Getting Started with Watermark Faculty Success

The configuration of WFS aligns with the PASSHE-APSCUF CBA and Slippery Rock University's local policies and procedures. Local policies and procedures for faculty milestones can be found at https://www.sru.edu/offices/academic-affairs/faculty-resources in the Faculty Milestones accordion.

Academic Year 2022-2023

Accessing Watermark Faculty Success (WFS)

Submission of faculty milestone reports is completed through Watermark Faculty Success (WFS). You can access Watermark Faculty Success through one of two ways:

MySRU:

1. Go to https://mysru.sru.edu/ and log in with the SRU credentials.
2. Select the professional development tab.
3. Click on Watermark Faculty Success (WFS). There is no separate login.
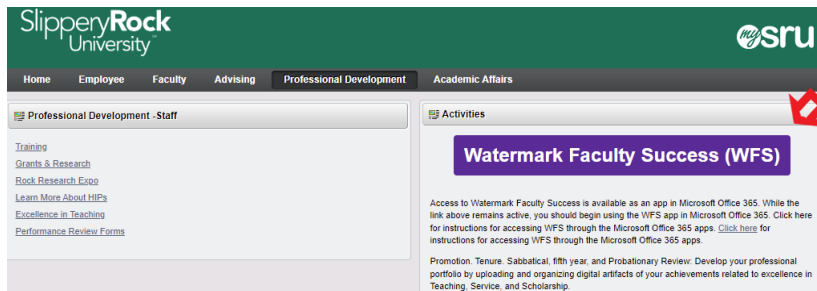
Microsoft 365: You can access WFS through Microsoft 365 even if you do not use it for your regular SRU email. One of the great things about this avenue is that you can easily access WFS from wherever you have an internet connection.

1. Launch an Internet browser using the most recent versions of Google Chrome or Mozilla Firefox. Keep in mind that using IE, Safari or other browsers sometimes make reports fail.
2. Navigate to https://www.office.com, which will open Microsoft Office 365.
3. Sign in using your SRU username and password.
4. Navigate to All Apps by clicking on the app icon ⠿ in the upper left.
5. Click on Watermark_Faculty_Success, which will take you to the WFS portal. There is no separate login. If you don't see Watermark_Faculty_Success right away, try using the search function at the top of the 365 apps column.
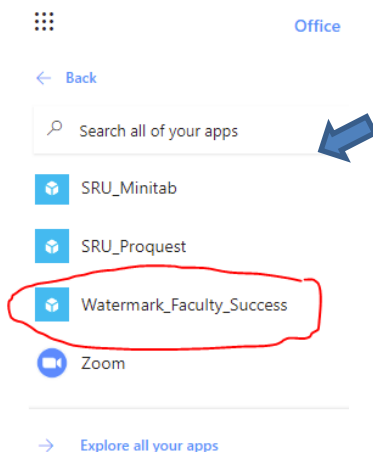
WFS Tabs

Activities

Once you're in the software, you'll see a green bar with three tabs. You'll spend most of your time in the Activities tab (blue arrow), which is where you will upload your evaluation artifacts, narrative, and other materials. There is a WFS guide with general advice not specific to Slippery Rock in the link "review a guide to manage your activities (orange arrow). Note that we do not advise using the Rapid Reports function (red X) because it does not produce a full report.
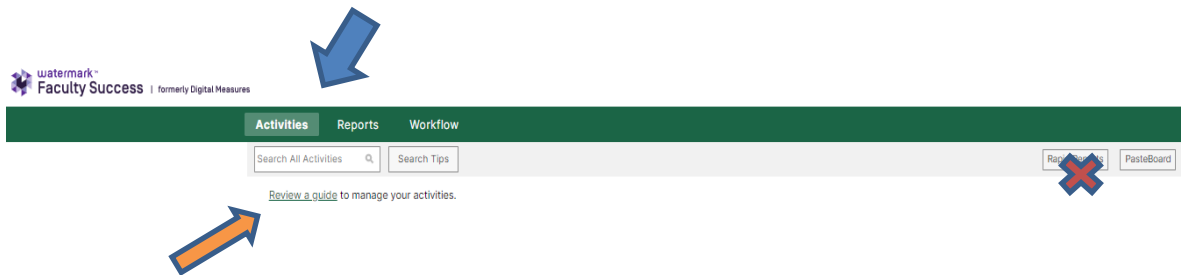
You'll find five areas under the Activities tab. Each of the areas has an arrow to the left that expands. You can use the links in these areas to upload your documents.
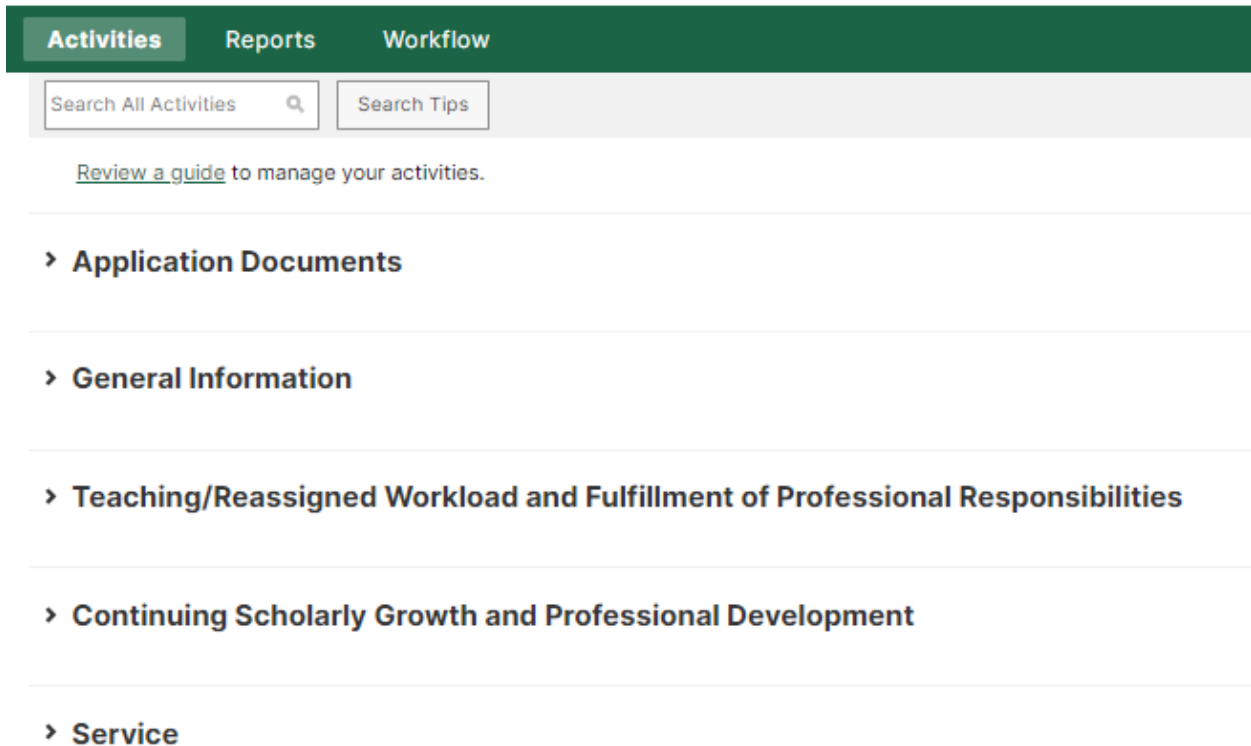
Reports

The Reports tab allows you to view report templates so you can see how the information is laid out for reviewers. You should run the appropriate report well before your due date so you can see how it looks. As you add or change material in Activities, you can rerun the report with the new information. You will choose when to submit the final document (see separate instructions for submitting a report through Workflow), so running multiple versions can be helpful. Keep in mind the report always captures your data as it exists in Activities when the report is run.

You will use the reports on the left for your milestone reviews (blue arrow).

There is a link on the upper right called "create a new report." This section will allow you to create a custom report for your own use, for example, to apply for a grant or an award. WFS is meant to be a repository for your academic achievements, and using this feature can help you collect information for various purposes. Do not use "create a new report" for your regular milestone submissions.

Workflow

The Workflow tab is discussed in more detail in the separate Using WFS Workflow to Submit a Faculty Review guide. The Workflow tab links your report with reviewers at each stage of the process. Depending on the review, your report may be reviewed by your Department Evaluation Committee, your Department Chairperson, your Dean/Associate Provost/Manager, a university-wide review committee, and the President or President's Designee. You have an opportunity to acknowledge each stage of the review and to submit response if you choose. The allowed reviewers and your opportunity to submit a response are steps clarified in the CBA and in the applicable local policies and procedures document.

Your Workflow inbox shows review steps that are waiting for your action.

Your Workflow history shows reviews that are in process with other reviewers or that have been completed.

Need help?

Contact Mary Hennessey, Assistant to the Provost and WFS Administrator at mary.hennessey@sru.edu or 724-738-2171.