

Sections at a Glance

Status: 10. February 2020

Clemson University

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General Credentials/Expertise	Status	Action Needed
Personal and Contact Information	Partially populated with data from HR system.	Verify existing data, add data in unlocked fields. Contact DMAdmin if you want a name changed.
Biography and Expertise		Add if appropriate.
Degrees	Populated with data from our credentials system	Contact DMAdmin if inaccurate or missing degrees.
Graduate/Post-Graduate Training		Add if appropriate.
Licensures and Certifications		Add if appropriate.
Awards and Honors	Partially populated with data from Academic Analytics	Verify existing data and add additional awards you have received.
Media Appearances and Interviews		Add if appropriate.
Faculty Development Activities Attended		Ignore for now.
Career Information	Status	Action Needed
Professional Positions		Add if appropriate.
Administrative Assignments		Ignore for now.
Consulting		Add if appropriate.
Professional Memberships		Add if appropriate.
Teaching/Mentoring	Status	Action Needed
Teaching Innovation/Curriculum Development		
Directed Student Learning	Loaded graduate committees	Verify that committees for August graduates, December graduates, and spring 2020 enrolled students have been loaded. If something is missing, contact DMAdmin

Mentoring		Add if appropriate
Scheduled Teaching	Loaded teaching schedule for summer 2019, fall 2019 and spring 2020.	Verify existing data. Add data in unlocked fields if appropriate.
Non-Credit Instruction Taught		Add if appropriate
Yearly Advising Summary		Ignore for now
Scholarship/Research	Status	Action Needed
Publications		Add if appropriate. Use import tools to assist.
Presentations		Add if appropriate. Use import tools to assist.
Contracts, Grants, etc.		Ignore for now.
Exhibits and Performances		Add if appropriate. Use import tools to assist.
Intellectual Property (Patents)	Partially populated with data from Academic Analytics	Verify existing data and add additional awards you have received.
Research Activity		Add if appropriate.
Service	Status	Action Needed
University Service		Ignore for now
Professional Service		Ignore for now
Public Service		Ignore for now
Administrative Data	Status	Action Needed
Permanent Data		Ignore for now
Yearly Data	Prepopulated from HR data	Verify accuracy/notify DMAdmin if there are errors
Workload Information		Ignore for now

Part A – General Credentials/Expertise

- **Personal and Contact Information** – The first and last name is populated from the Preferred first Name in the Banner tables but sometimes this isn't ideal. Faculty members can request their name to appear differently on Digital Measures reports. can ask administrators can make that change for you. Contact DMAdmin@clemsun.edu and explain how you want your name listed in each field. There is no requirement to match HR "legal" data.
- **Biography and Expertise** – This has areas for brief biography, areas of specialization, Professional interests, other interests, notable courses taught (you can add course here that aren't populating in your courses tab). There is also a languages section where you can add information on your experience with other languages (fluency levels, etc.)
- **Degrees** – If you see degree information listed, that is what we have on file for you in the central credentials file. If a degree is incorrect, or you have received additional degrees, contact DMAdmin@clemsun.edu to find out how to get degrees added. **If there is no degree information listed in this section, check back at the end of March.** If there is still nothing listed, we don't have your degrees on file. Contact DMAdmin@clemsun.edu to find out how to get degrees added.
- **Graduate/Post-Graduate Training** – Training where a degree wasn't issued. Defined types are clerkship, fellowship, internship, residency, or other.
- **Licensures and Certifications** – This is where you include items such CPA (although state whether inactive or active and the state), CMA, etc. Include the scope, and also indicate whether it is expired. Note that the CPA governing body is very particular about how inactive CPA's are listed.
- **Awards and Honors** – We imported some national awards from the Academic Analytics database. Nothing else will be added centrally. Please add any awards or honors that our search did not find. You can indicate the purpose and scope of the award, as shown in the pictures below:

Purpose	Scope
Leadership	International
Teaching	National
Scholarship/Research	Regional
Service, Community	State
Service, Professional	Local
Service, University	University
	College
	Department

- **Media Appearances and Interviews** – Add if appropriate. Note that any type of media can be included. These categories are provided:

Media Type
TV
Radio
Newspaper
Magazine
Internet
Other

- **Faculty Development Activities Attended** – Ignore for now. Some of this will be populated centrally.

Part B – Career Information

- **Professional Positions** – These would populate to your vita.
- **Administrative Assignments** – Ignore for now. We will populate some of this centrally for your review.
- **Consulting** – Add if you want these to populate to your vita.
- **Professional Memberships** – Add professional organizations here.

Part C – Teaching/Mentoring

- **Teaching Innovation and Curriculum Development** – Add information on new courses you’ve developed, any teaching methods that you’ve changed, etc.
- **Directed Student Learning** – We have loaded graduate committees for students who graduated August 2019, December 2019, and students who are enrolled now and have graduate committees in Banner.
 - If a committee is missing, let us know. The final load for spring committees to count in 2019-20 will be May 1. If a committee is missing May 1, let us know. Lastly, graduation status of spring 2020 graduates will be modified as soon as spring graduation lists are final, in late May.
 - You may add the thesis or dissertation title, but we won’t be populating that centrally.
 - If you are serving on a committee for a non-Clemson student, please add that committee, along with the role you serve, and indicate the university. You will also need to update when the student graduates, otherwise the committee will continue into future years without an end date. (If the committee is still active, don’t put an end date, and the committee will remain in the system for next year). Note that one record per committee. **DO NOT ADD Clemson committees.**

- **Mentoring** – Add information on mentoring of faculty or staff here. Mentoring performed for a student that’s not a graduate committee or advising could also be added here. (Such as helping a student apply for major fellowships, etc.)

Mentee Level



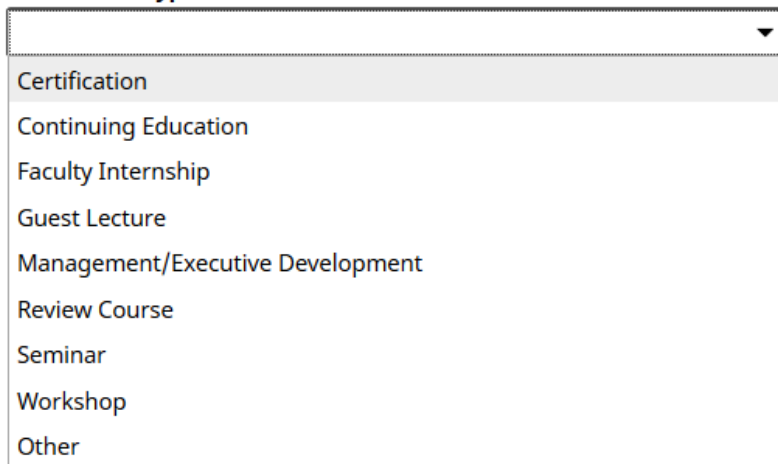
A dropdown menu titled "Mentee Level" with a downward arrow on the right. The menu is open, showing five options: "Faculty Member" (highlighted), "Fellow", "Graduate Student", "Undergraduate", and "Other".

- **Scheduled Teaching –**

- Fall, Spring, and Summer courses have been loaded. If you taught a course that isn’t listed, please contact DMAdmin@clemson.edu. Courses come directly from Banner, so the course would need to be changed there. Please verify your courses now, as we do not want to be making changes after May.
- Note that the default Digital Measures screen has grade distribution information for each course, but we have no plans to use this feature at this time.
- Fields you can change: Weblink, new course preparation (Yes/No), or new format for existing course (yes/no). You can upload the syllabus or add any comments you choose in the comments box. (You could choose to indicate that you tried a new field trip, or had a guest speaker)
- Ignore the field “Mean Course Evaluation Score.” We have no plans to use that. There will be a place for you to upload course evaluation reports into Digital Measures on this screen, and you would associate it with the appropriate course.

- **Non-Credit Instruction Taught** – This would be for professional development, non-degree type courses, such as things offered through the Osher Lifelong Learning. Types include:

Instruction Type



A dropdown menu titled "Instruction Type" with a downward arrow on the right. The menu is open, showing nine options: "Certification" (highlighted), "Continuing Education", "Faculty Internship", "Guest Lecture", "Management/Executive Development", "Review Course", "Seminar", "Workshop", and "Other".

- **Yearly Advising Summary** – We will be populating this centrally for your review.

Part D – Scholarship/Research

- **Publications** – Use data import tools to import scholarly works. Talk to others in your department about the best source for your discipline. If you are having difficulty with this, attend one of the trainings we will hold in the future for hands-on help.
- **Presentations** – Add if appropriate.
- **Contracts, Fellowships, Grants and Sponsored Research** – Data feeds will be built to pull data in from InfoEd. Ignore this section for now.
- **Exhibits and Performances** – Add if appropriate.
- **Intellectual Property** – We loaded some patents that were in the Academic Analytics database. If you have intellectual property that is not listed, please add it.
- **Research Activity** – Add if you have research activity that did not fit in a different category. Note that research with funding associated will come in from InfoEd.

Part E – Service

- **University Service** – Ignore for now.
- **Professional Service** – Ignore for now.
- **Public Service** – Ignore for now

Part F – Administrative Data

- **Permanent Data** – Ignore for now.
- **Yearly Data** - We have populated with information that we have from the HR system. We will be adding program data. Currently, dual appointments aren't tracked systematically at Clemson. We are going to track them going forward in Digital Measures. If you have a dual appointment that needs to be added, please contact DMAdmin@clemson.edu
- **Workload Information** – Ignore for now

Sections Included in the Standard Vita Format

Note that if you don't want a section in your vita, you can always transfer it into Word and remove sections you don't need. Once you have some data in there, we recommend you try generating a vita and see what you get, where you need additional items to be representative.

- Yearly Data (has the job title and department information)
- Personal and Contact Information
- Prior Professional Positions (if you add them)
- Education
- Licenses, etc.
- Professional Memberships
- Awards and Honors
- Consulting
- Media Appearances and Interviews
- Publications (Published or Accepted)
- Presentations
- Contracts, Fellowships, Grants (Funded only)
- Exhibits and Performances
- Intellectual Property
- Research Activity
- Teaching Experience (grouped by course number and name)
- Directed Student Learning
- Mentoring
- Non-Credit Instruction Taught
- Teaching Innovation and Curriculum Development
- Faculty Development Activities Attended
- University Service
- Professional Service
- Public Service