

Introduction to Digital Measures

What is Digital Measures used for?

Digital Measure is a web-based Faculty Activity Reporting tool used to capture faculty effort. Both the Faculty Activity Report and the Workload Letters will be processed through Digital Measures. We will also be integrating CSWE reporting and other accreditation needs as the year progresses. AY 17-18 uses are expected to include upgrading and customizing faculty CVs, and bridging data from Digital Measures to faculty websites.

How/when are you required to use Digital Measures?

Faculty are encouraged to enter activities as soon as they occur (parallel process to updating CV at this time; a new CV report format will be introduced in AY17-18).

Faculty Activity Report (FAR)

JULY 31st is the annual report deadline for all faculty. At this point, you will review the data that you have entered, and run the Faculty Activity Report from Digital Measures, and submit it to the Dean's office via email. In future years, the FAR will be run by the Dean's Office. If you are "up-to-date" with your entries, you won't have to enter anything further for the FAR, and the report will be run for everyone each July 31st.

- The FAR includes activities from July 1, 2016 to June 30th, 2017. The final review as signed by you and the Dean will be uploaded to the corresponding Yearly Data screen.
 - Steps required to complete the FAR are located here: [Digital Measures: Completing the Faculty Activity Report.](#)

Workload Letters

The workload letter process has migrated from a paper-based format into Digital Measures.

What this means for you:

- Preliminary teaching, curriculum revision, and research data (among others) will be added to the Workload Information screen either during or shortly after your annual meeting to discuss your workload for the new AY. Updates will be made to this screen as preliminary workload data is finalized. Once data has been finalized, you will be asked, via email, to review the information within the workload information screen to verify its accuracy. The Workload Information screen is read only for all faculty.
- Upon your approval, a letter will generated based on the information and signed by the Dean. The letter will be delivered to you via email and your signature will

be requested. Please sign the letter and return it to Kristina Soja (Kristina.soja@case.edu).

- Letters will be updated and revised throughout the year. The above process will repeat each time a change has been made to your workload. Signed letters will be uploaded to the corresponding record within Digital Measures.
- What's new in the letter? You will notice that the format of the letter is different, and contains information that was not included in past years. The new letter provides additional detail, and is longer than letters in previous years. Some of the changes are noted below:
 - Compensation Type: the compensation type will reflect the method of compensation for that workload unit:
 - Contract: Effort is paid through the standard annual contract
 - Overload: Effort is paid through the standard overload process as directed by HR
 - Agreement: Effort is paid through an agreement with Pearson and MSASS, as directed by HR
 - Buyout: Research effort is compensated through the buyout process
 - Other: Compensation for effort deviates from one of the four options noted above
 - Lead Instruction: Courses for which you are lead or co-lead instructor will be indicated on your workload letter.
 - Successful Prospectus Hearings: The names of the students for whom you are receiving release will be noted on your workload letter.
 - Student Advising: The number of students whom you will be advising will be noted on your workload letter.

What should you enter in Digital Measures?

Anything that you would include in your FAR and/or Vita; you may find DM to be helpful beyond the requirements for faculty activity reporting and administrative maintenance.

What gets entered for you?

Certain items will be entered for you by the administration. It is imperative that you review the pre-loaded information before submitting your FAR, and it is recommended that you review the information periodically throughout the year. Any questions or concerns with pre-loaded data should be directed to msassdmsupport@case.edu.

- Personal and Contact Information

- Basic information will be entered on this screen for all faculty. Please note that all information contained in this screen is kept confidential, and is only viewable by the user and pre-designated administrative/authorized users (Dean's Office/HR).
- Courses Taught and Evaluations (Teaching/Mentoring > Courses Taught)
 - Courses taught will be loaded into DM by the administration; Summer courses will be loaded in the first few weeks of the Fall semester, Fall courses will be loaded in the first few weeks of the Spring Semester, and Spring courses will be loaded as soon as course evaluations are made available (generally around mid-May).
 - The FAR requires that you enter additional data specific to each record (course taught).
- Student Advising (Academic Advising and Directed Student Learning > Academic Advising Screen)
 - All student advising information will be loaded into DM by the administration, and will follow the same load schedule as the courses taught.
 - If you supervised research for student, it will be necessary for you provide the type of Research Supervision provided.
- MSASS Committees (Service > University and School Screen)
 - Your membership on MSASS committees will be loaded into DM by the administration. Data for the upcoming AY will be loaded each Summer, after all committee elections and appointments have been completed.