



# **DIGITAL MEASURES**

## **FACULTY GUIDE TO ENTERING ACTIVITIES**

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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](mailto:brian.meredith@mail.wvu.edu).

**Refrain from using the built-in “Help” feature in Digital Measures. It is not an efficient way to receive assistance.**

## OVERVIEW

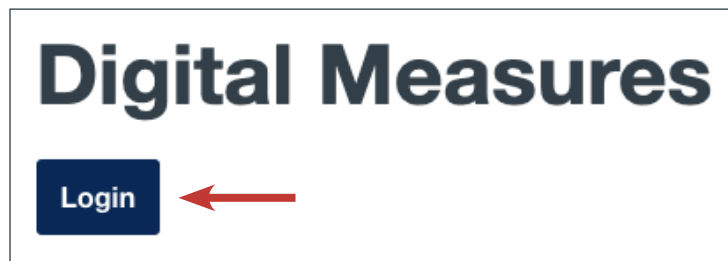
Digital Measures is the University's web-based faculty activity reporting system. You can use Digital Measures to update your activity at any time. The information entered can be used for annual faculty evaluations, creating reports for accreditation and more.

## LOG IN TO DIGITAL MEASURES

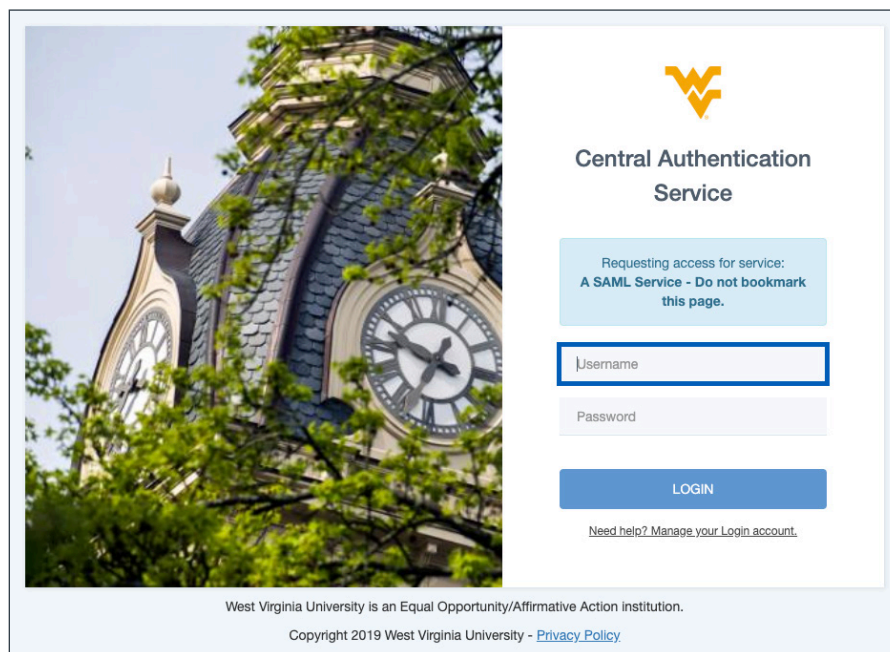
1. Navigate to [faculty.wvu.edu/policies-and-procedures/digital-measures](https://faculty.wvu.edu/policies-and-procedures/digital-measures).

**Note:** If you Google "WVU Digital Measures", the first result will be the Digital Measures page on the Faculty website.

2. Click **Login**. You will be directed to the Digital Measures system.



3. Enter your WVU Login credentials and click **Log In**.



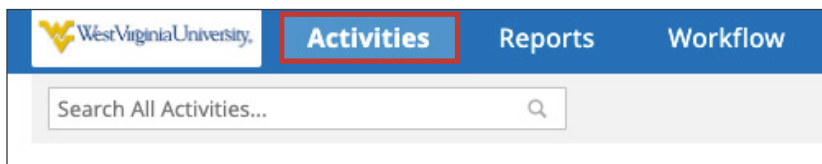
# REVIEW AND ADD GENERAL INFORMATION

Activity can be edited and reviewed from the Activities page. Always check pre-loaded and added information for accuracy. **If revisions are necessary, contact your Digital Measures unit administrator.** Your screen options may differ from the screenshots provided in this guide, because they vary from unit-to-unit.

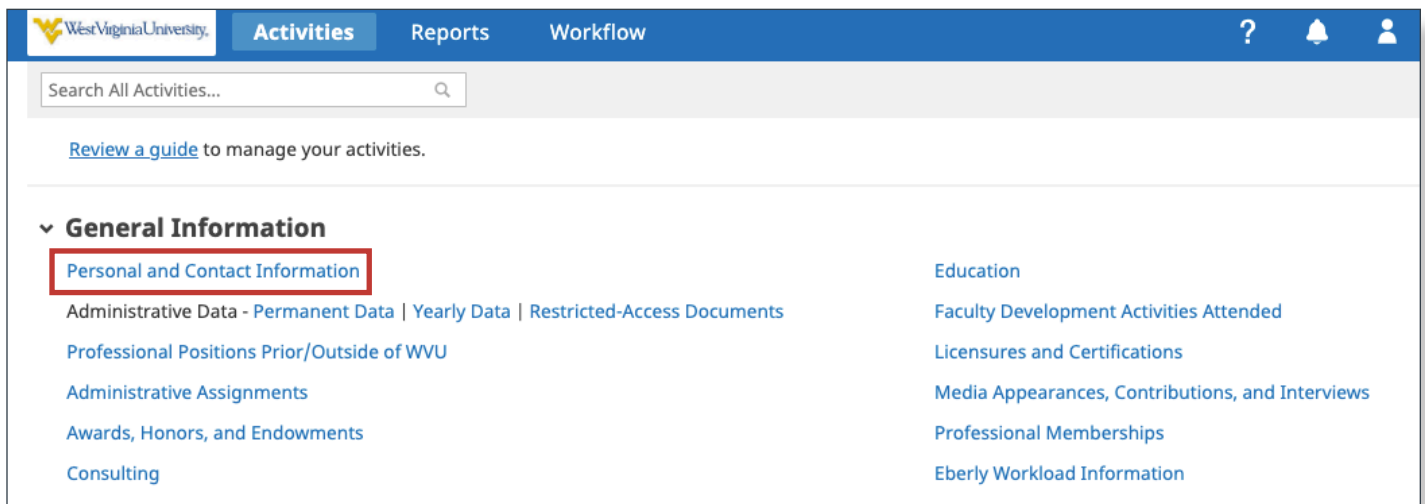
Please consult with your Department Chair or Faculty Evaluation Committee for department-specific requirements. You may not need to add information for each activity.

## Review Personal Information

1. Click **Activities** at the top.



2. Select **Personal and Contact Information** from the General Information section.



3. Check to make sure that your **first name, last name and email address** are all entered correctly. You may also enter additional information, as directed by your unit/college, such as your interests and language fluencies.

4. When finished, click **Save** at the top.

 A screenshot of the 'Edit Personal and Contact Information' form. The title 'Edit Personal and Contact Information' is at the top left. At the top right, there are two buttons: 'Cancel' and 'Save'. The 'Save' button is highlighted with a red rectangular box. Below the title, there is a section for 'First Name' with a text input field containing the name 'Jackson'.

## Review Administrative Information

**5.** After you've reviewed your personal information, select **Permanent Data** from the General Information section.

**▼ General Information**

Personal and Contact Information      Education

Administrative Data | **Permanent Data** | Yearly Data | Restricted-Access Documents      Faculty Development Activities Attended

Professional Positions Prior/Outside of WVU      Licensures and Certifications

**6. Review all Permanent Data information and ensure that the Dean's office has entered everything correctly. If you find errors, submit a ticket through the [Digital Measures' Activity Insight](#) page.**

7. After you've reviewed Permanent Data, click **Cancel** to return to the Activities menu. Then, select **Yearly Data**.

▼ **General Information**

- Personal and Contact Information
- Administrative Data - [Permanent Data](#) [Yearly Data](#) [Restricted-Access Documents](#)
- Professional Positions Prior/Outside of WVU
- Administrative Assignments
- Awards, Honors, and Endowments
- Consulting
- Education
- Faculty Development Activities Attended
- Licensures and Certifications
- Media Appearances, Contributions, and Interviews
- Professional Memberships
- Eberly Workload Information

8. Review all Yearly Data information and ensure that the Dean's office has entered everything correctly. If you find errors, submit a ticket through the [Digital Measures' Activity Insight](#) page.

## Add Award Information

9. After you've reviewed Yearly Data, click the **back arrow** next to *Yearly Data* to return to the Activities menu. Then, select **Awards, Honors and Endowments**.

**Note:** In addition to any awards or honors you have received, you can add professorship or chair appointment information.

▼ **General Information**

- Personal and Contact Information
- Administrative Data - [Permanent Data](#) | [Yearly Data](#) | [Restricted-Access Documents](#)
- Professional Positions Prior/Outside of WVU
- Administrative Assignments
- Awards, Honors, and Endowments**
- Consulting
- Education
- Faculty Development Activities Attended
- Licensures and Certifications
- Media Appearances, Contributions, and Interviews
- Professional Memberships
- Eberly Workload Information

10. Click **Add New Item** to add a new accomplishment.

+ Add New Item

Duplicate

11. Enter the applicable fields and be as descriptive as possible.

### Edit Awards, Honors, and Endowments

**Nominated or Received?**

Received

**Named professorship, chair, or endowment?**

Yes

**Award or Honor Name**

Eberly Chair of English Education

**Organization/Sponsor**

**Purpose**

**Scope**

**Brief Description/Explanation**

**B** **I** **U**  $x^2$   $x_2$  ↺ ↻ ↗

The Eberly Chair of English Education was endowed to support a faculty member who excels in scholarship and teaching relating to English education in secondary schools. I received this endowment in 2014.

**Please Complete the Following Two Fields If Named Professorship, Chair, or Endowment**

**Provide a Message of Appreciation or Gratitude to Donor**

**B** **I** **U**  $x^2$   $x_2$  ↺ ↻ ↗

I would like to thank the Eberly Family for their endowment, which has allowed me to train over fifty educators who have gone on to teach English in West Virginia secondary schools

12. Enter the specific start date. Enter an end date, if applicable.

Start Date

Start Month\*

Start Day

Start Year\*

August

16

2014

End Date

End Month

End Day

End Year

13. Under Supporting Documents, drag and drop a file or click to upload a file to attach documents to your entry. If you want to upload more than one, click **Add Row**.

The screenshot shows a section titled "Supporting Document (1)". Inside, there is a "1st File" header and a "Supporting Document" area. The "Supporting Document" area contains a dashed box with the text "Drop file here or click to upload". To the right of this area is an "Actions" dropdown menu. At the bottom of the section is a "+ Add Row" button, which is highlighted with a red arrow pointing to it from the right.

14. When finished, click **Save** at the top of the page, or click **Save + Add Another**. Then, click on the **back arrow** next to *Awards and Honors* to return to the General Information section.

The screenshot shows three buttons: "Cancel", "Save", and "Save + Add Another". The "Save" and "Save + Add Another" buttons are highlighted with a red border.

## Review/Add Education Information

15. Select **Education**.

**Note:** All faculty are required to provide correct and up-to-date Education information.

The screenshot shows a "General Information" section with a list of links. The "Education" link is highlighted with a red border. The links listed are: "Personal and Contact Information", "Administrative Data - Permanent Data | Yearly Data | Restricted-Access Documents", "Professional Positions Prior/Outside of WVU", "Administrative Assignments", "Awards, Honors, and Endowments", "Consulting", "Education", "Faculty Development Activities Attended", "Licensures and Certifications", "Media Appearances, Contributions, and Interviews", "Professional Memberships", and "Eberly Workload Information".

16. Click **Add New Item** to add your education.

The screenshot shows three buttons: "+ Add New Item", "Duplicate", and a trash icon. The "+ Add New Item" button is highlighted with a red border.

17. Enter all applicable fields, and make sure to select **Yes** if it's the highest degree you've earned.

Edit Education	
<b>Degree</b> <input type="text" value="Ph D"/>	
<b>Explanation of "Other"</b> <input type="text"/>	
<b>Institution</b> <input type="text" value="Virginia Polytechnic Institute and State University"/>	
<b>City and State</b> ⓘ	
<b>Institution City</b> <input type="text" value="Blacksburg"/>	<b>Institution State</b> <input type="text" value="VA"/>
<b>Description of Other</b> <input type="text"/>	
<b>Emphasis/Major</b> <input type="text" value="English"/>	

<b>Supporting Areas of Emphasis</b> <input type="text"/>
<b>Dissertation/Thesis Title</b> <input type="text"/>
<b>Honor/Distinction</b> <input type="text" value="Cum laude"/>
<b>Explanation of "Other"</b> <input type="text"/>
<b>Highest Degree You Have Earned? *</b> <input type="text" value="Yes"/>
<b>In Progress or ABD?</b> <input type="text" value="ABD"/>

**Note:** The transcript field is read-only, meaning you can't upload your transcript. If you do not see a transcript file uploaded on your behalf for the highest degree you've earned, contact your unit DM administrator to ensure that they have a transcript on file for you.

18. Select the date you earned your education and attach additional supporting documentation, if necessary.

<b>Transcript</b> ⓘ <div style="border: 1px solid #ccc; padding: 5px; text-align: center;">No file uploaded</div>	
<b>Date Completed or Last Milestone</b>	
<b>Month Completed</b> <input type="text" value="May"/>	<b>Year Completed *</b> <input type="text" value="2012"/>



19. Enter information under the *Associated Coursework* section, if applicable. To add another course, click **Add Row**.

▼ Associated Coursework (1)

1st Course

Actions ▼

Title

Course Prefix and Course Number

⋮

Course Prefix

Course Number

Credit Hours

+ Add Row

20. When finished, click **Save** at the top of the page, or click **Save + Add Another**. Then, click on the **back arrow** next to *Education* to return to the General Information section.

Cancel

Save

Save + Add Another

Please consult with your Department Chair or Faculty Evaluation Committee to learn of other pieces of information that you are required to complete under the General Information section.

# ADD TEACHING INFORMATION

This is where you document your teaching for the period under review.

Please consult with your Department Chair or Faculty Evaluation Committee for department-specific requirements. You may not need to add information for each activity.

## Add Academic Advising Information

1. Select **Academic Advising** from the Teaching section on the Activities page.

▼ Teaching

Academic Advising

Directed Student Learning (e.g., theses, dissertations, capstone, student research)

Non-Credit Instruction Taught

Scheduled Teaching

Course or Lab Supervision

Current Student Success/Activity

Graduate Placement Information/Alumni Success

Teaching Innovation and Curriculum Development

2. Click **Add New Item** to add an academic advising entry.

**Note:** You should add an entry for each semester under review.

+ Add New Item

Duplicate

3. Enter all required and applicable fields.

Edit Academic Advising

Term and Year

Term

Year\*

W

2017

Number of Undergraduate Students Advised

10

Number of Graduate Students Advised

10

Number of Professional Students Advised (e.g. Law, Medicine, etc.)

Description of Advising Activities

B

I

U

$x^2$

$x_2$

I advised 10 undergraduate and 10 graduate students

4. Upload supporting documentation or student's evaluation of academic advising. To add another file, click **Add Row**.

▼ Supporting Documentation or Student Evaluation of Academic Advising (1)

1st File Actions ▼

Supporting Documentation

Drop file here or click to upload

+ Add Row

5. When finished, click **Save** at the top of the page, or click **Save + Add Another**. Then, click on the **back arrow** next to *Academic Advising* to return to the Teaching section.

Cancel Save Save + Add Another

## Add Directed Student Learning Information

6. Select **Directed Student Learning** from the Teaching section.

▼ Teaching

Academic Advising

Directed Student Learning (e.g., theses, dissertations, capstone, student research)

Non-Credit Instruction Taught

Scheduled Teaching

Course or Lab Supervision

Current Student Success/Activity

Graduate Placement Information/Alumni Success

Teaching Innovation and Curriculum Development

7. Click **Add New Item** to add a direct student learning entry.

**Note:** Add entries for all activity relating to graduate student supervision, dissertation committee service or any other applicable activities.

+ Add New Item Duplicate

8. Select your **Involvement Type** and enter the student's name. If you supervised more than one student, click **Add Row** and enter additional student names.

**Involvement Type**

**Explanation of "Other"**

**▼ Student Information (1)**

1st Student Name Actions ▼

Student First Name	Student Last Name
<input type="text" value="Jax"/>	<input type="text" value="Smith"/>

+ Add Row

9. Enter the student(s) information.

**Student's Home Department**

**Course Prefix and Course Number**

Course Prefix	Course Number
<input type="text"/>	<input type="text"/>

**Number of Credit Hours**

**Title of Student's Work**

**Stage of Completion**

Note: For activities that you started but have not yet presently completed, specify the start date and leave the end date blank.

**Date Started**

Month Started *	Day Started	Year Started *
<input type="text" value="August"/>	<input type="text" value="15"/>	<input type="text" value="2019"/>

**Date Completed or Stopped**

Month Completed	Day Completed	Year Completed
<input type="text"/>	<input type="text"/>	<input type="text"/>


10. Upload supporting documentation, if applicable. To add another file, click **Add Row**.

**▼ Supporting Document (1)**

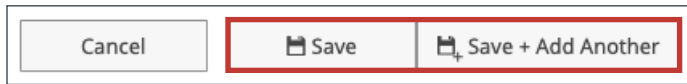
1st File Actions ▼

**Supporting Document**

Drop file here or click to upload

+ Add Row 

11. When finished, click **Save** at the top of the page, or click **Save + Add Another**. Then, click on the **back arrow** next to *Direct Student Learning* to return to the Teaching section.

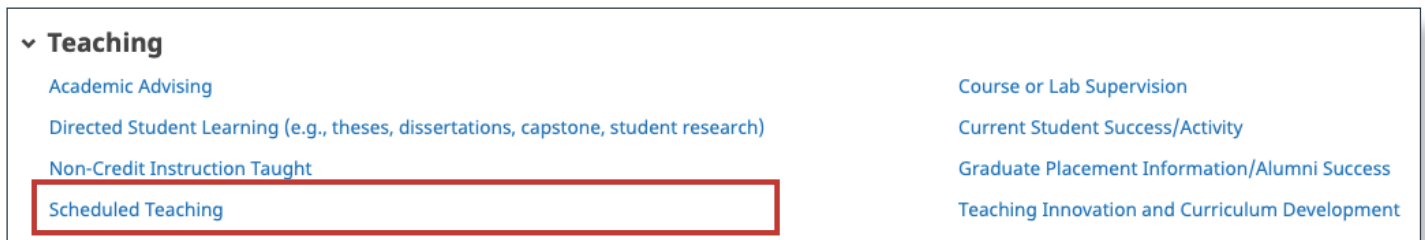


Buttons: Cancel, Save, Save + Add Another

## Add Scheduled Teaching Information

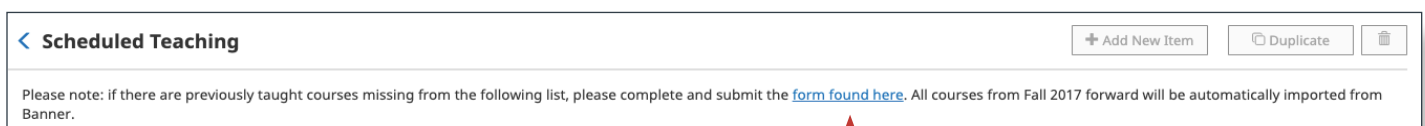
12. Select **Scheduled Teaching** from the Teaching section. Data in this section is automatically imported from Banner, starting with Fall 2016 courses. Data appears shortly after the add/drop period closes in the beginning of a semester, and grade distributions are added shortly after grades are final. Faculty are not permitted to add or remove courses from this list.

**Note:** If you need a course added on your behalf, click the “**form found here**” link at the top of the Scheduled Teaching page and fill out the form. Your course will be added within two weeks.



Teaching section menu:

- Academic Advising
- Directed Student Learning (e.g., theses, dissertations, capstone, student research)
- Non-Credit Instruction Taught
- Scheduled Teaching** (highlighted)
- Course or Lab Supervision
- Current Student Success/Activity
- Graduate Placement Information/Alumni Success
- Teaching Innovation and Curriculum Development



< Scheduled Teaching

Buttons: Add New Item, Duplicate, [Trash Icon]

Please note: if there are previously taught courses missing from the following list, please complete and submit the [form found here](#). All courses from Fall 2017 forward will be automatically imported from Banner.

Red arrow points to the [form found here](#) link.

## Optional:

a. If you would like to exclude a course that has been automatically imported into Digital Measures from Banner, click on the course found in the item list.



< Scheduled Teaching + Add New Item 📄 Duplicate 🗑️

Please note: if there are previously taught courses missing from the following list, please complete and submit the [form found here](#). All courses from Fall 2017 forward will be automatically imported from Banner.

Item
WVU Fall 2019 SPTP: Narrative Medicine ENGL 436, Section 6

b. When the course opens, select the **Exclude box** at the top of the page and click **Save**. Doing so will exclude the selected course from your annual faculty productivity report.



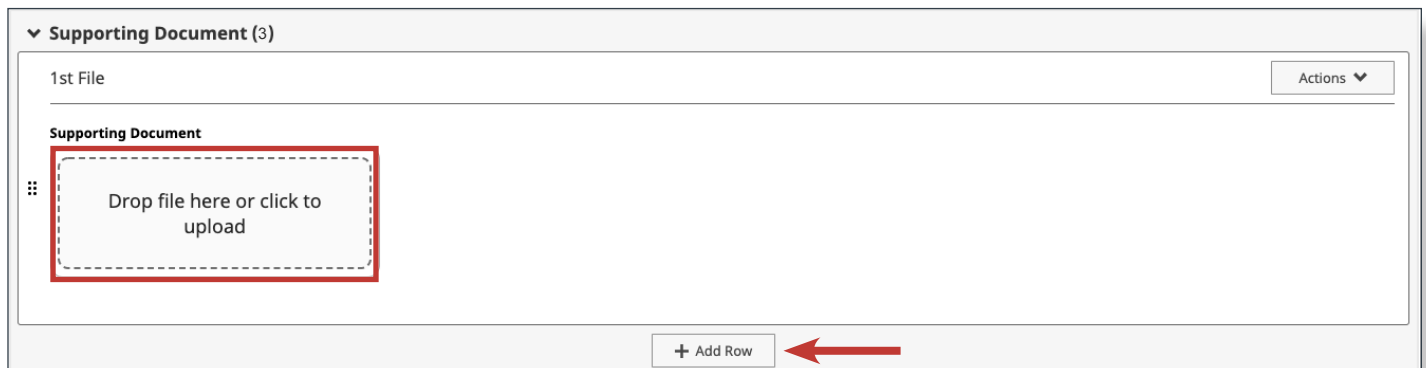
Edit Scheduled Teaching Cancel Save

You do not have access to modify some of the fields on this screen. If changes are needed, contact your Digital Measures Administrator, [West Virginia University DM Working Group](#).

☐ Check here to EXCLUDE this course from your productivity report

c. Your Student Evaluation of Instruction (SEI) summaries have been added as supporting documents to your courses, starting with Fall 2016 courses. SEI summaries and data are added after the results are available. If you would like to upload SEI summaries to courses that date earlier than Fall 2016, you may do so by adding a file under the Supporting Document section.

**Note:** Most colleges also require you to upload syllabi as supporting documents to your courses.



▼ Supporting Document (3)

1st File Actions ▼

Supporting Document

⋮

Drop file here or click to upload

+ Add Row

13. When finished, click **Save** at the top of the page. Then, click on the **back arrow** next to *Scheduled Teaching* to return to the Teaching section.

## Add Course or Lab Supervision Information

14. Select **Course of Lab Supervision** from the Teaching section.

Teaching

Academic Advising

Directed Student Learning (e.g., theses, dissertations, capstone, student research)

Non-Credit Instruction Taught

Course or Lab Supervision

Current Student Success/Activity

Graduate Placement Information/Alumni Success

15. Click **Add New Item** to add information on a course or lab that you supervised.

+ Add New Item

Duplicate

16. Select the Term and Year and enter the course information of the lab or course for which you supervised.

17. Enter the Course Prefix and Course Number(s).

Edit Course or Lab Supervision

Term and Year

Term

Year\*

W

2019

Course Name

English Literature Writing Lab

Course Prefix and Course Number(s)

Course Prefix

Course Number(s)

ENGL

101

18. Search for or enter the name of your supervisee. If you supervised more than one person, click **Add Row**.

1st Supervisee

Actions

People at West Virginia University

First Name

Middle Name/Initial

Last Name

Student

Teacher

Section Number

Type of Teaching

1

Lab

## 19. Add a Description of Supervision Role or Activities.

**Description of Supervision Role or Activities**

**B** *I* U  $x^2$   $x_2$  ↺ ↻ ↶

I supervised the English Literature Writing Lab which was taught by a cadre of 5 GTAs

## 20. Upload supporting documentation that supports your supervisor role. To add an additional document, click **Add Row**.

▼ Supporting Document (1)

1st File
 

Actions ▼

Supporting Document

⋮
 

Drop file here or click to upload

+ Add Row

## 21. When finished, click **Save** at the top of the page. Then, click on the **back arrow** next to *Course or Lab Supervision* to return to the Teaching section.

Cancel
 

Save
 Save + Add Another



## ADD SCHOLARSHIP/RESEARCH INFORMATION

This is where you document your research for the period under review.

Please consult with your Department Chair or Faculty Evaluation Committee for department-specific requirements. You may not need to add information for each activity.

Data in the *Proposals*, *Awards* and *IRB Protocols* sections are automatically imported into Digital Measures from WVU+kc. If your proposals or awards have been processed through the Office of Sponsored Programs, they should be listed in those sections. Faculty are not permitted to edit fields imported from WVU+kc, although you are encouraged to add documentation and clarifying information, as necessary.

### Optional:

- To exclude information imported from WVU+kc, click on an item listed in either the *Proposals*, *Awards* or *IRB Protocols* section.

▼ Scholarship/Research
 

Proposals Imported from WVU+kc
 Awards Imported from WVU+kc
 IRB Protocols Imported from WVU+kc
 Contracts, Fellowships, and Selected Grants [MANUAL ENTRY]

Publications, Research, and Intellectual Contributions  
 Biographical Sketch - NIH | NSF  
 Intellectual Property (e.g., copyrights, patents)  
 Presentations

< Proposals Imported from WVU+kc
 

A study of narrative medicine  
 Funded  
 19-1111  
 Submitted: February 1, 2019  
 Received: January 1, 2019

To exclude a record from your faculty productivity report, click the checkbox at the top of the record in the Faculty Productivity Report.

- When the item opens, select the **Exclude box** at the top of the page and click **Save**. Doing so will exclude the selected course from your annual faculty productivity report.

< Edit Proposals Imported from WVU+kc

You do not have access to modify some of the fields on this screen. If changes are needed, contact

Check here to **EXCLUDE** this record ☐  
 from your productivity report

## Manually Enter Grant Information

1. If you need to make changes or add new entries, click **Contracts, Fellowships, and Selected Grants [MANUAL ENTRY]**. Your data in WVU+kc will not be affected.

**▼ Scholarship/Research**  
[Proposals Imported from WVU+kc](#)  
[Awards Imported from WVU+kc](#)  
[IRB Protocols Imported from WVU+kc](#)  
[Contracts, Fellowships, and Selected Grants \[MANUAL ENTRY\]](#)

[Publications, Research, and Intellectual Contributions](#)  
[Biographical Sketch - NIH | NSF](#)  
[Intellectual Property \(e.g., copyrights, patents\)](#)  
[Presentations](#)

2. Click **Add New Item** to add a new entry.

+ Add New Item

Duplicate

3. Select the **Type** of entry you are adding. Enter the **Title**, **Sponsor Source**, and **Awarding Organization**.

### Edit Contracts, Fellowships, and Selected Grants [MANUAL ENTRY]

**Type**

**Explanation of "Other"**  

**B** *I* U  $x^2$   $x_2$

↶ ↷ ↗

**Title**

**Sponsor Source (ex. NIH, NSF)**

**Awarding Organization Is**

4. Enter the Grant Number and check the box if the entry is the direct result of a sabbatical or professional development leave.

**Grant Number**

☐ **This entry is the direct result of a sabbatical or professional development leave**

5. Enter the names of the people involved with the creation of the contract, fellowship or grant. All credit percentages must equal 100%. To add more than one person, click **Add Row**.

**▼ Investigators (1)**  
 Please either select a person from the drop-down list or enter their name in the input fields.

1st Investigator Actions ▼

People at West Virginia University	First Name	Middle Name/Initial	Last Name
<input type="text" value=""/>	<input type="text" value="Sandy"/>	<input type="text" value="A."/>	<input type="text" value="Beach"/>

⋮

Institution/Company ⓘ	Role	Credit Percentage*
<input type="text" value=""/>	<input type="text" value="Project Leader"/>	<input type="text" value="100"/> %

\*Total Investigators should add up to 100%

+ Add Row

6. Enter the **Expected Date of Submission**, **Date Submitted for Funding** and your **Abstract**.

Expected Date of Submission		
<b>Expected Month of Submission</b>	<b>Expected Day of Submission</b>	<b>Expected Year of Submission</b>
<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>

Date Submitted for Funding		
<b>Month Submitted for Funding*</b>	<b>Day Submitted for Funding</b>	<b>Year Submitted for Funding*</b>
<input type="text" value="January"/>	<input type="text" value="1"/>	<input type="text" value="2018"/>

Abstract
<div> <b>B</b> <b>I</b> <b>U</b> <math>x^2</math> <math>x_2</math> ↺ ↻ ↗         </div> <p>The broad range of Pacific Alaskan salmon has resulted in the creation of a complex and multiorganizational system of management that includes the state of Alaska, various federal departments, a Congressionally-mandated fishery council, and a number of commercial and nongovernmental fish organizations. In the Bering Sea salmon are caught by the commercial groundfish fleet as by-catch. On the Yukon River salmon are commercially and traditionally</p>

7. Select the **Type of Grant**, set the specific start and end dates and attach your award letter.

**Type of Grant**  
 Research

**Total Project Start Date**



Total Project Start Month	Total Project Start Day	Total Project Start Year
<input type="text"/>	<input type="text"/>	<input type="text"/>

**Total Project End Date**

Total Project End Month	Total Project End Day	Total Project End Year
<input type="text"/>	<input type="text"/>	<input type="text"/>

**Award Letter**



Replace file here or click to upload

 [Test Award letter-1.pdf \(12.18 KB\)](#) 

8. Upload applicable supporting documentation to your entry. If you'd like to upload more than one document, click **Add Row**.

**Supporting Document (1)**

1st Supporting Document

Upload File	Describe File
<p>Replace file here or click to upload</p> <p> <a href="#">Supporting Doc_1.docx (13.17 KB)</a> </p>	<p>Letter of Intent</p>

[+ Add Row](#)

9. Select the status, enter the amount awarded and the total budget for your part of the project.

**Current Status**  
 Currently Under Review

**Amount (Award Total)**  
 \$ 250.00

**Total Budget (All Years) for Your Part of this Project (Direct Costs)**  
 \$

10. Set the funding start and end dates.

Note: Please enter the expected Funding End Date if you have entered the Funding Start Date.

**Start Date of Funding**

Start Month of Funding *	Start Day of Funding *	Start Year of Funding
January	2	2018

**End Date of Funding**

End Month of Funding *	End Day of Funding	End Year of Funding *
January	21	2018

11. When finished, click the **Save** button at the top of the page. Then, click on the **back arrow** next to *Contracts, Fellowships and Selected Grants* to return to the Scholarship/Research section.

Cancel	Save	Save + Add Another
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## Add Publications

12. To add any intellectual publications you've been a part of, Select **Publications, Research, and Intellectual Contributions**.

<p>▼ <b>Scholarship/Research</b></p> <p>Proposals Imported from WVU+kc</p> <p>Awards Imported from WVU+kc</p> <p>IRB Protocols Imported from WVU+kc</p> <p>Contracts, Fellowships, and Selected Grants [MANUAL ENTRY]</p>	<p><b>Publications, Research, and Intellectual Contributions</b></p> <p>Biographical Sketch - NIH   NSF</p> <p>Intellectual Property (e.g., copyrights, patents)</p> <p>Presentations</p>
---	---

13. Click **Add New Item** to add your contributions. Alternatively, you can click Import and upload files from a database or third party service.

Import	Add New Item	Duplicate	
--------	--------------	-----------	--

14. Fill out this section to the best of your ability, with as much as you need to document the publication. Select the Publication/Contribution **Type**, its **Status** and enter the **Title**.

<b>Publication/Contribution Type</b> <input type="text" value="Scholarly Blog"/>
<b>Explanation of "Other"</b> <input type="text"/>
<b>Current Status</b> <input type="text" value="Published"/>
<b>Title of Contribution</b> <input type="text" value="Personalized Prediction of Cardiovascular Benefits and Bleeding Harms"/>
<b>If this is part of a larger work (e.g., a chapter in a book), Title of Larger Work</b> <input type="text"/>

15. Enter contributor information, in order of responsibility. By default, you will be listed as the first author. To add more than one contributor, click **Add Row**. To re-order the list of contributors, click and drag the boxes.

<b>▼ Authors/Editors/Translators (2)</b> <small>Please order the contributors in the order of contribution. Please either select a person from the drop-down list or enter their name in the input fields.</small>			
1st Author/Editor/Translator <span style="float: right;">Actions ▼</span>			
<b>People at West Virginia University</b> <input type="text" value=""/>	<b>First Name</b> <input type="text" value="Sandy"/>	<b>Middle Name/Initial</b> <input type="text" value="A"/>	<b>Last Name</b> <input type="text" value="Beach"/>
⋮			
<b>Institution/Company</b> ⓘ <input type="text"/>	<b>Role</b> ⓘ <input type="text" value="Author"/>	<b>If a student, what is his/her level?</b> <input type="text"/>	
2nd Author/Editor/Translator <span style="float: right;">Actions ▼</span>			
<b>People at West Virginia University</b> <input type="text" value="Watkins, Melissa (mwatkin6)"/>	<b>First Name</b> <input type="text" value="Robert"/>	<b>Middle Name/Initial</b> <input type="text" value="C"/>	<b>Last Name</b> <input type="text" value="River"/>
⋮			
<b>Institution/Company</b> ⓘ <input type="text"/>	<b>Role</b> ⓘ <input type="text" value="Editor"/>	<b>If a student, what is his/her level?</b> <input type="text"/>	
<span style="border: 1px solid black; padding: 2px 10px;">+ Add Row</span>			

**16.** Enter as much information as necessary to identify your publication. Check with your department chair or faculty evaluation committee if you have any questions as to what information is required. Upload all applicable supporting documents.

**Note:** Upload a reprint of an article, or the original report you created that was used in the creation of an online article under the *Supporting Documents* section. Don't skip this step.

<div>1</div> <div>Journal/Publisher/Proceedings Publisher</div> <div>American College of Physicians</div> <div>City and State of Journal/Publisher</div> <div>Philadelphia, PA</div> <div>Country of Journal/Publisher</div> <div>United States</div> <div>Volume</div> <div>171</div> <div>Issue Number/Edition</div> <div>8</div>	<div>2</div> <div>Number of Pages</div> <div>18</div> <div>Web Address</div> <div><a href="https://annals.org/aim/fullarticle/2751452/personalized-prediction-car">https://annals.org/aim/fullarticle/2751452/personalized-prediction-car</a></div> <div>Digital Object Identifier (DOI)</div> <div></div> <div>ISBN/ISSN Number/Case #</div> <div></div> <div>PubMed Central ID Number</div> <div></div>
<div>3</div> <div>PubMed ID</div> <div></div> <div>Audience of Circulation</div> <div>National</div> <div>Was this peer-reviewed/refereed? *</div> <div>Yes</div> <div>Is this publicly available?</div> <div>Yes</div> <div><input type="checkbox"/> This work is the direct result of a sabbatical or development leave</div>	<div>4</div> <div>Description/Abstract/Synopsis</div> <div> <div> <div>B</div> <div>I</div> <div>U</div> <div>x<sup>2</sup></div> <div>x<sub>2</sub></div> <div>↺</div> <div>↻</div> <div>↗</div> </div> <div>Whether the benefits of aspirin for the primary prevention of cardiovascular disease (CVD) outweigh its bleeding harms in some patients is unclear.</div> </div> <div> <div>➤ Supporting Document (1)</div> <div>Date Started</div> <div> <div>Month Started *</div> <div>January</div> <div>Day Started</div> <div>1</div> <div>Year Started *</div> <div>2019</div> </div> </div>

17. Enter the **Dates** for the publication.

**Note:** If you do not provide a date for a given publication, the system will not be able to include it in your faculty productivity report. You should not create an entry for each stage of a publication's life. Instead, you should create one entry and update the dates as significant events (creation, submission, acceptance, publication) occur.

Date Started

Month Started \* Day Started Year Started \*

January 1 2018

Expected Date of Submission

Expected Month of Submission Expected Day of Submission Expected Year of Submission

Date Submitted

Month Submitted \* Day Submitted Year Submitted \*

January 10 2019

Date Accepted

Month Accepted \* Day Accepted Year Accepted \*

May 1 2019

Date Published

Month Published \* Day Published Year Published \*

October (4th... 15 2019

18. When you are finished, click **Save** or **Save + Add Another** at the top of the page.

Cancel Save Save + Add Another



## Import Publications

19. When you return to the *Publications, Research and Intellectual Contributions* main page, you will see an **Import** button at the top of the page (next to the *Add New Item* button).

This option will walk you through the process of importing all publications found in your name through one of the databases, or from a service such as Google Scholar. This is useful for filling out your entire publication history, if you choose to do so.



**Import Publications**

Your publications may exist in other systems—and we want to make adding them easy. Import your citations using one of the options below, then follow the prompts to address duplicates, match collaborators, and perform a final review to complete the process.

**Import from a BibTeX file**

Import publications from other software or databases such as:

- [EndNote](#)
- [Mendeley](#)
- [HeinOnline](#)
- [Google Scholar](#)
- [RefWorks](#)
- [Zotero](#)

Choose File...

**Import from a Third Party**

Select a service Web of Science ▼

Search criteria:

Author Name ▼

FakeUser, Jackson

Publication Year ▼

2014 to 2019

[Add search criteria](#)

Search Web of Science >

20. When finished, click on the **back arrow** next to *Publications, Research, and Intellectual Contributions* to return to the Scholarship/Research section.

## Add Professional Presentations

21. Click **Presentations**.

**▼ Scholarship/Research**

- [Proposals Imported from WVU+kc](#)
- [Awards Imported from WVU+kc](#)
- [IRB Protocols Imported from WVU+kc](#)
- [Contracts, Fellowships, and Selected Grants \[MANUAL ENTRY\]](#)

- [Publications, Research, and Intellectual Contributions](#)
- [Biographical Sketch - NIH | NSF](#)
- [Intellectual Property \(e.g., copyrights, patents\)](#)
- [Presentations](#)**

22. Click **Add New Item** to add a presentation entry.

+ Add New Item

Duplicate

23. Select the **Presentation Type**, enter the **Title**, **Sponsoring Organization** and other applicable information.

**Presentation Type**  

Poster

**Explanation of "Other"**

**Presentation Title**  

A Poster of Poetry

**Meeting Type**  

Conference

**Explanation of "Other"**

**Conference/Meeting Name**  

American Conference of Posters

**Sponsoring Organization**  

This is the sponsoring organization

**Location (City, State, Country)**  

Springfield, IL

24. Your name will already be listed as the first presenter. To add another presenter, click **Add Row**.

1st Presenter/Author

Actions

People at West Virginia University

AAAFakeUserENGLISH, FakeUser (AAAFakeU...

First Name

Middle Name/Initial

Last Name

Role

Presenter

If a student, what is his/her level?

25. Provide additional information about your presentation and upload a digital copy of it.

**1** ☐ This presentation is the direct result of a sabbatical or professional development leave

**Academic or Non-Academic?**  
Non-Academic

**Scope**  
National

**Was this peer-reviewed/refereed?\***  
No

**2** **Published in Proceedings?**  
No

**Published Elsewhere?**  
No

**Invited or Accepted?**  
Accepted



**3** **Abstract/Synopsis**

**B I U x<sup>2</sup> x<sub>2</sub>** **↶ ↷ ↲ ↳**

Abstract for presentation. This was not peer-reviewed.

**Presentation**

Replace file here or click to upload

 SupportPresentationFake1234-1.pdf (12.21 KB) 

26. Attach any supporting files. Then, enter the Date you completed the presentation.

**Note:** If you do not provide a date for the presentation, the system will not be able to include it in your faculty productivity report.

**> File (1)**

**Date**

**Month\*** **Day** **Year\***

O... 1 2017

26. When finished, click **Save** or **Save + Add Another** at the top of the page. Then, click on the **back arrow** next to *Presentations* to return to the Activities menu.

## ADD SERVICE INFORMATION

This is where you document your service for the period under review.

Please consult with your Department Chair or Faculty Evaluation Committee for department-specific requirements. You may not need to add information for each activity.

1. Select **Public Service, Community Engagement, Outreach** from the Service section on the Activities page. This section allows you to report on any service you've done for the public at large.

Service

University, College, School/Division/Unit

Professional

Public Service, Community Engagement, Outreach

Recruitment and Retention

Faculty Mentorship

2. Click **Add New Item** to add a service entry.

+ Add New Item

Duplicate

3. Enter information about your service, where applicable.

Edit Public Service, Community Engagement, Outreach

Organization/Committee/Club

Monongalia County Schools

Organization/Committee/Club URL

https://boe.mono.k12.wv.us/

Position/Role

K-12 Activities

City

Morgantown

State

WV

Country

US

4. Enter additional information about your service, including descriptions of your responsibilities and accomplishments.

1

**County**

☐ Mineral  
☐ Mingo  
☒ Monongalia  
☐ Monroe  
☐ Morgan  
☐ Nicholas  
☐ Ohio

**Approx. Number of Hours Spent Per Year**

48

**Were you elected or appointed?**

Appointed

**Was this compensated or pro bono?**

Pro Bono

2

**Audience**

Local

**Served Ex-Officio?**

No

**Number of Adult Contacts**

**Number of Youth Contacts**

3

**Responsibilities/Brief Description**

**B I U x<sup>2</sup> x<sub>2</sub>** **↶ ↷ ↗**

I hold writing sessions for high school students in Monongalia County

5. Upload supporting documentation that outlines your service accomplishments. If uploading more than one document, click **Add Row**.

▼ Supporting Document (1)

1st File

Actions ▼

Description of File	Supporting Document
	<div> Drop file here or click to upload </div>

+ Add Row

6. Enter a **Start** and **End Date** for the service entry. If you only served for one day, leave the Start Date blank. If you have started but not completed service, leave the End Date blank.

**Note:** If you do not provide a date for your service, the system will not be able to include it in your faculty productivity report.

> Supporting Document (1)

Note: For activities that are/were only on one day, leave the start date blank and specify the end date. For activities that you started but have not yet presently completed, specify the start date and leave the end date blank.

Start Date

Start Month \* Start Day Start Year \*

Septem... 1 2016

End Date

End Month End Day End Year

▼

7. When finished, click **Save** or **Save +Add Another** at the top of the page. Then, click on the **back arrow** next to *Public Service, Community Engagement, Outreach* to return to the Activities page.

Cancel
Save
Save + Add Another

Add additional service entries under the Service activity section, if applicable. Consult with your Department Chair or Faculty Evaluation Committee for department-specific requirements.

# ADD SUPPORTING DOCUMENTATION AND SUBMIT FACULTY PRODUCTIVITY REPORT

You will use this section to review uploaded information, upload a current copy of your CV and any narrative(s) or other documentation required by your department.

1. Select **Supporting Documentation** from the *Archived Reports and Documents* section on the Activities page. You will use this section to upload a current copy of your CV and any additional documents you wish to be considered in your review.

Archived Reports and Documents

Supporting Documentation (CV, Report Narrative, Other)

Review, Promotion, and Tenure

SUBMIT: Faculty Productivity Report

2. Click **Add New Item** to add an entry.

+ Add New Item

Duplicate

3. Upload all applicable files, according to your department's requirements. Click **Save** at the top when finished.

**Note:** Certain colleges/units may have more fields to choose from (e.g. the *Extended Credit Document* field is not shown to every college/unit).

1

Edit Supporting Documentation (CV, Report Narrative, Other)

Report Year  
 2018

Report Narrative (for annual review)

Replace file here or click to upload

test-1.docx (13.22 KB)

2

Report Narrative (for promotion and/or tenure, if applicable)

Drop file here or click to upload

Current CV

Drop file here or click to upload

3

Extended Credit Document ⓘ

Drop file here or click to upload

> Report Appendices (optional) (1)

**Note:** Create only one entry per reporting year, with the year field chosen by the year in which you are submitting your report, not the year(s) under review. You can add as many documents as necessary in each entry.

### Correct

Item
2018
2017
2016
2015

Single entry for each year

### Incorrect

Item
2018
2017
2017
2017

Multiple entries for one year

4. When finished, click **Save** or **Save +Add Another** at the top of the page. Then, click on the **back arrow** next to *Supporting Documentation* to return to the Archived Reports and Documents section.

Cancel	Save	Save + Add Another
--------	------	--------------------

5. Select **Review, Promotion and Tenure**. In this section, review the uploaded information for accuracy. This section is read-only for faculty. When you are finished reviewing the information, click **Save** at the top and return to the Archived Reports and Documents section.

### Edit Review, Promotion, and Tenure

You do not have access to modify the fields on this screen. If changes are needed, contact your Digital Measures Administrator, [West Virginia University DM Working Group](#).

The West Virginia University Faculty Evaluation cover sheet lists the academic year during which the evaluation was conducted. In the "Calendar Year" field below, enter the start of the academic year listed on the cover sheet. For example, if the cover sheet lists the academic year as 2015-16, then enter "2015" in the "Calendar Year" field.

**Calendar Year**

2018

**Note:** If you find an error or omission, please contact your Digital Measures college administrator.



## Faculty Productivity Report: Things to Keep in Mind

In this section, you will find all past productivity or annual reports you have submitted. This is where you will also submit your current faculty productivity report for review, the very last step in the annual reporting process. Please see the separate faculty guide *Running and Submitting Faculty Productivity Reports* for details on this process.

### ▼ Archived Reports and Documents

Supporting Documentation (CV, Report Narrative, Other)

Review, Promotion, and Tenure

**SUBMIT: Faculty Productivity Report**

- You must run the Faculty Productivity report from the Reports page AND submit it from the *Archived Reports and Documents* section on the Activities page.
- Ensure that all supporting documentation is uploaded *prior* to running and submitting the report. If you upload a document that was previously missing in the report, you will need to run the report again for the newly-added document to appear in the submitted report.
- Don't create a narrative file that contains links. If you feel the need to specifically call attention to an uploaded document in a narrative, it's better to point to a specific page in the faculty productivity report that the narrative will be linked from.
- If you run the report as a Word document and convert it to a PDF, don't use the 'Print to PDF' function. It will break the links in the report. Similarly, don't print and then scan the report. Overall, you should always test the links in your report prior to submitting it under the *SUBMIT: Faculty Productivity Report* section.
- After you run and submit your final Faculty Productivity Report, you can't modify or remove any files you have included in your report for that reporting period. This is equivalent to taking a document out of your physical file, will result in a broken link in the faculty productivity report, and alert the reviewer that the file has been modified or removed. However, you can immediately continue to add, modify or delete data for the *next* reporting period.

**Failure to submit a Faculty Productivity Report in Digital Measures for the current evaluation cycle is equivalent to not submitting a paper report and will result in an unsatisfactory rating.**