

Quick Reference Guide to the Digital Measures – Activity Insight Screens

This guide provides suggestions for the information types that can be added to the various Digital Measures data input screens. Please note that you do not need to enter information on every screen or in every field in DM.

Digital Measures Screen	Type of Information	Source of Data
General Information		
Personal and Contact Information	Personal Profile	Banner import & Faculty input
Administrative Data – Permanent Data	Employment History	Banner import
Administrative Data – Yearly Data	Departmental History by Academic Year	Banner import
Academic, Government, Military and Professional Positions	Employment History	Faculty input
Administrative Assignments	Administrative Role within the Academic Unit (I.E. Dean, Associate Dean, Chair, etc.)	Faculty input
Awards and Honors	Awards and/or Honors received	Faculty input
Consulting	Consulting Experience	Faculty input
Education	Educational Background	Banner import
External Connections and Partnerships	Collaboration with organizations that are part of the professional community outside of Baylor	Faculty input
Development/Activities Attended	Professional Events attended (I.E. conferences, seminars, workshops, etc.)	Faculty input
Licensures and Certifications	Licenses and Certifications held by the faculty member	Faculty input
Media Contributions	Expertise via media outlets that were not published (I.E. TV, Radio, Newspaper, Magazine, etc.)	Faculty input
Professional Memberships	Membership in Professional Organization(s)	Faculty Input
Workload Information	Workload Percentages by Academic Year and Semester	Banner import
Proposed Goals and Workload	Used by the School of Engineering & Computer Science and School of Nursing as a part of the Faculty Annual Review	Faculty input
Teaching		
Academic Advising	Summarized advising activity of Undergraduate/Graduate students by Academic Year	Faculty input
Directed Student Learning	Aiding, in any capacity, a thesis, dissertation, research, etc.	Faculty input
Non-Credit Instruction Taught	Teaching outside the purview of general teaching responsibilities	Faculty Input
Scheduled Teaching	Schedule of Teaching (by term and year). <ul style="list-style-type: none"> - Additional data includes grade breakdown and Summarized Course Evaluation. - Provides descriptions to Load & Efforts, Innovations & Improvements, and Effectiveness & Assessment of each course. 	Banner import & Faculty input

Scholarship/Research		
Artistic and Professional Performances and Exhibits	Artistic and professional creative activities	Faculty input
Contracts, Fellowships, Grants and Sponsored Research (Self Reported)	Contracts, Fellowships, Grants and Sponsored Research under any status	Faculty Input
Contracts, Fellowships, Grants and Sponsored Research (OSP Data)	Contracts, Fellowship, Grants and Sponsored Research that are submitted and tracked by the Office of Sponsored Research (OSP)	PeopleSoft/TRAX import
Intellectual Contributions	Scholarly works authored to advance the theory, practice, and/or teaching within the field	Academic Analytics (Initial one-time) Faculty input
Intellectual Property	Patents and Copyrights	Faculty input
Presentations	Professional presentations (I.E. demonstrations, keynote/primary address, lecture, paper that was not published in the proceeding, poster, etc.)	Faculty input
Research Currently in Progress	Research in planning, on-going or writing results phase	Faculty input
Service		
Department	Community or other activities done on behalf of your department	Faculty input
College/School	Community or other activities done on behalf of your Academic Unit	Faculty input
University	Community or other activities done on behalf of Baylor University	Faculty input
Professional	Activity done on behalf of a Professional Organization, Committee, or club	Faculty input
Community	Activities done within the community not associated with Baylor University	Faculty input
Church/Religious	Community or other activities that are religiously associated	Faculty input