Digital Measures: Tips and Best Practices
General Information

• You are encouraged to Review and Update your profile weekly. We suggest devoting 30 minutes per week to this process, as it will help make reviews easy and painless.

• Complete the Personal, Public and Contact Information in addition to entering new activities at activity is easier to remember and enter.

• The Academic Personnel Office maintains the categories for Administrative Data, Permanent Data and UCM Employment History. Please contact APO via the Help option if information is inaccurate.

• Avoid entering quotation marks, periods and commas around publication titles as this may
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 that occurred over a four-year timeframe.
Reviewing your profile: Best Practice

• Be sure to take advantage of the two tabs under “Manage Data” on the left Hand the screen Rapid Reports / PasteBoard.

• Rapid Reports is a suggested first step in reviewing your profile. We recommend generating a draft 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

• 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 Clear The PasteBoard, even if you switch screens, logoff or log into

• 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. You can hide the pasteboard by
Role and/or Share of Contribution

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

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

Title Format

from titles, descriptions or summaries. When information is copied or pasted into records, the source may include a displayed on a formatted report.
Scheduled Teaching: Tips

• **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.

• 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 short description and term can be entered in the Description box.
Directed Student Learning: Tips

• 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 Date will not hinder or impact reporting.
Research and Creative Activity: Tips

• 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. 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)

• Please refrain from using the Duplicate button to duplicate publication or Presentations
• Reports are viewable in a number of formats including Word and PDF.

• To review information entered in Digital Measures, select Rapid Reports (located at the top)

• To review profile information entered from the CV included with your appointment case, select the Run Custom Reports tab and Review Profile from the drop-down-list in Step 1.

• Selecting Run Reports lets you generate a number of UC Merced reports including Curriculum Vitae’ and Bio-Bibliographies.

• To review Bio-Bib information, select the Run Reports tab and UCM Bio-Bibliography All from
Thank You!

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