

Guide for USM Activity Reporting in Faculty Success
(Previously called the Faculty Extra-instructional Productivity (FEIP))

The [USM Policy on Faculty Workload and Responsibilities \(II-1.25\)](#) describes the USM Guidelines for Reporting Faculty Workload which is intended to acknowledge the full scope of contributions our faculty make to their disciplines, institutions, and the System, while also making clear that student learning remains the central focus of our degree-granting institutions. Considering this, SU is responsible for reporting aggregated data on several key faculty metrics that occurred between June 1, 2023-May 31, 2024.

Like last year, you will receive an email from Watermark Faculty Success which will link to your survey.

5. If everything is correct, go to the top right-hand corner, select *Actions*, and *Submit Report to Chairs'/CHHS School Directors' Archival Step*.

6. If you are missing relevant activities, you will need to add them to your *Activities* section in Faculty Success (please see the **Faculty Success Activities Input Guide** below). **Please check that all activity is correctly labeled with a date within the reporting period** (June 1, 2023 to May 31, 2024) otherwise the report will exclude the information from your survey.
7. When you return to your survey, please refresh the PDF to incorporate the new information that you just entered in the *Activities* section.
8. Revisit Steps 2-7

- Single- or joint-author books or monographs written by you and published by an academic or commercial press.
- Refereed journal articles, book chapters, reviews and creative works.
- • Non-refereed journal articles, book chapters