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Digital Measures is the web-based system used by WKU for faculty activity reporting, as well as unit-level action planning and program-level learning outcomes assessment. In addition, our Digital Measures package includes the Student Engagement Activities Transcript (SEAT) database, where students' participation in engagement-related activities is recorded, and through which students have the opportunity to reflect upon these activities.

The Office of the Provost and Vice President for Academic Affairs places significant emphasis on the Digital Measures system to supply data needed for institutional reporting purposes. As such, it is essential that faculty and units enter information (particularly related to faculty scholarly productivity and professional accomplishments) into the system in a timely manner. In this way, the university can rely on having an accurate and up-to-date data record upon which to draw, and faculty and units can be assured of receiving appropriate feedback and/or recognition for their efforts.

Digital Measures can be accessed via several routes through the university web site. The most direct route is to click the **Academics** link on the university home page; a link to Digital Measures is provided under the Online Tools on the resulting page. The direct URL for Digital Measures login is:

<https://www.digitalmeasures.com/login/wku/faculty/authentication/showLogin.do>

Your NetID and password serve as the login information for Digital Measures. Department heads/directors have access to all records and screens related to their department. To enter your own information, click on **Faculty Activities Database** in the main window to access the various screens.

Annual evaluation of faculty

Full-time faculty are expected to enter their professional activities into Digital Measures, and to use the customized reporting capabilities to generate and submit their faculty activity report to the department head as part of the process of annual evaluation of faculty. Part-time faculty also have active accounts in Digital Measures, but generally these individuals are evaluated through a different process than is used for full-time faculty. **All faculty (full-time, part-time, adjunct) are required to maintain current CVs within Digital Measures.** This is done by uploading a current CV to the Permanent Data screen, and completing the Date of Upload fields on that screen; many departments/colleges require this annually, and ask that the file indicate the document date in the upper-right hand corner of the document itself.

Each college has developed a faculty activity report template that is tailored to the particular needs and preferences of the college. **It is important familiarize yourself with the specific Digital Measures screens and fields queried in generating a faculty activity report for your college;** in this way, you can better determine where a particular type of activity is best recorded in the system. See below in **highlight** how to do this.

Colleges may have different date ranges for the faculty activity reporting cycle. Faculty are expected to have completed entry of relevant information by the established due date. At that point, your department head may request that you generate and submit a copy of your activity report to her/him, or may generate the report herself/himself.

In some cases, you will enter activities by creating a new activity record. In others, however, activity records are created and at least partially populated for you using Banner data; generally, you are expected to edit these records to supply additional narrative information. The **Scheduled Teaching** form represents a good example of this process. Following each semester, Banner data are used to create an activity record for each class you taught. Most if not all colleges expect faculty to use the available narrative blocks on the record form to respond to SITE evaluations, describe new pedagogical approaches undertaken, and the like.

To enter or edit activity records:

Select **Faculty Activities Database** from the main screen

To record a new activity:

Select the type of activity from the list of available Digital Measures forms

Create a new activity record by clicking on **Add a New Item**

Enter the appropriate information to describe the activity

Be sure to include appropriate date ranges. All activities should have a Start Date; **ongoing activities need not have an End Date, but recognize that such activities will appear in your Faculty Activity Report every year from that point onward**

Save the information by clicking **Save and Return**, or **Return (Cancel)** to discard changes

To edit an existing activity:

Select the type of activity from the list of available Digital Measures forms

Click on the record you wish to edit and click **Edit**

Enter or revise information in one or more of the fields

Save the information by clicking **Save and Return**, or **Return (Cancel)** to discard changes

To create a revised copy of an activity (especially useful for service activities when your role changes from one year to the next):

Select the type of activity from the list of available Digital Measures forms

Click on the record you wish to edit and click **Copy**

Enter or revise information in one or more of the fields

Save the information by clicking **Save and Return**, or **Return (Cancel)** to discard changes

To generate an activity report:

Select **Run Custom Reports** from the column of red boxes on the left side of the screen

Under Step 1, choose the report you wish to run from the pull-down list, and click on **Select Report**

The following are the appropriate activity report templates for the various colleges:

CEBS Faculty Activity Report

GFCB Activity and Appraisal

Health and Human Services Faculty Activity

OCSE Faculty Activity

PCAL Faculty Activity Report

UC Faculty Activity Report

Once you have selected the report, you can click on *See how this report is built...* to see the specific screens and fields tied to the report structure

In Step 2, choose the date range for the information to be included in the report. Again, this depends on the cycle established by your college. With Digital Measures, any activity that has an associated start or end date that overlaps the specified date range will appear in the generated activity report

In Step 3, choose the level of report you would like to generate. If you select **Department** level, you will generate a single file containing the individual activity reports for all faculty in your department. Selecting **Individual** level allows you to choose one or more faculty on an individual basis; this may not be necessary for an individual faculty to generate their own activity report (depending on access privileges).

In Steps 4 and 5, select the format and layout for the report; generally, accepting the default settings will produce the best looking report

Click on **Build Report** to generate the report