

Faculty Success (formerly Digital Measures/Activity Insight) FAQs (20210927)

1. What is Faculty Success?

Faculty Success is the tool used for faculty data and reporting at UA Little Rock. The product is now owned by Watermark and was formerly called Activity Insight, which was owned by Digital Measures.

2. What's the advantage of using Faculty Success?

Once faculty activity information has been entered into Faculty Success, it never again needs to be re-entered. This information can be used to generate reports for all stakeholders from the faculty members themselves to academic leaders (e.g., department chairs, directors, deans, etc.). Faculty never again need to be asked on a 'one-off' basis for information for every individual report that needs to be prepared such as for accreditation, annual faculty reviews, load reports, and media surveys.

3. When will faculty have access to their Faculty Success profile?

Currently, all faculty have access (the Law School faculty do not use/have access to Faculty Success).

4. How do I access Faculty Success?

To log in to the application, go to the UALR main page and find the link to the Faculty Success page on the left menu. You will use your existing **UALR NetID** and **Password** as the login info (if you are already logged into UALR email, Blackboard or any other UALR application, you should not have to log in again). However, if the system has logged you out, close the tab in your browser and try again and it should work.

5. How do I submit my Faculty Success report, I do not see a "submit" button?

You will notice that there is no "Submit Report" button. Once you have entered your data under the "Activities" link, you are done. Academic administrators (e.g., department chairs) will run reports on the due date, capturing the most recent information submitted by you. Note that there is a submit requirement for the Annual Review process in Workflow (that button is only visible when faculty need to submit their AFAR). However, you can enter data at any time in "Activities" and run the "Report" AFAR to verify your information is accurate.

6. Can faculty use the previous Professional Annual Reporting (PAR) system for the annual report?

No, PAR forms should not be used. If you have already entered information into the old form, it is simple to load into the Faculty Success system. This will avoid problems that arise from the use of multiple systems and importantly allows faculty and administration to more fully leverage Faculty Success's capabilities. Please note that there is a document that provides information on where to enter the responses into Faculty Success. The document is called "PAR Mapping."

7. How many years of data must be entered into Faculty Success?

The short answer is that it depends on how many years of data are needed on reports, and by when those reports are needed. To get started, since Faculty Success is replacing annual reporting, at a minimum, faculty should enter data for the annual review. If an individual is in a unit that conducts reviews over a longer period such as three years, then three years of data should be entered.

Over time and/or as directed by their home units, faculty can elect to enter more data and prior years. It is worth noting that there is a good chance that citations of faculty publications are already stored in another system (e.g., Web of Science, Google Scholar, PubMed). Via Faculty Success, faculty can automatically import relevant publications into their profile, negating the need to do so manually.

8. How do I add a Course Evaluation, or any other comments/attachments?

You can add one of these or any attachments through the **Annual** Report Narratives. You may also add the syllabi and course evaluations under each course in the Scheduled Teaching screen.

9. What screens have data imported from UALR? How do faculty update or correct errors on these screens?

Several items, such as scheduled teaching data (both Pedagogical and Individualized instruction) have been loaded from Banner. Errors must be corrected in the Banner source system for the data to be correctly reflected in Faculty Success. Please communicate errors in this data to your chair. Proposals submitted to ORSP will also be loaded on a periodic basis. Alternatively, you can submit through the form at: https://docs.google.com/forms/d/e/1FAIpQLSeizfrwTpRbOfaF5WIHAfQsk-TPoUDUq46qYxZMCuAsqZq3Gg/viewform?usp=sf_link and these will also be uploaded periodically (only grants/contracts formally submitted will be added in this screen). Research Activity is a screen that you can add any activity that has not been formally submitted through ORSP.

10. How do I import my publications into Faculty Success?

There are two ways to import publications into Faculty Success – 1) importing a BibTeX file or 2) finding a PubMed file. A BibTeX file can be uploaded from your computer and allows you to import citations from EndNote or Google Scholar. PubMed allows you to search for citations (for publications) based on multiple criteria you specify. Note that Google Scholar provides the ability to export into BibText format.

11. Faculty Success has a lot of screens and data fields on each screen. Do faculty have to complete all of these?

The short answer is “no.” Not every screen or field is relevant to every faculty member. Some screens and fields will also be populated from other sources.

12. Who is responsible for entering faculty data?

In general, faculty are responsible for entering their own data and confirming that any imported data (from UALR Banner systems and/or citation systems) is correct. While the use of data proxies (e.g., staff) is technically allowable, any decision to allocate such resources to this task is left to the discretion of local units. Classes taught or “Corrections to scheduled teaching” and proposals/grants submitted/funded must be entered by the associate dean.

13. Who owns my data and what can Faculty Success do with it?

All data provided by and collected for UALR by Faculty Success is solely owned by UALR. As per the terms in Faculty Success’ standard service agreement, this data cannot be disclosed, reused, sold, or disseminated in any way by Faculty Success.

14. Can I get my data out of Faculty Success?

Yes, faculty and academic administrators can run *standard reports* (e.g., annual review) or use “*Create a new report*” to select exact data elements (and date ranges) of interest. Academic administrators can also decide whether to include all of their faculty or only data from a particular unit(s). Reports are built in real-time using all data entered as of that instant.

15. What is Faculty Success used for at UALR?

The annual faculty review (AFAR) and load reports are used for every faculty (except the law school) at UALR. Other reports are available, such as: Recommendation for Tenure/Promotion, ABET reports, AACSB reports, and others, but these are not currently required. It is recommended that you use these reports as a template to report data you have entered into the system.

16. Can I edit Faculty Success reports in Word after they are system generated?

You are able to edit in word, but understand that any edits in MS Word will not be reflected in any subsequent running of the reports. We advise you do not edit reports in word, but enter the corrected data in Faculty Success and re-run the report.

17. Are there any step-by-step video tutorials available for using the Faculty Success system?

A video tutorial is available for the annual review process and a quick reference guide will be available in January 2022.

Please note: Many of these FAQs were gleaned from Digital Measures training both from the company itself and other clients (particularly Indiana University).

