Using Digital Measures

New faculty members should automatically have an account in Digital Measures established. If not please contact the Associate Dean for Faculty Development and Academics or the Digital Measures coordinator for assistance. Log into Digital Measures using eRaider credentials. If there are questions regarding how to use Digital Measures, there is a link to a tutorial (guide) at the top of the main page just below the black bar across the top.

Once the account is in place, all new faculty members must enter all basic information: Personal and Contact Information, Academic and Professional Position, Education and Post Graduate Training. **These minimal entries are required of all teachers of record including graduate students and adjuncts.** It is recommended that all vita information be added to Digital Measures, but at a minimum three years data are required (or all available if the faculty member is new and has less than three years data).

**General Guidelines**

- For new faculty members, be sure to enter all basic information:
  - Personal and Contact Information
  - Administrative Data (once entered, just need to add changes when they occur)
  - Academic and Professional Position, Education and Post Graduate Training
    (these three are **required** of all teachers of record including graduate students and adjuncts)
  - Update this information if anything changes

- Also important are entries for
  - Fellowships, Scholarships, and Awards (as appropriate)
  - Licensures and Certifications (as appropriate)
  - Professional Memberships
    (these three are important in faculty certification, particularly for those without a terminal degree)

- Administrative Assignments (as appropriate)
  - Enter administrative assignments here

**Reporting**

- Digital measures is the mechanism though which faculty members submit their required annual review. **Tips for completing annual report form** are available to assist.

- Please be sure to run a draft report before submitting to check that the entries are complete and correct. Follow these steps to run the faculty report.
  - Select reports on the black bar across the top of the main page
  - Choose annual Faculty Report for College of Human Sciences
  - Set date (Jan 1 – Dec 31 of the year of the report)
  - Whom to Included – change selections
    - Check individual
    - Check individual again to make all the checkmarks disappear
    - Select faculty member’s name and **save** (at the bottom of the page)
  - Run Report (top right of the page, just below the black bar)
    - Yes to open with Microsoft Word
Syllabus

- By state law, all syllabi must be available to the general public. Faculty members comply by uploading their syllabus in PDF format at the beginning of each semester.
- Note: The same state law referenced above also requires that faculty vita be available in the same manner. Rather than uploading a vita, the system creates one from information in Digital Measures. That is why it is important to enter all previous data on the vita into the system. It is not required, but without doing so the vita generated would be very limited.

DOCUMENTS INCLUDED

Digital Measures

Tips for Completing the Annual Report Form

Uploading a Syllabus in Digital Measures