



DIGITAL MEASURES

GUIDE TO RUNNING AND SUBMITTING FACULTY PRODUCTIVITY REPORTS

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Contact your Digital Measures unit administrator if you need assistance. To find your unit administrator, view the [Digital Measures](#) article in the WVU IT Help Center. 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

After you've entered all of the activities you wish to report on under the Activities page in Digital Measures (also known as *Faculty Success by Watermark*), you must run AND submit a Faculty Productivity Report to complete your evaluation.

DETERMINE APPLICABLE REPORTING PERIOD

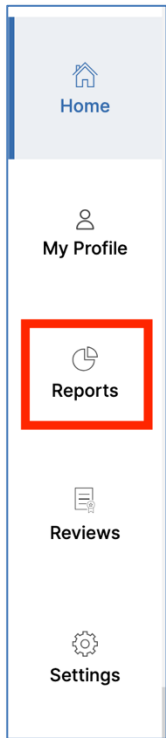
1. The default date range for reporting in Digital Measures is the current calendar year. You may need to change this depending on your unit and what you are reporting.
2. If you are seeking tenure or your first promotion, you **must** change the default date range in the steps outlined below. The start date **must** be set to your start date at WVU, or to an earlier date if using any credit as specifically offered in your appointment or offer letter. The end date will be December 31 in the year you submit the report.
3. If you are seeking a subsequent promotion, the start date **must** be set to January 1 in the year in which your last promotion was awarded. The end date will be December 31 in the year you submit the report.
4. If you are seeking only a pre-promotion cumulative review, your start date should be set as defined in steps two or three as applicable, with the same end date.
5. If you are submitting an annual or continuation report, you **must** check with your unit for the correct reporting range. Some units report on the calendar year, while other units may use the academic or fiscal year.
6. Do not assume that the default date range applies to the report you are submitting. **Incorrect date ranges will cause activity to be omitted from your report which may cause you to receive unsatisfactory ratings or denial of promotion and/or tenure.**

LOG IN TO DIGITAL MEASURES

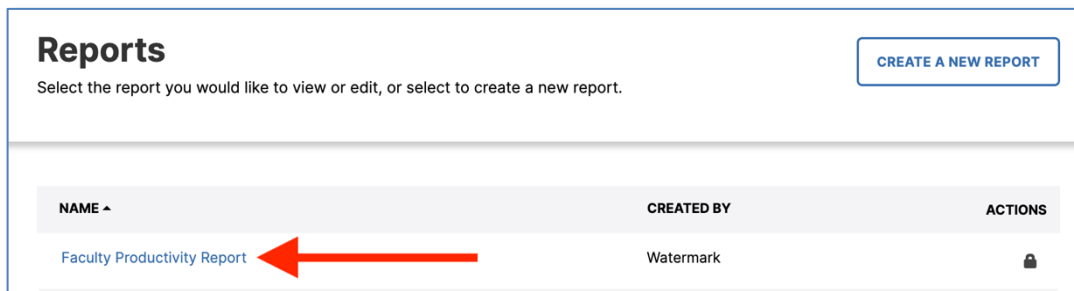
1. Navigate to <https://faculty.wvu.edu/rules-policies-and-procedures/digital-measures>.
2. Click **Login**. You will be directed to the Digital Measures system.
3. Enter your WVU Login credentials and click **Log In**.

RUN FACULTY PRODUCTIVITY REPORT

1. Click the **Reports** button on the left of the page.



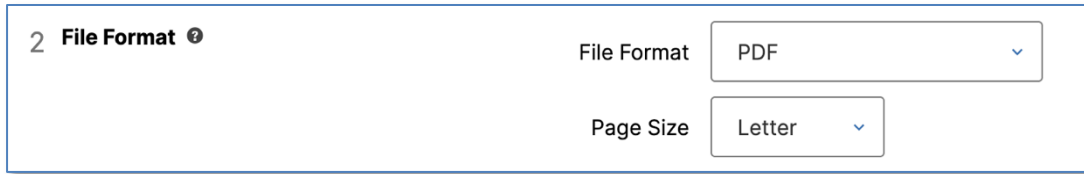
2. Select **Faculty Productivity Report**.



3. Select a reporting period **Start** and **End Dates** based on your determination described on the first page of this guide. Direct all questions about reporting period dates to your department's administration.

1	Date Range	Start Date	1/1/2026	
		End Date	12/31/2026	

4. Select **PDF** from the *File Format* menu.



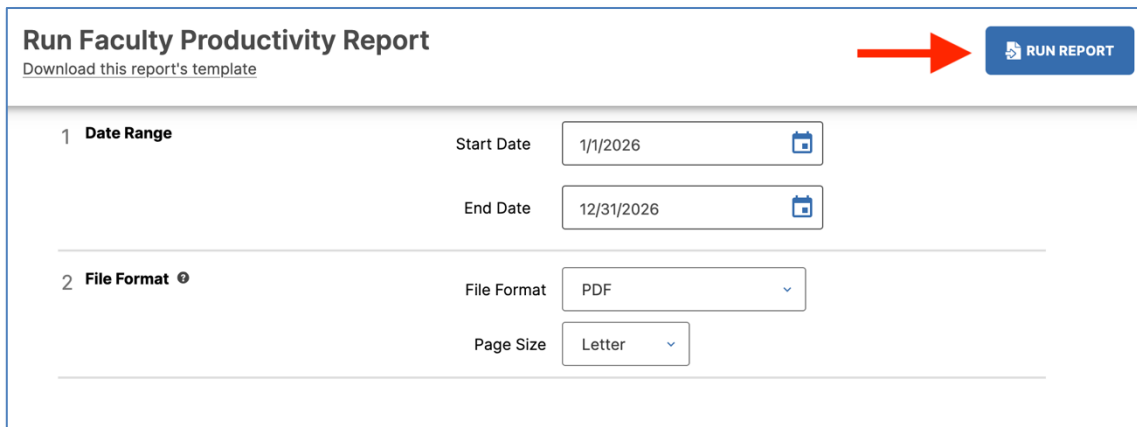
2 **File Format** ⓘ

File Format PDF

Page Size Letter

Note: Or select Microsoft Word if you intend on modifying the report because you can't make changes from the Activities page (e.g., adding a syllabus to *Scheduled Teaching* or a publication to *Intellectual Contributions*). Then convert to PDF when you are finished.

5. Click **Run Report**. It will automatically download.



Run Faculty Productivity Report

[Download this report's template](#)

1 Date Range

Start Date 1/1/2026

End Date 12/31/2026

2 File Format ⓘ

File Format PDF

Page Size Letter

RUN REPORT

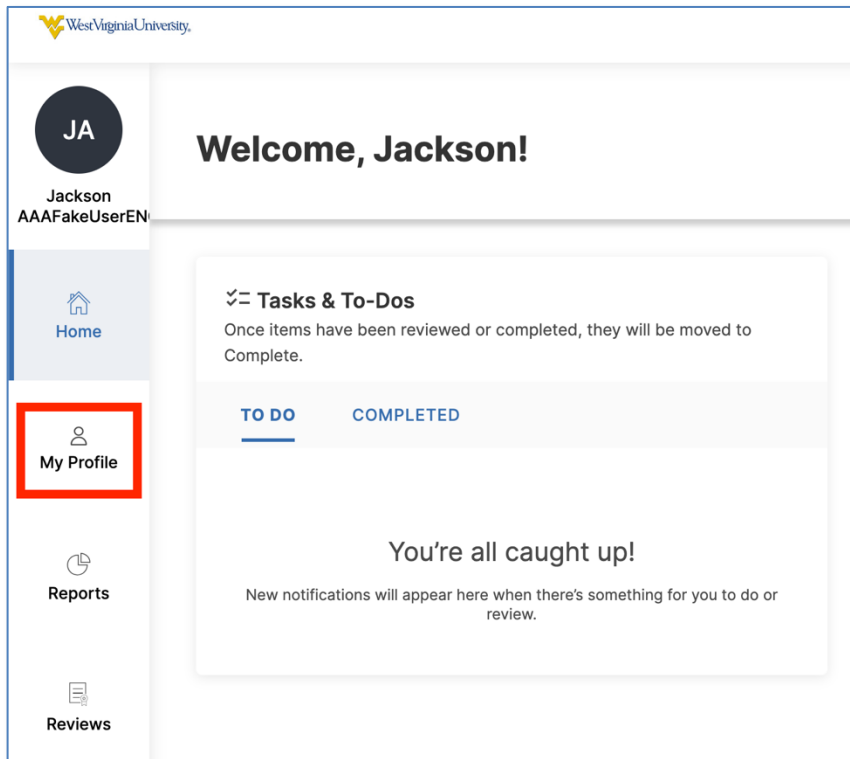
6. Save the downloaded report to a location on your computer that you'll remember. You'll need to upload this file in a later step.

If you are unable to generate the correct data in the report, you've most likely set the wrong reporting period. Make sure you select the correct dates.

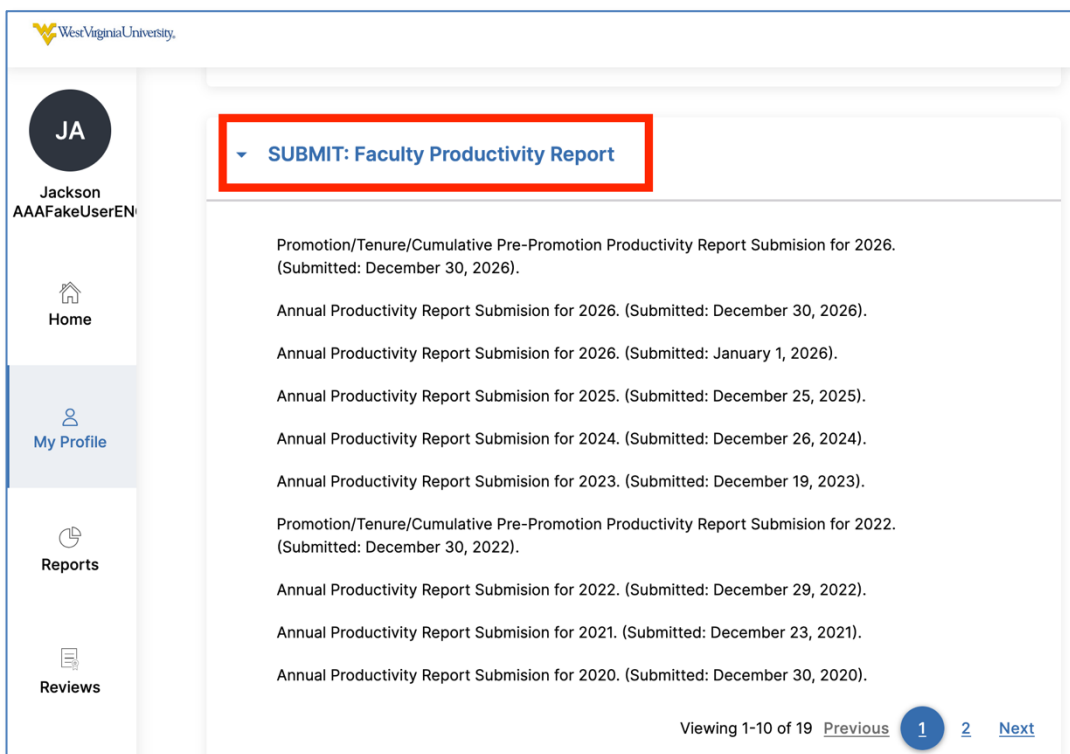
If you use the print function to create a PDF, the links within your report will not work, and reviewers will not be able to access files you have uploaded. Please ensure that all links work prior to completing the final step of submission by testing a link within the report you plan to submit.

SUBMIT FACULTY PRODUCTIVITY REPORT

1. Click the **My Profile** button on the left of the page.



2. Scroll towards the bottom of the page and select **SUBMIT: Faculty Productivity Report**.



3. Click **Add New Item** at the top.

4. Enter the **Reporting Year** for your submission (e.g., if you're submitting the report in 2026, enter 2026).

5. Set the submission date.

6. Choose the correct “Reporting Period” checkbox. If you are submitting an annual report, choose only the “Annual” checkbox. If you are submitting a cumulative pre-promotion or promotion/tenure report, choose the “Promotion/Tenure/Cumulative Pre-Promotion” checkbox. If your report serves as both, check both boxes.

7. Click to upload the Faculty Productivity Report you previously ran and saved to your computer. If you've made any changes to the report, make sure you've saved the edited report appropriately.

Upload your completed Faculty Productivity Report here

Replace file here or select to upload

 Doe, Jackson Productivity Report 2025-26.pdf (871 bytes)



8. Review the Review Completion Checklist and check **both boxes** when you have completed each item and are ready to submit the report.

All faculty are required to generate and submit an FPR to complete your annual or promotion and tenure review.

The FPR must be submitted by midnight on December 31, at which time this screen will be locked.

☒ Check here to indicate that you have verified the report you are submitting below has functioning links. This verification is critical if you have chosen to generate this report as a Word document and have converted to PDF format prior to submitting. *

☒ Check here in indicate that you have reviewed the report you are submitting below for completeness. If you have added new documentation to your account after initially reviewing your FPR, ensure that you have generated a new report to capture those additions and are submitting the most recent version. *

9. Click **Save** at the bottom of the page when finished.

CANCEL

SAVE

REMINDERS

- You must run the Faculty Productivity report from the *Reports* page AND submit it from the *SUBMIT: Faculty Productive Report* 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' feature. 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.