PROFILE TIPS

LOGIN:

You can access your profile directly by clicking on:

https://www.digitalmeasures.com/login/ucmerced/faculty/authentication/authenticateShibboleth.do

It is recommended you bookmark this address in your preferred web browser.

DATES:

Open-ended and continuing items entered from a previous review cycle will still appear on your current Review Profile report. Be sure to review such items on a regular basis, and enter additional details often.

For example a publication submitted in 2006, published in 2008 and reviewed by CAP in 2013 will appear in multiple Academic Years. Similarly, this could pertain to grants applied for in 2010, but whose funding starts in 2012. This may also apply to contracts that span multiple academic years, or Directed Student Learning that occurred over a four-year timeframe.

REVIEW:

Be sure to take advantage of the three tabs in the bottom right corner of the screen – Rapid Reports / PasteBoard / Hide

Rapid Reports is a suggested first step in reviewing your profile. We recommend generating a draft Review Profile using Rapid Reports by selecting Review Profile from the dropdown menu. The draft will include grants, contracts and teaching data pre-loaded by Academic Personnel, in addition to items entered from your CV by staff assistants. Reviewing this information will familiarize you with your profile, and ensure all your information is correct.

PasteBoard is a surprisingly dynamic tool for importing CV information stored in other files. You can edit your entire CV in the PasteBoard then copy, drag or drop various pieces into the appropriate fields. The CV will remain in the PasteBoard until you click the Clear The PasteBoard button, even if you switch screens, logoff or log into your profile again.

This function is computer specific, so if you login on a different PC the PasteBoard data will not be there. This ensures your personal information is kept confidential and secure. There is a limit to the amount of information the PasteBoard can hold. We recommend working with sections of your CV if you are losing PasteBoard data during a session.

Hide is useful when not using Rapid Reports or PasteBoard. This button lets you collapse the screen to increase your viewable space.
PROFILE TIPS

PROFILE:

Awards and Honors – For awards/honors not specifically listed in the extensive drop down menu please select Other at the end of the menu. List the name of the award/honor and enter a brief description of it in the Explanation of Other field. A detailed description of the award/honor can be entered in the Description/Explanation section.

Role and/or Share of Contribution – Enter the percent of your contribution to a publication by selecting Intellectual Contributions listed under Research and Creative Activity. The Role and/or Share of Contribution box can be located in the Author section in the middle of the Publication screen.

Only percentages entered under your profile will appear in reports. Co-Authors will need to list their contribution percentage under their profile for it to appear on reports. Data entered on others behalf will not appear on reports unless it was entered while currently logged into their faculty profile.

Permanent Chronological Number – By default, Digital Measures lists publications in chronological order (date). For publications to appear in numerical order a valid number has to be entered into the publication numbering system under the Permanent Chronological Number field. The numbers will appear on the reports in descending order for each publication. The PCN ordering system is organized and maintained by each School.

This process and system is unique for each School. Please consult your Department Personnel Team for advice and to answer questions.

Title Format – When creating or editing entries remove quotation marks and periods from titles, descriptions or summaries. When information is copied or pasted into records, the source may include a quote or period that will be redundant when it is displayed on a formatted report.

Scheduled Teaching – Activities captured in Scheduled Teaching are courses taught while working at UC Merced. Staff in the Academic Personnel Office uploads the course data at the end of each semester.

Courses taught at previous institutions should be entered under Outside Professional Activities located in the General Information Section. Enter the Activity Type as Academic, information about the institution such as the name or location, Role as Instructor and the date. Additional descriptions including the course name, code, short description and term can be entered in the Description box.

Directed Student Learning – This section allows faculty to record the progression of students they supervised, mentored or trained. It includes students at all academic levels, both attending UC Merced and students visiting the university for external scholarship.

The Start and End date selected determines what academic year a specific entry appears. Make sure the appropriate academic year is reflected in the dates to ensure it appears in the proper review period. Listing the Advancement Date, Stage of Completion or Candidacy Date will not hinder or impact reporting.
REPORTING:

Multiple types of reports are generated using Digital Measures. More accurate and detailed entries permit wider application for multiple types of accreditations and funding sources. Faculty promotions, research grants and diversity innovations are conducted using this information.

Postdoctoral Scholars – To indicate scholars you directed, supervised or co-chaired during their Postdoctoral programs select Postdoctoral Research Supervision for Involvement Type, your specific role and enter student information.

Ph.D. Candidates – To report activities for these candidates select Doctoral Candidacy Committee or Doctoral Committee as the Involvement Type, the specific role held and Completed as the Stage of Completion.

Master’s Candidates – For continued research supervision of Master’s Students select Master’s Thesis Committee as the Involvement Type; enter student information and a detailed explanation of the research.

Advanced to Candidacy – Select Doctoral Candidacy Committee or Doctoral Committee as the Involvement Type, the specific role held and Advanced to Candidacy as the Stage of Completion. It is important to enter the Date of Advancement to Candidacy, especially for your own students.

Committees – With pre-dissertation and qualifying committees select Predissertation as the Involvement Type, showing the corresponding date within the review period.

Undergraduate Supervision – To highlight Undergraduate Student Research you directed, supervised or co-chaired select Undergraduate Honors Thesis or Undergraduate Research Supervision as the Involvement Type. The Date Started and Date Completed should reflect the entire length of the project and will automatically appear in the appropriate review period(s).

Other Research Supervision – This section is useful for entries that are categorized by project or involved students in multiple academic levels. To indicate academic research that is not already listed in a previous section select Directed Individual/Independent Study, Internship, Visiting Scholar or simply leave the field blank for the Involvement Type.