\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*

# Please use this form as a guide for what data you should enter into Digital Measures, and where that data should go. Locations in DM are in red font, with the section and screen name indicated. Please remember that you must enter this data, run a faculty productivity report, and submit that report to complete the review process.

# RESEARCH AND SCHOLARLY ACTIVITIES

**1. Grants & Contracts** (for each active award list role, title, funding agency, start & end dates, total direct costs, funding for current grant year, and % effort).

**Proposals and Awards from WVU+kc will be imported and updated in DM regularly. If an award or proposal has not been imported from WVU+kc (or is not present in that database) that you wish to have considered for promotion and/or tenure, please use the Contracts, Fellowships, and Selected Grants [MANUAL ENTRY] to enter information about that grant.**

## A. Extramural Awards Funded

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Project Title** | **Agency** | **Role** | **Effective** **Dates** | **Direct Costs for this year** |  | **% Effort** |

**Scholarship/Research -> Awards Imported from WVU+kc**

## B. Institutional Awards Funded

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Project Title** | **Type (i.e. CTSI, Bridge, PSCoR, etc.)** | **Role** | **Effective** **Dates** | **Total Funding Requested** | **Status****(pending vs. unfunded)** | **% Effort** |

**Scholarship/Research -> Contracts, Fellowships, and Selected Grants [MANUAL ENTRY]**

**C. Extramural/Institutional Awards Submitted** (indicate pending or unfunded)

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Project Title** | **Agency or Institutional Type** | **Role** | **Effective** **Dates** | **Total Funding Requested** | **Status****(pending vs. unfunded)** | **% Effort** |

**Scholarship/Research -> Proposals Imported from WVU+kc OR**

**Scholarship/Research -> Contracts, Fellowships, and Selected Grants [MANUAL ENTRY]**

**D. Role and Specific Contributions to Collaborative and/or Team Science Initiatives**

|  |  |  |  |
| --- | --- | --- | --- |
| **PIs/Co-Is****Department & School/College** | **Title/Description of Project****&****Associated Funding** | **Role** | **Est. % FTE** |

**Check the “This activity is a collaborative or team science initiative” checkbox in the appropriate record above**

**2. Publications** (for each publication provide authors, title, journal, date, volume & page numbers).

**Scholarship/Research -> Publications, Research, and Intellectual Contributions**

## A. Articles Published or in Press

**B. Specify Contributions to Manuscripts on which you are NOT first, senior or co-corresponding author**

## C. Articles Submitted

## D. Abstracts/Poster Presentations at Scientific/Professional Meetings and Conferences

## E. Reviews, Book Chapters and Textbooks Published

**3. Innovation, Commercialization and Entrepreneurship Activities** (i.e., full vs. provisional patents, copyrights; provide identifying number, date, title and role)

**Scholarship/Research -> Intellectual Property (e.g., copyrights, patents)**

**4. Personnel Training Involvement** (list by name and title all higher-level Research Associates and Technicians - full and part time- working in your laboratory)

**Scholarship/Research -> Personnel Training Involvement**

**5. Scientific/Professional Meetings and Conferences** (designate whether attending or presenting. List city, state, time commitment and other pertinent information)

**If presenting: Scholarship/Research -> Presentations**

**If attending only: General Information -> Faculty Development Activities Attended**

**6. Statement of Innovation and Scholarly Impact of Research**

**Archived Reports and Documents -> Supporting Documentation -> [Entry for Current Year] -> Report Narrative**

**7. Other Noteworthy Endeavors (**honors and awards)

**Archived Reports and Documents -> Supporting Documentation -> [Entry for Current Year] -> Report Narrative**

# EDUCATIONAL ACTIVITIES

**1. Course/Lecture Activity** (including journal clubs and grand rounds). Use official course titles. Indicate the School and Department that administers course, topic of presentation, and audience.

**A. Professional and Undergraduate Courses**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Course Title** | **School and Department** | **Topic** | **Hours Lectured** | **Conference or Lab Hours** | **Audience** | **% Effort** |

**Teaching -> Scheduled Teaching**

**B. Graduate Courses**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Course Title** | **School and Department** | **Topic** | **Hours Lectured** | **Conference or Lab Hours** | **Audience** | **% Effort** |

**Teaching -> Scheduled Teaching**

**2. Graduate and Post-Doctoral Training**

**A. Mentoring in the Lab Setting (list by name and title all Postdocs and Graduate** Students [full- and part -time] working in your laboratory)

|  |  |  |
| --- | --- | --- |
| **Student Name** | **Title** | **Full or Part time** |

**Teaching -> Directed Student Learning**

**B. Graduate Student Advisory Committees (list student name, mentor and graduate program).**

|  |  |  |
| --- | --- | --- |
| **Student Name** | **Student’s Mentor** | **Graduate Program** |

**Teaching -> Directed Student Learning**

**C. Other Major Teaching Activities** (Examples include CME, special courses, course development, Grand Rounds, instructional materials developed, etc.)

|  |  |  |
| --- | --- | --- |
| **Nature of Activity** | **Specific Role** | **Lecture and Lab Contact Hours** |

**Course/Instructional Materials Development: Teaching -> Teaching Innovation and Curriculum Development**

**Grand Rounds: Teaching -> Clinical Teaching**

**CME/Special Courses: Teaching -> Non-Credit Instruction**

**D. Clinical Teaching/Supervision** (list names of supervisees, their disciplines, and the duration of supervision)

|  |  |  |
| --- | --- | --- |
| **Supervisee** | **Discipline** | **Duration of Supervision** |

**Teaching -> Directed Student Learning**

**E. Preceptorship** (list number of trainees, their disciplines, and the nature of the activity)

|  |  |  |
| --- | --- | --- |
| **Preceptee** | **Discipline** | **Duration of Supervision** |

**Teaching -> Clincial Teaching**

**3. Other Noteworthy Endeavors (**honors and awards)

**Archived Reports and Documents -> Supporting Documentation -> [Entry for Current Year] -> Report Narrative**

# SERVICE ACTIVITIES

*Service activities are subdivided* into 3 distinct types*. Clinical service includes professional responsibilities that are primarily related to patient care. Administrative and/or educational service includes activities that, in the main, involve all intramural committee work or administrative work related to the organization and execution of the School of Medicine, University Hospital, Health Sciences Center, or University functions. Professionally-oriented community service includes those activities wherein a faculty member is serving as a representative of the University in a professional capacity in which that member’s professional judgment is required for service. Community service in the form of civic clubs, activities, hobbies, or non-professional interests are not considered criteria for promotion.*

**1. Committees** (incl. name of committee, chairperson, role on committee and estimated % FTE for meetings attended and preparatory and/or follow-up work needed)

**A. Departmental**

|  |  |  |  |
| --- | --- | --- | --- |
| **Committee** | **Chairperson** | **Role** | **Estimated % FTE** |

**Service -> University, College, School/Division/Unit**

**B. School of Medicine / Health Sciences Center/WVU Medicine**

|  |  |  |  |
| --- | --- | --- | --- |
| **Committee** | **Chairperson** | **Role** | **Estimated % FTE** |

**Service -> University, College, School/Division/Unit**

**C. University**

|  |  |  |  |
| --- | --- | --- | --- |
| **Committee** | **Chairperson** | **Role** | **Estimated % FTE** |

**Service -> University, College, School/Division/Unit**

**D. State**

|  |  |  |  |
| --- | --- | --- | --- |
| **Committee** | **Chairperson** | **Role** | **Estimated % FTE** |

**Service -> Public Service, Community Engagement, Outreach or Professional**

**E. Regional, National or International**

|  |  |  |  |
| --- | --- | --- | --- |
| **Committee** | **Chairperson** | **Role** | **Estimated % FTE** |

**Service -> Public Service, Community Engagement, Outreach or Professional**

**F. Activity as a Professional Board Examiner** (list board or society name, role and estimated % FTE for meetings attended and preparatory and/or follow-up work needed)

|  |  |  |  |
| --- | --- | --- | --- |
| **Board or Society**  | **Chairperson** | **Role** | **Estimated % FTE** |

**Service -> Professional**

**2. Editorial Activity** (incl. role [reviewer, editor] for national or international professional journals)

|  |  |
| --- | --- |
| **Journal or Book** | **Role** |

**Service -> Professional**

**3. Study Section Service, Site Visits and Consultantships** (include name of committee, chairperson’s name, role on committee and estimated % FTE)

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Agency/Company/ Board or Society** | **Name of Study Section / Site Visit** | **Chairperson** | **Dates of Service** | **Role** | **Estimated % FTE** |

**Service -> Professional**


## 4. Peer Mentoring

|  |  |  |
| --- | --- | --- |
| **Mentee / Department** | **Description of Efforts and Outcomes** | **Estimated % FTE** |

**Service -> Faculty Mentorship**

**5. Other Noteworthy Endeavors** (i.e. honors, awards and special recognition)

**Archived Reports and Documents -> Supporting Documentation -> [Entry for Current Year] -> Report Narrative**

**6. Outreach** (generally consists of ***assigned*** professional responsibilities that are conducted at a remote site and recurring in nature, and require a significant amount of faculty time)

# Service -> Public Service, Community Engagement, Outreach

# CLINICAL SERVICE

**1. Please provide a brief description of your activities in each of these areas:**

 **A. Ruby Inpatient Responsibilities**

 **B. Ruby Inpatient Consultation**

 **C. Ruby Memorial Hospital and Physician Office Center Consultation**

 **D. Outpatient Responsibilities**

 **E. Clinical Program Responsibilities (Program Development)**

 **F. Clinical Program Responsibilities (Program Coordination)**

 **G. Other Clinical Activities**

# Service -> Clinical Service