



Faculty Activity Reporting Reference Guide

Prepared by
The Office of Institutional Research
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INTRODUCTION

Digital Measures (DM) is an online information management system designed to organize and report on faculty teaching, research, and service activities. DM eliminates periodic, recurring requests for information on faculty teaching, research, and service activities since reports such as faculty activity reports, faculty rosters and vita can be easily generated once activity data have been entered in DM. DM provides a single convenient place for users to maintain their activity data and can be accessed easily to generate reports.

Digital Measures is accessed through the mySFA portal. Faculty should simply login to mySFA. On the Faculty tab, a link to Digital Measures Faculty Activity Report should be visible. Once the link is clicked, users should be granted access to the DM interface without any further logins.

Users who have problems with Digital Measures access should contact the Office of Institutional Research at sfa_ir@sfasu.edu or 936-468-3806.

When a typical faculty user enters DM, he/she will land on the **Manage Activities** page. The **Manage Activities** utility enables each user to keep track of his/her own teaching, research, and service activities. The **Manage Activities** page includes links to each of the data collection screens in the DM system.

STUDENT INFORMATION

[Student ID Look Up](#)

[Transcript Look Up](#)

[Student Email Look Up](#)

[View Holds](#)

[Student Success Advising Tool](#)

FACULTY TOOLS

[Report Leave](#)

[Course Proposal](#)

[Program Proposal](#)

[Digital Measures - FAR](#) ★

[Course Catalog](#)

[Policy Manual](#)

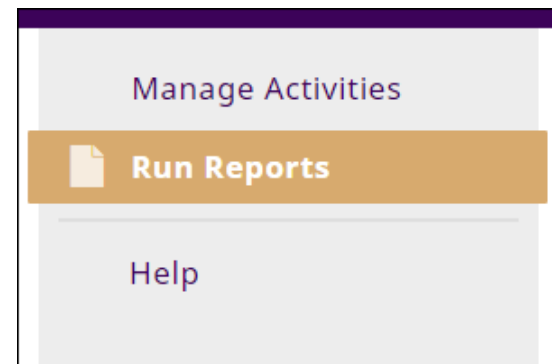
RUNNING A CUSTOM REPORT

DM users will also see a left-hand menu that appears on all screens and contains any basic navigation links. **Run Reports** will appear on this menu and is a template-based reporting utility. The **Run Reports** menu will link to reports where faculty users can generate reports on their own data. Based on user permissions, reports available may include:

1. Annual Faculty Activity Report
2. Intellectual Contributions by Faculty Report
3. Presentations by Faculty Report
4. Vita











Step-by-Step

1. In DM, select **Run Reports** in the Left-Hand Menu, and select the report you wish to run from the drop-down list in step 1.
2. Select the date range for the information you wish to include in your report.
3. DM will warn you if you attempt to create a report with an end date before the report's start date.
4. If you have permission to run reports for multiple users (such as Dean's or Chairs): DM's default behavior is to include all enabled user accounts in a report.
 - a. If you would like to limit your report to include only selected users, select **Change selection** in step 3 to open the **Individuals or groups to include** page in a pop-up window.
 - b. Select "College", "Department" or "Individual" in pop-up window to show or hide the groups, and then select the groups or individuals you want to include in your report
 - c. When you have completed your selections, select **Save** at the bottom of the pop-up window to save your selections and return to the **Create a Report** page.
 - d. Select to include enabled, disabled, or both enabled and disabled users in your report.



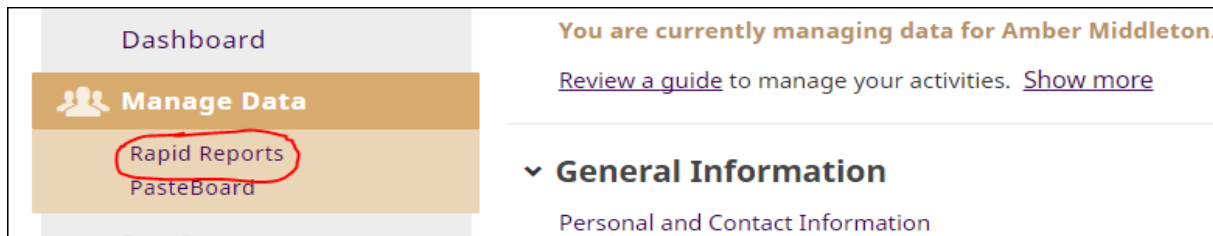
RUNNING A CUSTOM REPORT - Continued

6. Select the file format for your report from the drop-down list in step 4. The default options are Microsoft Word, Adobe PDF, and HTML. Some reports can be made available in Microsoft Excel.
7. Select the paper size from the drop-down list in step 5. DM supports US Letter and A4 sizes.
8. Review your selections and select **Run Report**.
9. DM will run your report, and you will be prompted to either open it or save it locally.

Manage Activities	Run Reports	Run Report
 Run Reports		
Help		
<hr/>		
1 Report	Annual Faculty Activity Report 	
	Download this report's template	
<hr/>		
2 Date Range	Start Date	Sep  01  2015 
	End Date	Aug  31  2016 
<hr/>		
3 File Format	File Format	Microsoft Word (.doc) 
		Changes made to the Microsoft Word document will not be reflected in the system.
	Page Size	Letter 
<hr/>		

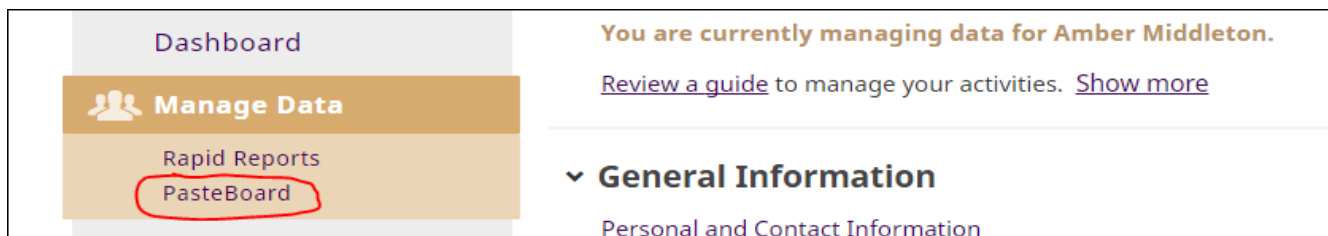
RAPID REPORTS

Rapid Reports provides a way for you to run custom reports quickly and easily on the data in Activity Insight. By enabling you to run reports from the same pages into which you enter data, Rapid Reports gives you the flexibility to see the effect the data you enter has on your reports easily. You can use Rapid Reports when managing your own data or when managing data for others. If you are managing your own data, the Rapid Reports feature will return the selected report with just your data. If you run a report using Rapid Reports while managing another user's data, the report will contain only that user's data.



PASTEBOARD

The PasteBoard enables you to copy text from another document, such as your vita in Microsoft Word, and paste it into the PasteBoard. After you have pasted text into the PasteBoard, you can then select text from it, click-and-hold on the text you selected, and drag it into a system field to paste it into that field. As long as no more than 4K of text is in the PasteBoard, the text entered there will be maintained as a user moves from screen to screen or even between utilities within Activity Insight. To remove this text, select the text (Ctrl+A) and press the backspace key or the delete key.



DIGITAL MEASURES DATA AND DATES

Digital Measures runs reports based on date ranges. Therefore, it is crucial that data put into the system have a date (in most cases at least a Month and Year) associated with it. Otherwise, the data will not be picked up by Digital Measures when running reports.

DEFINING "SCOPE"

Throughout the data collection screens, "Scope" is requested in certain circumstances. In order to standardize the data as much as possible, "Scope" will apply to the audience being addressed and not to the location of the event or occurrence.

The screenshot shows the 'Edit Presentations' form. At the top, there is a title field, a 'Cancel' button, a 'Save' button, and a 'Save + Add Another' button. Below this is a section for 'Presenters/Authors' with instructions to either select a person from a drop-down list or enter their name. The '1st Presenter/Author' section contains a table with columns for 'People at Stephen F. Austin State University', 'First Name', 'Middle Name/Initial', 'Last Name', '* Presenter/Author', and 'Explanation of'. The first row shows 'Middleton, Amber: middletoan' in the first column, with input fields for the other columns. Below the table is a section to 'Select the number of presenter/author rows to add: 1' with an '+Add' button. The bottom section contains several dropdown menus: '* Meeting Type', 'Explanation of "Other"', '* Academic or Non-Academic?', '* Scope' (circled in red), '* Invited or Accepted?', and '* Poster Presentation?'.

ACTIVITIES DATABASE: ENTERING YOUR INFORMATION

For most faculty activities, the proper categorization should be self-explanatory. However, throughout the following descriptions of DM screens, examples of faculty activities will be provided to indicate the appropriate entry location in the DM activity database

Type of Information AND Digital Measures Screen Name	Source of Data
GENERAL INFORMATION	
<p><u>Personal & Contact Information Screen</u></p> <p>The Personal and Contact Information screen contains several fields that are populated during user creation or during data uploads, and these fields cannot be edited. However, the remaining fields may be updated and revised as needed.</p>	<p>Data uploads and faculty input</p>
<p><u>Permanent Data Screen</u></p> <p>The Permanent Data screen is not currently populated or maintained. If an administrative decision is made to begin utilizing the Permanent Data screen, all data manually entered by users will be deleted, and the fields will be populated with a data load from the University administrative system.</p>	<p>Faculty input currently allowed but not required</p>

Type of Information AND Digital Measures Screen Name	Source of Data
GENERAL INFORMATION	
<p><u>Yearly Data Screen</u></p> <p>The Yearly Data Screen provides rank and tenure data as populated by nightly upload. These fields in Digital Measures are reflective of the Faculty Data in Banner and cannot be edited by DM users.</p> <p>Business faculty and nursing faculty should look for specialized questions on the Yearly Data screen.</p> <p>Special AACSB questions may be available for business faculty, such as:</p> <ol style="list-style-type: none"> 1. AACSB: Normal Professional Responsibility (check all that apply) 2. AACSB: Percent of Time Dedicated to the School's Mission 3. AACSB: Qualification 4. AACSB: Sufficiency 5. AACSB: Teaching Classification 6. AACSB: Does this faculty member have a joint appointment with another department or with another institution? <p>A set of three questions may also be available for nursing faculty, such as:</p> <ol style="list-style-type: none"> 1. Preceptor? 2. Clinical Instructor? 3. Area of Clinical Expertise? 	<p>Data uploads and faculty/college input</p> <p>NOTE: AACSB and Nursing fields may be populated by the dean's office or another administrative office and may not be the responsibility of the individual faculty member.</p>

Type of Information AND Digital Measures Screen Name	Source of Data
GENERAL INFORMATION	
<u>Academic, Government, Military, & Professional Positions Screen</u>	Faculty input

Work experience, both academic and non-academic, should be documented on this screen.
Temporary or term administrative assignments may be included here.

1. From the *Manage Activities* screen, click the **Academic, Government, Military, & Professional Positions** link.

▼ General Information

<p>Personal and Contact Information</p> <p>Administrative Data - Permanent Data Yearly Data</p> <p>Academic, Government, Military and Professional Positions</p> <p>Administrative Assignments</p> <p>Awards and Honors</p> <p>Consulting</p>	<p>External Connections and Partnerships</p> <p>Professional Development Not Related to Teaching</p> <p>Licensures and Certifications</p> <p>Media Contributions</p> <p>Professional Memberships</p>
--	--

2. Click + **Add New Item**.

[< Academic, Government, Military and Professional Positions](#)

+ Add New Item

Item

Type of Information AND Digital Measures Screen Name

GENERAL INFORMATION

Academic, Government, Military, & Professional Positions Screen - Continued

- Complete the applicable fields for each position you have held.
 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 positions you currently hold, do not enter an end date.
- Click **Save And Add Another** to add all previous employment that is relevant to your current position.

 If you are finished, you can click **Save** at the top of the page.
- When you return to the Academic, Government, Military, & Professional Positions main page, your positions will appear in a list.

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.

- When you have finished entering and double-checking your positions information, click Return to Main Menu to return to the *Manage Activities* screen.

< Edit Academic, Government, Military and Professional Positions Cancel Save

* Experience Type

* Organization

* Title/Rank/Position

* Description for Professional Positions (30 Words or Less)

* Was/is this your own company?

* Start Date ,

End Date ,

Type of Information AND Digital Measures Screen Name

GENERAL INFORMATION

Academic, Government, Military, & Professional Positions Screen - Continued

Common Academic, Government, Military, and Professional Position entries include:

1. Academic employment – Post-secondary
2. Academic employment – K-12
3. Professional employment
4. Military employment
5. Government employment
6. SFA Area coordinator
7. SFA Dean (including associate)
8. SFA Chair (including associate/assistant)
9. SFA Director

Examples of Academic, Government, Military & Professional Positions:

1. Associate Professor
2. Secondary School Teacher
3. General Counsel
4. Department Chair
5. Assistant Principal
6. Probation Officer
7. Business Owner

Inappropriate/Questionable Entries for Academic, Govt., Milt. & Prof. Positions:

1. **Guest Speaker** - may be included under Non-Credit Instruction Taught or Presentations.
2. **SFA Committee Member** - Committee work may be included under SFA Service.
3. **Local representative for national organization** - may be included under Awards and Honors or Professional/Public Service
4. **Student organization advisor** - may be included under SFA Service.
5. **Honor society member** - may be included under Awards and Honors.

Type of Information AND Digital Measures Screen Name	Source of Data
GENERAL INFORMATION	
<u>Administrative Assignments Screen</u>	Faculty input

Only compensated administrative positions held within Stephen F. Austin State University should be represented on this screen.

1. From the *Manage Activities* screen, click the **Administrative Assignments** link.

▼ General Information

<ul style="list-style-type: none"> Personal and Contact Information Administrative Data - Permanent Data Yearly Data Academic, Government, Military and Professional Positions <li style="background-color: yellow;">Administrative Assignments Awards and Honors 	<ul style="list-style-type: none"> External Connections and Partnerships Professional Development Not Related to Teaching Licensures and Certifications Media Contributions Professional Memberships
--	---

2. Click + Add New Item.

< Administrative Assignments

+ Add New Item
Duplicate
🗑

Item

No items have been added

Type of Information AND Digital Measures Screen Name

GENERAL INFORMATION

Administrative Assignments Screen - Continued

- Complete the applicable fields for each administrative assignments you have held.

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 assignments, do not enter an end date.

- Click **Save And Add Another** to add all assignments relevant to your current position.

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

- When you return to the Administrative Assignments main page, your assignments will appear in a list.

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.

- When you have finished entering and double-checking your administrative assignments information, click **Return to Main Menu** to return to the **Manage Activities** screen.

< **Edit Administrative Assignments**
Cancel Save

* Position/Role

Explanation of "Other"

* Scope

* Approx. Number of Hours Spent Per Year

* Responsibilities/Brief Description (30 Words or Less)

* Start Date ,

End Date ,

Type of Information AND Digital Measures Screen Name

GENERAL INFORMATION

Administrative Assignments Screen - Continued

Common Administrative Assignments include

1. President
2. Provost
3. Associate Provost
4. Dean
5. Associate Dean
6. Assistant Dean
7. Academic Unit Chair/Director
8. Development Officer

Type of Information AND Digital Measures Screen Name	Source of Data
GENERAL INFORMATION	
<u>Awards & Honors Screen</u>	Faculty input

Awards and honors that include a monetary component may be included here if the honor is most important. The award should be included under Contracts, Grants, and Sponsored Research if the monetary component is most important. The month and year of the award must be reported. Elections in a professional society should be listed under General Service.

1. From the Manage Activities screen, click the Awards and Honors link.

▼ General Information

<p>Personal and Contact Information</p> <p>Administrative Data - Permanent Data Yearly Data</p> <p>Academic, Government, Military and Professional Positions</p> <p>Administrative Assignments</p> <p>Awards and Honors</p>	<p>External Connections and Partnerships</p> <p>Professional Development Not Related to Teaching</p> <p>Licensures and Certifications</p> <p>Media Contributions</p> <p>Professional Memberships</p>
--	--

2. Click + Add New Item.

< Awards and Honors

+ Add New Item
Duplicate
🗑

Item

Type of Information AND Digital Measures Screen Name

GENERAL INFORMATION

Awards & Honors Screen - Continued

- Complete the applicable fields for each award or honor you have received.

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.

- Click **Save And Add Another** to add all awards and honors relevant to your current position.

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

- When you return to the Awards and Honors main page, your awards/honors will appear in a list.

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.

- When you have finished entering and double-checking your awards/honors information, click **Return to Main Menu** to return to the **Manage Activities** screen.

< **Edit Awards and Honors**
Cancel
Save

* Award or Honor Name

* Organization/Sponsor

* Purpose

* Scope

* Description/Explanation (30 Words or Less)

* Date Received ,

Type of Information AND Digital Measures Screen Name

GENERAL INFORMATION

Awards & Honors Screen - Continued

Common categories of awards/honors include:

1. Leadership
2. Teaching
3. Scholarship/Research
4. Service/Community
5. Service/Professional
6. Service/University

Examples of Awards and Honors:

1. Regents Professor
2. Purple Heart
3. Educator of the Year
4. Distinguished Professor
5. UPW Woman of the Year
6. Years of Service Award

Inappropriate/Questionable Awards and Honors:

1. **Faculty Tenure and Rank Promotion** - may be included under Top Achievements or SFA Service.
2. **Graduate Faculty Full Membership** - may be included under Top Achievements or SFA Service.
3. **Nomination to Faculty Senate** - may be included under Top Achievements or SFA Service.
4. **ADA Advisory Committee Appointment** - Committee work may be included under SFA Service.

Type of Information AND Digital Measures Screen Name	Source of Data
GENERAL INFORMATION	
<u>Consulting Screen</u>	Faculty Input

Faculty should add new items as needed to document consulting work in the areas of academic, for-profit organizations, government, litigation, and non-governmental organizations.

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

▼ General Information

<ul style="list-style-type: none"> Personal and Contact Information Administrative Data - Permanent Data Yearly Data Academic, Government, Military and Professional Positions Administrative Assignments Awards and Honors Consulting 	<ul style="list-style-type: none"> External Connections and Partnerships Professional Development Not Related to Teaching Licensures and Certifications Media Contributions Professional Memberships
---	---

2. Click + Add New Item.

< Consulting

+ Add New Item

Item

Type of Information AND Digital Measures Screen Name

GENERAL INFORMATION

Consulting Screen - Continued

- Complete the applicable fields for each position you have held.

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 positions you currently hold, do not enter an end date.

- Click **Save And Add Another** to add all previous consulting positions relevant to your current position.

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

- When you return to the Consulting main page, your positions will appear in a list.

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.

- When you have finished entering and double-checking your positions information, click **Return to Main Menu** to return to the **Manage Activities** screen.

< Edit Consulting

Cancel
Save
Save + Add Another

* Consulting Type

Explanation of "Other"

* Client/Organization

* Location

* Compensated or Pro Bono?

* Approx. Number of Hours Spent Per Year

* Brief Description (30 Words or Less)

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.

* Start Date ,

End Date ,

Type of Information AND Digital Measures Screen Name

GENERAL INFORMATION

Consulting Screen - Continued

Common consulting activities include:

1. Academic
2. For-Profit Organization
3. Government
4. Litigation
5. Non-Governmental Organization

Type of Information AND Digital Measures Screen Name	Source of Data
GENERAL INFORMATION	
<u>External Connections & Partnerships Screen</u>	Faculty Input

Collaboration with organizations that are part of the professional community outside of SFA and are not considered as service to the community or profession should be detailed.

1. From the Manage Activities screen, click the External Connections and Partnerships link.


▼ General Information

<p>Personal and Contact Information</p> <p>Administrative Data - Permanent Data Yearly Data</p> <p>Academic, Government, Military and Professional Positions</p> <p>Administrative Assignments</p> <p>Awards and Honors</p>	<p>External Connections and Partnerships</p> <p>Professional Development Not Related to Teaching</p> <p>Licensures and Certifications</p> <p>Media Contributions</p> <p>Professional Memberships</p>
---	---

2. Click + Add New Item.

[← External Connections and Partnerships](#)

+ Add New Item
Duplicate



Type of Information AND Digital Measures Screen Name

GENERAL INFORMATION

External Connections & Partnerships Screen - Continued

- Complete the applicable fields for each appropriate 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 a date.

- Click **Save And Add Another** to add all previous External Connections and Partnerships relevant to your current position.

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

- When you return to the External Connections and Partnerships main page, your activities 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.

- When you have finished entering and double-checking your activity information, click **Return to Main Menu** to return to the **Manage Activities** screen.

< Edit External Connections and Partnerships Cancel Save

* Type

Explanation of "Other"

* Organization

* City

* State

* Contact Information

* Description

* Date

Speaker
Field Trip
Funding
Recruitment
Outreach
Other

Type of Information AND Digital Measures Screen Name

GENERAL INFORMATION

External Connections & Partnerships Screen - Continued

Faculty may provide information on external relationships such as:

1. Speaker
2. Field Trip
3. Funding
4. Recruitment
5. Outreach

Example External Connections and Partnerships

1. Meetings with professional leaders to seek internships for SFA students
2. Organization of field trips for department majors
3. Meetings with alumni to discuss support for programs
4. Speaking at various local venues to promote discipline-specific goals

Type of Information AND Digital Measures Screen Name	Source of Data
GENERAL INFORMATION	
<u>Professional Development Not Related to Teaching Screen</u>	Faculty Input

Faculty may provide entries that describe professional development activities not related to instruction. Activities included here should enhance non-instruction related skills. In contrast, activities added to the Teaching-Related Professional Development screen will address instruction-related development.

1. From the Manage Activities screen, click the Professional Development Not Related to Teaching link.

▼ **General Information**

Personal and Contact Information	External Connections and Partnerships
Administrative Data - Permanent Data Yearly Data	Professional Development Not Related to Teaching
Academic, Government, Military and Professional Positions	Licensures and Certifications
Administrative Assignments	Media Contributions
Awards and Honors	Professional Memberships

2. Click Add a New Item.

← **Professional Development Not Related to Teaching**

+ Add New Item Duplicate

Item

No items have been added

Type of Information AND Digital Measures Screen Name
GENERAL INFORMATION

Professional Development Not Related to Teaching Screen (Continued)

- 3. Complete the applicable fields for each appropriate 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 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 Professional Development Not Related to Teaching main page, your activities 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 information, click **Return to Main Menu** to return to the Manage Activities screen.

< Edit Professional Development Not Related to Teaching Cancel

* Activity Type

Explanation of "Other"

* Title

Sponsoring Organization

City

State

Country

Continuing Education or Effort Hours

* Description (30 Words or Less)

* Start Date ,

End Date ,

Note: For activities that are/were only on one day, leave the start date blank and specify the end date. For a presently completed, specify the start date and leave the end date blank.

NOTE: 2015-16 and earlier records with Activity Types of 'CTL- Individual Consultation', 'CTL- Other Activities', and/or 'New Faculty Development Series' were moved to Teaching-Related Professional Development screen in February 2016.

Type of Information AND Digital Measures Screen Name

GENERAL INFORMATION

Professional Development Not Related to Teaching Screen (Continued)

Common faculty development activity types include:

1. Conference Attendance (excluding conferences at which the faculty member presented, which may be included under Presentations; conference activities included here should enhance non-instruction related skills)
2. Continuing Education Program
3. Faculty Fellowship
4. Faculty Internship
5. Self-Study Program
6. Seminar
7. Tutorial
8. Webinar
9. Workshop

Example Professional Development Activities

1. Conference Attendance
2. Paid Faculty Development Leave
3. Continuing Education courses

Inappropriate/Questionable Faculty Development Activities

1. **TracDat Training** - Not appropriate for faculty activity record.
2. **P-Card Training** - Not appropriate for faculty activity record.
3. **Faculty Data Management Training** - Not appropriate for faculty activity record.
4. **EPAF Training** - Not appropriate for faculty activity record.
5. **Timekeeper Plus Training** - Not appropriate for faculty activity record.
6. **Property Training** - Not appropriate for faculty activity record.
7. **Banner Training** - Not appropriate for faculty activity record.
8. **Talking college classes** - Not appropriate for faculty activity record.
9. **Course development activities** - Should be included in Curriculum Development Screen.

Type of Information AND Digital Measures Screen Name	Source of Data
GENERAL INFORMATION	
<u>Licensures & Certifications Screen</u>	Faculty Input

Any licenses, registrations, and certifications can be provided including teaching registrations, legal registrations or certifications such as Certified Public Accountant (CPA). Typically the licensures and certifications reported should be specifically related to the instructional discipline.

1. From the Manage Activities screen, click the Licensures and Certifications link.

▼ General Information

<ul style="list-style-type: none"> Personal and Contact Information Administrative Data - Permanent Data Yearly Data Academic, Government, Military and Professional Positions Administrative Assignments Awards and Honors 	<ul style="list-style-type: none"> External Connections and Partnerships Professional Development Not Related to Teaching <li style="background-color: yellow;">Licensures and Certifications Media Contributions Professional Memberships
--	---

2. Click Add a New Item.

< Licensures and Certifications

+ Add New Item
Duplicate
🗑️

Item

No items have been added

Type of Information AND Digital Measures Screen Name

GENERAL INFORMATION

Licensures & Certifications Screen - Continued

3. Complete the applicable fields for each appropriate licensure or certification.

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 a date obtained.

4. Click **Save And Add Another** to add all previous licensures and certifications 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 Licensures and Certifications main page, your items 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 positions information, click **Return to Main Menu** to return to the **Manage Activities** screen.

The screenshot shows a web form titled "Edit Licensures and Certifications" with a "Cancel" button in the top right corner. The form contains the following fields:

- Title of Licensure/Certification**: A text input field with a red asterisk indicating it is required.
- Sponsoring Organization**: A text input field with a red asterisk indicating it is required.
- Scope**: A dropdown menu with a red asterisk indicating it is required.
- Description**: A large text area with a red asterisk indicating it is required.
- Date Obtained**: A date selection field with a red asterisk indicating it is required, consisting of a dropdown menu and two input boxes for month and year.
- Expiration Date**: A date selection field with a dropdown menu and two input boxes for month and year.

Type of Information AND Digital Measures Screen Name

GENERAL INFORMATION

Licensures & Certifications Screen - Continued

Example Licensures & Certifications

1. Member of the American Bar Association
2. Standard Certificate, Principal EC-12
3. CPR Certification
4. Certified Public Manager
5. Licensed Dietitian
6. Licensed Professional Counselor
7. Certified Forester
8. Licensed Clinical Social Worker
9. Registered Nurse
10. Elementary Education K-8

Inappropriate/Questionable Licensures & Certifications

1. Member of Graduate Faculty - May be included under Top Achievements
2. SFA Property Management Training - Not appropriate for faculty activity record
3. Driving Safety Course (SFA) - Not appropriate for faculty activity record
4. Purchasing Workshop (SFA) - Not appropriate for faculty activity record

Type of Information AND Digital Measures Screen Name	Source of Data
GENERAL INFORMATION	
<u>Media Contributions Screen</u>	Faculty Input

Contributions included should only involve professional expertise and not SFA affiliation.

1. From the Manage Activities screen, click the Media Contributions link.

▼ General Information

<ul style="list-style-type: none"> Personal and Contact Information Administrative Data - Permanent Data Yearly Data Academic, Government, Military and Professional Positions Administrative Assignments Awards and Honors 	<ul style="list-style-type: none"> External Connections and Partnerships Professional Development Not Related to Teaching Licensures and Certifications Media Contributions Professional Memberships
--	--

2. Click Add a New Item.

< Media Contributions

+ Add New Item

Item

No items have been added

Type of Information AND Digital Measures Screen Name

GENERAL INFORMATION

Media Contributions Screen - Continued

- Complete the applicable fields for each appropriate 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 a date.

- Click **Save And Add Another** to add all previous contribution relevant to your current position.

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

- When you return to the Media Contributions main page, your items 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.

- When you have finished entering and double-checking your contribution information, click **Return to Main Menu** to return to the **Manage Activities** screen.

< Edit Media Contributions Cancel

* Media Type

* Media Name

* Description

* Date ,

Type of Information AND Digital Measures Screen Name

GENERAL INFORMATION

Media Contributions Screen - Continued

Media contribution types include:

1. Film
2. TV
3. Radio
4. Newspaper
5. Magazine
6. Internet

Example Media Contributions

1. Hosted radio program
2. Interviewed by local TV
3. Column written for local newspaper

Inappropriate/Questionable Media Contributions

1. Article published in SFA Sawdust - contribution should not be SFA affiliated
2. Videos produced for SFA programs - contribution should not be SFA affiliated
3. Stories written for SFA Pine Log - contribution should not be SFA affiliated

Type of Information AND Digital Measures Screen Name	Source of Data
GENERAL INFORMATION	
<u>Professional Memberships Screen</u>	Faculty Input

Memberships in professional organizations external to SFA should be included.

Additional duties beyond simple membership such as serving as an officer or committee chair should be reported on the Professional Public Service screen.

1. From the Manage Activities screen, click the Professional Memberships link.



2. Click Add a New Item.



Type of Information AND Digital Measures Screen Name

GENERAL INFORMATION

Professional Memberships Screen - Continued

3. Complete the applicable fields for each appropriate professional membership.

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 professional memberships 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 Professional Memberships main page, your items 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 membership information, click **Return to Main Menu** to return to the Manage Activities screen.

← **Edit Professional Memberships**

Cancel
Save

* Name of Organization

* Abbreviation of Organization

Leadership Position Held

* Role/Activity in the Organization

* Scope of Organization

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 ,

Type of Information AND Digital Measures Screen Name

GENERAL INFORMATION

Professional Memberships Screen - Continued

Example Professional Memberships

1. Society of American Foresters
2. Texas Library Association
3. National Education Association
4. Modern Languages Association
5. Mathematical Association of America

Type of Information AND Digital Measures Screen Name	Source of Data
FACULTY CREDENTIALS	

Data uploads

Education Screen

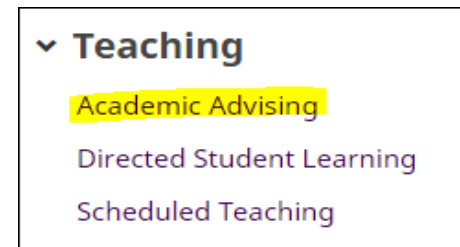
The Education screen is populated by the academic units. Some fields may be edited by the user, but any new degrees should be reported to the appropriate faculty data manager. If faculty are unsure who their faculty data manager is, they should contact their academic unit administration.

	🔒	Degree	BBA
Explanation of "Other"			<input type="text"/>
	* 🔒	Institution	Texas A&M University
Location of Institution			<input type="text"/>
	? 🔒	Major	Information and Operations Management
Supporting Areas of Emphasis			<input type="text" value="Supply Chain Management"/>
Dissertation/Thesis Title			<input type="text"/>
Honor/Distinction			<input type="text" value=""/>
	🔒	Terminal Degree?	No
Date Completed			<input type="text" value="August"/> <input type="text" value="12"/> <input type="text" value="2006"/>

Type of Information AND Digital Measures Screen Name	Source of Data
TEACHING	
<u>Academic Advising Screen</u>	Faculty Input

Faculty may record basic information on the "Academic Advising" screen such as the number of students advised and the number of hours spent advising. Advising activities may also be further described under "SFA Service". Note that for the College of Forestry & Agriculture, additional fields may be visible that are not available to other college faculty.

1. From the Manage Activities screen, click the Academic Advising link.



2. Click Add a New Item.



Type of Information AND Digital Measures Screen Name

TEACHING

Academic Advising Screen - Continued

- Complete the applicable fields for each appropriate academic year.

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

Note: Use the drop-down menus where available.

- Click **Save And Add Another** to add all previous academic advising information relevant to your current position.

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

- When you return to the Academic Advising 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.

- When you have finished entering and double-checking your advising information, click **Return to Main Menu** to return to the **Manage Activities** screen.

< Edit Academic Advising

* Academic Year	<input type="text"/>
Number of Master of Science students for which you serve as Major Professor	<input type="text"/>
Number of your Master of Science students who have a degree plan on file	<input type="text"/>
Number of PhD students for which you serve as Major Professor	<input type="text"/>
Number of your PhD students who have a degree plan on file	<input type="text"/>
Number of graduate committees (MS and PhD) on which you serve in addition to the students for which you are the major professor	<input type="text"/>

Type of Information AND Digital Measures Screen Name	Source of Data
TEACHING	
<u>Directed Student Learning Screen</u>	Faculty Input

Entries should include information about individualized instruction such as independent study, dissertation chair/member, doctoral advisor, or supervised research.

1. From the Manage Activities screen, click the Directed Student Learning link.

▼ Teaching

Academic Advising	Teaching-related Professional Development
Directed Student Learning	Strategies and Innovations
Scheduled Teaching	

2. Click Add a New Item.

< Directed Student Learning

+ Add New Item

Type of Information AND Digital Measures Screen Name

TEACHING

Directed Student Learning Screen - Continued

- Complete the applicable fields for each appropriate 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.

- Click **Save And Add Another** to add all previous directed student learning information relevant to your current position.

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

- When you return to the Directed Student Learning 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.

- When you have finished entering and double-checking your activity information, click **Return to Main Menu** to return to the **Manage Activities** screen.

< Edit Directed Student Learning
Cancel
Save
⌵

* Involvement Type

Explanation of "Other"

Student Information

Student Name

* Student First Name

* Student Last Name

Select the number of student name rows to add:

* Student Major

* Student Degree

* Title of Student's Work

* Stage of Completion

Comments

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

* Date Started ,

Date Completed ,

Type of Information AND Digital Measures Screen Name

TEACHING

Directed Student Learning Screen - Continued

Common directed student involvement types include:

1. Directed Individual/Independent Study
2. Dissertation Committee Chair/Member
3. Doctoral Advisory Committee Chair/Member
4. Internship Advisor
5. Master's Thesis Committee Chair/Member
6. Postdoctoral Research Supervision
7. Supervised Research
8. Undergraduate Honors Thesis

Example Directed Student Learning

1. Supervision and monitoring of student teachers
2. Conducting independent study courses
3. Supervision of graduate comprehensive exams
4. Development and monitoring of Honors Program contracts
5. Serving on Master's Thesis Committee

Inappropriate/Questionable Directed Student Learning

1. Supervision of field trip for students - may be included under External Connections & Partnerships.
2. Teaching colleagues course - may be included under Non-Credit Instruction Taught.
3. Supervision of student club fund-raising activities - may be included under SFA Service.
4. Guest faculty at peer institution - may be included under Non-Credit Instruction Taught.
5. Writing letters of recommendation - Not appropriate for faculty activity record.

Type of Information AND Digital Measures Screen Name	Source of Data
TEACHING	
<u>Non-Credit Instruction Taught Screen</u>	Faculty Input

Faculty should provide entries that describe SFA student experiences that are not captured in the other categories.

1. From the Manage Activities screen, click the Non-Credit Instruction Taught link.

▼ Teaching

- Academic Advising
- Directed Student Learning
- Non-Credit Instruction Taught**
- Scheduled Teaching
- Teaching-related Professional Development
- Strategies and Innovations

2. Click Add a New Item.

< Non-Credit Instruction Taught

+ Add New Item

Item

Type of Information AND Digital Measures Screen Name

TEACHING

Non-Credit Instruction Taught Screen - Continued

- Complete the applicable fields for each appropriate instruction 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.

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

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

- When you return to the Non-Credit Instruction Taught 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.

- When you have finished entering and double-checking your activities, click **Return to Main Menu** to return to the **Manage Activities** screen.

< **Edit Non-Credit Instruction Taught**
Cancel

* Instruction Type

Explanation of "Other"

* Audience

Sponsoring Organization

* Number of Participants

* Academic or Professional?

* Description

Note: For activities that are/were only on one day, leave the start date blank and specify the end date. For presently completed, specify the start date and leave the end date blank.

* Start Date ,

End Date ,

Type of Information AND Digital Measures Screen Name

TEACHING

Non-Credit Instruction Taught Screen - Continued

Common non-credit instruction types include:

1. Certification
2. Continuing Education
3. Faculty Internship
4. Guest Lecture
5. Review Course
6. Seminar
7. Workshop

Example Non-Credit Instruction Taught

1. Teaching seminar in Texas CPM Program
2. Teaching in SFA Summer Camps
3. Guest lectures
4. Providing instruction outside of regular course environment
5. Teaching Continuing Education course

Questionable Non-Credit Instruction Taught

1. **Supervision of student internships** - may be included under Directed Student Learning
2. **Providing instruction to non-SFA constituents** - may be included under External Connections & Partnerships or Professional/Public Service
3. **Workshop with high school students** - may be included under External Connections & Partnerships or Professional/Public Service

Type of Information AND Digital Measures Screen Name	Source of Data
TEACHING	
<u>Scheduled Teaching Screen</u>	Data upload

All courses taught will be automatically entered on the Scheduled Teaching screen through nightly uploads from Banner. Unrestricted fields may be edited by users.

▼ Teaching

<ul style="list-style-type: none"> Academic Advising Directed Student Learning Non-Credit Instruction Taught 	<ul style="list-style-type: none"> <li style="background-color: yellow;">Scheduled Teaching Teaching-related Professional Development Strategies and Innovations
---	---

NOTE: The Enrollment field reflects enrollment at census date and includes all grade categories including withdrawn, withheld, passing, and audit grades. Therefore, this number may not equal the total of the grade fields.

Type of Information AND Digital Measures Screen Name	Source of Data
TEACHING	

Teaching-Related Professional Development Screen

Faculty Input

Faculty may provide entries that describe professional development activities **directly related to teaching**. Activities included here should enhance instruction related skills. In contrast, activities added to the Professional Development Not Related to Teaching screen will address non-teaching development.

1. From the Manage Activities screen, click the Teaching-related Professional Development link.

▼ Teaching

<p>Academic Advising</p> <p>Directed Student Learning</p> <p>Non-Credit Instruction Taught</p>	<p>Scheduled Teaching</p> <p style="background-color: yellow;">Teaching-related Professional Development</p> <p>Strategies and Innovations</p>
--	---

2. Click Add a New Item.

< Teaching-related Professional Development

+ Add New Item

Type of Information AND Digital Measures Screen Name

TEACHING

Teaching-Related Professional Development Screen - Continued

- Complete the applicable fields for each appropriate 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.

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

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

- When you return to the Teaching-Related Professional 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.

- When you have finished entering and double-checking your activities, click **Return to Main Menu** to return to the **Manage Activities** screen.

< **Edit Teaching-related Professional Development**
Cancel **Save**

* Activity Type

Explanation of "Other"

* Title

Sponsoring Organization

City

State

Country

Number of Continuing Education or Effort Hours

* Description (30 Words or Less)

Note: For activities that are/were only on one day, leave the start date blank and specify the end date. For activities that you st presently completed, specify the start date and leave the end date blank.

* Start Date ,

End Date ,

NOTE: 2013-14 and earlier records with the Activity Type 'Teaching Excellence Center' were changed to 'Other' to accommodate the new 'Center for Teaching and Learning' Activity Type.

Type of Information AND Digital Measures Screen Name

TEACHING

Teaching-Related Professional Development Screen - Continued

Common teaching-related professional development activities include:

1. Center for Teaching and Learning - Faculty Learning Community
2. Center for Teaching and Learning - Individual Consultation
3. Center for Teaching and Learning - Seminar, Event, or Other Activity
4. Center for Teaching and Learning - Teaching Circles
5. Center for Teaching and Learning - Workshop or Workshop Series
6. Conference Attendance (excluding conferences at which the faculty member presented, which may be included under Presentations.)
7. Continuing Education Program
8. Faculty Fellowship
9. Faculty Internship
10. Self-Study Program
11. Seminar
12. Tutorial
13. Webinar
14. Workshop
15. Other

Example Teaching-Related Professional Development

1. Conference Attendance
2. Workshops
3. Enrolling in Continuing education course

Inappropriate/Questionable Teaching-Related Professional Development

1. Activities included here should enhance instruction related skills. In contrast, activities added to the Faculty Development Activities Attended screen will address non-teaching development.
2. Paid Faculty Development Leave
3. Course enhancements and teaching innovations

Type of Information AND Digital Measures Screen Name	Source of Data
TEACHING	
<u>Strategies and Innovations Screen</u>	Faculty Input

Faculty should provide entries that describe teaching strategies and innovations. Please note that development of program/ course curriculum should be included on the Curriculum Development Screen.

1. From the Manage Activities screen, click the *Strategies and Innovations link*.

▼ Teaching

<p>Directed Student Learning</p> <p>Scheduled Teaching</p>	<p>Teaching-related Professional Development</p> <p>Strategies and Innovations</p>
--	---

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

< Strategies and Innovations

+ Add New Item

Type of Information AND Digital Measures Screen Name

TEACHING

Strategies and Innovations Screen - Continued

- Complete the applicable fields for each appropriate instruction 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.

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

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

- When you return to the Strategies and Innovations 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.

- When you have finished entering and double-checking your activities, click **Return to Main Menu** to return to the **Manage Activities** screen.

< Edit Strategies and Innovations
Cancel

* Strategy or Innovation Title

* Contribution Type

Explanation of "Other"

* College

* Department

Course Subject-Number/Program Name

Course Subject/Program Level

* Description (300 characters or less)

* Implementation Date ,

Type of Information AND Digital Measures Screen Name

TEACHING

Strategies and Innovations Screen - Continued

Common strategies and innovations include:

1. Course Enhancement
2. New Teaching Strategy

Example Strategies and Innovations

1. Course curriculum revision
2. Flipped classroom implementation
3. Integration of new technology into course assignments

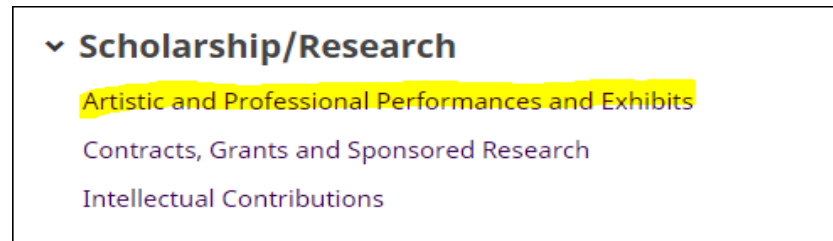
Inappropriate/Questionable Strategies and Innovations

1. **New Course Development** - may be included under Curriculum Development
2. **New Program Curriculum Development** - may be included under Curriculum Development
3. **Teaching Innovations Conference Attendance**- may be included under Teaching-related Professional Development

Type of Information AND Digital Measures Screen Name	Source of Data
SCHOLARSHIP / RESEARCH	
<u>Artistic & Professional Performances & Exhibits Screen</u>	Faculty Input

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**.



Type of Information AND Digital Measures Screen Name

SCHOLARSHIP / RESEARCH

Artistic & Professional Performances & Exhibits Screen - Continued

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.*

< Edit Artistic and Professional Performances and Exhibits

Cancel

* Type of Work

Explanation of "Other"

* Work/Exhibit Title

Name of Performing Group

Sponsor

* Location (City, State, Country)

Performers/Exhibitors/Lecturers
Please either select a person from the drop-down list or enter their name in the input fields.

Performer/Exhibitor/Lecturer

People at Stephen F. Austin State University
Hall, Karyn: khall

First Name	Middle Name/Initial	Last Name
<input type="text"/>	<input type="text"/>	<input type="text"/>

Select the number of performer/exhibitor/lecturer rows to add:

Journal/Publisher/Proceedings Publisher

City and State of Journal/Publisher

Country of Journal/Publisher

Volume

Issue Number/Edition

Page Numbers or Number of Pages

* Was this academic or non-academic?

Type of Information AND Digital Measures Screen Name

SCHOLARSHIP / RESEARCH

Artistic & Professional Performances & Exhibits Screen - Continued

Common artistic and professional performance and exhibit activities include:

1. Art-Exhibition
2. Art-Arts Festival
3. Art-Arts Works in Publication
4. Dance
5. Drama
6. Music Composition
7. Music Conducting
8. Music Performance
9. Music - Adjudicator
10. Novel
11. Nonfiction
12. Poetry
13. Short Fiction
14. Theatre
15. Video

Example Artistic & Professional Performances & Exhibits

1. Art solo exhibition
2. Dance choreography
3. Dance performance
4. Designing costumes for theater
5. Fiction publication
6. Music performance with SFA peers
7. Music solo performance
8. Nonfiction publication
9. Poetry publication
10. Play written for theater

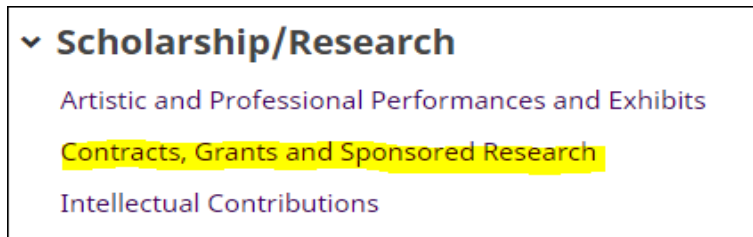
Inappropriate/Questionable Artistic & Professional Performances & Exhibits

1. **Fiction Reading** - may be included under Presentations.
2. **Poetry Reading** - may be included under Presentations.
3. **Video Showing** - may be included under Presentations.

Type of Information AND Digital Measures Screen Name	Source of Data
SCHOLARSHIP / RESEARCH	
<u>Contracts, Grants & Sponsored Research Screen</u>	Faculty Input

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.

Type of Information AND Digital Measures Screen Name

SCHOLARSHIP / RESEARCH

Contracts, Grants & Sponsored Research Screen - Continued

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.

The screenshot shows a web form titled "Edit Contracts, Grants and Sponsored Research" with a "Cancel" button in the top right corner. The form contains several required fields marked with a red asterisk:

- Contract/Grant/Research Type**: A dropdown menu.
- Explanation of "Other"**: A text input field.
- Contract/Grant/Research Title**: A text input field.
- Sponsoring Organization**: A text input field.
- Awarding Organization Is**: A dropdown menu.

Below these fields is a section titled "Investigators" with the instruction: "Please either select a person from the drop-down list or enter their name in the input fields." Underneath, there is a table with the following structure:

Investigator	First Name	Middle Name/Initial	Last Name
People at Stephen F. Austin State University			
Middleton, Amber: middletoan	<input type="text"/>	<input type="text"/>	<input type="text"/>

Below the table, there is a control for the number of investigator rows to add, set to "1", and a "+Add" button. The form also includes the following fields:

- Amount**: A text input field with a dollar sign prefix.
- Abstract**: A large text area.
- Description**: A large text area.
- Current Status**: A dropdown menu.

Type of Information AND Digital Measures Screen Name
SCHOLARSHIP / RESEARCH

Contracts, Grants & Sponsored Research Screen - Continued

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

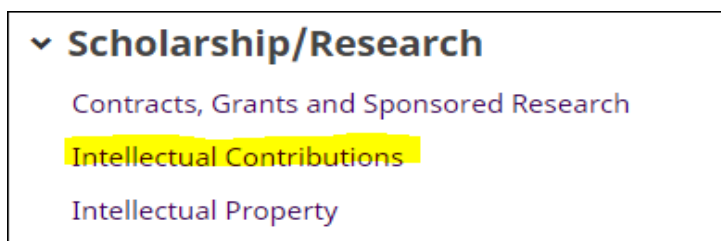
Inappropriate/Questionable Contracts, Grants, and Sponsored Research Activities

1. Non-funded study
2. Personal research
3. Statement of interest

Type of Information AND Digital Measures Screen Name	Source of Data
SCHOLARSHIP / RESEARCH	
<u>Intellectual Contributions Screen</u>	Faculty Input

All scholarly works should be included, including books or chapters written or edited, articles, reviews, commentaries, and textbooks.

1. From the Manage Activities screen, click the Intellectual Contributions 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.

Type of Information AND Digital Measures Screen Name

SCHOLARSHIP / RESEARCH

Intellectual Contributions Screen - Continued

- 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.

- 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.

- 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.

- When you have finished entering and double-checking your contributions, click **Return to Main Menu** to return to the **Manage Activities** screen.

< **Edit Intellectual Contributions**
Cancel

* Contribution Type

Explanation of "Other"

* Current Status

* Title of Contribution

Authors
Please order the authors in the order of authorship.
Please either select a person from the drop-down list or enter their name in the input fields.

1st Author

People at Stephen F. Austin State University	First Name	Middle Name/Initial
Middleton, Amber: middletoan	<input type="text"/>	<input type="text"/>

Select the number of author rows to add: +Add

Journal/Publisher/Proceedings

Publisher

City and State of Journal/Publisher

Country of Journal/Publisher

Volume

Issue Number/Edition

Page Numbers or Number of Pages

Web Address

Editor(s)

ISBN/ISSN Number/Case #

Type of Information AND Digital Measures Screen Name

SCHOLARSHIP / RESEARCH

Intellectual Contributions Screen - Continued

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
21. Technical Report
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.

Type of Information AND Digital Measures Screen Name	Source of Data
SCHOLARSHIP / RESEARCH	
<u>Intellectual Property Screen</u>	Faculty Input

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

Artistic and Professional Performances and Exhibits	Intellectual Property
Contracts, Grants and Sponsored Research	Presentations
Intellectual Contributions	Curriculum Development

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

< Intellectual Property

+ Add New Item

Type of Information AND Digital Measures Screen Name

SCHOLARSHIP / RESEARCH

Intellectual Property Screen - Continued

- 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.

- 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.

- 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.

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

< Edit Intellectual Property
Cancel Save

* Patent or Copyright

* Patent Title

* Patent/Copyright Number/ID

* Patent Type

* Patent Nationality

If Patent Cooperation Treaty, List Nations

Inventors
Please either select a person from the drop-down list or enter their name in the input fields.

Inventor	First Name	Middle Name/Initial
People at Stephen F. Austin State University Hall, Karyn: khall	<input type="text"/>	<input type="text"/>

Select the number of inventor rows to add: +Add

If patent has been licensed, to whom?

If patent has been assigned, to whom?

Type of Information AND Digital Measures Screen Name

SCHOLARSHIP / RESEARCH

Intellectual Property Screen - Continued

Common intellectual property categories include:

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

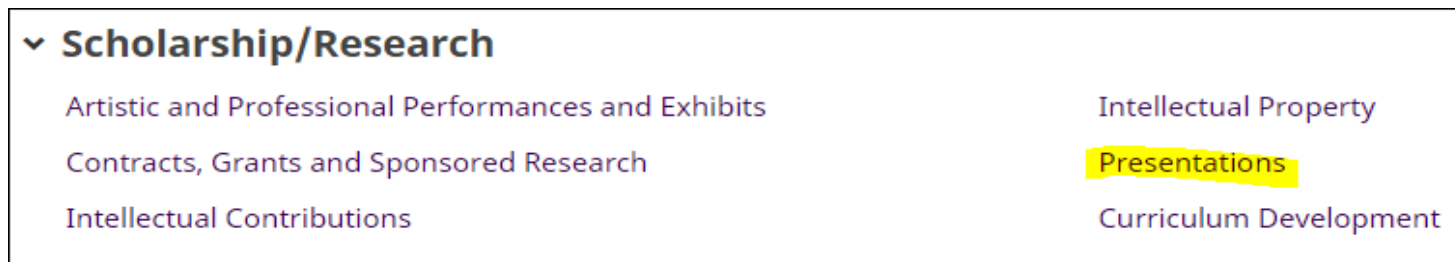
Inappropriate/Questionable Intellectual Contributions

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.

Type of Information AND Digital Measures Screen Name	Source of Data
SCHOLARSHIP / RESEARCH	
<u>Presentations Screen</u>	Faculty Input

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.



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.

Type of Information AND Digital Measures Screen Name

SCHOLARSHIP / RESEARCH

Presentations Screen - Continued

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.

< Edit Presentations

Cancel

* Presentation Type

Explanation of "Other"

* Conference/Meeting Name

* Sponsoring Organization

* Location

* Presentation Title

Presenters/Authors

Please either select a person from the drop-down list or enter their name in the input fields.

1st Presenter/Author

People at	First Name	Middle Name/Initial	Last Name	* Presenter/Author
Stephen F. Austin State University Hall, Karyn: khall	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Select the number of presenter/author rows to add: +Add

* Meeting Type

Explanation of "Other"

* Academic or Non-Academic?

Type of Information AND Digital Measures Screen Name

SCHOLARSHIP / RESEARCH

Presentations Screen - Continued

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.

Type of Information AND Digital Measures Screen Name	Source of Data
SCHOLARSHIP / RESEARCH	
<u>Curriculum Development Screen</u>	Faculty Input

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.

▼ **Scholarship/Research**

Artistic and Professional Performances and Exhibits	Intellectual Property
Contracts, Grants and Sponsored Research	Presentations
Intellectual Contributions	Curriculum Development

2. Click Add a New Item.

◀ Curriculum Development

+ Add New Item

Type of Information AND Digital Measures Screen Name

SCHOLARSHIP / RESEARCH

Curriculum Development Screen - Continued

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.

The screenshot shows the 'Edit Curriculum Development' form with the following fields and options:

- Contribution Type**: Dropdown menu.
- Approval Date**: Date picker (month, day, year).
- Documented Approval**: 'No File Stored' with a 'Choose File...' button.
- Curriculum College**: Dropdown menu.
- Curriculum Department**: Dropdown menu.
- Course Subject-Number/Program Name**: Text input field.
- Course Subject/Program Level**: Dropdown menu.
- Approved Classification of Instructional Program Code (CIP)**: Text input field.
- Course/Program Description (300 characters or less)**: Text area.
- Course/Program Delivery Type**: Dropdown menu.
- Development Type**: Dropdown menu.
- Involvement Level**: Dropdown menu.
- If a portion of curriculum was developed, detail what portion(s). (300 characters or less)**: Text area.
- Shared Curriculum**: Dropdown menu.

Buttons: 'Cancel' and a home icon.

Type of Information AND Digital Measures Screen Name
SCHOLARSHIP / RESEARCH

Curriculum Development Screen - Continued

Common curriculum development categories include:

1. Course curriculum
2. Program curriculum

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.

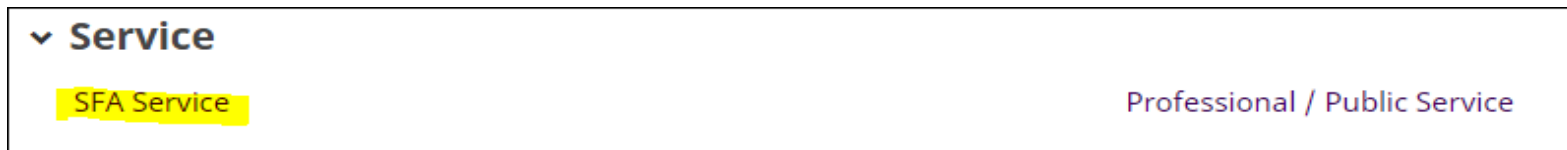
Type of Information AND Digital Measures Screen Name	Source of Data
SERVICE	
<u>SFA Service Screen</u>	Faculty Input

The SFA Service screen allows faculty to document service at the department, college, or university level. SFA service activities entered on this screen should involve no compensation (monetary or release time). Assigned committee work should be entered with a 'Committee' activity type. Conference attendance should be entered in a Professional Development screen. Participation in activities with compensation should be entered in the General Information section under Administrative Assignments or Academic, Government, Military and Professional Positions.

While it is appropriate to include offices held with professional organizations, simple membership in such organizations should be documented under Professional Memberships screen.

Academic Advising responsibilities may be detailed under Academic Advising. However, further information on the activities may also be provided under SFA Service.

1. From the Manage Activities screen, click the SFA Service link.



2. Click Add a New Item.



Type of Information AND Digital Measures Screen Name

SERVICE

SFA Service Screen - Continued

3. Complete the applicable fields for each appropriate service 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 service 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 SFA Service 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 service activities, click **Return to Main Menu** to return to the **Manage Activities** screen.

< Edit SFA Service

Cancel

* Level

* Activity Name

* Activity Type

Explanation of "Other Contribution"

* Position/Role

Explanation of "Other"

* Approx. Number of Hours Spent Per Year

* Were you elected or appointed?

* Served Ex-Officio?

* Activity Description

* Responsibilities/Brief Description (30 Words or Less)

* Brief Description of Committee's Key Accomplishments

Note: For activities that are/were only on one day, leave the start date blank and specify the end date. For presently completed, specify the start date and leave the end date blank.

* Start Date ,

End Date ,

Type of Information AND Digital Measures Screen Name

SERVICE

SFA Service Screen - Continued

Common SFA Service activity types include:

1. Academic Advising
2. Administrative
3. Assessment – creating or updating assessment plan
4. Assessment – data and collection
5. Assessment – developing or implementing action plan
6. Assessment – graduate student work evaluation
7. Assessment – other
8. Assessment – undergraduate student work evaluation
9. Committee
10. Lecture
11. Miscellaneous Work with Students
12. Student Recruitment/Retention
13. Workshop
14. Other Contribution

Common SFA Service positions/roles include:

1. Administrative Assignment
2. Advisor/Co-Advisor
3. Coordinator
4. Chairperson/Co-Chairperson
5. Director/Co-Director
6. Faculty Senate

Example SFA Service

1. Student Advising
2. Election to Faculty Senate
3. Scholarship Committee
4. Faculty Search Committee
5. University Calendar Committee
6. Assessment Committee
7. Serving as advisor for student organization
8. Mentor fellow faculty member through tenure process
9. Review internal SFA grant applications

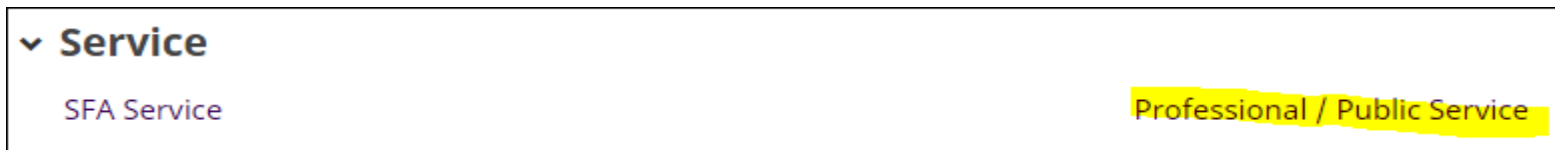
Inappropriate/Questionable SFA Service

1. **Teaching SFA 101 Freshman Seminar** - included under Scheduled Teaching
2. **Writing student letters of recommendation** - Not appropriate for faculty activity record
3. **Attending retirement reception** - Not appropriate for faculty activity record
4. **Attending Christmas social** - Not appropriate for faculty activity record
5. **Attending commencement** - Not appropriate for faculty activity record
6. **Guest lecture at local high school** - may be included under Professional/Public Service
7. **Guest lecture in colleagues' course** - may be included under Non-Credit Instruction Taught

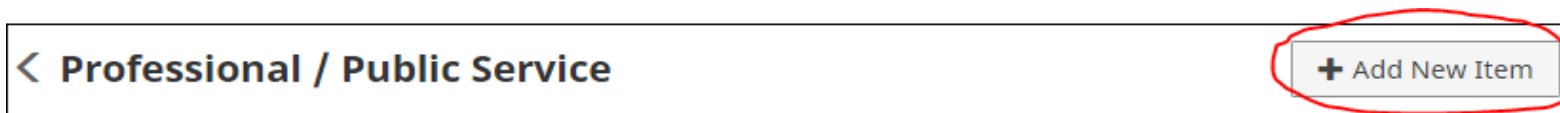
Type of Information AND Digital Measures Screen Name	Source of Data
SERVICE	
<u>Professional / Public Service Screen</u>	Faculty Input

The Professional / Public Service screen allows faculty to document contributions in the professional service industry through organizations, committees, clubs, or other relevant affiliations.

1. From the Manage Activities screen, click the Professional / Public Service link.



2. Click Add a New Item.



Type of Information AND Digital Measures Screen Name

SERVICE

Professional / Public Service Screen - Continued

- Complete the applicable fields for each appropriate service 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.

- Click **Save And Add Another** to add all service activities relevant to your current position.

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

- When you return to the Professional / Public Service 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.

- When you have finished entering and double-checking your service activities, click *Return to Main Menu* to return to the *Manage Activities* screen.

< Edit Professional / Public Service
Cancel Save

- * Organization/Committee/Club
- * Position/Role
- Explanation of "Other"
- * City
- * State
- * Country
- * Approx. Number of Hours Spent Per Year
- * Were you elected or appointed?
- * Was this compensated or pro bono?
- * Audience
- * Served Ex-Officio?
- * Responsibilities/Brief Description (30 Words or Less)
- * Brief Description of Committee's Key Accomplishments

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 presently completed, specify the start date and leave the end date blank.

- * Start Date
- End Date

,

Type of Information AND Digital Measures Screen Name

SERVICE

Professional / Public Service Screen - Continued

Common Professional / Public Service positions/roles include:

1. Meeting Attendee
2. Board of Advisors
3. Board of Directors
4. Chairperson
5. Committee Chair
6. Committee Member
7. Conference-Related
8. Editor
9. Grant-Proposal Reviewer, External
10. Interaction with Industry
11. Member
12. Officer, Other
13. Officer, President
14. Officer, Secretary
15. Officer, Treasurer
16. Officer, Vice President
17. Prepare/Grade Certification Exams
18. Program Coordinator
19. Reviewer
20. Task Force Chair
21. Task Force Member
22. Workshop/Track Organizer

Example Professional / Public Service Service

1. Conference paper reviewer
2. Journal manuscript reviewer
3. President of professional association
4. Working to help develop a local business.
5. Serving on Board of Advisors for professional organization
6. Assisting in organization of regional/professional conference
7. Leading training of faculty in scoring national advanced placement exams

Inappropriate/Questionable Professional / Public Service

1. **Serving on faculty committee at previous college/university** - Not appropriate for faculty activity record
2. **Personal service activity unrelated to the professional discipline** - Not appropriate for faculty activity record
3. **On-line course development activity** - should be included under Faculty Development Activities Attended screen
4. **Writing letters of recommendation for students** - Not appropriate for faculty activity record

Type of Information AND Digital Measures Screen Name	Source of Data
GOALS & ACHIEVEMENTS	
<u>Goals Screen</u>	Faculty Input

Each faculty member's professional goals in teaching, research, and service may be articulated here along with the plan for self-assessment of the goals. Activities and accomplishments achieved thus far in achieving the goals may also be documented on the Goals screen.

1. From the Manage Activities screen, click the Goals link.



2. Click Add a New Item.



Type of Information AND Digital Measures Screen Name

GOALS & ACHIEVEMENTS

Goals Screen - Continued

- Complete the applicable fields for each goal.

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. The Start and End Dates are required.

- Click **Save And Add Another** to add all goals relevant to your current position.

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

- When you return to the Goals 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.

- When you have finished entering and double-checking your goals, click **Return to Main Menu** to return to the Manage Activities screen.

< Edit Goals Cancel

* Goal Type

* Goal Statement

* Brief Description

Assessment of Goal (evaluate after one year)

* Start Date ,

* End Date ,

Type of Information AND Digital Measures Screen Name

GOALS & ACHIEVEMENTS

Goals Screen - Continued

Goal types:

1. Creative Activity
2. Education
3. Research
4. Service
5. Teaching

Example Goals

1. Achieving better evaluation scores
2. Presenting at a conference
3. Completing comprehensive exams for PhD
4. Learning a new musical piece for a future performance
5. Participating in a reaffirmation and accreditation review process
6. Publishing a publication
7. Complete a CD of musical works
8. Submitting a grant application
9. Achieving a certification
10. Serving in recruitment efforts

Inappropriate/Questionable Goals

1. Attaining faculty promotion goals - may be included under "Top Achievements".
2. Continuing to work as Assessment Coordinator
3. Continuing to serve as Chair of department
4. Continuing to serve on committee
5. Continuing to be current in field

Type of Information AND Digital Measures Screen Name	Source of Data
GOALS & ACHIEVEMENTS	
<u>Top Achievements Screen</u>	Faculty Input

SFA faculty are involved in teaching, research, and service in and out of the classroom. Accomplishments that the faculty member deems the most significant of each academic year should be included on the Top Achievements screen.

1. From the Manage Activities screen, click the Top Achievements link.



2. Click Add a New Item.



Type of Information AND Digital Measures Screen Name

GOALS & ACHIEVEMENTS

Top Achievements Screen - Continued

3. Complete the applicable fields for each achievement.

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. The Start and End Dates are required.

4. Click **Save And Add Another** to add all achievements 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 Top Achievements 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 achievements, click **Return to Main Menu** to return to the **Manage Activities** screen.

The screenshot shows a web form titled "Edit Top Achievements" with a "Cancel" button in the top right corner. The form contains the following fields:

- * Achievement Type**: A dropdown menu.
- * Achievement Statement**: A single-line text input field.
- * Brief Description**: A multi-line text input field.
- Comments**: A multi-line text input field.
- * Start Date**: A date input field with separate boxes for month, day, and year.
- * End Date**: A date input field with separate boxes for month, day, and year.

Type of Information AND Digital Measures Screen Name

GOALS & ACHIEVEMENTS

Top Achievements Screen - Continued

Achievements Types:

1. Teaching
2. Research
3. Creative Activity
4. Service

Example Achievements

1. Annual Awards for Teaching, Research, or Service
2. Faculty Tenure/Promotion Achievements
3. Election to board of community service organization
4. Special Presentations, Publications and Performances
5. Defense of Dissertation
6. Obtaining faculty research grants
7. Assistance to students who attain awards
8. Service to the Faculty Senate
9. Recognition for years of service to SFA

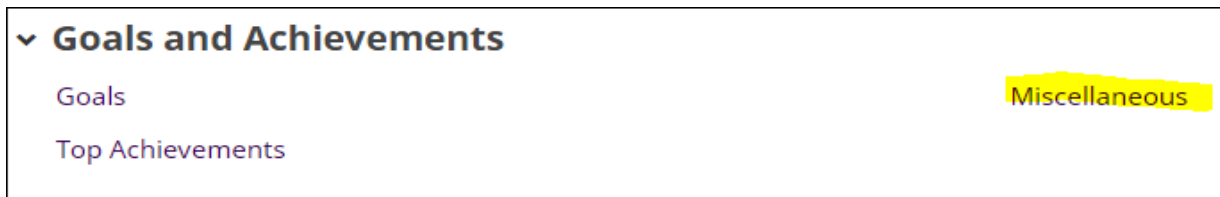
Inappropriate/Questionable SFA Service

1. Continue work as Assessment Coordinator
2. Continue service as Chair
3. Attendance at New Faculty Orientation
4. Teaching overload hours
5. Teaching new courses

Type of Information AND Digital Measures Screen Name	Source of Data
GOALS & ACHIEVEMENTS	
<u>Miscellaneous Screen</u>	Faculty Input

The Miscellaneous screen is available to capture any information that the faculty member feels is important enough to be included in Digital Measures but has not been appropriate for any other section.

1. From the Manage Activities screen, click the Miscellaneous link.



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



Type of Information AND Digital Measures Screen Name

GOALS & ACHIEVEMENTS

Miscellaneous Screen - Continued

3. Complete the applicable fields for each item.

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. The Start and End Dates are required.

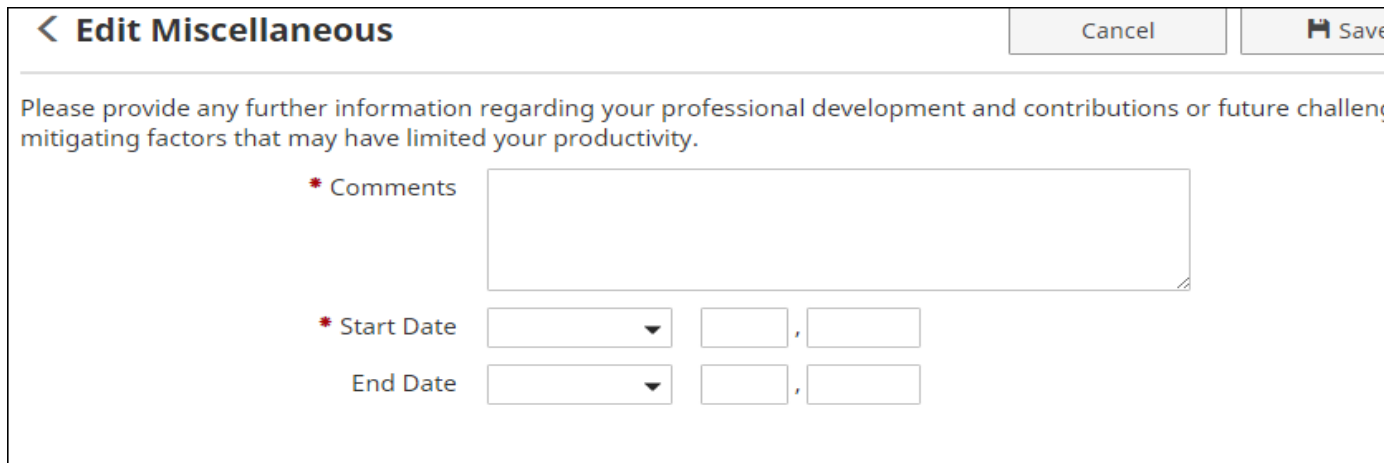
4. Click **Save And Add Another** to add all items relevant to your current position.

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

5. When you return to the Miscellaneous 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 items, click Return to Main Menu to return to the Manage Activities screen.*



< Edit Miscellaneous Cancel Save

Please provide any further information regarding your professional development and contributions or future challenges and mitigating factors that may have limited your productivity.

* Comments

* Start Date ,

End Date ,