The UNIVERSITY of OKLAHOMA HEALTH SCIENCES CENTER
Interdisciplinary Programs
OFFICE of the VICE PROVOST FOR ACADEMIC AFFAIRS & FACULTY DEVELOPMENT

Faculty Activity System (FAS) Faculty Success at the University of Oklahoma Health Sciences Center

Frequently Asked Questions

Information below is adopted from the Faculty Success by Watermark guide

Please see below for a list of common questions about FAS. If you have a question not listed here, please send an email to: OUHSC-FAS@ouhsc.edu

What is Faculty Success?

Faculty Success (Formerly known as Digital Measures (DM)) by Watermark organizes and creates reports on faculty teaching, research and service activities. It enables you to keep track of your activity information just once so that many outputs can be prepared, such as your CV, annual activity reports, promotion and tenure documents, accreditation reports and more. Faculty Success software (hereafter referred to as "Faculty Activity System" or FAS) is time efficient by eliminating the manual preparation of faculty activity reports. It also assists your administration in responding to requests for faculty-related data, rather than needing to continually ask you for the information. This enables your campus to communicate more effectively about your accomplishments.

How secure is the data?

Information exchanged between your computer and Faculty Success servers are always transferred over an encrypted connection to prevent unauthorized exposure.

Faculty Success by Watermark privacy policy can be found at:
https://www.watermarkinsights.com/privacy-policy/

What are the benefits for faculty?

FAS eliminates periodic, recurring requests for information on faculty teaching, research and service activities. FAS provides one convenient place for faculty to maintain their activity data, and can be accessed easily to generate activity reports. FAS can also be linked to OUHSC website, ensuring that profiles of faculty are always current.

Is this system expected to replace my CV?

Only if you wish it to. FAS is a tool that provides faculty with a Vita template "report" that you may use if you wish to do so. If you prefer to keep a separate CV document in addition to entering data in FAS, you may continue to do so.

Are all fields in every screen required to be completed?

When a field is required, a "*" notation will appear next to the field name on that screen. Reporting requirements vary by college; contact your college administration for the requirements specific to your college.

How do I enter multiple instances of the same activity?

The "Copy" feature may be used from the summary screen to copy records within a specific section. Once copied, you need only to change the necessary data, then choose "Save and Return".

What do I do if I find errors in my records?

Go to the summary screen within each category you may edit the record by clicking on the record or you can delete an entry by checking the box next to that entry and selecting "delete" above.

Do I need to enter a date on each record?

Yes. FAS is date driven, so it is critical that you enter in the project start and end dates. When entering dates, be sure to provide at least a month and year. Items may be excluded from reports if a proper date is not entered and an error message will appear if you try to save that record without dating it appropriately.

How do I enter courses taught at another institution while employed at OUHSC?

All courses or workshops taught at another institution while employed at OUHSC (for instance, while on leave or over the summer), should be entered under the "Non-Credit Instruction" screen.

How to navigate FAS?

FAS navigation bar displays the following utilities:

- **Activities:** Add or update information about the activities you accomplish.
- **Reports:** Create and run your own reports.
- **Help:** The question mark icon allows you to submit questions about system usage, or suggestions on how to improve system usage or report system errors.
- **Notifications:** The bell icon shows you notifications and messages from FAS, including real-time information on new features and capabilities, as well as important system events like scheduled maintenance. You can also find feature tips, ways you can reduce data entry, and quick takeaways in the notifications area.
- **Usage Statistics:** View statistics on the use of FAS by your users (only available to College-level Administrators)
- **Users and Security:** Manage user accounts: create new accounts, edit existing accounts (only available to College-level Administrators).
- **Work Requests** (only available to College-level Administrators)
- **Resource Center:** Resources and communication with the wider FAS community (only available to College-Level Administrators).

Overview

When you first visit the FAS page, take a few minutes looking through the screens accessible from it. Click on the name of the screen you wish to access. This will result in a summary screen that displays records that are stored for that screen. There are various actions you can take from the resulting screen:

- To add a new activity, select the

button.
- To import items in bulk, select the

button.
- To delete a record, select the appropriate check box, then select the button.
- To edit or view a record, click anywhere in the record row on the summary screen.
- **Note:** Your FAS Administrator may have added records to the system for you.

  These records can be viewed, but cannot be edited or deleted. A icon identifies these records. If revisions are needed to the records which have been entered on your behalf, contact your FAS Administrator using the **Help** link.
- To copy a record, select the appropriate check box, then select the

button.
- **Saving Records:** When working in the system, it is important that you save all your modifications by selecting one of the Save buttons at the top of the screen. If you attempt to navigate away from a screen containing unsaved changes, a warning message will display to determine whether you would like to return to the screen and save your modifications before proceeding.

For more information or to schedule a departmental FAS training session contact the OUHSC FAS Administrator:

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