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
- Librarianship/Information Management Activities
- 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. 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?

Edit Personal and Contact Information

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

Prefix

First Name: Justin

Preferred First Name

Middle Name

Last Name: Holstead

Suffix

Alternative Name You Publish Under (e.g., an anglicized name), if any

E-mail Address: holstead@uca.edu

Building Where Your Office Is Located

Office Room Number

Office Phone

Department Phone

Fax

Date of Birth: September 26, 1990

Gender: Male

Race/Ethnicity: White

U.S. Citizen or Permanent Resident: Yes

Brief Biography (30 Words or Fewer)

Teaching Interest(s)

Scholarship/Research Interest(s)
II. Administrative Data – Permanent Data

OIR updates all fields on the following screen.

![View Permanent Data Screen](image-url)

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

<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 all fields on the following screen.

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>Field</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Academic Year</td>
<td>2014-2015</td>
</tr>
<tr>
<td>College</td>
<td>No college designated</td>
</tr>
<tr>
<td>Department/Academic Unit</td>
<td>Torreyson Library</td>
</tr>
<tr>
<td>Faculty Rank</td>
<td>Library Assistant Professor</td>
</tr>
<tr>
<td>Faculty Rank Abbreviation for Roster</td>
<td>LAT</td>
</tr>
<tr>
<td>Tenure Status</td>
<td>Tenured</td>
</tr>
<tr>
<td>Tenure Status Abbreviation for Roster</td>
<td>TN</td>
</tr>
<tr>
<td>Graduate Faculty</td>
<td>Associate</td>
</tr>
<tr>
<td>Review Year?</td>
<td>Dropdown menu</td>
</tr>
<tr>
<td>Type of Review</td>
<td>Promotion, Tenure</td>
</tr>
<tr>
<td>If Promotion, Rank Requesting</td>
<td>Dropdown menu</td>
</tr>
<tr>
<td>On Leave?</td>
<td>None</td>
</tr>
<tr>
<td>Leave Start Date</td>
<td></td>
</tr>
<tr>
<td>Leave End Date</td>
<td></td>
</tr>
<tr>
<td>Date of Last Rank Promotion</td>
<td></td>
</tr>
</tbody>
</table>
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.

<table>
<thead>
<tr>
<th>Type of Activity</th>
<th>Explanation of &quot;Other&quot;</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>What issue best describes the activity?</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Organization</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Primary Contact Person</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Street Address (Line 1)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Street Address (Line 2)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>City</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>State</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Country</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Phone Number</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Email Address</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Website</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Description (30 Words or Fewer)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>

**Start Date**

**End Date**
Librarianship/Information Management Activities
This sections is the second section on the main menu. All screens in this section are only available to library faculty, which are used to capture librarianship and information management activities.

I. Description of Accomplishments
II. Information Literacy
III. Summary of Other Librarianship/Information Management Activities

I. Description of Accomplishments

II. Information Literacy

This box lets you select the instructor of the course. Names are listed alphabetically.
III. Summary of Other Librarianship/Information Management Activities

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.

<table>
<thead>
<tr>
<th>Description</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Start Date</th>
<th></th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>End Date</th>
<th></th>
</tr>
</thead>
</table>
Instructional Activities

The Instructional Activities section is the third 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.

![Scheduled Teaching Screen](image)

---

**Instructors and Evaluation Results**

<table>
<thead>
<tr>
<th>Instructor Name</th>
<th>How Much Learned</th>
<th>Teaching Methods</th>
<th>Course Materials</th>
<th>Responses Received</th>
</tr>
</thead>
</table>

**Delivery Mode**

- Traditional

---

**Number of Students**

- Earning an A
- Earning a B
- Earning a C
- Earning a D
- Earning an F
- Withdrawing (W/F/WP)
- With an Other Grade

---

**Teaching Evaluation**

- No File Stored
- Choose File...

---

Store teaching evaluation pdfs here
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)

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

Stage of Completion:
- Completed
- In Progress
- Proposal

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 Advisor
- 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

Outcomes:
- Date Started
- Date Completed
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 fourth section under the main menu. This section includes the following subsections:

I.  Publications
II.  Presentations
III.  Grants and Contracts

Scholarship/Research/Creative Activities

NIH Biographical Sketch
Publications
Presentations

Grants and Contracts
Intellectual Property (e.g., copyrights, patents)

I. 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
I. Publications (continued)

Reference page 18 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

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

Additional authors can be added by clicking here.

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

Audience:
- Academic
- Non-Academic

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

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

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

Additional authors can be added by clicking here.
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

Additional investigator(s) can be added by clicking here.

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

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.
Professional Development and Recognition
The Professional Development and Recognition section is the fifth 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

Name of Organization

Abbreviation of Organization

Scope of Organization

Description of the Organization

Start Date

End Date

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

Scope of Org.:
International
National
Regional
State
Local
II. Faculty Development Activities Attended

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

Award or Honor Name
Organization/Sponsor
Scope
Description/Explanation (30 Words or Fewer)
Supporting Document
File Description
File (No File Stored: Choose File...)
Date Received

Scope:
- International
- National
- Regional
- State
- Local
- University
- College
- Department
IV. Licensures and Certifications

Service Activities

The Service Activities section is the sixth 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

Position/Role:
- Committee Chair
- Event Coordinator
- Faculty Advisor
- Faculty Mentor
- Guest Speaker
- Member
- Parliamentarian
- President
- Majors Fair
- Professional Education Council
- Public Appearances 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
- Program Director
- Secretary
- Senator
- Session Chair
- Vice-President
- 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.
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.

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. Student Activities

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

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

Reference page 30 for options.

<table>
<thead>
<tr>
<th>Edit Professional</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name of Committee, Program, Event, or Publication</td>
</tr>
<tr>
<td>Sponsoring Organization</td>
</tr>
<tr>
<td>Position/Role</td>
</tr>
<tr>
<td>Explanation of &quot;Other&quot;</td>
</tr>
<tr>
<td>City</td>
</tr>
<tr>
<td>State</td>
</tr>
<tr>
<td>Country</td>
</tr>
<tr>
<td>Were you elected or appointed?</td>
</tr>
<tr>
<td>Was this compensated or pro bono?</td>
</tr>
<tr>
<td>Audience</td>
</tr>
<tr>
<td>Served Ex-Officio?</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 started but have not yet presently completed, specify the start date and leave the end date blank.
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.

Audience:
- Internal to UCA
- External to UCA
- Both

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

<table>
<thead>
<tr>
<th>Position/Role:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Advisor</td>
</tr>
<tr>
<td>Board Member</td>
</tr>
<tr>
<td>Chair</td>
</tr>
<tr>
<td>Coordinator/Organizer</td>
</tr>
<tr>
<td>Director</td>
</tr>
<tr>
<td>Expert Witness</td>
</tr>
<tr>
<td>Guest Speaker</td>
</tr>
<tr>
<td>Health Care Provider</td>
</tr>
<tr>
<td>Judge</td>
</tr>
<tr>
<td>Member</td>
</tr>
<tr>
<td>President</td>
</tr>
<tr>
<td>President-Elect</td>
</tr>
<tr>
<td>President-Past</td>
</tr>
<tr>
<td>Secretary</td>
</tr>
<tr>
<td>Session Chair</td>
</tr>
<tr>
<td>Treasurer</td>
</tr>
<tr>
<td>Trustee</td>
</tr>
<tr>
<td>Vice President</td>
</tr>
<tr>
<td>Workshop Organizer</td>
</tr>
<tr>
<td>Other</td>
</tr>
</tbody>
</table>
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 Librarianship/Information Management Goals

Additional goals can be added by clicking here.

III. Annual Teaching Goals

Additional Goals can be added by clicking here.
IV. Annual Scholarly Goals

Additional Goals can be added by clicking here.

V. Annual Professional Development Goals

Additional goals can be added by clicking here.

VI. Annual Service Goals
Additional Goals can be added by clicking here.
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