Faculty Success at KSU, Part I: Making a Plan for Year One and Beyond

Mr. Wes Daggerhart, Faculty and Academic Services Manager

Mr. Jamie Grimes, Faculty and Academic Services Systems Specialist

Dr. John Havard, Chair, Department of English

Dr. Carmen Skaggs, Assistant Vice Provost

Goals for the Session:

Provide an overview of practices, policies, and tools for understanding

1. How expectations for faculty are formally defined at KSU

2. How to think about the relationship between formal expectations and goal-setting

3. How to document progress towards meeting goals (including the Watermark system)

"What Kind of Professor Are You?"

What kind of professor do you want to be…

--this year?

--in 5 years?

--in 10 years?
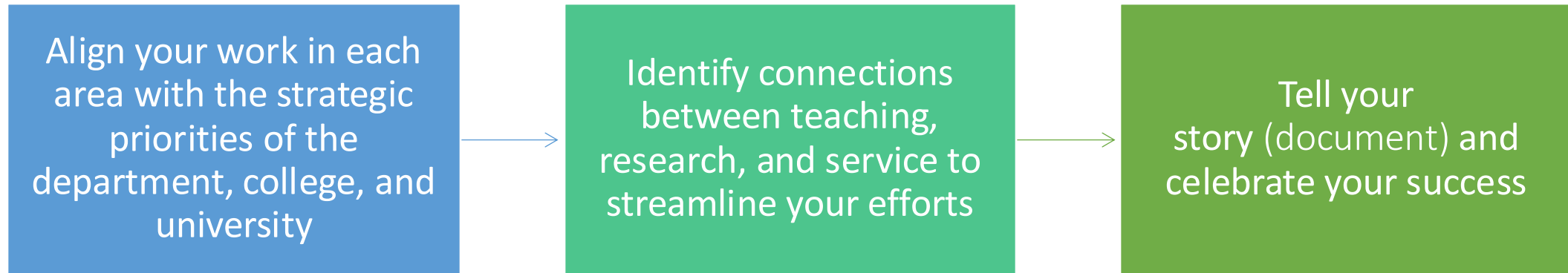
The ESSENTIAL
COLLEGE
PROFESSOR

A Practical Guide to an Academic Career

JEFFREY L. BULLER

Setting Yourself Up for Success

| Align your work in each area with the strategic priorities of the department, college, and university | → | Identify connections between teaching, research, and service to streamline your efforts | → | Tell your story (document) and celebrate your success |

FACULTY REVIEW PROCESS

"An annual review is an evaluation of the faculty member's performance over one year, but within the context of the multi-year reviews."

"The Annual Review Document (ARD) and the Faculty Performance Agreement (FPA) together provide a retrospective and prospective synopsis of a faculty member's performance."

KSU Faculty Handbook, 3.12

Primacy of Department Promotion and Tenure (P&T) Guidelines in Annual Reviews and P&T Processes

Contents of Department P&T Guidelines

Implications of workload for P&T

What to do when P&T Guidelines seem unclear: consult with department chair, senior faculty mentors, etc.

How to think about goal-setting in light of Department P&T Guidelines

The Faculty Performance Agreement (FPA)

Watermark procedures for submitting FPA

Standard format for FPA

Role of FPA in annual and multi-year review processes

How to think about relationship between FPA and workload

Contents of the FPA

The FPA lists the faculty member's goals and priorities for the year.

The Faculty Performance Agreement (FPA) must:

- Clarify the general responsibilities and relative emphasis of the individual in teaching, scholarship and creative activity, and professional service

- Articulate how the faculty member's activities relate to the departmental and college mission and goals

- Identify the expectations for scholarly activity in all of the faculty member's performance areas, and

- Identify the performance area(s) that will include scholarship expectations and describe those expectations

- Clarify how the faculty member will promote student success in one of the three areas.

- Clarify how the faculty member will pursue continuous professional growth in one of the three areas.

(Faculty Handbook, Section 3.2)

Within 30 days of the start date, new faculty should develop the FPA in consultation with the Department chair, to cover the period from the start date to December of the start year. (Faculty Handbook, Section 3.12.A.4)

Workload in a Week (40 hours)

- Teaching 60% =

24 hours

- Research 30% =

12 hours

- Service 10% =

4 hours

Documentation for the Annual Review Document (ARD)

How does Watermark Activities Insights work?

How to upload exhibit documents for Watermark Activities Insights

How using Watermark Activities Insights streamlines the P&T process

WATERMARK RESOURCES

- Start: http://facultyactivitydata.kennesaw.edu

- On the left menu, under Resources, you will find a job aid for entering your Activities in Watermark Faculty Success

- On the left menu, under Annual Review, you will find instructions for faculty

- To complete the FPA, make sure you enter your workload percentages, under Administrative Data -> Yearly Workload Summary (**Detailed Instructions**)

Annual Review Information

WATERMARK

Home

Login to Watermark Navigator

Resources   +

Portfolio Information   +

Annual Review Information   −

    For Faculty

    For Reviewers

Course Evaluation Information

Contact

Portfolio Information for Candidates

2024 - 2025 Schedule of Reviews

Portfolio workshops for Fall 2024

Thursday, 4/11 at 11:00am for faculty with reviews with external letters

Tuesday, 5/7 at 11:00am for faculty not on the tenure track

Thursday, 5/11 at 11:00am for pre-tenure and post-tenure reviews

Information and registration links for each workshop can be found at https://facultydevelopment.kennesaw.edu/cetl-events/index.php

For Help Videos and FAQs

http://bagwell.kennesaw.edu/departments/itec/resources/electronic-portfolio-digital-measures.php

(These videos were updated for Fall 2019 submissions.)

(Please note that these videos were generously made available by Traci Redish. However, faculty outside the Bagwell College of Education should contact facultyactivitydata@kennesaw.edu.)

How can I easily import my existing publication information?

- There is a feature of Watermark Faculty Success which allows you to run a Google Scholar report on yourself, export that into a bibtex format file, and upload that into Watermark. You can also import an existing cv that might be in Word format.

- https://www.digitalmeasures.com/activity-insight/docs/directdataimports/

If my former institution used Watermark, how do I have my profile data transferred to KSU?

In order to request Watermark data from a former institution be transferred to KSU, you must first complete the Import Authorization Form and submit it to facultyactivitydata@kennesaw.edu.

Links to Resources and Tools for Reviews

KSU Faculty Handbook:

    Faculty Review and Evaluation Process – Section 3

    https://catalog.kennesaw.edu/content.php?catoid=78&navoid=7872

KSU Watermark page:

    https://facultyactivitydata.kennesaw.edu

Watermark 'How to' guides:

    support.watermarkinsights.com/hc/en-us

KSU University Information Technology Services

    https://uits.kennesaw.edu/index.php

College	Liaison
BCOE	Traci Redish
CACM	Giovanni Loreto
CCOB	Jomon Paul & Adriane Randolph
CCSE	Svetlana Peltsverger
COSM	Rob McKallip
COTA	Peter Fielding
Library System	Ashley Dupuy
RCHSS	Greg Paul
SPCEET	Marwan Al-haik
WCHHS	Kandice Porter

College Watermark/Review Liaisons

Watermark Course Evaluations and Surveys
Student Course Evaluations

In accordance with the recommendations put forth by the Faculty Senate in April 2023, course evaluations are open to students for a period of four weeks, ending on the last day of class (for a regular 15-week part-of-term). This period is adjusted for shorter terms.

For specific start and end dates, as well as the timing for results to be released to faculty, visit the Schedule of Evaluation Periods section of the CourseEvals website.

Watermark Course Evaluations and Surveys
Student Course Evaluations

The university-wide template for course evaluations includes three Likert scale questions and four open-ended prompts:

Please answer the following statements on a 4-item Likert scale:
1. Strongly disagree 2. Disagree 3. Agree 4. Strongly Agree
- The instructor was effective in helping me learn.
- The instructor created a learning environment wherein I felt comfortable participating.
- Overall, the content of this course contributed to my knowledge and skills.

Open-ended Response:
- Please provide your feedback on the instructor's role in supporting your learning in this course.
- Please comment on the instructor's strengths.
- Please comment on how the instructor can improve your learning in this class.
- Please comment on how the course can be improved.

Watermark Course Evaluations and Surveys

During the course of the evaluation process, faculty and students receive several system-generated communications with information on how to participate, when the evaluation period ends, and which courses are assigned to a given student or instructor.

To ensure that the evaluation and data reporting processes go smoothly, it is important that students and instructors ensure they are assigned to the correct courses. Any issues should be submitted to CourseEvals@Kennesaw.edu as soon as possible.

Survey Summary

Course Code	Course Title	Survey Start Date	Survey End Date	Status	
CO.430.HIST1112.51001.20241	Survey of World History II Section W01 Summer Semester 2023 CO	7/12/2023 12:00 AM	7/26/2023 11:59 PM	Not-Submitted	Go To Survey
CO.430.PSYC3205.51839.20241	Psychology Child Development Section W01 Summer Semester 2023 CO	7/12/2023 12:00 AM	7/26/2023 11:59 PM	Not-Submitted	Go To Survey
CO.430.TCOM2010.52843.20241	Technical Writing Section W14 Summer Semester 2023 CO	7/12/2023 12:00 AM	7/26/2023 11:59 PM	Not-Submitted	Go To Survey

Instructor Home Screen

From here you have at-a-glance access to current and previous evaluation periods. By selecting a project from the Project Results table, you can access more detailed information.

If faculty or students have questions about or issues accessing their evaluations, they can reach out to CourseEvals@kennesaw.edu for assistance.

If faculty have questions or issues with accessing Watermark, they may contact facultyactivitydata@kennesaw.edu.