Digital Measures
Upload Faculty Evaluation Documents

Overview

During both the annual review (also known as continuation or non-action review) and the promotion/tenure review process, 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.

Use the following guidance for uploading all review documents to the *Review, Promotion, and Tenure* section within Digital Measures Activity Insight (DMAI).

Note: Digital Measures can't send notifications. All notifications must be sent manually via email.

Annual Review Workflow

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

1
Upload department-level review documents to the *Review, Promotion, and Tenure* section in Digital Measures after the highest level of department review is completed for all faculty within a 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 all departmental uploads are timely and correct.

2
Upon completion of uploading review documents for a department, notify the department's faculty to let them know that their reviews are available under the *Review, Promotion and Tenure* section in Digital Measures.

3
Departments may provide hard copies or electronic copies of reviews to faculty, but must follow all applicable University procedures for negative reviews (including reviews recommending termination).

Promotion and Tenure Review Workflow

Promotion and Tenure 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.

1 College administrative staff upload department-level review documents to the *Review, Promotion, and Tenure* section in Digital Measures after the highest level of department reviews is completed for all faculty within a department. **In no event** should the upload be completed more than five (5) business days *after* the highest level of department reviews is completed.

2 College deans upload college-level review documents to the *Review, Promotion, and Tenure* section in Digital Measures after the highest level of college reviews is completed. **In no event** should the upload be completed more than five (5) business days *after* the highest level of college review is completed.

3 Upon completion of uploading promotion/tenure documents for a department, notify the department's faculty to let them know that their reviews are available under the *Review, Promotion and Tenure* section in Digital Measures.

Departments may provide hard copies or electronic copies of reviews to faculty, but must follow all applicable University procedures for negative reviews/terminations.

4 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 email. 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.
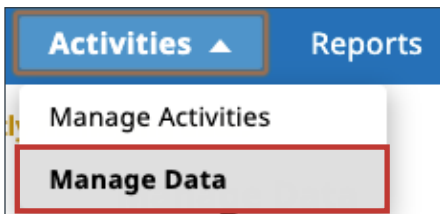
5 Following distribution of the Provost reviews directly to the faculty, the Provost's office will transmit all Provost reviews for a given college to that college. College administrative staff will then upload the Provost review to the Review, Promotion, and Tenure screen within Digital Measures. In 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.
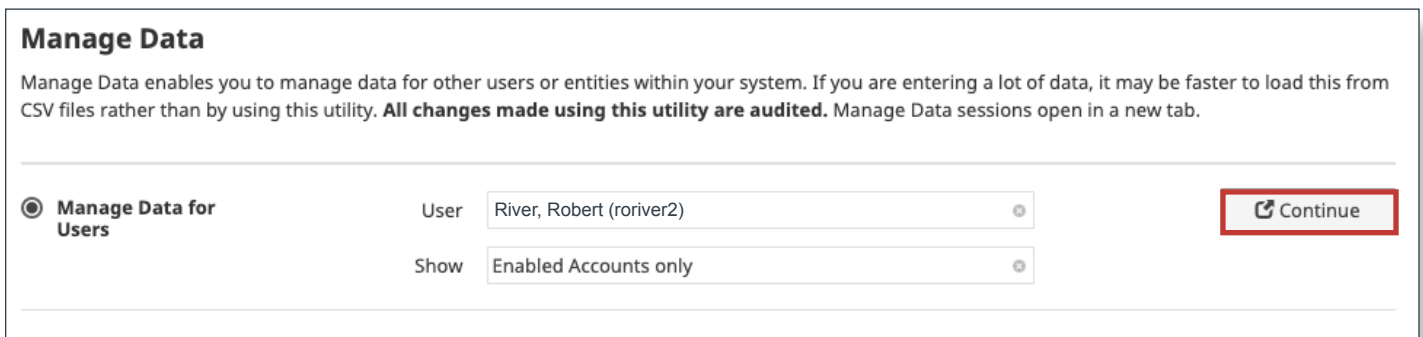
Procedure for Uploading Reviews

1. Go to **faculty.wvu.edu** and select **Digital Measures** from the *Policies/Procedures* section on the home page. Click the **Login** button and enter your WVU credentials to log in to the system.
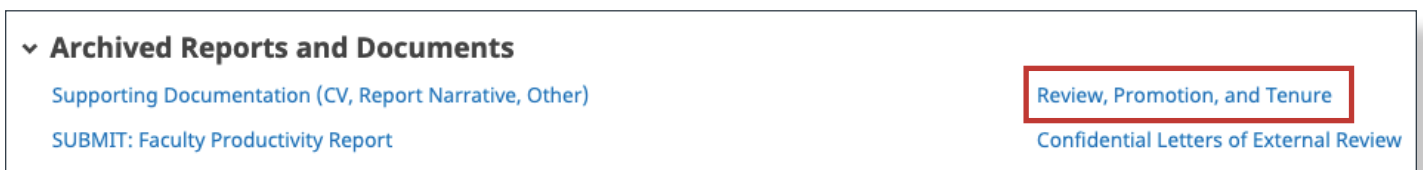

2. Select **Manage Data** from the Activities drop-down menu.

3. Type or select the name of the user for which you want to manage data, then click **Continue**.

4. Select **Review, Promotion and Tenure** from the *Archived Reports and Documents* section.

5. Take a moment to review the screen prior to uploading a review. This screen lists all reviews that have been uploaded for that faculty member, 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.

6. If there is not yet an entry for the current review period, click **Add New Item**.

7. Enter the **Calendar Year,** starting with the first year a review is taking place (e.g. reviews occurring during the 2017-18 academic year would be 2017).

8. Select the **Type of Document** you want to upload. Common document types include *Department Committee Review* and *Department Director/Chair Review*. Only select *Other* if you are absolutely certain a pre-existing type will not work.

9. Click to upload or drop a file in the Upload Document section. File name structures should be consistent (e.g. Doe_Jane_Department Committee Review_2017). To upload an additional document, click **Add Row**.

10. Select the **Type of Rating**, which should match the *Type of Document*. Then, select the appropriate descriptors to match the review content you uploaded. You may also include vote counts, if applicable. To add an additional rating, click **Add Row**. The data entered will be used to populate the PRAR and Provost Mini-File reports with review descriptors.
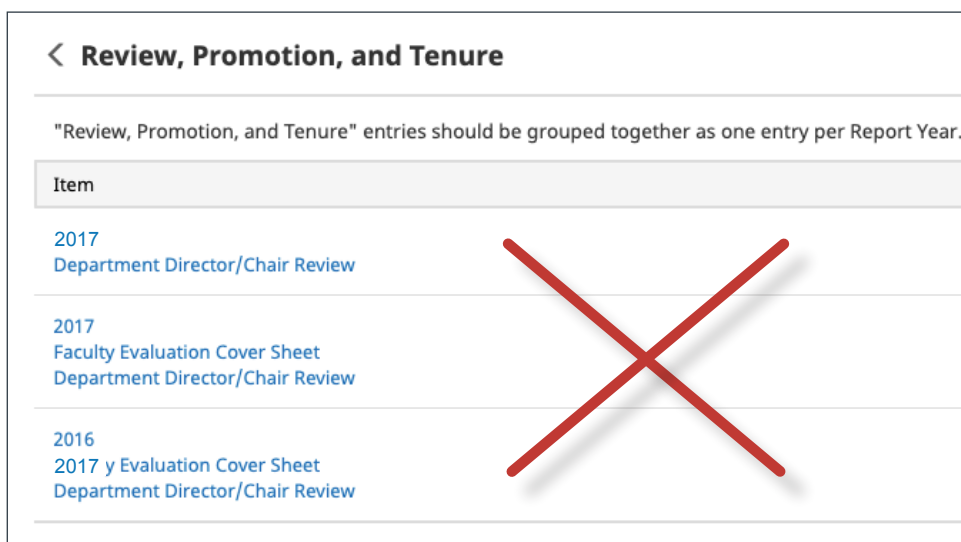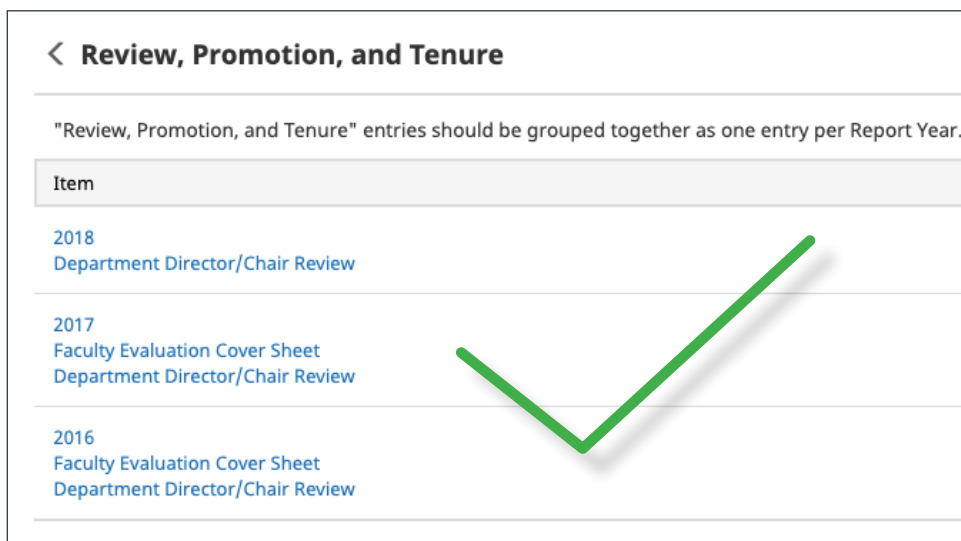
11. After you have completed adding all reviews for a given year, click **Save** or **Save + Add Another** at the top of the page.
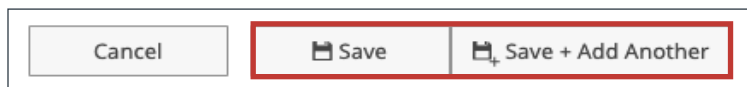
Make sure your entries adhere to the correct way to add reviews (refer to the correct and incorrect screenshots below). There should be only one entry per year, with several documents under that one entry.