

# Digital Measures Implementation FAQs

---

Timestamp: 24. February 2020 Clemson University

## Loading and Entering Data:

- **Q:** Should I be entering data into FAS now?  
**A:** Do not enter additional information into FAS (not after 15 February 2020). Both systems (FAS and eTPR) will be available for access; however, there should not be more entry into FAS after 15 February 2020. To avoid duplicated effort or lost information and to save your time, we do not want you to add anything else into FAS because we are transferring as much as we can to Digital Measures but this is not a fast transfer.
- **Q:** Do I have to duplicate entering goals that were set in FAS into Digital Measures so that we can then add the evidence into Digital Measures?  
**A:** No. The goals will be pre-populated into Digital Measures for you. All that will be required is that you add evidence for TPR at a later date.
- **Q:** Can I start populating information in the new system for me?  
**A:** Yes, please add whatever you would like to add but please refer to the 'Sections at a Glance' document from the Townhalls that summarizes the status of each field.
- **Q:** Will it be possible to enter publications/manuscripts that are in-press or under review?  
**A:** Yes, they will have a status as "submitted" or "in review."
- **Q:** What are the sources, like Web of Science, which can be used to load data?  
**A:** There is a list of import engines on the Digital Measures guide (that is available as a resource within Digital Measures). The Import Publications guide on the Clemson DM website provides examples and links to specific Digital Measures guides. It can be found here: <https://www.clemson.edu/provost/digital-measures/resources.html> under the heading *Import Publications*.
- **Q:** Can you provide the option to link to Google Scholar in order to provide a fast mechanism to pull all publications as well as popular indices (such as h- and i-index)?  
**A:** We will investigate this, but also know that these indices change and update over time and can be calculated in several ways. Thus, the best way to include these indices will likely be directly from the faculty member on a request-basis.
- **Q:** What does Academic Analytics pull?  
**A:** Academic Analytics can be used to pull publications that have DOI numbers as well as patents and national awards. Note that other, alternative search engines/options can be used pull publications (see the *Import Publications* guide on the Provost DM Website).
- **Q:** Just to clarify, everything will have to be pulled through Academic Analytics?  
**A:** No, we have prepopulated patents and national awards from the Academic Analytics file, and you can now add any patents or awards that their system did not pick up. Because it gives faculty more control, we are asking faculty members to import their own publications through Google Scholar or other database (see the *Import Publications* guide on the Provost DM Website). This is a fairly simple import to perform.
- **Q:** Can we have definitions for each activity?  
**A:** This is under discussion with the Administrative Faculty Leads group.

### **Date Range:**

- **Q:** Why does this feel a lot different from FAS where you look at your data year by year?  
**A:** Files and entries in Digital Measures have individual timestamps that are single dates (publication date) or a window of time (projects, mentoring of grad students, etc.). When reports for review or accreditation are created, the activities and entries are called by date range. The reports for dates used in annual evaluations will pull records from May 16<sup>th</sup> to May 15<sup>th</sup> for the 365 day report (example: May 16, 2019 – May 15, 2020). In FAS, we essentially created specific reports for this same date range but reported for a fixed time submission. To find out what a single year would look like in Digital Measures, choose rapid reports (upper right hand of the screen) and select Annual Activity Report. This will show you what the annual report will look like, at least for those sections that have data. This will help you vet the materials that will be considered for this year's report and will help you catch publications that may have been pulled in with missing dates.
- **Q:** Will the department chair be able to look at one year, or five years of data?  
**A:** The user can choose the date range for the report.
- **Q:** The expenditures would cut off May 15?  
**A:** Yes.

### **Reporting Period:**

- **Q:** Can we change the reporting period now so that it coincides with the fiscal year? Faculty are not prepared to enter their information for annual review until well after the spring semester ends.  
**A:** The system implementation focus is on getting Digital Measures to function robustly and specifically as expected for FAS, the eTPR Notebook, and eFORM3 as used right now.
- **Q:** With regards to workflow, it's currently on two cycles. Will these two cycles remain independent? For eTPR, the data cycle goes up until September, but it is May for FAS.  
**A:** Yes, this will remain the same. There will be two separate workflow processes for faculty review and the tenure and promotion process.

### **Permissions and Other Questions:**

- **Q:** When will we hear more about 'workflows' for eTPR (TPR dossiers and evaluation) and eForm3 (annual evaluation)?  
**A:** The implementation team will be moving to this phase March 2020.
- **Q:** Who can see Digital Measures information?  
**A:** The department chair. This is the same information as FAS. When we get to workflows (eTPR and eForm3), the same process of forwarding permission to the 'next' step/office is the same as in FAS (only after the faculty signs). Communication regarding when letters, etc. are available for review, submission deadlines for disclaimers, and signature deadlines will be automated and easier to track.
- **Q:** How does the name feed into the system?  
**A:** There is a field in Banner that has "preferred first name". The last name is pulled in from

PeopleSoft since there is no preferred field for last name in Banner. To request a name change for Digital Measures, please email [DMAdmin@clermson.edu](mailto:DMAdmin@clermson.edu) .

- **Q:** Are files for publications permitted?

**A:** It is permissible for the purposes of copyright within the system.

- **Q:** When a student changes their committee a month before graduation, what happens to the start dates?

**A:** We will have to research some examples on how this has been done elsewhere. Because Digital Measures is based on timestamp dates of entries. Thus, the person who served on the committee prior to the change would have a service end date and individuals on the new committee would have a begin date. An example: Jane Doe comes off of the committee with a committee service ending date of February 1, 2020 and John Smith joins the committee with a service date beginning February 1, 2020. If someone stays on the committee, they wouldn't have an ending date and would continue to be listed as serving on the committee. In terms of credit for the graduating student, everyone on a committee of a graduating student (i.e., a PhD degree for a PhD Committee) would receive credit when the student graduates.

- **Q:** What are we doing with Joint Appointments?

**A:** The implementation team needs help from the college administrators to enter and confirm joint appointment agreements. Our team can enter this information into the system, but we will need to have someone send the information to [DMAdmin@clermson.edu](mailto:DMAdmin@clermson.edu) (highest priority is for faculty going up for tenure and/or promotion during the 2020-21 review cycle, submitting their full dossiers Fall 2020).