This manual will help you enter data into Digital Measures and find where it should be stored. Let’s start off by looking at the main menu. The main sections of the menu are as follows:

- General Information
- Instructional Activities
- Scholarship/Research/Creative Activities
- Professional Development and Recognition
- Service Activities
- Faculty Annual Self Evaluation and Planning Reports

Each of these main sections has subsections that contain the information that needs to be entered. These subsections are listed below the section and in the Table of Contents below. For a basic overview of the different screens and buttons, consult the Digital Measures Introduction Guide at the Office of Institutional Research’s website at http://uca.edu/ir/digital-measures/guides.

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On the following pages you will find information on what to fill out in each subsection. Fields that are part of the Faculty Annual Self-Evaluation and Planning Report are highlighted in yellow. Fields that are part of the NIH Biographical Sketch 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 department chair/dean.

**General Information**

The General Information section is the first section under the main menu. This section includes the following subsections:

I. Personal and Contact Info
II. Administrative Data – Permanent Data
III. Administrative Data – Yearly Data
IV. Academic, Government, Military, and Professional Positions – External to UCA
V. Administrative Assignments – Internal to UCA
VI. Education
VII. External Connections and Partnerships
I. Personal and Contact Information

OIR updates the following fields: First Name, Middle Name, Last Name, Suffix, E-mail Address, Date of Birth, Gender, Race/Ethnicity, U.S. Citizen or Permanent Resident?

Office Location:
- AETN
- Adcock International House
- Arkansas Hall
- Baridon Hall
- Bear Hall
- Bernard Hall
- Brewer-Hegeman
- Buffalo Alumni Hall
- Burdick Hall
- Child Study Center
- College of Business
- Conway Corporation Center for Sciences
- Doyne Health Sciences Center
- Estes Stadium
- Farris Center
- Harrin Hall
- HPER Complex
- Hughes Hall
- Irby Hall
- Laney Annex
- Laney Hall
- Lewis Science Center
- Mashburn Hall
- Mathematics & Computer Science
- McAlister Hall
- McCastlain Hall
- Meadors Hall
- Main Hall
- Physical Therapy Center
- Prince Center
- Schichtl Studio Arts
- Short/Denney Hall
- Snow Fine Arts
- Speech Language Hearing Center
- Stanley Russ Hall
- State Hall
- Student Center
- Student Health Center
- Thompson Hall
- Torreyson Library
- Wingo Hall
II. Administrative Data – Permanent Data

OIR updates all fields on the following screen.

<table>
<thead>
<tr>
<th>Rank</th>
<th>Start Date</th>
<th>End Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Assistant Professor</td>
<td>August 16, 2004</td>
<td>August 15, 2010</td>
</tr>
<tr>
<td>Associate Professor</td>
<td>August 16, 2010</td>
<td></td>
</tr>
</tbody>
</table>
III. Administrative Data – Yearly Data

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

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.

- Academic Year: 2014-2015

1st College and Department/Academic Unit

- College: Natural Sciences and Mathematics
- Department/Academic Unit: Biology

- Faculty Rank: Associate Professor
- Faculty Rank Abbreviation for Roster: AS
- Tenure Status: Tenured
- Tenure Status Abbreviation for Roster: TN
- Graduate Faculty: Full
- Review Year?
- Type of Review: Promotion, Tenure
- If Promotion, Rank Requesting
- On Leave?: None
- Leave Start Date
- Leave End Date
- Date of Last Rank Promotion: August 16, 2011
IV. Academic, Government, Military and Professional Positions – External to UCA

Experience Type:
- Academic – Post Secondary
- Academic – P-12
- Professional
- Military
- Government

Note: For activities that you started but have not yet presently completed, specify the start date and leave the end date blank.
V. Administrative Assignments – Internal to UCA

Administrative assignments are those for which a faculty member is paid all or part of her/his salary from an administrative salary line and which take the place of at least half of her/his normal instructional load. A 12-month appointment is also often associated with such an assignment.

A one-course reassignment to act as coordinator of Freshman Writing or to be graduate program coordinator in a department would normally be considered a service activity rather than an administrative assignment. Faculty in such roles are normally paid as full-time faculty and most often remain on a 9-month contract.

Academic department chair, director of a university program (e.g., UCA Core) or other academic unity (e.g., University College), and associate dean of a college are all examples of administrative assignments.
VI. Education

OIR updates the following fields: Degree, Explanation of “Other”, FICE Code, Institution, Location of Institution, Terminal Degree, and Year Completed

Select “Yes” for highest degree earned.
VII. External Connections and Partnerships

Activity:
- Field Trip
- Fundraising
- Recruitment
- Service
- Learning
- Speaker
- Other

Activity Description:
- Arts & Culture
- Business Development
- Community & Economic Development
- PK-20 Education
- Human Development
- Governance and Policy
- Science and Tech.
- Communication & Public Relations
- Public Health & Safety
- Environmental Issues
- Other

Note: For activities that you started but have not yet presently completed, specify the start date and leave the end date blank.
Instructional Activities

The Instructional Activities section is the second section under the main menu. This section includes the following subsections:

I. Scheduled Teaching
II. Reassigned Time
III. Academic Advising
IV. Directed Individual Student Learning (e.g., independent study, theses, dissertations)
V. Directed Group Student Learning (e.g., field experience, service learning, study abroad)
VI. Curriculum Development
I. Scheduled Teaching

OIR updates all fields on the following screen.

Store teaching evaluation pdfs here
II. Reassigned Time

   Department Chair/Dean updates all fields on the following screen.

III. Academic Advising

   Terms:
   - Fall
   - Spring
   - Summer

   Based on your experience as an advisor, what problems have you come across and what modifications do you suggest (in university documents or procedures or otherwise) for you to be a more effective advisor?
IV. Directed Individual Student Learning (e.g., independent study, theses, dissertations)
V. Directed Group Student Learning (e.g., field experience, service learning, study abroad)

VI. Curriculum Development
Scholarship/Research/Creative Activities

The Scholarship/Research/Creative Activities section is the third section under the main menu. This section includes the following subsections:

I. NIH Biographical Sketch
II. Publications
III. Presentations
IV. Grants and Contracts
V. Intellectual Property (e.g. copyrights, patents)
I. NIH Biographical Sketch

[Diagram of NIH Biographical Sketch form]

*Relevant Publications*
You may identify up to four peer reviewed publications that specifically highlight your experience and qualifications for this project.

1st Publication

- **Intellectual Contribution**: Please select...

Add Another Publication: 1

- **Link to full list of your published work**

*Contributions to Science*
Briefly describe up to five of your most significant contributions to science. For each contribution, indicate the historical background that frames the scientific problem; the central finding(s); the influence of the finding(s) on the progress of science or the application of those finding(s) to health or technology; and your specific role in the described work. For each of these contributions, reference up to four peer-reviewed publications that are relevant to that contribution. The description of each contribution should be no longer than one half page including figures and citations.

1st Contribution

- **Contribution**

Relevant Publications

- **Publication**
  - **Intellectual Contribution**: Please select...

Add Another Publication: 1

Add Another Contribution: 1

*Linked Records*
Include an appendix in the Biographical Sketch report, containing all relevant records to which I have been linked.
II. Publications

**Contribution Type Options:**
- Art Works in Publication
- Article in Academic Journal
- Article in In-House Journal
- Article in Professional Journal
- Article in Public or Trade Journal
- Book Review
- Book, Nonfiction
- Book, Novel
- Book, Play
- Book, Poetry
- Book, Scholarly-New
- Book, Scholarly-Revised
- Book, Short Fiction
- Book, Textbook-New
- Book, Textbook-Revised
- Chapter in Scholarly Book-New
- Chapter in Scholarly Book-Revised
- Chapter in Textbook-New
- Chapter in Textbook-Revised
- Conference Proceeding
- Instructor’s Manual
- Law Review
- Magazine/Trade Publication
- Manuscript
- Material Regarding New Courses/Curricula
- Monograph
- Music Composition
- Newsletter
- Newspaper Article
- Newspaper Editorial
- Nonfiction in Anthology
- Nonfiction in Online Journal
- Nonfiction in Print Journal
- Photography in Publication
- Play in Anthology
- Play in Online Journal
- Play in Print Journal
- Poetry in Anthology
- Poetry in Online Journal
- Poetry in Print Journal
- Regular Column in Journal or Newspaper
- Research Report
- Short Fiction in Anthology
- Short Fiction in Online Journal
- Short Fiction in Print Journal
- Software
- Software, Instructional
- Study Guide
- Technical Report
- Translation or Transcription
- Working Paper
- Written Case with Instructional Material
- Other

**Current Status:**
- Work in Progress
- Submitted
- Revising to Resubmit
- Not Accepted
- Accepted
- Published

**Reference above for options.**

**Student Level:**
- Undergraduate
- Graduate

**Additional authors can be added by clicking here.**

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II. Publications (continued)

A digital copy can be stored by clicking on “Store File” and selecting the file on your computer.
### III. Presentations

#### Presentation Type:
- Demonstration
- Exhibit
- Keynote / Plenary Address
- Lecture
- Oral Presentation
- Paper
- Poster
- Reading
- Other

#### Scope:
- International
- National
- Regional
- State
- Local

#### Roles:
- Author
- Author and Presenter
- Discussant
- Panelist
- Presenter

#### Audience:
- Academic
- Non-Academic

#### Current Status:
- Work in Progress
- Under Review
- Accepted
- Not Accepted

#### Session Type:
- Colloquium
- Panel
- Paper
- Session
- Poster
- Roundtable
- Seminar
- Symposium
- Workshop
- Other

#### Additional authors can be added by clicking here.
IV. Grants and Contracts

<table>
<thead>
<tr>
<th>Type:</th>
<th>Contract</th>
<th>Fellowship</th>
<th>Grant</th>
<th>Sponsored Research</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Awarding Organizations:</th>
<th>UCA</th>
<th>Local</th>
<th>State</th>
<th>Federal</th>
<th>Private</th>
<th>Other</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Role:</th>
<th>Author</th>
<th>Author &amp; Presenter</th>
<th>Discussant</th>
<th>Panelist</th>
<th>Presenter</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Current Status:</th>
<th>Work in Progress</th>
<th>Under Review</th>
<th>Funded</th>
<th>Not Funded</th>
</tr>
</thead>
</table>

Additional investigator(s) can be added by clicking here.
V. Intellectual Property (e.g. copyrights, patents)

<table>
<thead>
<tr>
<th>Patent or Copyright</th>
<th>Patent Title</th>
<th>Patent/Copyright Number/ID</th>
<th>Patent Type</th>
<th>Patent Nationality</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td>Provisional</td>
<td>United States</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Regular</td>
<td></td>
</tr>
</tbody>
</table>

**Patent Cooperation Treaty**

**Inventors**

Please either select a person from the drop-down list or enter their name in the input fields.

- Adams, Gianetta L: gadams

Select the number of inventor rows to add: 1

**Supporting Document**

<table>
<thead>
<tr>
<th>File Description</th>
<th>No File Stored</th>
<th>Choose File</th>
</tr>
</thead>
</table>

**Date Submitted to University**

**Date of Patent Application**

**Date Patent Approved**

**Date Licensed**

**Renewal Date**

Additional inventors can be added by clicking here.
Professional Development and Recognition

The Professional Development and Recognition section is the fourth section under the main menu. This section includes the following subsections:

I. Professional Memberships  
II. Faculty Development Activities Attended  
III. Awards and Honors  
IV. Licensures and Certifications

I. Professional Memberships

### Edit Professional Memberships

<table>
<thead>
<tr>
<th>Name of Organization</th>
<th>Abbreviation of Organization</th>
<th>Scope of Organization</th>
<th>Description of the Organization</th>
</tr>
</thead>
</table>

**Scope of Org.:**  
- International  
- National  
- Regional  
- State  
- Local

Note: For activities that you started but have not yet presently completed, specify the start date and leave the end date blank.

Start Date  
End Date

---

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II. Faculty Development Activities Attended

<table>
<thead>
<tr>
<th>Activity Type</th>
</tr>
</thead>
<tbody>
<tr>
<td>Explanation of &quot;Other&quot;</td>
</tr>
<tr>
<td>Title/Course/Conference Name</td>
</tr>
<tr>
<td>Course Prefix and Course Number</td>
</tr>
<tr>
<td>Organization/Institution</td>
</tr>
<tr>
<td>City</td>
</tr>
<tr>
<td>State</td>
</tr>
<tr>
<td>Country</td>
</tr>
<tr>
<td>Number of Credit Hours</td>
</tr>
</tbody>
</table>

**Activity Type:**
- Conference
- Continuing Education Program
- Course Towards Degree
- Courses Beyond Last Degree
- Faculty Fellowship
- Faculty Internship
- Medical Fellowship
- Medical Internship
- Medical Residency
- Self-Study Program
- Seminar
- Tutorial
- Workshop
- Other

**Scope:**
- International
- National
- Regional
- State
- Local

III. Awards and Honors

<table>
<thead>
<tr>
<th>Award or Honor Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>Organization/Sponsor</td>
</tr>
<tr>
<td>Scope</td>
</tr>
<tr>
<td>Description/Explanation (30 Words or Fewer)</td>
</tr>
</tbody>
</table>

**Scope:**
- International
- National
- Regional
- State
- Local
- University
- College
- Department

**Supporting Document**
- File Description
- File: No File Stored
- Choose File...
- Date Received
IV. Licensures and Certifications

Service Activities

The Service Activities section is the fifth and last section under the main menu. This section includes the following subsections:

I. University
II. College
III. Department/Academic Unit
IV. Student Activities
V. Professional
VI. Non-Credit Instruction Taught
VII. Public
VIII. Consulting
I. University

This screen holds information on involvement in university wide committees, programs, and organizations. The service is considered “University” if representatives from other colleges are participating or you are representing the entire university and not just your college or department.

It’s important to note that if your position/role in a group doesn’t change and your service dates cover multiple years do not make a separate item for each year in service to that group while in the same role. If your role changes then a separate item should be created.

Committee/Program/Organization Name:

- Academic Adjustments and Appeals Committee
- Academic Assessment Committee
- Academic Integrity and Discipline Committee
- Affirmative Action Advisory Committee
- Athletic Committee
- Bear Facts Day/Bear Fair
- Career Fair
- Committee on Committees
- Disabilities Grievance Committee
- Distance Education/Extended Learning Advisory Committee
- Diversity Advisory Committee
- Employee Benefits Advisory Committee
- Faculty Development Committee
- Faculty Emeritus/Emerita Committee
- Faculty Grievance Committee
- Faculty Handbook Committee
- Faculty Hearing Committee
- Faculty Salary Review Committee
- Faculty Scholars Committee
- Faculty Senate
- Financial Aid Committee
- Graduate Council
- Health and Wellness Promotion Committee
- Honorary Degree Committee
- Honors Council
- Housing Exemptions Committee
- Information Services Advisory Committee
- Institutional Animal Use and Care Committee
- Institutional Review Board
- Library Committee

Position/Role Options:

- Committee Chair
- Event Coordinator
- Faculty Advisor
- Faculty Mentor
- Guest Speaker
- Member
- Program Director
- Secretary
- Session Chair
- Workshop Organizer
- Other

Program Director
Secretary
Session Chair
Workshop Organizer
Other
I. University (continued)

If your role changes, do not edit the item. Create one with the new role and new start date.

These dates reflect the time for a specific role and are used in reporting. Dates should reflect a certain position/role. If you serve as a member for two years, create one item with a time span of two years and not two separate items for each year. Only if your role changes or you leave and come back at a later date should you create a new item.

Reference page 26 for options.

Reference page 28 for options.
II. College

Information about college level committees, programs, and organizations can be stored here. It’s important to note that if your position/role in a group doesn’t change and your service dates cover multiple years, do not make a separate item for each year in service to that group while in the same role. If your role changes, then a separate item should be created.

Committee/Program/Organization Name:

- CFAC Committee on Committees
- CFAC Crisis & Security Committee
- CFAC Curriculum & Assessment Committee
- CFAC Faculty Awards Committee
- CFAC Outstanding Student Award Committee
- CFAC Research Committee
- CFAC Tenure & Promotion Committee
- CHBS Assessment Committee
- CHBS Curriculum Committee
- CHBS Diversity Committee
- CHBS Interprofessional Education Committee
- CHBS Research Committee
- CHBS Tenure & Promotion Committee
- CLA Curriculum & Assessment Committee
- CLA Diversity Committee
- CLA Outstanding College Student Committee
- CLA Research Committee
- CLA Tenure & Promotion Committee
- CNSM Curriculum & Assessment Committee
- CNSM Outstanding Student Award Committee
- CNSM Research Committee
- CNSM Tenure & Promotion Committee
- COB Curriculum & Assessment Committee
- COB Diversity Committee
- COB Faculty Development/Research Committee
- COB Faculty Excellence Committee
- COB International Programs Committee
- COB Maintenance of Accreditation Committee
- COB Promotion & Tenure Committee
- COB Strategic Planning Committee
- COB Syllabus Committee
- COE Alumni Executive Committee
- COE Awards Committee
- COE Curriculum & Assessment Committee
- COE Hospitality Committee
- COE Publicity Committee
- COE Research Committee
- COE Scholarship Committee - Graduate
- COE Scholarship Committee - Undergraduate
- COE Technology & Distance Education Committee
- COE Tenure & Promotion Committee
- Education for Diversity and Global Engagement (EDGE) Committee
- HPaW Taskforce
- Interdisciplinary Liberal Studies (ILS) Degree Committee
- Other

Position/Role Options:

- Committee Chair
- Event Coordinator
- Faculty Advisor
- Faculty Mentor
- Guest Speaker
- Member
- Program Director
- Secretary
- Session Chair
- Workshop Organizer
- Other
II. College (continued)

If your role changes, do not edit the item. Create one with the new role and new start date.

These dates reflect the time for a specific role and are used in reporting. Dates should reflect a certain position/role. If you serve as a member for two years, create one item with a time span of two years and not two separate items for each year. Only if your role changes or you leave and come back at a later date should you create a new item.
III. Department/Academic Unit

Information about Department/Academic Unit level committees, programs, and organizations can be stored here. It's important to note that if your position/role in a group doesn’t change and your service dates cover multiple years do not make a separate item for each year in service to that group while in the same role. If your role changes, then a separate item should be created.

These dates reflect the time for a specific role and are used in reporting. Dates should reflect a certain position/role. If you serve as a member for two years, create one item with a time span of two years and not two separate items for each year. Only if your role changes or you leave and come back at a later date should you create a new item.

Activity:
- Competition
- Exhibition
- Honor Society
- Learning Community
- Research
- Conference
- Residence Hall
- Student Organization
- Other
# IV. Student Activities

## Position/Role:
- Committee Chair
- Event Coordinator
- Faculty Advisor
- Faculty Mentor
- Member
- Program Director / Coordinator
- Secretary
- Session Chair
- Workshop Organizer
- Other
## V. Professional

Examples of information to be stored on this screen include service to a professional organization, as an academic program reviewer or member of a program review team, or as an editorial board member.

**Position/Role:**

<table>
<thead>
<tr>
<th>Position/Role</th>
<th>Position/Role</th>
</tr>
</thead>
<tbody>
<tr>
<td>Accreditation Team Member</td>
<td>President-Past</td>
</tr>
<tr>
<td>Adjudicator</td>
<td>Program Chair</td>
</tr>
<tr>
<td>Board Member</td>
<td>Program Co-Chair</td>
</tr>
<tr>
<td>Chair</td>
<td>Reviewer</td>
</tr>
<tr>
<td>Clinician</td>
<td>Reviewer, Academic Program</td>
</tr>
<tr>
<td>Co-Chair</td>
<td>Reviewer, Ad Hoc</td>
</tr>
<tr>
<td>Conference Chair</td>
<td>Reviewer, Book</td>
</tr>
<tr>
<td>Conference Co-Chair</td>
<td>Reviewer, Conference</td>
</tr>
<tr>
<td>Editor</td>
<td>Reviewer, Grant Proposal</td>
</tr>
<tr>
<td>Editor, Associate</td>
<td>Reviewer, Journal</td>
</tr>
<tr>
<td>Editor, Senior</td>
<td>Reviewer, Program Proposal</td>
</tr>
<tr>
<td>Editorial Review Board Member</td>
<td>Reviewer, Textbook</td>
</tr>
<tr>
<td>Leader</td>
<td>Secretary</td>
</tr>
<tr>
<td>Member</td>
<td>Session Chair</td>
</tr>
<tr>
<td>Moderator</td>
<td>Treasurer</td>
</tr>
<tr>
<td>Planning Committee Member</td>
<td>Vice President</td>
</tr>
<tr>
<td>Prepare/Grade Certification Exams</td>
<td>Workshop Organizer</td>
</tr>
<tr>
<td>Resident</td>
<td>Other</td>
</tr>
<tr>
<td>President-Elect</td>
<td></td>
</tr>
</tbody>
</table>
V. Professional (continued)

Reference page 32 for options.
VI. Non-Credit Instruction Taught

Examples of information stored here could include guest lecturing in a class, teaching a non-credit course, conducting a CPA exam review, and other such activities.

Audience:
- Internal to UCA
- External to UCA
- Both
VII. Public

Information to be stored on this screen includes any activity in which the faculty member's professional expertise is used in service to the non-academic community. Normally this would not include personal service activities not related to the faculty member's professional expertise.
VIII. Consulting

This screen is used to keep track of consulting activities ranging from academic, for profit, and government consulting. This screen should be filled out for substantial consulting activities and subject matter experts with documented service at local, state, national or international levels.
Faculty Annual Self-Evaluation and Planning Reports

I. Other Instructional, Scholarship, Professional Development, and Service – Not Reported Elsewhere

For the following four text boxes, insert any additional material that you wish to have considered for this performance evaluation. It should not repeat information already present in the report (you may run the Custom Report to ascertain what is included). These sections should include any additional engagement activities that are especially noteworthy in terms of impact, innovation or engagement. This information may supplement or help explain information already present in the report.

Describe any other teaching efforts and accomplishments that you wish to have considered as part of the annual review process.

Describe any other scholarly efforts and accomplishments that you wish to have considered as part of the annual review process.

Describe any other professional development efforts and accomplishments that you wish to have considered as part of the annual review process.

Describe any other service efforts and accomplishments that you wish to have considered as part of the annual review process.
## II. Annual Teaching Goals

### Edit Annual Teaching Goals

<table>
<thead>
<tr>
<th>Calendar Year</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Teaching Goals</th>
</tr>
</thead>
<tbody>
<tr>
<td>Goal</td>
</tr>
<tr>
<td>Goal</td>
</tr>
<tr>
<td>Add Another Goal: 1</td>
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*Additional Goals can be added by clicking here.*

## III. Annual Scholarly Goals

### Edit Annual Scholarly Goals

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*Additional Goals can be added by clicking here.*
IV. Annual Professional Development Goals

![Edit Annual Professional Development Goals form]

V. Annual Service Goals

![Edit Annual Service Goals form]

Additional goals can be added by clicking here.

Additional Goals can be added by clicking here.
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