



# Faculty Annual Activity Reports: Getting Started

Rachel Crane

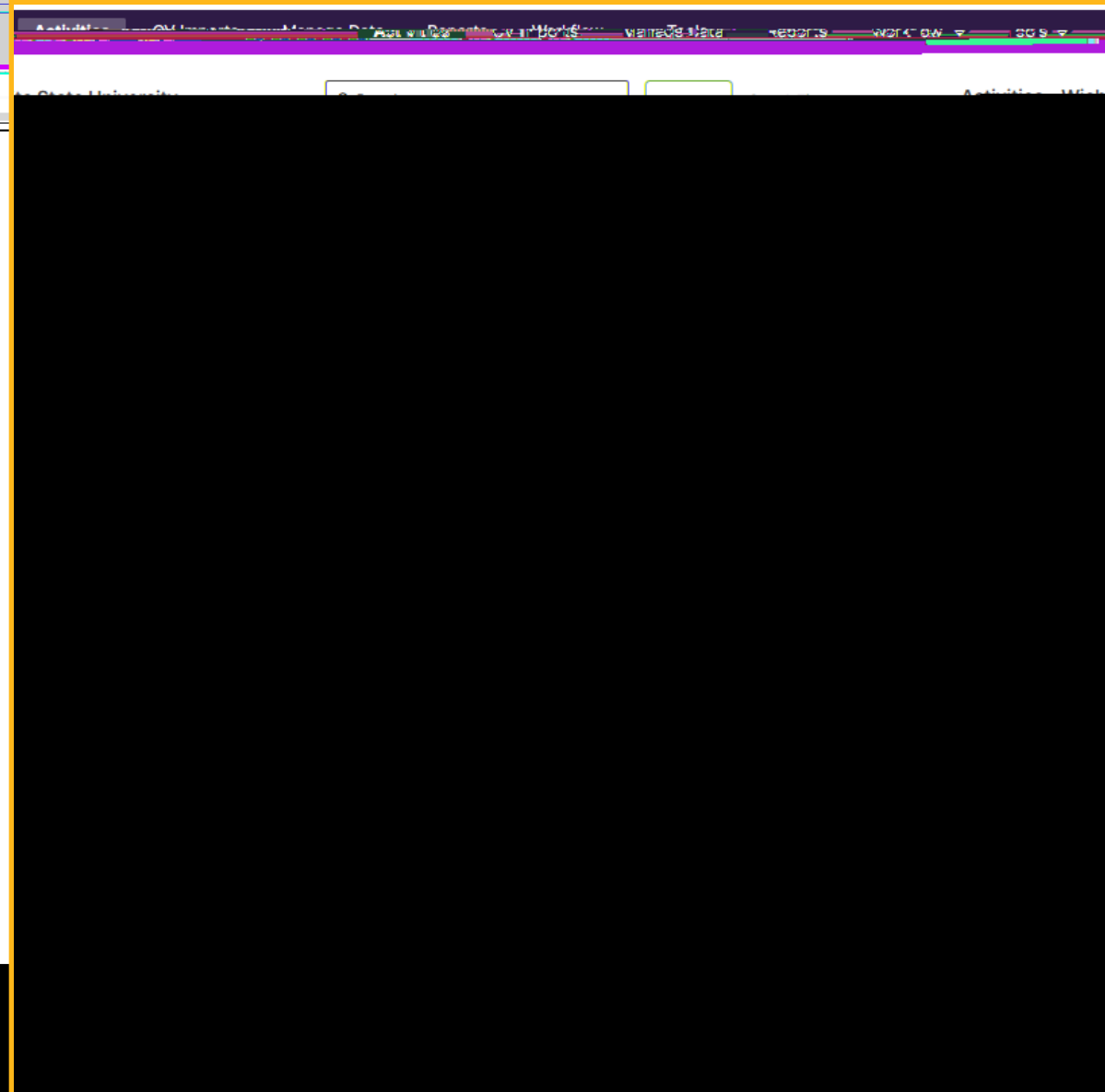
Chair, Faculty Evaluation Alignment Committee

Fall 2024

# Logging In

Log in using your [MyWSUID@Wichita.edu](mailto:MyWSUID@Wichita.edu)

## The Activities Screen - Choose a link to enter an activity:



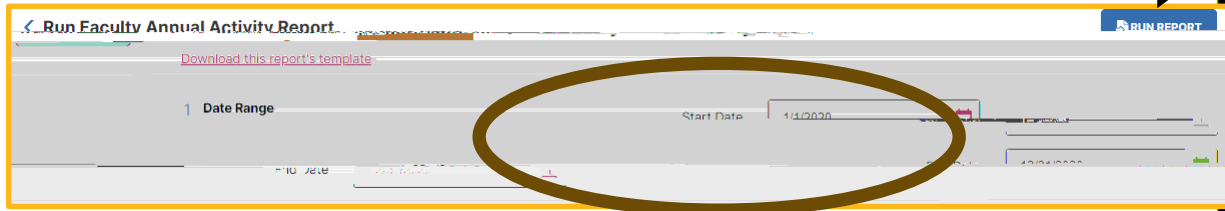
# Reports

To see what your Faculty Annual Activity Report (FAAR) looks like, select the

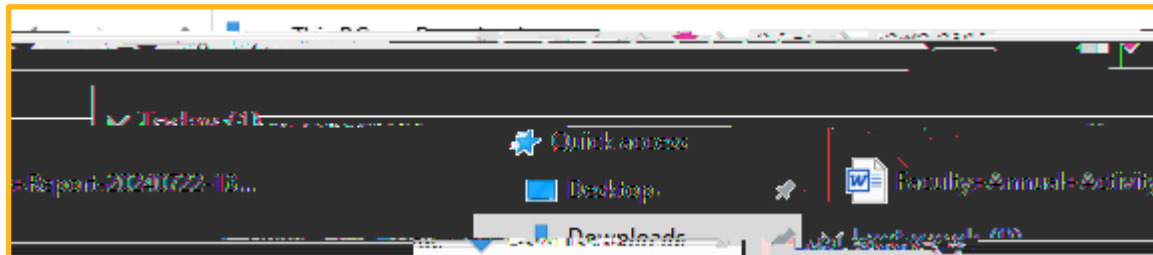
The screenshot shows a web application interface with a dark purple header containing navigation tabs: 'Activities', 'CV Imports', 'Reports', and 'Workflow'. The 'Reports' tab is selected. Below the header, the page title is 'Reports' and there is a 'CREATE A NEW REPORT' button. A message reads: 'Select the report you would like to view or edit, or select to create a new report'. Below this is a table with three rows of report entries. The first row is highlighted in light green and contains 'Faculty Annual Activity Report' and 'Watermark'. The second row is highlighted in light yellow and contains 'T&P Review Faculty Personnel Record'. The third row is highlighted in light grey and contains 'Watermark'. The table has columns for 'NAME' and 'CREATE'.

NAME	CREATE
Faculty Annual Activity Report	Watermark
T&P Review Faculty Personnel Record	
Watermark	

To view a copy of your FAAR, adjust the Date Range for the applicable calendar year and click the 'RUN REPORT' button.



Find the report in your 'Downloads' folder.



# Resources

- [Faculty Success Login](#)
- [Faculty Success on WSU Watermark Tools webpages](#)
- [Faculty Success Overview https://support.watermarkinsights.com/hc/en-us/articles/5193405933595-Faculty-Success-Overview](https://support.watermarkinsights.com/hc/en-us/articles/5193405933595-Faculty-Success-Overview)
- [BibTeX Imports](#)
- [Publication Import Overview \(Importing directly from Crossref, Scopus, and PubMed\)](#)
- [CV Imports \(video\) https://watermarkinsights.hubs.vidyard.com/watch/Abr5Q57a8kUYv5VJeWTNEo](https://watermarkinsights.hubs.vidyard.com/watch/Abr5Q57a8kUYv5VJeWTNEo)
- [Creating Custom Reports in Faculty Success](#)
- [Frequently Asked Questions \[FAQs\] https://support.watermarkinsights.com/hc/en-us/articles/5197574823195-Frequently-Asked-Questions-FAQs](https://support.watermarkinsights.com/hc/en-us/articles/5197574823195-Frequently-Asked-Questions-FAQs)
- [Watermark Faculty Success Help Center https://support.watermarkinsights.com/hc/en-us/categories/4409237050523-Faculty-Success](https://support.watermarkinsights.com/hc/en-us/categories/4409237050523-Faculty-Success)
- WSU Faculty Success System Administrator, Rachel Crane [Rachel.Crane@wichita.edu](mailto:Rachel.Crane@wichita.edu) 316-978-5078