



DIGITAL MEASURES

COLLEGE ADMINISTRATOR GUIDE TO MANAGING FACULTY DATA

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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” feature in Digital Measures. It is not an efficient way to receive assistance.

OVERVIEW

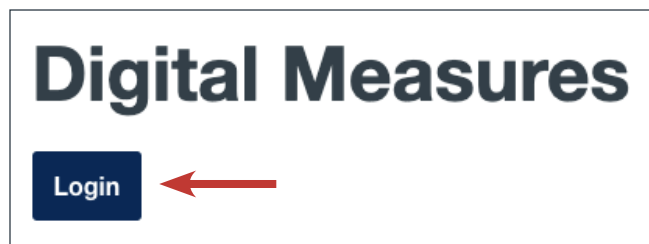
Digital Measures is the University's web-based faculty activity reporting system. Faculty can use Digital Measures to update their activity at any time. The information entered can be used for annual faculty evaluations, creating reports for accreditation and more. As a college administrator or support staff member, you can manage a user's data, run personnel review reports and edit promotion and tenure data.

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.



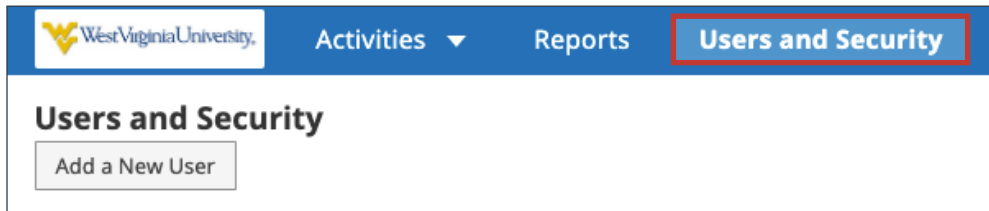
3. Enter your WVU Login credentials and click **Log In**.

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ADD A USER

The creation of Digital Measures accounts is the responsibility of college administrators, until integration with MAP is complete.

1. Select the **Users and Security** tab at the top. You will be presented with a list of all users in your college or department, both enabled and disabled.



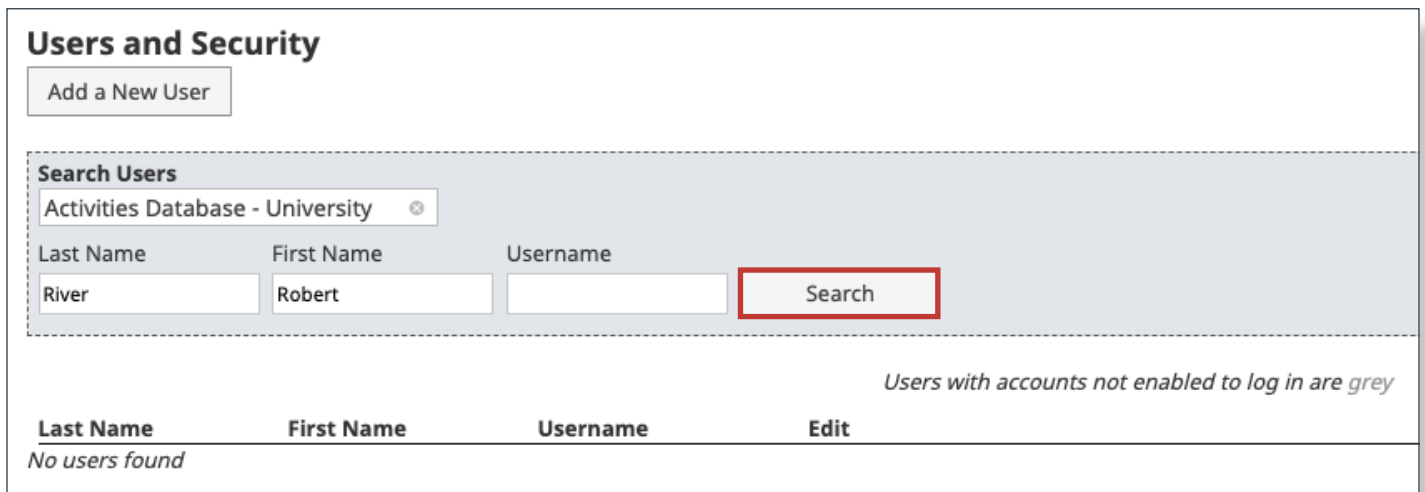
West Virginia University

Activities ▾ Reports **Users and Security**

Users and Security

Add a New User

2. To verify that the person doesn't already have an account, enter their first and last name into the corresponding fields and click the **Search** button.



Users and Security

Add a New User

Search Users

Activities Database - University

Last Name First Name Username

River Robert

Search

Users with accounts not enabled to log in are grey

Last Name	First Name	Username	Edit
No users found			

3. After you have verified that they don't have an account, click **Add a New User**.



Users and Security

Add a New User

4. Enter the user's information in the required fields (marked with an asterisk). Enter their **Last Name**, followed by their **First Name**.

When you enter an email address, the *Username* field automatically populates based on the email address you entered. Make sure to change the Username field for faculty, by entering their WVU Login username. They log in to Digital Measures using their WVU Login information.

Create User

Fields marked with an asterisk are required.

Last Name *	<input type="text" value="River"/>
First Name *	<input type="text" value="Robert"/>
Middle Name/Initial	<input type="text" value="A"/>
Email *	<input type="text" value="robertriver@mail.wvu.edu"/>
Username *	<input type="text" value="robariver"/>
Employee ID	<input type="text"/>
Authentication	<input type="text" value="Shibboleth Authentication"/> Learn more

5. If the account you are creating is for a faculty member (including Chairs), you must select their initial assignment and ensure that the 'track activities' **Yes** box is checked.

Note: If the account you are creating is for an administrative staff member, uncheck the box and continue on to selecting a security role.

6. Select the user's **College** and **Unit** (department).

Please select an option below. *

☒ **Activities Database - University**

For the Activities Database - University screens, do we need to keep track of this user's teaching, research and service activities?
Even if someone will keep track of this user's activities on their behalf, you should select "Yes" to this question.

☒ Yes

Choose the attributes for this user.

College *

☐ College of Law
 ☐ College of Physical Activity and Sport Sciences
 ☒ Davis College of Agriculture, Natural Resources, and Design
 ☐ Extension Service
 ☐ Libraries

Unit

☐ Davis College Division of Animal and Nutritional Sciences
 ☐ Davis College Division of Forestry and Natural Resources
 ☒ Davis College Division of Plant and Soil Sciences
 ☐ Davis College Division of Resource Management
 ☐ Davis College School of Design and Community Development

7. Select appropriate security roles for the user. The following table outlines common users and their associated roles. You can, and should under certain circumstances, assign more than one security role to a user.

Note: The default role for all faculty members should only be **Faculty**.

User Type	DM Security Role(s)
Faculty	Faculty
Department Chair (has direct access to faculty files)	Department, Faculty
Administrative Staff	Department
Administrative Staff (can add, remove and change users)	Departmental Administrator

☐ College [\[Details\]](#)
☐ College Administrator [\[Details\]](#)
☐ College Limited Administrator [\[Details\]](#)
☐ College Personnel Review [\[Details\]](#)
☐ College Reporting [\[Details\]](#)
☐ Data Backup Service [\[Details\]](#)
☐ Department [\[Details\]](#)
☐ Departmental Administrator [\[Details\]](#)
☐ Department Data Entry [\[Details\]](#)
☐ Department Personnel Review [\[Details\]](#)
☐ Department Reporting [\[Details\]](#)
☒ Faculty [\[Details\]](#)
☐ HLC Review [\[Details\]](#)
☐ Individual Personnel Review [\[Details\]](#)
☐ Individual - Provost Advisory Panel [\[Details\]](#)
☐ Individual Proxy [\[Details\]](#)
☐ Law Reporting - Libraries [\[Details\]](#)
☐ Law Reporting - Marketing [\[Details\]](#)
☐ Resource Center Only [\[Details\]](#)
☐ University [\[Details\]](#)
☐ University Administrator [\[Details\]](#)
☐ University Limited Administrator [\[Details\]](#)
☐ Web Service - Read/Write [\[Details\]](#)
☐ Web Services Business and Economics - Read Only [\[Details\]](#)
☐ Web Services Nursing - Read Only [\[Details\]](#)
☐ WVU Foundation Reporting [\[Details\]](#)

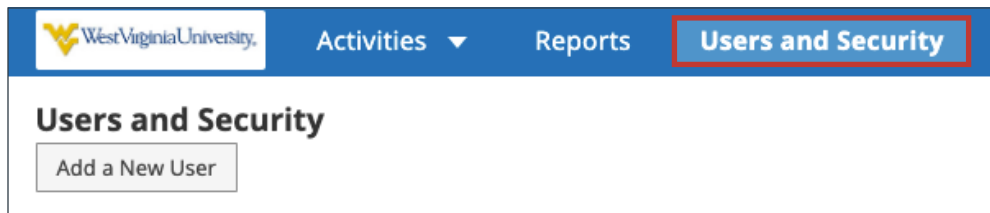
Return (Cancel) Save

8. Click **Save** when finished.

DISABLE A USER

As a general rule, you should NOT delete faculty accounts. According to WVU policy, electronic faculty records must be kept for a period of five (5) years after date of termination or separation. Therefore, you should DISABLE accounts for faculty that are no longer with the University. Disabling an account retains all data for the account, allowing accurate historical reports to be prepared

1. Select the **Users and Security** tab at the top. You will be presented with a list of all users in your college or department, both enabled and disabled.



2. Search for the user by entering their **Last Name** and **First Name** and clicking **Search**.

Search Users

Activities Database - University

Last Name

First Name

Username

River

Robert

Search

Users with accounts not enabled to log in are grey

Last Name	First Name	Username	Edit	Manage Data
River	Robert	robariver		

3. Once you find their account, click the **pencil icon** next to their username.

Last Name	First Name	Username	Edit	Manage Data
River	Robert	robariver		

4. At the top of the account, click **Disable User**.

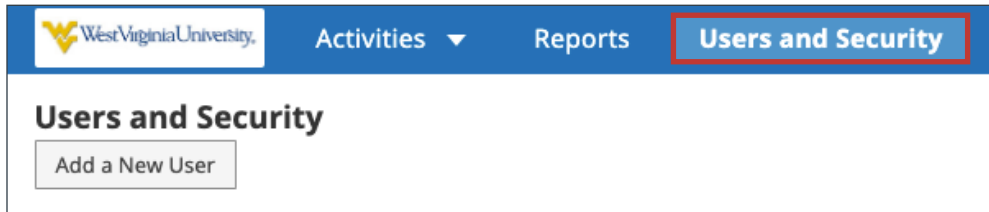
Disable User

Delete User

[Why disable versus delete an account?](#)

CHANGE USER SECURITY ROLES

1. Select the **Users and Security** tab at the top. You will be presented with a list of all users in your college or department, both enabled and disabled.



2. Search for the user by entering their **Last Name** and **First Name** and clicking **Search**.

Search Users

Activities Database - University

Last Name

First Name

Username

River

Robert

Search

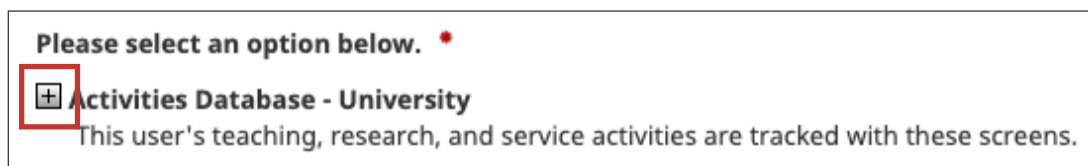
Users with accounts not enabled to log in are grey

Last Name	First Name	Username	Edit	Manage Data
River	Robert	robariver		

3. Once you find their account, click the **pencil icon** next to their username.

Last Name	First Name	Username	Edit	Manage Data
River	Robert	robariver		

4. If the *Activities Database - University* section isn't already expanded, click on the **plus sign** to expand it.



5. Select the **box** next to the security role category you would like to grant to the user. Click on the **plus sign** next to a role category to view role sub-categories. Select the **box** next to the role sub-category they should be given. To view the permissions associated with a role, click on the **Details** link next to it. Click **Save** when making changes.

Note: Most faculty should only have the *Faculty* box selected. Those serving on a unit or college evaluation committee should also have the Department Personnel Review or College Personnel Review box selected. Make sure to update security roles as committee assignments change. **It's critical that administrators update security roles at the end of every cycle.**

Faculty Activity/Assignment	DM Security Role(s)
Department Chair (has direct access to faculty files)	Faculty, Department
Department Review Committee (P&T/annual)	Faculty, Department Personnel Review
College Review Committee (P&T/annual)	Faculty, College Personnel Review

☐ ☒ College [\[Details\]](#)
☐ ☒ College Administrator [\[Details\]](#)
☐ ☒ College Limited Administrator [\[Details\]](#)
☐ ☒ College Personnel Review [\[Details\]](#)

☐ College of Physical Activity and Sport Sciences
☐ Davis College of Agriculture, Natural Resources, and Design
☐ Extension Service
☐ Libraries
☐ Potomac State College of WVU

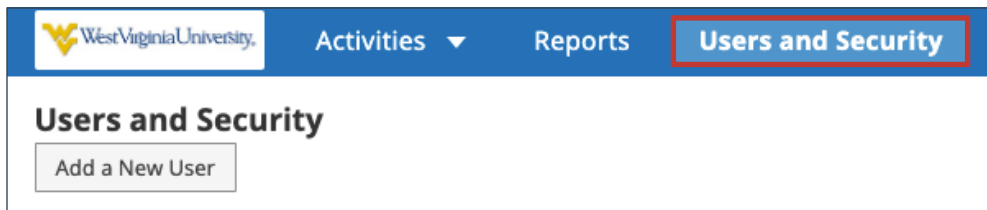
☐ ☒ College Reporting [\[Details\]](#)
☐ Data Backup Service [\[Details\]](#)
☐ ☒ Department [\[Details\]](#)
☐ ☒ Departmental Administrator [\[Details\]](#)
☐ ☒ Department Data Entry [\[Details\]](#)
☐ ☒ Department Personnel Review [\[Details\]](#)
☐ ☒ Department Reporting [\[Details\]](#)
☒ ☒ Faculty [\[Details\]](#)
☐ HLC Review [\[Details\]](#)
☐ ☒ Individual Personnel Review [\[Details\]](#)
☐ ☒ Individual - Provost Advisory Panel [\[Details\]](#)
☐ ☒ Individual Proxy [\[Details\]](#)
☐ ☒ Law Reporting - Libraries [\[Details\]](#)
☐ ☒ Law Reporting - Marketing [\[Details\]](#)
☐ Resource Center Only [\[Details\]](#)
☐ University [\[Details\]](#)
☐ University Administrator [\[Details\]](#)
☐ University Limited Administrator [\[Details\]](#)
☐ Web Service - Read/Write [\[Details\]](#)
☐ ☒ Web Services Business and Economics - Read Only [\[Details\]](#)
☐ ☒ Web Services Nursing - Read Only [\[Details\]](#)
☐ ☒ WVU Foundation Reporting [\[Details\]](#)

Return (Cancel)
Save

SECURITY ROLE AUDITS

Although central administration periodically audits high level account permissions, you should also periodically audit the security roles in your department to ensure that users do not have permissions they are not entitled to. Regular auditing will preserve the integrity of the system.

1. Select the **Users and Security** tab at the top. You will be presented with a list of all users in your college or department, both enabled and disabled.



2. Click the **View Security Roles** link.

Search Users

Activities Database - University

Last Name

First Name

Username

Search

241 Users, 38 Accounts Enabled to Log In

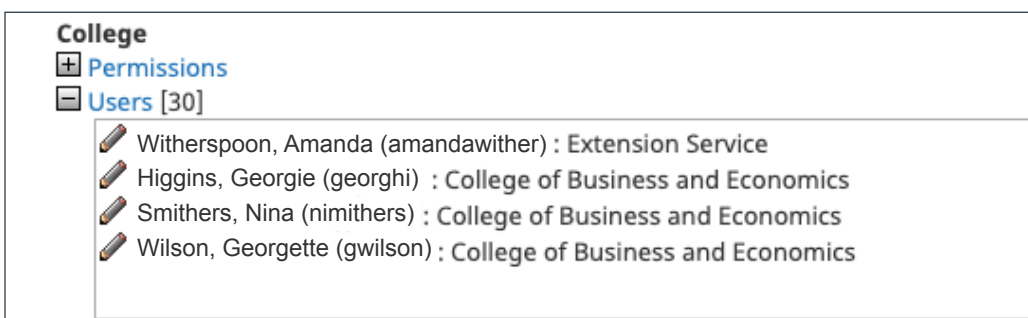
Users with accounts not enabled to log in are grey

[Download All User Information](#)

[View Security Roles](#)

3. Scroll through the list of security roles and expand the *Users* link under each category to see all users with that security role designation.

Note: To change a user's security role, refer to the *Change User Security Roles* section above.

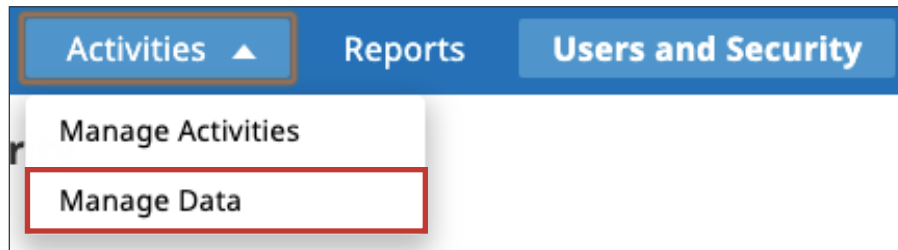


MANAGE USER DATA

Accessing a user's file allows you to directly manage and edit their data as though they were managing it themselves. There are two different ways you can manage user data.

Manage Data

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



2. Type in the **name** of the user for whom you want to manage data. When you find their name, select it and click the **Continue** button.

Note: You must click the *Show* drop-down menu and select **All Accounts** to view user accounts that have been disabled.

Manage Data

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.

☒ **Manage Data for Users**

User

River, Robert (robariver)

Show

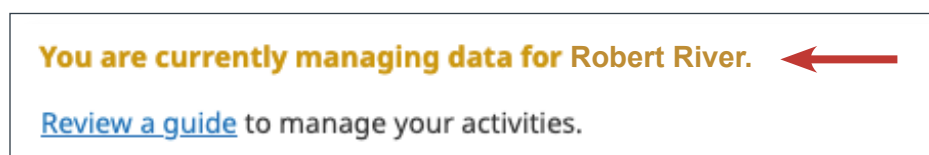
Enabled Accounts only

Enabled Accounts only

All Accounts

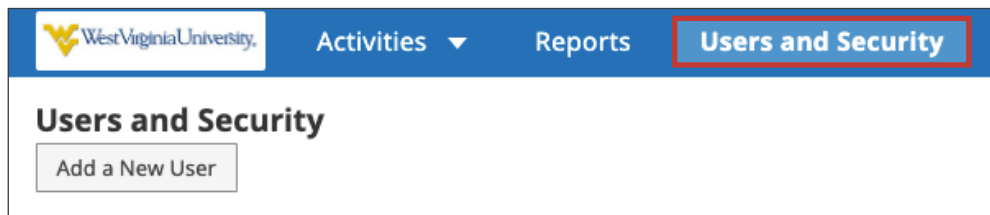
Continue

3. You will be taken to the Manage Activities screen for that particular user. To ensure you are managing data for the correct user, look at the message at the top of the page appearing in gold.



Users and Security

1. Select the **Users and Security** tab at the top.



2. Search for the user by entering their **Last Name** and **First Name** and clicking **Search**.

Search Users

Activities Database - University

Last Name	First Name	Username	
River	Robert		Search

3. Click on the **people icon** next to their username. A new window will open.

Users with accounts not enabled to log in are grey

Last Name	First Name	Username	Edit	Manage Data
River	Robert	robariver		

4. You will be taken to the Manage Activities screen for that particular user. To ensure you are managing data for the correct user, look at the message at the top of the page appearing in gold.

You are currently managing data for Robert River. ←

[Review a guide](#) to manage your activities.

5. When you are done managing data for that user, ensure all changes are saved, and close out of that window.

REVIEW PERMANENT DATA

Permanent Data **MUST** be reviewed for accuracy by administrators or supervisors. A superscript R will appear on the left side of data fields, meaning those fields are *read only* for Faculty. Faculty can view this data, but not change it.

1. **After** completing the steps to access a user profile to manage data, select **Permanent Data** under the General Information category.

You are currently managing data for Robert River.

[Review a guide](#) to manage your activities.

▼ **General Information**

[Permissions](#)

[Personal and Contact Information](#)

Administrative Data - **Permanent Data** | [Yearly Data](#) | [Restricted-Access Documents](#)

[Professional Positions Prior/Outside of WVU](#)

2. Enter or confirm that the **Starting Rank Prefix**, **Position**, **Track** and **Date** are all correct. Make changes if necessary.

Edit Permanent Data

Starting Rank Prefix ^R

Teaching

Starting Position/Rank ^R

Instructor

Starting Track ^R

Term

Start Date at West Virginia University ^R

Start Month at West Virginia University ^R	Start Day at West Virginia University ^R	Start Year at West Virginia University ^R
January	2	2016

3. Click to upload a supporting document that proves the validity of the permanent data. If you want to upload additional supporting documents, click **Add Row** to add another file.

▼ Supporting Document (1)

1st File

Actions ▼

Description of File^R

Supporting Document^R

Drop file here or click to upload

+ Add Row

4. Set the **Rank Prefix**, **Rank Attained**, **Track** and **Date Attained** fields under the Rank Promotion section. To add another rank promotion, click **Add Row**. To delete a promotion, click on the **trash can icon** in the top-right (this won't show until the promotion has been added).

▼ Rank Promotion (1)

1st Rank Promotion

Actions ▼

Rank Prefix^R

Rank Attained^R

Track^R

Date Attained^R

Month Attained^R Day Attained^R Year Attained^R

+ Add Row

5. Enter or confirm the **Critical Year**, **Tenure Effective Date**, **First Salary Enhancement**, **Second Salary Enhancement** and **Separation Date** fields.

Critical Year ^R

2016-2017

End date of current term appointment ^R

Month of Next Renewal ^R **Day of Next Renewal** ^R **Year of Next Renewal** ^R

Tenure Effective Date ^R

Tenure Decision Month ^R **Tenure Decision Day** ^R **Tenure Decision Year** ^R

Date of First Full Professor Salary Enhancement ^R

Month of First Full Professor Salary Enhancement ^R **Day of First Full Professor Salary Enhancement** ^R **Year of First Full Professor Salary Enhancement** ^R

Date of Second Full Professor Salary Enhancement ^R

Month of Second Full Professor Salary Enhancement ^R **Day of Second Full Professor Salary Enhancement** ^R **Year of Second Full Professor Salary Enhancement** ^R

Separation Date ^R

Separation Month ^R **Separation Day** ^R **Separation Year** ^R

Note: These fields allow you to run reports to discover pertinent information, such as who has an upcoming critical year and if a professor is due to apply for a salary enhancement. The *Separation Date* field is important for filtering accounts per WVU's data retention guidance.

6. When you are finished entering and editing the information, click the **Save** button at the top of the page.

REVIEW YEARLY DATA

Yearly Data is how the system knows to include a faculty member in a given department. Everything in Digital Measures is built around yearly data, therefore it needs to be correct and up-to-date. Editing Yearly Data will also allow administrators to carry forward joint appointments to another academic year.

Note: If you have two units assigned to you in a given year (joint appointment), carry the joint appointment forward to new entries and do not remove it from any existing entries.

1. **After** completing the steps to access a user profile to manage data, select **Yearly Data** under the General Information category.

You are currently managing data for Robert River.

[Review a guide](#) to manage your activities.

▼ **General Information**

[Permissions](#)

[Personal and Contact Information](#)

[Administrative Data - Permanent Data](#) **[Yearly Data](#)** [Restricted-Access Documents](#)


[Professional Positions Prior/Outside of WVU](#)

2. From here, you can complete three actions:

- 1) Select an Item **term** if you would like to add or edit data for that term.
- 2) Click the **Add New Item** button to add information for a different term.
- 3) Select a term and click the **Duplicate** button to carry that term's data forward to another academic year.

< **Yearly Data**

Item
2019-2020
Other



3. Ensure that you are looking at the data for the correct academic year, and confirm or edit the information under the Unit section. If the user has a joint appointment, click **Add Row** to add another Unit.

Edit Yearly Data
Cancel
Save
Save + Add Another

Academic Year ^R
2017-2018

Unit (1)
1st Unit
Actions

College ^R
Extension Service

Unit ^R
Family & Community Development

Unit FTE ^R
%

Add Row

4. Enter or confirm the remaining fields of information.

Rank Prefix ^R
No Prefix

Faculty/Staff Rank ^R
Lecturer

Explanation of "Other" ^R

Track ^R
Other Non-Tenure Track

Graduate Faculty Status ^R
None

5. When you are finished making changes to a term's data, click **Save** or **Save + Add Another** at the top of the page.

Cancel
Save
Save + Add Another

UPLOAD REVIEW, PROMOTION AND TENURE DATA

Under the Review, Promotion and Tenure section, an administrator can upload review-related data (e.g. department committee review, provost review, etc.).

1. When you need to add a review, promotion or tenure document on behalf of a faculty member, you must manage their data, and select **Review, Promotion and Tenure** under the Archived Reports and Documents section in the *Activities* menu.

Archived Reports and Documents

[Supporting Documentation \(CV, Report Narrative, Other\)](#)
[SUBMIT: Faculty Productivity Report](#)

[Review, Promotion, and Tenure](#)
[Confidential Letters of External Review](#)

2. Click on the **item** you want to edit or review, or click **Add New Item** to add an item on behalf of the individual for a different academic year.

< **Review, Promotion, and Tenure**

"Review, Promotion, and Tenure" entries should be grouped together as one entry per Report Year.
"+Add" button.

Item
2016 Faculty Evaluation Cover Sheet Department Director/Chair Review Department Committee Review

3. Enter the starting year listed on the faculty evaluation cover sheet in the Calendar Year field (e.g. If the cover sheet says "2015-16" write "2015").

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

2016

4. Add a review document to the item by uploading or dropping a file into the designated box. To add another document, click **Add Row**. To delete a document, click the trash can icon.

Document (1)

1st Document

Actions

Type of Document^R

Explanation of "Other"^R

Upload Document^R

Drop file here or click to upload

+ Add Row

5. Select the **Type of Rating**, and select the correct responses for the **Teaching, Research, Service, Administrative** and **Clinical** fields. Then, select your recommendations and enter the committee's votes for promotion and tenure. Click **Save** when finished, or **Save + Add Another** to add another item on behalf of the user. Doing so allows a table of reviews to be generated by the system to assist in the review process. The information must be accurate, as it is crucial to a faculty's promotion and tenure outcome.

Review (2)

1st Review

Actions

Type of Rating^R

Explanation of "Other"^R

Department/Division/Unit - Committee

Annual Review

Teaching^R

Research^R

Service^R

Administrative^R

Excellent

Excellent

Excellent

Clinical^R

Appropriate progress towards promotion/tenure?^R

Recommendation for Continuation^R

Recommendation for Promotion^R

Recommendation for Tenure^R

Recommended

Recommended

Votes^R

Promotion

For^R

Against^R

Abstain^R

10

0

Tenure

For^R

Against^R

Abstain^R

10

0

Continuation

For^R

Against^R

Abstain^R