Using Digital Measures for your Faculty Annual Review Activity Report

2. You’ll be directed to a page called “Dashboard,” welcoming you to Digital Measures.
3. **To begin entering your activities and accomplishments for the 2011 calendar year:** Click on Manage Data, one of the blue boxes on the dashboard page for the “Activities Database – University Main Menu.”
4. **You will see many categories in the “Activities Database-University Main Menu.”** You may complete many of the categories that are listed, but you are not required to do so for the Faculty Annual Report. Key categories for the FAR are:

**General Information**
- **Personal and contact information:** Please make sure the basics are completed.
- **Honors and Awards:** Internal Penn State or College funding, such as the President’s Fund, should be listed in “Honors and Awards” in this section (not under “Contracts, Grants, Fellowships and Sponsored Research” under the Scholarship/Research section).
- **Narrative Statement for Annual Review:** Please upload a narrative statement focused on contributions you made since your last annual review to your teaching, research/creative accomplishments, service, outreach activities and engagement scholarship.
- **Goals and Objectives:** Please outline what publications or projects will be the center of your efforts for the next academic year.
- **Please fill in Administrative Assignments, Professional Development and other categories as applicable.**

**Teaching**
- **Courses and SRTEs:** You do not need to list your courses or provide any SRTE information. All of this will be populated for you.
- **Academic Advising:** For the Spring 2011 and Fall 2011 semesters, please “Add a New Item” and fill out the requested information. **This is the only place to record Honors student advising.**
- **Student mentorship and supervision:** Please record any advising of graduate students here. (After you enter a student, you can simply update the status of that student in future years.) You do not need to complete all fields, just those that are relevant (e.g., involvement type, degree, student name, stage of completion).
- **Course related instructional activities:** If you have service-learning activities you’d like to report, use this category.

**Scholarship/Research**
Please choose the categories that make the most sense for you. For instance:
- **Creative Activities:** This category may be used for film, video, web and photography projects.
• **Contracts, Grants...**: All externally funded projects will automatically be added, but you may have grants or awards that were not run through the Office of Sponsored Programs to add here (such as funding awarded to you, not to Penn State).

• **Publications**: List 2011 publications and professional works. Please also use this category to list your current research or professional/creative work in progress, indicating what stage you are in the process under Current Status.

• **Presentations, Seminars, Workshops**: List academic and professional conferences and symposia along with invited presentations and lectures.

• **Outreach Activities**: We traditionally categorize some of the activities that would go here as “Service”:
  - “**Editorial Responsibilities**”: Editorial board membership, associate editorship, editorship.
  - “**Peer Review**”: Put your work with journals, conferences and grant proposals here.

**Service**

These categories are standard and should be self-explanatory.

• **University**
• **College**
• **Department**
• **Professional** (includes to the discipline)
• **Society** (Public)

**Questions?** See your department representative (listed on the Faculty-Staff website) or Cinda Kostyak (csk2@psu.edu)