

HOW TO PREPARE YOUR PROMOTION FILE IN DIGITAL MEASURES

This guide is intended to assist faculty in organizing and submitting materials in Digital Measures. All promotion criteria and requirements are defined in the [WVU School of Medicine Guidelines for Faculty Appointment, Promotion and Tenure](#). All entries should reflect accomplishments since initial appointment or most recent promotion, consistent with the review period.

! IMPORTANT

Promotion materials should align with the School of Medicine Guidelines for Faculty Appointment, Promotion and Tenure and reflect documented contributions in teaching, service, and research/scholarship.

This document provides **technical instructions for organizing materials in Digital Measures**. For **promotion criteria, timelines, and requirements**, refer to the Faculty Guide. Files that do not meet these expectations may be considered incomplete and will proceed as submitted.

WHAT TO INCLUDE



1. TEACHING

Dissemination of Knowledge

ENTER IN DIGITAL MEASURES

- Add all teaching activities for the appropriate time period.
- Use the Teaching screens, including:
 - Clinical Teaching
 - Academic Advising
 - Directed Student Learning (thesis/dissertation direction)
 - Non-Credit Instruction Taught
 - Scheduled Teaching
 - Course or Lab Supervision
 - Current Student Success/Activity
 - Graduate Placement Information / Alumni Success
 - Teaching Innovation and Curriculum Development

UPLOAD SUPPORTING DOCUMENTATION

- Attach evaluations appropriate to each teaching activity (e.g., student, peer, coordinator).
- Upload additional evaluations or supporting materials in the Supporting Documentation section.



2. SERVICE

Contributions to the Institution and Profession

ENTER IN DIGITAL MEASURES

- Add all service activities for the appropriate time period.
- Use the Service screens, including:
 - Clinical Service
 - University, College, or School/Division/Unit/Section Service (Institutional Service)
 - Professional Service (e.g., grant and manuscript review)
 - Public Service, Community Engagement, and Outreach

UPLOAD SUPPORTING DOCUMENTATION

- Attach documentation appropriate to each service activity.
- Upload additional supporting materials in the Supporting Documentation section.



3. RESEARCH / SCHOLARSHIP

Creation and Application of Knowledge

ENTER IN DIGITAL MEASURES

- Add all research/scholarship activities for the appropriate time period.
- Peer-reviewed publications are required for promotion and must be in the public domain.
- Examples of scholarship may include:
 - Peer-reviewed journal articles or conference proceedings
 - Books and book chapters
 - Grants and contracts
 - Presentations
 - Patents and intellectual property
 - Research-based educational materials, software, or other products
 - Development of new programs or curricula

UPLOAD SUPPORTING DOCUMENTATION

- All publications must include an uploaded PDF or accessible full-text document in Digital Measures to be considered in review.
- Ensure all scholarship is peer-reviewed and in the public domain.



4. PROFESSORS ONLY

Evidence of National / International Reputation

Promotion to the rank of Professor requires evidence of a national or international reputation for sustained, high-quality contributions in a mission area, as outlined in the School of Medicine Guidelines.

Upload supporting documentation in the Supporting Documentation section.



5. FINAL STEPS

- ✓ Upload your current CV
- ✓ Upload your Promotion Narrative
- ✓ Review your file for completeness and accuracy
- ✓ Run your Cumulative Faculty Productivity Report



SUBMISSION CHECK LIST

- All required activities entered
- Supporting documentation uploaded
- CV and Promotion Narrative included
- Cumulative Faculty Productivity Report generated