

Why Faculty Success?

Watermark Faculty Success is a web-based database system that provides a single location for maintaining information on faculty professional accomplishments and can produce customized reports throughout the year for academic departments, college administration, or individual use.

What do I need to know about Faculty Success?

- NJIT utilizes Faculty Success as its institutionally-supported activity reporting system. It is used by faculty and lecturers to enter information prior to the annual review.
- NJIT **Faculty Web Profile** uses the Faculty Success system to display your accomplishments for public view.
- Access is limited to viewing only sections of data that are **automatically entered by the University**, including:
 - Administrative Data: **Permanent Data** (recorded upon hire)
 - Administrative Data: **Yearly Data** (refreshed annually)
 - Administrative Data: **Education** (maintained by HR)
 - Teaching: **Scheduled Teaching** (partially updated)

If you wish to make any changes to the sections above, please email facultyreport@njit.edu.

- Faculty and lecturers are encouraged to consistently update their records throughout the academic year with information on publications, presentations, awards, honors, sponsored research, and other scholarly and professional activities, ensuring accuracy.
- When providing dates, it is mandatory to include both the month and year.
- Records initiated in past years without an end date (e.g., initiated in 2017) are considered ongoing and will be included in the current academic year.
- For inquiries regarding publications in electronic databases or websites, contact John Kromer, Associate University Librarian for Research & Engagement, at john.kromer@njit.edu, 973-642-4397.
- For other questions, please email facultyreport@njit.edu.

How do I use Faculty Success?

- Login using the quick link at <https://www.njit.edu/facultyreport/> with your University Computing ID (UCID).
- Follow the faculty guide below to enter information into the system:
<https://ist.njit.edu/activity-insight-faculty-guide>.
- If you have any questions, please email facultyreport@njit.edu.

How do I enter information into the Faculty Web Profile?

- The NJIT Faculty Web Profile can be viewed at <https://people.njit.edu/faculty/yourUCID>.
- To edit your faculty profile, log in to Watermark Faculty Success at <http://www.digitalmeasures.com/login/njit/faculty/> and refer to the Web Profile Guide at <https://ist.njit.edu/njit-faculty-web-profile-guide> to see which sections will be displayed here.
- If your Faculty Web Profile is missing an image, please fill out the [Photo Assignment Request](#). Choose the third option: "Headshots Request."
- Some sections have the option to check whether the information can be published on the web profile or not. Check the check box on the top-left corner of the Faculty Success system.
- It takes about 30 minutes to see the changes on the NJIT Faculty Profile web page.

Activity Categories and Descriptions

For more detailed information, go to <https://ist.njit.edu/faculty-success-guide#tab-2>

General Information

Personal and Contact Information: Your personal and contact information.

Administrative Data - Permanent Data: Starting rank and start date at NJIT, dates of subsequent rank(s) attained, and tenure decision date. Fields on this screen should be updated manually when you attain a new rank.

Administrative Data - Yearly Data: (Automatically entered) Your department, rank, tenure status, and leave status for each academic year.

Academic, Government, Military, and Professional Positions: Appointments outside NJIT.

Administrative Assignments: NJIT administrative assignments (Chairperson, Graduate Advisor, Program Director).

Awards and Honors: Awards and honors received.

Consulting: All consulting, paid and pro bono, within and outside the academic arena.

Education: (Automatically imported from Banner) Earned degrees and other formal education.

Teaching

Academic Advising: Information about students you advised each term.

Directed Student Learning (e.g., theses, dissertations): Information about your one-on-one activities with individual students, such as mentoring, directed individual/independent study and research, doctoral advisory, etc.

Non-credit Instruction Taught: Certification, continuing education, faculty internship, guest lecture, etc.

Scheduled Teaching: Data is automatically imported from Banner. Courses assigned to teach. Data will be pre-loaded for the Fall and Spring terms.

Course/Curriculum Development Activity: Non-credit instruction taught, such as converting an existing course to a new modality, curriculum/program development, single course development, etc.

Scholarship/Research

Research Areas, Methods, and Tools: List of the research areas, description of research methods and tools.

Artistic and Professional Performances and Exhibits: Performances and exhibits.

Biographical Sketch – NIH | NSF: Forms with data as required by NIH/NSF.

Contracts, Grants and Sponsored Research: Proposal and Grants.

Intellectual Contributions: Book reviews, book chapters, conference proceedings, journal articles, manuscripts, etc.

Intellectual Property (e.g., copyrights, patents): Title patent, patent #, etc.

Presentations: Presentations at conferences and meetings of a scholarly nature.

Research Currently in Progress: Your current research information.

Service

Department: Meetings, committees, advisement, etc., for the home department.

College: Meetings, committees, advisement, etc., for home college/school.

University: University-wide service.

Professional: Service activities and leadership positions for professional organizations, committees, and clubs outside of NJIT that contribute to your profession or discipline. Examples: advisor to a company, journal or textbook editor, professional society officer.

Public: Service to the community outside the university and one's profession.