

School of Medicine Faculty and Staff Digital Measures Data Entry Guide

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DM and P&T Workflow

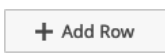






1. Enter data into applicable screens
2. Enter a copy of CV, report narrative, teaching evaluations, or other appendices documentation into the Supporting Documentation (CV, Report Narrative, Other) screen
3. Run a Faculty Productivity Report by using the Rapid Reports button
4. Save FPR to computer
5. Upload FPR into the SUBMIT: Productivity Report screen.

For those looking for a guide on how to run reports for P&T committees, please go here: <https://faculty.wvu.edu/files/d/b7cb3deb-ed0-45e0-be22-f114218ab072/run-personnel-reports.pdf>. This is located on the WVU DM login page.

University DM Guide: <https://faculty.wvu.edu/files/d/9ecb4975-541f-448d-a099-b7eefb41acda/enter-activities.pdf>. This is located on the WVU DM login page.

Common key terms or symbols

 or 	A red “R” or a grey lock means that this entry field is read only to faculty. Please contact an administrator if such a value requires changes.
	Click the “+ Add New Item” button to create a new entry.

	If you see the “+ Add Row” button, you can click it to add additional rows and supporting documentation slots to an entry.
	To duplicate a record entry, check mark the box to the right of the record and then click on the “Duplicate” button. Once the record is duplicated, update any information including the proper dates and then, click the “Save” button.
	After you finish editing a record, always click “Save” to store those changes. Your browser will warn you if you attempt to close or leave the page without saving.
	To delete a record, check mark the box to the right of the record and then click on the trash can icon.
	Question mark icons allow more information to be provided on certain fields. Hover over the question mark or click on it and it will provide additional information.
	A red asterisk indicates that this field is required to save the record. You typically will see these for date entry or other critically important fields.
	The system requires at least the proper year for an entry in order for data reports to work properly. If there is both a Start and End Date field, 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.

OVERALL DATA ENTRY GUIDANCE

Please note that despite the large number of options available in Digital Measures, not every faculty member will have data to enter on every screen. The faculty should enter as much data as desired and necessary to allow a third-party reviewer to evaluate their performance under the terms of the faculty’s appointment. In the following sections, this document will list all the screens available and provide a short description or example of data that may be suitable for entry therein.

The majority of questions that faculty tend to ask are related to where data should be entered. If a particular activity does not seem to fit or may fit in two sections, please ask an administrator for assistance. The most important note is that data should be entered *somewhere*, even if it is not an exact fit.

GENERAL INFORMATION SECTION

Permissions: This screen will contain certain checkboxes relevant to use of data within Digital Measures. Currently, there is only one check box, relating to the Syllabus Repository project. The opt-out period for the loading periods of 2020 and 2021 has passed and syllabi for those years have been loaded into the repository. Opt-outs for the next loading period, scheduled to occur in Summer 2022, must be received by June 30, 2022.

Personal and Contact Information: This screen is not required to be completed. This information is entirely voluntary. Although, information that is provided to the questions surrounding gender and race/ethnicity are used to assist with the continual improvement and growth of our diversity initiatives.

Administrative Data: Read only to faculty

- Permanent Data: This screen provides an overall look at individual faculty starting, promotional, tenure, and separation information.
- Yearly data: This screen provides information about individual faculty yearly department appointment(s).
- Restricted-Access Documents: This screen is for storage of administrative documents that are not to be viewed by faculty evaluation committees at the department, college, or university levels. Any documents placed in this screen will be visible to the faculty member, chair, dean, provost and administrative staff, but will not be included in any productivity reports or reports visible to faculty evaluation committee members. Do not place any document in this screen that you wish to be reviewed by a faculty evaluation committee. Please create only one entry for each academic year, as you can store several documents within each year's entry.

!! Contact your administrator if there is information that needs to be changed or updated in these Administrative Data screens. This administrator needs to confirm with the Dean's Office and could possibly need to update the Dean's database, which affects faculty contracts.

Professional Positions Prior/Outside WVU: This screen serves to capture professional work outside of West Virginia University. Typically used to provide information for adjunct professorships, active military, or professional positions outside of WVU.

Administrative assignments: This screen serves to capture faculty administrative appointments within WVU or WVU Medicine. (i.e. Department Chair, Dean, Director, or Coordinator)

Awards, Honors, and Endowments: This screen serves to capture Awards, Honors, and Endowments. Endowments are typically entered by the HSC Administration Office.

Consulting: Pursuant to WVU BOG Governance Rule 1.4, all full-time University faculty and non-classified staff must disclose and seek advance approval for outside Consulting Arrangements. This screen can be used to record such arrangements. Additional information may be found here:

<https://medicine.hsc.wvu.edu/faculty-staff/conflicts-of-interest-and-commitment-outside-consulting-and-outside-employment/>

<https://policies.wvu.edu/finalized-bog-rules/bog-governance-rule-1-4-ethics-conflicts-of-interest-and-outside-consulting-arrangements>

Education: This screen serves to capture a faculty education credentials. For the school to stay in

compliance with accreditation, those who started at WVU in 2016 and all faculty starting thereafter are required to send a terminal transcript to the SOM Dean's Office. The transcript will also be securely stored in the appropriate education records. Note that these transcripts are not available to view by any faculty evaluation committees. Only administrators with appropriate credentials may view these transcripts.

Please send terminal transcripts to:

Cassie Chase, cstacy@hsc.wvu.edu

64 Medical Center Drive

PO Box 9108

Morgantown, WV 26506

External Connections and Partnerships: If you have any external connections or partnerships related to your faculty appointment that you wish to be considered in your continuation or promotion/tenure action reviews; they may be captured here.

Faculty Development Activities Attended: This screen serves to capture faculty development activities which are considered to be those professional endeavors that include the acquisition of skills and knowledge for professional and career advancement. These encompass all facilitated learning opportunities ranging from formal coursework, continuing education and informal learning to attendance at symposiums and professional conferences. These activities may be formally sponsored by an organization or in the form of self-directed learning. (i.e.: CME activities)

Licensures and Certifications: This screen serves to capture medical licensure and certification information.

Media Appearances, contributions, and Interviews: This screen captures information about faculty appearances in the media and allows a link to be provided. (i.e. Doctors on Call, news television stories or articles, or WVU media appearances). Enter any such items that are germane to your appointment and that you wish to be considered.

Professional Memberships: This screen captures professional memberships a faculty member holds. (i.e. American Medical Association, American Academy of Family Physicians, National Cancer Institute, etc.)

FACS Percentage [PP: Workload Information]: This screen can be used to capture how a faculty members workload is divided among teaching, research, clinical, and administrative categories. Typically used for Professional Programs departments, this screen is read-only to the faculty security role. Please check with your department administrator if you are unsure as to whether your department uses this screen.

TEACHING

!! Place all teaching evaluations in the corresponding teaching record in the Scheduled Teaching and/or Clinical and Other Teaching Screens. If there is not an appropriate record in the teaching screens, place the evaluation with a descriptive label in the Supporting Documentation (CV, Report Narrative, Other) Screen as appendices. This should be done each year. Promotional candidates must have copies of evaluations from each year of their review period. Teaching evaluations from eValue and SEI are preferred.

Academic Advising: This screen is for academic advising activities with students.

Directed Student Learning (e.g., theses, dissertations, capstone, student research): This screen is for directed learning activities from undergraduate students to doctoral candidates/Resident/Fellows.

Non-Credit Instruction Taught: This screen is for teaching activities outside of WVU.

Scheduled Teaching: This screen is for scheduled course through the STAR Banner system (ie. BIO 101, PALM 801). The data is automatically imported and will only populate information if a faculty member is a course director in the system. If a faculty member teaches a lecture/series in a course, but it not considered a course director, then they will need to place their information in the Clinical and Other Teaching screen.

Clinical and Other Teaching: This screen captures clinical and other teaching activities. Examples are Resident Noon Conferences, MS3 Clerkship Rotations, Grand Rounds, Instruction of Residents on Service, etc. Please place any course material within the document uploading box.

Course or Lab Supervision: This screen is for reporting of supervision activity of a course or lab.

Current Student Success/Activity: This screen is for reporting of activities that go above and beyond normal instruction or directed student learning, such as assisting a group of medical students with study for their boards.

Graduate Placement Information/Alumni Success: This screen is for reporting of activities relating to assistance with placement of students in residencies, fellowships, or professional positions. Note that if several letters of recommendation have been written and if desired, group entries can be made.

Teaching Innovation and Curriculum Development: This screen is for curriculum or course innovation or development activities.

SCHOLARSHIP AND RESEARCH SECTION

Proposals Imported from WVU+kc, Awards Imported from WVU+kc, IRB Protocols Imported from WVU+kc: The data in these screens are automatically imported from the WVU+kc system on a monthly basis. Note that we cannot change any read-only values within Digital Measures. Any discrepancies should be changed in WVU+kc system or noted in the description text box within the record. Any changes made to the record in the WVU+kc system will not be reflected here immediately, instead being updated in the next monthly import. To exclude a record from a faculty productivity report, click the checkbox at the top of the record. Doing so will not remove a record from your account but will prevent that record from being reviewed in the Faculty Productivity Report.

Contracts, Fellowships, and selected Granted [Manual Entry]: This manual entry screen serves to capture any sponsored research activity which is not automatically imported in the above- referenced screens.

Publications, Research, and Intellectual Contributions: This screen captures a faculty publications, and Intellectual contributions. These can be imported directly from PubMed, Web of Science, Crossref, Scopus, and BibTex. Just click on the import button and follow the prompts. Please review imported information to ensure accuracy. Records can be manually entered by clicking on the add new item button. Full text

copies of publications are not automatically imported and should be entered after the import process concludes.

Biographical Sketch NIH – NSF: These screens are not used for data storage, but instead can be used to generate NIH and NSF biographical sketches for grant submissions. If you are interested in using these screens, please contact brian.meredith@mail.wvu.edu.

Intellectual Property: This screen is to capture any intellectual property that you have created in relation to your appointment at WVU, such as surgical techniques or device patents.

Presentations: This screen is to capture any presentations that you either present or are a part of, in relation to your faculty appointment. Examples here include posters or presentations at international, national, state or local conferences.

Personnel Training Involvement: This screen is specific to the School of Medicine. You should only add records to this screen if you are evaluated in the School of Medicine and you supervise research associates and technicians in a laboratory.

Service

University, College, School/Division/Unit: This screen captures any service that the faculty has performed for WVU or WVU Medicine, outside of normal Clinical Service. Examples of such service include, but are not limited to, service on Faculty Evaluation Committees, Institutional Review Board (IRB), or infection control committee.

Professional: This screen captures any service that the faculty performs in service of their field of practice or study. Examples of such service include, but are not limited to, reviewing articles in a professional journal in the faculty's area of expertise, leadership in a professional organization, or membership on a board of examiners.

Public Service, Community Engagement, Outreach: This screen captures any service that the faculty performs for the public that is related to their appointment as a faculty member outside of normal Clinical Service.

Clinical Service: This screen is specific to the School of Medicine and is intended to memorialize any clinical service the faculty performs as a part of their appointment. Although it is impossible to capture every detail about a year's worth of Clinical Service, a short description of typical activities should be provided, highlighting any areas that the faculty would like to bring to the attention of their department leadership or review committee.

Faculty Mentorship: This screen is for a faculty member to document any activities where they may mentor or guide a faculty colleague at WVU.

Archived Reports and Documents

Supporting Documentation (CV, Report Narrative, Other): This screen is intended to capture three things: 1) a current CV, 2) a short (optional) narrative giving context to the file or highlighting any activities the faculty wishes the reviewer to consider, if appropriate or desired, 3) teaching evaluations, and 4) documentation that does not fit anywhere else within the screens listed above. If you find yourself here adding large amounts of documentation that does not seem to fit anywhere else, please contact an administrator for assistance; there may actually be a better fit that you are not immediately seeing. Please also note that while uploading a CV may appear to be duplicative after entering discrete activities throughout, it functions as a precaution against accidental omissions.

SUBMIT: Faculty Productivity Report Review: This is the final step in the review submission process. After you have entered activities in each of the above screens and uploading documents as appropriate to the Supporting Documentation screen above, you will create an entry in this SUBMIT screen for the current year and place the Faculty Productivity Report that you generate following the instructions linked on the first page. After you create and save the record in this screen, your reporting is done for the year.

Review, Promotion, and Tenure: After department chair and committee reviews are completed, the results of those reviews will be loaded in this screen along with rating entries. If a faculty is undergoing a Promotion and Tenure action review, additional levels of review will be added here as well, such as Dean, College, and Provost reviews. All items in this screen are read-only to the faculty security role.

Other Submissions: If directed to by administration, faculty may submit certain documents in this screen. Submissions to this screen are not included in the annual (continuation) review process, and faculty should not submit items here without informing their chair or other administrative contact. Submissions are not monitored on a continual basis.

Confidential Letters of External Review: This screen is hidden from the faculty security role. It is used during Promotion and Tenure action reviews to house unredacted letters of external review that faculty should *not* see. Note that all records in this screen will be erased in May of every year to protect the confidentiality and integrity of the external review process. All unredacted external reviews must be stored outside of Digital Measures in accordance with all WVU document retention guidelines. Note that you may place *redacted* versions of such reviews in the “Review, Promotion and Tenure” screen using the “Redacted External Review(s) Visible to Faculty” data type.

Additional Informational Sites and Guides

WVU Faculty: <https://faculty.wvu.edu/>

SOM Faculty: <https://medicine.wvu.edu/faculty-staff/policies-forms-and-tools/>

DM Login and Guides: <https://faculty.wvu.edu/policies-and-procedures/digital-measures>