Faculty Annual Self-Evaluation and Planning Report:
College of Business
Digital Measures Guide

The following will outline the basic steps a faculty member needs to go through to submit their Faculty Annual Self-Evaluation and Planning Report.

Step #1: After entering all your data in Digital Measures, please go to the below section in Digital Measures.

On the first screen in this section, Other Instructional, Scholarship, Professional Development, and Service – Not Reported Elsewhere you will need to enter in any information not reported elsewhere. This screen is not intended for summarization of instructional, scholarship, professional development, and service, but for you to be able to mention anything that was not already captured on a screen in Digital Measures. This screen is required to be filled out for your Faculty Annual Self-Evaluation and Planning Report to be submitted because it also houses your “Distribution of Effort.”
If at any time, you are unsure of what will show up in your Faculty Annual Self-Evaluation and Planning Report please run the report by following the below directions.

Make sure to click “Save and Return”
Step #2: Meet with Department Chair. Chair will have added to the basic report by filling out the Summary Evaluation, which includes overall evaluation of areas and recommendations, plus any additional information he/she deems appropriate. Should any changes to the report be necessary as a result of this meeting, make changes (either Chair or faculty member). Chair provides faculty member with an electronic copy of the report (usually by email), which includes the Summary Evaluation (and any other info). This electronic copy will be used for archiving.

Step #3: Faculty member Archives (i.e., submits) the final performance report (see Figure 2 below). This involves uploading the electronic report along with the calendar year and date, and electronically signing the DM screen.
Click “Add a New Item”

Enter the “Calendar Year” relevant to the FASEPR you are storing.

Enter today’s date.

Upload the saved FASEPR.

Enter in your electronic signature/name.

Click “Save and Return”.
Step #4: Submit a workflow of that will send your department chair then dean.

After your submission is complete your screen will look like below.

You can review your submissions here.
You can also view the status of your submission under **My Submissions**.

This status changes as it moves through the workflow.