

## Digital Measures Logistics Update – April 29, 2020

To: Associate Deans, to forward to faculty and admin staff in their College, also to be posted on OADC Canvas and on DigitalMeasures page on the Provost's website by APFA

From: Institutional Research ([DMadmin@clemson.edu](mailto:DMadmin@clemson.edu) Melissa Welborn's DigitalMeasures email) and the Provost's Office ([APFA@clemson.edu](mailto:APFA@clemson.edu), Amy Lawton-Rauh, with Chelsea Waugaman)

**The Clemson University page and login for DigitalMeasures, also DM contains links for tutorials and guides:**  
<https://www.clemson.edu/provost/digital-measures/>

### FAS Data Transfer (FAS → DigitalMeasures)

Material has been copied from FAS entries 2019-2020 from these Digital Measures sections:

- Administrative Assignments
- Consulting
- Librarianship
- Non-Credit Instruction
- Other Research
- University Service
- Professional Service
- Extension
- Goals

These final areas are expected to be moved over by 5/1/2020:

- Info-Ed Proposals
- Info-Ed Projects

### Tools for Publication and Presentation Import

The CV Import tool: Choose the CV Imports tab at the top. This should help with presentations and/or publications.

Thanks to assistance from University Libraries, Web of Science Integration is complete (thank you, Libraries, for championing this integration!)

University Libraries is also assisting us with a new ORCID integration.

Several tutorials and links within DigitalMeasures when you login that provide guides, including for publications import.

### The 'Promotion and/or Tenure Precheck' **workflow**

We are using the **Workflow** section in DigitalMeasures for the submission of letters of intent for tenure-clock verification and time in service verification for faculty members seeking promotion. This process will launch 4/17/2020 and faculty will receive an email directly from DigitalMeasures. If you are not in CECAS or College of Education, check your **Inbox** under the **Workflow** tab.

**Other workflows are in progress for May-June** with OADC (Organization of Academic Department Chairs), TPR chairs, and administrative staff supporting TPR and annual evaluations: eForm3, eTPR.

**Drop-in sessions and 'office hours' for Q&A with faculty** will begin the week of May 11, 2020.