Digital Measures - Data Entry Manual

Academic Personnel
1. Sections

Digital Measures has 4 Sections

1. General Information
2. Teaching
3. Research and Creative Activity
4. Service

Let us go through the screens in each section one after another.
Personal Information

Personal Information (Public)

• The “Personal Information” screen has the components mentioned on the right.

• Please update your screen with appropriate information in each text box.
Personal Information (Confidential)

This section contains all the personal confidential information. Update this information as required.
APO office fills in the Permanent Data and UCM Employment History.

NOTE: All the information in these two fields is read only hence is not editable by faculty.
General Information-UCM Administrative Positions

UCM Administrative Positions

• This section should include the details of any current and previous administrative positions held in UCM. These positions should have a formal appointing authority.

• eg: AP Chair, Vice Provost, Associate Dean, Director etc.

• Step 1: Click on “UCM Administrative Positions”

• Step 2: Click on “Add New Item”.

• Step 3: Select the appropriate dropdown from “Position/Role”.

• Step 4: Enter the other details and do not forget to enter “Start” and “End” dates.

• Click on “Save” to save the entry.
General Information - External Professional Employment

External Professional Employment

• This screen contains any non UCM employment. This is already filled by APO while entering a CV, but it's always a good idea to check this section to make sure the entries are up to "faculty’s" satisfaction.

• To modify any entry click anywhere on the entry, make changes and save.

• To Add a new entry:

  • Step 1: Click on the “Add New Item” button.

  • Step 2: Select the “Experience Type” and enter all the information required.

  • Step 3: It is extremely important to enter the “Start” and “End” dates.

  • Step 4: Save.
General Information - External Professional Activities

External Professional /Activities

- This section should contain information about any consulting work, or any professional service given while on a full-time job.

- To modify the entry simply click anywhere on the entry, make the changes and save the entry.

- To add a new entry,

  - Step 1: click on “Add New Item” button.

  - Step 2: Select the “Activity Type” and if the drop down list does not contain the activity you want to enter then please select “other” and type in the Activity type in “Explanation of Other” text box.

  - Step 3: Fill in all the information. Eg see the second screen shot on right.

  - Step 4: Do not forget to enter the dates.

  - Step 5: Save the entry
Awards and Honors

• To edit the existing Award, click anywhere on the award entry, make changes and save the entry.

• To enter a new award

• Step 1: Click on “Add a new item”

• Step 2: Select the award name from the drop down list and if the award name is not present then select “other” and enter the name of the award in the next field.

• Step 3: Complete all the fields with as much detail as possible. The completed entry is on the right.

• Step 4: Don’t forget to enter Start and End Dates.

• Step 5: Save the entry.

• Tip: A detailed description of the award/honor can be entered in the Description/Explanation section.
General Information- Diversity Activities

Diversity Activities

This section is useful for documenting activities with Campus affiliates or other UC Merced organizations. Programs such as LEEDS, CAMP, NSBE, Toastmasters, M.E.Ch.A., SIFE, STEM, SOWE, SOPS or SACNAS.

To edit an entry simply click anywhere on the screen and edit the entry and save.

In order to save an entry:

Step 1: Click on “Add new item”.

Step 2: Select the “Focus of Activity” from the drop down menu, or select “other” depending on what type of activity it is.

Step 3: Complete the rest of the information with as much detail as possible.

Step 4: Do not forget to enter the dates.

Step 5: Hit Save to save the new entry.

After saving the entry, it will appear on your profile list and you will be taken to the previous page either to edit the entry or to add a new entry.

Activities with a blank end date will appear as ongoing.
Licensures and Certificates and Education sections are pretty self explanatory and to edit any entries in it, click on screen name and edit it the way you would edit any other entries.
Professional Development

• This section should include and development trainings, workshops, self-study program or any faculty internship/fellowship, etc., you have taken for your own development.

• On the right is a completed entry, that shows how an entry should be entered.
Professional Membership

If a faculty was or is a member/chair of any society or organization, that information needs to go in this section.

See the completed entry on the right for specific details.

Please note that in the entry the “End date” is not specified, as the membership is still going on.
2. Teaching

Directed Student Learning:

• This section allows faculty to record the progress of students they supervised or trained.

• This includes students at all academic levels, both attending UC Merced and students visiting the University for external scholarship.
Teaching-Directed Student Learning

Directed Student Learning

To edit an entry click anywhere on the entry, make changes and save the entry.

To add an entry

Step 1: Click on “Add a new item”.

Step 2: Select the appropriate “Involvement Type” and “Role”.

Step 3: Enter in the Student Name, Student’s Home Department, Title of Students’ Work, Stage of Completion, Started Date and Completed Date.

If the Directed Student Learning activity corresponds with a course taught, please explain in detail the class, semester and description in the Comment Box.

The Start date and End date selected determines the Academic Year an entry applies. Listing the advancement date, stage of completion or candidacy date will not impact report.
Special Pedagogical Activity

This section should include any Guest Lecturer activity or any workshops taken by the faculty.
Scheduled Teaching

- Courses are preloaded in your profile by APO at the end of each semester.
- Click on the course to review an entry.
- NOTE: Please do not use the “Add New Item” button.
Scheduled Teaching

The data in black circle is preloaded by APO from Banner including the Start Date and End Date.

Faculty are encouraged to describe coursework, new contributions and innovations for entries loaded into your profile. These fields are within the red circle.

Student Evaluations are loaded by individual Schools.

Course Syllabus needs to be uploaded by the faculty at the end of each semester.
3. Research and Creative Activity

Intellectual Contributions (Publications)

• Under Intellectual Contributions, there is an extensive list of Publication Contributions Types. Some Suggestions:

• Web pages, e-copies, interviews and broadcast media contributions can be entered and stored here.

• Accepted works, conference papers and notes that are not cited in any Working entered and stored here.

• The Abstract / Synopsis box is useful for keywords or descriptions not contained in the title. This is critical for additional reporting,

• Again, to ensure proper academic reporting include every stage and milestone in addition to information about the month and year of the particular activity.
• Enter Publications, Contracts, Grants, and Sponsored Research at the beginning of each submission. DM is designed to catalogue the progress of individual projects from beginning to end.

• For publications, grants, fellowships and presentations use the drop-down-list to select the type and sponsoring organization. Remember to include co-authors, editors and principle investigators. This will help avoid duplicate entries in your profile. (Type the first couple of letters of the last name to jump down the list)

• The next few pages include the completed entries for the following screens respectively as these are the ones that are worked with most often

  • Intellectual Contributions (Publications)
  • Contracts, Grants and Sponsored Research
  • Presentations
Research and Creative Activity-Intellectual Contributions (Publications) Completed Entry
Research and Creative Activity - Intellectual Contributions (Publications) Completed Entry: Continued

<table>
<thead>
<tr>
<th>3rd Author</th>
</tr>
</thead>
<tbody>
<tr>
<td>People at University of California, Merced</td>
</tr>
<tr>
<td>TEST, SSHA: SSHA_TEST</td>
</tr>
<tr>
<td>If a student, what is his/her level?</td>
</tr>
<tr>
<td>% Role/Share of Contribution</td>
</tr>
<tr>
<td>Description of Role/Share of Contribution</td>
</tr>
<tr>
<td>Contributing Author 30%</td>
</tr>
</tbody>
</table>

Select the number of author rows to add: 1

<table>
<thead>
<tr>
<th>Authors et al. (If this work has six or more authors)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Title of Contribution</td>
</tr>
<tr>
<td>The Impact of New Deal Spending and Federal Housing</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Editors</th>
</tr>
</thead>
<tbody>
<tr>
<td>1st Editor</td>
</tr>
<tr>
<td>People at University of California, Merced</td>
</tr>
<tr>
<td>Select or type a name...</td>
</tr>
<tr>
<td>If a student, what is his/her level?</td>
</tr>
</tbody>
</table>

Select the number of editor rows to add: 1

<table>
<thead>
<tr>
<th>Editors et al. (If this work has six or more editors)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Publication Name</td>
</tr>
<tr>
<td>Economic Review</td>
</tr>
<tr>
<td>Volume</td>
</tr>
<tr>
<td>17</td>
</tr>
<tr>
<td>Issue</td>
</tr>
<tr>
<td>4</td>
</tr>
<tr>
<td>Pages</td>
</tr>
<tr>
<td>57-65</td>
</tr>
<tr>
<td>Publisher</td>
</tr>
<tr>
<td>Elsevier</td>
</tr>
<tr>
<td>City/State of Publisher</td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td>Country of Publisher</td>
</tr>
</tbody>
</table>
Research and Creative Activity-Intellectual Contributions (Publications) Completed Entry: Continued

Was this peer-reviewed/refereed? Yes

Number of Citations

Additional Notes

Abstract / Synopsis / Description

Full-text of this item Download "Faculty Checklist 1101-1.pdf"

Publication Website http://

Temporary Chronological Number 43

Administratively Reviewed

Administratively Reviewed Date

Expected Date of Submission

Date Submitted

Date Re-Submitted

Date Declined

Date Accepted

Date Published March, 2014
Research and Creative Activity - Contracts, Grants and Sponsored Research: Completed Entry

Edit Contracts, Grants and Sponsored Research

- Contract/Grant/Research Type: Grant
- If Fellowship, Fellow’s Last Name: 
- Contract/Grant/Research Title: Government, Housing, and the Changing Income District
- Sponsoring Organization: Other
- Explanation of “Other”: University of California, Merced, Graduate and Research
- Sponsor Award Number: 
- Subaward ‘Prime’ Sponsor: 
- Awarding Organization Is: 
- Award Purpose Description: 
- Award Action Description: 

Investigators
Please either select a person from the drop-down list or enter their name in the input fields.

Investigator

*People at University of California, Merced*
TEST, SSHA: SSHA_TEST

<table>
<thead>
<tr>
<th>First Name</th>
<th>Middle Name/Initial</th>
<th>Last Name</th>
<th>Role</th>
</tr>
</thead>
</table>
Research and Creative Activity-Contracts, Grants and Sponsored Research: Completed Entry (Continued)

<table>
<thead>
<tr>
<th>Intellectual Contribution</th>
<th>Intellectual Property</th>
</tr>
</thead>
<tbody>
<tr>
<td>Please select...</td>
<td>Please select...</td>
</tr>
</tbody>
</table>

Select the number of investigator rows to add: 1

Select the number of intellectual contribution rows to add: 1

<table>
<thead>
<tr>
<th>Award Amount, Direct</th>
<th>$</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Award Amount, F&amp;A</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Award Amount, Total</td>
<td>$2,284</td>
<td></td>
</tr>
<tr>
<td>Amount, New Cumulative Total</td>
<td>$</td>
<td></td>
</tr>
</tbody>
</table>

Additional Information (i.e. Contribution, Footnotes, Abstracts, and/or Project Goals)

Current Status

Note: 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.

- Submitted Date
- Declined Date
- Funding Start Date: June 2006
- Funding End Date: June 2007
Research and Creative Activity-Presentations: Completed Entry (Continued)

<table>
<thead>
<tr>
<th>Conference/Meeting Name</th>
<th>Allied Social Science Associations Meetings</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sponsoring Organization, If Applicable</td>
<td>Allied Social Science Association</td>
</tr>
<tr>
<td>Panel Name, if applicable</td>
<td></td>
</tr>
<tr>
<td>Location</td>
<td>San Diego, CA</td>
</tr>
<tr>
<td>Presentation Title</td>
<td>Politics and the Economy</td>
</tr>
<tr>
<td>Description</td>
<td></td>
</tr>
</tbody>
</table>

Presenters/Authors
Please either select a person from the drop-down list or enter their name in the input fields.

<table>
<thead>
<tr>
<th>1st Presenter/Author</th>
</tr>
</thead>
<tbody>
<tr>
<td>People at University of California, Merced TEST, SSHA: SSHA_TEST</td>
</tr>
<tr>
<td>First Name</td>
</tr>
<tr>
<td></td>
</tr>
</tbody>
</table>

Select the number of presenter/author rows to add: 1  

<table>
<thead>
<tr>
<th>Academic/Non-Academic</th>
<th>Non-Academic</th>
</tr>
</thead>
<tbody>
<tr>
<td>Presentation Type</td>
<td>Presentations at Professional Meetings</td>
</tr>
</tbody>
</table>
### Research and Creative Activity - Presentations: Completed Entry (Continued)

<table>
<thead>
<tr>
<th>Section</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Was this peer-reviewed/refereed?</td>
<td>No</td>
</tr>
<tr>
<td>Published in Proceedings?</td>
<td></td>
</tr>
<tr>
<td>Published Elsewhere?</td>
<td></td>
</tr>
<tr>
<td>Invited or Accepted?</td>
<td>Accepted</td>
</tr>
<tr>
<td>Permanent Chronological Number</td>
<td></td>
</tr>
<tr>
<td>Abstract/Synopsis (30 Words or Less)</td>
<td></td>
</tr>
<tr>
<td>Presentation Website</td>
<td></td>
</tr>
<tr>
<td>https://</td>
<td></td>
</tr>
<tr>
<td>Select the number of presentation website rows to add:</td>
<td>1</td>
</tr>
<tr>
<td>Presentation</td>
<td></td>
</tr>
<tr>
<td>Full Reproduction</td>
<td>No File Stored</td>
</tr>
<tr>
<td>Choose File...</td>
<td></td>
</tr>
<tr>
<td>Select the number of presentation rows to add:</td>
<td>1</td>
</tr>
<tr>
<td>Start Date</td>
<td></td>
</tr>
<tr>
<td>End Date</td>
<td>September, 2013</td>
</tr>
</tbody>
</table>
Faculty Mentorship (Peer)

- This section should include peer mentoring information.

- Example of a completed entry is on the right hand side.
Any service activities can fall under the following categories.

- Department
- School/College
- University
- Professional
- Public

These service activities should be entered in the section that closely reflects your School or Department terminology.

When activities occur for only one day, leave the start date blank and specify the end date.

With ongoing activities, specify the start date (month, day, year) and leave the end date blank.
Please go through the “Digital Measures: Tips and Best Practices” document for Data Entry Tidbits.

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