Faculty Success, aka The Faculty Activity Database (FAD)

What is the Faculty Activity Database (FAD)?

The FAD is an online system for storing information on teaching, scholarship, and service for annual evaluation, reappointment, tenure, promotion, and post tenure review reports. Keeping your FAD information current will greatly simplify preparing evaluation dossiers.

In addition, the FAD expedites the collection of data for University-wide reports on community engagement and outreach, school services, SACSCOC reaffirmation, and for college, school, and program assessments and accreditations.

Where can I find the FAD?

Visit **fad.wcu.edu** and log in with your network credentials—no need to type @email.wcu.edu, it's already there. **If you have never logged into the FAD before, you will need to be sure you have an account. Please contact the FAD administrator at **dmadmin@wcu.edu** for assistance.
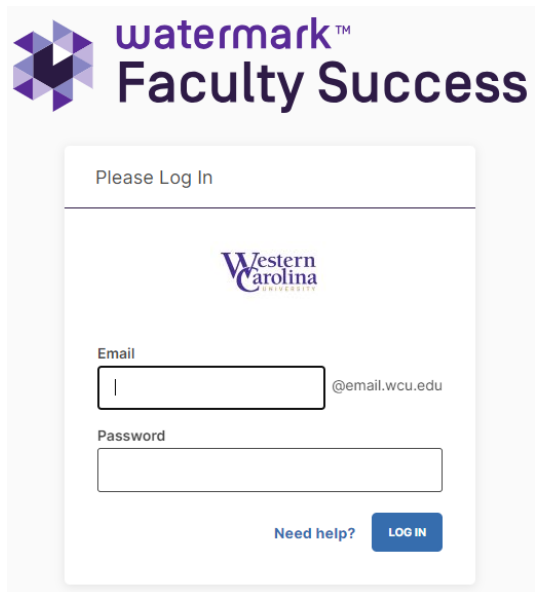
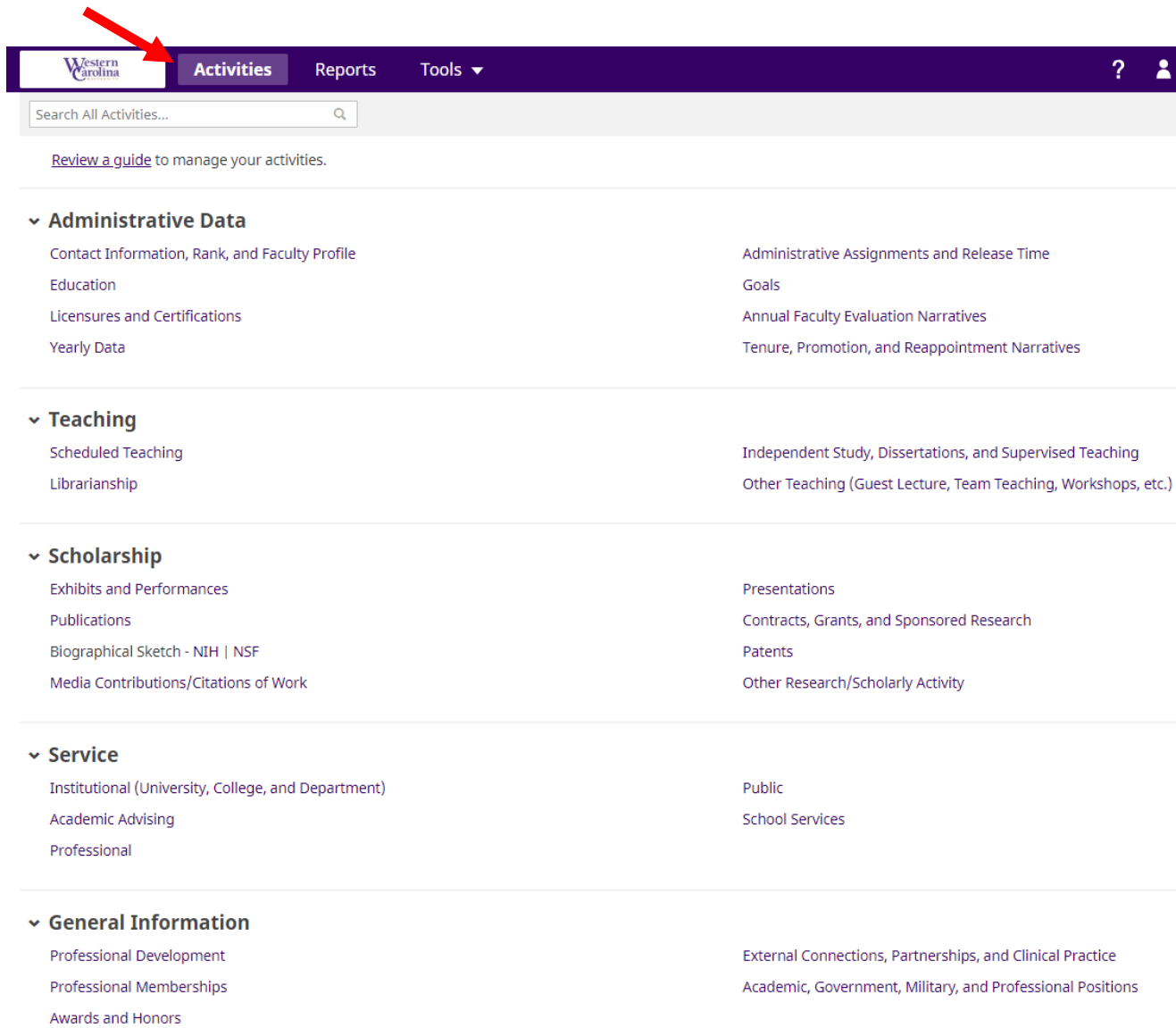**Will the FAD collect personal data?**

No. The FAD will neither collect nor store personal data such as Social Security number, salary, date of birth, personal phone number, or street or mailing address.

Was the FAD built only for WCU?

No. The FAD was originally designed by Digital Measures in Milwaukee, Wisconsin. The product (*Faculty Success*) is now owned by Watermark Insights. Institutions across the country are using it as well as eight institutions in the UNC system. Should you leave Western for an institution that works with Faculty Success, your entire file can be transferred.

How do I use the FAD?

Using the FAD is simple. The main interface has five main activities devoted to administrative data, teaching, scholarship, service, and general information.

Service is among the easiest screens to use. For example, when you're assigned a committee click on the Institutional (University, College, and Department) link:

Administrative Data

Contact Information, Rank, and Faculty Profile

Education

Licensures and Certifications

Yearly Data

Administrative Assignments and Release Time

Goals

Annual Faculty Evaluation Narratives

Tenure, Promotion, and Reappointment Narratives

Teaching

Scheduled Teaching

Librarianship

Independent Study, Dissertations, and Supervised Teaching

Other Teaching (Guest Lecture, Team Teaching, Workshops, etc.)

Scholarship

Exhibits and Performances

Publications

Biographical Sketch - NIH | NSF

Media Contributions/Citations of Work

Presentations

Contracts, Grants, and Sponsored Research

Patents

Other Research/Scholarly Activity

Service

Institutional (University, College, and Department)

Academic Advising

Professional

Public

School Services
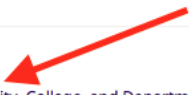
General Information

Professional Development

Professional Memberships

Awards and Honors

External Connections, Partnerships, and Clinical Practice

Academic, Government, Military, and Professional Positions

Look for the "Add New" box, then enter the information requested, and select "Save" or "Save + Add Another".

🗑	Duplicate	Compare	Add New

Name of Committee or Service

Level of Service

Position/Role

Explanation of "Other" Position/Role

Title/Office Held

Explanation of "Other" Title/Office Held

Approx. Number of Hours Spent

Were you elected or appointed?

Was this compensated?

Audience

Served Ex-Officio?

Cancel	💾 Save	💾➕ Save + Add Another

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Every screen is just as straightforward. Your scheduled teaching is automatically imported from Banner; there's no need to enter it. You will mainly enter information on scholarship and service.

How do I run reports?

Click on the "Rapid Reports" button at the top of your "Activities dashboard.
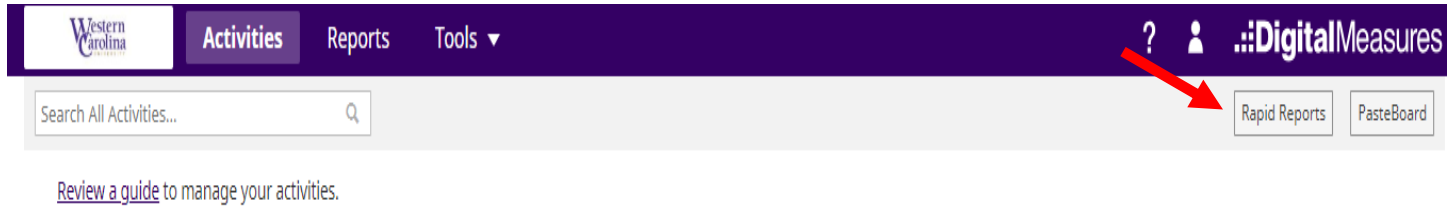
Choose the report you want, set the start and end dates, and then click "Run Report":

Your report will be generated as a Word document ready for any editing you choose to do.

There are two main reports:

> Cumulative Professional Record AFE (Annual Faculty Evaluation)

> Cumulative Professional Record TPR (Tenure Promotion Reappointment)

The most common report you'll run will be the CPR AFE.

Who can I contact with questions?

The program administrator can be reached at **dmadmin@wcu.edu**. We are happy to meet with you individually, in small groups, or as a department. In addition, training sessions may be scheduled by and advertised through your WCU email or other avenues.

Additional information and resources are available.