Engineering Guide to Digital Measures

As your administration has informed you, West Virginia University and the Statler College of Engineering and Mineral Resources are moving to an electronic review system and electronic personnel files through use of the Digital Measures Activity Insight system (DMAI).

We will be using DMAI for all annual reviews this year, as well as all promotion and tenure reviews.

- **Promotion and Tenure Reviews**: Your administrative staff has entered data and uploaded files for you. Please check your file and add any necessary data and supporting documentation.

- **All Other Annual Reviews**: Your administrative staff has entered a majority of your data for you, but you must now upload supporting documentation and add any other data as required. The period for which you must ensure data is complete and accurate is Calendar Year 2017.

The following is a guide to assist you with this process.

1) **Log in:** Access the Digital Measures section of the WVU faculty resources page at http://faculty.wvu.edu. There, you will find a link to log into the system with your WVU username and password, as well as news and up-to-date training materials.

2) **Get familiar with the system**: The system is web-based and compatible with all modern browsers, including mobile. You can access the system from anywhere at any time.

   Getting a sense of the system's organization will save you time in the long run.
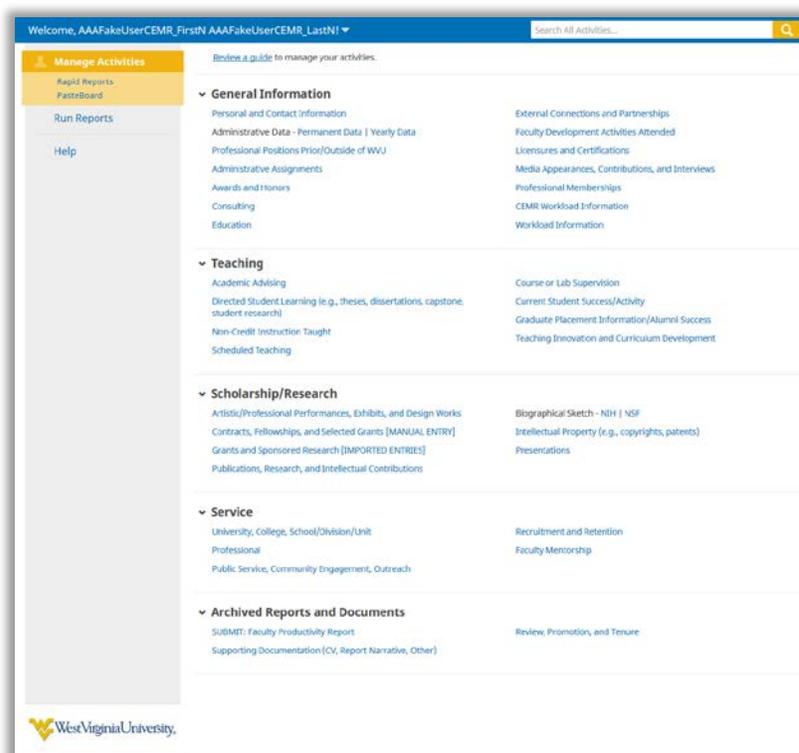
3) **Help**: Note the help button on the main screen of DM. This help button is not contextual, i.e.: when you click it, the system does not report any additional information beyond what you type. Moreover, this request is sent directly to Digital Measures, who can only offer purely technical assistance. If you have a question about data that has already been entered for you, where new data should go, or any other content-based questions, please direct those questions to _____ instead of using the "help" link.

4) **Statler College P&T Annual Report Template**: Your administration has provided you with an Annual Report Template which shows where your activities should go in Digital Measures. Please review that document, as it contains the requirements for your review process. Note that there are additional screens and fields that may not be currently required in the Annual Report Template, but you may consider completing if relevant to your activities (such as Media Appearances, Contributions and Interviews, or Faculty Development Activities Attended).

The guidance included in this document will provide instructions for the sections identified by the Statler College P&T Annual Report Template.

5) **General Information**: Begin with the General Information section at the top of the main screen of DM:
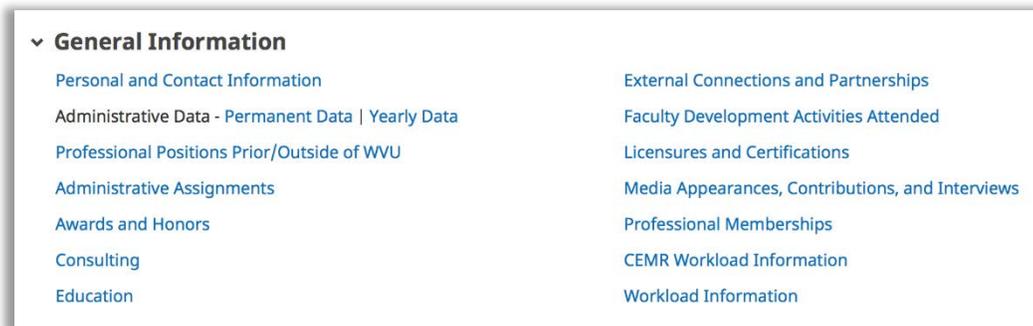
- Ensure that your <u>Personal and Contact Information</u> is up to date and that there are no mistakes in the <u>Permanent Data</u> and <u>Yearly Data</u> screens, which have been entered by your administrative staff. Once you have made any necessary changes, click "Save" in the upper right corner of the screen. If a read-only screen has any errors or omissions, please contact Pat Goldie.

- **Education:** *As part of WVU's HLC accreditation visit in the Spring of 2018, we are requiring all faculty to provide correct and up-to-date information in the Education screen.* Please review the education credentials entered by Engineering's administration. If an education entry is

  missing, please add it now, ensuring your terminal or highest degree earned is marked by selecting the appropriate option in the "Highest Degree You Have Earned?" field. Once you have made any necessary corrections or additions, click "Save" in the upper right corner of the screen.
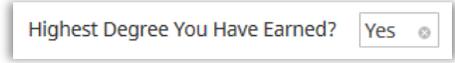
  Note that the transcript field in this screen is read-only to faculty. Please stay tuned for updates as to how we will obtain transcripts for faculty. *No further action as to your transcript is needed at this time.*

- **Administrative Assignments**: Ensure that any entries added for your special assigned administrative duties (chairs, associated chairs, coordinators, etc.) are correct, and add any supporting documentation in the supporting document section of a particular entry as required. You can add more slots for supporting documentation by clicking the "+Add" button, as shown at the bottom of the screenshot below:
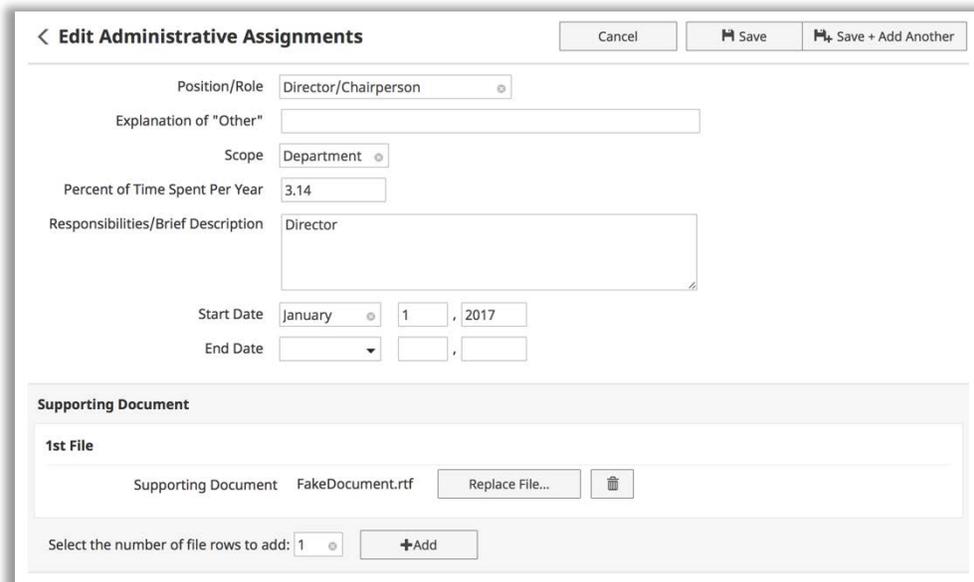
6) **Teaching**: Next, turn your attention to the Teaching section, immediately below the General Information section discussed above:

- **Scheduled Teaching**: This screen is where you will report your teaching for the reporting period. This screen has been centrally pre-populated for you from all courses listed in your name in Banner, going back to Fall 2016. Engineering administrative staff have added additional courses going back through 2009.

  Going forward, data here will be automatically imported from Banner, and will appear shortly after the drop/add period closes early in the semester. Grade distributions will be added shortly after grades are final at the end of the semester. Because data is automatically imported to this screen by an automated process, faculty are not permitted to add or remove courses from this list.

  If you need a course added, please locate the blue link near the top of the Scheduled Teaching screen and complete the survey found therein. Your course will be added within two weeks.
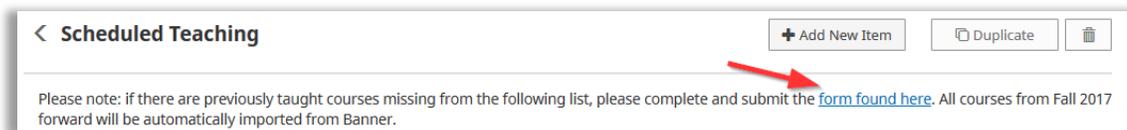
  Conversely, if a course has been added from Banner that you do not wish to include in your annual report, check the "Check here to **EXCLUDE** this course from your productivity report." Doing so will not pull the selected course into your annual faculty productivity report, and you will not receive any credit for that particular entry as it would apply toward your teaching requirement.
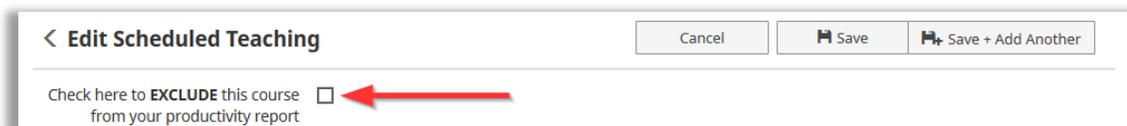
- Note that your Student Evaluation of Instruction (SEI) summaries have been centrally uploaded going back through Fall of 2016, and will continue to be uploaded for future courses shortly after those summaries are available. To the extent you need or desire SEI summaries for older courses, you may upload those summaries yourself by selecting the "Choose File" button next to "Student Evaluation of Instruction Documentation," as shown here. Moreover, as per long standing Statler requirements, you must upload a syllabus for all courses for which you wish to receive credit toward your teaching requirement. Please note there are fields to upload as may additional supporting materials as you desire. Simply press the "+Add" button to add more fields. Once you have made any necessary corrections and added any supporting documents, click "Save" in the upper right corner of the screen.
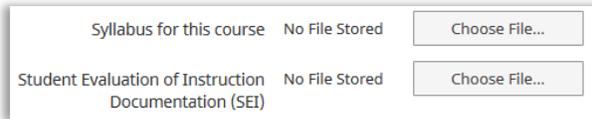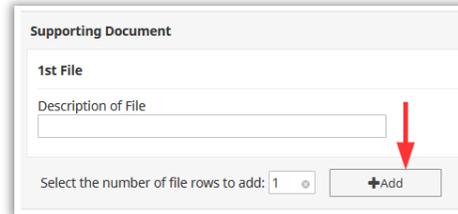
- **Directed Student Learning**: Please review the entries for all activity relating to effective advising and guiding of Ph.D. or MS (thesis or problem reports) students to degree (or in progress), as well as undergraduate students conducting research, and add any supporting documentation as necessary. If you need to add an additional entry, click "+Add New Item" in the upper right corner of this screen, which results in the following form for data entry:

Use existing entries in this screen for specific examples of what to enter to identify your directed student learning activity. **Please note that without a date, the system cannot include the activity in your Faculty Productivity Report**.

- **Academic Advising**: Please review the entries for each semester under review which shows your regularly scheduled academic advising (as opposed to Directed Student Learning, shown above). If you need to add an additional entry, click "+Add New Item" in the upper right corner of this screen, which results in the following form for data entry:

Use existing entries in this screen for specific examples of what to enter to identify your academic advising activity. **Please note that without a date, the system cannot include the activity in your Faculty Productivity Report**.

- **Teaching Innovation and Curriculum Development**: Please review the entries for any significant and demonstrable contribution to instructional material and educational program development which have been added for you. If you need to add an additional entry, click "+Add New Item" in the upper right corner of this screen, which results in the following form for data entry:

Use existing entries in this screen for specific examples of what to enter to identify your teaching innovation and curriculum development activity. Add supporting documentation, if any, as required. **Please note that without a date, the system cannot include the activity in your Faculty Productivity Report** (discussed later).

7) <u>**Scholarship/Research**</u>: Next, turn your attention to the Scholarship/Research section, immediately below the Teaching section discussed above:

- **Publications, Research, and Intellectual Contributions**: Please review the existing entries for articles published in peer-reviewed journals and peer-reviewed conference proceedings, both full-paper and only-abstract reviewed; peer-reviewed books or book chapters; and all other publications. Please add supporting documentation as appropriate to any existing entries. If you need to add additional entries, you can easily do so on the <u>Publications, Research, and Intellectual Contributions</u> screen by clicking the "Add New Item" button at the top right of that screen.

When adding a new item, you will note that you are presented with a screen that can capture a wide variety of data about the publication. Use existing entries in this screen for specific examples of what to enter to identify your publications. Please ensure that if you have published with another faculty member that you enter your publications in a consistent manner. **If you do not provide a date for a given publication, the system will not be able to include it in your faculty productivity report.**

Please ensure that you carefully enter your publication data carefully and accurately, as Statler's administration relies upon this data.

You should also provide any supporting documentation that has been required under the previous paper review system. For example, it would make sense to upload a reprint of an article you enter or that has been entered for you in this screen.
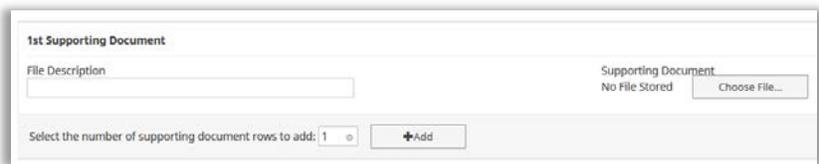
You would do so by scrolling to the bottom of the page for that entry and locating the Supporting Document section. You can add as many supporting documents as you need by pressing the "+Add" button to add additional slots for uploaded files. Please be descriptive in the "File Description" field associated with each file, such that your reviewer can understand what you are uploading.

Finally, please note that you will add co-authors in the Authors/Editors/Translators section, by selecting their name (in the case of WVU faculty with DM accounts), or typing their name (for students or other individuals outside of the WVU DM system). By default, you will be listed as the first author. You can re-order authors at any time by using the arrows in the upper right corner of this section:
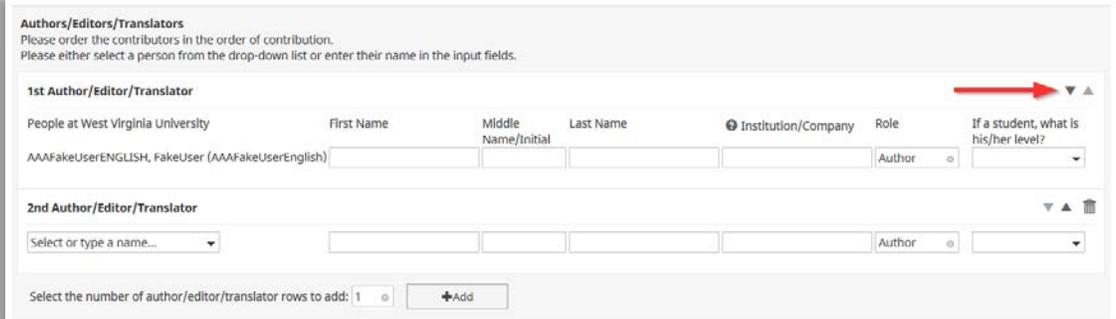
- **Funding (Grants)**: As of November 7, 2017, ITS is in the process of finalizing a process to import data automatically from the WVU+kc system into DM. Thus, we currently have two screens dedicated to grant data: Contracts, Fellowships, and Selected Grants [MANUAL ENTRY]; Grants and Sponsored Research [IMPORTED ENTRIES].

  You may see some data in the automatically imported screen [IMPORTED ENTRIES], but look for a full import from WVU+kc system to happen soon. We will be adding a check box to this screen, similar to Scheduled Teaching, discussed above, that will allow you to exclude any duplicated or erroneous entries from your Faculty Productivity Report.

  Please review the entries already added for you in the Contracts, Fellowships, and Selected Grants [MANUAL ENTRY] screen, and add supporting documentation, such as green or blue sheets, as necessary

If you need to add a new entry, click "+Add New Item" in the upper right corner of the screen, which results in the following form for data entry:

Use existing entries in this screen for specific examples of what to enter to identify your funding and grant activity. Please ensure that if you have obtained funding with another faculty member that you enter your grants in a consistent manner. **If you do not provide a date for a given grant, the system will not be able to include it in your faculty productivity report.**

Please ensure that you carefully enter your grant data carefully and accurately, as Statler's administration relies upon this data.

- **Intellectual Property**: Please review the existing entries in this screen, added to document your research resulting in inventions, patents, or other entrepreneurial activities for the period under review. Please add supporting documentation as appropriate to any existing entries. If you need to add additional entries, you can do so by clicking the "+Add New Item" button at the top right of the screen, which results in the following form for data entry:

Use existing entries in this screen for specific examples of what to enter to identify your intellectual property. Please ensure that if you have engaged in any research resulting in inventions, patents, or other entrepreneurial activities with another faculty member that you enter your intellectual property in a consistent manner. **If you do not provide a date for a given entry, the system will not be able to include it in your faculty productivity report.**

8) <u>**Service**</u>: Next, turn your attention to the Service section, immediately below the Scholarship/Research section discussed above:

- **Professional Service**: Ensure that any entries added for you for reviewing technical papers or proposals; serving on professional society or agency committees; and service to international, national, state and local organizations are correct. Add any supporting documentation in the supporting document section of a particular entry. You may add as many documents as you need by clicking the "Add" button at the bottom of an entry in this screen. Once you have made any necessary corrections and added any supporting documents, click "Save" in the upper right corner of the screen.

  If you need to add additional entries, you can do so by clicking the "+Add New Item" button at the top right of the screen, which results in the following form for data entry:

Use existing entries in this screen for specific examples of what to enter to identify your professional service. **If you do not provide a date for a given entry, the system will not be able to include it in your faculty productivity report.**

- **University, College, School/Department Service**: Ensure that any entries added for you for serving on university, college, and department committees; service to alumni; and any other service activities are correct. Add any supporting documentation in the supporting document section of a particular entry. You may add as many documents as you need by clicking the "Add" button at the bottom of an entry in this screen. Once you have made any necessary corrections and added any supporting documents, click "Save" in the upper right corner of the screen.

  If you need to add additional entries, you can do so by clicking the "+Add New Item" button at the top right of the screen, as instructed above for Professional Service.

9) <u>**Archived Reports and Documents**</u>: Finally, locate the Archived Reports and Documents section at the bottom of the main screen.

- **Supporting Documentation**: You will use this screen to upload a current copy of your CV as well as any narrative(s) or other documentation, as required. *Note: Create only one entry per reporting year, with the year field chosen by the year in which you are submitting your report, not the year(s) under review. You can add as many documents as necessary in each entry. Correct and incorrect screenshots are shown below:*

Supporting Documentation (CV, Report Narrative, Other)

➕ Add New Item ⧉ Duplicate 🗑

Supporting Documentation files 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.

Item	☐
2017	☐
2017	☐
2017	☐
2016	☐
2015	☐

Note: Multiple entries for 2017

Incorrect

Supporting Documentation (CV, Report Narrative, Other)

➕ Add New Item ⧉ Duplicate 🗑

Supporting Documentation files 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.

Item	☐
2017	☐
2016	☐
2015	☐

Note: Single entry for 2017

Correct

- **Review, Promotion and Tenure**: In this section, you will find your past reviews in the <u>Review, Promotion and Tenure</u> screen, having been uploaded for you by Engineering's administrative staff. Please check the review descriptors for accuracy, and report any errors to ▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓.

- **SUBMIT: Faculty Productivity Report**: This is where you will submit your faculty productivity report for review, the very last step in the annual reporting process. <u>You must submit a report here to be reviewed</u>. Please see the separate Faculty Guide to Running and Submitting FPR (Fall 2017) for details on this process.

- After you run and submit your final Faculty Productivity Report, you must not modify or remove any files you have uploaded (in Supporting Documentation or any other screen) that were included in your report. This is equivalent to taking a document out of your physical file, and will result in a broken link in the faculty productivity report and alert to the reviewer that the file has been modified or removed.

- 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 <u>unsatisfactory</u> rating.

Please contact _____ with any questions or issues regarding DM usage.