

# SHSU Watermark Faculty Success

## Activities Web Profile Activation Guide

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### **Activities Currently Available to Display via Web Profiles**

Watermark Faculty Success provides an option to make some Faculty Activities visible online outside of the Watermark Faculty Success system. A specialized report called a Faculty Web Profile can be used to display Watermark Activities entries. To provide faculty control over the public visibility of their entries, SHSU's implementation of web profiles requires that the faculty toggle a switch for every entry. By default, all faculty activities are not visible, and the toggle must be changed from  to  for an entry to become visible.

There is one exception to the toggle. If there is any text entered into the "Brief Biography" box, it will be displayed on the Biography tab on the faculty member's web profile. *Users are encouraged to draft their biographies elsewhere to avoid publishing draft versions.*

**Please note that your faculty profile may take up to 12 hours to display any activity selections that you toggle on.**

The current Watermark Web Profile being used by SHSU allows faculty to publicly share Activity entries from the following screens only:

#### **Biography tab**

- Biography and Expertise

#### **Scholarly & Creative Works tab**

- Publications
- Presentations
- Exhibits and Performances

#### **Grants tab**

- Contracts, Fellowships, Grants and Sponsored Research
- Intellectual Property

#### **Research tab**

- Research Activity

**Service tab**

- University Service
- Professional Service
- Public Service

**Teaching tab**

- Scheduled Teaching

**Awards tab**

- Awards and Honors

The Web Profile for Faculty Activities in the Scholarly & Creative Works category combines entries from three Scholarship/Research screens: Publications, Presentations, and Exhibits and Performances. The entries are grouped by screen and then listed in descending date order, with publications listed first, followed by presentations, and finally exhibits and performances.

The Web Profile for Faculty Activities in the Grants category combines entries from two Scholarship/Research screens: Contracts, Fellowships, Grants and Sponsored Research, and Intellectual Property. The entries are grouped by screen and then listed in descending date order, with contracts, fellowships, grants and sponsored research listed first, followed by intellectual property entries.

The Web Profile for Faculty Activities in the Service category combines entries from all three Service screens: University, Professional, and Public. The entries are grouped by screen and then listed in descending date order, with university service listed first, followed by professional service, and finally public service.

Depending on the number of entries you Allow Sharing from a particular screen (or multiple screens for Scholarly & Creative Works, Grants or Service) your directory listings may be quite lengthy. You might consider being selective in choosing which entries to share, highlighting the most important and impactful.

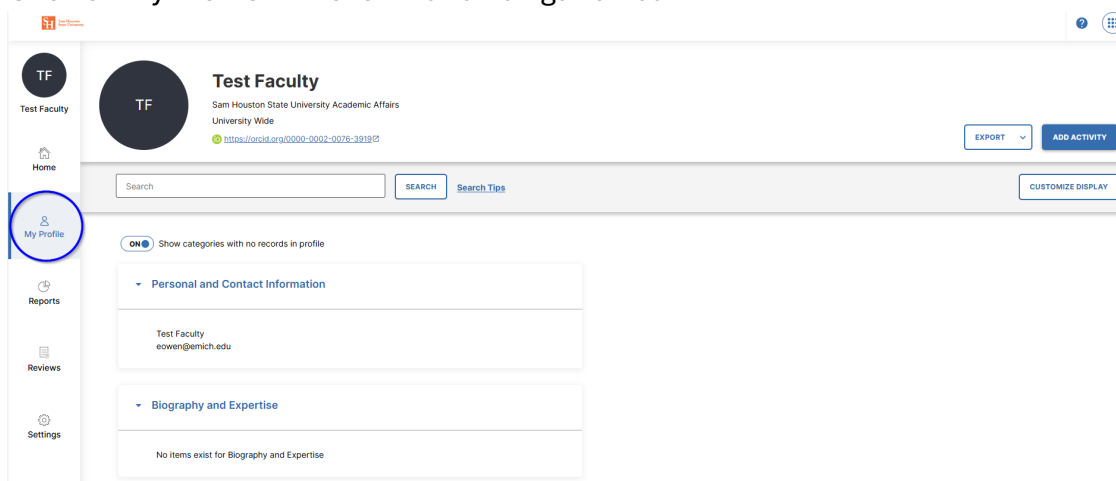
These activities will display on the directory page under seven tabs:



To view your faculty web profile, search the main [employee directory](#) or find your department's faculty and staff directory, and then click on your name. Only the bottom half of the faculty profile page (with tabbed sections) is connected to Watermark. Any edits needed to your photo, name, title, office number, or contact information should be made via your website editor using the new Cascade CMS.

### **Logging into Watermark Faculty Success**

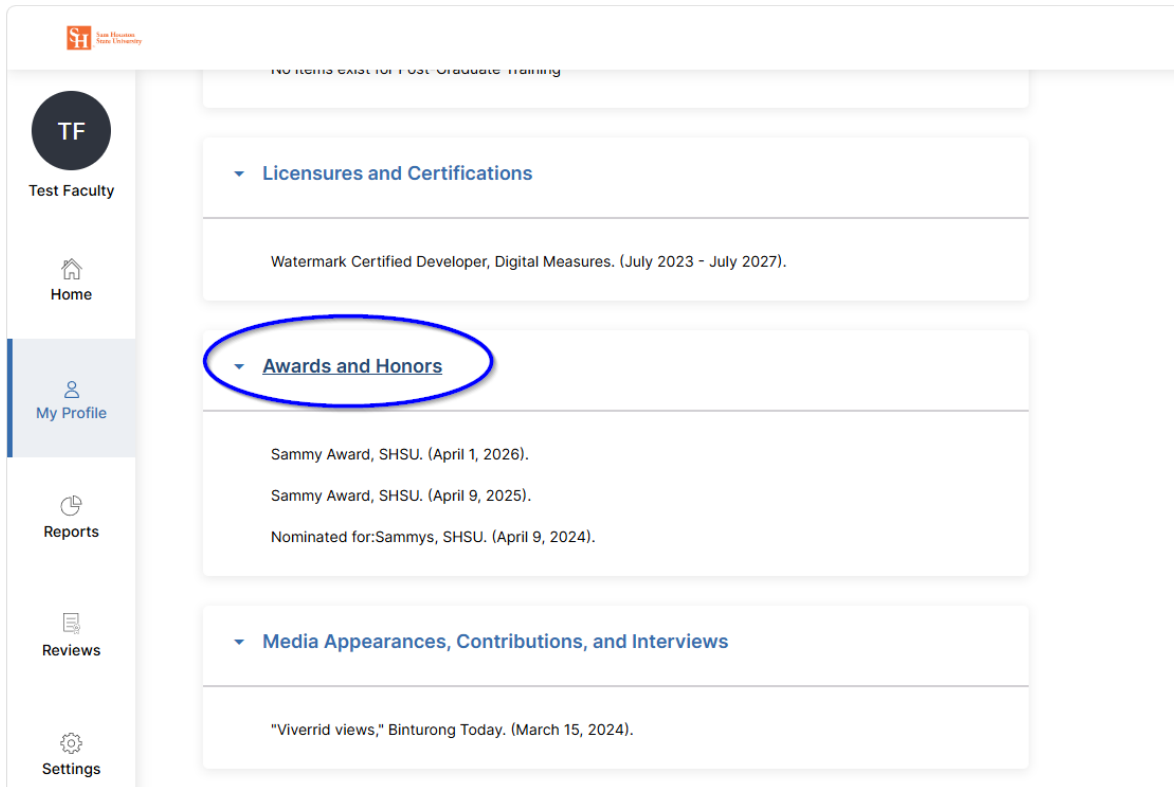
1. Go to [Watermark Faculty Success](https://login.watermarkinsights.com/connect/samhoustonstateuniversity) (<https://login.watermarkinsights.com/connect/samhoustonstateuniversity>)
2. NOTE: You may receive a two-factor authentication (DuoSecurity) prompt to connect via campus Single Sign-On (SSO).
3. Click on My Profile in the left-hand navigation bar.



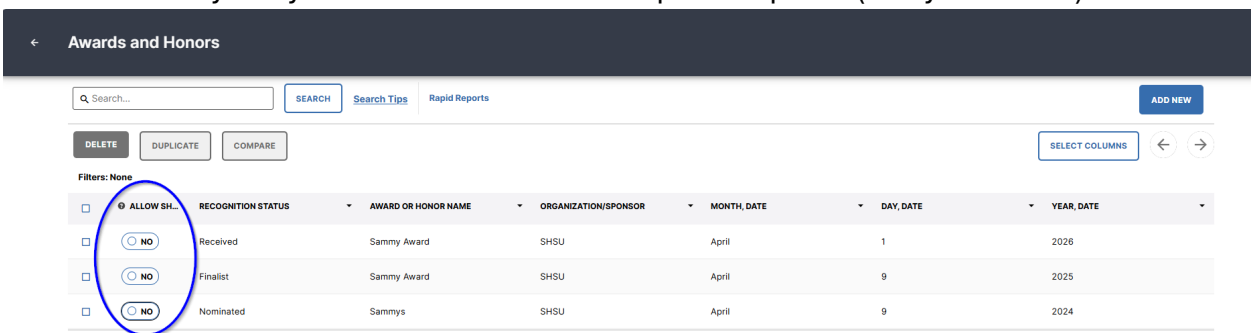
4. Scroll down through the list of activity screens to toggle the visibility of your entries to your web profile. The current list of available screens to share include: Biography and Expertise, Publications, Presentations, Exhibits and Performances, Contracts, Fellowships, Grants and Sponsored Research, Intellectual Property, Research Activity, Service (including University, Professional, and Public), Scheduled Teaching, and Awards and Honors.

## Share an Activity

1. Click on the Activity Screen.



2. Click on the Toggle button in the column Allow Sharing – setting this to YES will make an activity entry visible after the next web profile update (every 12 hours.)



← Awards and Honors

Q Search...

SEARCH

Search Tips

Rapid Reports

ADD NEW

DELETE

Duplicate

COMPARE

SELECT COLUMNS

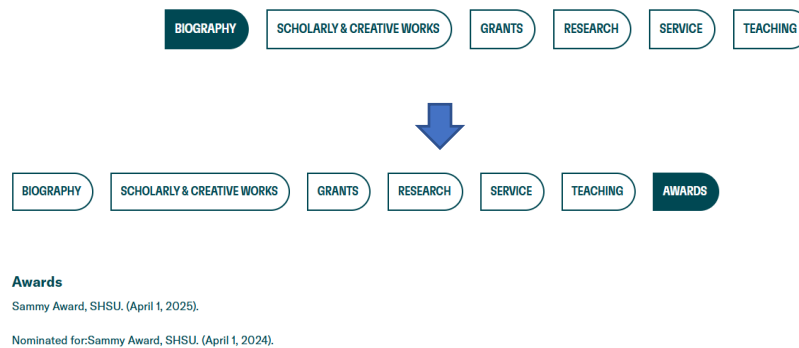
←

→

Filters: None

| <input type="checkbox"/>            | ⊖ ALLOW SH...                        | RECOGNITION STATUS | AWARD OR HONOR NAME | ORGANIZATION/SPONSOR | MONTH, DATE | DAY, DATE | YEAR, DATE |
|-------------------------------------|--------------------------------------|--------------------|---------------------|----------------------|-------------|-----------|------------|
| <input type="checkbox"/>            | <input type="radio"/> NO             | Received           | Sammy Award         | SHSU                 | April       | 1         | 2026       |
| <input checked="" type="checkbox"/> | <input checked="" type="radio"/> YES | Finalist           | Sammy Award         | SHSU                 | April       | 9         | 2025       |
| <input type="checkbox"/>            | <input checked="" type="radio"/> YES | Nominated          | Sammys              | SHSU                 | April       | 9         | 2024       |

- Any changes will be reflected on the associated Web Profile tab on the faculty member's SHSU Directory page. [In this example no Awards and Honors tab is visible until the entries for two Awards and Honors activities have been toggled on to appear in the directory.]



- Activities will display in descending order with the most recent entries (based on their date) at the top.

Below are some examples of Publications entries. In the first screenshot you can see that three items set to No for sharing – the resulting web profile information is shown as these publication records appear on the directory page Scholarly & Creative Works tab. Publications display in the APA citation format.

Publications

SEARCH

Search Tips

Rapid Reports

IMPORT

ADD NEW

DELETE

DUPLICATE

COMPARE

SELECT COLUMNS

←

→

Filters: None

| <input type="checkbox"/> | ALLOW SH...                          | CONTRIBUTION ...    | TITLE OF CONTRIBUTION                                                                     | COUNT OF RO... | FULL-TEXT OF THIS ITEM                                                                   |
|--------------------------|--------------------------------------|---------------------|-------------------------------------------------------------------------------------------|----------------|------------------------------------------------------------------------------------------|
| <input type="checkbox"/> | <input checked="" type="radio"/> YES | Newsletter          | Watermark Faculty Success Activities Tutorials and Training                               | 1              |                                                                                          |
| <input type="checkbox"/> | <input checked="" type="radio"/> YES | Book Chapter        | It Is Everywhere: Handling a Mold Outbreak in a Library's High-Density Storage Collection | 2              |                                                                                          |
| <input type="checkbox"/> | <input checked="" type="radio"/> YES | Edited Book Chapter | It Is Everywhere: Handling a Mold Outbreak in a Library's High-Density Storage Collection | 4              | It-Is-Everywhere...Handling-a-Mold-Outbreak-in-a-Librarys-High-Den Collection 2016-1.pdf |
| <input type="checkbox"/> | <input checked="" type="radio"/> YES | Journal Article     | Ethical Treatment of Animals                                                              | 2              | Ethical_treatment_of_animals-1.PDF                                                       |
| <input type="checkbox"/> | <input type="radio"/> NO             | Other               | LibGuides: Ethical Treatment of Animals (July 2015): Home                                 | 3              |                                                                                          |
| <input type="checkbox"/> | <input type="radio"/> NO             | Book Chapter        | Political Positioning                                                                     | 1              | Marketing-the-Academic-Library-June-2014-Political Positioning-1.pd                      |
| <input type="checkbox"/> | <input checked="" type="radio"/> YES | Edited Book Chapter | Political positioning                                                                     | 3              | The_Machiavellian_Librarian_Winning_Allies_Combati..._26_Political_positioning_J-1.pdf   |
| <input type="checkbox"/> | <input type="radio"/> NO             | Edited Book Chapter | Feudal Society of the Stacks                                                              | 4              | CarolSmallwoodJ_2013_ChapterThreeFeudalSoc_TimeAndProjectMans                            |

BIOGRAPHY

SCHOLARLY & CREATIVE WORKS

GRANTS

RESEARCH

SERVICE

TEACHING

AWARDS

## Scholarly & Creative Works

### Publications

Owen, E. (2024). Watermark Faculty Success Activities Tutorials and Training. In *Academic Affairs Newsletter: Vol. 24* (Number 2, pp. 14–18).

Marks, A. B., & Owen, E. (2018). It Is Everywhere: Handling a Mold Outbreak in a Library's High-Density Storage Collection. In *Library Science and Administration: Concepts, Methodologies, Tools, and Applications* (pp. 1515–1544). IGI Global. <https://doi.org/10.4018/978-1-5225-3914-8.ch071>

Marks, A. B., & Owen, E. (2016). It Is Everywhere: Handling a Mold Outbreak in a Library's High-Density Storage Collection. In E. N. Decker & J. A. Townes (Eds.), *Handbook of research on disaster management and contingency planning in modern libraries / Townes, Jennifer A.,; 1981- ; editor.* (pp. 311–339). IGI Global. <https://doi.org/10.4018/978-1-4666-8624-3.ch014>

Hogan, W., & Owen, E. (2015). Ethical Treatment of Animals. *Choice: Current Reviews for Academic Libraries*, 52(11), 1787–1798.

Owen, E. (2013). Political positioning. In M. K. Aho & E. Bennett (Eds.), *The Machiavellian Librarian: Winning Allies, Combating Budget Cuts, and influencing Stakeholders* (pp. 295–311). Chandos Publishing. <https://doi.org/10.1533/9781780634364.4.295>

### Presentations

The example below demonstrates how changes (swapping the YES and NO settings from the previous example) in the Allow Sharing toggles displays differently from the directory tab above.

Publications

SEARCH

Search Tips

Rapid Reports

IMPORT

ADD NEW

DELETE

DUPLICATE

COMPARE

SELECT COLUMNS

←

→

Filters: None

| <input type="checkbox"/> | ALLOW SH...                          | CONTRIBUTION ...    | TITLE OF CONTRIBUTION                                                                     | COUNT OF RO... | FULL-TEXT OF THIS ITEM                                                                    |
|--------------------------|--------------------------------------|---------------------|-------------------------------------------------------------------------------------------|----------------|-------------------------------------------------------------------------------------------|
| <input type="checkbox"/> | <input type="radio"/> NO             | Newsletter          | Watermark Faculty Success Activities Tutorials and Training                               | 1              |                                                                                           |
| <input type="checkbox"/> | <input type="radio"/> NO             | Book Chapter        | It Is Everywhere: Handling a Mold Outbreak in a Library's High-Density Storage Collection | 2              |                                                                                           |
| <input type="checkbox"/> | <input type="radio"/> NO             | Edited Book Chapter | It Is Everywhere: Handling a Mold Outbreak in a Library's High-Density Storage Collection | 4              | It-Is-Everywhere.-Handling-a-Mold-Outbreak-in-a-Librarys-High-Den Collection 2016-1.pdf   |
| <input type="checkbox"/> | <input type="radio"/> NO             | Journal Article     | Ethical Treatment of Animals                                                              | 2              | Ethical_treatment_of_animals-1PDF                                                         |
| <input type="checkbox"/> | <input checked="" type="radio"/> YES | Other               | LibGuides: Ethical Treatment of Animals (July 2015): Home                                 | 3              |                                                                                           |
| <input type="checkbox"/> | <input checked="" type="radio"/> YES | Book Chapter        | Political Positioning                                                                     | 1              | Marketing-the-Academic-Library-June-2014-Political Positioning-1.pd                       |
| <input type="checkbox"/> | <input type="radio"/> NO             | Edited Book Chapter | Political positioning                                                                     | 3              | The_Machiavellian_Librarian_Winning_Allies_Combati....._126_Political_positioning_J-1.pdf |
| <input type="checkbox"/> | <input checked="" type="radio"/> YES | Edited Book Chapter | Feudal Society of the Stacks                                                              | 4              | CarolSmallwoodJ.2013.ChapterThreeFeudalSoc_TimeAndProjectMan                              |

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BIOGRAPHY

SCHOLARLY & CREATIVE WORKS

GRANTS

RESEARCH

SERVICE

TEACHING

AWARDS

## Scholarly & Creative Works

### Publications

Owen, E., Test, B., & Hogan, W. (2015). *LibGuides: Ethical Treatment of Animals (July 2015): Home*. <http://ala-choice.libguides.com/c.php?g=401943&p=2734083>

Owen, E. (2014). Political Positioning. In *Marketing the academic library* (pp. 53–69). Elsevier. [http://scitechconnect.elsevier.com/wp-content/uploads/2014/06/Promotional\\_ePDF.pdf](http://scitechconnect.elsevier.com/wp-content/uploads/2014/06/Promotional_ePDF.pdf)

Owen, E. (2013). Feudal Society of the Stacks. In C. Smallwood, J. Kuhl, & L. Fraser (Eds.), *Time and Project Management Strategies for Librarians* (pp. 13–21). Scarecrow Press.

### Presentations

- If a Publication entry contains either a valid Digital Object Identifier (DOI) or Web Address these will be clickable links in the directory list of publications.

## Scholarly & Creative Works

### Publications

Marks, A. B., & Owen, E. (2018). It Is Everywhere: Handling a Mold Outbreak in a Library's High-Density Storage Collection. In *Library Science and Administration: Concepts, Methodologies, Tools, and Applications* (pp. 1515–1544). IGI Global. <https://doi.org/10.4018/978-1-5225-3914-8.ch071>

Owen, E., Test, B., & Hogan, W. (2015). *LibGuides: Ethical Treatment of Animals (July 2015): Home*. <http://ala-choice.libguides.com/c.php?g=401943&p=2734083>

Owen, E. (2013). Political positioning. In M. K. Aho & E. Bennett (Eds.), *The Machiavellian Librarian: Winning Allies, Combating Budget Cuts, and influencing Stakeholders* (pp. 295–311). Chandos Publishing. <https://doi.org/10.1533/9781780634364.4.295>

Owen, E. (2013). Feudal Society of the Stacks. In C. Smallwood, J. Kuhl, & L. Fraser (Eds.), *Time and Project Management Strategies for Librarians* (pp. 13–21). Scarecrow Press.

Thomas, D. B., Baier, R., Owen, E., & Valko, T. (Eds.). (2005). *Library instruction: restating the need, refocusing the response*. Published for the University Library, Eastern Michigan University by Pierian Press.

Glover, B., Owen, E., & Storm, P. (2005). 15th Conference on Computers, Freedom and Privacy: Panopticon. *Library Hi Tech News*, 22(8), 4–8. <https://doi.org/10.1108/07419050510633862>

NOTE: No full-text uploads in any Watermark Activity entry will be visible in the Web Profile directory listings.

See SHSU [Watermark Faculty Success Training and Resources](https://intranet.shsu.edu/dept/academic-affairs/watermark/training.html) (<https://intranet.shsu.edu/dept/academic-affairs/watermark/training.html>) page for additional assistance in entering and maintaining your faculty success activities data.