**General Digital Measures Instructions:**

We have provided the following Faculty Activity Report used by the Department of Medicine for previous evaluations. Please use it as a guide to assist with **what** activity to report in Digital Measures and **where** to report that activity. The required reporting items are listed on the left column and the appropriate entry screen is listed on the right.

Please note that the Department of Medicine is not utilizing all screens in Digital Measures. Although you are encouraged to complete as much information as possible, you will only be evaluated on the information outlined below.

Due to DM’s use across the entire institution, note that some screens, such as Publications, Research, and Intellectual Contributions contain large numbers of fields for data entry. **Please only complete the fields required to identify your activity or that may be required by your department/section.** You are not required to fill out every field on every screen in Digital Measures.

After you have completed data entry, you must 1) run a faculty productivity report, and 2) submit that faculty productivity report in the “SUBMIT: Faculty Productivity Report” screen. **Only after you have completed both steps are you finished with your reporting for the year.**

Please see the guide here for step-by-step instructions for submission with screenshots: <https://faculty.wvu.edu/files/d/55dbad26-3e3d-457a-871f-3453f70a84c7/faculty-productivity-report.pdf>

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| **Faculty Activity Report July 2016 – June 2017** | |
| **Service** | - Complete this column -  *Regarding information from academic year ending 6/30/2017* |
| ***Clinical Service*** | Clinics (# of half-day clinics per WEEK) |
| Faculty clinic without MLP or resident/fellow | Digital Measures -> Service -> Clinical Service |
| Outreach clinic – Satellite Clinics |
| AOD (Section of GIM) weeks per year |
|  | Hospital Service (# of months per AY) |
| Inpatient Service | Digital Measures -> Service -> Clinical Service |
| Consultation Service |
| Procedures (# per AY) |
| Graphics Service (Cardiology) |
| On Call (Cardiology) |
| ***Recognition*** | Digital Measures -> General Information -> Awards and Honors |
| Teaching award(s) |
| Description |
| Recognition in general (Exp. Doctor Day Awards) |
| ***Non-clinical Service Committee Work*** | Digital Measures -> Service -> University, College, School/Division/Unit |
| Department Assigned Committees |
| Section Committees |
| Committees in the HSC (other than department), SOM or Ruby |
| State Committees |
| Extramural |

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| **Teaching** | | - Complete this column -  *Regarding information from academic year ending 6/30/2017* | | | | |
| ***Activity: Lectures, talks, small group facilitation, development/maintenance of online teaching, etc.*** | | | | | | |
|  | | Physician Shadowing | Facilitator for CLG Group | No. of Lectures | Precepting No. of Students | |
| MS1 Participation | | Digital Measures -> Teaching -> Clinical Teaching | | | | |
| MS2 Sessions | |
| MS3 Clerkship Lectures, including professor rounds and lectures | |
| Resident Noon Conferences | |
| Specialty/rotation sessions | |
| DOM Grand Rounds | |
| Online Education | |
| Section Noon Conference | |
| Other HS Lectures | |
| Other Teaching Activity | |
| ***Quality: Evaluation of teaching (report evaluations of those categories noted below), Talks, presentations, learning group facilitation*** | | | | | | |
| Other than DOM or medical student | | These values will be entered administratively in Digital Measures – no faculty action required | | | | |
| Description of other | |
| Clinical Teaching | |
| Other than DOM or medical student | |
| Description of other | |
| **Research and Scholarly Activity** | - Complete this column -  *Regarding information from academic year ending 6/30/2017* | | | | |
| ***Publications*** | | | | | |
| *Published in peer-reviewed journal* | Digital Measures -> Scholarship/Research -> Publications, Research, and Intellectual Contributions | | | | |
| First author |
| Not first author |
| *In-press in peer-reviewed journal* |
| First author |
| Not first author |
| *Published in non-peer-reviewed journal* |
| First author |
| Not first author |
| Submitted (#) |
| Papers submitted & waiting response for possible acceptance for publication |
| *Book (Medical text or similar)* |
| Book author |
| Editor |
| Chapter author |
| ***Abstracts*** | | | | | |
| *Presented at national meeting* | **Abstracts submitted**: Digital Measures -> Scholarship/Research -> Publications, Research, and Intellectual Contributions  **Presentations:** Digital Measures -> Scholarship/Research -> Presentations | | | | |
| Number of Posters or Presentation |
| *Presented at other meeting* |
| Number of posters or presentations |

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| **Ongoing Projects** | - Complete this column -  *Regarding information from academic year ending 6/30/2017* |
| ***Grants*** | |
| Total grant support (as % of FTE) | Proposals and Awards found in WVU+kc database will automatically be added to Digital Measures (Scholarship/Research -> Proposals Imported from WVU+kc and Awards Imported from WVU+kc). Check for correctness and add information as necessary.  Add other grants to Scholarship/Research -> Contracts, Fellowships, and Selected Grants [MANUAL ENTRY] |
| *Non-industry sponsored* |
| Principal Investigator |
| Co-Investigator |
| *Industry sponsored* |
| Principal Investigator |
| Co-Investigator |
| ***Other Scholarly Activity*** | |
| Editorial Board | Digital Measures -> Service -> Professional (Editorial Review Board Member Role) |
| Manuscript Reviewing | Digital Measures -> Service -> Professional (Reviewer Role) |
| Moderator/panelist (National Meeting) | Digital Measures -> Scholarship/Research -> Presentations (Moderator/Panelist Role, National Scope) |
| Moderator/panelist (Regional/State Meeting) | Digital Measures -> Scholarship/Research -> Presentations (Moderator/Panelist Role, Regional Scope) |
| National Appointment | Digital Measures -> Service -> Professional (Role dependent on Appointment) |
| Number of Current Research Projects | Digital Measures -> Scholarship/Research (By entering activities in screens in this section, a total will be counted) |
| National Invited Speaker | Digital Measures -> Scholarship/Research -> Presentations (Invited Type) |
| List of other accomplishments and/or services not noted above: | Digital Measures -> Archived Reports and Documents -> Supporting Documentation (Add a very short narrative for any additional information you would like the review committee to consider and upload in the “Report Narrative” field along with your current CV) |