

SHSU Watermark Faculty Success

Activities Web Profile Activation Guide

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 (Activities, Reports, and Workflow.) A specialized report called 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 NO to YES for an entry to become visible. **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:

- Publications
- Presentations
- Exhibits and Performances
- Service (including University, Professional, and Public)
- Scheduled Teaching
- Awards and Honors

These activities will display on the directory page under six 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

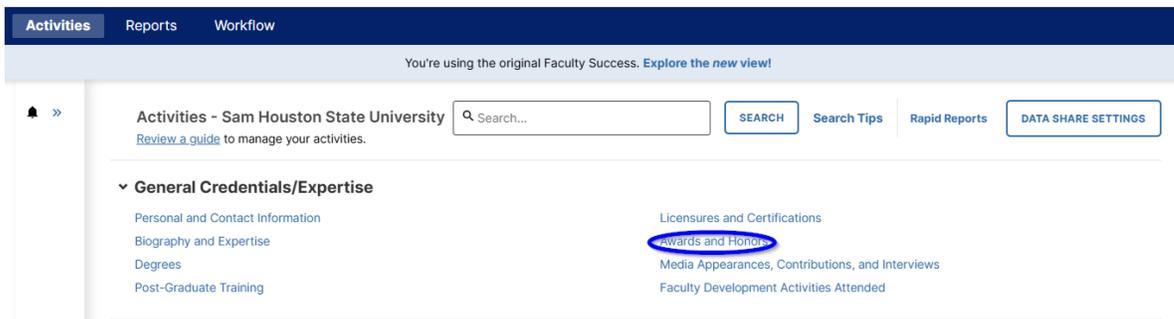
1. Go to [Watermark Faculty Success](https://login.watermarkinsights.com/connect/samhoustonstateuniversity) (<https://login.watermarkinsights.com/connect/samhoustonstateuniversity>)
2. NOTE: You may receive a two-factor authentication (DuoSecurity) prompt to connect via campus Single Sign-On (SSO).
3.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



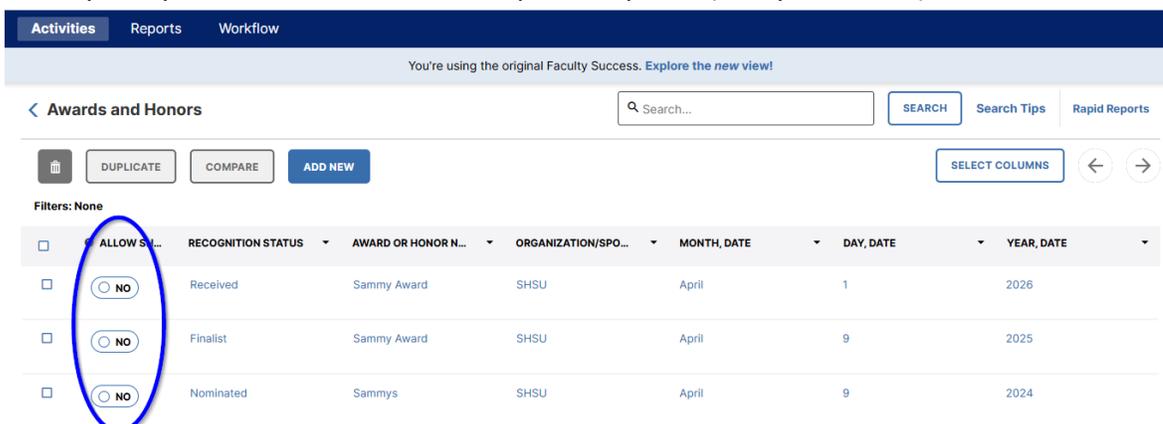
4. Move through each screen that is set to share in the web profile toggling the visibility of your entries. The current list of available screens include: Publications, Presentations, Exhibits and Performances, Service (including University, Professional, and Public), Scheduled Teaching, and Awards 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.)



Activities Reports Workflow

You're using the original Faculty Success. Explore the new view!

< Awards and Honors SEARCH Search Tips Rapid Reports

Filters: None

<input type="checkbox"/>	ALLOW SH...	RECOGNITION STATUS	AWARD OR HONOR N...	ORGANIZATION/SPO...	MONTH, DATE	DAY, DATE	YEAR, DATE
<input type="checkbox"/>	<input type="radio"/> NO	Received	Sammy Award	SHSU	April	1	2026
<input 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 the entries for two Awards and Honors activities have been toggled on to appear in the directory.]



Awards and Honors

No Awards and Honors entries appear while the Allow Sharing Toggle is set to NO



Awards and Honors

Sammy Award, SHSU. (April 1, 2025).

Nominated for:Sammy Award, SHSU. (April 1, 2024).

Two entries now appear with their associated Allow Sharing Toggle set to YES

- 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 one item set to No for sharing – the resulting web profile information is shown as these publication

records appear on the directory page Publications tab. Publications display in the APA citation format.

Activities CV Imports Manage Data Reports Workflow Tools

You're using the original Faculty Success. [Explore the new view!](#)

< Publications SEARCH Search Tips Rapid Reports IMPORT

Filters: None

<input type="checkbox"/>	ALLOW SH...	CONTRIBUTION ...	TITLE OF CONTRIBUTION	COUNT OF RO...	FULL-TEXT OF THIS ITEM
<input type="checkbox"/>	YES	Newsletter	Watermark Faculty Success Activities Tutorials and Training	1	
<input type="checkbox"/>	YES	Book Chapter	It Is Everywhere: Handling a Mold Outbreak in a Library's High-Density Storage Collection	2	
<input type="checkbox"/>	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-Out-Collection-2016-1.pdf
<input type="checkbox"/>	YES	Journal Article	Ethical Treatment of Animals	2	Ethical_treatment_of_animals-1.PDF
<input type="checkbox"/>	NO	Other	LibGuides: Ethical Treatment of Animals (July 2015): Home	3	
<input type="checkbox"/>	YES	Book Chapter	Political Positioning	1	Marketing-the-Academic-Library-June-
<input type="checkbox"/>	YES	Edited Book Chapter	Political positioning	3	The_Machiavellian_Librarian_Winning_Al..._26_Political_positioning.-1.pdf
<input type="checkbox"/>	YES	Edited Book Chapter	Feudal Society of the Stacks	4	CarolSmallwoodJ_2013_ChapterThreeFe

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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. (2014). Political Positioning. In *Marketing the academic library* (pp. 53–69). Elsevier. http://scitechconnect.elsevier.com/wp-content/uploads/2014/06/Promotional_ePDF.pdf

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.

The example below demonstrates how changes in the Allow Sharing toggles for Publication entries display differently from the Publications screen and directory tab above.

Activities CV Imports Manage Data Reports Workflow Tools

You're using the original Faculty Success. Explore the [new view!](#)

< Publications SEARCH Search Tips Rapid Reports IMPORT

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 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-Out-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 checked="" type="radio"/> YES	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-
<input type="checkbox"/>	<input checked="" type="radio"/> YES	Edited Book Chapter	Political positioning	3	The_Machiavellian_Librarian_Winning_AI_26_Political_positioning_J-1.pdf
<input type="checkbox"/>	<input checked="" type="radio"/> YES	Edited Book Chapter	Feudal Society of the Stacks	4	CarolSmallwoodJ_2013_ChapterThreeFe



Publications

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., 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.

5. 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.

Publications

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., 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* (D. B. Thomas, R. Baier, E. Owen, & T. Valko, Eds.). 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>

Thomas, D. B., Tammany, R., Baier, R., Owen, E., & Mercado, H. (Eds.). (2004). *Reflective teaching: A bridge to learning* (D. B. Thomas, R. Tammany, R. Baier, E. Owen, & H. Mercado, Eds.). Published for the University Library, Eastern Michigan University by Pierian Press.

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

6. 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.
7. Depending on the number of entries you Allow Sharing from a particular screen (or three screens for 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.

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.