The following guide is provided to assist you in filling out and understanding the information that Chairs and Deans are required to keep maintained for their faculty. Fields that are part of the Faculty Annual Self-Evaluation and Planning Report are highlighted in yellow. Fields that are not a part of the Faculty Annual Self-Evaluation and Planning Report but are still the Chair’s and Dean’s responsibility to maintain are highlighted in green. At the beginning of each subsection, this document will list any fields in the screen that are updated by the Office of Institutional Research (OIR) or by your faculty.

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I. Managing Faculty Data

Click here to start managing data for individual faculty

Once at the “Manage Data” screen click the dropdown and select the faculty member you wish to enter data for.

After the faculty member you want is highlighted then click continue.
I. Managing Faculty Data (Continued)

For example, after clicking on “Reassigned Time” you’ll be brought to the below screen.

Items in these screens can be duplicated as well. A duplicated item contains the same data as the original but allows you to edit any fields that changed. You can use duplicate to save time on things that stay the same year to year. Annual goals are an example of this. If your Annual Goal has no changes just duplicate it and change the fiscal year to reflect the new one.

Click the checkmark and then the “Duplicate” button for the item you want to duplicate, then just change the fiscal year in the new item.
II. Reassigned Time

After completing a faculty member’s reassigned time be sure to click save.
III. Department/College Accounts

Each department and college has a department/college account in Digital Measures that is named based on the unit. This account can be accessed through the “Manage Data” screen like you would a faculty members. The name is formatted where the last name is “Department” or “College” and the first name is the name of your unit.

For your unit’s annual reports, the Administrative Reporting section contains all the screens that are needed to complete the annual report.

A. Mission  
B. Annual Goals  
C. Five-Year Goals  
D. Annual Summary  
E. Program Statistics
A. Mission

You are currently managing data for Music Department.

If your mission does not normally change, put the fiscal year end year as a year far out into the future, like 2099, so that your report will keep pulling your mission without having to duplicate it each year.
B. Annual Goals

You are currently managing data for Music Department.

< Edit Annual Goals

Scope:
College Department/Academic Unit Graduate School

Choose one or more related UCA Strategic Planning Goals
B. Annual Goals (Continued)

You can add additional goals by clicking here.

Supporting Documents such as a Word document can be stored here.

Supporting Statistics can be added here, use the drop down to choose from your statistics.

Additional supporting documents or statistics can be included by clicking the “Add” button.

You can add additional goals by clicking here.
C. Five Year Goals

You are currently managing data for Music Department.

Edit Five-Year Goals

Scope:
- College
- Department/Academic Unit
- Graduate School

Fiscal Year Start: July 2014
Fiscal Year End: June 2015

Choose one or more related UCA Strategic Planning Goals:
- Goal 1: Focus on Integrity at All Levels of Action
- Goal 2: Continue to Foster a Culture of Academic, Scholarly, and Creative Excellence
- Goal 3: Provide a Learner-Focused Environment for All Students
- Goal 4: Commit to Ongoing Improvement and Innovation in Facilities and Technology
- Goal 5: Increase Engagement with External Partners
- Goal 6: Promote Diversity in All Areas

Projected Completion Date
D. Annual Summary

You are currently managing data for Music Department.

E. Program Statistics

The Program Statistics screen houses Majors, Degrees Awarded, and SSCH data from your department/college. These data are maintained by the Office of Institutional Research.
IV. Administrative Data - Yearly Data (College of Business only)

OIR updates the following fields: College, Department/Academic Unit, Faculty Rank, Tenure Status, Graduate Faculty, Date of Last Rank Promotion, On Leave?, Leave Start Date, Leave End Date

You are currently managing data for Justin Holstead.

Edit Yearly Data

You do not have access to modify some of the fields on this screen. If changes are needed, contact your Digital Measures Administrator, Amber Hall.

<table>
<thead>
<tr>
<th>Academic Year</th>
<th>2013-2014</th>
</tr>
</thead>
</table>

1st College and Department/Academic Unit

<table>
<thead>
<tr>
<th>College</th>
<th>Department/Academic Unit</th>
</tr>
</thead>
</table>

Faculty Rank

Type of Review

If Promotion, Rank Requesting

On Leave?

Leave Start Date

Leave End Date

Date of Last Rank Promotion
III. Administrative Data - Yearly Data (College of Business only) (Continued)

AACSB: Teaching Classifications

- Doctoral degree in area individual teaches
- Doctoral degree in business but teaches outside area of academic preparation
- Doctoral degree outside business but teaches in area of academic preparation
- Doctoral degree outside business but teaches outside academic preparation
- Substantial coursework but no doctoral degree
- Specialized Masters
- A specialized graduate degree in taxation