Digital Measures Screen Guide for Faculty
(log in at https://isis.jhu.edu/digitalmeasures/ using JHED ID username and password)

General Overview
Digital Measures (DM) is an online information management system designed to organize and report on a faculty’s teaching, research and service activities. In the School of Education we are primarily using the system to generate data for institutional research and reporting, for the annual faculty activity report, and for promotion review purposes.

To this end, in order for the School of Education to be able to pull the latest data, faculty are expected to maintain and update their activities in DM on a regular basis throughout the year.

When entering data, you will find that some data fields will be read-only within the system—i.e. you will be unable to populate these fields or modify the data. These read-only fields are ones where either: 1) the data are being fed from another system of record (e.g. SIS), 2) a designated person/office (e.g. the Office of Human Resources) is responsible for entering and maintaining the information stored in the field, or 3) a faculty colleague has created a record (e.g. a presentation) naming you as a co-presenter/collaborator. (In this latter instance, the record will appear with the notation “Entered By: …” beside it.) For options 1) and 2) above, if you come across information that is un-editable that needs to be corrected, please email EducationDM@jhu.edu. For option 3), in the event that data need to be corrected, please contact the person who created the record.

Please note that the DM system will likely contain screens that do not apply to you—you should only enter data in those screens that are relevant to your activities. Unless otherwise indicated below, when entering an activity in DM, faculty are expected to complete every field in the screen if it applies to the activity in question. (Please note that not every field will necessarily apply to the activity being recorded.) The main exceptions are the description fields (which are free-form text fields) that appear in many of the screens. While faculty are not required or expected to include a narrative description for every activity recorded, we recommend that you do provide a narrative if there are particular activities of note you wish to highlight—for example, when preparing your annual faculty activity report.

In terms of how much historical data you should enter in DM, the general rule of thumb is that if something appears on your CV, irrespective of how long ago it occurred, it should be in DM. Thus, we would expect, for example, all previous employment history and publications (as recorded on your CV) to appear in DM. For activities that you might typically not include on a CV—for example, service activities or professional development activities you have undertaken—you should aim to include data going back at least to 2009 (when DM launched) or, if you are a new SOE faculty member, starting from the year you joined SOE. Please note that junior faculty members going up for promotion, however, may wish to provide historical data going back further than 2009—for example, detailing their program development or service activities—if it helps strengthen your candidacy.

Please remember that DM is date-dependent. If you record activities in DM without specifying dates, then the data entered into the system are not usable for reporting purposes. Therefore, please make sure that you include date information (even if it is just the year and month—the specific day is less important) when creating any record of an activity in DM.

If you have questions about DM—for example, which activities should be recorded and which screens to use, or you are experiencing technical difficulties—please contact Rhodri Evans (revans@jhu.edu; 410-516-0741). Similarly, if you have suggestions for improving this guide or for screen changes or additions to DM, please let Rhodri Evans know.
Screen Information

General Information
1) Personal Information
   • This screen primarily contains JHU ID and demographic information.
   • Much of the information in this screen is read-only—please review to verify accuracy and email EducationDM@jhu.edu if any corrections are needed.
   • Faculty should provide narrative for the “Brief Biography,” “Teaching Interest(s)” and “Research Interest(s)” fields.

2) Contact Information
   • This screen contains faculty contact information.
   • This screen is read-only except for the “Do not give out” field (which you can ignore)—please review to verify accuracy and email EducationDM@jhu.edu if any corrections are needed.

3) Administrative Data /Permanent Data
   • This screen contains faculty rank and appointment/promotion date information.
   • This page is maintained by Human Resources and is read-only—please review to verify accuracy and email EducationDM@jhu.edu if any corrections are needed.

4) Administrative Data /Yearly Data
   • This screen primarily details faculty position information and unit affiliation within SOE. There should be a yearly record for every academic year a faculty member is employed with SOE (going as far back as 2006-07).
   • Most of this screen is maintained by Human Resources and is read-only—please review the current academic year record to verify accuracy and email EducationDM@jhu.edu if any corrections are needed.
   • If you have a joint/secondary appointment in another JHU school or have been employed by another JHU school that uses DM, this affiliation should be displayed on this screen.
   • At the bottom of the screen there is a field titled “Faculty Associate CV.” Please ignore this field and the accompanying date fields—these apply to adjunct faculty only.

5) Other Academic, Government, Military and Professional Positions
   • This screen is used to record your previous employment experience. Please record all positions you have held (as detailed on your CV).

6) Academic Administrative Assignments
   • This screen should only be completed by faculty who hold a program area lead, program lead, division/center director, dean-level or other academic administrative leadership position within SOE (or who served as a department chair prior to AY2012-13). Faculty in these leadership positions should use this screen to detail their academic administrative roles and responsibilities in a given year. Faculty should create a separate yearly record for each year of service.
   • Note: If you oversee an academic program, you should use the Program Development/Academic Administration screen to record the activities undertaken in this capacity.

7) Awards and Honors
   • This screen should be used to record any awards and honors you have received in relation to professional or scholarly activities.

8) Consulting
   • This screen should be used to report any external consulting activities you have undertaken. All consulting activities that take place while a faculty member is employed
at JHU should be approved (in advance) by the Dean in accordance with the University’s conflict of interest policies and other related JHU policies.

- **Note:** The “Dean’s Office Approval” field defaults to “no.” The Dean’s Office is responsible for completing this field.

9) **Education**

- This screen should be used to record your post-secondary educational qualifications, including the pursuit of any qualifications in progress.
- For some faculty, the degree information may be pulled into DM from SIS—if so, please review to verify accuracy and email EducationDM@jhu.edu if any corrections are needed.
- Please remember to fill in the “Highest Degree You Have Earned?” field

10) **Activities Related to Faculty Development and Pedagogy**

- This screen refers to your own professional development and should be used to record any significant professional development activities that you have undertaken.
- **Note:** In cases where you have delivered professional development training for others, please use the Non-Credit Instruction Taught screen (or the Professional/Public Service screens, if appropriate).

11) **Licensures and Certifications**

- This screen should be used to record any professional licensures or certifications you have earned.

12) **Media Contributions**

- This screen should be used to record your media activities (e.g. interviews, newspaper/magazine articles, podcasts, blogs, etc.).
- The “Link” field allows you to include a link to the media activity in question (e.g. a web page, a video link, etc.) if you so desire.
- **Note:** Scholarly works (such as articles in an academic journal) should be entered in the Intellectual Contributions screen.

13) **Professional Memberships**

- This screen should be used to record your membership in professional organizations/associations.
- **Note:** There may be some overlap between this screen and the “Professional Service” screen. The “Professional Service” screen should be used to record specific activities undertaken on behalf of a professional organization/association, such as serving in a leadership capacity, serving on a committee, etc. The “Professional Memberships” screen is used merely to record membership of an organization/association.

14) **Security Clearances**

- This screen should be used to record any security clearances you have been granted.
- **Note:** this screen was developed with PSL faculty in mind, but others should complete it if it is relevant.

15) **Workload Information** *(under development)*

- This screen remains under development—please ignore it for now.

16) **Faculty Performance Goals**

- This screen should be used to record your performance goals for the year (once they have been endorsed by the Dean through the annual faculty activity reporting process).
- Faculty should create a new yearly record every year to record your performance goals.
Teaching

1) Academic Mentoring/Advising
   • This screen pulls the number of enrolled student advisees (by degree type) assigned to a faculty member by semester, as stored in SIS.
   • Please do not edit the numerical entries in the “Number of...Students Advised” fields—these advisee numbers are imported nightly from SIS. If you do edit one of these advisee count fields, it will simply be overwritten during the next SIS data import. If you have a query regarding the advisee count(s) displayed in this screen, please contact EducationDM@jhu.edu.
   • This screen also allows faculty to detail the number of TAs you supervise each semester (new field).
   • Faculty who advise/supervise students and/or TAs should also complete the “Approx. Number of Hours Spent for the Semester” and “Description of Mentoring/Advising Activities” fields in this screen.

2) Directed Student Learning (e.g., theses, dissertations)
   • This screen should be used to record doctoral/post-doctoral student advising activities. Note: While other JHU schools are using this screen to record master’s-level advising activities, SOE only requires that advising at the doctoral level and above be reported.
   • Faculty should record any non-JHU doctoral/post-doctoral advising activities undertaken at other institutions while employed at JHU, in addition to your JHU doctoral/post-doctoral advising activities.
   • The “Date Started” and “Date Completed” fields at the bottom of this screen relate to the timeframe for the faculty/student relationship, not the length of time of the student’s doctoral/post-doctoral studies.

3) Non-Credit Instruction Taught
   • This screen should be used to provide details on non-credit courses, workshops, etc. that you have delivered, including for professional development purposes.
   • Faculty should report on activities both internal and, if they took place while concurrently employed at JHU, external to the University.

4) Courses Taught—Non-JHU
   • This screen should be used to record any academic credit-bearing courses you have taught outside of JHU while concurrently employed at this University. This could include courses that you have taught (or co-taught) in full, as well as courses where you served as a guest lecturer. In addition, please feel free to detail any courses you have taught prior to your employment at JHU.
   • Note: Please do not use this screen to detail JHU courses that you have taught post-2007—this information should be automatically captured in the Courses Taught-JHU screen.

5) Courses Taught—JHU
   • This screen is used to record any academic credit-bearing courses you have taught at JHU (including courses taught for other JHU divisions, not just SOE) going back to summer 2007.
   • The basic course data—course title, number, etc.—are pulled from SIS, and therefore are read-only. Please review these read-only data fields to verify accuracy and email EducationDM@jhu.edu if any corrections are needed.
   • If you introduced any revisions to a course, please indicate this using the “New Course Preparation?” field (for curriculum revisions) and/or “New Format for Existing Course?”
field (for changes in the delivery mode), as well as describing the nature of these changes using one of the accompanying free-form text fields in this screen.

- Please indicate the number of class sessions you taught in the course (new field).
- Similarly, if you co-taught this course, had TA support, or taught it as an overload, please indicate this.
- The three syllabi-related fields are no longer used—please ignore these.
- Note: We are looking to import course data for JHU courses taught prior to summer 2007 into DM, but this request remains in the development stage. If you need to detail JHU courses that you taught prior to the 2007-08 academic year, please use the Courses Taught-Non-JHU screen.

6) Planned Teaching

- This screen should be used to detail new courses (both academic credit-bearing and non-credit-bearing) that you are in the process of developing or plan to develop.
- Note: In cases where you have revised an existing academic-credit bearing course—for example, changing the curriculum or delivery mode, etc.—please note these changes in the Courses Taught-JHU screen.

Scholarship/Research

Please note that under the Scholarship/Research section, if someone with a DM account creates a record that cites you as a co-presenter/collaborator, this record will display in your account. Equally, if you create a record in one of these screens and cite another JHU faculty member, this record will display in the other faculty member’s DM account. Please note, however, that the person who creates the record is the only one able to edit that record. Therefore, we recommend that faculty who have collaborated with other JHU faculty on scholarship/research-related activities (presentations, grants/contracts, planned research, etc.) coordinate with their colleagues when creating a record in DM, thereby avoiding the unnecessary duplication of records and data entry errors (e.g. regarding the order of authors).

1) Contracts, Grants and Sponsored Research - Non-JHU

- This screen should be used to detail any non-JHU contract, grant, or sponsored research activities you have undertaken, including while concurrently employed at JHU (if applicable) and prior to your employment at JHU.

2) Contracts, Grants and Sponsored Research - JHU COEUS

- This screen will be populated by data pulled from the JHU COEUS system, the system of record at JHU for faculty contract, grant, or sponsored research activities. This screen is read-only—please review to verify accuracy and email EducationDM@jhu.edu if any corrections are needed.

3) Contracts, Grants and Sponsored Research - JHU Self-Reported

- This screen, which mirrors the format of the preceding screen, is for faculty to self-report any JHU contract, grant, and sponsored research activities that are not captured in the preceding screen via the COEUS feed (for example, because the role of the faculty member in the contract, grant or sponsored research activity is not that of a principal investigator, co-principal investigator or key personnel).

4) Intellectual Contributions

- This screen should be used to record publications and other scholarly works.
- It is one of the most important screens in DM, so please remember to complete every field that is applicable, including indicating (for journal articles especially) whether or
not the publication was peer reviewed and the scope of the publication (the “Audience of Circulation” field).

- Faculty are encouraged to upload their scholarly works into DM (using the “Full-text of this item” field) and/or to provide a web address if the scholarly work is web-accessible.
- Please note that faculty now have the option to manually enter publication information in this screen or upload publication information (using a BibTex file) from a reference manager (e.g., EndNote, Google Scholar, RefWorks, Zotero) or via a third party publication database (e.g., PubMed, Crossref, Web of Science). For more information on how to import publication data into DM, please review this link -- https://www.digitalmeasures.com/activity-insight/docs/directdataimports/. You can also find this information by clicking on the “Import Items” button in the Intellectual Contributions screen home page.

5) Intellectual Property (e.g., copyrights, patents)
- This screen should be used to record any copyright awards and patents that you have received.

6) Scholarly Presentations
- This screen should be used to detail scholarly presentations that you have delivered or have been involved with in another capacity (e.g. as a moderator or coordinator/organizer).
- Note: Non-scholarly presentations should be recorded under the Professional Service screen.
- This is another important screen in DM, so please remember to complete every field that is applicable, including indicating the scope of the event (the “Meeting Type” and “Scope of Conference/Meeting” fields) and designating roles (the “Role” field).
- Note: The heading “1st Presenter/Author” on the section of the screen used to detail participant/collaborator roles is misleading—the activities listed in the “Role” field drop-down menu go far beyond that of simply presenting or authoring a presentation.
- When it comes to categorizing the roles of other participants or collaborators, it is only necessary to enter the names of those who presented (and designate them accordingly using the “Role” field). The other categories in the drop-menu in the “Role” field (e.g. author, moderator, coordinator/organizer, etc.) are only to be used to record your own presentation-related contributions/activities (not those of other people who collaborated with you in this activity in a non-presenter capacity).
- Faculty are encouraged to upload their presentations into DM (using the “Presentation” field).

7) Research Currently in Progress
- This screen should be used to detail research-related activities that are ongoing, but still a long way from being the “finished” article, or are in the planning stage.
- In the “Description” field, please include a description of the research methodology being used.

Service
Please note that SOE has switched from reporting Department*/School/University service on an academic year basis to a calendar year basis. (This is to align these service activities with the annual faculty activity report, which now reports on the basis of activities in a calendar year.) Starting with the 2011 calendar year, for each Department/School/University service activity undertaken, faculty should create a separate yearly record (using the January 1-December 31 timeframe) for each year of service. For example, if you served on a committee for a 3-year term, you should create a stand-alone yearly
record for each year of service (e.g. one for 2011, 2012 and 2013). In the event that you started or finished your service activity midway through the year (i.e. at the start or end of an academic year), you should create a yearly record that covers just the period in question that you served (e.g. your record might start January 1 and end June 30).

*Note: Department Service is the title given to this screen by Digital Measures—we do not have the ability to rename this screen so that it more accurately reflects the current organizational structure within SOE.

1) Department Service
   - For Educator Preparation faculty, you should use this screen to detail service activities undertaken at the program/program area level, or, if prior to July 2012, on behalf of your former department. For PSL and research center faculty, you should use this screen to detail service activities undertaken on behalf of your division/center.

2) School Service
   - This screen should be used to detail activities undertaken at the School level. For example, service on school-wide committees such as Academic Council, faculty senate committees, etc., or where the focus of your activity is specific to SOE, would fall under School Service.

3) University Service
   - This screen should be used to detail activities undertaken at the University level. For example, service where you represent SOE on a university-wide committee with representatives from other JHU schools, or where the focus of your activity is institution-wide rather than school-specific, would fall under University Service.

4) Professional Service
   - This screen should be used to detail your professional service activities. The distinction between professional and public service is not a clear-cut one in DM. As a general rule of thumb, if you are involved with an organization/association because of your faculty position at JHU, or because of your professional experience or background, this would be classified as professional service.
   - Note: There may be some overlap between this screen and the Professional Memberships screen. The Professional Memberships screen should be used to record membership of an organization/association. The Professional Service screen should be used to record specific activities undertaken on behalf of a professional organization/association, such as serving in a leadership capacity, serving on a committee, etc.

5) Public Service
   - This screen should be used to detail your public service activities. The distinction between professional and public service is not a clear-cut one in DM. As a general rule of thumb, if you are involved with an organization/association which is not primarily related to your professional experience or background — such as serving on a local community board — this would be classified as public service.

6) Program Development/Academic Administration
   - This screen, which is unique to the School of Education in DM, is to record activities related to program coordination, program redesign, new program development, program approval/accreditation, etc.
   - This is an important screen where faculty, particularly those with a clinical focus, can detail those activities they undertake in relation to the program(s) they oversee or are associated with that are not covered by other screens in DM. For example, if you have undertaken a comprehensive review and redesign of an entire program (updating the syllabi, introducing a new delivery format [e.g. online content], etc.), this should be
reported here. (Note: modifications made to individual courses should be detailed in the Courses Taught-JHU screen.)

- As with the Department/School/University Service screens, SOE has switched from reporting Program Development/Academic Administration activities on an academic year basis to a calendar year basis. Starting with the 2011 calendar year, faculty should create a new yearly record every year to record their Program Development/Academic Administration activities.