Digital Measures Mapping

Purpose: While you are prepping your productivity reports, please keep in mind tasks/ activities/memberships.

General Credentials/Expertise

- **Personal and Contact Information** – used for CV Header and Faculty Directory

- **Biography and Expertise** – will be linked to campus faculty profiles by Marking and Communication so that the community and public can search for experts in fields of interest for interviews, campus spotlight, etc.

- **Degrees** – Enter <u>ALL</u> education information including (**Degree level, Year Completed, Institution, and Emphasis/Major). Once initial import is complete additional details (**Dissertation/Thesis Tile, Honor/Distinction, Transcript** (file drop box available) can be added through the 'Activities' tab

- **Graduate/Post-Graduate Training – Training Type (**Clerkship, internships, residency, fellowships, <u>or</u> Other**) – include a description of activity with dates of involvement

- **Licensures and Certifications** – list relevant professional credentials, with dates

- **Awards and Honors – Purpose (**Learning, Teaching, Scholarship, <u>or</u> Service**), Scope (**International, National, Regional, State, Local, University, College, <u>or</u> Department**) and a **Brief Description** are needed, with dates

- **Media Appearances and Interviews – Media Type (**TV, Radio, Newspaper, Magazine, Internet, <u>or</u> Other **(   )), Web Address** if available, **Description** and **Date**

- **Faculty Development Activities Attended – Activity Type (**Conference Attendance, Continued Education Program, Faculty Internship, Faculty Fellowship, Self-Study Program, Seminar, Tutorial, Workshop, <u>or</u> Other **( )), Number of Credit Hours** if applicable**, Approx. Number of Hours Spent Per Year, Brief Description** are required

Career Information

- **Professional Positions – Employment Type (**Academic K-12, Academic Post-Secondary, Business/Private, Clinical, Government, <u>or</u> Military**), Title/Rank/Position, Organization, Department, Brief Description**

- **Administrative Assignments – Position/role (**Dean, Department Head, Director, Associate Director, etc.**), "Other" (**Explanation = title not listed in above dropdown**),

Scope, Approx. Number of Hours Spent Per Year, Responsibilities/Brief Description

- **Consulting – Consulting Type (**Academic, For Profit Organization, Government, Litigation, Non-Government Organization (NGO), Other**), Location, Compensated or Pro Bono?, Approx. Number of Hours Spent Per Year, AACSB**: If this activity contributes to professional practice standards of public policy, provide an classification **(**Basic or Discovery Scholarship, Applied or Integration/Application Scholarship, Teaching and Learning Scholarship**), Brief Description**

- **Professional Membership** - This screen captures memberships within professional organizations, associations and societies. Leadership positions held or other unique activities performed for an organization should be entered under the Service category.

Teaching/Mentoring

- **Teaching Innovation and Curriculum Development – Activity Type (**New Course, Revise Existing Course, New Degree Program, Revise Existing Degree Program, Curricular Development, Other**), Course or Program Name, Description on Activity **** Note: For activities that you started but have not yet presently completed, specify the start date and leave the end date blank.

- **Directed Student Learning (e.g., theses, dissertations) - Involvement Type (**Dissertation Committee Chair, Internship Advisor, Master's Thesis Committee Member, Supervised Research, Undergraduate Honors Thesis, etc.**), Student's Name, Title of Work, Stage of Completion, Comments**

- **Mentoring – Mentee Name, Mentee Level (Faculty Member, Fellow, Graduate Student, Undergraduate, Other), Approx. Number of Hours Spent Per Year, Description of Mentoring Activity **** Note: For activities that are/were only on one day, leave the start date blank and specify the end date. For activities that you started but have not yet presently completed, specify the start date and leave the end date blank.

- **Scheduled Teaching – PFW OIR will enter the initial information ie. (**Term, Year, Course Number, Course Name, Section Number, Course Level, Delivery Mode, etc.**), Faculty are asked to enter Student Course Evaluations in drop file section, and Course Syllabi when applicable.**

- **Narratives – (**Term, Year**), Narrative Title (**Annual Narrative, Self-Evaluation, Candidate's Statement, Other**), "Other" Scope (**Teaching, Research, Service**), "Other" Narrative, Annual Narrative Scope (**General, Teaching, Research, Service**), Annual Narrative, Self-Evaluation Scope (**Teaching, Research, Service**), Self-Evaluation Narrative, Candidate's Statement Narrative.**

- **Peer Comments – Type of Comments (**Credit and Non-Credit Teaching, Research and Creative Endeavor, Service**), Reviewer Type (**Internal, External**),** Credit and Noncredit Teaching: Collegial Classroom Visitation Peer Review**(**file drop box available**)** , Explanation: IV.B.1 and IV.b.2 *textbox* available, Research and Creative Endeavor: Peer Review of Research and Creative Endeavor**(**file drop box available**)** , Explanation: Explanation: IV.C. 1-3 *textbox* available, Service**(**file drop box available**)** : Peer Comments on Service, Explanation: IV.D.1-4 *textbox* available

- **Evidence of Student Learning –** Name of Student (Optional): , Course Title, Other, Evidence of Student Learning **(**file drop box available**)**, Explanation *textbox*

- **Edit Evidence of Teaching Effectiveness –**Evidence of Teaching Effectiveness **(**file drop box available**)**, **Explanation** *Textbox*

- **Non-Credit Instruction Taught – Instruction Type (**Certification, Continuing Education, Faculty Internship, Guest Lecture, Management/Executive Development, Review Course, Seminar, Workshop, Other**), Audience (**Internal to Purdue University Fort Wayne, External to Purdue University Fort Wayne, Both**), Sponsoring Organization, Number of Participants, Academic or Professional?, Description**

- **Yearly Advising Summary – Academic Year, Number of Undergraduate Students Advised, Number of Graduate Students Advised, Approx. Number of Hours Spent for the Year, Description of Advising Activities**

Scholarship/Research

- **Publications – Can be entered with initial CV Import or manually BUT use of 'Import function' in DM from BibTeX file or from a Third Party option is highly recommended. Resources can be found on the PFW Digital Measures site**

- **Presentations – Title, Type (**Demonstration, Exhibit, Keynote/Plenary Address, Lecture, poster, etc.**), Conference/Meeting Name, Sponsoring Organization, Venue, Location, Meeting Type (**Conference, Panel, Roundtable, Seminar, Workshop, etc.**), AACSB Classification (**Basic or Discovery Scholarship, Applied or Integrated/Application Scholarship, Teaching and Learning Scholarship**), Presenters/Authors, Scope (**National, Regional, Local, etc.**), Invited or Accepted?, Academic or Non-Academic?, Was this peer-reviewed/refereed?, Published in Proceedings?, Published Elsewhere?, Abstract/Synopsis, Presentation (**file drop box available**)**

- **ABET Vitae -** ABET accreditation guidelines mandate that faculty vitae submitted for accreditation should be no longer than two pages in length. Once you have made

your selections here, you can generate your ABET vita by navigating to the Reports area, selecting the ABET Appendix B - Faculty Vita report and Run Report.

- o **Education, Academic/Non-Academic Experience, Certification or Professional Registration, Honor/Award, Service Activity Important publications and presentations from the past five years, Professional Development Activity**

- **Contracts, Fellowships, Grants and Sponsored Research – Type (**Contract, Fellowship, Grant, Sponsored Research**), Title, Is this an Extramural Grant, Awarding Organization, Amount (**$**), Abstract, AACSB Classification, Investigators, Award Letter (**file drop box available**), Dates**

- **Exhibits and Performances – Type of Work (**Exhibition, Music Performance, Production, Radio, Theatre Performance, etc.**), Work/Exhibit Title, Venue, Brief Description, Performers/ Exhibitors, Web Address, Scope ****Note: For activities that are/were only on one day, leave the start date blank and specify the end date. For activities that you started but have not yet presently completed, specify the start date and leave the end date blank.

- **Intellectual Property (e.g., copyrights, patents) - Patent or Copyright, Patent Title, Patent/Copyright Number/ ID, Patent Type, Patent Nationality, If Patent Cooperation Treaty, Inventors, Licensed?, Assigned?, Dates**

- **Evidence of Effectiveness in Research and Creative Endeavor -** Evidence of Effectiveness in Research and Creative Endeavor **(**file drop box available**),** Explanation *Textbox*

- **Research Activity – Title, Description, Status (**Planning, On-Going, Writing Results, Complete**), Collaborators, Dates**

Service

- **Continuing Education Service - Participation Level (**Chair person, Coordinator, Committee Member, Educator, Other**),** Number of people involved**,** Continuing Education Service *Drop File***,** Explanation *Textbox***.**

- **Evidence of Effectiveness in Service -** Evidence of Effectiveness in Service **(**file drop box available**)**
  , Explanation *Textbox*

- **University Service – Service Scope (**College, University, Department**), Position/Role, Organization/Committee, Responsibilities/Brief Description, Elected or appointed?, Served Ex-Officio?, compensated or pro bono?,**

     Approx.. number of hours spent per year?, dates

- **Professional Service - " ",** This screen captures activities and leadership positions for professional organizations, committees and clubs. Membership within these organizations may also need to be entered under Professional Memberships in the General Information category.

- **Public Service – " ", AACSB: if this activity contributes to professional practice standards of public policy, provide a classification (**Basic or Discovery Scholarship, Applied or Integration/Application Scholarship, Teaching and Learning Scholarship**)**

Examples of each activity type will be added in a separate document at a later date. Please review the FAQ document for further guidance.

For additional information on Digital Measures by Watermark please submit to your questions to your university contact:

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