WATERMARK QUICK GUIDE FOR THE ANNUAL REVIEW

This guide lists the most commonly used screens by School of Medicine faculty track or role. Not all screens are included (*e.g.,* Awards and Honors), so you may need to create records on additional screens.

To access the system, login here: https://oie.mercer.edu/digital-measures/

Note that reports are submitted digitally via Workflow. See here for videos on the submission process.

REQUIRED SCREENS		
Everyone must have records on these screens		
Screen	**Actions**	**Details**
Distribution of Professional Effort	Create or review/amend the record for the *next* academic year	This is your proposed distribution. Your chair will approve/amend it during the annual review process.
MED Annual Review Reflection	Create a record for the calendar year in review	Provide reflections for all applicable areas
MED Professional Development Plan	1. Update the status for last year's objectives. 2. Create or duplicate a record for this year's objectives.	Your report will display your PDP from last year and the current year. The number of objectives for each area should reflect your distribution of effort. If most of your effort goes to teaching, you should have more teaching objectives, etc.

SCREENS USED BY MEDICAL EDUCATORS		
These screens are used by most medical educators.		
Screen	**Actions**	**Details**
Faculty Development Activities	Create records for professional development during the last calendar year.	This screen captures workshops, seminars, and conferences you attend.
Advising and Mentoring of Students	Create records for advising and mentoring students for the last calendar year.	This screen captures formal and informal advising and mentoring as well as supervised research conducted with students and graduates.
Non-Clinical Instruction – MD Program	1. Create or duplicate existing records to capture all of your pre-clinical and didactic teaching in the MD program for the last year. 2. Ensure that you identify the block/module or course and associated modalities. 3. Upload your evaluation for One45 for each course.	This screen captures preclinical courses and 3rd and 4th year didactic courses.

Scheduled Teaching (graduate program teaching only)	1. Open each teaching record to check for accuracy. 2. Upload your associated evaluations	Records of graduate teaching are loaded to this screen from Campus Nexxus.
Learner Assessment – Medical and Masters Students	Create or duplicate existing records. Ensure that you add as many assessment types and associated roles as needed.	This screen captures the types of learner assessments you create and conduct with masters and medical students.
Teaching Innovation and Curriculum Development	Create or duplicate records for activities in the last year.	This screen captures the creation of new courses and content and the revision of those things as well.
University Service	Create or duplicate records for activities in the last year.	This screen captures service to your department, the School of Medicine, and the University. Common items include committee work.
Professional Service	Create or duplicate records for activities in the last year.	This screen captures your service to your discipline. Common items include organizing roles for professional bodies.

SCREENS USED BY CLINICAL EDUCATORS		
These screens are used by most clinical educators. You may only utilize a subset of these screens.		
Screen	**Actions**	**Details**
Clinical Practice	Create or review/amend the record of your clinical practice over the last year.	Make sure that you have provided an up-to-date description for this record. Note that you can reflect on accomplishments you've had in this role on the MED Annual Review Reflections screen.
Faculty Development Activities	Create records for professional development during the last calendar year.	This screen captures workshops, seminars, and conferences you attend.
Advising and Mentoring of Students	Create records for advising and mentoring students for the last calendar year.	This screen captures formal and informal advising and mentoring as well as supervised research conducted with students and graduates.
Non-Clinical Instruction – MD Program	1. Create or duplicate existing records to capture all of your pre-clinical and didactic teaching in the MD program for the last year. 2. Ensure that you identify the block/module or course and associated modalities. 3. Upload your evaluation for One45 for each course.	This screen captures preclinical courses and 3rd and 4th year didactic courses.
Clinical Instruction	1. Create or duplicated existing records to capture your clinical instruction.	This screen captures clinical instruction you provide for medical students, residents, and fellows. Each

	2. Ensure that you identify all modalities, the frequency of instruction, the primary learners, your role, and the location. 3. Upload your evaluation from One45.	record allows you to capture all modalities for each primary learner group.
Learner Assessment – Residents and Fellows	Create or duplicate existing records. Ensure that you add as many assessment types and associated roles as needed.	This screen captures the types of learner assessments you conduct with residents and fellows.
Non-Credit Instruction Taught	Create or duplicate records for activities in the last year.	This screen captures non-credit instruction you provided to students and other audiences.
Teaching Innovation and Curriculum Development	Create or duplicate records for activities in the last year.	This screen captures the creation of new courses and content and the revision of those things as well.
University Service	Create or duplicate records for activities in the last year.	This screen captures service to your department, the School of Medicine, and the University. Common items include committee work.
Professional Service	Create or duplicate records for activities in the last year.	This screen captures your service to your discipline. Common items include organizing roles for professional bodies.

ADDITIONAL SCREENS USED BY MEDICAL & CLINICAL EDUCATORS WITH SCHOLARSHIP		
For those faculty with research activities, create records on these screens in addition to the ones listed above.		
Screen	**Actions**	**Details**
Contracts, Grants & Fellowships	1. Create records for sponsored research that began in the last year. 2. Update the status of existing records to reflect changes.	This screen captures sponsored research for which you have submitted an application or received funding.
Presentations	Create records for scholarly presentations given in the last year.	This screen captures scholarly and professional presentations delivered at conferences, workshops, and seminars, etc. If your presentation was instructional, capture it on the Non-Credit Instruction Taught screen. If the audience for your presentation was non-academic/public, you may need to capture it on either the University or Public Service screens. If the presentation was published in a proceeding or elsewhere, capture the citation on the Publications screen.
Publications	1. Import records of publications from the last year.	

	2. Open the record and answer required questions. 3. If your publication is in press, you will need to manually enter it.	
Research Activity	Create or update existing records for your research activity.	This screen captures on-going research activity. Users often create a record for each research project. The products of those projects (*e.g.,* publications and presentations) should have records on corresponding screens.

SCREENS USED BY ADMINISTRATORS		
If the administrator also teaches, she/he should add records to the appropriate teaching screen as well.		
Screen	**Actions**	**Details**
Administrative Assignments	Create or review on-going record(s).	Make sure that you have provided an up-to-date description for this record. Note that you can reflect on accomplishments in this role on the MED Annual Review Reflections screen.
Faculty Development Activities	Create records for professional development during the last calendar year.	This screen captures workshops, seminars, and conferences you attend.
University Service	Create or duplicate records for activities in the last year.	This screen captures service to your department, the School of Medicine, and the University. Common items include committee work.
Professional Service	Create or duplicate records for activities in the last year.	This screen captures your service to your discipline. Common items include organizing roles for professional bodies.

SCREENS USED BY CLINICAL TRACK FACULTY		
If the clinician interacts with learners, she/he should add records to the appropriate teaching screen too.		
Screen	**Actions**	**Details**
Clinical Practice	Create or review/amend the record of your clinical practice over the last year.	Make sure that you have provided an up-to-date description for this record. Note that you can reflect on accomplishments you've had in this role on the MED Annual Review Reflections screen.
Faculty Development Activities	Create records for professional development during the last calendar year.	This screen captures workshops, seminars, and conferences you attend.

	1. Create or duplicated existing records to capture your clinical instruction. 2. Ensure that you identify all modalities, the frequency of instruction, the primary learners, your role, and the location. 3. Upload your evaluation from One45.	This screen captures clinical instruction you provide for medical students, residents, and fellows. Each record allows you to capture all modalities for each primary learner group.
Clinical Instruction ***Only if the faculty interacts with learners***		
Learner Assessment – Residents and Fellows ***Only if the faculty interacts with learners***	Create or duplicate existing records. Ensure that you add as many assessment types and associated roles as needed.	This screen captures the types of learner assessments you conduct with residents and fellows.
University Service	Create or duplicate records for activities in the last year.	This screen captures service to your department, the School of Medicine, and the University. Common items include committee work.
Professional Service	Create or duplicate records for activities in the last year.	This screen captures your service to your discipline. Common items include organizing roles for professional bodies.

SCREENS USED BY LIBRARIANS		
These screens are most commonly used. You may not have records on all screens depending on your role.		
Screen	**Actions**	**Details**
Faculty Development Activities	Create records for professional development during the last calendar year.	This screen captures workshops, seminars, and conferences you attend.
Non-Credit Instruction Taught	Create or duplicate records for activities in the last year.	This screen captures non-credit instruction you provided to students and other audiences.
University Service	Create or duplicate records for activities in the last year.	This screen captures service to your department, the School of Medicine, and the University. Common items include committee work.
Professional Service	Create or duplicate records for activities in the last year.	This screen captures your service to your discipline. Common items include organizing roles for professional bodies.
Library Instruction and Orientation	Create or duplicate records for activities in the last year.	This screen captures instructional activities you lead, like tours, workshops, or orientations, and materials you create, like subject guides. If you are a participant in an instructional activity, you should create a record for that on the Faculty Development Activities screen. If you

		are creating a record for instructional materials or subject guides, you do not need to complete fields related to location, time, or the number of participants
Research Consultations	Create or duplicate records for activities in the last year.	This screen captures research consultations by format, patron type and location, time, and unit served.
Librarianship Activities	Create or duplicate records for activities in the last year.	This screen captures all librarianship activities outside of research consultations and instruction. You should create records about projects and initiatives you engage in during the reporting year. Do not create records for normal faculty duties, like attending regular faculty meetings. If you are a member of a committee, create a record for that on the University Service screen. If your outreach activity is done in service of a public organization, create a record for that on the Public Service screen. If you participate in a webinar, seminar, or workshop for professional development, enter that activity on the Faculty Development Activities screen.