**Timelines and Guidance for Uploading Faculty Evaluation Documents to Digital Measures**

During both the annual review (also known as continuation or non-action reviews) and the promotion and tenure review (action) processes, timely conveyance of reviews to faculty is critical so that faculty have the chance to respond to a given review and have that response considered at the appropriate level.

Accordingly, please use the following guidance for uploading all review documents to the Review, Promotion, and Tenure screen within Digital Measures Activity Insight (DMAI). Note that there is no system for automatic notification of uploads to DMAI. All notifications must be sent manually via electronic mail.

**Timing for Annual Reviews (also known as Continuation or Non-Action Reviews):**

These reviews typically consist of both a department committee and department chair review, although this is subject to variance depending on college structure and practice.

- Upload of department-level review documents to the Review, Promotion, and Tenure screen within DMAI should occur as soon as possible after the highest level of department review is completed for all faculty within a given department. In no event should the upload be completed more than five (5) business days after the highest level of department review is completed.

- Ideally, college administrative staff should complete this upload, but may delegate this task to appropriately trained departmental administrators. *The Department Chair is responsible for ensuring that any departmental uploads are timely and correct.*

- Upon completion of all uploads in a given department, notification must be sent to notify that department’s faculty that their reviews are available in the Review, Promotion and Tenure screen of DMAI.

- Departments may provide hard copies (or electronic copies) of reviews to faculty independent of upload to DMAI, and must follow any applicable University procedure for negative reviews including reviews recommending termination.
Timing for Promotion and Tenure Reviews (also known as Action Reviews):

These reviews typically consist of a department committee review, department chair review, college committee review, dean review, and provost review, although this is subject to variance depending on college structure and procedure.

- Upload of department-level reviews for promotion and tenure (action) candidates should follow the same procedure for annual (non-action) reviews, being uploaded as soon as the highest level of department review is complete, with appropriate notification sent to faculty.

- Upload of college-level review documents to the Review, Promotion, and Tenure screen within DMAI should occur as soon as possible after the highest level of college review is completed for all faculty within the college. In no event should the upload be completed more than five (5) business days after the highest level of college review is completed. *All uploads of college-level reviews should be completed by college administrative staff. The Dean is responsible for ensuring that any departmental uploads are timely and correct.*

- Upon completion of all college-level uploads, notification must be sent to those faculty that that their reviews are available in the Review, Promotion, and Tenure screen of DMAI.

- Colleges may provide hard copies (or electronic copies) of reviews to faculty independent of upload to DMAI, and must follow any applicable University procedure for negative reviews including reviews recommending termination.

- Upon completion of the Provost’s review of all promotion and tenure (action) candidates, the Provost’s office will immediately distribute the Provost review directly to all promotion and tenure (action) candidates via electronic mail. The Provost’s office will continue to follow long-standing policy of sending copies of any reviews recommending continuation in rank, denying tenure, or termination by first class and certified mail.

- Following distribution of the Provost reviews directly to the faculty, the Provost’s office will transmit all Provost reviews for a given college to that college. College administrative staff will then upload the Provost review to the Review, Promotion, and Tenure screen within DMAI. In no event should the upload be completed more than five (5) business days after receipt of Provost reviews from the Provost’s office. As notification has already been provided by the Provost’s office, no direct notification to faculty of this upload is required.
Procedure for Uploading Reviews

To begin, log into Digital Measures (link available at http://faculty.wvu.edu)

1) Select “Manage Data” on the left of the screen (your options may include fewer items).

2) Select the user for which you wish to upload a review and click “Continue.”

3) Locate the Review, Promotion, and Tenure option located in the Archived Reports and Documents section near the bottom of the screen.
4) Take a moment to review the screen prior to uploading a review. This screen lists all reviews that have been uploaded for that faculty, organized by the year in which the review took place. As an example, all reviews taking place during the 2017-18 academic year would be shown as 2017. In the screenshot below, you will note there is not yet a 2017 entry.

![Screenshot of the Review, Promotion, and Tenure screen]

5) If there is not yet an entry for the current review period, click “Add New Item” in the upper right of the screen. If there is already an entry for the current review period, click that entry, and skip to Step 10.
After clicking “Add New Item,” you will be presented with the following screen:

6) As discussed above, enter the first year of the academic year in which the review is taking place in the year field at the top of the screen. For reviews occurring during the 2017-18 academic year, that entry would be 2017.

7) Next, select the “Type of Document” for the first document you wish to upload. There are several options, but common document types will be “Department Committee Review” and “Department Director/Chair Review.” Only select the “Other” document type if you are absolutely certain a pre-existing type will not work. In that case, make sure to provide an explanation or your own type name in the “Explanation of Other” field.
8) Next, select the document for upload by clicking the “Choose File” button and selecting the appropriate file (although not required, a consistent filename structure is recommended, such as Doe, Jane – Department Committee Review 2017-18).

9) Next, scroll down to the “Review” section. Here, you will enter data about the review itself. This data will be used to populate the PRAR and Provost Mini-File reports with review descriptors. Choose the “Type of Rating” to match the “Type of Document,” chosen in Step 7, above.

Then, you will select the appropriate descriptors to match the content of the review you are uploading, choosing N/A for any fields which do not apply (i.e.: only a few individuals, namely department chairs, will have any administrative review descriptor, and only from certain reviewers, such as a dean). You may also include vote counts, if applicable and desired.
10) After you have added the first document (or if you are continuing from Step 5), click the “+Add” buttons to add additional spaces for uploaded documents and reviews. You will then repeat Steps 7-9 until you have added all reviews for a given year. Only then will you click “Save” in the upper right corner of the screen.
11) When you have finished adding all reviews, the Review, Promotion, and Tenure screen should look as shown in the “Correct” screenshot below (note: all reviews may not be applicable to your college/department). In the “Correct” screenshot, there is only one 2017 entry, with several review documents under that entry. You should not have multiple entries for one year, as shown in the “Incorrect” screenshot below.

If you need additional guidance, please reference the tutorials available at https://faculty.wvu.edu/policies-and-procedures/digital-measures or contact the University DM administrator (brian.meredith@mail.wvu.edu).

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