



Faculty Annual Activity Reports: Getting Started

Rachel Crane

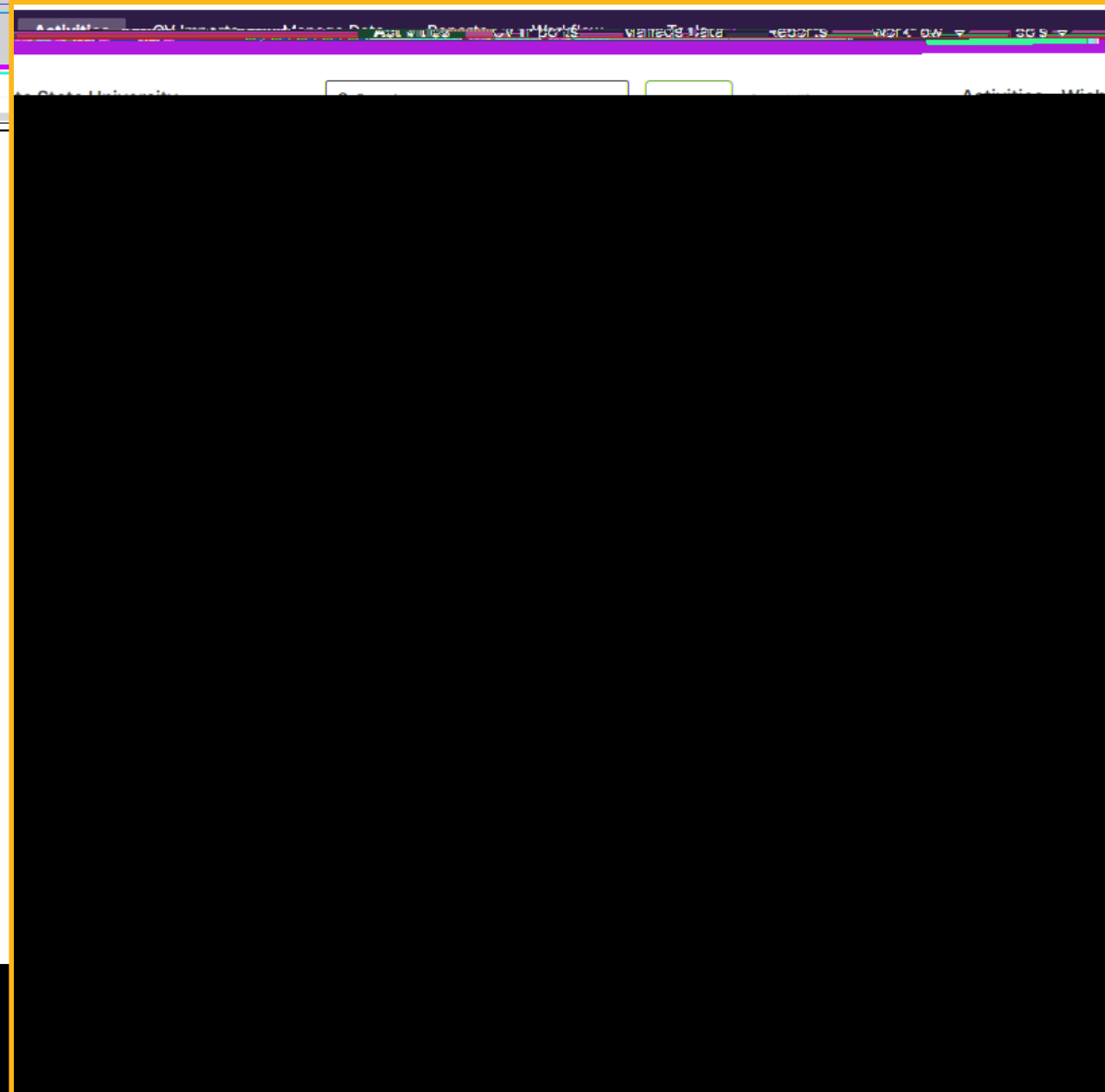
Chair, Faculty Evaluation Alignment Committee

Fall 2024

Logging In

Log in using your MyWSUID@Wichita.edu

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

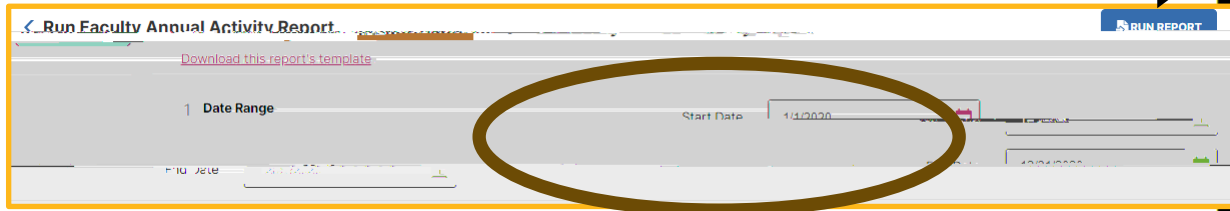


Reports

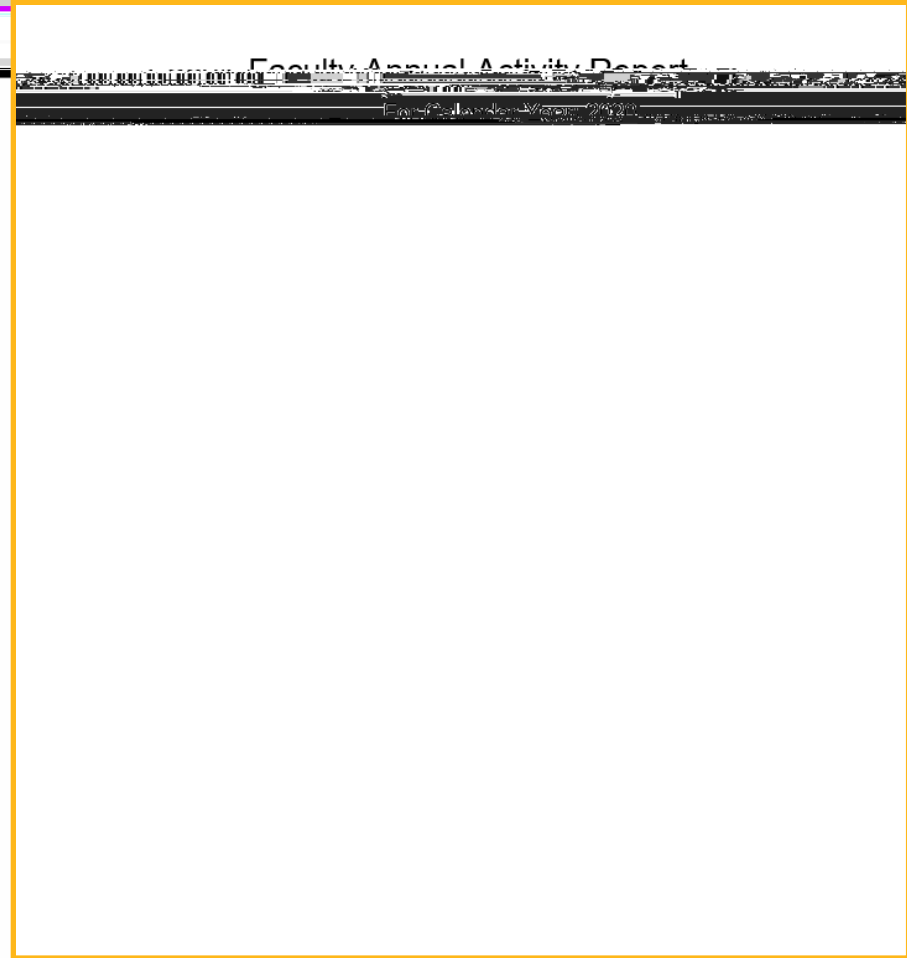
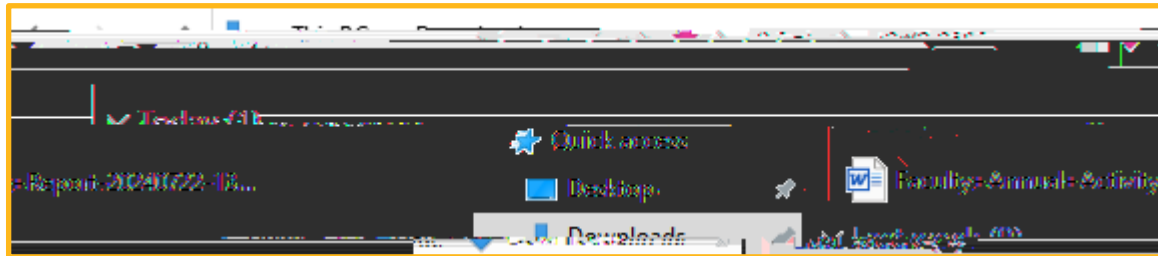
To see what your Faculty Annual Activity Report (FAAR) looks like, select the

The screenshot shows a web application interface with a dark blue header. The header contains navigation tabs for 'Activities', 'CV Imports', and 'Reports', along with a 'Workflow' logo. Below the header, the main content area is titled 'Reports' and includes a 'CREATE A NEW REPORT' button. A list of reports is displayed below, with columns for 'NAME' and 'CREATE'. The reports listed are 'Faculty Annual Activity Report', 'T&P Review Faculty Personnel Record', and 'CV Imports'. The 'Faculty Annual Activity Report' is highlighted in green and has a 'Watermark' label next to it. The 'T&P Review Faculty Personnel Record' is highlighted in yellow and has a 'Watermark' label next to it. The 'CV Imports' report is highlighted in grey and has a 'Watermark' label next to it. The interface also shows a search bar and a '3 Items' indicator.

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 316-978-5078