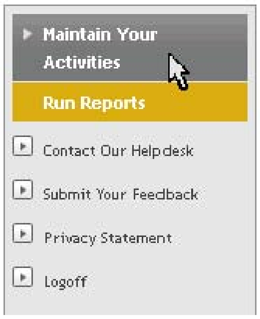
As a faculty member, when should I look at Digital Measures?

Whether you are Full Time or Part Time, there a few times you should check Digital Measures.

When you are first hired. (One-time data)



1) **Test your login:** Click the link on the CBE web page for "CBE Digital Measures Login". Your username and password will be the same ones you use to log on to your computer.

On the left, notice a list of your options, including the default option, "Maintain Your Activities," and another option called "Run Reports."

2) **Fill out your personal information:** Under "Maintain Your Activities," click on "Personal and Contact Information" and make sure it is accurately filled out. Generally this information will not change unless you move your office.

TIP: At the bottom of the "Personal and Contact Information" screen, there is an area in which you can keep a brief updated bio of yourself, as well as a list of "Areas of Expertise" phrases.

TIP: At the bottom of most data input screens, there are at least two buttons, including a Save button and a Cancel button. After making changes to your information anywhere in the system, be sure to press Save. Otherwise your edits will be lost.

3) **Other one-time data should also be filled out:** Employment history, needed for college accreditation reports, should be updated on the "Academic, Military and Professional Positions" page. The "Awards and Honors," "Education," "Licensures and Certifications," and "Professional Memberships" pages should be completed. Anything that does not apply to you can be left blank.

At the beginning of each year.

1) **Administrative Data:** It is crucial to verify your Administrative Data, both permanent and yearly. Your department chair has access to update these data. The Permanent Data page should maintain an accurate record of your date of hire, starting rank, and all promotion dates. On the Yearly Data page, there should be one record for each year of your employment at CBE. Each record should accurately reflect your faculty attributes for that year. Please consult with your department chair or the Associate Dean if there are any discrepancies.

2) **Service:** If you have service commitments for the year, be sure to enter those on the pages listed under Service.

Ongoing, as you create Intellectual Contributions and other accomplishments

1) **Intellectual Contributions (including Presentations):** Intellectual Contributions (ICs) are among the most important information stored in Digital Measures. Please be very careful to keep these accurate and up to date.

> **NOTE:** Although Presentations are entered on a separate page from other Intellectual Contributions, they are considered to be valid Intellectual Contributions in CBE counts.
>
> **The Intellectual Contributions list page:**
> From this page, you can edit ICs that have already been input by you (or a co-author) or you can click "Add a New Item" to create a new IC.

The Intellectual Contributions data entry page:

Please note that all of the input fields are "optional" on this page, only in the sense that you can save even a totally blank entry. However, for your work to show up in CBE reports, there are certain required fields.

Required Fields:

Contribution Type: Select from the drop-down menu. If you choose Other, be sure to fill in the adjacent field, "Explanation of 'Other'".

AACSB Classification: Select from the drop-down menu. If you are unsure, click on the blue question mark icon to the right of the field to read the description of the classifications. If you are still unsure, verify with your department chair.

Current Status: Select from the drop-down menu. Only papers that are "Accepted" or "Published" will show up in CBE reports. Be sure to keep this attribute current.

Title of Contribution:

- Include title of: Articles, Chapters in Books, Books, Proceedings of Meetings, Paper presentations, etc.
- Guidelines:
  - Capitalize only the 1st word of the title and of the subtitle, if any, and any proper nouns
  - Do not italicize the title or place quotation marks around it

Authors: You will not need to add yourself to the list of authors. That is done automatically. If you are the only author of the IC, you can leave this section alone. If you have co-authors, click the "Add Another Author" button to add another author line. You will need a separate line for each author. Under no circumstances can two authors be placed on the same line.

If a co-author is also a CBE faculty member, you must select their name from the alphabetical list in the drop-down menu. If a co-author is not a CBE faculty member, you must type his/her name in the boxes provided to the right of the drop-down menu.
To delete an author, click on the trash can icon to the right of that person's name.
To adjust the order of authors for an IC, use the arrows at the extreme right to move any author up or down in the list, one name at a time.

TIP: If you create an IC record with a co-authorship with a CBE faculty member, either you or that person can access and edit the record. If a large number of faculty collaborate on an IC, only one faculty member needs to add the record. It will show up in the IC list for all appropriate faculty.

Journal/Publisher/Proceedings Publisher:

Date Accepted and **Date Published:** At least one of these dates must be filled out for the IC to show up on CBE reports. Under Dates Published, use the noted months from the drop-down menu to indicate quarters or seasons.
Other fields are optional. You are encouraged to be as complete as possible in filling out IC records. If any non-required field is not applicable, just leave it blank.

Presentations:
As with the Intellectual Contributions link, Presentations have a list page and a data entry page. Presentations are separated from the other ICs only because different data is gathered about them. Like the other ICs, the entry will save with limited or no information, but it will not be picked up by the reports unless it has certain required fields completed.

Required Fields:

Presentation Title:

Presenters/Authors: As with ICs, you will automatically be included. Add other presenters/authors, using the "Add Another Presenter" button. Again, CBE faculty MUST be selected from the drop-down menu, and non-CBE co-presenters must be typed into the spaces provided. Optionally, you can choose roles from the drop-down menu under "Presenter/Author." You can also rearrange the order and delete individuals.

AACSB Classification: Select form the drop-down menu. If you are unsure, click on the blue question mark icon to the right of the field to read the description of the classifications. If you are still unsure, verify with your department chair.

Date: Date of Presentation

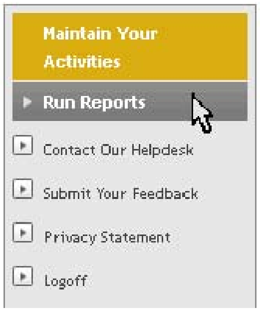
2) **Other Accomplishments:** There are input pages for "Consulting" and "Faculty Development Activities Attended" listed under the "General Information" heading. There are also input pages for "Contracts, Grants and Sponsored Research," and for "Research Currently in Progress" listed under the "Scholarship/Research" heading.

Toward the end of each semester, to verify teaching records.

Digital Measures provides screens that record information about the courses you teach. This is important for AACSB reports, as well as for the Annual Report. For the fall and spring semesters of each year, data about courses will be imported for you from the PeopleSoft system. You will need to choose "Scheduled Teaching" from the "Teaching" section of the "Maintain Your Activities" page and click on the courses listed in order to fill in the remaining blanks that do not come from PeopleSoft. You should also verify that the imported information is correct.

Note: You can manually add or delete a course. The PeopleSoft data import for fall and spring semesters is simply a time saver. If you teach a summer or minimester course, or if the PeopleSoft import misses a course taught, you will need to add it manually.

Note: There are also data screens for "Academic Advising," "Directed Student Learning," and "Non-Credit Instruction Taught" that you are welcome to use if you so choose.



On the left, notice a list of your options. Click on the option called “Run Reports.”

You will see a four-step set of instructions on the page. Follow those instructions,
(1) selecting the Annual Report, and
(2) setting a date range of June 1 through May 31.

You can keep the defaults of
(3) Microsoft Word and

(4) Letter size, and
press the “Build Report” button.

Digital Measures will build your Annual Report in a Word document. You will need to read through the document and add any missing information.

NOTE: Any information that you type directly into the Microsoft Word document will NOT be saved in the Digital Measures system. You will need to save the Word document like a normal document and keep a copy for your records.

NOTE: Digital Measures extracts all the relevant information it can find from its records to assist in automatically generating your AR form. You may have to add some text yourself at the end, but much of the information can be added to the different screens linked from the “Maintain Your Activities” page. The best practice is to use Digital Measures’ data screens as much as possible in order to automate and record your AR in the system.

TIP: Some of the questions on the Annual Report form can be directly answered on a special data screen called **“Narratives for Your Annual Report”** under the “General Information” heading on the “Maintain Your Activities” page.