# Digital Measures

## Run Personnel Review Access Reports

## Overview

Digital Measures is the University's web-based faculty activity reporting system. Faculty can use Digital Measures to update their activity at any time. The information entered can be used for annual faculty evaluations, creating reports for accreditation and more.
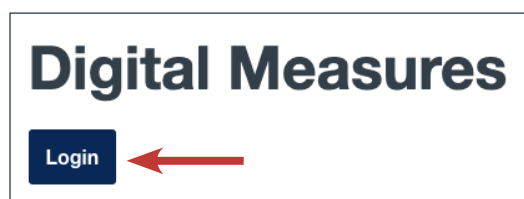
The Personnel Review Access report is used by chairs, deans and faculty evaluation committees to review promotion and tenure for faculty members. It is only used during the time of promotion and tenure.
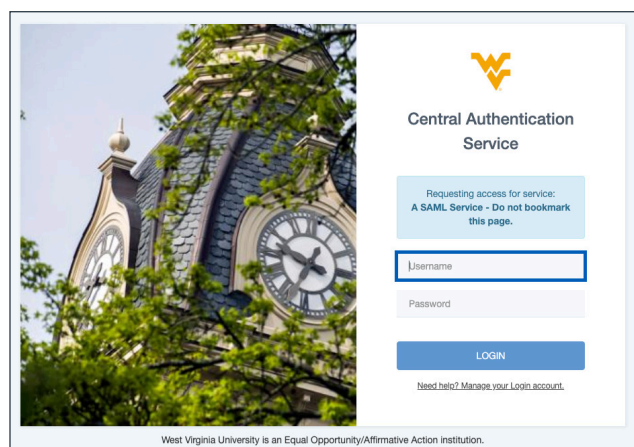
## Log in to Digital Measures

**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.



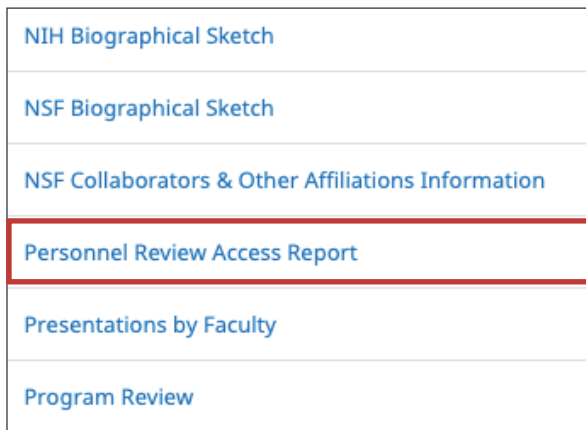**3.** Enter your WVU Login credentials and click **Log In**.

# Run Personnel Report

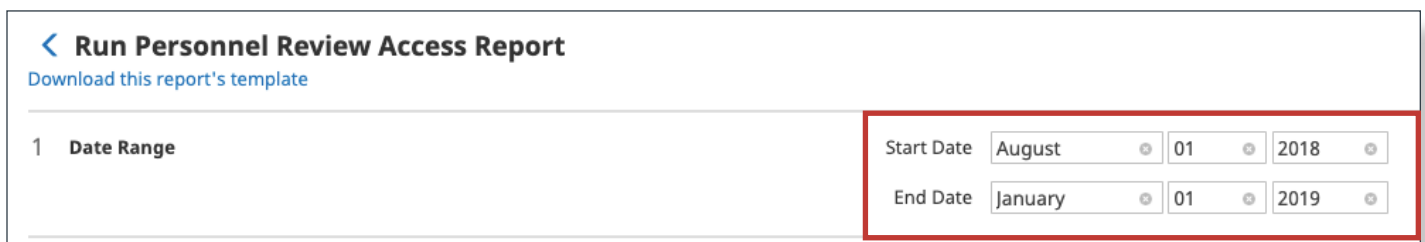**1.** Click the **Reports** button at the top of the page.



**2.** Scroll down towards the bottom of the list of reports. Select **Personnel Review Access Report**.



**3.** Select the report **Start Date** and **End Date** from the corresponding drop-down menus.

**Note:** The date range you select will populate reports (or reviews) that were submitted into the system during that time frame. To view prior years' reviews, make sure your date range includes those older dates.
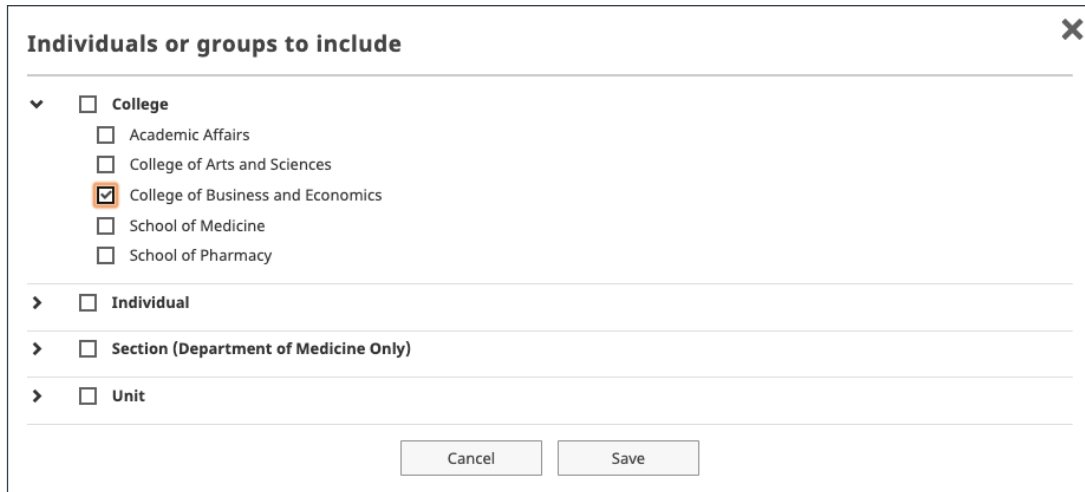
**4.** Verify whom to include. If you would like to change the Users Selected, click **Change Selection**. You can select a college, individual, section or unit. Click **Save** after checking boxes next to individuals or groups.

| 2 | **Whom to Include** | | Users Selected by | **All** |
|---|---|---|---|---|
| | | | | Change Selection |
| | | | Include These Accounts | Enabled Only |

**Individuals or groups to include**                                    ✕

ˇ     ☐  **College**
          ☐  Academic Affairs
          ☐  College of Arts and Sciences
          ☑  College of Business and Economics
          ☐  School of Medicine
          ☐  School of Pharmacy

›     ☐  **Individual**

›     ☐  **Section (Department of Medicine Only)**

›     ☐  **Unit**

          [ Cancel ]          [ Save ]

**5.** Leave the Productivity Report Submission set as **All Users**, unless you have a specific reason to report on a smaller subset of faculty.

**6.** Change the File Format to **PDF** and keep the Page Size as **Letter**.
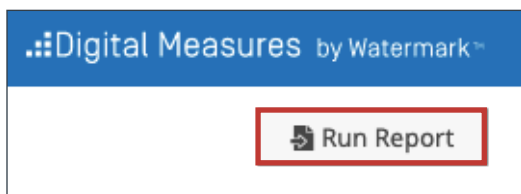
| 3 | **Report Options** | * a) Productivity Report Submission | All Users |
|---|---|---|---|
| 4 | **File Format** ❓ | File Format | PDF |
| | | Page Size | Letter |

**7.** When finished setting the report parameters, click the **Run Report** button at the top.

.::Digital Measures by Watermark™

🔁 Run Report

**8.** Your report will download to your computer, where it can be opened and reviewed. Below is an example Personnel Review Access Report. Each report will contain all individual reports during the specified time frame. Each link will open the specified report for a user with the appropriate permissions in Digital Measures.

**Note:** You can share this report with any other faculty member who has an appropriate review security role, and they can view the links as well.

**Personnel Review Access Report - University**
Date Range: Aug 01, 2018 - Jan 01, 2019
Filtered On: Accounts: Enabled Accounts
Note: This report contains a subset of the data for this period

### Faculty Productivity Report

| User | Reporting Year | Report | Documents / Workload Documents | Ratings | Recommendations |
|---|---|---|---|---|---|
| Almond, Anna: aand211 | 2018 | | Welcome Letter<br>Link | | |
| Beach, Sandy: sabeach01 | 2019 | Annual<br>Link [UNLOCKED]<br>Date Submitted:<br>August 31, 2019 | | | |
| Cookie, Callie: cohhd21 | 2018 | Annual<br>Link<br>Date Submitted:<br>December 31, 2018 | Department Director/Chair Review<br>Link<br>Workload document<br>Link | *Department/Division/Unit - Chair*<br>Teaching: Excellent<br>Research: Excellent<br>Service: Good | *Department/Division/Unit - Chair* |
| Dawston, Doug: diug3o4 | 2019 | | Workload document<br>Link | | |
| Ellic, Edward: dgkdjf54 | 2018 | Annual<br>Link [UNLOCKED]<br>Date Submitted:<br>December 31, 2018 | Appointment Letter<br>Link<br>Department Committee Review<br>Link<br>Department Director/Chair Review<br>Link | *Department/Division/Unit - Committee*<br>Teaching: Excellent<br>Research: Excellent<br>Service: Excellent<br><br>*Department/Division/Unit - Chair*<br>Teaching: Excellent<br>Research: Excellent<br>Service: Excellent | *Department/Division/Unit - Committee*<br>Continuation : Recommended<br><br>*Department/Division/Unit - Chair*<br>Continuation : Recommended |
| Frowler, Fred: freg3211 | 2018 | Annual<br>Link<br>Date Submitted:<br>December 28, 2018 | Department Committee Review<br>Link<br>Department Director/Chair Review<br>Link<br>Workload document<br>Link | *Department/Division/Unit - Committee*<br>Teaching: Excellent<br>Research: N/A<br>Service: Excellent<br><br>*Department/Division/Unit - Chair*<br>Teaching: Excellent<br>Research: N/A<br>Service: Excellent | *Department/Division/Unit - Committee*<br>Continuation : Recommended<br><br>*Department/Division/Unit - Chair* |
| Gooey, George: geo533 | 2019 | Annual<br>Link [UNLOCKED]<br>Date Submitted:<br>August 30, 2019 | Workload document<br>Link | | |
| Halleck, Hallie: hali2111 | 2018 | Annual<br>Link<br>Date Submitted:<br>September 4, 2018 | Department Committee Review<br>Link<br>Workload document<br>Link<br>Workload document | *Department/Division/Unit - Committee*<br>Teaching: Excellent<br>Research: Excellent<br>Service: Excellent | *Department/Division/Unit - Committee*<br>Progress Toward Tenure?: N/A at this time<br>Continuation : Recommended<br>Promotion : N/A |

West Virginia University | Personnel Review Access Report
August 1, 2018 - January 1, 2019
Report Generated on November 14, 2019

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.**