

# Digital Measures Faculty Guide

## An Introduction to the Web-Based Faculty Activity Reporting System

### What is Digital Measures?

Digital Measures (DM) is a private company that provides a web-based faculty activity reporting service. The university contracts with DM for the digital collection and storage of faculty activity in teaching, research/scholarship, and service, as well as biographical and credential information.

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

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 page feeds for online faculty profiles.

Users can update their activity anytime 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 possible cross-disciplinary collaboration and partnerships.

### What is the security level?

Digital Measures is used by over 2,000 colleges worldwide, 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 and teaching and grants sections, the only 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 the Security and Privacy page on the Digital Measures site at <http://www.digitalmeasures.com/activity-insight/features/serious-security.html>.

### How much activity should be entered?

**Revised expectation for 2017 Digital Measures reporting.** Last year's [Digital Measures Faculty Guide](#) stated that, in 2017, all faculty would be expected to enter activity from 2012 through 2017. The Office of the Provost has reduced this expectation as follows.

**2017:** 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 the uploading of appropriate supporting documentation for the 2017 evaluation cycle only, although colleges/departments may have guidelines that require earlier historical activity requirements, e.g. 2012-2017 research activity.

## Whom do I contact?

Each college has a DM administrator who can address unit-related inquiries. The university point of contact for questions or concerns about DM is Brian Meredith ([brian.meredith@mail.wvu.edu](mailto:brian.meredith@mail.wvu.edu)).

## Logging into Digital Measures

You can access the Digital Measures system by visiting:

<https://www.digitalmeasures.com/login/wvu/faculty/authentication/authenticateShibboleth.do>  
or by going to <http://www.wvu.edu> and clicking --> *Faculty* --> *Digital Measures*.

With few exceptions, your usual WVU login name and password should be used to gain entry to Digital Measures. Please note: You cannot directly make a browser favorite for the login page. However, you can create the favorite and then edit its URL to be the full link listed above. The link to log off is at the end of your name at the top of the window.

## Entering your activity

Activity can be adjusted when the <Manage Activities> section on the left-hand menu is selected. Before beginning to enter activity, it is important to check the accuracy of the information in the sections that have been pre-populated: *Permanent Data*; *Yearly Data*; *Review, Promotion, and Tenure*; *Workload Information*; *Grants*, and *Scheduled Teaching*. Any necessary revisions to these sections should be emailed to your college DM administrator. To begin entering activity, click on a desired section to start. If data has been pre-loaded, a list of previously entered activities will appear. Click the <Add a New Item> button to begin adding your activity. Enter the information about your activity into the fields provided, making use of dropdown menus as appropriate. You may also wish to consult with your college-specific DM guide.

When you are finished, click one of the two <Save> buttons at the top of the page to add this activity. If you have another activity that belongs in the same section, click the <Save and Add Another> button to save and begin entering information about your next activity.

To change any of the information about an existing activity, click on the title of that activity listing. To create a new activity using the existing information from a previously-entered activity, select your desired item and click the <Duplicate> icon. To delete an activity from your account, select the desired item and click the <Trash> icon.

## Generating reports

One of the strongest 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 <Run Reports> link on the left-hand menu. The report options and a brief overview of each option are shown below:

1. Select the report which you wish to run: *Faculty Productivity Report*, *Vita*, or other.
2. Select the date range. This range should align with the dates of the cycle for which you are reporting.
3. Select the file format and page size. For most purposes, PDF would be the desired format, however if you need to make manual adjustments to your report after it has been run, DOC would allow you to edit the document in Microsoft Word.

4. Proceed to <Run Report> and take note of the location where your file is being stored.

### Review process - reporting workflow

1. Before the faculty reporting deadline (i.e., the end of December for most units and faculty), faculty will run their Faculty Productivity Report for the appropriate cycle.
2. Faculty should ensure that the Faculty Productivity Report file is accurate. Your report will include live links to your supporting documentation which are accessible only to those individuals who have the appropriate security privilege and are logged into Digital Measures.
3. **Faculty will then upload the file into the Annual Faculty Productivity Report screen under the Archived Reports section.** This step finalizes your reporting submission for that cycle. If this step has not taken place, your Faculty Productivity Report has not been submitted. You should only upload one report per cycle; your evaluation committees and administration will review your last report submitted within that cycle.
4. The Review Committee(s), Director, and Dean will run the Personnel Review Access Report (PRAR) selecting the appropriate dates, users, and PDF file format. This PRAR report will include the faculty names and links to their respective Faculty Productivity Reports.
5. As the Review Committee, Director, and Dean have completed and submitted their evaluations, they are to be uploaded to the Evaluations screen in the Archived Reports section.



# West Virginia University

## INFORMATION TECHNOLOGY SERVICES TRAINING

College	College Administrator*	Email Address
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\*Subject to change.