GUIDE for COMPLETING the ANNUAL REPORT

Digital Measures provides you the means for efficiently completing your Annual Report which is due at the end of a calendar year.

There is a body of information reflected in Digital Measures that has been extracted from the Banner database; specifically on the Digital Measures menu, Personal and Contact Information, Permanent Data, some data elements on Yearly Data, and your Scheduled Teaching assignments.

Throughout the year, enter your awards and honors, faculty development activities, media contributions, etc. on the appropriate screens in Digital Measures. All of these items are entered with an effective date which will allow them to be included on your Annual Report for the proper year. There are some screens that contain data that you will only need to enter once, e.g., data on the Education screen if you have already completed the terminal degree in your field.

At the end of the year when it is time to submit your Annual Report, open Digital Measures, scroll down on the menu, and access screens in the **Annual Report Data Menu**. Included is the Annual Evaluation of Faculty Policy AA-22 which you can access easily from Digital Measures. The next screen, Educational Information, provides the opportunity to enter data about your personal education within the year. If you have already completed the terminal degree in your field and have not completed any additional credits during the year, skip this section. However, be sure that all of the questions in the General Information Education section in your DM database are completed, especially the questions concerning the highest degree you have earned and whether this is a terminal degree in your field.

The Self-Evaluation screen allows you to rate yourself, where applicable, on Administration, Professional Development and Recognition, Scholarly and Creative, Librarianship, Teaching and Advising, and Service. A comments box is included for each area. Note that the supporting activities for each of these areas come from data you have entered on other screens in Digital Measures; therefore, it is not necessary to include specific data in the comments box when you are ready to run your Annual Report.

On the Overall Composite Rating screen, enter the values in the first column for Negotiated Weights (NW) for each of the areas of evaluation. If you click on the 'Help' icon, you can view the valid Negotiated Weight values for your college. The "CR" column is for your department supervisor to enter values. There is no data entry box available to you, but it is available to your department/division chair and/or your academic dean. When the Annual Report is run, the values will be calculated and a Sum of Weight Composite will be displayed. When you have had the opportunity to discuss this with your supervisor, check the checkbox, key in your name, and the current date. Note that your supervisor and Dean will also review and electronically sign on this screen.

Next, access the **Planning Page Data Menu** to open the Planning screen for you to enter the Negotiated Weights for the upcoming calendar year. If you are completing your Annual Report due by December 31, 2011, then create your Planning Page for Calendar Year 2012. You and your supervisor and your Dean will review and electronically sign.

Next, the Anticipated Activities screen allows you to enter your anticipated activities for each role. The Calendar Year should be entered for the upcoming year.

If an Improvement Plan is indicated from your OCR, you and your supervisor should complete the Improvement Plan page; you and your supervisor and your Dean will review and electronically sign.

CREATING the ANNUAL REPORT

When you have completed entering your portion of the data for the Annual Report, you may run the report by accessing the "Run Custom Reports" menu on the left side of your screen.

Parameter 1: Select the Annual Report from the pull-down menu; then click the 'Select Report' button.

Parameter 2: Select the date range to use for your report. The default is the current calendar year.

Parameter 3: Select the Citation Style for your report. Answer the question to include the Planning Page (default is 'Yes'). Then enter the Start Date and the End Date for the Planning Page(s). Since you must include the Planning Page for the calendar year of the report and a Planning Page for the following year, you will have a date range of two years. For example, if you are completing your Annual Report for 2011 on December 31, 2011, enter the Start Date of Planning Page as January 1, 2011 and the End Date of Planning Page as December 31, 2012. This will cause Planning Pages for both years to be included in your Annual Report.

Parameter 4: Select the file format as Microsoft Word (the default value).

Parameter 5: Select the page size.

When the report is generated, you may save it to your PC. Your supervisor and dean can electronically run your Annual Report, and they will electronically sign and date on the above-noted screens.

If you are a supervisor or dean, there will be an extra Parameter for you to select the faculty to include in the Annual Report creation.

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