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Artistic & Professional Performances & Exhibits Screen

Faculty should provide entries that describe artistic and professional creative activities. The original publication date, first performance date, or initial showing date should be included.

1. From the Manage Activities screen, click the Artistic and Professional Performances and Exhibits link.

2. Click Add a New Item.
3. Complete the applicable fields for each appropriate creative activity.

Note: Do not skip a field unless it does not apply to you.
Note: Use the drop-down menus where available.
Note: Be sure to include all dates. For current activities, do not enter an end date.

4. Click **Save And Add Another** to add all previous creative activities relevant to your current position.

   If you are finished, you can click Save at the top or bottom of the page.

5. When you return to the Artistic and Professional Performances and Exhibits main page, your data will appear in a list at the bottom of the section.

   Note: you may edit information after you have saved it by clicking the Edit or Delete icons.

6. **When you have finished entering and double-checking your activities, click Return to Main Menu to return to the Manage Activities screen.**
### Artistic & Professional Performances & Exhibits Screen - Continued

Common artistic and professional performance and exhibit activities include:

- Art-Exhibition
- Art-Arts Festival
- Art-Arts Works in Publication
- Dance
- Drama
- Music Composition
- Music Conducting
- Music Performance
- Music - Adjudicator
- Novel
- Nonfiction
- Poetry
- Short Fiction
- Theatre
- Video

#### Example Artistic & Professional Performances & Exhibits

- Art solo exhibition
- Dance choreography
- Dance performance
- Designing costumes for theater
- Fiction publication
- Music performance with SFA peers
- Music solo performance
- Nonfiction publication
- Poetry publication
- Play written for theater

#### Inappropriate/Questionable Artistic & Professional Performances & Exhibits

- Fiction Reading - may be included under Presentations.
- Poetry Reading - may be included under Presentations.
- Video Showing - may be included under Presentations.
Faculty should report all awards received whether internal or external.

1. **From the Manage Activities screen, click the Contracts, Grants and Sponsored Research link.**

2. **Click Add a New Item.**

**NOTE:** As a Digital Measures user, you **DO NOT** have access to modify information that have been added for you **by another person**, for example where another user indicates you as a contributor. If you require revision to these items, you should contact the user who entered the item.
When you have finished entering and double-checking your activities, click Return to Main Menu to return to the Manage Activities screen.

3. Complete the applicable fields for each appropriate contract, grant, or sponsored research activity.
   Note: Do not skip a field unless it does not apply to you.
   Note: Use the drop-down menus where available.
   Note: Be sure to include all dates. For current activities, do not enter an end date.
4. Click Save And Add Another to add all activities relevant to your current position.
   If you are finished, you can click Save at the top or bottom of the page.
5. When you return to the Contracts, Grants and Sponsored Research main page, your data will appear in a list at the bottom of the section.
   Note: you may edit information after you have saved it by clicking on the Item. An item may be deleted by selecting the appropriate check box to the far right, then clicking the trash icon at the top right of the screen.
6. When you have finished entering and double-checking your activities, click Return to Main Menu to return to the Manage Activities screen.
### Example Contracts, Grants, and Sponsored Research Activities

1. SFA Faculty Development Grant
2. US Department of Education Grant
3. National Science Foundation Grant
4. Privately funded research
5. Private contracts

### Inappropriate/Questionable Contracts, Grants, and Sponsored Research Activities

1. Non-funded study
2. Personal research
3. Statement of interest
NOTE: As a Digital Measures user, you **DO NOT** have access to modify information that have been added for you **by another person**, for example where another user indicates you as a contributor. If you require revision to these items, you should contact the user who entered the item.
Intellectual Contributions Screen - Continued

3. Complete the applicable fields for each appropriate intellectual contribution.

   Note: Do not skip a field unless it does not apply to you.
   Note: Use the drop-down menus where available.
   Note: Be sure to include all dates. For current activities, do not enter an end date.

4. Click **Save And Add Another** to add all contributions relevant to your current position.

   If you are finished, you can click Save at the top or bottom of the page.

5. When you return to the Intellectual Contributions main page, your data will appear in a list at the bottom of the section.

   *Note: you may edit information after you have saved it by clicking on the Item. An item may be deleted by selecting the appropriate check box to the far right, then clicking the trash icon at the top right of the screen.*

6. **When you have finished entering and double-checking your contributions, click Return to Main Menu to return to the Manage Activities screen.**
### Common intellectual contribution activities include:

1. Book review
2. Chapter in Non-Scholarly or Scholarly Book
3. Chapter in Textbook
4. Non-Scholarly or Scholarly Book
5. Textbook
6. Broadcast Media
7. Conference Proceeding
8. Instructor’s Manual
9. Encyclopedia Entry
10. Journal Article
11. Law Review
12. Magazine/Trade Publication
13. Manuscript
14. Monograph
15. Newsletter
16. Newspaper
17. Column in Journal or Newspaper
18. Research Report
19. Software
20. Study Guide
22. Translation or Transcription

### Example Intellectual Contributions

1. Conference proceeding
2. Manuscript
3. Textbook
4. Academic journal article
5. Instructional Software
6. Newsletter
7. Instructor’s Manual
8. Revised textbook

### Inappropriate/Questionable Intellectual Contributions

1. **Accreditation self-study documents** - may be included under SFA Service as committee activity.
2. **Student research** - may be included under Directed Student Learning screen.
3. **Presentations** - may be included under Presentations screen.
4. **Online course development** - may be included under Curriculum Development screen.
5. **Course syllabi** - Not appropriate for faculty activity record.
6. **Consultation** - may be included under Consulting screen.
7. **Artistic products** - may be included under Artistic and Professional Performances and Exhibits screen.
### Intellectual Property Screen

Intellectual property includes all protected work not included under intellectual contributions. Course materials developed for specific SFA courses are the intellectual property of Stephen F. Austin State University and may not be included here as the property of individual faculty members.

1. **From the Manage Activities screen, click the Intellectual Property link.**

   ![Scholarship/Research](image)
   - Artistic and Professional Performances and Exhibits
   - Contracts, Grants and Sponsored Research
   - Intellectual Contributions

2. **Click Add a New Item.**
Intellectual Property Screen - Continued

3. Complete the applicable fields for all appropriate intellectual property.

   Note: Do not skip a field unless it does not apply to you.

   Note: Use the drop-down menus where available.

   Note: Be sure to include all dates. For current activities, do not enter an end date.

4. Click Save And Add Another to add all intellectual property relevant to your current position.

   If you are finished, you can click Save at the top or bottom of the page.

5. When you return to the Intellectual Property main page, your data will appear in a list at the bottom of the section.

   Note: you may edit information after you have saved it by clicking on the Item. An item may be deleted by selecting the appropriate check box to the far right, then clicking the trash icon at the top right of the screen.

6. When you have finished entering and double-checking your intellectual property, click Return to Main Menu to return to the Manage Activities screen.
Common intellectual property categories include:

1. Inventions
2. Patents
3. Trademarks
4. Copyrights

Inappropriate/Questionable Intellectual Contributions

1. Course materials developed for specific SFA courses - may be included under Curriculum Development.
2. Academic journal article - may be included under Intellectual Contributions screen.
### Presentations Screen

Talks, posters, and other presentations made to an audience of professional peers should be included on the Presentations screen. Conference attendance at which the faculty member did not present may be included under Professional Development Not Related to Teaching or Teaching-Related Professional Development.

1. **From the Manage Activities screen, click the Presentations link.**

2. **Click Add a New Item.**

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**NOTE:** As a Digital Measures user, you **DO NOT** have access to modify information that have been added for you by another person, for example where another user indicates you as a contributor. If you require revision to these items, you should contact the user who entered the item.
3. Complete the applicable fields for each appropriate presentation.
   
   Note: Do not skip a field unless it does not apply to you.
   
   Note: Use the drop-down menus where available.
   
   Note: Be sure to include all dates. For current activities, do not enter an end date.

4. Click **Save And Add Another** to add all presentations relevant to your current position.

   If you are finished, you can click Save at the top or bottom of the page.

5. When you return to the Presentations main page, your data will appear in a list at the bottom of the section.

   *Note: you may edit information after you have saved it by clicking on the Item. An item may be deleted by selecting the appropriate check box to the far right, then clicking the trash icon at the top right of the screen.*

6. When you have finished entering and double-checking your presentations, click Return to Main Menu to return to the Manage Activities screen.
Common presentation categories include:

1. Demonstration
2. Exhibit
3. Keynote/Plenary Address
4. Lecture
5. Oral Presentation
6. Paper
7. Poster
8. Reading of Creative Work/Performance

Example Presentations

1. Conference oral presentation
2. Convention poster
3. Conference demonstration
4. Invited lecture
5. Keynote address
6. Poetry reading
7. Trade Show Exhibit

Inappropriate/Questionable Presentations

1. Conference attendance - may be included under Faculty Development Activities Attended or Teaching-Related Professional Development screens.

2. Workshop attendance - may be included under Faculty Development Activities Attended or Teaching-Related Professional Development screens.

3. Seminar attendance - may be included under Faculty Development Activities Attended or Teaching-Related Professional Development screens.
**Curriculum Development Screen**

Course materials developed for SFA courses or programs should be included on the Curriculum Development Screen. Only course/program curriculum development which has been approved through the appropriate SFA curriculum committee(s) may be included in this section.

1. *From the Manage Activities screen, click the Curriculum Development link.*

2. **Click Add a New Item.**
3. Complete the applicable fields for each appropriate curriculum development activity.

Note: Do not skip a field unless it does not apply to you.

Note: Use the drop-down menus where available.

Note: Be sure to include all dates. For current activities, do not enter an end date.

4. Click **Save And Add Another** to add all curriculum relevant to your current position.

If you are finished, you can click Save at the top or bottom of the page.

5. When you return to the Curriculum Development main page, your data will appear in a list at the bottom of the section.

*Note: you may edit information after you have saved it by clicking on the Item. An item may be deleted by selecting the appropriate check box to the far right, then clicking the trash icon at the top right of the screen.*

6. **When you have finished entering and double-checking your Curriculum Development, click Return to Main Menu to return to the Manage Activities screen.**
### Example Curriculum Development

1. Program curriculum for new doctoral program
2. Course curriculum for new course
3. Course curriculum for existing course with new delivery method (from traditional face-to-face to hybrid course)

### Inappropriate/Questionable Presentations

1. **Unapproved Curriculum** - only course/program curriculum development which has been approved through the appropriate SFA curriculum committee(s) may be included in this section.