

Digital Measures

Upload Faculty Evaluation Documents

Overview

During both the annual review (also known as continuation or non-action review) and the promotion/tenure review (also known as action review) process, timely conveyance of reviews to faculty is critical so that faculty have the chance to respond to a given review and have that response considered at the appropriate level.



Use the following guidance for uploading all review documents to the *Review, Promotion, and Tenure* section within Digital Measures Activity Insight, also known as Faculty Success.

Note: Digital Measures cannot send notifications. All notifications must be sent manually via email.

Annual Review Workflow

Annual Reviews typically consist of both a department committee and department chairperson review, although this is subject to variance depending on college structure and practice.

- 1** Upload department-level review documents to the *Review, Promotion, and Tenure* section in Digital Measures after the highest level of department review is completed for all faculty within a department. **In no event** should the upload be completed more than five (5) business days *after* the highest level of department review is completed.

Ideally, college administrative staff should complete this upload, but may delegate this task to appropriately trained departmental administrators. The Department Chairperson is responsible for ensuring that all departmental uploads are timely and correct.

- 2** Upon completion of uploading review documents for a department, notify the department's faculty to let them know that their reviews are available under the *Review, Promotion and Tenure* section in Digital Measures.

- 3** Departments may provide hard copies or electronic copies of reviews to faculty, but must follow all applicable University procedures for negative reviews (including reviews recommending termination).

Promotion and Tenure Review Workflow

Promotion and Tenure reviews typically consist of a department committee review, department chairperson review, college committee review, dean review and provost review, although this is subject to variance depending on college structure and procedure.

1 College administrative staff upload department-level review documents to the *Review, Promotion, and Tenure* section in Digital Measures after the highest level of department reviews is completed for all faculty within a department. **In no event** should the upload be completed more than five (5) business days *after* the highest level of department reviews is completed.



2 College deans upload college-level review documents to the *Review, Promotion, and Tenure* section in Digital Measures after the highest level of college reviews is completed. **In no event** should the upload be completed more than five (5) business days *after* the highest level of college review is completed.



3 Upon completion of uploading promotion/tenure documents for a department, notify the department's faculty to let them know that their reviews are available under the *Review, Promotion and Tenure* section in Digital Measures.

Departments may provide hard copies or electronic copies of reviews to faculty, but must follow all applicable University procedures for negative reviews (including reviews recommending non-continuation).



4 Upon completion of the Provost's review of all promotion and tenure (action) candidates, the Provost's office will immediately distribute the Provost review directly to all promotion and tenure (action) candidates via email. The Provost's office will continue to follow long-standing policy of sending copies of any reviews recommending non-continuation in rank, or denying promotion/tenure by first class mail, certified mail and email.



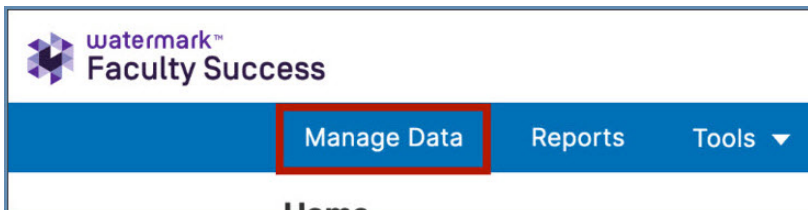
5 Following distribution of the Provost reviews directly to the faculty, the Provost's office will transmit all Provost reviews for a given college to that college. College administrative staff will then upload the Provost review to the *Review, Promotion, and Tenure* screen within Digital Measures. In no event should the upload be completed more than five (5) business days after receipt of Provost reviews from the Provost's office. As notification has already been provided by the Provost's office, no direct notification to faculty of this upload is required.

Procedure for Uploading Reviews

1. Go to faculty.wvu.edu and select **Digital Measures** from the *Policies/Procedures* section on the home page. Click the **Login** button and enter your WVU credentials to log in to the system.



2. Select **Manage Data** from the Activities drop-down menu.



3. Type or select the name of the user for which you want to manage data, then click **Continue**.

A screenshot of the 'Manage Data' form. The form has a title 'Manage Data' and a subtitle 'Fields marked with * are required'. Below the subtitle is a paragraph of text: 'Manage Data enables you to manage data for other users or entities within your system. If you are entering a lot of data, it may be faster to load this from CSV files rather than by using this utility. All changes made using this utility are audited. Manage Data sessions open in a new tab.' The form is divided into two sections: 'Manage Data for Users' and 'Manage Administrative Data for Users'. The 'Manage Data for Users' section contains a toggle switch labeled 'ON' and 'Show Enabled Accounts', a 'User*' label, and a dropdown menu with the text 'AAAFakeUserENGLISH, FakeUser (AAAFakeUserEnglish)'. Below the dropdown menu is a blue button labeled 'CONTINUE' with a red rectangle around it. The 'Manage Administrative Data for Users' section is currently collapsed.

4. Select **Review, Promotion and Tenure** from the *Archived Reports and Documents* section.

A screenshot of the 'Archived Reports and Documents' section. The section is titled 'Archived Reports and Documents' and contains a list of items: 'Supporting Documentation (CV, Report Narrative, Other)', 'Other Submissions', 'SUBMIT: Faculty Productivity Report', and 'Confidential Letters of External Review'. The 'Review, Promotion, and Tenure' item is highlighted with a red rectangle.

5. Take a moment to review the screen prior to uploading a review. This screen lists all reviews that have been uploaded for that faculty member, organized by the year in which the review took place. As an example, all reviews taking place during the 2022-23 academic year would be shown as 2022. Note that only the ratings for the first review in a particular year are displayed on this summary screen. The “Count” columns describe how many reviews are present in each record.

Review, Promotion, and Tenure

Search...

SEARCH Search Tips Rapid Reports

"Review, Promotion, and Tenure" entries should be grouped together as one entry per Report Year. After selecting the "Add New Item" button, you may add additional files by selecting the "+Add" button.

Filters: None

<input type="checkbox"/>	CALENDAR YEAR	COUNT OF RO...	COUNT OF RO...	TEACHING, REV...	RESEARCH, RE...	SERVICE, REVIE...
<input type="checkbox"/>	2022	2	2	Excellent	Excellent	Excellent
<input type="checkbox"/>	2021	2	2	Excellent	Excellent	Excellent
<input type="checkbox"/>	2020	2	2	Excellent	Excellent	Excellent

6. If there is not yet an entry for the current review period, click **Add New**.

7. Enter the **Calendar Year**, starting with the first year a review is taking place (e.g., reviews occurring during the 2023-2024 academic year would be 2023).

Edit Review, Promotion, and Tenure

CANCEL SAVE SAVE + ADD NEW

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 ^R

2023

8. In the “Document” group, select the **Type of Document** you want to upload. Please examine the following table to determine the appropriate document type, which is largely dependent on the level of review.

Level of Review	Normal Document Types
Department or Unit Level	<ul style="list-style-type: none"> • Department Committee Review • Department Director/Chairperson Review
College or School Level	<ul style="list-style-type: none"> • College Committee Review • School Committee Review • Dean Review • School Director Review
Provost Level	<ul style="list-style-type: none"> • Letter Granting Promotion and/or Tenure • Provost Review

Only select *Other* if you are absolutely certain a pre-existing type will not work. You should not need to select *Other* often.

9. Click to upload or drop a file in the Upload Document section. File name structures should be consistent and correspond to the type of document chosen above (e.g., Doe, Fakeuser Department Committee Review 2023-2024.pdf). If this is not the first document uploaded, or to upload an additional document, click **Add Row**.

Document (1)

1st Document

Type of Document ^R

⋮

Department Committee Review

Upload Document ^R

Drop file here or select to upload

Actions

ADD ROW

10. In the “Review” group, select the **Type of Rating**, which should match the *Type of Document* chosen above. Then, select the appropriate descriptors to match the review content you uploaded. You may also include vote counts, if applicable. If this is not the first rating, or to add an additional rating for a different type of document, click **Add Row**. If both an annual review as well as a promotion, tenure, or other action review takes place in a given document, you can combine the area (e.g., teaching, research) ratings and recommendations into one “Review “ group entry.

Ensure that you only enter ratings and recommendations that have been clearly stated in the review document. Do not interpolate ratings or recommendations if they are not clearly stated in the document. Not every area will have a descriptor (e.g., administrative), and not every review will have a recommendation for continuation, promotion, and tenure. The table below identifies the important fields to remember for different types of reviews.

Type of Review	Important “Review” Group Fields
Annual or Continuation Review	<ul style="list-style-type: none">• Teaching, Research, Service, Administrative and Clinical areas (as appropriate to the assignment; all are not likely to apply at once)• Recommendation for Continuation• Votes (for committee reviews only)
Cumulative Pre-Promotion or Mid-tenure Review	<ul style="list-style-type: none">• Appropriate progress toward promotion/tenure• Votes (for committee reviews only)
Promotion, Tenure, or Action Review	<ul style="list-style-type: none">• Recommendation for Promotion• Recommendation for Tenure (as appropriate)• Votes (for committee reviews only)

You may either enter “N/A” for any fields that do not correspond to descriptors or recommendations found explicitly in the review document, or simply leave the blank as shown on the next page.

These ratings are used extensively in the review process, so data entry accuracy is critical.

Example of a “Review” entry for an annual review by a committee:

Review (1)

1st Review

Actions

Type of Rating

Department/Division/Unit - Committee

Teaching

Excellent

Research

Excellent

Service

Good

Administrative

Clinical

Appropriate progress towards promotion/tenure?

Recommendation for Continuation

Recommended

Recommendation for Promotion

Recommendation for Tenure

Votes

Promotion

For

Against

Abstain

Tenure

For

Against

Abstain

Continuation

For

Against

Abstain

6

0

1

ADD ROW

Example of a “Review” entry for a combined annual review and promotion/tenure review by a chair:

Review (1)

1st Review

Actions

Type of Rating

Department/Division/Unit - Chair

Teaching

Excellent

Research

Excellent

Service

Excellent

Administrative

Clinical

Appropriate progress towards promotion/tenure?

Recommendation for Continuation

Recommended

Recommendation for Promotion

Recommended

Recommendation for Tenure

Recommended

Votes

Promotion

For

Against

Abstain

Tenure

For

Against

Abstain

Continuation

For

Against

Abstain

ADD ROW

11. After you have completed adding all documents and reviews for a given year, click **Save** or **Save + Add New** at the top of the page.



Make sure your entries adhere to the correct way to add reviews (refer to the correct and incorrect screenshots below). There should be only one entry per year, with several documents under that one entry. The “count” columns will vary depending on the number of documents and ratings in that year’s entry.

"Review, Promotion, and Tenure" entries should be grouped together as one entry per Report Year. After selecting the "Add New Item" button, you may add additional files by selecting the "+Add" button.

Correct

Filters: None

<input type="checkbox"/>	CALENDAR YE...	COUNT OF RO...	COUNT OF RO...	TEACHING, RE...	RESEARCH, RE...	SERVICE, REVI...
<input type="checkbox"/>	2023	1	1	Excellent	Excellent	Good
<input type="checkbox"/>	2022	2	2	Excellent	Excellent	Excellent
<input type="checkbox"/>	2021	2	2	Excellent	Excellent	Excellent

"Review, Promotion, and Tenure" entries should be grouped together as one entry per Report Year. After selecting the "Add New Item" button, you may add additional files by selecting the "+Add" button.

Incorrect

Filters: None

<input type="checkbox"/>	CALENDAR YE...	COUNT OF RO...	COUNT OF RO...	TEACHING, RE...	RESEARCH, RE...	SERVICE, REVI...
<input type="checkbox"/>	2023	1	1	Excellent	Excellent	Good
<input type="checkbox"/>	2023	1	1	Good	Excellent	Good
<input type="checkbox"/>	2022	2	2	Excellent	Excellent	Excellent
<input type="checkbox"/>	2021	2	2	Excellent	Excellent	Excellent

NEED HELP?

Contact your college administrator
or visit it.wvu.edu/help

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