

# Digital Measures FAQ

## What is Digital Measures?

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Digital Measures is a private company that provides a web-based faculty activity reporting service. The University contracts with DM to digitally collect and store faculty activity on teaching, research/scholarship, service and biographical/credential information.

## Why should I use a web-based activity reporting system?

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Web-based faculty activity reporting has become commonplace within academia, with eight of the ten Big 12 Conference schools having partnerships with DM. In addition to reports for annual faculty evaluation, this database allows the University to run reports relevant to accreditation, strategic action and the maintenance of the institution's status as a Research University with Highest Research Activity. DM also provides a means to extract CV and web feeds for online faculty profiles.

Users can update their activity any time from any computer with an internet connection. If activity is updated regularly throughout the year, last-minute stress of compiling information can be eliminated. Once activity is entered for the desired period, you can easily run a faculty productivity report, CV or other report. The availability of faculty accomplishments from a common database will reduce the need for faculty to respond to accomplishment inquiries from administrators, and may assist in identifying cross-disciplinary collaboration and partnerships.

## What is Digital Measures' level of security?

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Digital Measures is used by over 2,000 colleges world-wide, and secures all data by automatically backing up information at two off-site secure locations. All data is collected over secure, 128-bit SSL-encrypted connections. Apart from the pre-populated permanent data, teaching and grants sections, the data stored in DM will be the information that faculty choose to enter. If you feel uncomfortable sharing the details of a sensitive or proprietary project, you may enter it under a general title or choose to leave it out of the system altogether. For a full list of security measures, you can visit Digital Measures' [Security and Privacy](#) web page.

## How much activity should I enter?

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Faculty submitting their report for promotion and/or tenure must submit a cumulative file for their reporting period within Digital Measures. All other faculty should enter their activity, including supporting documentation for the current cycle, although some colleges/departments may have guidelines that require earlier historical activity requirements.

## Who should I contact for help?

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Each college has a [DM administrator](#) who can address unit-related questions. Additionally, you can contact Brian Meredith, the University point of contact, at [brian.meredith@mail.wvu.edu](mailto:brian.meredith@mail.wvu.edu).

## How do I log in to Digital Measures?

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You can access Digital Measures by visiting the [WVU Digital Measures direct login page](#), or by going to [faculty.wvu.edu](http://faculty.wvu.edu) and selecting **Digital Measures** from the *Policies/Procedures* section on the home page. Use your WVU Login credentials to log in to the system.

## How do I enter my activity in Digital Measures?

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Activity can be entered by selecting **Manage Activities** from the Activities drop-down menu at the top of the page, and selecting the category of information you want to enter. Before you enter new information, review the sections of information that have been populated for you (Permanent Data, Yearly Data, Review, Promotion and Tenure, Workload Information and Scheduled Teaching). To request revisions to the above mentioned sections, contact your DM administrator.

To begin entering activity, click on a desired section and click the **Add a New Item** button. Enter all applicable fields (refer to your college's requirements) and either click **Save** or **Save and Add Another** at the top of the page. To edit information, click on the **title** of an activity item and make your changes. To create a new activity item using information from an existing activity item, select the item and click the **Duplicate** button. To delete an activity, click the **trash can icon**. If data has been entered for you, you will see it listed after selecting an activity category. Review the *Digital Measures Faculty Guide* on the Faculty website for more information, or consult with your college DM administrator.

## How do I generate reports?

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One of the most convenient features of the paperless DM system is the ability to create and generate custom reports that draw upon up-to-date faculty information. To begin generating your report, click the **Reports** button at the top of the page and select the report you want to run (Faculty Productivity Report, Vita, other). Select the **date range** for the applicable reporting cycle. Select **PDF** as the file format (unless you need to make adjustments to your report after you run it) and click **Run Report**. Take note of where your file is stored, as you must upload it to the *SUBMIT: Faculty Productivity Report* section to complete the review process.

# Faculty Productivity Report Workflow

1

Faculty run their *Faculty Productivity Report* for the appropriate cycle before the reporting deadline (usually the end of December).



2

Faculty ensure that their report is accurate. The reports contain live links to supporting documentation, which allow the individuals with appropriate security privileges to log in to Digital Measures and access faculty report information.



3

Faculty selects **SUBMIT: Faculty Productivity Report** from the *Archived Reports* section and uploads their report file. Only one report should be uploaded for review per reporting cycle. Faculty are done once they run, upload and submit their report.



4

The Review Committee(s), Director and Dean will run the Personnel Review Access Report (PRAR), which includes faculty names and links to their respective Faculty Productivity Reports.



5

The Review Committee(s), Director and Dean submit their completed evaluations to the Evaluation section under Archived Reports.