



Faculty Quick Guide - Workload Verification

The faculty workload verification process has begun. You will need to access Watermark Faculty Success (WFS) in order to verify your data for the current semester.

Getting Started

- Go to www.southernct.edu/faar
- Login to WFS using your university username and password

Once logged in, you will need to verify the items in the red box below: A. Teaching Workload, B. Non-Teaching Workload (Reassigned time, Sabbatical), and C. Credit Load History and Remainder.

The screenshot shows the Watermark Faculty Success interface. At the top, there are tabs for 'Activities' and 'CV Imports'. Below the tabs are search boxes for 'Search All Activities' and 'Search Tips', and a 'Rapid Report' button. A red banner message states: 'Faculty Annual Activity Reports (FAAR) will be generated on July 1 for the previous academic year. Data entered after this date will not be included in the July 1 reports.' The main content area is divided into four sections: I. PERSONAL, ACADEMIC, PROFESSIONAL INFORMATION; II. TEACHING AND PROFESSIONAL COMPETENCE; III. CREATIVE ACTIVITIES/RESEARCH; and IV. SERVICE. Section II is highlighted with a red box and contains the following items: A. Teaching Workload, B. Non-Teaching Workload(Reassigned time, Sabbatical), C. Credit Load History and Remainder, D. Student Academic Advisement, E. Reflections on Teaching, F. Directed Student Learning (e.g., theses, dissertations), and G. Non-Credit Instruction Taught (e.g. guest lecture, workshop).

Activities CV Imports

Search All Activities Search Tips Rapid Report

[Review a guide](#) to manage your activities.

Faculty Annual Activity Reports (FAAR) will be generated on July 1 for the previous academic year. Data entered after this date will not be included in the July 1 reports.

▼ **I. PERSONAL, ACADEMIC, PROFESSIONAL INFORMATION**

A. Personal Contact Information
Biographical Information
B. Yearly Data/Permanent Data - Permanent Data | Yearly Data

C. Academic Background/Education
D. Licensures and Certifications
E. Academic/Professional Work Experience

▼ **II. TEACHING AND PROFESSIONAL COMPETENCE**

A. Teaching Workload
B. Non-Teaching Workload(Reassigned time, Sabbatical)
C. Credit Load History and Remainder
D. Student Academic Advisement

E. Reflections on Teaching
F. Directed Student Learning (e.g., theses, dissertations)
G. Non-Credit Instruction Taught (e.g. guest lecture, workshop)

▼ **III. CREATIVE ACTIVITIES/RESEARCH**

A. Publications/Books
B. Professional Presentations
C. Artistic and Professional Performances and Exhibits
D. Creative Works, Projects, Research and Scholarship in Progress

E. Other Creative Activities
F. Contracts, Grants and Sponsored Research
G. Awards and Honors
H. Patents and Copyrights

▼ **IV. SERVICE**

A. University
B. School

C. Department
D. Other Service (e.g., accreditation, external reviewer for promotion & tenure)

II. A. Teaching Workload

Click on “A. Teaching Workload”. You will see a list of courses you have taught in the past and are teaching in the current semester. **Please review each course in the current semester only.**

Activities CV Imports

Rapid Reports PasteBoard

< A. Teaching Workload Search A. Teaching Wor Search Tips

Please click the 'Add New Item' button to get started.

🗑️ Duplicate Compare Add New Select Columns ⏪ ⏩

Filters: None

<input type="checkbox"/>	Term, Semester ...	Year, Semester ...	Course Name	Course Prefix	Course Number	Section Number	Number of Facu...	If incorr...
<input type="checkbox"/>	Spring	2022	Learning Theory into Practice	EDL	684	3	3	
<input type="checkbox"/>	Spring	2022	Seminar: Leadership & Supv.	EDL	689	2	3	

Click on the course to see detailed information about that entry. This information has been imported directly from BannerWeb and verified or updated, if necessary, by your department chair. You will need to click on each course shown for the current semester. If the information shown is correct, please electronically sign by checking in the designated box found in the middle of the screen, shown in the red box below.

Edit A. Teaching Workload

Semester and Year

Term Year
Fall 2021

Course Name ^R
Sample

Course Prefix and Course Number

Course Prefix Course Number
ACC 234

Section Number
01

CRN ^R

Official Enrollment Number ^R
10

Number of Student's Academic Credit Hours ^R
3

Number of Faculty Load Credits ^R
3

If incorrect, please state correct number of faculty load credits here

Please explain why you made a correction

B I U x² x₂ ↺ ↻ ↶ ↷

Is this course section governed by a sideletter? ^R

Instructional Mode ^R
Lecture

To electronically sign, please check here to verify that the above information is correct.

- Click **Save** in the top right-hand corner
- You must verify and sign off on every course in the current semester.
- **DO NOT ATTEMPT TO MAKE ANY CHANGES/CORRECTIONS IN THE NUMBER OF FACULTY LOAD CREDITS YOURSELF.** Any missing data or discrepancies in the number of Faculty Load Credits should be reported to your department chair.

II.B. Non-Teaching Workload (Reassigned time, Sabbatical)

- Click on Activities in the top toolbar.
- Click on “B. Non-Teaching Workload (Reassigned time, Sabbatical)”

← B. Non-Teaching Workload(Reassigned time, Sabbatical) Search B. Non-Teaching Search Tips Add New

Please click the 'Add New Item' button to get started.

Filters: None

<input type="checkbox"/>	Term, Semester and Year	Academic Year, Semester ...	I was on sabbatical.	I was on Medical Leave	Non-Teaching Workload/R...	To electronically sign, pl...
<input type="checkbox"/>	Fall	2021-2022	No	No	1	False

- Please click on **the current semester** to access the information.

Edit B. Non-Teaching Workload(Reassigned time, Sabbatical)

I was on sabbatical.
No

I was on Medical Leave
No

Explanation of "Other" type of leave.

If not working 12 credits this semester (over or under), please explain why.

➤ Non-Teaching Workload/Reassigned Time (Click here) (1)

To electronically sign, please check here to verify that the above information is correct.

- **NOTE:** You may need to click on the bottom tab titled “Non-Teaching Workload/Reassigned Time (click here)” to view any reassigned time not related to sabbatical or medical leave.
- Here is where you will see and reassigned time already entered into the system. Here is what you should now see:

▼ Non-Teaching Workload/Reassigned Time (Click here) (1)

1st Workload Record Actions ▼

Type of Non-Teaching Workload Credit (reassigned time)	Credits Per Semester	Initial and explain why you made changes
Coordinator/Director of Program (10.6.5)	3	<p>B I U x² x₂ ↺ ↻ ↵</p>
⋮		
Outcomes of Reassigned Time (i.e., journal article, new initiative)		
<p>B I U x² x₂ ↺ ↻ ↵</p>		

+ Add Row

To electronically sign, please check here to verify that the above information is correct.

- If the information shown is correct, please electronically sign by checking in the designated box found in the middle of the screen, shown in the red box above.
- Click **Save** in the top right-hand corner
- **DO NOT ATTEMPT TO MAKE ANY CHANGES/CORRECTIONS TO 'TYPE OF NON-TEACHING WORKLOAD CREDIT' (reassigned time) or 'CREDITS PER SEMESTER'.**
- If there are errors, please notify your department chair.

If you do not have anything shown for the current semester In Non-Teaching Workload

You will have to add a row for the current semester to acknowledge that you had no non-teaching workload or reassigned time for the semester.

If **you do** have reassigned time that is not appearing, please see your department chair. **DO NOT FILL IN ANY INFORMATION INTO THE 'TYPE OF NON-TEACHING WORKLOAD CREDIT' (reassigned time) dropdown or 'CREDITS PER SEMESTER' WORKLOAD RECORD box.**

B. Non-Teaching Workload/Reassigned Time

< B. Non-Teaching Workload(Reassigned time, Sabbatical) Search B. Non-Teaching Q Search Tips **Add New**

Please click the 'Add New Item' button to get started.

🗑️ Duplicate Select Columns ← →

Filters: None

<input type="checkbox"/>	Term, Semester and Year	Academic Year, Semester ...	I was on sabbatical.	I was on Medical Leave	Non-Teaching Workload/R...	To electronically sign, pl...
<input type="checkbox"/>	Fall	2021-2022	No	No	1	False

- Click **“+Add New”** button in the upper right-hand corner
- Enter the current Term and the Academic Year
- Use the dropdown menus to fill in the Sabbatical and Medical Leave boxes
- Scroll down to the bottom of the page to electronically sign the box
- Please be sure to click **Save** in the upper right-hand corner

C. Credit Load History and Remainder

- Click “C. Credit Load History and Remainder”
- Click the current semester/academic year

< C. Credit Load History and Remainder Search C. Credit Load H Search Tips

Filters: None

<input type="checkbox"/>	Term, Semester and Year	Academic Year, Semester and Year	Accrued Workload Remainder	To electronically sign, please check here t...
<input type="checkbox"/>	Spring	2021-2022	-0.17	False
<input type="checkbox"/>	Fall	2021-2022	-0.17	True

Edit C. Credit Load History and Remainder

Semester and Year

Term Academic Year*

Spring 2021-2022

Accrued Workload Remainder*

-0.17

DEPARTMENT CHAIR: Please note any observed inaccuracies in the box below and provide your initials. Then email your Dean and the Office of Assessment & Analytics (OAA) explaining the proposed revisions.

FACULTY: Please notify your department chair if you see anything that you think should be revised.

B *I* U x² x₂ ↺ ↻ ↶ ↷

Historical Data

Drop file here or select to upload

To electronically sign, please check here to verify that the above information is correct.

Note: If you are using overload credit for this current semester, please indicate the number of credits that you are using in this box.

- Verify your **Accrued Workload Remainder**
- If it is correct, please electronically sign by checking in the designed box
- If it is inaccurate, please contact your department chair
- Be sure to click the **Save** button in the upper right-hand corner of the screen