
| Awards and Honors | General Information | This screen captures information about your awards and honors related to leadership, scholarship/research, service (college, professional, public) and teaching for which you may have been nominated or received. |
| Consulting | General Information | This screen captures information about consulting work performed for an organization, either compensated or pro bono, that was contracted between you and the client organization and did not go through Skidmore. If you served as a consultant on a grant, you may also wish to enter this information under the "Contracts, Fellowships, Grants and Sponsored Research" screen. |
| Course Releases | General Information | This screen captures information about course releases taken each academic year. |

| Name of Screen | Category | Description |
|---|---|---|
| Education | General Information | This screen captures information about your education such as degree, institution, major, thesis, year completed, advisor information, and associated coursework. |
| Faculty Development Activities Attended | General Information | This screen captures information about your development activities attended that serve to develop your knowledge and skills, such as conference attendances, continuing education programs, faculty internship/fellowships, self-study programs, seminars, tutorials, or workshops. |
| Licensures and Certifications | General Information | This screen captures any licenses/certifications held. |
| Media Appearances and Interviews | General Information | This screen captures media appearances and interviews (TV, radio, newspaper, magazine, internet, etc.) where you were invited to share your professional expertise. |
| Professional Memberships | General Information | This screen captures information about your memberships within professional organizations, associations and societies external to Skidmore. Leadership positions held or other unique activities performed for an organization outside of Skidmore should be entered in the Professional screen under the Service category. |
| References | General Information | This screen captures your references' contact information. |
| Work History | General Information | This screen captures both Skidmore and non-Skidmore related work experience. |
| | | |
| Academic Advising | Teaching | This screen captures information about students you advised each term. Numbers entered should be based on the number of advisees you had at the end of each given semester. Only include advisees for which you are the advisor of record. |
| Directed Student Learning | Teaching | This screen captures information about your activities working one-on-one with individual students, including term and year; course name, prefix and number; involvement type; student's first and last name; title of the student's work, stage of completion, and any comments. Some records have already been created for you based on courses designated in Banner as independent study, internship, research, or seminar and cannot be edited. However, you may add additional records to capture additional student mentorship activities. |
| Non-Credit Instruction Taught | Teaching | This screen captures non-credit instruction taught, such as certification classes, continuing education, serving as a guest lecture, leading a workshop, etc. |

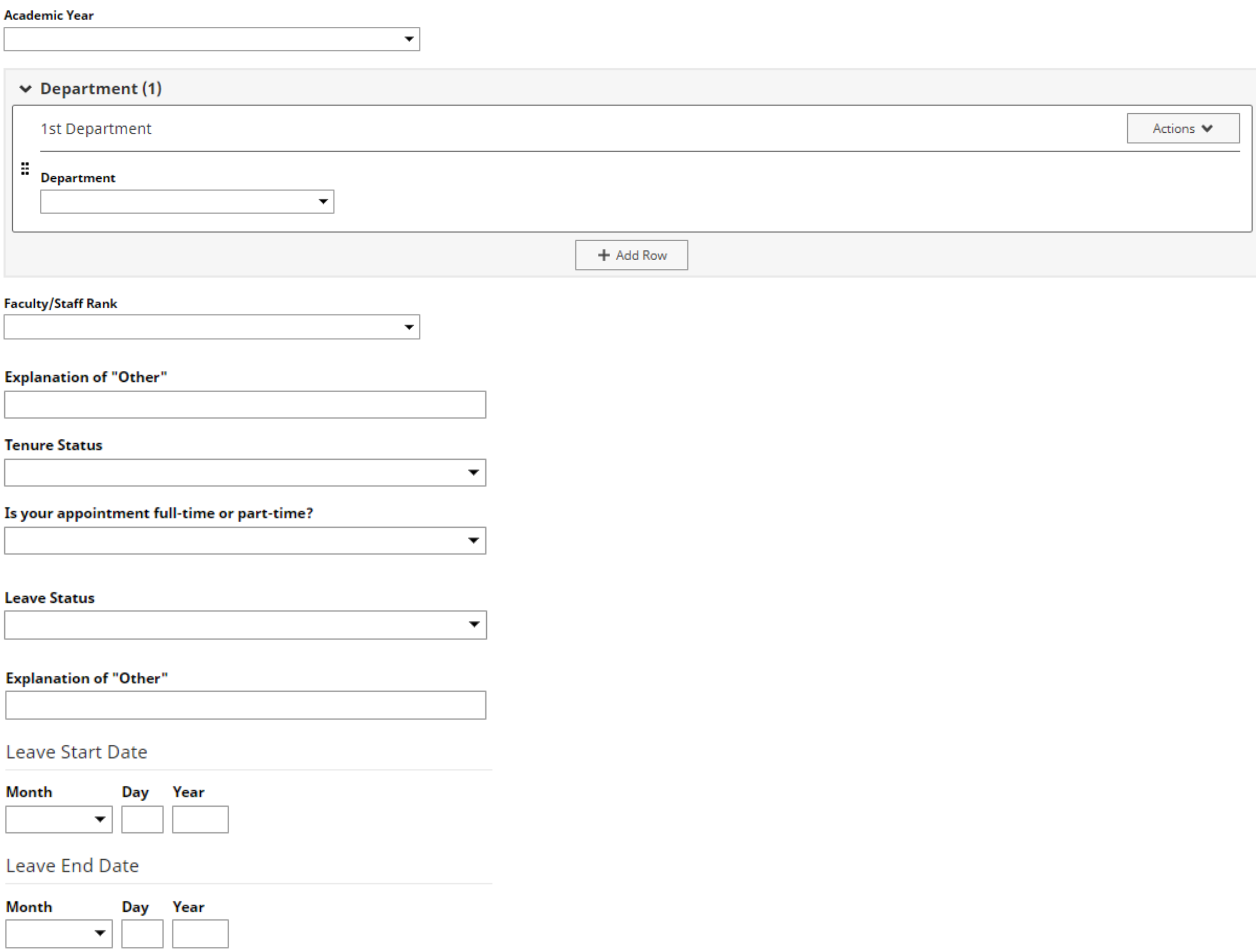
| Name of Screen | Category | Description |
|---|---|---|
| Scheduled Teaching | Teaching | This screen captures information about each course taught. Most fields are pulled from Banner and are read only. However, you may enter details, such as whether the course was a new course preparation or new format for an existing course and any comments. |
| Teaching Innovation and Curriculum Development | Teaching | This screen captures activities related to curricular development, preparation of new courses or degree programs, revisions to existing courses or degree programs, and other strategies for improvement before they are actually implemented. You may enter information related to your preparation or development of specific teaching innovations such as new classroom techniques; new teaching material such as course modules; or activities that will enhance student learning such as guest speakers, etc. |
| | | |
| Contracts, Fellowships, Grants and Sponsored Research | Scholarship/Research | This screen captures details about grants, contracts and fellowships, both internal or external to Skidmore, and whether planned, pending, funded or not funded. You may also enter details about any additional investigators (both Skidmore and external, including students), collaborating institutions or subcontractors. If you received a pedagogy grant to develop a course, you may also wish to enter this information under the Teaching Innovation and Curriculum Development screen. |
| Exhibits and Performances | Scholarship/Research | This screen captures details about exhibits and performances, such as artist-in-residences, dance performances, exhibitions, films, film screenings, and music and theater performances. You may also enter details about any additional performers or exhibitors (both Skidmore and external, including students). |
| Intellectual Property | Scholarship/Research | This screen captures information about patents and copyrights. You may also enter details about any additional inventors (both Skidmore and external). |
| Presentations | Scholarship/Research | This screen captures information about presentations given to an audience of your professional peers, such as a lecture, poster presentation, etc. You may also enter details about any additional presenters (both Skidmore and external, including students). |
| Publications | Scholarship/Research | This screen captures scholarly work written, edited or translated, such as books, book chapters, book reviews, journal articles, textbooks, etc. You may enter whether publications are in preparation, submitted, accepted, not accepted, in press, under revision/resubmitted, or published. You may enter details about add'l authors, editors and translators (both Skidmore and external, including students). |

| Name of Screen | Category | Description |
|---|---|---|
| Other Research Activity | Scholarship/Research | This screen captures information about research activities that are not internally or externally supported by grant funds, whether planned, ongoing, or complete. You may also enter details about any additional collaborators (both Skidmore and external, including students). |
| | | |
| Department/College | Service | This screen captures service at Skidmore, at both the College and Department level. Service activities include admissions, fundraising, or institutional grant writing activities; serving on an advisory board, task force, or working group; campus event organizing; serving as a student club advisor or faculty mentor; or serving on a compliance committee, department curriculum committee, department self-study committee, governance committee, personnel review committee, search committee, steering committee, or student scholarship committee. |
| Professional | Service | This screen captures service activities and leadership positions for professional organizations, committees and clubs outside of Skidmore that contribute to your profession or discipline, such as serving as a reviewer/referee for a professional journal or on the board of advisors for a professional association. Membership within these organizations may also need to be entered under Professional Memberships in the General Information category. |
| Public | Service | This screen captures service to the community where your expertise is still utilized. Examples include serving on the board of a local non-profit, guest speaking at a civic organization, etc. |
| | | |
| Brief Reflection on Professional Achievements and Goals | Reflection | This screen captures your most important achievements during the academic year and two or three professional goals you have for the upcoming year (including activities promoting diversity, equity and inclusion in teaching, scholarship or service). This should be updated on an annual basis as part of your Annual Summary Report. |
| Impact of Federal Directives /Policy Changes | Reflection | This screen captures how federal directives, policy changes, and grant funding alterations or terminations have impacted your teaching, scholarship/research, creative works or service. |
| Impact of COVID (optional) | Reflection | This screen captures how COVID-19 has impacted your teaching, scholarship and service. |

Required Fields for Annual Summary of Activities Report

The data fields shown below indicate the information that will be pulled to populate your Annual Summary Report. The below fields should be completed if they are applicable to you and you want them included in your Annual Summary Report.

## Administrative Data – Yearly Data Screen



**Academic Year**

**Department (1)**

1st Department

Actions

**Department**

Add Row

**Faculty/Staff Rank**

**Explanation of "Other"**

**Tenure Status**

**Is your appointment full-time or part-time?**

**Leave Status**

**Explanation of "Other"**

Leave Start Date

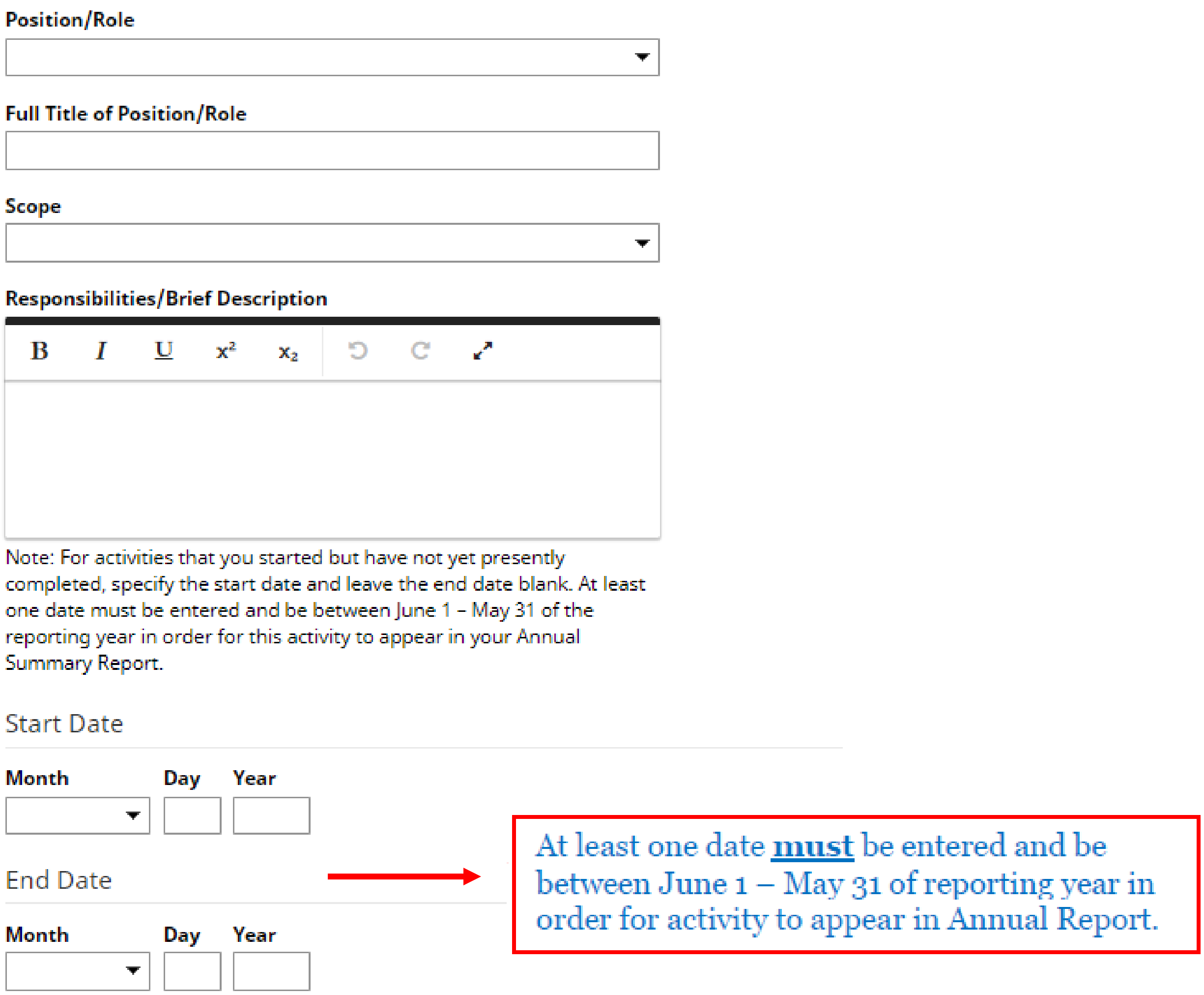
**Month** **Day** **Year**

Leave End Date

**Month** **Day** **Year**

The data fields shown below indicate the information that will be pulled to populate your Annual Summary Report. The below fields should be completed if they are applicable to you and you want them included in your Annual Summary Report.

## Administrative Assignments Screen



**Position/Role**

**Full Title of Position/Role**

**Scope**

**Responsibilities/Brief Description**

Note: For activities that you started but have not yet presently completed, specify the start date and leave the end date blank. At least one date must be entered and be between June 1 – May 31 of the reporting year in order for this activity to appear in your Annual Summary Report.

Start Date

**Month** **Day** **Year**

End Date

**Month** **Day** **Year**

At least one date **must** be entered and be between June 1 – May 31 of reporting year in order for activity to appear in Annual Report.

The data fields shown below indicate the information that will be pulled to populate your Annual Summary Report. The below fields should be completed if they are applicable to you and you want them included in your Annual Summary Report.

## Awards and Honors Screen

**Nominated or Received?**

**Award or Honor Name**

**Organization/Sponsor**

**Purpose***

"Purpose" **must** be entered in order for activity to appear in Annual Report.

**Brief Description/Explanation**

Note: Date entered must be between June 1 – May 31 of the reporting year in order for this activity to appear in your Annual Summary Report.

Date

**Month** **Day** **Year**

Date entered **must** be between June 1 – May 31 of reporting year in order for activity to appear in Annual Report.

The data fields shown below indicate the information that will be pulled to populate your Annual Summary Report. The below fields should be completed if they are applicable to you and you want them included in your Annual Summary Report.

## Consulting Screen

**Consulting Type**

**Explanation of "Other"**

**Client/Organization**

City, State and Country

**City** **State** **Country**

**Compensated or Pro Bono?***

"Compensated or Pro Bono" **must** be entered in order for activity to appear in Annual Report.

**Brief Description**

B I U x² x₂

Note: For activities that are/were only on one day, leave the start date blank and specify the end date. For activities that you started but have not yet presently completed, specify the start date and leave the end date blank. At least one date must be entered and be between June 1 – May 31 of the reporting year in order for this activity to appear in your Annual Summary Report.

Start Date

**Month** **Day** **Year**

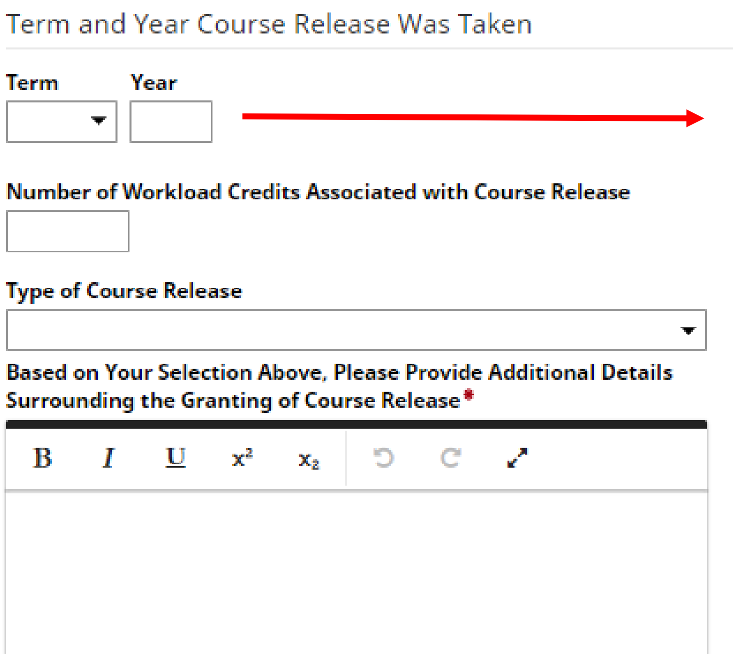
End Date

At least one date **must** be entered and be between June 1 – May 31 of reporting year in order for activity to appear in Annual Report.

**Month** **Day** **Year**

The data fields shown below indicate the information that will be pulled to populate your Annual Summary Report. The below fields should be completed if they are applicable to you and you want them included in your Annual Summary Report.

## Course Releases Screen




"Term and Year" **must** be entered in order for activity to appear in Annual Report.

Term and Year must be between June 1 – May 31 of reporting year in order for activity to appear in Annual Report.

The data fields shown below indicate the information that will be pulled to populate your Annual Summary Report. The below fields should be completed if they are applicable to you and you want them included in your Annual Summary Report.

## Faculty Development Activities Attended Screen

**Activity Type**

**Explanation of "Other"**

**Title**

**Sponsoring Organization**

City, State and Country

**City** **State** **Country**

**Brief Description**

B I U x² x₂

Note: For activities that are/were only on one day, leave the start date blank and specify the end date. For activities that you started but have not yet presently completed, specify the start date and leave the end date blank. At least one date must be entered and be between June 1 – May 31 of the reporting year in order for this activity to appear in your Annual Summary Report.

Start Date

**Month** **Day** **Year**

End Date

**Month** **Day** **Year**

At least one date **must** be entered and be between June 1 – May 31 of reporting year in order for activity to appear in Annual Report.

The data fields shown below indicate the information that will be pulled to populate your Annual Summary Report. The below fields should be completed if they are applicable to you and you want them included in your Annual Summary Report.

## Licensures and Certifications Screen

**Title of Licensure/Certification**

**Sponsoring Organization**

**Description**

Note: At least one date must be entered and be between June 1 – May 31 of the reporting year in order for this activity to appear in your Annual Summary Report.

Date Obtained

**Month** **Day** **Year**

Expiration Date

**Month** **Day** **Year**

At least one date **must** be entered and be between June 1 – May 31 of reporting year in order for activity to appear in Annual Report.

The data fields shown below indicate the information that will be pulled to populate your Annual Summary Report. The below fields should be completed if they are applicable to you and you want them included in your Annual Summary Report.

## Media Appearances and Interviews Screen

**Media Type**

**Explanation of "Other"**

**Article/Segment Title**

**Program/Media Outlet Name**

**Web Address**

**Description**

Note: Date entered must be between June 1 – May 31 of the reporting year in order for this activity to appear in your Annual Summary Report.

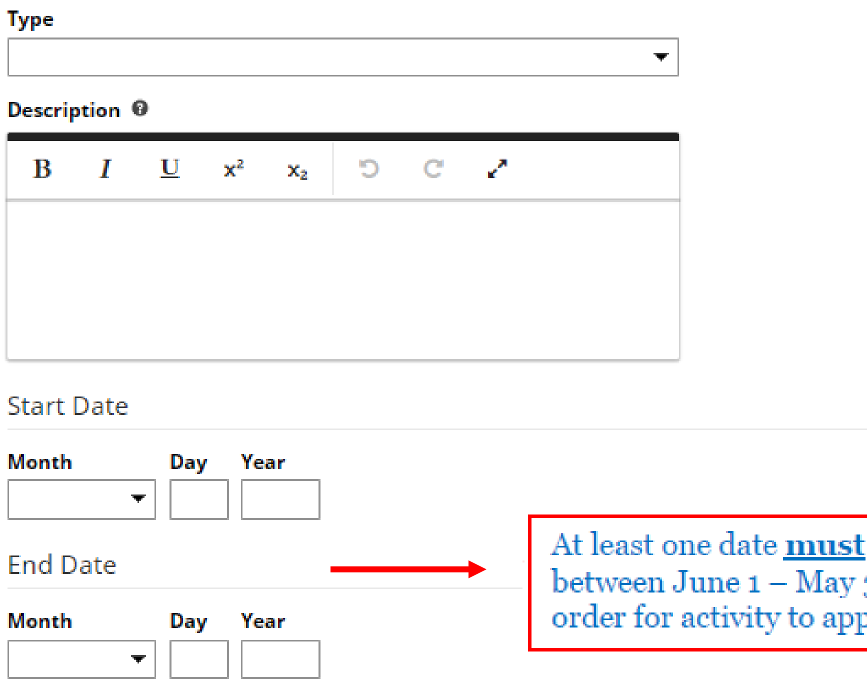
Publication/Air Date

**Month** **Day** **Year**

Date entered **must** be between June 1 – May 31 of reporting year in order for activity to appear in Annual Report.

The data fields shown below indicate the information that will be pulled to populate your Annual Summary Report. The below fields should be completed if they are applicable to you and you want them included in your Annual Summary Report.

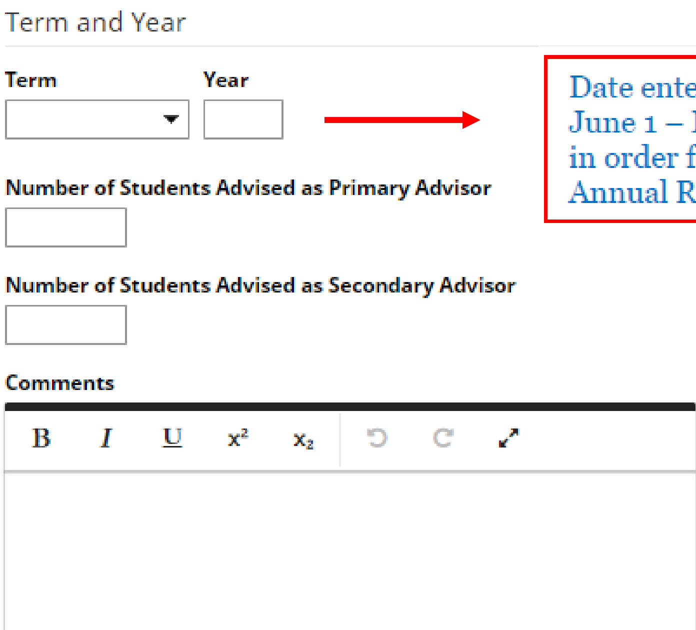
## Librarianship Screen (for Librarians Only)




At least one date **must** be entered and be between June 1 – May 31 of reporting year in order for activity to appear in Annual Report.

The data fields shown below indicate the information that will be pulled to populate your Annual Summary Report. The below fields should be completed if they are applicable to you and you want them included in your Annual Summary Report.

## Academic Advising Screen




Date entered **must** be between June 1 – May 31 of reporting year in order for activity to appear in Annual Report.

The data fields shown below indicate the information that will be pulled to populate your Annual Summary Report. The below fields should be completed if they are applicable to you and you want them included in your Annual Summary Report.

## Directed Student Learning Screen

Note: Some records have already been created for you. In those cases, these fields will be read-only.

Term and Year

**Term*** **Year***

"Term and Year" **must** be entered in order for activity to appear in Annual Report.

Term and Year must be between June 1 – May 31 of reporting year in order for activity to appear in Annual Report.

**Course Name**

Course Prefix and Number

**Course Prefix** **Course Number**

**Section Number**

**Involvement Type**

**Student First Name**

**Student Last Name**

**Title of Student's Work**

**Stage of Completion**

**Comments**

The data fields shown below indicate the information that will be pulled to populate your Annual Summary Report. The below fields should be completed if they are applicable to you and you want them included in your Annual Summary Report.

## Non-Credit Instruction Taught Screen

**Instruction Type**

**Explanation of "Other"**

**Sponsoring Organization**

**Number of Participants**

**Description**

B I U x² x₂

Note: For activities that are/were only on one day, leave the start date blank and specify the end date. For activities that you started but have not yet presently completed, specify the start date and leave the end date blank. At least one date must be entered and be between June 1 – May 31 of the reporting year in order for this activity to appear in your Annual Summary Report.

Start Date

**Month** **Day** **Year**

End Date

**Month** **Day** **Year**

At least one date **must** be entered and be between June 1 – May 31 of reporting year in order for activity to appear in Annual Report.

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## Scheduled Teaching Screen

Term R Year R

Course Name R

Course Prefix and Course Number R

Course Prefix R Course Number R

Section Number R

Official Enrollment Number R

Student Credit Hours R

Faculty Workload Hours R

Course Level R

Delivery Mode R

Helios? R

Fields are pre-populated and read-only.

Comments

B I U $x^2$ $x_2$

The data fields shown below indicate the information that will be pulled to populate your Annual Summary Report. The below fields should be completed if they are applicable to you and you want them included in your Annual Summary Report.

## Teaching Innovation and Curriculum Development Screen

**Activity Type**

**Explanation of "Other"**

**Course or Program Name**

**Description of Activity**

Dates are intended to capture the time spent working on curriculum development or teaching innovation that will be delivered at a future date; the delivery of the course itself will be captured under the Scheduled Teaching Screen, where you can indicate if this was a new course preparation or a new format for an existing course. For activities that you started but have not yet presently completed, specify the start date and leave the end date blank. At least one date must be entered and be between June 1 – May 31 of the reporting year in order for this activity to appear in your Annual Summary Report.

Start Date

**Month** **Day** **Year**

End Date

**Month** **Day** **Year**

At least one date **must** be entered and be between June 1 – May 31 of reporting year in order for activity to appear in Annual Report.

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## Contracts, Fellowships, Grants and Sponsored Research Screen

**Type**

**Explanation of "Other"**

**Title**

**Agency/Sponsor**

**Current Status** *

"Current Status" **must** be entered in order for activity to appear in Annual Report.

**Amount**

$

1st Applicant

Actions

**Applicant** | **Explanation of "Other Institution"** | **Applicant Type**

1st Investigator

Actions

**People at Skidmore College** | **First Name** | **Middle Name/Initial** | **Last Name**

Hoehn, Mary (mhoehn) | Mary | | Hoehn

**If a student, what is his/her level?** | **Role** | **Explanation of "Other"** | **Institution**

Submission Deadline

**Month** **Day** **Year**

Start Date

**Month** **Day** **Year**

At least one date **must** be entered and be between June 1 – May 31 of reporting year in order for activity to appear in Annual Report.

End Date

**Month** **Day** **Year**

The data fields shown below indicate the information that will be pulled to populate your Annual Summary Report. The below fields should be completed if they are applicable to you and you want them included in your Annual Summary Report.

## Exhibits and Performances Screen

**Type of Work**

**Explanation of "Other"**

**Work/Exhibit Title**

**Name of Performing Group**

**Sponsoring Organization**

**Venue**

City, State and Country

**City** | **State** | **Country**

**Brief Description**

1st Performer/Exhibitor

Actions

| People at Skidmore College | First Name | Middle Name/Initial | Last Name |
|---|---|---|---|
| Hoehn, Mary (mhoehn) | Mary | | Hoehn |

| Role | If a student, what is his/her level? | Organization |
|---|---|---|
| | | |

Start Date

**Month** **Day** **Year**

End Date

**Month** **Day** **Year**

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## Intellectual Property Screen

**Patent or Copyright**

**Patent Title**

1st Inventor

Actions

| People at Skidmore College | First Name | Middle Name/Initial | Last Name |
|---|---|---|---|
| Hoehn, Mary (mhoehn) | Mary | | Hoehn |

**Organization**

Date Submitted to College

**Month** **Day** **Year**

Date of Patent Application

**Month** **Day** **Year**

Date Patent Approved

**Month** **Day** **Year**

At least one date **must** be entered and be between June 1 – May 31 of reporting year in order for activity to appear in Annual Report.

Date Licensed

**Month** **Day** **Year**

Renewal Date

**Month** **Day** **Year**

The data fields shown below indicate the information that will be pulled to populate your Annual Summary Report. The below fields should be completed if they are applicable to you and you want them included in your Annual Summary Report.

## Presentations Screen

**Presentation Title**

**Presentation Type**

**Explanation of "Other"**

**Conference/Meeting Name**

**Sponsoring Organization**

City, State and Country

**City** | **State** | **Country**

1st Presenter/Author — Actions

| People at Skidmore College | First Name | Middle Name/Initial | Last Name |
| --- | --- | --- | --- |
| Hoehn, Mary (mhoehn) | Mary | | Hoehn |

| If a student, what is his/her level? | Role | Organization |
| --- | --- | --- |
| | | |

**Abstract/Synopsis**

Date

**Month** | **Day** | **Year**

Date entered **<u>must</u>** be between June 1 – May 31 of reporting year in order for activity to appear in Annual Report.

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## Publications Screen

Contribution Type

Current Status*

"Current Status" **must** be entered in order for activity to appear in Annual Report.

Title of Contribution

If this is part of a larger work (e.g., a chapter in a book), Title of Larger Work

Journal Name

Publisher/Proceedings Publisher

City and State of Journal/Publisher

Country of Journal/Publisher

Volume

Issue Number/Edition

Page Numbers

Was this peer-reviewed/refereed?*

"Was This Peer-Reviewed" **must** be entered in order for activity to appear in correct location of Annual Report.

1st Author/Editor/Translator

Actions

| People at Skidmore College | First Name | Middle Name/Initial | Last Name |
|---|---|---|---|
| Hoehn, Mary (mhoehn) | Mary | | Hoehn |

| Organization | Role* | If a student, what is his/her level? |
|---|---|---|
| | | |

Web Address

Date Preparation Began

Month Day Year

Expected Date of Submission

Month Day Year

Date Submitted

Month Day Year

Date Accepted

Month Day Year

Date Published

Month Day Year

At least one date **must** be entered and be between June 1 – May 31 of reporting year in order for activity to appear in Annual Report.

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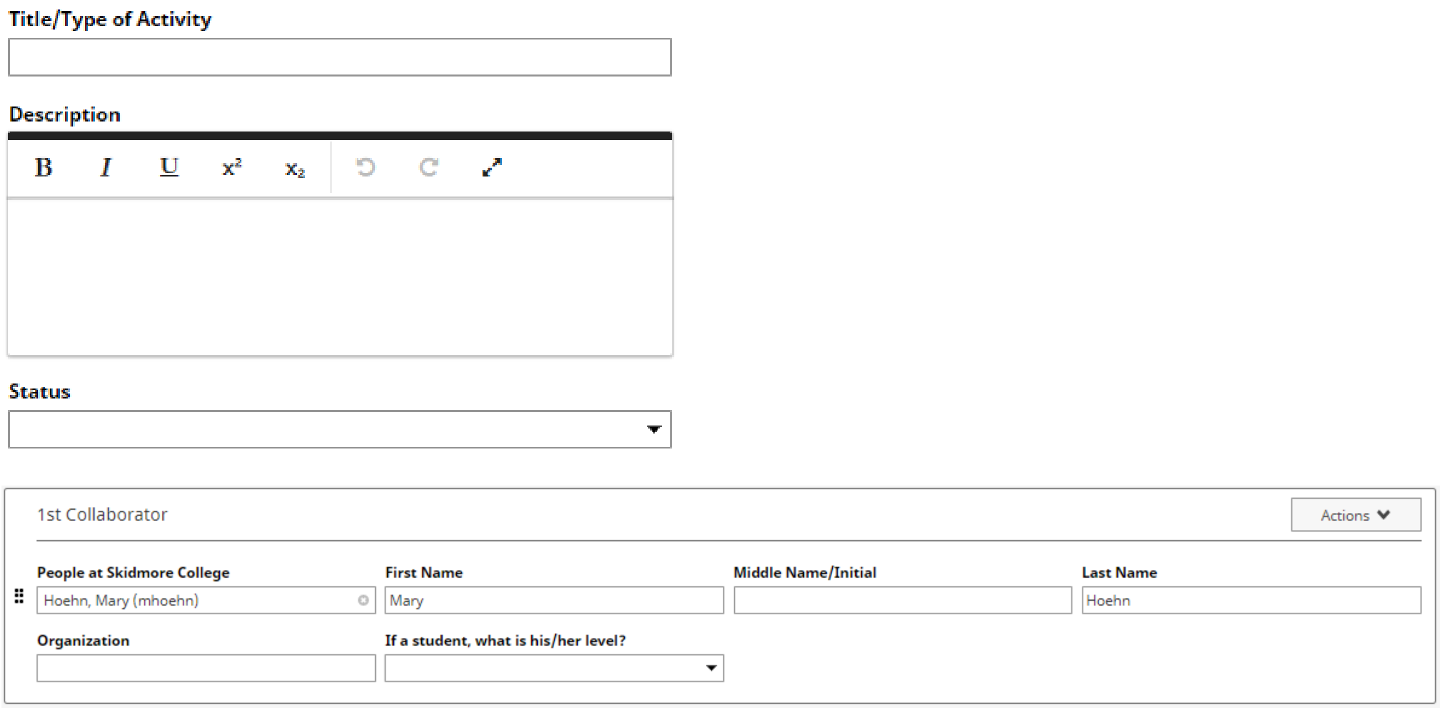
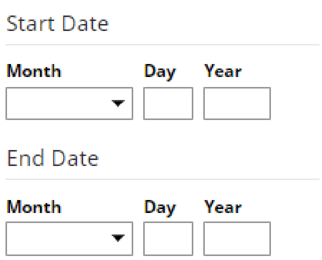
## Other Research Activity Screen

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## Department/College Service Screen

**Scope of Service** *

**Type of Service**

"Scope of Service" **must** be entered in order for activity to appear in Annual Report.

**Explanation of "Other"**

**Position/Role**

**Name of Organization/Committee**

**Responsibilities/Brief Description**

Note: For activities that are/were only on one day, leave the start date blank and specify the end date. For activities that you started but have not yet presently completed, specify the start date and leave the end date blank. At least one date must be entered and be between June 1 – May 31 of the reporting year in order for this activity to appear in your Annual Summary Report.

Start Date

**Month** **Day** **Year**

End Date

**Month** **Day** **Year**

At least one date **must** be entered and be between June 1 – May 31 of reporting year in order for activity to appear in Annual Report.

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## Professional Service Screen

**Position/Role**

**Explanation of "Other"**

**Organization/Committee/Journal**

City, State and Country

**City** **State** **Country**

**Responsibilities/Brief Description**

B I U x² x₂

Start Date

**Month** **Day** **Year**

End Date

**Month** **Day** **Year**

At least one date **must** be entered and be between June 1 – May 31 of reporting year in order for activity to appear in Annual Report.

The data fields shown below indicate the information that will be pulled to populate your Annual Summary Report. The below fields should be completed if they are applicable to you and you want them included in your Annual Summary Report.

## Public Service Screen

**Position/Role**

**Explanation of "Other"**

**Organization/Committee**

City, State and Country

**City** | **State** | **Country**

**Responsibilities/Brief Description**

Start Date

**Month** **Day** **Year**

End Date

**Month** **Day** **Year**

At least one date **must** be entered and be between June 1 – May 31 of reporting year in order for activity to appear in Annual Report.

The data fields shown below indicate the information that will be pulled to populate your Annual Summary Report. The below fields should be completed if they are applicable to you and you want them included in your Annual Summary Report.

## Brief Reflection on Professional Achievements and Goals Screen

Academic Year

Academic year **must** be same as reporting year in order for activity to appear in Annual Report.

Please describe what you believe to be your most important achievements this year (including activities promoting diversity, equity, and inclusion in teaching, scholarship or service).

What are two or three professional goals (including activities promoting diversity, equity, and inclusion in teaching, scholarship or service) you have for the next academic year and beyond? How might the institution support those efforts?

## Impact of Federal Directives, Policy Changes, and Grant Funding Alterations or Terminations

Academic Year

Academic year **must** be same as reporting year in order for activity to appear in Annual Report.

Have recent federal directives, policy changes, or grant funding alterations or terminations affected your teaching, research/scholarship, creative work, or service? If so, please share any details you believe would be helpful for your chair, program director, the Dean of Faculty/VPAA, or other personnel committees to understand.