**ADMINISTRATOR FORM LETTER TO FACULTY**

 **BEST USE: When Implementing Watermark’s Faculty Success Solution**

From: Provost, President, VP, Chief Academic Officers, or Dean

To: Faculty Members

Re: Using Watermark’s Faculty Success Solution

Dear Faculty Members:

I’m pleased to share that <INSTITUTION NAME> will be implementing a more efficient process for sharing, tracking, and reporting on faculty activities. <Beginning DATE>, we will use Watermark Faculty Success (formerly Digital Measures), which is a web-based system that will allow you to more easily build and organize reports on teaching, research and service activities.

With Faculty Success, you can keep better track of your activity information and document it just once so that many outputs can be prepared, such as annual activity reports, promotion and tenure documents, accreditation reports, your CV, and your profile on our campus website. You’ll be able to keep a record of your teaching, publications, presentations, and service, as well as awards and accomplishments in one centralized location – which provides you and our institution with the following benefits:

* **Time savings:** Enter your activities once and use for a variety of reports, needs, and processes. When up-to-date faculty accomplishments are always available, department chairs, program directors, and other administrators can compile updated reports without repeatedly contacting you for your most recent activities.
* **Convenience:** You have24/7 access so that you can enter your information from any internet-connected device when the time is best for you.
* **Custom CV creation**: Maintain all your Curriculum Vita information in one centralized place. You can store digital copies of publications and presentations. It also keeps track of your scheduled teaching and directed student learning activities, so that you can more easily generate custom CVs that share a comprehensive picture of all of your work and accomplishments.
* **Increased Collaboration**: Unifying faculty data from across the institution can help us identify possible cross-disciplinary partnerships, facilitate collaboration, and appropriately direct funding opportunities.
* **Easier Reporting**: Department chairs and program directors are able to generate reports about various activities of their faculty as part of departmental assessments and self studies. Reporting on this information is critical for accrediting bodies, necessary to demonstrate institutional capacity in grant applications, and to provide a comprehensive view of activity for annual review as well as promotion and tenure.

Please be assured that your activity information is safe and secure, and access is controlled and role-based. More information will be provided soon by our system administrator.

We appreciate your support as we continue efforts to improve our institutional processes and outcomes.

Sincerely,

FirstName LastName
Title