

# Hankamer Digital Measures Reference Guide 2019

Accurate information entered into Digital Measures is essential for accurate reporting to AACSB and for our own internal assessments. To that end, please consider the following reminders as you enter your activities and accomplishments.

- 1) When deciding which category fits your contribution, review all the categories and if it is not clear, consult Sue Garrett.
  - E.g., Service on a board of a company is a professional service contribution not a community service contribution.
- 2) Lead authors or lead contributors should enter the data as soon as it is known. The person who enters a contribution is the only one who can update the information so this role should reside with the lead contributor.
- 3) Intellectual contributions require entering several important pieces of information.
  - *Contribution Type* will set the format for the rest of your information.
  - *AACSB Classification* and *Value of the Contribution* information is critical for accurate reports and should be completed. The Value of the contribution is not subjective, it refers to a list of contributions categorized by high, medium, or low according to the Faculty Qualification Standards of May 11, 2016 - (<https://www.baylor.edu/business/index.php?id=870102>).
  - Designating a current status and keeping it updated as a manuscript or contribution progresses is important. Associated dates for each stage (at the end of the form) also need to be entered and updated.
- 4) Pull down menus are used to ensure consistency in categorizing contributions. *Journal Name* is one pull down menu that is intended to include most journals. If a journal title is missing, send the information to Sue Garrett.
- 5) *ABS Rating* refers to the academic journal guide published by the Association of Business Schools. Consult this guide and enter the relevant rating. (ABS 2018 Journal Ratings - <https://www.baylor.edu/business/index.php?id=870102>)
- 6) *Mission Linkage* information is necessary to complete and explanations are helpful in preparing impact statements for AACSB.
- 7) The data from the form will not show up in your faculty profile on-line unless you respond "Yes" to *Publish in Directory?*

*Additional questions? Consult the Digital Measures Help Page found at the Faculty/Staff Resources link at the bottom of the HSB Home page, or contact:*

*Sue Garrett ([Sue\\_Garrett@baylor.edu](mailto:Sue_Garrett@baylor.edu)) or*

*Dr. Mitchell Neubert ([Mitchell\\_Neubert@baylor.edu](mailto:Mitchell_Neubert@baylor.edu))*