

Quick Reference Guide to the Digital Measures Screens

This guide provides suggestions for the type of information that is typically added to the various data entry screens. This list is in the same order as the links in the Activities Database - University Main Menu. Please note that you do not need to enter information on every screen or in every field on the various screens.

Digital Measures Screen	Type of Information	Source of Data
General Information		
Personal and Contact Information	Personal profile	Faculty input
Administrative Data – Permanent Data	JSU and prior employment history	Faculty input
Administrative Data – Yearly Data	Departmental employment history	Managed by the system administer annually & Faculty input to keep updated
Academic, Government, Military and Professional Positions	Employment history, evidence from previous institution per agreement for years toward tenure	Faculty input
Administrative Assignments	Compensated administrative assignments	Faculty input
Awards and Honors	Awards and/or honors received	Faculty input
Consulting	Consulting experience (e.g., academic, government, NGO, management, statistical, expert witness, etc.)	Faculty input
Annual Activity Narratives	Activity Narratives on Teaching, Research, and Service (by academic year)	Faculty input
Education	Educational background	Faculty input
Faculty Development Activities Attended	Faculty development events attended (e.g., conferences that you did not present at, continuing education programs, faculty internships, faculty fellowships, self-study programs, seminars, tutorials, workshops, etc.)	Faculty input
Licensures and Certifications	Licensures and certifications specific to your position, (e.g., nursing license, teaching certificate, CPA, PMP, LMSW, etc.)	Faculty input
Media Contributions (Non-Authored)	Sharing expertise via media outlets that you did not publish (e.g., TV, radio, newspaper, magazine, Internet, etc.)	Faculty input
Professional Memberships	Membership in professional organizations	Faculty input
Workload Information	Teaching, Research, Service, and Administrative Workload Percentage (by academic year), Faculty Goals for the Upcoming Academic Year	Faculty input
Teaching		
Academic Advising	Helping students clarify their career and life goals and develop an education plan that will facilitate the achievement of those goals. Letters of recommendation written for students. (by academic year)	Faculty input
Directed Student Learning	Overseeing student learning (e.g., thesis, dissertation, independent study, research, teaching, internship etc.)	Faculty input
Non-Credit Instruction Taught	Non-academic credit instruction (e.g., certification, continuing education, faculty internship, guest lecture, management/executive development, review course, seminar, workshop, etc.)	Faculty input

Scheduled Teaching	Schedule of teaching (organized by term, year and course section). Provides annotation and store file fields to elaborate on pedagogical innovations, new teaching materials, and syllabus for the course.	Banner import & faculty input
Scholarship/Research		
Artistic and Professional Performances and Exhibits	Artistic and professional creative activities (e.g., art, dance, drama, music, writing, theatre, etc.)	Faculty input
Contracts, Fellowships, Grants and Sponsored Research	Grant, contracts, sponsored research in under review, funded, non-funded status	Faculty input
Intellectual Contributions	Contributions to learning and pedagogical research, practice, and discipline-based scholarship (e.g., book, book chapter, journal article, conference proceeding, musical composition, etc.)	Faculty input
Intellectual Property (e.g., copyright, patents)	Patents and copyrights	Faculty input
Presentations	Professional presentations (e.g., abstract, demonstration, exhibit, keynote/primary address, lecture, oral presentation, etc.)	Faculty input
Research Currently in Progress	Research in planning, on-going or writing results phase	Faculty input
Biographical Sketch – NIH, NSF	Biographical Sketch for NIH or NSF	Faculty input
Service		
Department	Committee or other activities done on behalf of your Department	Faculty input
School	Committee or other activities done on behalf of your School	Faculty input
University	Committee or other activities done on behalf of Metro State University	Faculty input
Professional	Activity done on behalf of a professional organization, committee, or club (e.g., meeting attendee, Board of Advisors or Directors of a Company, chairperson, committee chair or member, conference-related, editor, etc.)	Faculty input
Public	Community boards and engagement activities (e.g., meeting attendee, chairperson, committee chair or member, discussant, external grant proposal reviewer, guest speaker, member, etc.)	Faculty input
Collegiality		
Collegiality	Self-Reflection of Collegiality, Letters supporting collegiality, Other evidence (by academic year)	Faculty input