

Clemson University - Digital Measures

Login URL: <https://www.digitalmeasures.com/login/clemson/faculty/>

Information URL: <https://www.clemson.edu/provost/digital-measures>

Contact DMAdmin@clemson.edu with any issues.

Important Note: DigitalMeasures can be used to capture all of your professional activities beyond the basic required use of capturing May 16, 2019 – May 15, 2020 activities. At this time, your priority is to focus on just entering your activity as you would in FAS for 2019-2020 (May 16, 2019 – May 15, 2020). You are welcomed to go back and add other activities and to begin adding after May 15, 2020 activities for the next review cycle. Adding such information and using additional features of DM is phase 3 of rollout (phase 2 being workflow for eTPR and eForm3, see logistics summary sheet).

Digital Measures Sections at a Glance

A. 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	May be able to import some Clemson-offered activities	Hold off on Clemson Activities/Add others if appropriate
B. Career Information	Status	Action Needed
Professional Positions		Add if appropriate
Administrative Assignments		Add if appropriate
Consulting		Add if appropriate
Professional Memberships		Add if appropriate

Digital Measures Sections at a Glance (cont.)

C. Teaching/Mentoring	Status	Action Needed
Teaching Innovation/ Curriculum Development		Add if appropriate
Directed Student Learning	Loaded graduate committees	Verify listed committees and notify DMAdmin of errors
Mentoring		Add if appropriate
Scheduled Teaching	Loaded teaching schedule for Summer and Fall 2019 and Spring 2020 courses	Verify existing data. Add data in unlocked fields if appropriate.
Non-Credit Instruction Taught		Add if appropriate
Yearly Advising Summary	Will try to move information over from iRoar	Ignore for now
Librarianship	Loaded from FAS	Verify existing data. Add if appropriate.
D. 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.
Proposals		Ignore for now
Exhibits and Performances		Add if appropriate. Use import tools to assist.
Intellectual Property (patents, copyrights)	Partially populated with data from Academic Analytics	Verify existing data and add additional awards if appropriate.
Research Activity		Add if appropriate. Do not include items that will be loaded from Info-Ed (that used to be in FAS)
E. Extension	Status	Action Needed
Revenues, Fees and Gifts		Add if appropriate.
Communications		Add if appropriate.
Training Programs		Add if appropriate.
Direct Contacts		Add if appropriate.
Public Service Presentations		Add if appropriate.
F. Service	Status	Action Needed
University Service		Add if appropriate
Professional Service		Add if appropriate
Public Service		Add if appropriate
G. Administrative Data	Status	Action Needed
Permanent Data		Add if appropriate

Yearly Data	Prepopulated from HR data	Verify accuracy and notify DMAdmin if there are errors
Workload Information	Goals relocated from FAS	Verify the combined sections – some categories shifted between FAS and DM. Review goals and make sure they didn't truncate. (The process used wouldn't bring over more than 4000 characters) If you need assistance fixing truncated areas, let email DMAdmin@clemsont.edu Add annual reflections for this year for each section.

Digital Measures Sections – Detailed Information

Part A – General Credentials/Expertise

- **Personal and Contact Information** (Mandatory) -The first and last name is populated from information in the *Banner* database. If desired, one may request to have their name appear differently on Digital Measures reports. Contact DMAdmin@clemsont.edu and explain how you want your name listed in each field. There is no requirement that the name in Digital Measures match the HR “legal” data.
- **Biography and Expertise** (Optional) – A brief summary of faculty teaching experience, research expertise, and other relevant interests can be added or copied from other resources. There is also a languages section where one can add information about their experience with other languages (fluency levels, etc.).
- **Degrees** (Mandatory) – Listed degree information is uploaded from the central credentials file maintained by HR. If a listed degree is incorrect or you have received additional degrees, please contact DMAdmin@clemsont.edu to find out how to get degrees modified or added.
- **Graduate/Post-Graduate Training** (Mandatory, if applicable) – List any training where a degree wasn't issued. Defined types are clerkship, fellowship, internship, residency, or other.
- **Licensures and Certifications** (Mandatory, if applicable) – Professional certifications or licensures (e.g., PE, MD, or CPA) should be listed along with the location(s) where they are valid and whether or not they are currently active.
- **Awards and Honors** (Mandatory, if applicable) – Select national awards are uploaded from the Academic Analytics database. All listed data should be checked for accuracy and any missing awards added. Please indicate the purpose (teaching, research, service, etc.) and scope of the award (University, College, National, etc.).
- **Media Appearances and Interviews** (Optional) – Note any appearances in print, TV, radio, or internet related media.
- **Faculty Development Activities Attended** (Optional) – Some of this information will be populated from campus databases. All listed data should be checked for accuracy and any missing information added.

Part B – Career Information

- **Professional Positions** (Mandatory) – Add details about your current academic position (e.g., professor).
- **Administrative Assignments** (Mandatory, if applicable) – This field will be automatically populated using information from the HR database (examples include Director, Dept. Chair, etc.). Please check the listed data for accuracy and include any assignments not listed.
- **Consulting** (Mandatory, if applicable) – Add details about all paid and unpaid consulting activities for academic, for-profit, governmental, and non-governmental entities. This listing does NOT replace the official consulting approval form that faculty must submit via *InfoEd*, but it should be consistent with the data submitted for approval.
- **Professional Memberships** (Optional) – List all professional memberships, but details of service within these organizations should be listed under the service section.

Part C – Teaching/Mentoring

- **Teaching Innovation and Curriculum Development** (Optional) – Add information on the development of new courses, teaching methods, or curricula.
- **Directed Student Learning** (Mandatory, if applicable) – Graduate committee information is currently uploaded from Banner. Student committees listed are for graduate students who graduated in August or December of 2019 or are currently enrolled and have created a graduate committee.
 - If a committee is missing, please notify DMAdmin@clemson.edu. Committee assignments for 2019-20 will be updated again before May 15th. The graduation status of Spring 2020 graduates will be modified as soon as spring graduation lists are final.
 - Thesis and dissertation titles will not be loaded automatically, but can be added if desired.
 - 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, then don't list an end date, which will lead to the committee automatically appearing next year. **Please DO NOT ADD Clemson student committees.**
- **Mentoring** (Optional) – Add information about mentoring faculty (e.g., teaching or research mentoring), staff (e.g., student advising) or students (e.g., helping a student apply for major fellowships). Graduate student mentoring related to research activities or graduate committees should be listed under *Directed Student Learning* does NOT go here.
- **Scheduled Teaching** (Mandatory) –
 - 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 the *Banner* database, 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 there 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 course syllabus or add any comments you choose in the comments box. For example, you could indicate that you developed a new experiment, implemented new teaching methodologies, had a guest speaker, etc.
- Ignore the field “Mean Course Evaluation Score.” There are no plans to use this feature. 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** (Mandatory, if applicable) – This category is for professional development and non-degree type courses, including workshops, guest lectures, seminars, and continuing education courses, such as those offered through the Osher Lifelong Learning Center.
- **Yearly Advising Summary** (Mandatory) – This will be populated automatically, but should be reviewed for accuracy.

Part D – Scholarship/Research

- **Publications** (Mandatory) – Use data import tools to import scholarly works.

A BibTeX file listing faculty publications can be exported from multiple information systems, including Google Scholar, EndNote, Mendeley Desktop, RefWorks, Scopus, Web of Science, and Zotero. This BibTeX file, which can be saved as a simple text file, can be uploaded into Digital Measures using the *Import* tab on the *Publications* screen. The Digital Measures import program will ask you to confirm the presence of duplicate articles if data is already entered on the *Publications* screen. The software will also try to identify the presence of other Clemson faculty on the articles and enter the references on their Digital Measures page. Additionally, you can manually assign co-authors to current Clemson faculty accounts if the spelling of their name did not exactly match Clemson Digital Measures records (e.g., J. Doe instead of John Doe or a name change due to marriage).

BibTex file from Google Scholar:

1. Navigate to Google Scholar. Select *My Profile* in the upper left.
2. If you are not yet logged in, enter your credentials to sign in. Upon signing in you should land on your profile page where you will see a list of your "articles". You may need to select *show more* multiple times at the bottom of the page to make all of your article visible.
3. Click on the check box next to each article you would like to export, to select all articles simply click on the checkbox at the top left of the page.
4. Once you've made your selections, select the *Export* option and choose *BibTex* as your file format. This will convert your articles into BibTeX format.
5. Next, you'll need to copy the BibTeX text from the webpage into a text editor (e.g., Notepad, Word, etc.) and save it as a .txt or .bib file.
6. For more information please see the [Google Scholar help guide](#).

BibTex file from Web of Science:

1. In Web of Science, conduct a search to find your articles. Use the author search tab and list the search as “Doe J*” for the name John Doe. You may also need to refine the search results using other information (e.g., the Address tab and a search of “Clemson”).
 2. Navigate to the Results page and select the *Export* tab and *other file formats*.
 3. On the *Export Records to File* screen, under *Record Content*, select “Full Record”, and under *File Format*, select “BibTex”.
 4. Then select the *Export*, and save the resulting .bib file to your preferred location.
 5. For more information please see the [Web of Science support materials](#).
- **Presentations** (Mandatory, if applicable) – Input data about any technical or educational presentations given at national, regional or local meetings.
 - **Contracts, Fellowships, Grants and Sponsored Research** (Ignore for now) – In the future, data will be entered automatically from the InfoEd database.
 - **Proposals** - In the future, data will be entered automatically from the InfoEd database.
 - **Exhibits and Performances** (Mandatory, if applicable) –
 - **Intellectual Property** (Mandatory, if applicable) Patents listed in the Academic Analytics database were posted. If you have intellectual property that is not listed, please add it.
 - **Research Activity** (Mandatory, if applicable) – 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 – Extension

- **Revenues, Fees and Gifts** (Mandatory, if applicable) – Add information if applicable.
- **Communications** (Mandatory, if applicable) – Add information if applicable.
- **Training Programs** (Mandatory, if applicable) – Add information if applicable.
- **Direct Contacts** (Mandatory, if applicable) – Add information if applicable.
- **Public Service Presentations** (Mandatory, if applicable) – Add information if applicable.

Part F – Service

- **University Service** (Mandatory, if applicable) – Add information about all departmental, college and university service.
- **Professional Service** (Mandatory, if applicable) – Add information about all professional service activities (e.g., session chair, conference chair, proposal reviewer, or paper reviewer).
- **Public Service** (Mandatory, if applicable) – Add information about all public service activities (e.g., local volunteer activities, student tutoring programs, community improvement projects, etc.).

Part G – Administrative Data

- **Permanent Data** (Optional) – Add starting rank as well as start, promotion, and tenure date information.
- **Yearly Data** (Mandatory) – Current employment information (e.g., employee ID#, faculty rank, etc.) is uploaded from the Clemson HR system. Dual appointments should be listed in this section. If you have a dual appointment that needs to be added, please contact DMAdmin@clemson.edu
- **Workload Information** (Optional) – Workload goals and percent effort information can be added to this section. [this will be required in the future]

Digital Measures Sections Included in the Standard Vita Format

Note that if you don't want a section in your vita, you can always upload the Standard Vita into word processing software and remove any unwanted sections.

- 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