How to Enter Information into the Faculty Success System

for 12th and 13th Salary Step Increase Evaluation

Sign onto Faculty Success using link via WPConnect / Faculty & Advisors / Faculty & Academic Admin / Faculty Success Login (formerly Digital Measures).

Faculty Success Login (formerly Digital Measures)

Click "Activities" link at the top of page to view the available input screens.

Activities

Faculty should enter a "**3 Year Summary Performance Reflection**" by clicking the link under the General Information section, then click "Add New".

General Information

Personal and Contact Information	3 Year Summary Performance Reflection
Web Profile Design	Faculty Development Activities Attended
Administrative Data - Permanent Data | Yearly Data	Licensures and Certifications
Administrative Assignments	Media Appearances and Interviews
Awards and Honors	Professional Memberships
Consulting	References
Education	Work History
	Workload Information

You may type directly, or copy/paste from another document, into the summary narrative reflection section (maximum 2,000 characters). Please reflect on teaching, scholarship and creative expressions, and service for the three years prior to the year in which you are being considered for a 12th or 13th salary step increase. For example, if your approved step increase would take effect September 1, 2025, you should reflect from January 1, 2022 – December 31, 2024.

Remember to enter the start/ending date and hit "Save" when you've completed entering information.

Entering Course Syllabi and Teaching Artifacts

Faculty should enter their course syllabi **_once_** for each course they have taught within the past 3 years. Use the "**Scheduled Teaching**" link found in the Teaching section.

Each faculty member's Faculty Success profile is auto-populated at the end of each semester with the courses they were assigned. You will see a list of courses by term. To enter the syllabi for a given course, click any of the fields on the appropriate row for the course, the details will then appear.

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	TERM, TERM A... ▾	YEAR, TERM A... ▾	COURSE NAME ▾	COURSE PREFIX ▾	COURSE NUM... ▾	SECTION NUM... ▾	LOWER DIVISI... ▾	COURSE LEVEL ▾
☐ 🔒	Fall	2024	PROGRAM_ROBOTICS IN STEAM	ELCL	6450	880	Upper Division	Graduate
☐ 🔒	Spring	2024	RESEARCH IN EDUCATION I	ELCL	6290	880	Upper Division	Graduate
☐ 🔒	Spring	2024	TEACHING PHYS SCI STEAM	ELCL	6270	880	Upper Division	Graduate

After you click the desired term/course, scroll to the bottom of the screen to upload the **Syllabus for this course.**

IMPORTANT NOTE: the course syllabus needs to be uploaded ONLY ONCE to the first term, within the past 3 year, that you've taught the course. You DO NOT have to repeat entering the syllabus for each subsequent term you have taught the same course. If you have changed the syllabus however for a given course, you should upload the revised syllabus for the term in which you first taught the revised syllabus.

Include any **Teaching Artifacts** for this course that you may have using the upload box at bottom of the page.

Once syllabi have been uploaded for a specific term/course, users can view a summary of the syllabi for a date range, rather than having to click each term/course separately. The following are the steps to run the **Syllabi Summary Report**.

1. Choose "Reports" at the top of the Faculty Success landing page.

Reports
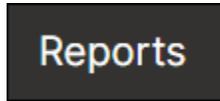
2. Scroll down and click the link called "Syllabi Summary".

Syllabi Summary

3. Change the "Date Range" to view the desired period of time. For 12th and 13th step increase evaluations, you should be viewing a three year lookback. Select the desired faculty member's name in the "Whom to Include" section

< Run Syllabi Summary		**RUN REPORT**
Download this report's template		
1 **Date Range**	Start Date	1/1/2022
	End Date	12/31/2025
2 **Whom to Include**	Groups to Include	**All groups selected**
		✏ Change Selection
		☐ Users must be enrolled in all selected groups to be in this report.
	Individuals to Include	**All Individuals selected**
		✏ Change Selection
	Include These Accounts	Enabled Only
3 **File Format** ❓	File Format	Microsoft Word (.doc)
		Changes made to the Microsoft Word document **will not** be reflected in the system.
	Page Size	Letter

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To select an individual faculty member, start by typing in their name in the "Search and Select Individuals" area, the faculty member name will appear once you start typing in the name. Click the individuals name and hit "save" at the bottom of the screen (see screenshot below).
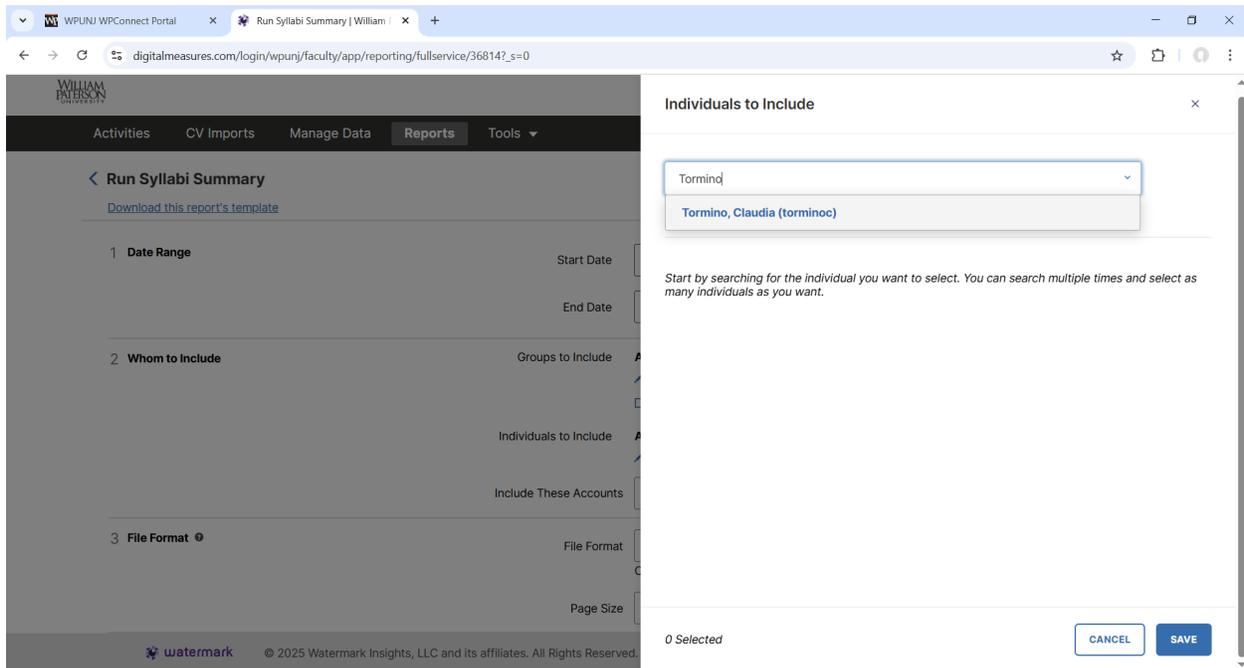
After you've selected the desired date range and individual, click "Run Report" at the top of the page.
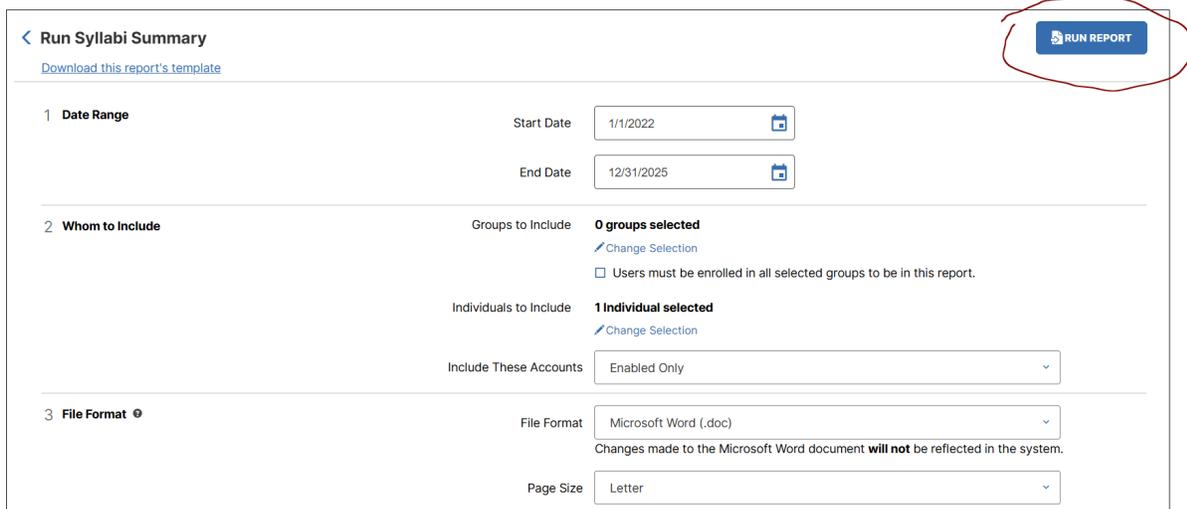
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The system will generate a MS-Word document which will appear as a download for you to open. Click the desired syllabi report to open at the top of the screen.

Below is a sample Syllabi Summary report.   The report will display only those syllabi that were uploaded into the FS system for the selected date range and individual.
Right clicking any one of the blue links, then choose Open Hyperlink, will open the syllabi for the course name stated directly above.

NOTE: You may have to click "Enable Edit" at the top of the page to activate the document.

IMPORTANT: The FIRST time you select one of the syllabi to open, the system will prompt you to sign into the Faculty Success (FS) System. You will be prompted to enter your WPU-ID and password to open the first link only. Once you've logged into FS, you may then continue to open all the other links on the syllabi summary report without having to re-sign into FS.