

Introduction to Faculty Success

This guide is targeted for new faculty to Clemson or existing faculty who would like a refresher on the use of Faculty Success.

Basics

Welcome to Faculty Success, the product used at Clemson to manage faculty activities and processes.

You may hear Faculty Success referred to on campus as Digital Measures. The company changed the product's name shortly after we purchased it, and we are still getting used to the new name.

Faculty Success has two areas:

- 1) **Activities** – Think of this as a filing cabinet, where you load information about the work you are doing as a faculty member. Activities are stored in a database and include such things as publications.
- 2) **Workflow** – Think of this as a vehicle for sharing activities with your department management. Any time you need to submit something in a process, it will appear as a workflow item. Potential workflow processes include:
 - a. Approval of annual goals (submitted before mid-October window)
 - b. Annual review (all full-time faculty – activities generally submitted in mid-July, running May 16 – May 15)
 - c. Reappointment processes (full-time faculty who are not tenured and not on a multi-year contract) – these are launched in early fall. First year reappointments are due mid-October)
 - d. Tenure and/or promotion processes
 - e. Post-tenure review (currently scheduled at 5 years after tenure date)
 - The deadlines for all of these processes can be found online on the Provost's website: <https://www.clemson.edu/provost/faculty-affairs/deadlines.html>

Resources

Here are links to the main resource page:

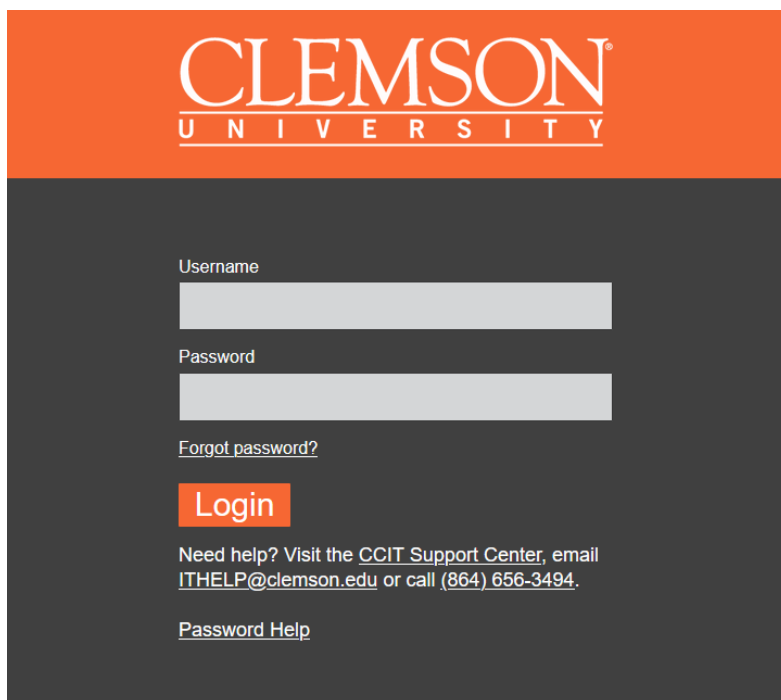
<https://www.clemson.edu/provost/digital-measures/>

<https://www.clemson.edu/provost/digital-measures/resources.html>

These resources are modified as new features become available and as we launch additional processes.

Log-In

An account has been created for you, and you can log in with your Clemson USER ID and credentials through the standard Clemson log-in portal. When you log in, you should see the Clemson login page, which looks like this:



CLEMSON[®]
UNIVERSITY

Username

Password

[Forgot password?](#)

[Login](#)

Need help? Visit the [CCIT Support Center](#), email ITHELP@clemson.edu or call (864) 656-3494.

[Password Help](#)

About Dates in Faculty Success

The reporting system in Faculty Success uses dates to break activities up by year. The review year at Clemson begins with Summer and continues until the following spring, which translates to May 16 – May 15. Any time you enter an activity, make sure and include at least a month and year. This avoids double counting a publication.

Faculty Success Sections at a Glance

The Activities Component of Faculty Success consists of eight sections. All of them may not apply to your role at Clemson. Each section is described below.

- A. General Credentials/Expertise
- B. Administrative Data
- C. Career Information
- D. Teaching/Mentoring
- E. Scholarship/Research
- F. Extension (only faculty with extension appointment)
- G. Librarianship (only faculty in University libraries)
- H. Service

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 is not ideal. Faculty members can request their name to appear differently on Faculty Success reports. Contact DMAdmin@clemson.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 are not 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@clemson.edu to find out how to get degrees added. It takes a while in fall to add degrees for new faculty in the fall, but that information will appear in a month or two.
- **Graduate/Post-Graduate Training** – Training where a degree was not issued. Defined types are clerkship, fellowship, internship, residency or other.
- **Licensures and Certifications** – This is where you include credentials such as CPA certification (although state whether inactive or active and the state), CMA certification, etc.

Include the scope, and also indicate whether it is expired. Note that the CPA governing body is very particular about how inactive CPAs are listed.

- **Awards and Honors** – Add any awards you have received. Make sure and include dates as discussed above.
- **Media Appearances and Interviews** – Add if appropriate. Note that any type of media can be included.
- **Faculty Development Activities Attended** – Include any faculty development seminars, etc. that you have attended. These can be internal or external.

Part B – Administrative Data

- **Permanent Data** – This will be populated with rank changes as you continue in your career at Clemson. If something is entered inaccurately here, let DMAdmin know.
- **Yearly Data** – This section is populated with information from the Clemson HR system. A separate record will be created for each year. Let us know if there is an issue with any data loaded in this section. It will take a while to fully populate this area in the fall.
- **Workload/Goals** – This is where you enter your goals for the coming year, and in the spring you will add reflections on those goals. Goals will be submitted before mid-October in the goals process. A process will be added for new faculty. Here is a link for a guide specific to this year's process: https://www.clemson.edu/provost/faculty-affairs/Documents/tpr_documents/digitalmeasures-goals-process-guide.pdf

Part C – Career Information

- **Professional Positions** – These would populate to your vita.
- **Administrative Assignments** – Include things like department chair, program coordinator, etc.
- **Consulting** – Add if you want consulting positions to populate to your vita.
- **Professional Memberships** – Add professional organizations here.

Part D – Teaching/Mentoring

- **Teaching Innovation and Curriculum Development** – Add information on new courses you have developed, any teaching methods that you have changed, etc.
- **Directed Student Learning** – Graduate committees are loaded centrally from iRoar. Often Ph.D. students do not form committees until they have completed one or more semesters at Clemson. You can manually add a student as “prior to plan of study.” 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 that listing whenever your student graduates, otherwise the committee will continue into future years without an end date. (If the committee is still active, do not put an end date, and the committee will remain in the system for next year).

- **Mentoring** – Add information on mentoring of faculty or staff here. Mentoring performed for a student that is not via a graduate committee or advising could also be added here. (Such as helping a student apply for major fellowships, etc.)
- **Scheduled Teaching**
 - Scheduled teaching is loaded from iRoar after drop/add deadlines to capture accurate enrollment.
 - Note that the default Faculty Success 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. If you want to share the comments on your course evaluation, click the share comments checkbox near the bottom of the screen. This must be done for each course.
- **Non-Credit Instruction Taught** – This would be for professional development, non-degree type courses, such as things offered through the Osher Lifelong Learning Institute.
- **Yearly Advising Summary** – We will be populating this centrally for your review.

Part E – 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, please see this resource guide, provided by the Clemson Libraries: <https://docs.google.com/document/d/1xmrbZPu51ObKQQ6FrnpJwJlynJ2hFOTtffc0Aow9p7s/edit>. Trainings may also be available in the future for hands-on help, sponsored by a librarian who is familiar with these terms. Please see the Faculty Success resources webpage for information about any such trainings: <https://www.clemson.edu/provost/digital-measures/resources.html>
- **Presentations** – Add if appropriate.
- **Contracts, Fellowships, Grants and Sponsored Research** – Research expenditures and awards are populated from InfoEd.
- **Exhibits and Performances** – Add if appropriate.

- **Intellectual Property** – Add if appropriate.
- **Research Activity** – Add if you have research activity that did not fit in a different category. Not all grants at Clemson come through InfoEd.

Part F – Extension (only applies to Extension Faculty)

Extension faculty should discuss the requirements for these sections with their department chairs.

- **Revenues, Fees and Gifts**
- **Communications**
- **Training Programs**
- **Direct Contacts**
- **Public Service Presentations**

Part G – Librarianship (only applies to Library Faculty)

Library faculty should discuss the requirements for these sections with their department chair or supervisor.

- **Research Services**
- **Collections**
- **Operations**

Part H – Service

- **University Service** – Add service to the university. This section is primarily focused on committees. Make sure and put a date range.
- **Professional Service** – Add service to professional organizations.
- **Public Service** – Add service to the public. (Note that this is different from the separate Extension Section)