

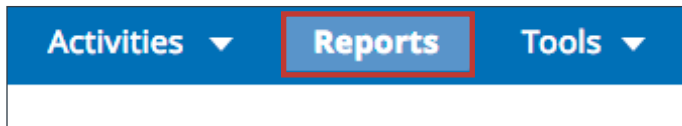


DIGITAL MEASURES

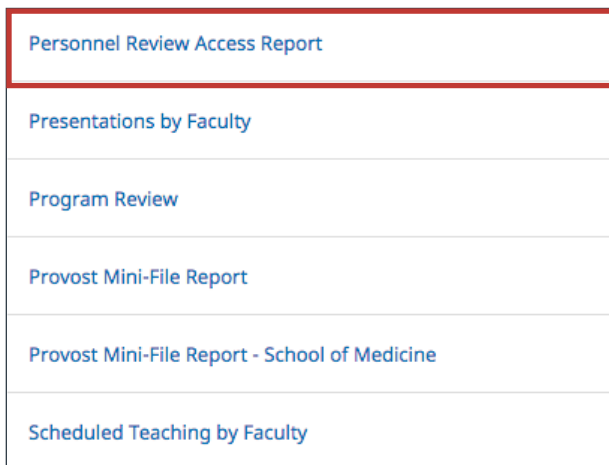
**CHAIR AND EVALUATION COMMITTEE GUIDE
TO RUNNING PERSONNEL REVIEW ACCESS
REPORTS**

The Personnel Review Access report is used by chairs, deans and faculty evaluation committees to review promotion and tenure for faculty members. It is only prevalent during the time of promotion and tenure.

1. Click the **Reports** button at the top of the page.



2. Scroll down towards the bottom of the list of reports. Select **Personnel Review Access Report**.

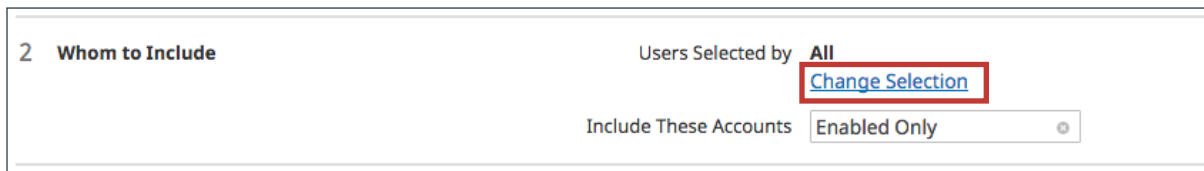


3. Select the report **Start Date** and **End Date** from the corresponding drop-down menus.

Note: The date range you select will populate reports (or reviews) that were submitted into the system during that time frame. To view prior years' reviews, make sure your date range includes those older dates.

A form titled '1 Date Range'. It contains two rows of date selection. The first row is 'Start Date' with three dropdown menus: 'August', '01', and '2017'. The second row is 'End Date' with three dropdown menus: 'January', '18', and '2018'. Each dropdown menu has a small circular icon on its right side. The entire date range selection area is enclosed in a red rectangular box.

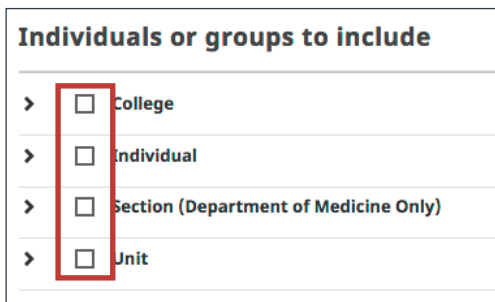
4. Verify whom to include. If you would like to change the Users Selected, click the **Change Selection** link. You can select a college, individual, section or unit. Click **Save** after checking boxes next to individuals or groups.



2 Whom to Include

Users Selected by All [Change Selection](#)

Include These Accounts Enabled Only



Individuals or groups to include

- > College
- > Individual
- > Section (Department of Medicine Only)
- > Unit

5. Leave the Productivity Report Submission set as **All Users**, unless you have a specific reason to report on a smaller subset of faculty.

6. Change the File Format to **PDF** and keep the Page Size as **Letter**.



3 Report Options

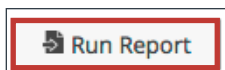
a) Productivity Report Submission All Users


4 File Format 

File Format PDF

Page Size Letter

7. When finished setting the report parameters, click the **Run Report** button at the top.



 Run Report

8. Your report will download to your computer, where it can be opened and reviewed. Below is an example Personnel Review Access Report. Each report will contain all individual reports during the specified time frame. Each link will open the specified report for a user with the appropriate permissions in Digital Measures.

Note: You can share this report with any other faculty member who has an appropriate review security role, and they can view the links as well.

Personnel Review Access Report - University					
Date Range: August 1, 2017 - January 18, 2018					
Filtered On: Accounts: Enabled Accounts					
Note: This report contains a subset of the data for this period					
Faculty Productivity Report					
User	Email	Reporting Year	Report	Documents / Workload Documents	Ratings
Sandy Beach	sabeach@mail.wvu.edu	2016	Annual Link Date Submitted: September 28, 2016	Faculty Evaluation Cover Sheet Link Notice of Intent to Renew Link Department Director/Chair Review Link Department Committee Review Link Workload document Link	Department/Division/Unit - Committee Teaching: Excellent Research: Excellent Service: Excellent Department/Division/Unit - Chair Teaching: Excellent Research: Excellent Service: Excellent
Richard Price	rahprice@mail.wvu.edu	2017	Annual Link Date Submitted: September 15, 2017	Workload document Link Workload document Link	
PeeWee Herman	peewee@mail.wvu.edu	2018		Workload document Link	
Ivy Green	iaaygreen@mail.wvu.edu	2015	Annual Link Date Submitted: December 31, 2014 Annual Link Date Submitted: December 31, 2015	Faculty Evaluation Cover Sheet Link Department Director/Chair Review Link Department Committee Review Link Workload document Link	Department/Division/Unit - Committee Teaching: Excellent Research: N/A Service: Excellent Department/Division/Unit - Chair Teaching: Good Research: N/A Service: Excellent
Venus Williams	wwilliams@mail.wvu.edu	2016		Faculty Evaluation Cover Sheet Link Department Director/Chair Review Link Department Committee Review Link Workload document Link	Department/Division/Unit - Committee Teaching: Excellent Research: N/A Service: Excellent Department/Division/Unit - Chair Teaching: Excellent Research: N/A Service: Excellent
Bob Belcher	bhelcher@mail.wvu.edu	2017	Annual Link Date Submitted: September 25, 2017	Workload document Link	
		2018		Workload document	

West Virginia University | Personnel Review Access Report
August 1, 2017 - January 18, 2018
Report Generated on January 18, 2018

Contact your Digital Measures unit administrator if you need assistance. To find your unit administrator, view the [Digital Measures' Activity Insight Unit Contacts](#) TeamDynamix article. If you can't find your unit administrator, contact Brian Meredith at brian.meredith@mail.wvu.edu.

Refrain from using the built in Help button in Digital Measures. It is not an efficient way to receive assistance.