DIGITAL MEASURES

FACULTY GUIDE TO RUNNING AND SUBMITTING FACULTY PRODUCTIVITY REPORTS

West Virginia University.

INFORMATION TECHNOLOGY SERVICES

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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**.

Refrain from using the built in Help button in Digital Measures. It is not an efficient way to receive assistance.

OVERVIEW

After you've entered all activities under the Manage Activities section in Digital Measures, you must run AND submit a Faculty Productivity Report to complete your evaluation.

To begin, go to **faculty.wvu.edu/policies-and-procedures/digital-measures** and click the blue **Login** button. Then, enter your WVU Login credentials.

RUN FACULTY PRODUCTIVITY REPORT

1. Click the Rapid Reports button in the top-right corner of the page.

2. Select **Faculty Productivity Report** from the *Report* drop-down menu.

3. Select the applicable reporting period **Start** and **End Dates**. Direct all questions about reporting period dates to your department's administration.

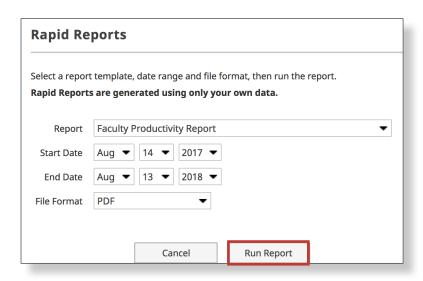**4.** Select **PDF** from the *File Format* drop-down menu.

Note: If you must make modifications to the resulting report and can't make the changes under the *Manage Activities* section (such as adding a syllabus to *Scheduled Teaching,* or a publication to **Publications, Research, and Intellectual Contributions**), choose **Microsoft Word** as the File Format instead.

After you have completed your modifications to the Word document, please use the following options to convert the file to a PDF.

• **Windows:** Click the **File** menu in Word and select **Save as**, **PDF**.
• **Mac:** Click the **File** menu in Word and select **Save As, PDF**. Then, select **Best for electronic distribution and accessibility**.

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.

5. After selecting all of the fields, click **Run Report**.

Rapid Reports

Select a report template, date range and file format, then run the report.
Rapid Reports are generated using only your own data.

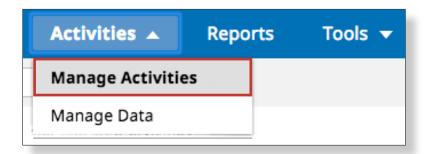| Report	Faculty Productivity Report ▼
Start Date	Aug ▼ 14 ▼ 2017 ▼
End Date	Aug ▼ 13 ▼ 2018 ▼
File Format	PDF ▼

Cancel   Run Report

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

Note: When running the report, make sure to **save this report** to your computer in a location you'll remember. You'll need to upload this file in a later step.

SUBMIT FACULTY PRODUCTIVITY REPORT

1. Select **Manage Activities** from the Activities drop-down menu.

Activities ▲   **Reports**   **Tools** ▼

Manage Activities

Manage Data

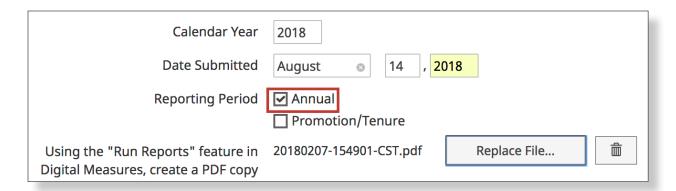**2.** Scroll towards the bottom of the page and select **SUBMIT: Faculty Productivity Report** under the *Archived Reports and Documents* section.

˅ **Archived Reports and Documents**

SUBMIT: Faculty Productivity Report   Review, Promotion, and Tenure

Supporting Documentation (CV, Report Narrative, Other)   Confidential Documents
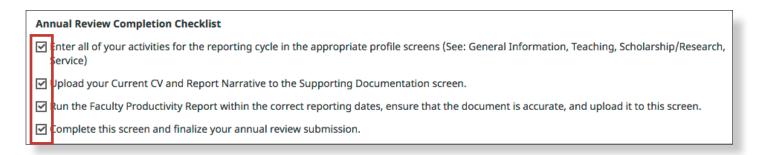
3. Click the **Add New Item** button at the top.
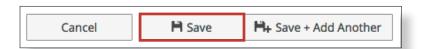

4. Enter the **Calendar Year** for the submission (e.g if you're submitting the report in 2018, enter 2018).

5. Select the **Date** the report is being submitted.

6. Click the **Annual** box (unless you are submitting a report for promotion and tenure consideration).

7. Click **Choose File** 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.

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

Annual Review Completion Checklist

☑ Enter all of your activities for the reporting cycle in the appropriate profile screens (See: General Information, Teaching, Scholarship/Research, Service)

☑ Upload your Current CV and Report Narrative to the Supporting Documentation screen.

☑ Run the Faculty Productivity Report within the correct reporting dates, ensure that the document is accurate, and upload it to this screen.

☑ Complete this screen and finalize your annual review submission.

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

REMINDERS

• You need to run the Faculty Productivity report under the *Rapid Reports* section AND submit the Faculty Productivity report under the *Archived Reports and Documents* section from the Manage Activities menu.

• 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.