

# Faculty Success User Manual

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# I. Overview of Faculty Success (FS)

Faculty Success is the Southwest Texas Junior College employee activity reporting system. Faculty Success is a fully customizable online information management system designed to organize and report on your teaching, research/scholarship/creative activity, and service activities. It provides the most reliable, versatile, and secure solution for generating custom reports easily and in real time.

**Benefits to Users:** Faculty Success eliminates the tedious task of gathering and compiling data manually to build reports, saving you time and effort. For example, it allows you to generate up-to-date CVs, annual reports, and materials for annual evaluation and tenure and promotion review. It also allows departments to create rosters and to generate reports on a multitude of activities, like grants, contracts and service.

**Benefits to Administrators:** Faculty Success gives administrators an efficient, centralized, easy-to-navigate source for generating reports such as, activity reports for accreditation, personnel reviews, and program reviews, using data faculty have entered. With Faculty Success, administrators are better positioned to publicize faculty accomplishments for a variety of audiences.

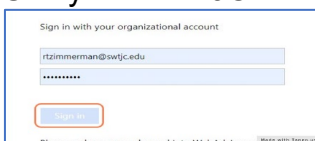
**Access to Data:** Employees have access only to their own data. Directors, department chairs, deans, and appropriate review committees will have access to appropriate employee data, as well as their own.

## Login to Faculty Success

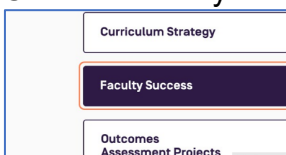
1. Visit: <https://www.swtjc.edu/faculty-and-staff/index.html> and scroll down to login to Watermark Navigator.



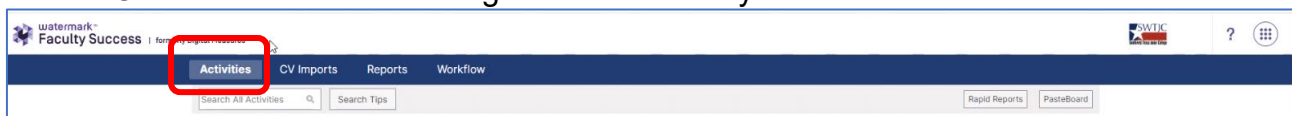
2. Use your SWTJC username and password and click Sign in.



3. Click on Faculty Success



4. Click **Activities** on the navigation bar to take you to the main menu



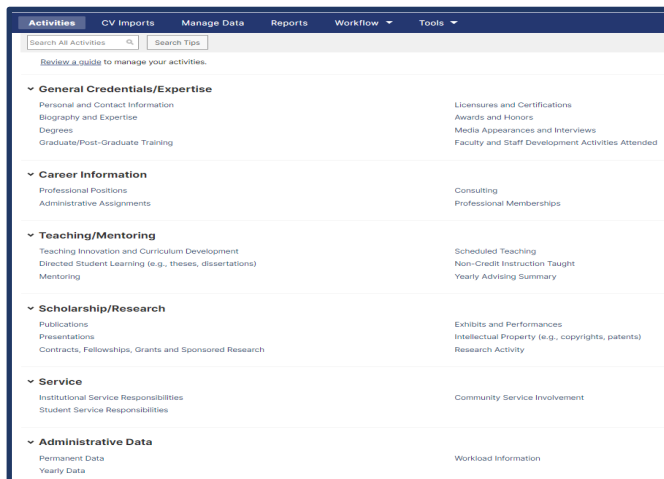
## Navigation Bar

The navigation bar displays the utility tabs; **Activities**, **CV Imports** and **Reports**. **Workflow** will be enabled for all employees for use in the annual evaluation process during the 2022 academic year. **Additional utility tabs are enabled according to job duties and security access.**

- **Activities:** Add or update information about your activities.
- **Reports:** Run reports that have been custom-built for your campus or create your own reports.
- **Workflow:** Workflow is utilized to route reviews of activities such as tenure and promotion, annual evaluations
- **Help:** The question mark icon directs you the Faculty Success Resource Center or an option to email Faculty Success support.
- **Review a Guide to manage your activities:** Directs you to Watermark's Faculty/Staff Guide

## Activities

**Activity Overview:** The Activities overview displays the types of activities for which information will be collected. This overview is arranged by headings and subheadings. Not all activities apply to everyone. **Only enter activities in ONE place.** When first visiting this page, you should spend a few minutes looking through the screens accessible from it. To access a screen, click on it.






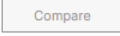


**The resulting summary screen displays records stored for that screen.**


The screenshot shows the 'Professional Development Activities' summary screen. At the top, there is a navigation bar with tabs for 'Activities', 'CV Imports', 'Manage Data', 'Reports', 'Workflow', and 'Tools'. Below the navigation bar, there is a search bar and a link to 'Review a guide to manage your activities'. The main content area is a table with the following columns: Activity Type, Explanation of ..., Activity Institutional Link, Explanation of ..., Title, and Sponsoring Organization. The table contains four rows of data:

Activity Type	Explanation of ...	Activity Institutional Link	Explanation of ...	Title	Sponsoring Organization
<input type="checkbox"/>	Workshop	Informers 5 Training	Job Specific Professional Development	Designing Queries	Informers
<input type="checkbox"/>	Tutorial		Job Specific Professional Development	Quality Matters Coordinator Training	Quality Matters
<input type="checkbox"/>	Conference Attendance		Job Specific Professional Development	TAR Conference	Texas Association of Institutional Research
<input type="checkbox"/>	Conference Attendance		Job Specific Professional Development	Dream Conference	Achieving the Dream

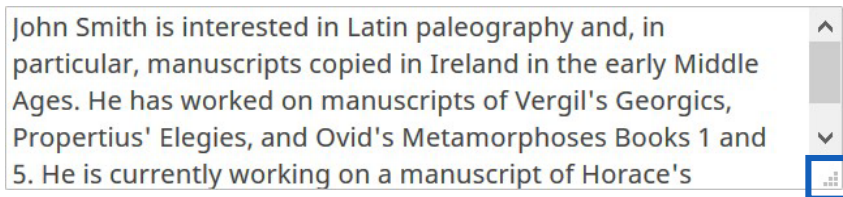
**Activity Actions:** There are six possible actions you can take in the activity screen subheading, although not all actions are always available:

- **Add:** To add a new record, select the  button.
- **Delete:** To delete a record, select the appropriate check box on the far left of the screen. Then select the  button near the top left.
- **Edit:** To edit or view a record, click anywhere in the record row on the summary screen.
- **Duplicate:** To copy a record, select the appropriate check box, far left. Then select the  button.
- **Save:** To save a record, select one of the   save buttons
- **Compare:** Compare  and merge up to 6 records

Note: Your Faculty Success Administrator has added some 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 these pre-entered records, contact Amanda Lopez, Professional Development Administrative Assistant for further directions at [alopez23860@swtjc.edu](mailto:alopez23860@swtjc.edu)

**Expanding Textboxes:** You may see two diagonal lines in the bottom right corner of text boxes. Clicking this area and dragging allows you to resize the text box, although this may not be necessary, as the textboxes are set to automatically expand to accommodate narrative.



**Saving Records:** When working in the system, it is important that you save 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 ask whether you would like to return to the screen and save your changes before proceeding.

---

## FAQs

### 1. How do I know where to put each of my different types of activities?

We hope the names of each screen will guide you. The Faculty Success Activities Reference Table is available on the PD website. If you are still unsure, contact your Director or Division Chair.

### 2. Where do I put supporting documents that do not fit into an activity screen (ex: student comments and emails)?

There is a place to upload additional supporting documents that do not fit into an activity screen (ex: teaching/research statements, brochures/flyers, sample student

assignments, etc.). This upload is located in the “workflow” where you will submit your materials for review. **HOWEVER, you cannot see workflow until you receive an email to submit your materials**. Until you receive the invitation to submit, we recommend you create a FS file on your computer and organize additional information/files there.

- a. Organize data/supporting information by year (merge all files into one pdf)
- b. Use a file name that is descriptive (ex: Student Comments 18-19.pdf)

3. **I am trying to upload a file to Faculty Success, but it never actually uploads.**

Faculty Success will not allow you to upload a file that is larger than 50MB. If you would like to link to a file that is larger than 50MB (i.e., audio or video files) that is accessible on the web, you can enter the weblink or place in a word doc to upload. If the file is under 50MB, it may be the browser you are using. Chrome is the recommended default browser for FS.

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

It depends on how many years of data are needed on reports, and by when those reports are needed. At a minimum, all faculty and staff should enter data for their 2021-2022 annual review.

5. **Is there a place that has a quick guide with the descriptions for each FS screen, and what activities should be added on within each section?**

Yes, please see *Activity Screens* in this manual and the Faculty Success Activities Reference Table, located on the PD webpage.

6. **What screens have data imported from Colleague? How do faculty update or correct errors on these screens?**

The following screens will import data from Colleague: Permanent Data, Yearly data, Workload Information, Degrees (listed by CIP code), Scheduled Teaching, some Personal and Contact fields. Degree errors should be reported to the VP of Academic Affairs and personnel errors to Human Resources.

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

The short answer is “no”. Not every screen or field is relevant to every employee. *It is important to note that you should only enter an item once*. If you have specific questions about what to include where, consult with your director or division chair.

8. **Who is responsible for entering data?**

All employees are responsible for entering their own data and confirming that any imported data is correct.

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

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

10. **Who can see data in Faculty Success and reports generated from it?**

SWTJC sets user access permissions for all users. The typical security access configuration is to (a) allow employees to run reports only on their own data, and (b) allow several designated individuals (i.e., directors, division chairs) the ability to run reports for a department or division, or (i.e., administrators, deans) several departments, divisions, or college-wide.

## 11. Can I get my data out of Faculty Success?

Yes, you can run reports on your own data, while administrators can run standard reports (e.g., annual review) or use ad hoc reporting to select exact data elements (and date ranges) of interest. Administrators can also decide whether to include all of their employees or only data from a particular department/division. Reports are built in real-time using all data entered as of that instant.

## 12. Who must use Faculty Success?

All fulltime SWTJC employees are required to record, at a minimum, Professional Development activities.

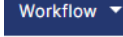
## Log Out

Click on the waffle icon and scroll to the bottom to log out of Faculty Success. Sessions automatically time out after 90 minutes of inactivity. You will receive a warning prompt five minutes before your session times out, allowing you to continue your session if you wish.



## Five Key Items to Remember:

1. **Login: SWTJC user name and password**
2. **Items only go in one place.** Refer to this manual and the SWTJC Reference Chart for Faculty Success Activities. If you still have questions about where information should be entered, speak with your director or department chair.
3. There is a place to upload additional supporting documents that do not fit into an activity screen (ex: teaching/research statements, flyers/brochures, sample student assignments, etc.). This upload is located in “Workflow” where you will submit your materials for review. **HOWEVER, you cannot see Workflow until you receive an email to submit your materials.** Until you receive the invitation to submit, we recommend you create a FS file on your computer and organize additional information/files there.
  - a. Organize data/supporting information by year (merge all files into one pdf)
  - b. Use a file name that is descriptive (ex: Student Comments 18-19.pdf)

Note: The Workflow  process will only be available during the active employee evaluation process.

4. Not all screens or items within screens apply to every employee.
5. All file uploads in manage activities must be in .pdf. All pasteboard items and CVs should be in .doc, .docx, .odt, or .rtf.

## II. Activity Screens

### How to get started...

1. Log into the Faculty Success system using the Watermark Navigator link at <https://www.swtjc.edu/faculty-and-staff/index.html>
2. Click on the Activities tab
3. Enter your items
4. Upload appropriate supporting documentation

Screen Organization: The main Activity screen is organized in the following categories:

The screenshot displays the Faculty Success system interface. At the top, there is a navigation bar with the following tabs: **Activities**, CV Imports, Manage Data, Reports, Workflow, and Tools. Below the navigation bar, there are search boxes for "Search All Activities" and "Search Tips", along with buttons for "Rapid Reports" and "PasteBoard". A link to "Review a guide to manage your activities." is provided. The main content area is organized into several categories, each with a dropdown arrow:

- General Credentials/Expertise**
  - Personal and Contact Information
  - Biography and Expertise
  - Degrees
  - Graduate/Post-Graduate Training
  - Licensures and Certifications
  - Awards and Honors
  - Media Appearances and Interviews
  - Professional Development Activities
- Career Information**
  - Professional Positions
  - Administrative Assignments
  - Consulting
  - Professional Memberships
- Teaching/Mentoring**
  - Teaching Innovation and Curriculum Development
  - Directed Student Learning (e.g., theses, dissertations)
  - Mentoring
  - Scheduled Teaching
  - Non-Credit Instruction Taught
  - Yearly Advising Summary
- Scholarship/Research**
  - Publications
  - Presentations
  - Contracts, Fellowships, Grants and Sponsored Research
  - Exhibits and Performances
  - Intellectual Property (e.g., copyrights, patents)
  - Research and Creative Activity in Progress
- Service**
  - SWTJC Service
  - Professional Service
  - Public Service
  - Community Partners
- Administrative Data**
  - Permanent Data
  - Yearly Data
  - Workload Information



## General Credentials/Expertise

### ▼ General Credentials/Expertise

Personal and Contact Information

Biography and Expertise

Degrees

Graduate/Post-Graduate Training

Licensures and Certifications

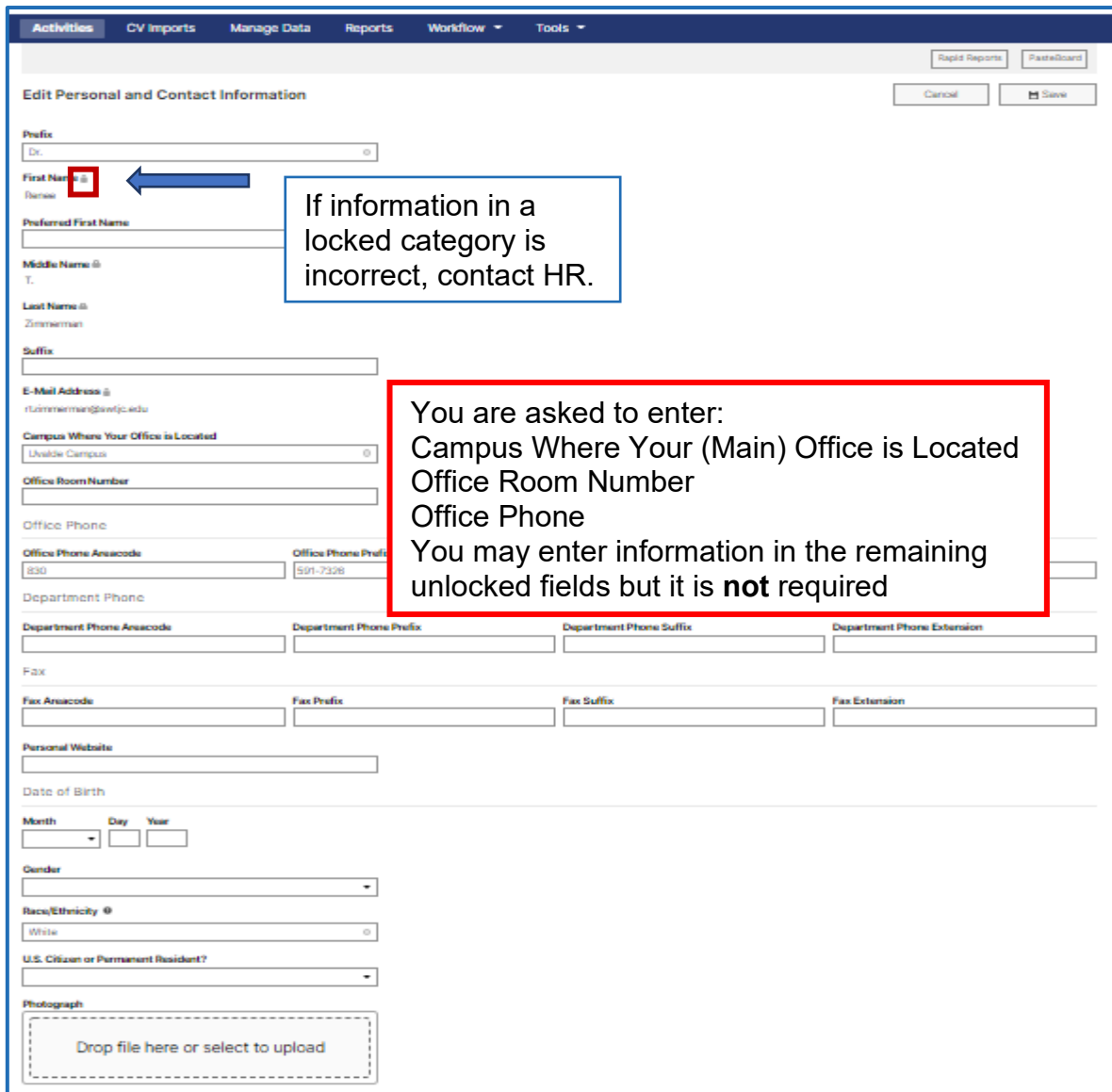
Awards and Honors

Media Appearances and Interviews

[Professional Development Activities](#)

## Personal and Contact Information

General employee information. Data is imported from Colleague (as indicated with a ). Items *without* a lock icon may be edited.





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

Rapid Reports Pasteboard


### Edit Personal and Contact Information


Cancel Save

Prefix  
Dr.


First Name   If information in a locked category is incorrect, contact HR.


Preferred First Name

Middle Name  T.

Last Name  Zimmerman

Suffix

E-Mail Address  r.zimmerman@uwyo.edu

Campus Where Your Office is Located  Livable Campus

Office Room Number

Office Phone

Office Phone Area Code Office Phone Prefix  
830 591-7328

Department Phone

Department Phone Area Code Department Phone Prefix Department Phone Suffix Department Phone Extension

Fax


Fax Area Code Fax Prefix Fax Suffix Fax Extension

Personal Website

Date of Birth

Month Day Year

Gender

Race/Ethnicity  White

U.S. Citizen or Permanent Resident?

Photograph

Drop file here or select to upload

## Biography and Expertise

Update biography, areas of specialization, interest and expertise. Not all fields are required. As degrees pull from Colleague via CIP code, the Brief Biography is an excellent place to list your degree title and to share your background.

**Edit Biography and Expertise**

Brief Biography (limit 2000 characters)

Areas of Specialization: Event Planning, Youth Sport, Sport Management, Pedag

Professional Interests (limit 2000 characters): Teaching and Learning

Other Interests (limit 2000 characters): Animals, the universe, and my boys

Notable Courses Taught (limit 2000 characters): Program & Event Planning, Youth Sport, Professional Preparation in HHP

**1st Language**

Fluency: [Dropdown]

Language: [Dropdown]

Explanation of "Other": [Text Field]

Select the number of language rows to add: 1 [Add]

## Degrees

Degrees are pulled directly from Colleague via CIP code for SACSCOC accreditation purposes. If you feel your degree title is incorrect:

1. Please look at the degree title on your physical transcript
2. Check corresponding CIP code list  
<https://nces.ed.gov/ipeds/cipcode/browse.aspx?y=55>
  - i. The CIP code should either match your transcript degree or if an exact match does not exist on the list, a close match has been chosen.
3. If you feel the degree(s) listed are still incorrect, faculty contact the office of the VP of Academic Affairs, staff contact HR.

**Degrees**

Search Degrees... [Search Icon]

+ Add New Item | Duplicate | [Trash Icon]

Allow Sharing

Item	Year completed	Degree	Institution	City	State
Doctor of Philosophy Indiana University Bloomington Parks/Rec/Leisure Fac Mgmt. Gen 2006					
Master of Science North Carolina St Univ Raleigh Sport Fitness Admin/Mgmt 2000					
Bachelor of Science Averett University Sport Fitness Admin/Mgmt 1996					

The results page lists all degrees which are imported from Colleague. Year completed, Degree, Institution, City and State are locked fields.

You may click on the degree and enter additional information, such as, Emphasis/Major, Dissertation/Thesis Title, Honor/Distinction, Associated Coursework and upload a transcript in .pdf format.

## Graduate/Post-Graduate Training

List training such as internships, residencies, clerkships, post-doc or fellowships. This should not include graduate degrees.

**Edit Graduate/Post-Graduate Training**

Training Type: Other

Explanation of "Other": Post-Doc

Title: Researcher

Institution: Harvard University

City, State and Country: Cambridge MA

Description: No, I really did not do a Post-doc at Harvard, but I made you look!

Note: For activities that you started but have not yet presently completed, specify the start date and leave the end date blank.

Start Date: [Month] [Day], 2000

End Date: [Month] [Day], 2003

Click drop down menu to select other types of Graduate/Post Graduate Training.

- Clerkship
- Fellowship
- Internship
- Residency

## Licensures and Certifications

Reminder, only put activities in one place. Some licensures and certifications may have been completed as faculty development. Only list here.

**Edit Licensures and Certifications**

Title of Licensure/Certification: Certified Youth Sport Administrator (CYSA)

Sponsoring Organization: NAYS

Scope: National

Description: The Certified Youth Sports Administrator (CYSA) credential is earned by successfully completing the Academy for Youth Sports Administrators' exam within the Online Academy. Prior to taking the exam,

Additional Documentation: No File Stored **Choose File...**

Date Obtained: June 15, 2009

Expiration Date: [Month] [Day], [Year]

Note you can upload a .pdf file as evidence of achievement. If relevant to courses taught, all licensures and certifications MUST be submitted to the Office of the VP of Academic Affairs.

## Awards and Honors

List of awards and/or honors for which you were nominated for and/or received.

**Callout 1:** If listing an honor/award, please be sure to indicate if you were nominated or received the award/honor, Award or Honor name, organization/sponsor, purpose, scope and date

**Callout 2:** Note you can upload a pdf file as evidence of achievement. Must be pdf.

## Media Appearances and Interviews

Appearances or interviews on radio, TV, print, Internet, etc.

**Callout:** Be sure to select Media Type and complete info as needed.

## Faculty and Staff Development Activities Attended

Conference training, seminars, fellowships, tutorials, workshops, self-study, and continuing education that impact teaching, research, service or job duties. **Not all fields are required.**

**Callout:** Be sure to select Activity Type and enter Title, Dates and complete all other relevant information.

**Note:** For activities that are/were only on one day, leave the start date blank and specify the end date. For activities that you started but have not yet presently completed, specify the start date and leave the end date blank.

## Career Information

▼ **Career Information**

Professional Positions Consulting

Administrative Assignments Professional Memberships

## Professional Positions

Employment in academics, private business, clinical, government, or military. At present, this screen is not required but maybe required in the future.

**Edit Professional Positions** Cancel Save Save + Add Another

Employment Type

Title/Rank/Position

Organization

Department

City, State and Country

City  State  Country

Brief Description

**B I U x<sup>2</sup> x<sub>2</sub> ↺ ↻ ↵**

Note: For activities that you started but have not yet presently completed, specify the start date and leave the end date blank.

Start Date

Month  Day  Year

End Date

Month  Day  Year

For activities that you have started but have not yet completed, specify the start date and leave the end date blank.

It is recommended you complete all fields on this screen.

## Administrative Assignments

Administrative roles such as Dean, Associate Deans, Chair of a Department, Director, Coordinator, etc. (Chair of a Committee is entered in Service Category)

**Edit Administrative Assignments** Cancel Save Save + Add Another

Position/Role

Scope

Approx. Number of Hours Spent Per Year

Responsibilities/Brief Description

**B I U x<sup>2</sup> x<sub>2</sub> ↺ ↻ ↵**

Note: For activities that you started but have not yet presently completed, specify the start date and leave the end date blank.

Start Date

Month  Day  Year

End Date

Month  Day  Year

## Consulting

Specific consulting projects.

**Edit Consulting**

Cancel Save Save + Add Another

Consulting Type

Explanation of "Other"

Client/Organization

City, State and Country

Compensated or Pro Bono?

Approx. Number of Hours Spent Per Year

Academic  
For Profit Organization  
Government  
Litigation  
Non-Governmental Organization (NGO)  
Other

Be sure to select Consulting Type and complete all other relevant information.

Note: For activities that are/were only on one day, leave the start date blank and specify the end date. For activities that you started but have not yet presently completed, specify the start date and leave the end date blank.

Start Date

End Date

## Professional Memberships

This screen captures memberships within professional organizations, associations and societies. These are not SWTJC Committee memberships.

Note: Leadership positions held or other unique activities performed for an organization should be entered under the Service category.

**Edit Professional Memberships**

Cancel Save Save + Add Another

Name of Organization

Abbreviation of Organization

Scope of Organization

Description of the Organization

It is recommended all fields on this screen be completed.

Note: For activities that you started but have not yet presently completed, specify the start date and leave the end date blank.

Start Date

Month Day Year

End Date

Month Day Year

## Teaching and Mentoring

Organization of categories:

▼ **Teaching/Mentoring**

Teaching Innovation and Curriculum Development	Scheduled Teaching
Directed Student Learning (e.g., theses, dissertations)	Non-Credit Instruction Taught
Mentoring	Yearly Advising Summary

## Teaching Innovation and Curriculum Development

Revise or develop new course/curriculum/program, system/process/engagement or other. Improvement of your own courses, Curricular offerings of the Department, Program, College: PCT, Aircraft Maintenance, OER Course, OER Program  
Innovate job/department processes/systems, new method to capture data/develop student engagement. Enter a description of the activity.

**Activity Type Includes:**

- New Course
- Revise Existing Course
- New Degree Program
- Revise Existing Degree Program
- Curricular Development

**Description of Activity:** The Tourism and Hospitality Management major at

Note: For activities that you started but have not yet presently completed, specify the start date and leave the end date blank.

Start Date: August 1, 2018  
End Date: January 15, 2019

## Directed Student Learning (e.g., theses and dissertations)

Directed study, thesis chair or committee, dissertation chair or committee, or doctoral advisory. **TIED TO A COURSE (Exception: committee member).**

**Must minimally include:**  
Involvement Type, Student First and Last name, state of completion and date started (if complete: date completed)

Note: For activities that you started but have not yet presently completed, specify the start date and leave the end date blank.

## Mentoring

Direct mentoring of colleague or students (any level), or community one-on-one. **NOT TIED TO A COURSE OR JOB DUTIES**

**Mentorship activities NOT tied to a course or job duties.**

Note: For activities that are/were only on one day, leave the start date blank and specify the end date. For activities that you started but have not yet presently completed, specify the start date and leave the end date blank.



## Scheduled Teaching

All classes taught at SWTJC – imported directly from Colleague. Will include all courses you have taught at SWTJC.

**Edit Scheduled Teaching**

You do not have access to modify some of the fields on this screen. If changes are needed, contact your Digital Measures Administrator, MTSU Administrator.

Term and Year: Spring 2019  
Course Name: Program Planning in LSTS  
Course Prefix and Course Number: LSTS 3530  
Section Number: 002  
Official Enrollment Number: 36  
Number of Credit Hours: 3

Schedule Type: [Dropdown]  
Delivery Mode: [Dropdown]  
Explanation of "Other": [Text Area]

New course preparation?: [Dropdown]  
New format for existing course?: [Dropdown]  
Syllabus for this course: No File Stored [Choose File...]

**You can edit items noted in red box. Syllabus (if added) must be a pdf file. Items with lock are pulled from Colleague and cannot be edited.**

## Non-Credit Instruction Taught

Classes taught different than for credit classes. Such as certification, workshops, review of courses, guest lecture, course review, etc.

**Edit Non-Credit Instruction Taught**

Instruction Type: [Dropdown]  
Explanation of "Other": [Text Area]  
Audience: [Dropdown]  
Sponsoring Organization: [Text Area]  
Number of Participants: [Text Area]  
Academic or Professional?: [Dropdown]  
Description: [Text Area]

Note: For activities that are/were only on one day, leave the start date blank and specify the end date. For activities that you started but have not yet presently completed, specify the start date and leave the end date blank.

Start Date: [Dropdown] [Text]  
End Date: [Dropdown] [Text]

**Instruction Type includes:**

- Certification
- Continuing Education
- Faculty Internship
- Guest Lecture
- Management/Executive Development
- Review Course
- Seminar
- Workshop
- Other

## Yearly Advising Summary

Academic/career advisement of students per year. **NOT TIED TO A COURSE OR JOB DUTIES. Do NOT include dissertation, theses or individual mentorship here.**

**Edit Yearly Advising Summary**

Academic Year: 2018-2019  
Number of Undergraduate Students Advised: 100  
Number of Graduate Students Advised: 8

Description of Advising Activities (limit 2000 characters):  
Advised UG LSTS: Sport students on careers and course schedules/sequencing.  
Graduate: 2 PhD, 6 ABM/Graduate MS students

# Scholarship/Research

**▼ Scholarship/Research**  
 Publications  
 Presentations  
 Contracts, Fellowships, Grants and Sponsored Research  
 Exhibits and Performances  
 Intellectual Property (e.g., copyrights, patents)  
 Research Activity

## Publications

All publications that are submitted, accepted, or published. Publications include articles, books, chapters, conference proceedings, textbooks, magazine publications, etc. Items in **red** must be completed. Other items are optional.

**Contribution Type Includes:**

- Book
- Book Chapter
- Book Review
- Case
- Conference Proceeding
- Instructional Material
- Journal Article
- Magazine/Trade Publication
- Newsletter
- Newspaper Article
- Software
- Technical Report
- Textbook
- Other

**Authors/Editors/Translators (1)**

Please order the contributors in the order of contribution.  
Please select a person from the drop-down list and/or enter their name in the input fields.

1st Author/Editor/Translator

People at Southwest Texas Junior College	First Name	Middle Name/Initial	Last Name
Zimmerman, Renee T (rtzimmerman)	Renee	T.	Zimmerman

Institution/Company: [ ] Role: [ ] If a student, what is his/her level?: [ ]

+ Add Row

Digital Object Identifier (DOI): <https://doi.org/10.1080/1937156X.2019.1589794>

ISBN/ISSN/Case Number: [ ]

PubMed ID (PMID): [ ]

PubMed Central ID (PMCID): [ ]

Audience of Circulation: [ ]

Is this publicly available?: [ ]

Abstract/Synopsis: [ ]

Web Address: <https://doi.org/10.1080/1937156X.2019.1589794>

Full-text of this item: [Download "Gray et al Job Search-1.pdf"](#) [Replace File...]

Additional Documentation: No File Stored [Choose File...]

Expected Date of Submission: [ ]

Date Submitted: [ ]

Date Accepted: [ ]

Date Published: [ ] 2019

**Upload Supporting evidence Must be pdf file**

**Complete at least one**

# Presentations

All presentations that include oral presentations, posters, demonstrations, keynote, etc.

**Activities** **Reports** **Workflow** **?** **Digital Measures** by Watermark

Rapid Reports PasteBoard

**< Edit Presentations** Cancel Save Save + Add Another

Presentation Title

Presentation Type  **Presentation Type:**  
Demonstration  
Exhibit  
Keynote/Plenary Address  
Lecture  
Oral Presentation  
Paper  
Poster  
Reading of Creative Work/Performance  
Other

Explanation of "Other"

Conference/Meeting Name

Sponsoring Organization

Venue

City, State and Country

Meeting Type

Explanation of "Other"

**Presenters/Authors**  
Please select a person from the drop-down list and/or enter their name in the input fields.

**1st Presenter/Author**  
1st Author/Editor/Translator

People at Southwest Texas Junior College  First Name  Middle Name/Initial  Last Name

Institution/Company  Role  If a student, what is his/her level?

Select the number of presenter/author rows to add:  **+Add** Add co-authors as needed

Scope    
National  
Regional  
State  
Local

Invited or Accepted?

Academic or Non-Academic?

Was this peer-reviewed/refereed?

Published in Proceedings?

Published Elsewhere?

Abstract/Synopsis

Presentation

Additional Documentation [Download "2018-Conference-Presentation-Summaries-1.pdf"](#)

Date   ,

Upload Supporting evidence  
Must be pdf file

# Contracts, Fellowships, Grants, and Sponsored Research

List of contracts, fellowships, grants, and sponsored research including amount received.

Activities Reports Workflow ? [User Icon] Digital Measures by Watermark

Rapid Reports PasteBoard

### ← Edit Contracts, Fellowships, Grants and Sponsored Research

Cancel Save Save + Add Another

Type: Grant

Title: Keeping up with Technologically Savvy Students: Studen

Sponsoring Organization: Faculty Research and Creative Activity Committee (FRCA)

Is this an extramural grant? No

Awarding Organization Is

Current Status: Funded

Amount: \$ 19,274

Abstract: As the use of technology continues to evolve and society demands more productivity in less time, instructors must seek alternative ways to connect with students. In an effort to keep up with the technological mindset and skill,

Contract  
Fellowship  
Grant  
Sponsored Research

#### ▼ Investigators (1)

Please select a person from the drop-down list and/or enter their name in the input fields.

1st Investigator [Actions]

People at Southwest Texas Junior College	First Name	Middle Name/Initial	Last Name
Zimmerman, Renee T (rtzimmerman)	Renee	T.	Zimmerman

Role: [ ] If a student, what is his/her level? [ ]

+ Add Row

Award Letter: Download "FRCAFIanlReportForm Gray 2008 09.signed-1.pdf" Replace File... [ ]

Award letter must be pdf file

Expected Date of Submission for Funding: [ ] [ ] [ ]

Date Submitted for Funding: [ ] [ ] [ ]

Start Date of Funding: October 1 [ ] [ ]

End Date of Funding: July 31 [ ] [ ]

## Exhibits and Performances

Any demonstration of exhibits or performances in any media.

Activities Reports Workflow ? ..:Digital Measures by Watermark

Rapid Reports PasteBoard

**< Edit Exhibits and Performances** Cancel Save Save + Add Another

Type of Work

Explanation of "Other"

Work/Exhibit Title

Name of Performing Group

Sponsor

Venue

City, State and Country

Brief Description

Artist in Residence

Dance Performance

Exhibition

Film

Film Screening

Music Performance

Production

Radio

Television

Theatre Performance

Other

**Performers/Exhibitors**  
Please select a person from the drop-down list and/or enter their name in the input fields.

**1st Performer/Exhibitor**

First Name	Middle Name/Initial	Last Name	Role	If a student, what is his/her level?
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Select the number of performer/exhibitor rows to add:

Invited or Accepted?

Was this peer-reviewed/refereed?

Web Address

Was this academic or non-academic?

Scope

Note: For activities that are/were only on one day, leave the start date blank and specify the end date. For activities that you started but have not yet presently completed, specify the start date and leave the end date blank.

Start Date  ,

End Date  ,

# Intellectual Property (e.g., copyrights, patents)

## Any patent or copyright (trademarks)

Activities Reports Workflow ? Digital Measures by Watermark

Rapid Reports PasteBoard

### < Edit Intellectual Property (e.g., copyrights, patents)

Cancel Save Save + Add Another

Patent or Copyright

Patent Title

Patent/Copyright Number/ID

Patent Type

Patent Nationality

If Patent Cooperation Treaty, List Nations

Description

#### Inventors

Please select a person from the drop-down list and/or enter their name in the input fields.

**1st Inventor**

People at Middle Tennessee State University  
Gray, Helen J (hjgray)

First Name	Middle Name/Initial	Last Name
<input type="text"/>	<input type="text"/>	<input type="text"/>

Select the number of inventor rows to add:

If patent has been licensed, to whom?

If patent has been assigned, to whom?

Date Submitted to University   .

Date of Patent Application   .

Date Patent Approved   .

Date Licensed   .

Renewal Date   .

## Research and Creative Activity *In Progress*

List of research *in progress*: manuscript preparation, data collection, research design, etc. Note SUBMITTED is an option in Publications. Direct participation.

**Activities** Reports Workflow ? [User Icon] Digital Measures by Watermark

Rapid Reports PasteBoard

**< Edit Research and Creative Activity *In Progress*** Cancel Save Save + Add Another

Title: Preparing tomorrow's Ph.D. students for academe

Description: Research/Design

Status: In Preparation

**Collaborators**  
Please select a person from the drop-down list and/or enter their name in the input fields.

**1st Collaborator**

People at Middle Tennessee State University	First Name	Middle Name/Initial	Last Name	Institution/Company	If a student, what is his/her level?
Gray, Helen J (hjgray)	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Select the number of collaborator rows to add: 1

Note: For activities that are/were only on one day, leave the start date blank and specify the end date. For activities that you started but have not yet presently completed, specify the start date and leave the end date blank.

Start Date: August 1, 2019

End Date:

## Service

Organization of categories:

▼ **Service**

University Service	Public Service
Professional Service	Community Partners

## University Service

Within SWTJC: All committee assignments as members or chair. Lead service projects within the college.

**Edit University Service**

Service Scope: University

Position/Role: Faculty Senate President

Organization/Committee: Faculty Senate

Responsibilities/Brief Description: Repr... red governance.

Were you elected or appointed?: Elect

Served Ex-Officio?: No

Was this compensated or pro bono?: Pro Bono

Approx. Number of Hours Spent Per Year: 10,000,000,0

Additional Documentation: No File Stored | Choose File...

Note: For activities that are/were only on one day, leave the start date blank and specify the end date. For activities that you started but have not yet presently completed, specify the start date and leave the end date blank.

Start Date: June 1, 2017

End Date: May 31, 2018

Letter of appointment will serve as supporting. Evidence, must be pdf file

## Professional Service

Outside SWTJC: Activities and leadership positions for professional organizations, committees, board member, advisor, journal editor/reviewer, etc.

**Edit Professional Service**

Position/Role: Chairperson

Explanation of "Other":

Organization/Committee/Journal: NRPA

City, State and Country:

Responsibilities/Brief Description: NRPA Education Network Leadership Team. Monthly meetings, represent the interests of faculty to National Parks and Recreation Organization.

Were you elected or appointed?: Elected

Audience: National

Served Ex-Officio?: No

Was this compensated or pro bono?: Pro Bono

Approx. Number of Hours Spent Per Year: 20

Additional Documentation: No File Stored | Choose File...

Note: For activities that are/were only on one day, leave the start date blank and specify the end date. For activities that you started but have not yet presently completed, specify the start date and leave the end date blank.

Start Date: August 1, 2016

End Date: July 31, 2017

Letter of appointment will serve as supporting evidence, must be pdf file



## Public Service

Outside SWTJC: All roles or service provided within the community and/or government, such as board/committee member/advisor, workshops, educational presentations, etc.

The screenshot shows the 'Edit Public Service' form in the Digital Measures system. The form includes the following fields and options:

- Position/Role:
- Explanation of "Other":
- Organization/Committee:
- City, State and Country:
- AACSB: If this activity contributes to professional practice standards or public policy, provide a classification:
- Responsibilities/Brief Description:
- Were you elected or appointed?:
- Audience:
- Served Ex-Officio?:
- Was this compensated or pro bono?:
- Approx. Number of Hours Spent Per Year:
- Additional Documentation:
- Start Date:   , 2014
- End Date:   ,

A callout box on the right side of the form states: "Letter of appointment will serve as supporting evidence, must be pdf file".

## Community Partners

Inbound Services: Community agencies/business resources are shared to the mutual benefit of the SWTJC and the community partner. Resources Exchanged (student internships/practicums, human capital, materials, facilities, knowledge, etc.)

The screenshot shows the 'Edit Community Partners' form in the Digital Measures system. The form includes the following fields and options:

- Partnership Name:
- Partner Contact Name:
- Number of MTSU Students Involved:
- Number of MTSU Faculty Involved:
- Number of Partner Members Involved:
- Resources Exchanged (human, capital, spatial, knowledge):
- Partnership Start Date:   , 2016
- Partnership End Date:   ,

## Administrative Data


Organization of categories:

<b>Administrative Data</b>	Workload Information
Permanent Data	
Yearly Data	




## Permanent Data

NOT EDITABLE. Information will be pulled from Colleague.

**Edit Permanent Data** Cancel Save


Starting Rank  Indicates a locked field.

Start Date at Southwest Texas Junior College




Month  Day  Year 

**Rank (1)**




1st Rank

Rank Attained 




Date Attained

Month  Day  Year 




Tenure Decision Date

Month  Day  Year 




If currently a Ph.D student, date of most recently completed graduate comprehensive examination

Month  Day  Year 

Separation Date

Month  Day  Year 

Other Qualifications related to Courses Taught


**B** *I* U  $x^2$   $x_2$    


## Yearly Data


NOT EDITABLE. Role in current year pulled from Colleague.


### Edit Yearly Data


Cancel


Academic Year   
2021-2022



> College and Department (3)  Indicates a locked field.


Faculty/Staff Rank   
Adjunct Faculty

Faculty/Staff Status   
Full-Time

Tenure Status   
Non-Tenure Track

Graduate Faculty   
No

Full-Time Equivalency    
%

Externally Supported Full-Time Equivalency   
%


Note last saved date


Original Source: Data Imports  
Created: May 24, 2021  
Last Saved: April 29, 2022


## Workload Information


NOT EDITABLE. Data pulled from Colleague.


### Edit Workload Information


Academic Year 

Teaching Workload Percentage   
%

Research Workload Percentage   
%

Service Workload Percentage   
%

Administrative Workload Percentage   
%

 Indicates a locked field.