



Office of the Dean

Using the Faculty Success Software Platform

Using Faculty Success (formerly Digital Measures) requires logging in with eRaider credentials. If there are questions regarding using Faculty Success, there is a Resource Center at the top of the main page just below the black bar across the top.

New faculty members should have an account in [Faculty Success](#) established. If an account is not available, faculty members should contact opa.support@ttu.edu for assistance in creating an account. 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 adjunct faculty.** It is recommended that all vita information be added to Faculty Success, but at a minimum, three years of data are required (or all available if the faculty member is new and has less than three years of data).

General Guidelines

- For new faculty members, be sure to enter all basic information:
 - Personal and Contact Information
 - Administrative Data (once entered, need to add changes when they occur)
 - Academic and Professional Positions, 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 applicable
 - 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

- Faculty Success is the mechanism through which faculty members submit their required annual report ([OP 32.32](#)). [Tips for completing the annual report form](#) are available to assist.
- Please be sure to run a draft report before submitting it to check that the entries are complete and correct. Follow these steps to run the faculty report.
 - Select Rapid Reports on the right side of the screen **below** the black bar across the top of the main page
 - Choose Annual Faculty Report for College of Human Sciences from the dropdown menu
 - Set date (January 1 – December 31 of the year of the report)
 - Run Report (top right of the page, just below the black bar)
 - Yes to open with Microsoft Word

Syllabi

- By state law, all syllabi must be available to the general public. Faculty members comply by [uploading their syllabus](#) in PDF format to Faculty Success 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 Faculty Success. That is why it is essential 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

[Tips for Completing the Annual Report Form](#)

[Uploading Syllabi to Faculty Success](#)

Reviewed December 2023