TABLE OF CONTENTS

OVERVIEW 1

LOG IN TO DIGITAL MEASURES 1

REVIEW AND ADD GENERAL INFORMATION 2-7

ADD TEACHING INFORMATION 8-14

ADD SCHOLARSHIP/RESEARCH INFORMATION 15-25

ADD SERVICE INFORMATION 26-28

ADD SUPPORTING DOCUMENTATION / SUBMIT PRODUCTIVITY REPORT 29-30

FACULTY PRODUCTIVITY REPORT: THINGS TO KEEP IN MIND 31

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” 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.

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.
Review Administrative Information

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

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**.

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

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**

- 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**
  - 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**
  - August

- **Start Day**
  - 16

- **Start Year**
  - 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**.

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.

**Review/Add Education Information**

15. Select **Education**.

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

16. Click **Add New Item** to add your education.
17. Enter all applicable fields, and make sure to select Yes if it’s the highest degree you’ve earned.

**Edit Education**

**Degree**
- Ph D

**Explanation of “Other”**

**Institution**
- Virginia Polytechnic Institute and State University

**City and State**

**Institution City**
- Blacksburg

**Institution State**
- VA

**Description of Other**

**Emphasis/Major**
- English

**Supporting Areas of Emphasis**

**Dissertation/Thesis Title**

**Honor/Distinction**
- Cum laude

**Explanation of “Other”**

**Highest Degree You Have Earned?**
- Yes

**In Progress or ABD?**
- 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.

**Transcript**
- No file uploaded

**Date Completed or Last Milestone**

**Month Completed**
- May

**Year Completed**
- 2012
19. Enter information under the Associated Coursework section, if applicable. To add another course, click 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.

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.

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

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

3. Enter all required and applicable fields.
4. Upload supporting documentation or student’s evaluation of academic advising. To add another file, click **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.

Add Directed Student Learning Information

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

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.
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.

9. Enter the student(s) information.

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

### 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.
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.

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.

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.

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.

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

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).

18. Search for or enter the name of your supervisee. If you supervised more than one person, click Add Row.
19. Add a Description of Supervision Role or Activities.

![Description of Supervision Role or Activities]

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)]

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.
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]

**Proposals Imported from WVU+kc**

WVU+kc system. Proposal data will be imported into Digital Measures. Any discrepancies should be changed in WVU+kc system or noted in the text box within the page.

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

<table>
<thead>
<tr>
<th>Item</th>
</tr>
</thead>
<tbody>
<tr>
<td>A study of narrative medicine</td>
</tr>
<tr>
<td>Funded</td>
</tr>
<tr>
<td>19-1111</td>
</tr>
<tr>
<td>Submitted: February 1, 2019</td>
</tr>
<tr>
<td>Received: January 1, 2019</td>
</tr>
</tbody>
</table>

• 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...
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.

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

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]]
4. Enter the Grant Number and check the box if the 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.

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

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

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

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

<table>
<thead>
<tr>
<th>Start Month of Funding</th>
<th>Start Day of Funding</th>
<th>Start Year of Funding</th>
</tr>
</thead>
<tbody>
<tr>
<td>January</td>
<td>2</td>
<td>2018</td>
</tr>
</tbody>
</table>

End Date of Funding

<table>
<thead>
<tr>
<th>End Month of Funding</th>
<th>End Day of Funding</th>
<th>End Year of Funding</th>
</tr>
</thead>
<tbody>
<tr>
<td>January</td>
<td>21</td>
<td>2018</td>
</tr>
</tbody>
</table>

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.

Add Publications

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

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

**Publication/Contribution Type**
- Scholarly Blog

**Explanation of "Other"**

**Current Status**
- Published

**Title of Contribution**
- Personalized Prediction of Cardiovascular Benefits and Bleeding Harms

**If this is part of a larger work (e.g., a chapter in a book), Title of Larger Work**

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.

**Authors/Editors/Translators (2)**

**1st Author/Editor/Translator**
- People at West Virginia University
- First Name: Sandy
- Middle Name/Initial: A
- Last Name: Beach

**Institution/Company**
- Role: Author
- If a student, what is his/her level?

**2nd Author/Editor/Translator**
- People at West Virginia University
- First Name: Robert
- Middle Name/Initial: C
- Last Name: River

**Institution/Company**
- Role: Editor
- If a student, what is his/her level?
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.
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 Entry Form]

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

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

![Add New Item button]

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

![Presentation Type, Title, Sponsoring Organization fields]

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

![Add Row button and presenter information]
25. Provide additional information about your presentation and upload a digital copy of it.

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.

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 Section]

   - **Service**
     - University, College, School/Division/Unit
     - Professional
     - **Public Service, Community Engagement, Outreach**

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

   ![Add New Item Button]

3. Enter information about your service, where applicable.

   ![Edit Public Service Section]

   - **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.

<table>
<thead>
<tr>
<th>County</th>
<th>AUDIO 1</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mineral</td>
<td>Mingo</td>
</tr>
</tbody>
</table>

| Approx. Number of Hours Spent Per Year | 48 |

| Were you elected or appointed? | Appointed |

| Was this compensated or pro bono? | Pro Bono |

<table>
<thead>
<tr>
<th>Responsibilities/Brief Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>I hold writing sessions for high school students in Monongalia County</td>
</tr>
</tbody>
</table>

5. Upload supporting documentation that outlines your service accomplishments. If uploading more than one document, click **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)](image)

<table>
<thead>
<tr>
<th>Supporting Document (1)</th>
</tr>
</thead>
<tbody>
<tr>
<td>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.</td>
</tr>
</tbody>
</table>

### Start Date

<table>
<thead>
<tr>
<th>Start Month *</th>
<th>Start Day</th>
<th>Start Year *</th>
</tr>
</thead>
<tbody>
<tr>
<td>September</td>
<td>1</td>
<td>2016</td>
</tr>
</tbody>
</table>

### End Date

<table>
<thead>
<tr>
<th>End Month</th>
<th>End Day</th>
<th>End Year</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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.

![Save and Save + Add Another buttons]

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.

2. Click Add New Item to add an entry.

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).
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

<table>
<thead>
<tr>
<th>Item</th>
<th>2018</th>
<th>2017</th>
<th>2016</th>
<th>2015</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Single entry for each year

Incorrect

<table>
<thead>
<tr>
<th>Item</th>
<th>2018</th>
<th>2017</th>
<th>2017</th>
<th>2017</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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.

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.

- 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.