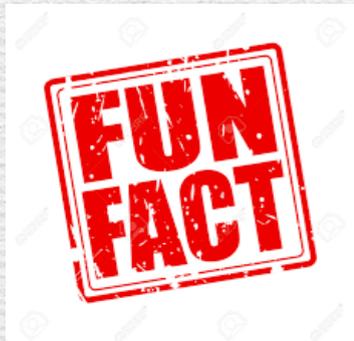


 **Digital Measures**

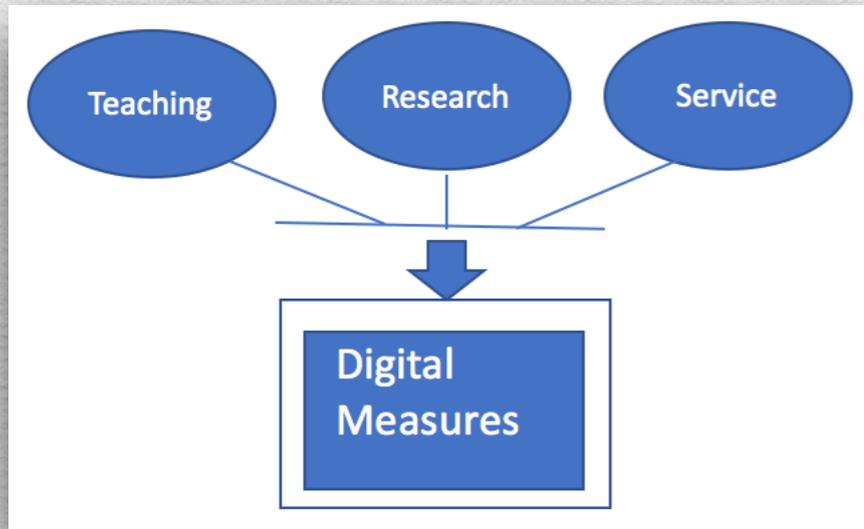
What is Digital Measures (DM)?

- Digital Measures is a customized web-based electronic reporting system that enables faculty to **view, enter, track** and **report** their teaching, research and service accomplishments.



More than 2,000 colleges and schools around the world use DM.

Why is Digital Measures an important/ useful tool?



Manage, Update and Track service, teaching and research activities in one easy location, accessible from anywhere!



Promote UC Merced and recognize faculty's work



Generate reports such as Biobibliography and Curriculum Vitae for merit and promotion.



HRIS solution to track personnel actions

Digital Measures - Login

academicpersonnel.ucmerced.edu

The screenshot displays the UC Merced Academic Personnel Office website. At the top left is the UC Merced logo. The main header reads "Academic Personnel Office". A search bar on the right contains "Google Custom Search" and a "Search" button. A navigation menu includes "About", "Policies", "Resources", "Recruitment", "Life", "Payroll", "Important Dates", "FAQs", and "Forms". The "Resources" menu is expanded, showing "Academic Titles", "DigitalMeasures", "Training", "Academic Senate Office", "Faculty Handbooks", and "Faculty Directory". The "DigitalMeasures" option is highlighted, with a sub-menu containing "Login to DigitalMeasures", "DigitalMeasures FAQs", and "Training Materials". The page features a collage of images: a large orange poppy flower, a group of people in a field, a laboratory setting with a woman in a lab coat, a man in a lab coat, a modern university building, a group of people hiking on a rocky trail, and a modern lounge area with green armchairs.

Digital Measures - Home Screen

The screenshot shows the Digital Measures Home Screen. At the top, there is a dark blue navigation bar with the UCMERGED logo, tabs for 'Activities', 'Reports', and 'Tools', and a help icon (a question mark in a blue circle) which is highlighted with a blue box. To the right of the help icon are a notification bell, a user profile icon, and the text 'DigitalMeasures'. Below the navigation bar is a search bar labeled 'Search All Activities...'. To the right of the search bar is a dropdown menu with 'Resource Center' and 'Contact Us' options; 'Contact Us' is circled in red. Further right are buttons for 'Rapid Reports' and 'PasteBoard'. Below the search bar, a message states 'You are currently managing data for E. TEST.' with a link to 'Review a guide to manage your activities.' and a red text prompt: 'Use anytime you have DM related questions'. The main content area is divided into three sections: 'General Information', 'Teaching', and 'Research and Creative Activity', each with a list of sub-items.

UCMERCED
UNIVERSITY OF CALIFORNIA

Activities Reports Tools ?

Search All Activities... Q

Resource Center
Contact Us

Rapid Reports PasteBoard

You are currently managing data for E. TEST.
[Review a guide](#) to manage your activities.

Use anytime you have DM related questions

▼ **General Information**

- Personal Information (Public)
- Personal Information (Confidential)
- Academic Personnel Office - Permanent Data | UCM Employment History | Leaves/Sabbaticals/ASMD
- UCM Administrative Positions
- External Professional Employment
- External Professional Activities/Consulting
- Licensures and Certifications
- Professional Development
- Professional Memberships
- Education
- Awards and Honors
- Diversity Activities

▼ **Teaching**

- Directed Student Learning
- Special Pedagogical Activities
- Scheduled Teaching

▼ **Research and Creative Activity**

- Intellectual Contributions (Publications)
- Publications - Parts of Larger Works
- Artistic Performances and Professional Exhibits
- Contracts, Grants and Sponsored Research
- Presentations
- Intellectual Property
- Professional Articles About You
- Research Currently in Progress

Screens

▼ General Information ← 1

Personal Information (Public)

Personal Information (Confidential)

Academic Personnel Office - Permanent Data | UCM Employment History

UCM Administrative Positions

External Professional Employment

External Professional Activities/Consulting

Licensures and Certifications

Professional Development

Professional Memberships

Education

Awards and Honors

Diversity Activities

Filled by APO,
readonly for
faculty.

▼ Teaching ← 2

Directed Student Learning

Special Pedagogical Activities

Scheduled Teaching

Filled partially
by APO.
ReadOnly(part
ial) for faculty

▼ Research and Creative Activity ← 3

Intellectual Contributions (Publications)

Artistic Performances and Professional Exhibits

Contracts, Grants and Sponsored Research

Presentations

Intellectual Property

Professional Articles About You

Research Currently in Progress

▼ Service ← 4

Faculty Mentorship (Peer)

Faculty Engagement (Community)

Department

School/College

University

Professional

Public

▼ **General Information**

← 1

Personal Information (Public)

Personal Information (Confidential)

Academic Personnel Office - Permanent Data | UCM Employment History

UCM Administrative Positions

External Professional Employment

External Professional Activities/Consulting

Licensures and Certifications

Professional Development

Professional Memberships

Education

Awards and Honors

Diversity Activities

Filled by APO,
readonly for
faculty.

▼ **Teaching**

← 2

Directed Student Learning

Special Pedagogical Activities

Scheduled Teaching

Filled partially by
APO.
ReadOnly(partial)
for faculty

▼ **Research and Creative Activity**

← 3

Intellectual Contributions (Publications)

Artistic Performances and Professional Exhibits

Contracts, Grants and Sponsored Research

Presentations

Intellectual Property

Professional Articles About You

Research Currently in Progress

▼ **Service**

← 4

Faculty Mentorship (Peer)

Faculty Engagement (Community)

Department

School/College

University

Professional

Public

Lets dive into the details of each section!



Section 1: General Information

▼ General Information

Personal Information (Public)

Personal Information (Confidential)

Academic Personnel Office - Permanent Data | UCM Employment History

UCM Administrative Positions

External Professional Employment

External Professional Activities/Consulting

Licensures and Certifications

Professional Development

Professional Memberships

Education

Awards and Honors

Diversity Activities

1. Personal Information(Public)

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.

< Edit Personal Information (Public) Cancel Save

CV Prefix **BB**

CV First Name **BB**

CV Preferred First Name

CV Middle Name **BB**

CV Last Name **BB**

Preferred Last Name (e.g., the name you publish under), if any

Suffix

Name of Endowed Position (if any)

CV E-Mail Address

Building Where Your Office is Located **BB**

Explanation of "Other"

Office Room Number **BB**

CV Office Phone - -

CV Department Phone - -

CV Fax - -

CV Personal Website

U.S. Citizen or Permanent Resident?

Visa Type

Keywords, separated by semicolons

Brief Biography (30 Words or Less)

< Edit Personal Information (Public)

Cancel

Save



Prefix

^{CV} First Name BB

^{CV} Preferred First Name

^{CV} Middle Name BB

^{CV} Last Name BB

Preferred Last Name (e.g., the name you publish under), if any

Suffix

Name of Endowed Position (if any)

^{CV} E-Mail Address

Building Where Your Office is Located BB

Explanation of "Other"

Office Room Number BB

^{CV} Office Phone - -

^{CV} Department Phone - -

^{CV} Fax - -

^{CV} Personal Website

U.S. Citizen or Permanent Resident?

Visa Type

Keywords, separated by semicolons

Brief Biography (30 Words or Less)

1. Personal Information (Public):Continued

Teaching Interest(s)	<input type="text" value="Teaching interests"/>
^{cv} Research Interest(s)	<input type="text" value="Autonomous robotics, robot algorithms, cooperative robotics, robot simulation, humanoid robotics."/>
Languages	<input type="text" value="Languages"/>
Photograph	No File Stored <input type="button" value="Choose File..."/>

CV and Bio-bib Maps

< Edit Personal Information (Public)



Prefix

Help

Please click on the Link below to view what information/fields show up on 'UCM Biobibliography All' report from this screen.

Biobib Mapping Doc - [Personal Information \(Public\)](#)

Please click on the Link below to view what information/fields show up on 'UCM Curriculum Vitae All' report from this screen.

CV Mapping Doc - [Personal Information \(Public\)](#)

academicpersonnel.ucmerced.edu/sites/academicpersonnel.ucmerced.edu/files/page/documents/biobib_-_personal_information.pdf

Personal Information 1 / 1

Personal Information

< Edit Personal Information (Public) Cancel Save

Prefix

BB First Name

Preferred First Name

BB Middle Name

BB Last Name

Preferred Last Name (e.g., the name you publish under), if any

Suffix

Name of Endowed Position (if any)

E-Mail Address

BB Building Where Your Office is Located

Explanation of "Other"

BB Office Room Number

Office Phone - -

Department Phone - -

Biobib pulls information from the fields marked "BB".

These maps are available for all screens that are reported on "UCM Curriculum Vitae All" or "UCM Biobibliography All".

2. Personal Information(Confidential)

< **Edit Personal Information (Confidential)** Cancel Save

Permanent Home Address

Current Home Address

Name, Address and Phone Number of Person to Contact in an Emergency

Relatives Employed by the University (Name/Relationship/Dept/Campus for Each Relative)

Date of Birth ,

Personal Information (Confidential)

This section contains all the personal confidential information. Update this information as required.

3. Education

- To add a new record please click on “Add new Item” button and hit “save”.
- To **edit** the entry click on the item, make the changes and hit “save”.

< **Education**

+ Add New Item

📄 Duplicate



Item



Other
Degree/Training
Institution
Emphasis/Major
2010



PhD
University of Padova, Italy
Industrial Electrical Engineering and Computer Science
2010



Other
BSc/MSc
University of Padova, Italy
Electrical Engineering and Computer Science



Education

< Edit Education Cancel **Save** Save + Add Another

? **CV** Degree/Training **Note: Hit "cancel" after you have made changes if you don't wish to save the changes.**

CV Explanation of "Other"

CV Institution

Location of Institution

Advisors

Advisor **CV**

First Name	Middle Name	Last Name	Current Organization	Current Location
<input type="text" value="First Name of Advisor"/>	<input type="text" value="MN"/>	<input type="text" value="LN of Advisor"/>	<input type="text" value="Current Org"/>	<input type="text" value="Current Location"/>

Select the number of advisor rows to add: +Add

CV Emphasis/Major

CV Minor or Secondary Emphasis

CV Dissertation/Thesis Title

Honor/Distinction

Explanation of "Other"

Highest Degree You Have Earned?

Additional Information

Maps to report dates Start Date ,

Maps to report dates End Date ,

CV Year Degree Awarded

4. Licensures and Certifications

Licensures and Certifications screen should contain the information of any certificate or License you have obtained.

< Licensures and Certifications	+ Add New Item	Duplicate	🗑️
Item <input type="checkbox"/>			
certification January 2000 <input type="checkbox"/>			
Title of Licensure or Certification January 2015 <input type="checkbox"/>			

To add a new “License” or “certificate”

1. Click on “Add New Item”
2. Enter the details
3. Hit “Save”

4. Licensures and Certifications

< Edit Licensures and Certifications Cancel **Save** Save + Add Another

CV Title of Licensure/Certification

CV Sponsoring Organization

Scope

Description

CV Date Obtained ,

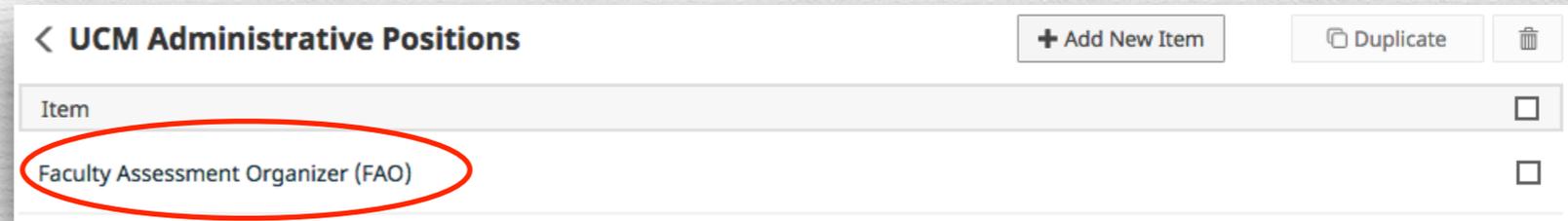
CV Expiration Date ,

Maps to report dates &

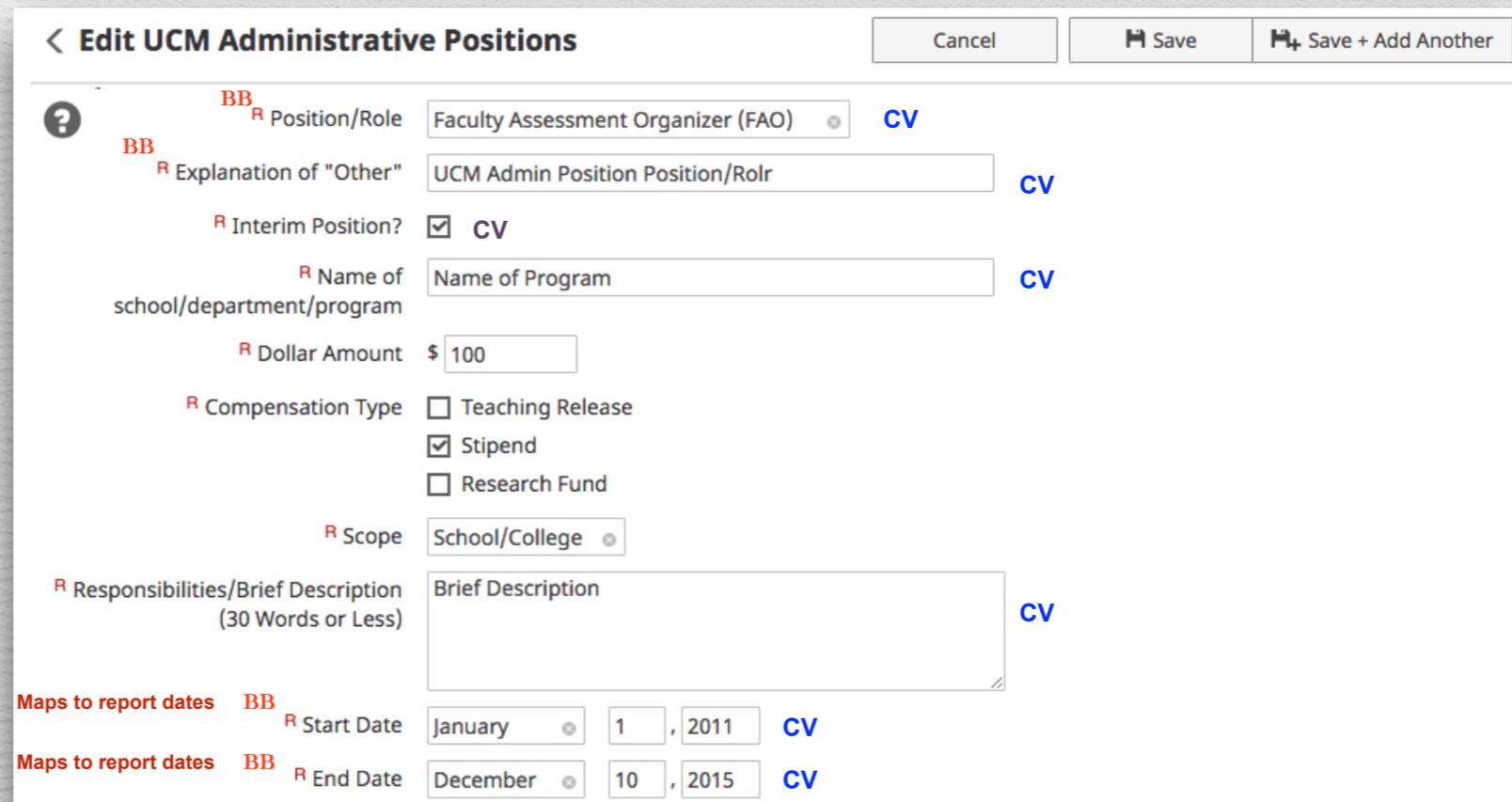
5. UCM Administrative Positions

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.
- This screen is read only as the data is entered by APO
- **Important: Please check this information on a periodic basis and contact via “Help” if you need to make any changes.**



A screenshot of the 'UCM Administrative Positions' list. The title is '< UCM Administrative Positions'. On the right, there are buttons for '+ Add New Item', 'Duplicate', and a trash icon. The list contains two items: 'Item' and 'Faculty Assessment Organizer (FAO)'. The 'Faculty Assessment Organizer (FAO)' item is circled in red.



A screenshot of the 'Edit UCM Administrative Positions' form. The title is '< Edit UCM Administrative Positions'. On the right, there are buttons for 'Cancel', 'Save', and 'Save + Add Another'. The form fields are as follows:

- Position/Role:** Faculty Assessment Organizer (FAO) CV
- Explanation of "Other":** UCM Admin Position Position/Rolr CV
- Interim Position?:** CV
- Name of school/department/program:** Name of Program CV
- Dollar Amount:** \$ 100
- Compensation Type:** Teaching Release, Stipend, Research Fund
- Scope:** School/College
- Responsibilities/Brief Description (30 Words or Less):** Brief Description CV
- Start Date:** January 1, 2011 CV
- End Date:** December 10, 2015 CV

< UCM Administrative Positions

+ Add New Item

📄 Duplicate



Item



Faculty Assessment Organizer (FAO)



< Edit UCM Administrative Positions

Cancel

🏠 Save

🏠+ Save + Add Another



BB

R Position/Role

Faculty Assessment Organizer (FAO)

CV

BB

R Explanation of "Other"

UCM Admin Position Position/Rolr

CV

R Interim Position?

CV

R Name of school/department/program

Name of Program

CV

R Dollar Amount

\$ 100

R Compensation Type

Teaching Release

Stipend

Research Fund

R Scope

School/College

R Responsibilities/Brief Description (30 Words or Less)

Brief Description

CV

Maps to report dates

BB

R Start Date

January 1, 2011

CV

Maps to report dates

BB

R End Date

December 10, 2015

CV

6. External Professional Employment

External Professional Employment

- This screen should contain any previous employment (before joining UC Merced).

< External Professional Employment

+ Add New Item Duplicate

Item	
TIAA-CREF Institute Fellow March 2005 - Present	<input type="checkbox"/>
National Bureau of Economic Research Research Associate September 1997 - Present	<input type="checkbox"/>
University of Arizona Professor - Economics July 1999 - June 2005	<input type="checkbox"/>
Federal Home Loan Mortgage Corporation Senior Economist January 1999 - January 2000	<input type="checkbox"/>
University of Arizona Associate Professor - Economics July 1996 - June 1999	<input type="checkbox"/>

< Edit External Professional Employment

Cancel Save Save + Add Another

? Experience Type ✓
Academic
Professional
Military
Government

CV Institution/Organization

CV Location

CV Title/Rank/Position

CV Description (30 Words or Less)

Was/is this your own company?

Maps to report dates CV Start Date

Maps to report dates CV End Date

< External Professional Employment

+ Add New Item

Duplicate



Item



TIAA-CREF Institute
Fellow
March 2005 - Present



National Bureau of Economic Research
Research Associate
September 1997 - Present



University of Arizona
Professor - Economics
July 1999 - June 2005



Federal Home Loan Mortgage Corporation
Senior Economist
January 1999 - January 2000



University of Arizona
Associate Professor - Economics
July 1996 - June 1999



< Edit External Professional Employment

Cancel

Save

Save + Add Another



Experience Type

✓
Academic
Professional
Military
Government

CV Institution/Organization

Location

CV

Title/Rank/Position

CV

Description (30 Words or Less)

Was/is this your own company?

Maps to report dates

CV

Start Date

 ,

Maps to report dates

CV

End Date

 ,

7. External Professional Activities

External Professional /Activities

- This section should contain information about any consulting work or External Professional activities while you are employed at UC Merced.

< External Professional Activities/Consulting + Add New Item Duplicate

Item	<input type="checkbox"/>
California Business Alliance for a Green Economy October 2010	<input type="checkbox"/>
Merced County Association of Governments August 2010	<input type="checkbox"/>
CA High Speed Rail Authority October 2008	<input type="checkbox"/>

< Edit External Professional Activities/Consulting Cancel Save Save + Add Another

Activity Type Non-profit Organization **CV**

Explanation of "Other" **CV**

Client/Organization California Business Alliance for a Green Economy **CV**

Category II

Location Sacramento, CA **CV**

Compensated or Pro Bono? Compensated

Approx. Number of Days Spent Per Year

Nature of Relationship Consultant

Explanation of "Other"

Brief Description (30 Words or Less) Prepared report: "The Economic Opportunity from Clean Energy Jobs in California's San Joaquin Valley."

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.

Maps to report dates **Start Date** , **CV**

Maps to report dates **End Date** October , 2010 **CV**

Activity Type For Profit Organization

Explanation of "Other" Academic

Client/Organization For Profit Organization

Category Government Agency

Location Litigation/Expert Witness

Compensated or Pro Bono? Non-Governmental Organization (NGO)

Days Spent Per Year Non-profit Organization

Other

Explanation of "Other"

Client/Organization Board Member

Category Consultant

Location Equity or Royalty Interest

Owner

Compensated or Pro Bono? Salaried Employee

Number of Days Spent Per Year Stockholder or Partnership Interest

Other

Nature of Relationship Equity or Royalty Interest

< External Professional Activities/Consulting

+ Add New Item

Duplicate



Item	
California Business Alliance for a Green Economy October 2010	<input type="checkbox"/>
Merced County Association of Governments August 2010	<input type="checkbox"/>
CA High Speed Rail Authority October 2008	<input type="checkbox"/>

< Edit External Professional Activities/Consulting

Cancel

Save

Save + Add Another

Activity Type BB Non-profit Organization CV

Explanation of "Other" CV

Client/Organization BB California Business Alliance for a Green Economy CV

Category BB II CV

Location BB Sacramento, CA CV

Compensated or Pro Bono? Compensated

Approx. Number of Days Spent Per Year

Nature of Relationship Consultant

Explanation of "Other"

Brief Description (30 Words or Less) Prepared report: "The Economic Opportunity from Clean Energy Jobs in California's San Joaquin Valley."

Start Date BB CV

End Date BB October, 2010 CV

Activity Type For Profit Organization

Explanation of "Other"

Client/Organization Academic

Category Government Agency

Location Litigation/Expert Witness

Compensated or Pro Bono? Non-Governmental Organization (NGO)

Days Spent Per Year Non-profit Organization

Other

Explanation of "Other"

Client/Organization Board Member

Category Consultant

Location Equity or Royalty Interest

Compensated or Pro Bono? Owner

Number of Days Spent Per Year Salaried Employee

Other Stockholder or Partnership Interest

Nature of Relationship Equity or Royalty Interest

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.

8. Awards and Honors

< Awards and Honors + Add New Item Duplicate

Item	<input type="checkbox"/>
The Dr. Fred Spiess Award for Distinguished Service to the A...	<input type="checkbox"/>
IPUMS Research Award IPUMS	<input type="checkbox"/>
County Bank Endowed Chair in Economics County Bank	<input type="checkbox"/>
Richard A. Lester Prize for Outstanding book in Labor Econom...	<input type="checkbox"/>

< Edit Awards and Honors Cancel Save Save + Add Another

Award or Honor Name ^{BB}
Other CV

^{BB} Explanation of "Other" CV

^{BB} Organization/Sponsor CV

^{BB} Location, if relevant

Purpose CV

Scope CV

^{BB} Description/Explanation (30 Words or Less)

^{BB} Start Date , CV

^{BB} End Date , CV

Maps to report dates

Award or Honor Name

- Other
- National Institutes of Health Career Award
- National Institutes of Health Director's Pioneer Award
- National Institutes of Health Early Career Award
- National Inventors Hall of Fame Collegiate Inventors Competition winner
- National Medal of Arts
- National Medal of Science
- National Medal of Technology
- National Science Foundation
- National Science Foundation Director's Award for Distinguished Teaching Scholars
- National Science Foundation Early Career Award
- National Science Foundation Young Investigator Award
- Newberry Library Long-term Fellow
- Nobel Prize Laureate
- Office of Naval Research (ONR) Young Investigator Award
- Officier of France's Order of Arts and Letters

< Awards and Honors

+ Add New Item

Duplicate



Item	<input type="checkbox"/>
The Dr. Fred Spiess Award for Distinguished Service to the A...	<input type="checkbox"/>
IPUMS Research Award IPUMS	<input type="checkbox"/>
County Bank Endowed Chair in Economics County Bank	<input type="checkbox"/>
Richard A. Lester Prize for Outstanding book in Labor Econom...	<input type="checkbox"/>

< Edit Awards and Honors

Cancel

Save

Save + Add Another



Award or Honor Name ^{BB}

Other

CV

^{BB} Explanation of "Other"

CV

^{BB} Organization/Sponsor

CV

^{BB} Location, if relevant

Purpose

Scope

^{BB} Description/Explanation (30 Words or Less)

CV

^{BB} ^{Maps to report dates} Start Date ,

CV

^{BB} ^{Maps to report dates} End Date ,

CV

- Award or Honor Name
- Other
 - National Institutes of Health Career Award
 - National Institutes of Health Director's Pioneer Award
 - National Institutes of Health Early Career Award
 - National Inventors Hall of Fame Collegiate Inventors Competition winner
 - National Medal of Arts
 - National Medal of Science
 - National Medal of Technology
 - National Science Foundation
 - National Science Foundation Director's Award for Distinguished Teaching Scholars
 - National Science Foundation Early Career Award
 - National Science Foundation Young Investigator Award
 - Newberry Library Long-term Fellow
 - Nobel Prize Laureate
 - Office of Naval Research (ONR) Young Investigator Award
 - Officier of France's Order of Arts and Letters

9. 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.

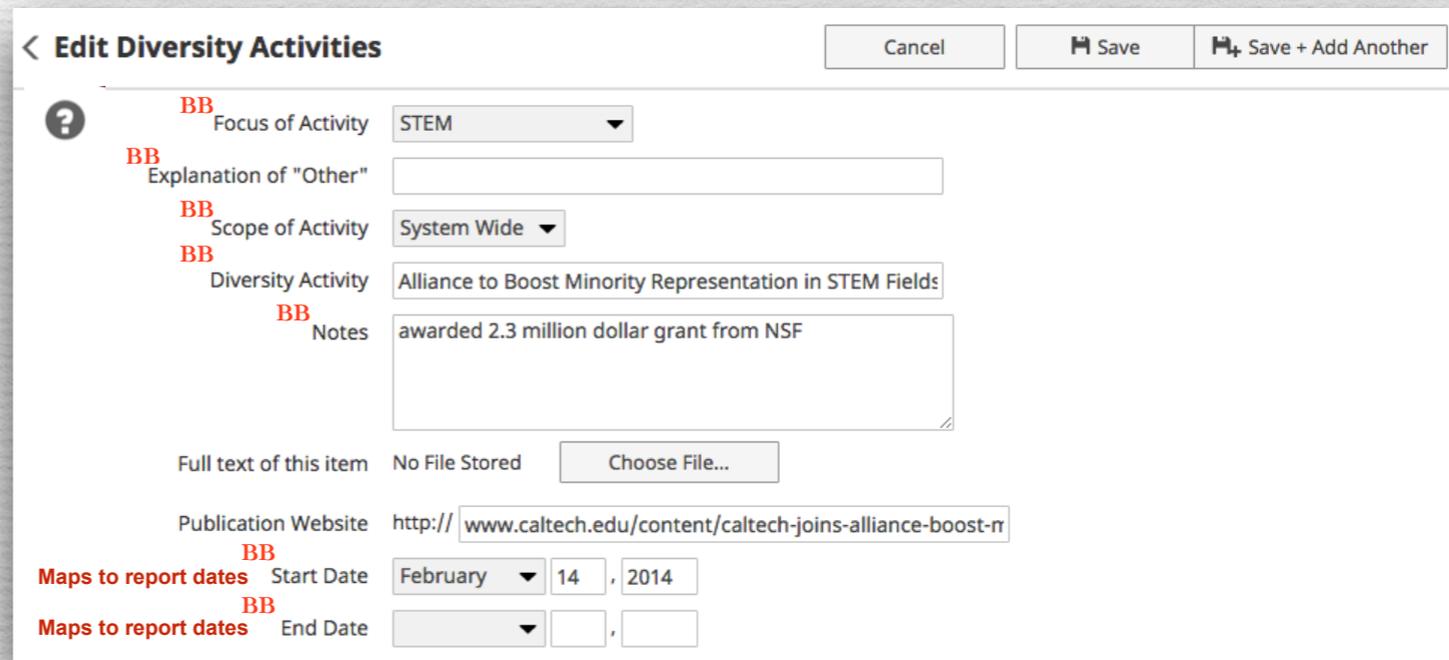
Note: Activities with a blank end date will appear as ongoing.



< Diversity Activities

+ Add New Item Duplicate

Item	
STEM Alliance to Boost Minority Representation in STEM Fields February 14, 2014 - Present	<input type="checkbox"/>



< Edit Diversity Activities

Cancel Save Save + Add Another

? **BB** Focus of Activity

BB Explanation of "Other"

BB Scope of Activity

BB Diversity Activity

BB Notes

Full text of this item No File Stored

Publication Website

BB **Maps to report dates** Start Date ,

BB **Maps to report dates** End Date ,

< Diversity Activities

+ Add New Item

Duplicate



Item



STEM

Alliance to Boost Minority Representation in STEM Fields

February 14, 2014 - Present



< Edit Diversity Activities

Cancel

Save

Save + Add Another



BB

Focus of Activity

STEM

BB

Explanation of "Other"

BB

Scope of Activity

System Wide

BB

Diversity Activity

Alliance to Boost Minority Representation in STEM Fields

BB

Notes

awarded 2.3 million dollar grant from NSF

Full text of this item

No File Stored

Choose File...

Publication Website

http:// www.caltech.edu/content/caltech-joins-alliance-boost-r

Maps to report dates

BB

Start Date

February

14

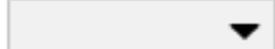
,

2014

Maps to report dates

BB

End Date



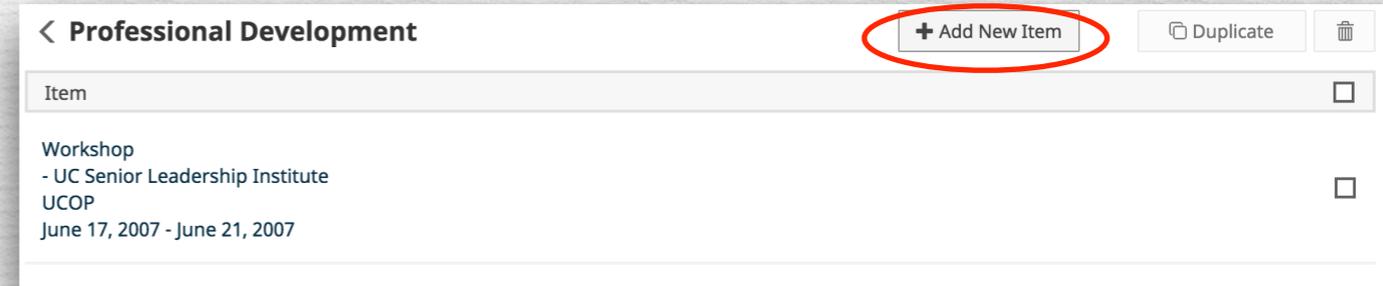
,



10. Professional Development

Professional Development

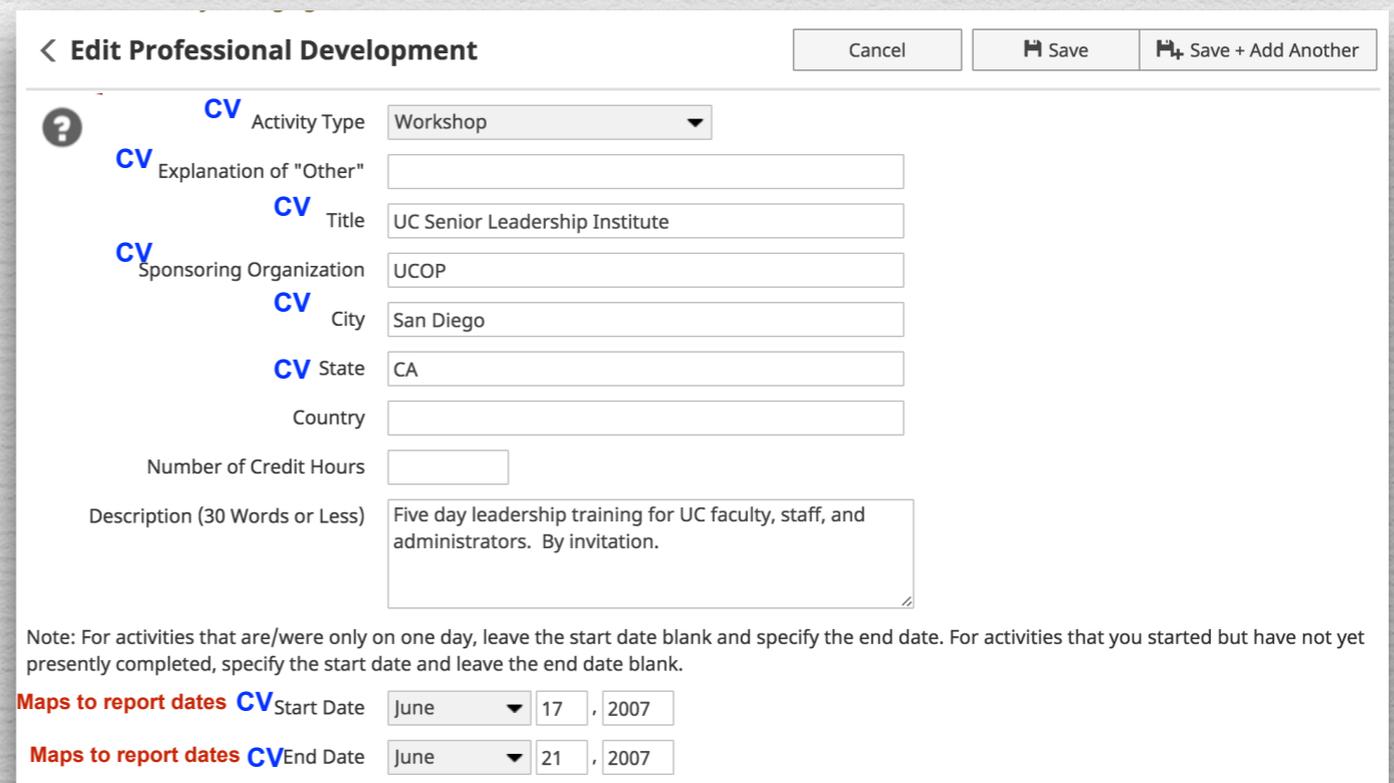
- This section should include development trainings ,workshops, self-study program, seminar, tutorial etc., you have taken for your own development.



< Professional Development

+ Add New Item Duplicate

Item	
Workshop - UC Senior Leadership Institute UCOP June 17, 2007 - June 21, 2007	<input type="checkbox"/>



< Edit Professional Development

Cancel Save Save + Add Another

? CV Activity Type Workshop

CV Explanation of "Other"

CV Title UC Senior Leadership Institute

CV Sponsoring Organization UCOP

CV City San Diego

CV State CA

Country

Number of Credit Hours

Description (30 Words or Less) Five day leadership training for UC faculty, staff, and administrators. By invitation.

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.

Maps to report dates CV Start Date June 17, 2007

Maps to report dates CV End Date June 21, 2007

< Professional Development

+ Add New Item

Duplicate



Item



Workshop
- UC Senior Leadership Institute
UCOP
June 17, 2007 - June 21, 2007



< Edit Professional Development

Cancel

Save

Save + Add Another



CV

Activity Type

Workshop

CV

Explanation of "Other"

CV

Title

UC Senior Leadership Institute

CV

Sponsoring Organization

UCOP

CV

City

San Diego

CV

State

CA

Country

Number of Credit Hours

Description (30 Words or Less)

Five day leadership training for UC faculty, staff, and administrators. By invitation.

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.

Maps to report dates

CV

Start Date

June



17

,

2007

Maps to report dates

CV

End Date

June



21

,

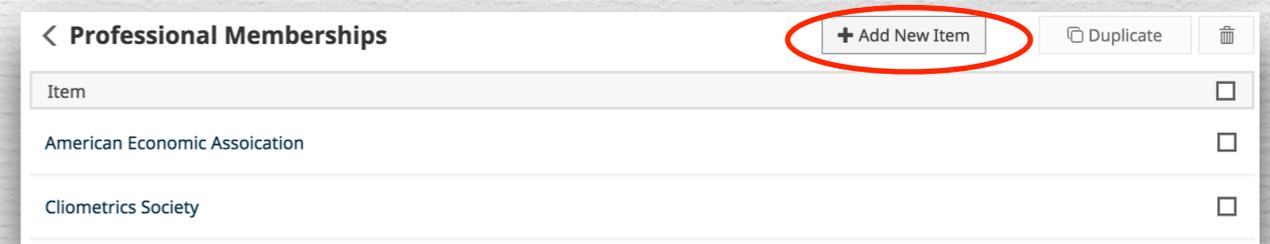
2007

11. Professional Memberships

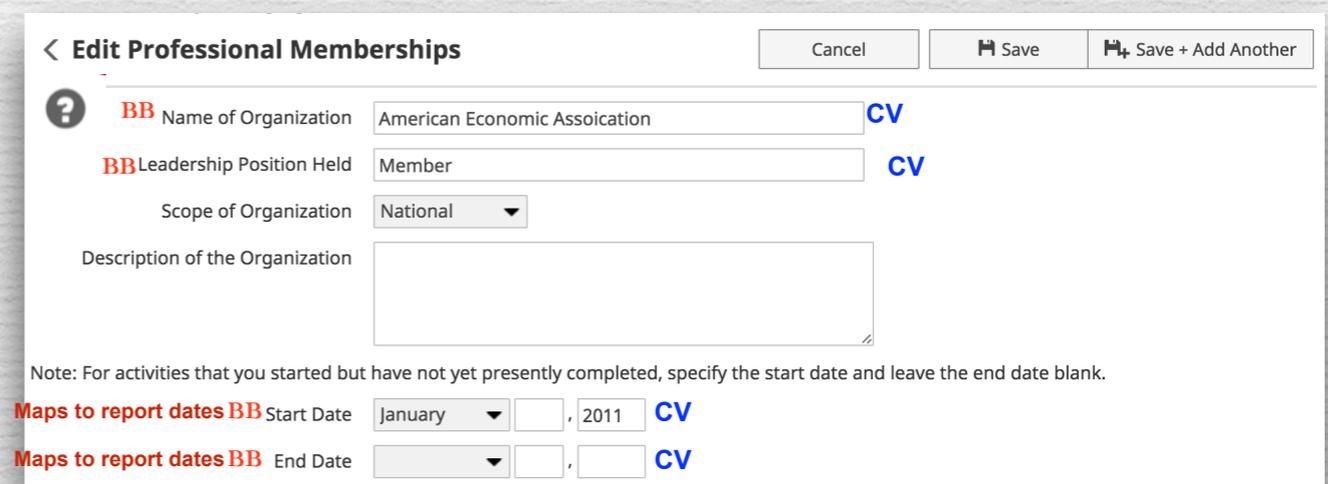
Professional Membership

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

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



A screenshot of a web interface titled "Professional Memberships". At the top right, there are three buttons: "+ Add New Item" (circled in red), "Duplicate", and a trash icon. Below the header is a table with two columns: "Item" and a checkbox. The table contains two entries: "American Economic Association" and "Cliometrics Society", both with unchecked checkboxes.



A screenshot of the "Edit Professional Memberships" form. At the top right, there are three buttons: "Cancel", "Save", and "Save + Add Another". The form fields are as follows:

- Name of Organization:** "American Economic Association" (CV)
- Leadership Position Held:** "Member" (CV)
- Scope of Organization:** "National" (dropdown menu)
- Description of the Organization:** (empty text area)

Note: For activities that you started but have not yet presently completed, specify the start date and leave the end date blank.

Start Date: "January", "2011" (CV)

End Date: (empty dropdown), (empty text), (empty text) (CV)

< Professional Memberships

+ Add New Item

Duplicate



Item



American Economic Assocation



Clometrics Society



< Edit Professional Memberships

Cancel

Save

Save + Add Another



BB Name of Organization

American Economic Assocation

CV

BB Leadership Position Held

Member

CV

Scope of Organization

National



Description of the Organization

Note: For activities that you started but have not yet presently completed, specify the start date and leave the end date blank.

Maps to report dates

BB Start Date

January



, 2011

CV

Maps to report dates

BB End Date



,

CV

Section 2: Teaching

▼ Teaching

Directed Student Learning

Special Pedagogical Activities

Scheduled Teaching

12. 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.

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.

< Directed Student Learning

+ Add New Item Duplicate

Item	
Directed Individual/Independent Study Kevin Duffy May 2012 - Present	<input type="checkbox"/>

< Edit Directed Student Learning

Cancel Save Save + Add Another

BB Involvement Type Master's Thesis Committee CV

BB Role Member

Student Information

Student Name

BB CV

Student First Name Justin Student Last Name Smith

Select the number of student name rows to add: 1 +Add

Student's Home Department Social Sciences & Management (SSM)

Explanation of "Other"

Title of Student's Work, If Thesis/Dissertation

Stage of Completion Completed

Date of Advancement to Candidacy, If Applicable

BB Comments Graduate Research, ECON 295, Spring 2010 CV

Note: For activities that you started but have not yet presently completed, specify the start date and leave the end date blank.

Maps to report dates BB

Date Started August 2011 CV

BB

Maps to report dates Date Completed CV

< Directed Student Learning

+ Add New Item

Duplicate



Item



Directed Individual/Independent Study
Kevin Duffy
May 2012 - Present



< Edit Directed Student Learning

Cancel

Save

Save + Add Another



^{BB} Involvement Type

Master's Thesis Committee

^{CV}

^{BB}

Role

Member

Student Information

Student Name

^{BB}

^{CV}

Student First Name

Justin

^{BB}

^{CV}

Student Last Name

Smith

Select the number of student name rows to add:

1

+Add

Student's Home Department

Social Sciences & Management (SSM)

Explanation of "Other"

Title of Student's Work, If
Thesis/Dissertation

Stage of Completion

Completed

Date of Advancement to Candidacy,
If Applicable

^{BB}
Comments

Graduate Research, ECON 295, Spring 2010

^{CV}

Note: For activities that you started but have not yet presently completed, specify the start date and leave the end date blank.

^{BB}
Maps to report dates

^{BB}

Date Started

August

2011

^{CV}

^{BB}
Maps to report dates

Date Completed

^{CV}

13. Special Pedagogical Activities

Special Pedagogical Activity

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

< Special Pedagogical Activities

+ Add New Item Duplicate

Item	
Guest Lecture SSHA-Economics January 5, 2013	<input type="checkbox"/>
Guest Lecture Undergraduate Studies September 2012	<input type="checkbox"/>

< Edit Special Pedagogical Activities Cancel Save Save + Add Another

? **BB** Instruction Type **CV**

BB Explanation of "Other" **CV**

Audience

BB Sponsoring Organization

BB Number of Participants

Academic or Professional?

BB Description **CV**

BB Presentation No File Stored

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.

Maps to report dates **BB** Start Date , **CV**

Maps to report dates **BB** End Date , **CV**

< Special Pedagogical Activities

+ Add New Item

Duplicate



Item



Guest Lecture
SSHA-Economics
January 5, 2013



Guest Lecture
Undergraduate Studies
September 2012



< Edit Special Pedagogical Activities

Cancel

Save

Save + Add Another



BB

Instruction Type

Guest Lecture

CV

BB

Explanation of "Other"

Modifying and refining Economics and Management cur

CV

Audience

Internal to University of California, Merced

BB

Sponsoring Organization

SSHA-Economics

BB

Number of Participants

20

Academic or Professional?

Academic

BB

Description

CV

BB

Presentation

No File Stored

Choose File...

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.

Maps to report dates

BB

Start Date

January 5, 2013

CV

Maps to report dates

BB

End Date

January 5, 2013

CV

14. Scheduled Teaching

< Scheduled Teaching

+ Add New Item Duplicate

Item	<input type="checkbox"/>
Spring 2014 Political Economics ECON 155, Section 1	<input type="checkbox"/>
Fall 2013 Law & Economics MGMT 152, Section 1	<input type="checkbox"/>

Greyed out

Scheduled Teaching

- Courses are preloaded in your profile by APO at the end of each semester.
- Click on the course to review an entry.

14. Scheduled Teaching

Scheduled Teaching

The data in black circles is preloaded by APO from Banner including the Start Date and End Date (except overall effectiveness score).

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

Course Syllabus and Teaching Eval needs to be uploaded by the faculty at the end of each semester.

The screenshot shows the 'Edit Scheduled Teaching' form with several annotations:

- A black circle highlights the 'Term and Year' (Summer 2013), 'Course Name' (Law and Economics), 'Department/Course Number/Letter' (ECON 152), and 'Course Code' (30480) fields. A purple arrow points to the 'Save' button with the label 'Last step'.
- A red circle highlights the 'New course preparation?', 'New format for existing course?', and three text areas for describing pedagogical innovations, new teaching material, and student learning activities.
- A black circle highlights the 'Start Date' (June 1, 2013) and 'End Date' (August 31, 2013) fields.
- Red boxes highlight the 'Course Syllabus' and 'Compiled Student Evaluations' sections at the bottom, each with a 'Download' link and a 'Replace File...' button.

Form fields and values:

- Term and Year: Summer 2013 (CV)
- Course Name: Law and Economics (CV)
- Department/Course Number/Letter: ECON 152 (CV)
- Course Code: 30480
- Section Number: 1
- Course Level: Upper division
- Official Enrollment Number: 15
- Number of Instructors: [empty]
- Percent of Course Taught: 100%
- Number of Units: 4.0
- Overall Effectiveness: [empty]
- Course Type: Lecture
- Course Syllabus: Download "Faculty Checklist 1101-3.pdf" (Replace File...)
- Compiled Student Evaluations: Download "KantorShawn-2010 Fall ECON152 edit-1.pdf" (Replace File...)

← Edit Scheduled Teaching

Cancel Save Save + Add Another

BB **R** Term and Year Summer 2013 **CV**

BB **R** Course Name Law and Economics **CV**

BB **R** Department/Course Number/Letter ECON 152 **CV**

R Course Code 30480

R Section Number 1

R Course Level Upper division

BB **R** Official Enrollment Number 15

R Number of Instructors

BB **R** Percent of Course Taught 100 %

BB **R** Number of Units 4.0

BB **R** Overall Effectiveness

BB **R** Course Type Lecture

BB **R** Cross listed with

Last step

New course preparation?

New format for existing course?

BB Describe any pedagogical innovations that you introduced into this course during the current year (e.g., international issues, computer applications, ethical analysis, new classroom techniques, etc.)

BB Describe any new teaching material (e.g., cases, videotapes, audiotapes, course modules, instructor manuals, test banks, or simulations) that you developed and/or implemented

BB Describe any activities in your course that enhanced student learning and/or student contact with the business community (e.g., guest speaker, SBDC, SBI, or outside projects, field trips, field projects, etc.)

Maps to report dates **BB** **R** Start Date June 1, 2013 **CV**

Maps to report dates **BB** **R** End Date August 31, 2013 **CV**

BB Course Syllabus [Download "Faculty Checklist 1101-3.pdf"](#)

BB Compiled Student Evaluations [Download "KantorShawn-2010 Fall ECON152 edit-1.pdf"](#)

Section 3: Research and Creative Activity

▼ **Research and Creative Activity**

Intellectual Contributions (Publications)

Artistic Performances and Professional Exhibits

Contracts, Grants and Sponsored Research

Presentations

Intellectual Property

Professional Articles About You

Research Currently in Progress

15. Intellectual Contributions (Publications)

Intellectual Contributions(Publications)

There are two ways to enter publications in DM.

1. Using recent “Import” feature
2. Using “Add New Item”

< Intellectual Contributions (Publications)

 Import

 Add New Item

Do not delete Administratively Reviewed records.

To roll back the BibTeX or PubMed import, do not edit any records and reach out to the APO Administrator using "Help" utility.

Item

Title of contribution

Books, Sections

Administratively Reviewed: Yes

Full Text: No

15. Intellectual Contributions (Publications): Import

< Import Publications

Your publications may exist in other systems—and we want to make adding them easy. Import your citations using one of the options below, then follow the prompts to address duplicates, match collaborators, and perform a final review to complete the process.

Import from a BibTeX file

Import publications from other software or databases such as:

- EndNote
- Mendeley
- Web of Science
- Google Scholar
- RefWorks
- Zotero

Choose File...

Import from Third Party

Select third party service:

- Crossref PubMed

Search criteria:

Author



E. TEST



Publication Date



2012/04/03

to

2017/04/03



[Add search criteria](#)

Search Crossref >

Detailed Instructions

<https://www.digitalmeasures.com/activity-insight/docs/bibtex.html#overview>

<https://www.digitalmeasures.com/activity-insight/docs/wos.html>

<https://www.digitalmeasures.com/activity-insight/docs/crossref.html>

<https://www.digitalmeasures.com/activity-insight/docs/pubmed.html>

http://academicpersonnel.ucmerced.edu/sites/academicpersonnel.ucmerced.edu/files/page/documents/important_tips- importing_publications_0.pdf

15. Intellectual Contributions (Publications): Import - Tips

1. Please import the publications for your review period, to make it easy for auditing.
2. Delete Duplicates. But please be sure to not delete any “Admin Reviewed” publications
3. Full text of the items is not imported. Please upload them separately
4. Peer reviewed / Refereed info is not present in BibTeX files. So, please enter that piece of information

15. Intellectual Contributions (Publications): Add New Item

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
- Remember to enter Authors and Co-Authors.
- Again, to ensure proper academic reporting include every stage and milestone in addition to information about the month and year of the particular activity.

Edit Intellectual Contributions (Publications) Cancel Save Save + Add Another

Please click on the "?" bubble to preview CV and Biobibliography Maps

BB Contribution Type: Articles, Journal CV
Explanation of "Other":

BB Current Status: Published CV

BB Title of Contribution: CV
Title of Larger Work (e.g., name of the book of chapter/section, name of the book reviewed [if there is a separate review title], name of encyclopedia):

BB Journal/Proceeding name: CV
Publisher:
City and State of Publisher:
Country of Publisher:

BB Volume:
BB Issue:
BB Edition:
BB Pages:

Original Title:

BB Invited?: Yes
Was this peer-reviewed/refereed?: Yes

AACSB Classification:

Authors/Editors/Translators
Please order the contributors in the order of contribution.
Please select a person from the drop-down list and/or enter their name in the input fields.

1st Author/Editor/Translator

People at University of California, Merced TEST, E. (E_TEST) **BB** CV

First Name: Middle Name/Initial: Last Name: Suffix: If a student, what is his/her level?:

Role: % Role/Share of Contribution: 90 % Description of Role/Share of Contribution:

15. Intellectual Contributions (Publications): Continued

Intellectual Contributions(Publications)

- The entry will populate on Biobibliography only if the status is “Accepted” or “Published”

< Edit Intellectual Contributions (Publications)

Cancel Save Save + Add Another

Select the number of author/editor/translator rows to add: 1 **+Add**

Authors "et al." (if this work has six or more authors)

Editors "et al." (if this work has six or more editors)

Digital Object Identifier (DOI) DOI

ISBN/ISSN/Case Number ISBN/ISSN **CV**

PubMed ID (PMID) PubMed ID

PubMed Central ID (PMCID) PubMed Central ID

Audience of Circulation University

BB Additional Notes Additional Notes **CV**

Abstract / Synopsis / Description Abstract/Synopsis/Description

Please merge the **confirmation of status (if applicable)** with the **PDF full publication text** and upload it below before generating your Bio-bibliography.

BB Full-text of this item [Download "Publication full text-2.pdf"](#) Replace File... **CV**

BB Publication Website <https://test1.com, https://test2.com> **CV**

BB Permanent Chronological Number PCN **CV**

R Administratively Reviewed

Expected Date of Submission January 01 2018 **CV**

Date Submitted July 02 2018 **CV**

Date Re-Submitted November 05 2018 **CV**

Date Declined May 06 2019 **CV**

BB Date Accepted June 05 2020 **CV**

BB Date Published December 2 2021 **CV**

16. Artistic Performances and Professional Exhibits

- Art, Dance, Music, Theatre performances can be entered in this section.
- Accepted and Submitted Status show up on Biobibliography Only.

< Edit Artistic Performances and Professional Exhibits Cancel Save Save + Add Another

BB Contribution Type: Other CV

BB Explanation of "Other": Contribution Type Other CV

Current Status: Works In Progress (WIP)

Invited?: Yes

Was this by audition, commission, competition or invitation?: Other

Explanation of "Other": Explanation of Audition/commission/ invitation

Academic?: Yes

Scope/Audience of Circulation: Local CV

BB Contribution Title: Contribution Title CV

Event Title: Event Title CV

BB Name of Performance Group: Name of Performance Group CV

BB Sponsoring Organization: Sponsoring Organization CV

BB Location: Location CV

Contributors
Please list contributors in the order of contribution. Please select an individual from the drop-down list or enter their name in the input fields.

Performer/Exhibitor/Lecturer CV

People at University of California, Merced	First Name	Middle Name/Initial	Last Name	If a student, what is his/her level?	Share of Contribution	Role
TEST, E.: E_TEST					10 %	Performer

Select the number of performer/exhibitor/lecturer rows to add: 1 +Add

Abstract / Synopsis / Description: Abstract/Synopsis/ Description

Full Reproduction: [Download "images \(1\)-1.jpeg"](#) Replace File... 🗑️

Supplemental Materials: [Download "images \(1\)-2.jpeg"](#) Replace File... 🗑️

< **Edit Artistic Performances and Professional Exhibits**

Cancel Save Save + Add Another

? **BB** Contribution Type **CV**

BB Explanation of "Other" **CV**

Current Status

Invited?

Was this by audition, commission, competition or invitation?

Explanation of "Other"

Academic?

Scope/Audience of Circulation **CV**

BB Contribution Title

Event Title **CV**

BB Name of Performance Group **CV**

BB Sponsoring Organization **CV**

BB Location **CV**

Contributors

Please list contributors in the order of contribution. Please select an individual from the drop-down list or enter their name in the input fields.

Performer/Exhibitor/Lecturer **CV**

People at University of California, Merced	First Name	Middle Name/Initial	Last Name	If a student, what is his/her level?	Share of Contribution	Role
TEST, E.: E_TEST	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	10 %	Performer CV

Select the number of performer/exhibitor/lecturer rows to add: **+Add**

Abstract / Synopsis / Description

Full Reproduction [Download "images \(1\)-1.jpeg"](#)

Supplemental Materials [Download "images \(1\)-2.jpeg"](#)

16. Artistic Performances and Professional Exhibits: Continued

Performance Website	<input type="text" value="http:// www.exampleperformancesite.com"/>			
BB Was this peer-reviewed/refereed?	<input type="radio" value="Yes"/>	cv		
BB Permanent Chronological Number	<input type="text" value="PCN"/>		cv	
R Administratively Reviewed	<input type="radio" value="Yes"/>			
BB R Administratively Reviewed Date	<input type="text" value="January"/>	<input type="text"/>	<input type="text" value="2009"/>	
Expected Date of Submission	<input type="text" value="January"/>	<input type="text"/>	<input type="text" value="2010"/>	
Pre-Production Date	<input type="text" value="January"/>	<input type="text"/>	<input type="text" value="2011"/>	cv
Production Date	<input type="text" value="January"/>	<input type="text"/>	<input type="text" value="2012"/>	cv
Post Production / Strike Date	<input type="text" value="March"/>	<input type="text"/>	<input type="text" value="2012"/>	
Date Submitted	<input type="text" value="April"/>	<input type="text"/>	<input type="text" value="2012"/>	
Date Declined	<input type="text" value="June"/>	<input type="text"/>	<input type="text" value="2013"/>	
Maps to report dates Date Accepted	<input type="text" value=""/>	<input type="text"/>	<input type="text" value="2014"/>	
Maps to report dates Date Published	<input type="text" value=""/>	<input type="text"/>	<input type="text" value="2015"/>	

17. Contracts, Grants and Sponsored Research

Contracts, Grants and Sponsored Research

- Entries such as Grants, Fellowships or subcontracts etc., should be entered in this screen.
- Please enter the author names and the role as “Principal Investigator”, “Co-PI”.

< Edit Contracts, Grants and Sponsored Research Cancel Save Save + Add Another

Contract/Grant/Research Type CV

If Fellowship, Fellow's Last Name

BB **Contract/Grant/Research Title** CV

BB **Sponsoring Organization** CV

Explanation of "Other" CV

BB **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	CV	BB
People at University of California, Merced TEST, E.: E_TEST	<input type="text"/>	<input type="text"/>
First Name	<input type="text"/>	<input type="text"/>
Middle Name/Initial	<input type="text"/>	<input type="text"/>
Last Name	<input type="text"/>	<input type="text"/>
Role	BB	CV
	<input type="text" value="Principal Investigator"/>	<input type="text"/>

Select the number of investigator rows to add: +Add

Intellectual Contributions/Property Related to NSF/NIH Grant
For NSF grants, make sure to list first at least 5 intellectual contributions that are closely related to nature of the grant and then at least 5 other significant contributions/property.

Intellectual Contribution	Intellectual Property
<input type="text" value="'Dangerous intimacy': The untold story of Mark Twain final y..."/>	<input type="text"/>

Select the number of intellectual contribution rows to add: +Add

< Edit Contracts, Grants and Sponsored Research

Cancel

Save

Save + Add Another

? Contract/Grant/Research Type

If Fellowship, Fellow's Last Name

BB Contract/Grant/Research Title **CV**

BB Sponsoring Organization **CV**

Explanation of "Other" **CV**

BB 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 **CV** **BB**

People at University of California, Merced	First Name	Middle Name/Initial	Last Name	Role BB CV
TEST, E.: E_TEST	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="Principal Investigator"/>

Select the number of investigator rows to add:

+Add

Intellectual Contributions/Property Related to NSF/NIH Grant

For NSF grants, make sure to list first at least 5 intellectual contributions that are closely related to nature of the grant and then at least 5 other significant contributions/property.

Intellectual Contribution

Intellectual Contribution	Intellectual Property
<input type="text" value="'Dangerous intimacy': The untold story of Mark Twain final y..."/>	OR <input type="text"/>

Select the number of intellectual contribution rows to add:

+Add

17. Contracts, Grants and Sponsored Research: Continued

Award Amount, Direct	\$	<input type="text" value="100"/>	
Award Amount, F&A	\$	<input type="text" value="1,200"/>	
BB Award Amount, Total	\$	<input type="text" value="10,000"/>	CV
BB Amount, New Cumulative Total	\$	<input type="text" value="2,000"/>	
Additional Information (i.e. Contribution, Footnotes, Abstracts, and/or Project Goals)	<input type="text" value="Additional Information/ Contribution/ Footnotes/ Abstracts/ Project Goals"/>		
BB Current Status	<input type="text" value="Funded"/>		

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.

BB Submitted Date	<input type="text" value="May"/>	<input type="text" value=""/>	<input type="text" value="2014"/>	
BB Declined Date	<input type="text" value="January"/>	<input type="text" value=""/>	<input type="text" value="2015"/>	
BB Funding Start Date	<input type="text" value="June"/>	<input type="text" value=""/>	<input type="text" value="2015"/>	CV
BB Funding End Date	<input type="text" value="December"/>	<input type="text" value=""/>	<input type="text" value="2015"/>	CV

Contracts, Grants and Sponsored Research

- In the “ Additional Information” section you can add more information on your role and contribution.
- Please enter the End Date if you have Entered the Start Date of Funding.

Award Amount, Direct \$

Award Amount, F&A \$

BB Award Amount, Total \$ **CV**

BB Amount, New Cumulative Total \$

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

BB 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.

Maps to report dates **BB** Submitted Date ,

Maps to report dates **BB** Declined Date ,

Maps to report dates **BB** Funding Start Date , **CV**

Maps to report dates **BB** Funding End Date , **CV**

18. Presentations

Presentations (Continued)

- Please add in the conference/meeting name, sponsoring organization, presentation title.
- Please enter the presenter/author name.
- Select the “Presentation type” dropdown to make it populate under specific sections in Biobibliography.

< Edit Presentations Cancel Save Save + Add Another

BB Conference/Meeting Name **CV**

BB Sponsoring Organization, If Applicable **CV**

BB Panel Name, if applicable **CV**

BB Location **CV**

BB Presentation Title **CV**

BB Description **CV**

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

1st Presenter/Author CV

People at University of California, Merced	First Name	Middle Name/Initial	Last Name	Presenter/Author	Explanation of "Other"
TEST, E.: E_TEST	<input type="text" value="Test"/>	<input type="text"/>	<input type="text" value="E"/>	<input type="text" value="Presenter & Author"/> BB	<input type="text" value="Explanation of presenter"/>

You've specified E. TEST with a maiden/pen name of Test E.

Select the number of presenter/author rows to add: +Add

Academic/Non-Academic

BB Presentation Type

BB Was this peer-reviewed/refereed?

Published in Proceedings?

Published Elsewhere?

BB Invited or Accepted?

Permanent Chronological Number

Abstract/Synopsis (30 Words or Less)

< Edit Presentations

Cancel

Save

Save + Add Another

? **BB** Conference/Meeting Name **CV**

BB Sponsoring Organization, If Applicable **CV**

BB Panel Name, if applicable **CV**

BB Location **CV**

BB Presentation Title **CV**

BB Description **CV**

Presenters/Authors

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

1st Presenter/Author **CV**

People at University of California, Merced	First Name	Middle Name/Initial	Last Name	Presenter/Author	Explanation of "Other"
TEST, E.: E_TEST	<input type="text" value="Test"/>	<input type="text"/>	<input type="text" value="E"/>	<input type="text" value="Presenter & Author"/> BB	<input type="text" value="Explanation of presenter"/>

You've specified E. TEST with a maiden/pen name of Test E.

Select the number of presenter/author rows to add: **+Add**

Academic/Non-Academic

BB Presentation Type

BB Was this peer-reviewed/refereed?

Published in Proceedings?

Published Elsewhere?

BB Invited or Accepted?

Permanent Chronological Number

Abstract/Synopsis (30 Words or Less)

18. Presentations: Continued

Presentation

Full Reproduction [Download "images \(1\)-1.jpeg"](#)

Select the number of presentation rows to add:

Maps to report dates **BB** Start Date , CV

Maps to report dates **BB** End Date , CV

Presentations (Continued)

Please add the Start and End Dates for the record to appear on reports

It is recommended to use “Duplicate” button and change the dates and “conference name” if you have given the same presentation in different conferences.

< Presentations

Item	<input type="checkbox"/>
Conference/Meeting Name Presentation Title Location	<input checked="" type="checkbox"/>

19. Intellectual Property

Intellectual Property

- Intellectual property such as patents or copyrights need to be entered into this screen .
- Please enter the names of additional Inventors.

< Edit Intellectual Property Cancel Save Save + Add Another

? **BB** Patent or Copyright **CV**

Patent Title **CV**

BB Patent/Copyright Number/ID **CV**

BB Patent Type

BB Patent Nationality **CV**

BB If Patent Cooperation Treaty, List Nations **CV**

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

1st Inventor

People at University of California, Merced **BB** **CV** **BB** **CV**

First Name Middle Name/Initial Last Name

You've specified E. TEST with a maiden/pen name of Test E.

Select the number of inventor rows to add: +Add

BB If patent has been licensed, to whom? **CV**

BB If patent has been assigned, to whom? **CV**

BB Date Submitted to University , **CV**

BB Date of Patent Application , **CV**

BB Date Patent Approved , **CV**

BB Date Licensed , **CV**

BB Renewal Date , **CV**

< Edit Intellectual Property

Cancel

Save

Save + Add Another



BB

Patent or Copyright

Patent

CV

Patent Title

Patent Title

CV

BB

Patent/Copyright Number/ID

Patent / copyright number /ID

CV

BB

Patent Type

Provisional

BB

Patent Nationality

United States

CV

BB

If Patent Cooperation Treaty, List Nations

If Patent Cooperation Treaty, List Nations

CV

Inventors

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

1st Inventor

People at University of California, Merced
TEST, E.: E_TEST

BB

CV

First Name

Test

Middle Name/Initial

BB

CV

Last Name

E

You've specified E. TEST with a maiden/pen name of Test E.

Select the number of inventor rows to add: 1

+Add

BB

If patent has been licensed, to whom?

If patent has been licensed, to whom?

CV

BB

If patent has been assigned, to whom?

If patent has been assigned, to whom?

CV

BB

Date Submitted to University

January

, 2011

CV

BB

Date of Patent Application

January

, 2012

CV

BB

Date Patent Approved

January

, 2013

CV

BB

Date Licensed

February

, 2014

CV

BB

Renewal Date

March

, 2015

CV

20. Professional Articles about you

< Edit Professional Articles About You Cancel Save Save + Add Another

BB Title or Work

BB Author(s)

BB Appeared In:

BB Description

Full-text of this item [Download "images \(1\)-1.jpeg"](#) Replace File...

BB Maps to report dates Date ,

Professional Articles About you

- This section you can add information about published reviews of your work.
- Please enter the date for this entry to appear on reports.

21. Research Currently in Progress

< Edit Research Currently in Progress Cancel Save Save + Add Another

CV Title

CV Description

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

Collaborator	Name	Institution/Company
People at University of California, Merced TEST, E.: E_TEST	<input type="text"/>	<input type="text"/>

Select the number of collaborator rows to add: +Add

CV Status

Research Type

Section 4: Service

▼ Service

Faculty Mentorship (Peer)

University

Faculty Engagement (Community)

Professional

Department

Public

School/College

22. Service-Faculty Mentorship (Peer)

Faculty Mentorship (Peer)

- This section should include peer mentoring information.
- Example of a completed entry is on the right hand side.

< Edit Faculty Mentorship (Peer) Cancel Save Save + Add Another

Activity Faculty Mentorship Program **Type** Appointed

Mentor Name
People at University of California, Merced
TEST, SSHA: SSHA_TEST

First Name	Middle Name/Initial	Last Name

Mentee Name

Mentee	First Name	Middle Name/Initial	Last Name	Additional Role
Adan-Lifante, Virginia: vadan-lifa				Advisor
DeLugan, Robin M: rdelugan				Advisor

Select the number of mentee rows to add: 1 +Add

Description of Goals Increase networking opportunities and facilitate university collaboration.

Description of Accomplishments created organization dedicated to writing grants for dedicated funding.
wrote and submitted 3 grants (NIH , NSF , STEM)

Description of Impact awarded all three grants totaling one million dollars.

Full-text of this item No File Stored Choose File...

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.

Maps to report dates Start Date February 19, 2014

Maps to report dates End Date

← Edit Faculty Mentorship (Peer)

Cancel

Save

Save + Add Another



BB

Activity

Faculty Mentorship Program ▼

BB

Type

Appointed ▼

Mentor Name

People at University of California, Merced

TEST, SSHA: SSHA_TEST

First Name

Middle Name/Initial

Last Name

Mentee Name BB

Mentee

People at University of California, Merced

Adan-Lifante, Virginia: vadan-lif

First Name

Middle Name/Initial

Last Name

Additional Role

Advisor ▼

Mentee

DeLugan, Robin M: rdelugan

Advisor ▼

Select the number of mentee rows to add:

1 ▼

+Add

BB

Description of Goals

Increase networking opportunities and facilitate university collaboration.

BB

Description of Accomplishments

created organization dedicated to writing grants for dedicated funding.

wrote and submitted 3 grants (NIH , NSF , STEM)

BB

Description of Impact

awarded all three grants totaling one million dollars.

BB

Full-text of this item

No File Stored

Choose File...

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.

Maps to report dates

BB

Start Date

February ▼ 19 , 2014

Maps to report dates

BB

End Date

▼ ,

23. Service : Department

< Edit Department Cancel Save Save + Add Another

? **BB** Activity/Committee Name **CV**

BB Position/Role **CV**

Explanation of "Other" **CV**

BB Were you elected or appointed?

BB Was this compensated or pro bono?

BB Responsibilities/Brief Description (30 Words or Less)

BB Brief Description of Committee's Key Accomplishments

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.

Maps to report dates **BB** Start Date , **CV**

Maps to report dates **BB** End Date , **CV**

Any department related service performed should be entered in this screen. For e.g.: any department activity organized by you, or any activity or department committee you were a chair of, etc.

24. Service : School/College

< Edit School/College Cancel Save Save + Add Another

? **BB** Activity/Committee Name **CV**

BB Position/Role **CV**

Explanation of "Other" **CV**

BB Were you elected or appointed?

BB Was this compensated or pro bono?

Served Ex-Officio?

BB Responsibilities/Brief Description (30 Words or Less)

BB Brief Description of Committee's Key Accomplishments

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.

BB **Maps to report dates** Start Date , **CV**

BB **Maps to report dates** End Date , **CV**

Any school/college service performed should be entered in this screen. For e.g.: any school/college activity organized by you, or any school/college activity or committee you were a chair of, etc.

25. Service : University

< Edit University Cancel Save Save + Add Another

BB Activity/Committee Name **CV**

BB Position/Role **CV**

Explanation of "Other" **CV**

BB Audience

BB Approx. Number of Hours Spent Per Year

BB Were you elected or appointed?

BB Was this compensated or pro bono?

BB Served Ex-Officio?

BB Responsibilities/Brief Description (30 Words or Less)

Brief Description of Committee's Key Accomplishments

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.

Maps to report dates **BB** Start Date , , 2015 **CV**

Maps to report dates **BB** End Date , , 2015 **CV**

Any University level service performed should be entered in this screen. For e.g.: any University level activity organized by you, or any university level activity or committee you were a chair of, etc.

26. Service : Professional

< Edit Professional Cancel Save Save + Add Another

BB Organization/Committee/Club/Activity **CV**

BB Position/Role **CV**

Explanation of "Other" **CV**

BB City **CV**

BB State **CV**

BB Country **CV**

BB Were you elected or appointed? **CV**

BB Was this compensated or pro bono? **CV**

BB Audience **CV**

BB Served Ex-Officio? **CV**

BB Responsibilities/Brief Description (30 Words or Less)

BB Brief Description of Committee's Key Accomplishments **CV**

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.

Maps to report **BB** Start Date , **CV**

Maps to report **BB** End Date , **CV**

Any professional service performed should be entered in this screen. For e.g.: if you were a reviewer, panelist, editor, referee of any professional service, please enter this information in "Professional" Service screen.

27. Service : Public

< Edit Public Cancel Save Save + Add Another

BB Organization/Committee/Club/Activity **CV**

BB Position/Role **CV**

BB Explanation of "Other" **CV**

BB City **CV**

BB State **CV**

BB Country

BB Were you elected or appointed?

BB Was this compensated or pro bono?

BB Audience

BB Served Ex-Officio?

BB Responsibilities/Brief Description (30 Words or Less)

BB Brief Description of Committee's Key Accomplishments

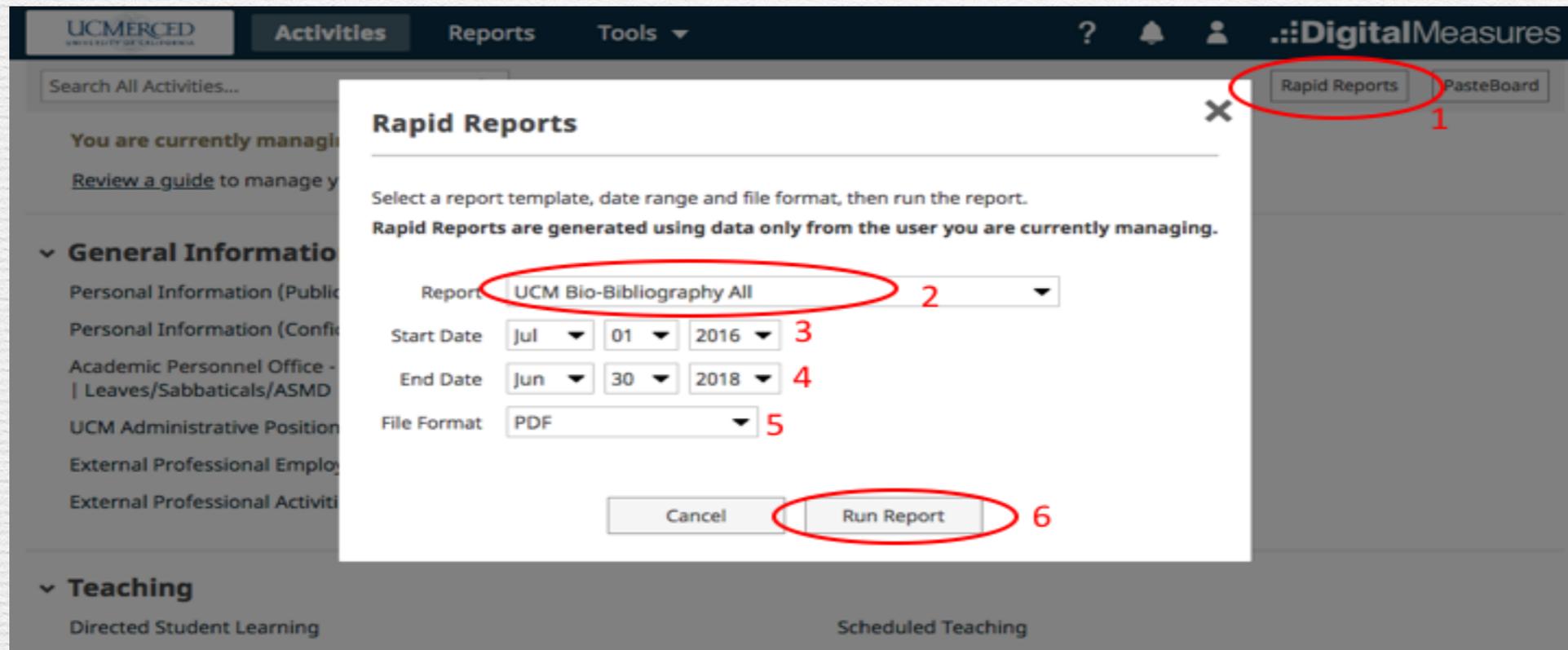
Note: For activities that are/were only on one day, leave the start date blank and specify the end date. For activities that you started but have not yet presently completed, specify the start date and leave the end date blank.

BB **Maps to report dates** Start Date , , 2015 **CV**

BB **Maps to report dates** End Date , , 2015 **CV**

Any public service performed should be entered in this screen. For e.g.: if you were discussant, attendee, board member of a public committee or activity , this information should be entered in “public service” screen.

Reports



The two most used reports for your Review are :

1. UCM Biobibliography All
2. UCM Curriculum Vitae All

To generate these two reports, please follow the following steps

Step 1: Click on “Rapid Reports” on the left Hand side of the screen.

Step 2: Select the “Report”

Step 3: Select the Start and End Date

Step 4 : Select the File Format. The file formats you can choose from are : PDF, HTML, Word. This will download the report in your “downloads” folder.

Step 5: Run the report

! Important Information to Remember !

- **Please keep your information up to date in Digital Measures.**
- Any entry in Digital Measures will only save and appear on reports if it contains a **DATE**.
- An entry with only start date is considered ongoing. An entry with only end date is considered to have lasted from end date-end date.
- The most used and important reports generated from DM are “**UCM Biobibliography All**” and “**UCM Curriculum Vitae All**”.

Helpful Tips!

- Has it changed?
 - Edit the item
- Is it over?
 - Don't Delete! Enter the end date of that activity.
- What is new?
 - Add new item in the appropriate section

DEMO:
UCM Biobibliography All and
UCM Curriculum Vitae All

Thank You!



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