

## Faculty Success: Faculty Activity System (FAS) for the University of Oklahoma Health Sciences Center



### System Overview:

Faculty Success (Formerly known as “Digital Measures”) 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.

This quick-start guide will provide the basics you will need to get started entering, reviewing and reporting your data.

1. Navigate to: <https://www.ouhsc.edu/academicaffairs/fas>. Click on the OUHSC Login link located on the left-hand side of the page. You will see the secure log in page.

Please Log In



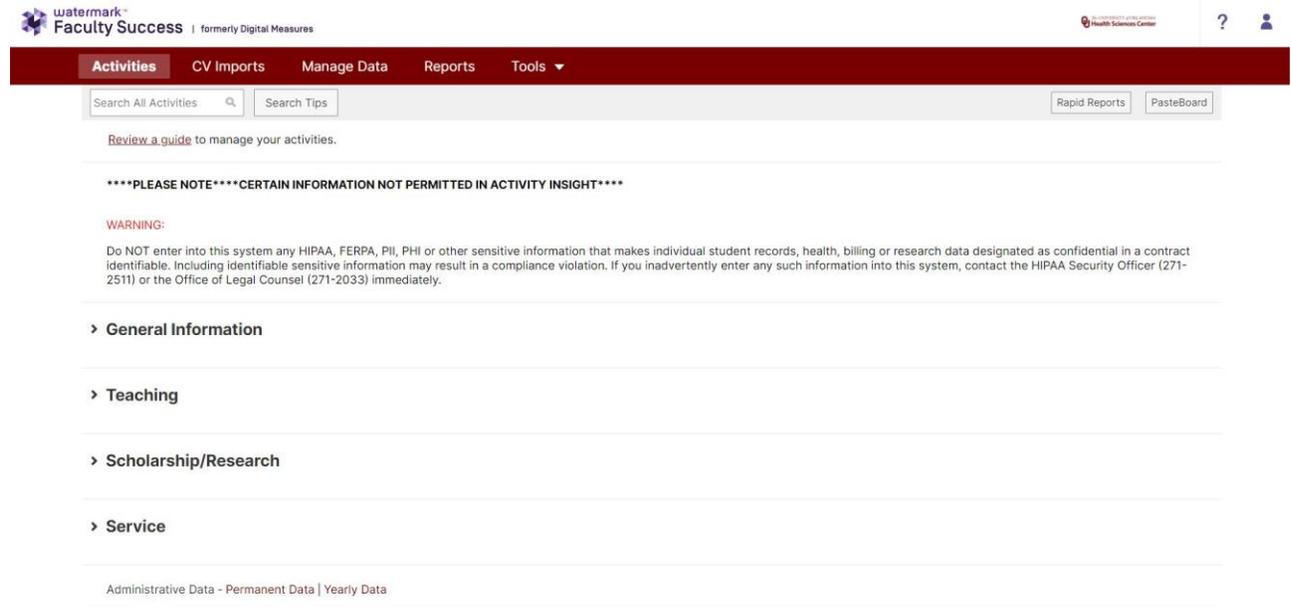
Username

Password

LOG IN

[Need help?](#)

Use your HSC username and password to log-in. You will be directed to the main FAS screen. The main screen contains the navigation bar and the main manage activities section.



The screenshot shows the main interface of the Faculty Success system. At the top, there is a navigation bar with the following items: **Activities**, CV Imports, Manage Data, Reports, and Tools. Below the navigation bar, there are search boxes for "Search All Activities" and "Search Tips", along with "Rapid Reports" and "PasteBoard" buttons. A warning message is displayed: "\*\*\*\*PLEASE NOTE\*\*\*\*CERTAIN INFORMATION NOT PERMITTED IN ACTIVITY INSIGHT\*\*\*\*". Below this, a "WARNING:" section states: "Do NOT enter into this system any HIPAA, FERPA, PII, PHI or other sensitive information that makes individual student records, health, billing or research data designated as confidential in a contract identifiable. Including identifiable sensitive information may result in a compliance violation. If you inadvertently enter any such information into this system, contact the HIPAA Security Officer (271-2511) or the Office of Legal Counsel (271-2033) immediately." The main content area features a list of expandable sections: **General Information**, **Teaching**, **Scholarship/Research**, and **Service**. At the bottom, there is a footer with the text "Administrative Data - Permanent Data | Yearly Data".

2. The Manage Activities section of the screen is broken down into the general categories and specific sub-categories for the information captured in FAS.

Clicking on the main heading (i.e., General Information) will hide the subcategories under that heading.

**Activities** CV Imports Manage Data Reports Tools ▾

Search All Activities 🔍 Search Tips

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▼ **General Information**

Personal and Contact Information	External Connections and Partnerships
Academic, Government, Military and Professional Positions	Faculty Development Activities Attended
Administrative Assignments	Licensures and Certifications
Awards and Honors	Professional Memberships
Consulting	Workload Information
Education	

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▼ **Teaching**

Scheduled Teaching	Directed Student Learning (e.g., theses, dissertations)
Experiential Teaching	Non-Credit Instruction Taught
HSC Interprofessional Education (IPE) Activity Reporting	Other Student Activities
Resident and Fellows Teaching	Other Scheduled Teaching Assignments

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▼ **Scholarship/Research**

Biographical Sketch - NIH   NSF	Sponsored Research
Intellectual Contributions	Non-Sponsored Research
Intellectual Property (e.g., copyrights, patents)	Media Contributions
Presentations	

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› **Service**

3. When you first visit the FAS page, it would be good to 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.

The following actions are available 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.

4. Once you have entered or updated your data in FAS you can run reports from that data.

The screenshot shows the 'Rapid Reports' dialog box in the Faculty Success system. The dialog is titled 'Rapid Reports' and includes a close button (X). Below the title, there is a brief instruction: 'Select a report template, date range and file format, then run the report.' A warning states: 'Rapid Reports are generated using only your own data.' The form contains the following fields:

- Report: A dropdown menu with 'Awards and Honors' selected.
- Start Date: Three dropdown menus for month (Jan), day (01), and year (2011).
- End Date: Three dropdown menus for month (Dec), day (31), and year (2021).
- File Format: A dropdown menu with 'Microsoft Word (.doc)' selected.

Below the form, a note reads: 'Note: Changes to Microsoft Word reports do not change data in the system.' At the bottom of the dialog are two buttons: 'Cancel' and 'Run Report'. The background of the screenshot shows the Faculty Success interface with a sidebar menu under 'General Information' listing various activity categories like 'Personal and Contact Information', 'Academic, Government, Military and Professional Positions', etc.

This should get you started entering and reviewing data.

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

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