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.

Table of Contents

General Information ................................................................. 3

I. Personal and Contact Information ........................................ 4
II. Administrative Data – Permanent Data ............................... 5
III. Administrative Data – Yearly Data ..................................... 6
IV. Academic, Government, Military and Professional Positions – External to UCA .................. 6
V. Administrative Assignments – Internal to UCA ..................... 8
VI. Education ........................................................................... 9
VII. External Connections and Partnerships .............................. 10

Instructional Activities ............................................................... 11

I. Scheduled Teaching ............................................................ 12
II. Reassigned Time ............................................................... 13
III. Academic Advising ........................................................ 13
IV. Directed Individual Student Learning (e.g., independent study, theses, dissertations) .......... 14
V. Directed Group Student Learning (e.g., field experience, service learning, study abroad) ..... 15
VI. Curriculum Development .................................................. 15

Version 3.1  
July 5, 2018
www.uca.edu/ir/digital-measures/guides
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. 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
III. Academic, Government, Military, and Professional Positions – External to UCA
IV. Administrative Assignments – Internal to UCA
V. Education
VI. 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?
II. Administrative Data – Permanent Data

OIR updates all fields on the following screen.
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.

1st College and Department/Academic Unit

- College: Liberal Arts
- Department/Academic Unit: History

- Faculty Rank: Associate Professor
- Faculty Rank Abbreviation for Roster: AS
- Tenure Status: Tenured
- Tenure Status Abbreviation for Roster: TN
- Graduate Faculty: Full
- Type of Review: Promotion
- If Promotion, Rank Requesting: 
- On Leave?: None
- Leave Start Date: 
- Leave End Date: 
- Date of Last Rank Promotion: August 16, 2010
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.

Start Date

End Date
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., Student Transitions), 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 the 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
**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.
II. Reassigned Time
Department Chair/Dean updates all fields on the following screen.

III. Academic Advising
IV. Directed Individual Student Learning (e.g., independent study, theses, dissertations)

<table>
<thead>
<tr>
<th>Stage of Completion</th>
<th>Outcomes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Completed In Progress Proposal</td>
<td></td>
</tr>
<tr>
<td>Artistic Performance / Exhibit Presentation Publication Other</td>
<td></td>
</tr>
</tbody>
</table>

**Involvement Type:**
- Dissertation Committee Chair
- Dissertation Committee Co-Chair
- Dissertation Committee Member
- Doctoral Advisory Chair
- Doctoral Advisory Member
- Honors Thesis Advisor
- Honors Thesis Committee Member
- Honors Tutorial Advisor
- Independent Research Advisor
- Independent Study Abroad Advisor
- Master’s Thesis Committee Chair
- Master’s Thesis Committee Co-Chair
- Master’s Thesis Committee Member
- Master’s Examination Committee Chair
- Master’s Examination Committee Member
- Study Abroad Advisor
- SURF Advisor
- Teaching Activity Supervisor Other

**Outcome:**
- Artistic Performance / Exhibit Presentation Publication Other

**Student Information**
- Student Name
  - Student First Name
  - Student Last Name

**Select the number of student name rows to add:**
- 0

**Student’s Home**
- Department/Academic Unit

**Prefix and Course Number**
- Number of Credit Hours

**Title of Student’s Work**
- Stage of Completion
- Outcomes
- Explanation of "Other"

**Description**

**Document**
- Document Description
- Web Address
- Upload File

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

<table>
<thead>
<tr>
<th>Date Started</th>
<th>Date Completed</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>
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. Publications
II. Presentations
III. Grants and Contracts

I. Publications

Contribution Type:
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

Other
I. Publications (continued)

Reference page 16 for options.

Student Level: Undergraduate Graduate

Additional author(s) can be added by clicking here.
I. Publications (continued)

For PRJs this should be marked “Yes”, other publications should be marked as appropriate.

A digital copy can be stored by clicking here and selecting the file on your computer.
II. Presentations

<table>
<thead>
<tr>
<th>Presentation Type</th>
<th>Explanation of &quot;Other&quot;</th>
<th>Conference/Meeting Name</th>
<th>Sponsoring Organization (if applicable)</th>
<th>Location</th>
<th>Presentation or Session Title</th>
</tr>
</thead>
</table>

**Audience:**
- Academic
- Non-Academic

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

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

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

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

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

**Additional fields:**
- Supporting Document Description
- Web Address
- File
- No File Stored
- Choose File...
- Date Project Started
- Date Project Ended
- Date Submitted
- Date Presented
III. Grants and Contracts

**Type:**
- Contract
- Fellowship
- Grant
- Sponsored Research

**Awarding Organizations:**
- UCA
- Local
- State
- Federal
- Private
- Other

**Role:**
- Author
- Author & Presenter
- Discussant
- Panelist
- Presenter

**Current Status:**
- Work in Progress
- Under Review
- Funded
- Not Funded

Additional investigator(s) 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

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.
II. Faculty Development Activities Attended

III. Awards and Honors
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. Department/Academic Unit  
III. Student Activities  
IV. Professional  
V. Non-Credit Instruction Taught  
VI. Public  
VII. 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

Committee/Program/Organization Name:

- Majors Fair
- Professional Education Council
- Public Appareances Committee
- Public Art Committee
- Public Service Award Committee
- Radiation Safety Committee
- Research, Scholarship and Creative Activity Award Committee
- Sabbatical Leave Review Committee
- Scholarship Committee
- Sexual Harassment Complaint Committee
- SPARC
- Sponsored Programs Advisory Committee
- Strategic Budget Advisory Committee
- Strategic Planning Committee
- Student Center Board
- Student Evaluation of Teachers Committee
- Student Grievance Committee
- Student Life Committee
- Student Success and Retention Council
- Sustainable Environment and Ecological Design Committee
- Teaching Excellence Committee
- Traffic and Parking Committee
- UCA Core Council
- Undergraduate Council
- University Admissions Committee
- University Calendar Committee
- University Research Council
- University Safety Committee
- Other

Position/Role:

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

Version 3.1
www.uca.edu/ir/digital-measures/guides
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 25 for options.
II. 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.

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

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.

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

<table>
<thead>
<tr>
<th>Position/Role:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Committee Chair</td>
</tr>
<tr>
<td>Event Coordinator</td>
</tr>
<tr>
<td>Faculty Advisor</td>
</tr>
<tr>
<td>Faculty Mentor</td>
</tr>
<tr>
<td>Member</td>
</tr>
<tr>
<td>Program Director / Coordinator</td>
</tr>
<tr>
<td>Secretary</td>
</tr>
<tr>
<td>Session Chair</td>
</tr>
<tr>
<td>Workshop Organizer</td>
</tr>
<tr>
<td>Other</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Edit Student Activities</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name of Student Activity or Group</td>
</tr>
<tr>
<td>Type of Activity</td>
</tr>
<tr>
<td>Explanation of &quot;Other&quot;</td>
</tr>
<tr>
<td>Position/Role</td>
</tr>
<tr>
<td>Explanation of &quot;Other&quot;</td>
</tr>
<tr>
<td>Were you elected or appointed?</td>
</tr>
<tr>
<td>Was this compensated or pro bono?</td>
</tr>
<tr>
<td>Responsibilities/Brief Description (30 Words or Fewer)</td>
</tr>
<tr>
<td>Brief Description of Key Accomplishments</td>
</tr>
</tbody>
</table>

**Note:** For activities that are/were only on one day, leave the start date blank and specify the end date. For activities that you still presently completed, specify the start date and leave the end date blank.
### IV. 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>Accreditation Team Member</th>
<th>President-Past</th>
</tr>
</thead>
<tbody>
<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)

Note: For activities that are/were only on one day, leave the start date blank and specify the end date. For activities that you started but have not yet presently completed, specify the start date and leave the end date blank.

Reference page 29 for options.
V. 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.
VI. 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.
VII. 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

Additional Goals can be added by clicking here.

III. Annual Scholarly Goals

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

Additional goals can be added by clicking here.

V. Annual Service Goals

Additional goals can be added by clicking here.
Index

Faculty Annual Self-Evaluation and Planning Reports, 33
Annual Scholarly Goals, 34
Annual Teaching Goals, 34
Other Instructional, Scholarship, Professional Development, and Service, 33

General Information, 3
Academic, Government, Military and Professional Positions – External to UCA, 7
Administrative Assignments – Internal to UCA, 8
Administrative Data, 5
Administrative Data – Yearly Data, 6
Education, 9
External Connections and Partnerships, 10
Personal and Contact Information, 4

Instructional Activities, 11
Curriculum Development, 15
Dissertation Committee Member, 14
Doctoral Advisory Member, 14
Field Experience, 15
Group Research, 15
Honors Thesis Committee Member, 14
Honors Tutorial Advisor, 14
Independent Research Advisor, 14
Master’s Thesis Committee Chair, 14
Master’s Thesis Committee Co-Chair, 14
Master’s Thesis Committee Member, 14
Master’s Examination Committee Chair, 14
Master’s Examination Committee Member, 14
Presentation, 14
Publication, 14
Service Learning, 15
Study Abroad, 15
Study Abroad Advisor, 14
Study Abroad Advisor, Independent, 14
SURF Advisor, 14
Teaching Activity Supervisor, 14
Academic Advising, 13
Directed Individual Student Learning (e.g., independent study, theses, dissertations), 14
Reassigned Time, 13
Scheduled Teaching, 12

Directed Group Student Learning (e.g., field experience, service learning, study abroad), 15

Professional Development and Recognition, 21
Awards and Honors, 22
Faculty Development Activities Attended, 22
Professional Memberships, 21
Conference, 22
 Continuing Education Program, 22
Course Towards Degree, 22
Courses Beyond Last Degree, 22
Faculty Fellowship, 22
Faculty Internship, 22
Medical Fellowship, 22
Medical Internship, 22
Medical Residency, 22
Self-study Program, 22
Seminar, 22
Tutorial, 22
Workshop, 22
Licensures and Certifications, 23
Annual Professional Development Goals, 23

Scholarship/Research/Creative Activities, 16
Author, 19
Author and Presenter, 19
Colloquium, 19
Contract, 20
Discussant, 19
Fellowship, 20
Grant, 20
Grants and Contracts, 20
Panel, 19
Panelist, 19
Paper Session, 19
Poster Session, 19
Presenter, 19
Roundtable, 19
Seminar, 19
Sponsored Research, 20
Symposium, 19
Workshop, 19
Art Works in Publication, 16
Article, 16
Book, 16
Book Review, 16
Chapter, 16
Conference Proceeding, 16
Instructor's Manual, 16
Law Review, 16
Magazine/Trade Publication, 16
Manuscript, 16
Monograph, 16
Music Composition, 16
Newsletter, 16
Newspaper Article, 16
Photography, 16
Play, 16
Presentations, 19
Publications, 16
Research Report, 16
Short Fiction, 16
Software, 16
Software, Instructional, 16
Study Guide, 16
Technical Report, 16
Translation or Transcription, 16
Written Case with Instructional Material, 16

**Service Activities, 23**
Accreditation Team Member, 28
Adjudicator, 28
Advisor, 31
Bear Facts, 24
Bear Fair, 24
Board Member, 28, 31
Career Fair, 24
Chair, 28, 31
Clinician, 28
Co-Chair, 28
Committee Chair, 24, 27
Conference Chair, 28
Conference Co-Chair, 28
Cons Coordinator/Organizer, 31
Consulting, 31
Coordinator/Organizer, 31
Department/Academic Unit, 26
Editor, 28
Editor, Associate, 28
Editor, Senior, 28
Editorial Review Board Member, 28
Event Coordinator, 24, 27
Expert Witness, 31
Faculty Advisor, 24, 27
Faculty Mentor, 27
Guest Speaker, 24, 31
Health Care Provider, 31
Honor Society, 26
Judge, 31
Leader, 28
Majors Fair, 24
Member, 24, 27, 28, 31
Moderator, 28
Non-Credit Instruction Taught, 30
Parliamentarian, 24
Planning Committee Member, 28
Prepare/Grade Certification Exams, 28
President, 24, 31
President-Elect, 28, 31
President-Past, 28, 31
Professional, 28
Program C, 28
Program Co-Chair, 28
Program Director, 24
Program Director / Coordinator, 27
Resident, 28
Reviewer, 28
Reviewer, Academic Program, 28
Reviewer, Ad Hoc, 28
Reviewer, Book, 28
Reviewer, Conference, 28
Reviewer, Grant Proposal, 28
Reviewer, Journal, 28
Reviewer, Program Proposal, 28
Reviewer, Textbook, 28
Secretary, 24, 27, 28, 31
Senator, 24
Session Chair, 24, 27, 28, 31
Student Activities, 27
Student Organization, 26
Treasurer, 28, 31
Trustee, 31
University, 24
Vice President, 28, 31
Vice-President, 24
Workshop Organizer, 24, 27, 28, 31