TEXAS TECH UNIVERSITY
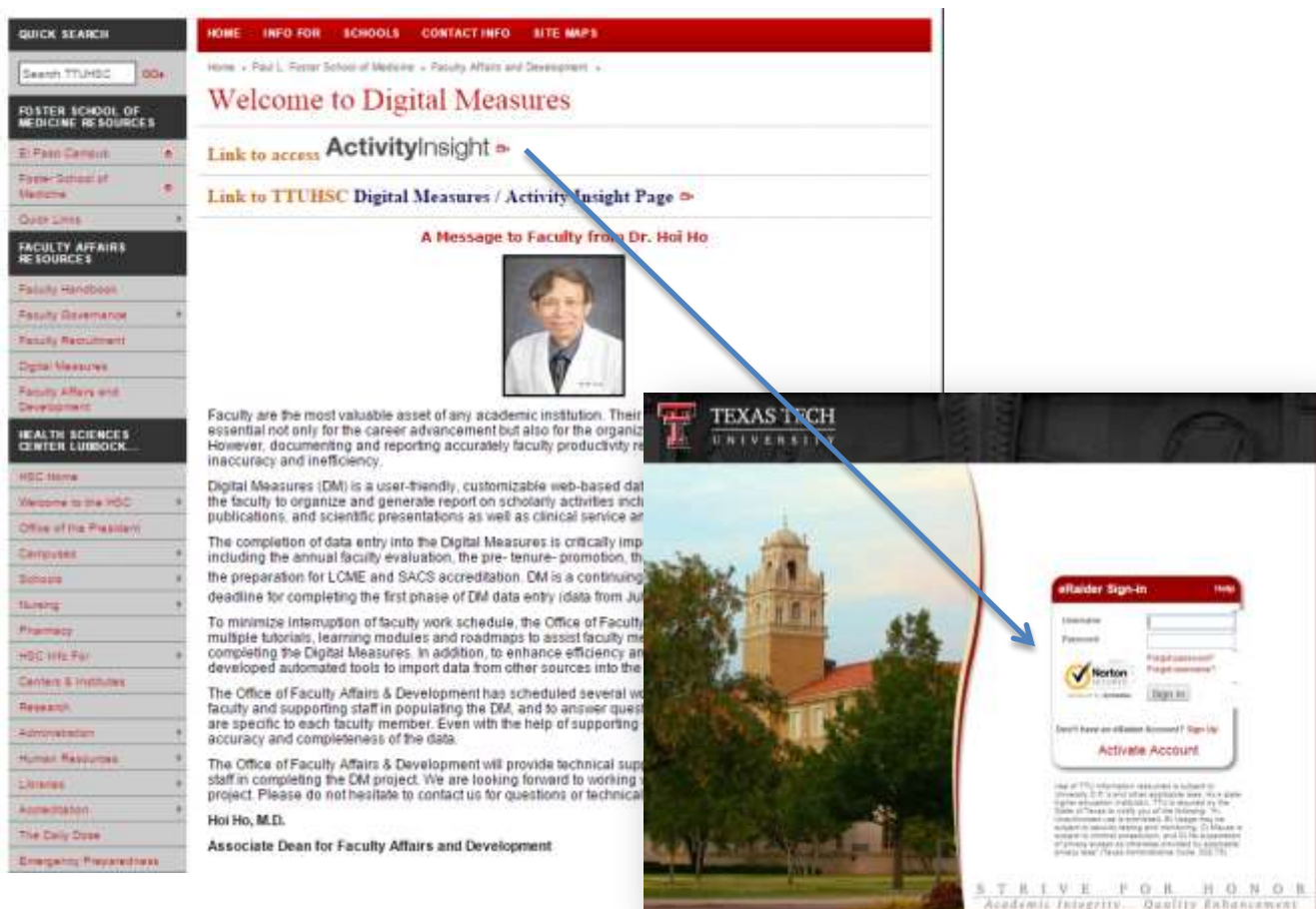HEALTH SCIENCES CENTER™
Paul L. Foster School *of* Medicine

# 2015 Annual Faculty Evaluation
# Digital Measures Report Instructions for Faculty

This year, annual faculty evaluations will be conducted using a hybrid of the Digital Measures system and paper. The portion prepared by the faculty member will be generated through Digital Measures and will replace the faculty goals and objectives form manually completed by faculty in previous years. The evaluation form to be completed by the chair and signed by the faculty member will be a paper-based form.

### Step 1: Update your Digital Measures Profile

Please take this opportunity to complete your Digital Measures profile by logging in to the Digital Measures system using your eraider username and password.

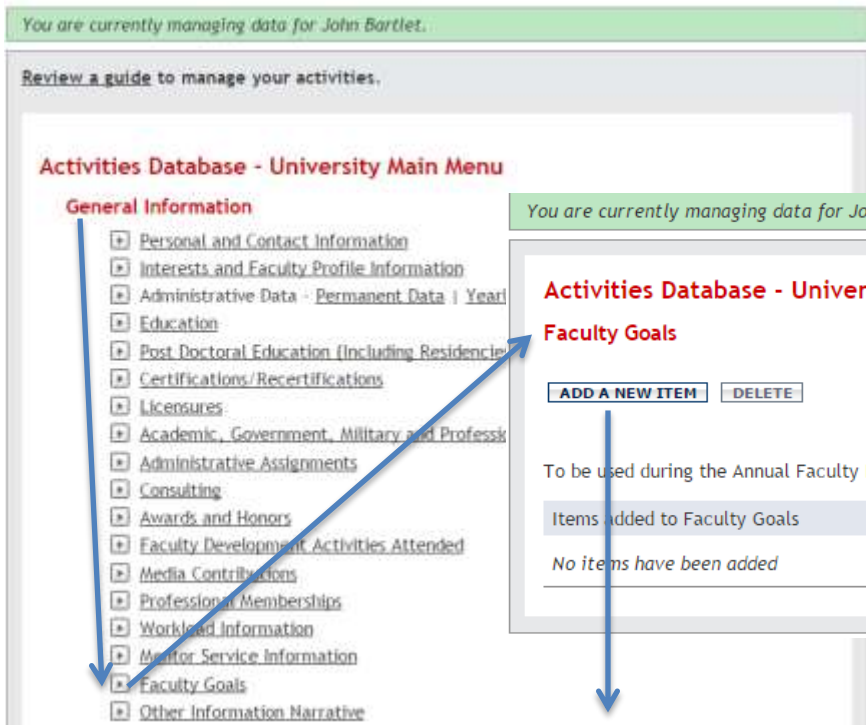You may access the Digital Measures Activity Insight system and step-by-step faculty roadmap documents for assistance on this PLFSOM website   http://elpaso.ttuhsc.edu/fostersom/facultyaffairs/DigitalMeasures.aspx



Once you have logged in to Digital Measures, select  "Manage Data".   Review  your academic accomplishments in the last year and update the teaching, scholarship, academically related public service, and clinical service (if applicable) sections.   Also enter any new continuing education and personal development.

**Step 2:  Enter Faculty Goals**

Under the General  Information section, select Faculty Goals.  If no data is entered, click "Add a New Item".



**Enter Faculty Goals for 2014 and 2015**

Review the goals you have entered for 2014.  This should reflect the goals you completed during your last evaluation (in 2014) for the current year.

Next, enter your 2015 faculty goals for the upcoming year.

Enter goals for Teaching, Scholarship, Academically Related Public Service, Clinical Service, and Continuing Education and Personal Development.  Click save and return to store your entries.

**Step 3: Run A Proofing Report**

In Digital Measures,
select "Manage Data" to access the
University Main Menu screen.

At the bottom of the screen, you will see
a tab on the bottom right for "Rapid
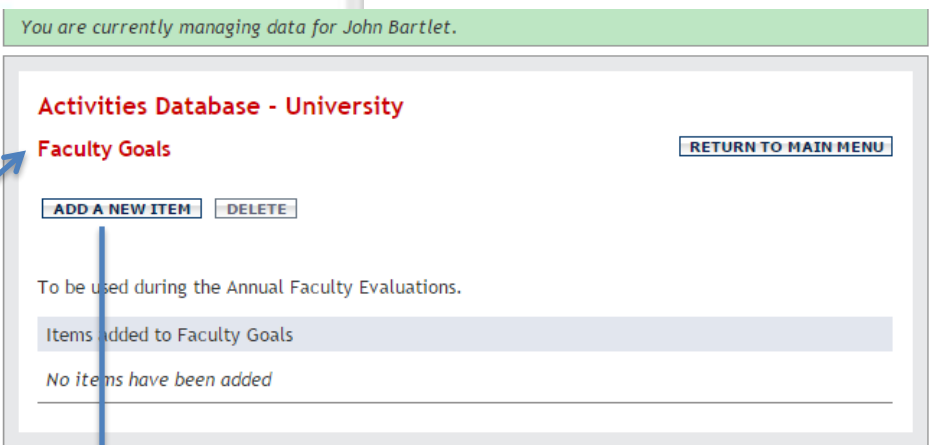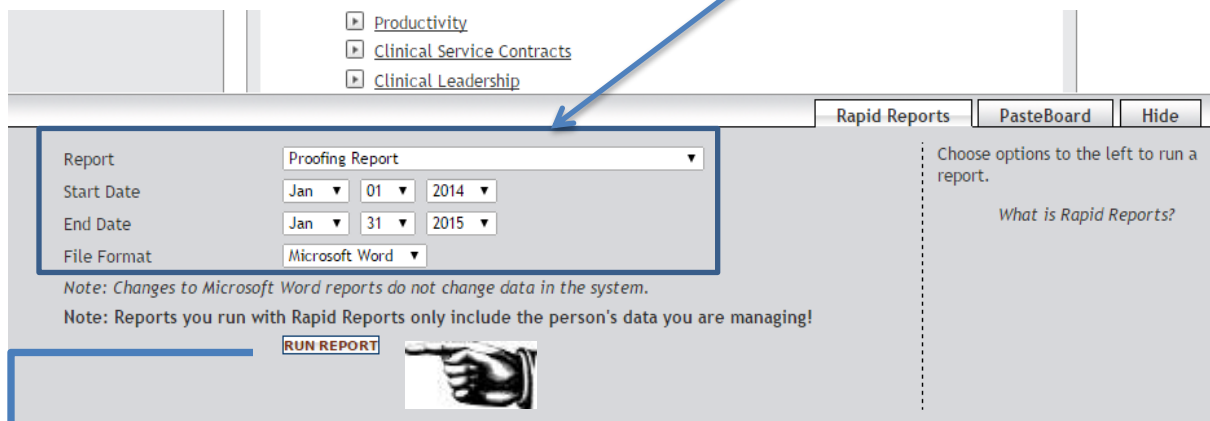Reports". Click on this tab to open the
report menu.

You are currently managing data for John Bartlet.

Review a guide to manage your activities.

**Activities Database - University Main Menu**

**General Information**
- Personal and Contact Information
- Interests and Faculty Profile Information
- Administrative Data - Permanent Data | Yearly Data
- Education
- Post Doctoral Education (Including Residencies and Fellowships)
- Certifications/Recertifications
- Licensures
- Academic, Government, Military and Professional Positions
- Administrative Assignments
- Consulting
- Awards and Honors
- Faculty Development Activities Attended
- Media Contributions
- Professional Memberships
- Workload Information
- Mentor Service Information
- Faculty Goals
- Other Information Narrative

**Teaching**
- Scheduled Teaching
- Non-Credit Instruction Taught
- Education Administration
- Directed Student Learning (e.g., theses, dissertations)
- Mentoring and Advising
- Innovations in Education
- Extramural Educational Committees

**Scholarship/Research**
- Contracts, Grants and Sponsored Research
- Intellectual Contributions
- Intellectual Property (e.g., copyrights, patents)
- Presentations
- Research Currently in Progress
- Extramural Professional Service
- Summary of Scholarly Activity

**Clinical Service**
- Clinical Practice
- Hospital Appointments
- Productivity
- Clinical Service Contracts
- Clinical Leadership
- Clinical Innovation

**Academically-Related Public Service**
- Administrative Service
- Public Service

**Research Compliance**
- Training
- Approvals & Safety Licenses
- Financial Disclosures & Conflict Management

| Rapid Reports | PasteBoard | Hide |

Once you click the Rapid Reports tab, a menu will appear with report options at the bottom of your screen.



Set Report Parameters:

> Select "Proofing Report" as the report type.

> Set "Start Date" to Jan 01, 2014. Set "End Date" to Jan 31, 2015 or the date of your evaluation conference. The year must be set to 2015 in order to pick up your 2015 Faculty Goals.

> Select Microsoft Word as the "File Format".

Click "Run Report". The report will open in Microsoft Word. Save the file on your PC.

Review your report by proofreading carefully. Make any edits to the format of the report in Microsoft Word. If you need to correct or add data, make sure you enter the changes in Digital Measures, then run a new report. Data which is edited in the Microsoft Word version of the report will NOT be reflected in Digital Measures.

Submit a copy of your final proofing report to your department chair prior to your evaluation conference by the deadline determined by your chair.
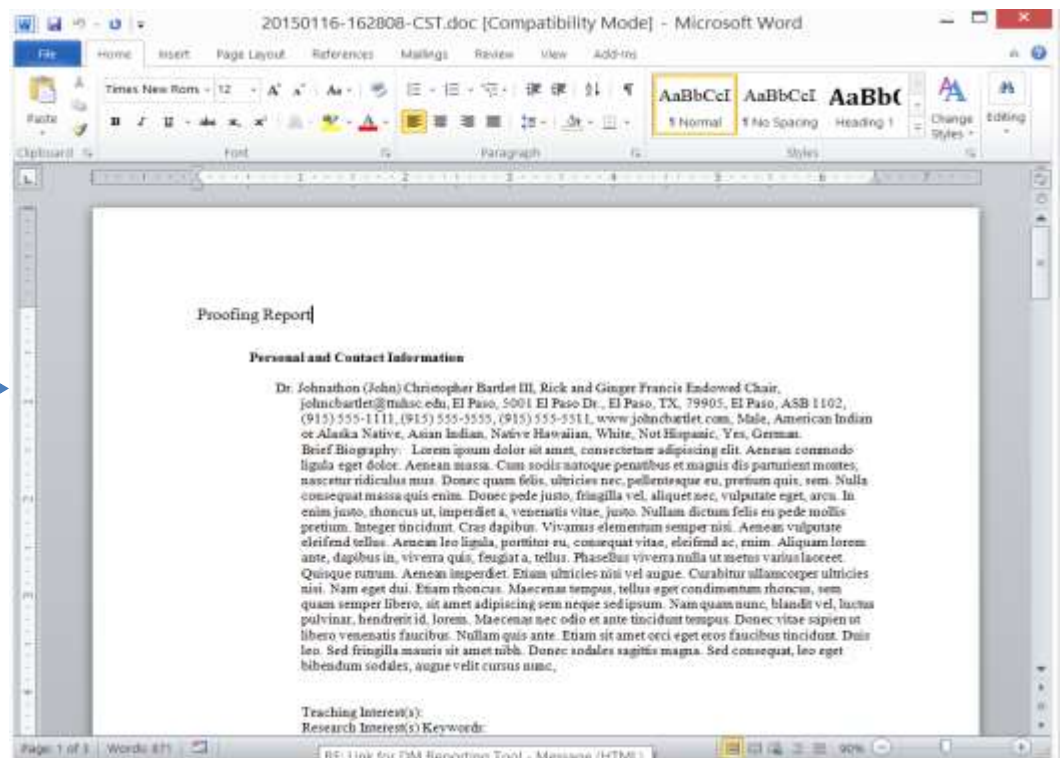
**ANNUAL FACULTY EVALUATION WORKSHOPS**

Workshops will be conducted to assist faculty in updating their Digital Measures profiles, entering faculty goals, and running the proofing report for the annual faculty evaluation.

<u>Wednesday, March 4<sup>th</sup></u>       or       <u>Monday, March 9<sup>th</sup></u>
12:00 – 1:00 pm                                12:00 – 1:00 pm
Lunch Provided                                 Lunch Provided
CSB A3500                                       MEB 1140

To confirm your attendance, please contact the Office of Faculty Affairs at 215-4128.

**ROADMAPS**

A detailed step-by-step guide to data entry with screen prints and an explanation of required fields is available online for each section of Digital Measures:

- General Information
- Teaching
- Scholarship/Research
- Clinical Service
- Academically Related Public Service

Visit the Digital Measures page at http://elpaso.ttuhsc.edu/fostersom/facultyaffairs/DigitalMeasures.aspx

**DIGITAL MEASURES SUPPORT**

If you have any questions, contact the Office of Faculty Affairs and Development.

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