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Faculty Success
formerly Digital Measures

Introduction and User's Guide

This document includes information about the basic aspects of *Faculty Success* formerly known as Activity Insights by Digital Measures, including:

- Introduction
- Logging in
- Main Menu
- How to add and delete items
- What are annual faculty narratives
- Importing citations of your publications

What is Faculty Success/Digital Measures?

Faculty Success is a system that focuses exclusively on web-based data management, reporting and digital workflows for higher education. Three out of five of the leading U.S. universities use this market-leading faculty management system.

Faculty Success includes a highly customizable web-based activity reporting system that collects and reports information about faculty's teaching, research, and service accomplishments in an easy-to-use digital format.

The system utilizes a combination of information imports from the Banner system and data entered and maintained by faculty or faculty support staff. Faculty Success provides a range of reporting services to faculty and administrators.

Within the system, we can identify and report the expertise and research of faculty to facilitate collaboration across the university, work on potential funding opportunities, and advocate for additional resources. The data entered can feed to faculty websites that define their areas of teaching, scholarship, and academic degrees and achievements. The information in Faculty Success is used in vitas and various other reports required by MSU administration and accrediting agencies.

Logging in

Log into Digital Measures/Faculty Success through your My Missouri State website under the "Work Resources" tab, "Academic" box, "Faculty Resources" section.

Main Menu

After logging in, you will see the Main Menu, as shown below, where you can manage your activities.

This menu contains several sections, each with a list of links where you can enter, view, and modify your activities. At the very top, you will find a link to a Faculty Success overview.

Adding/Editing an Item

To add or edit an item, click on the link where you wish to modify the information. The four main types of items are:

1. Teaching
   a. Academic Advising
   b. Direct Student Learning
   c. Scheduled Teaching (MSU will upload these data)
2. Scholarship/research
   a. Artistic and Professional Performance and Exhibits
   b. Contracts, Grants and Sponsored Research
   c. Intellectual Contributions
   d. Intellectual Property
   e. Presentations
   f. Research Currently in Progress
3. Service
   a. Editorial and Review Activities
   b. General Service
4. Annual Faculty Activity Report
   a. Annual Faculty Activity Report Narratives

The example below is the screen for "General Service."
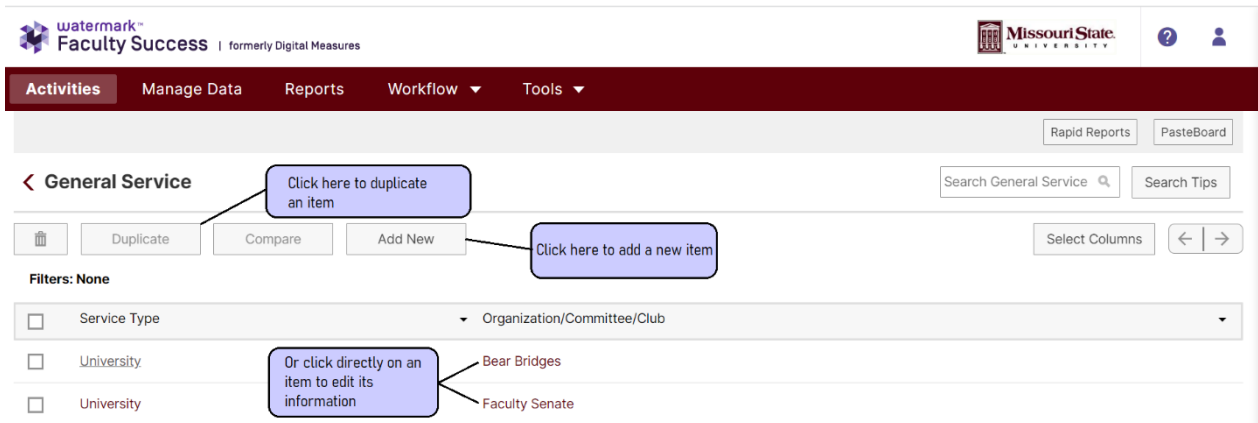
When creating items, be very careful with dates. Dates are used in reporting and should be accurate to when the contents of the item took place. In addition, dates should encompass the entire length of the item; do not create one item per year. For example, if you are on a committee as a member for two years, create only one item with a two-year length and not two items with one-year periods each. You only need to create a new item if data in the item *other than the date* changes. For example, if your role changes from member to chair of the committee, then you need to create a new item for this change with the start date as the date of the role change.

Clicking the item allows you to edit the record; saving this edited record will permanently change the data it contains; for example, changing the status of a publication from "under review" to "accepted". If you want to keep the old record but create a new one with only a few changes, use the "Duplicate" button after checking the item (i.e., changing the role on a committee from "Member" to "Chair"). After clicking to add, edit, or duplicate an item, you will be directed to the detail screen for that item to type in the information.

Deleting an Item

To delete an item, navigate to the summary screen containing the item. Shown below is the "General Service" summary screen containing the item to be deleted. To delete the item, click the checkbox on the right-hand side of the screen related to that item and then click the "Delete" button.
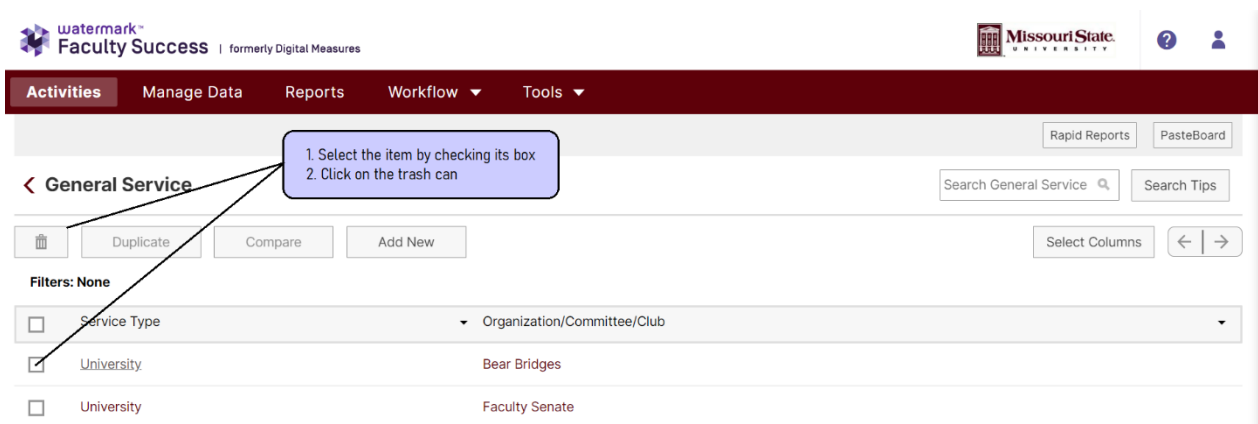
This will trigger a prompt that will ask if you are sure. Review the checked item to ensure it is the one you want to delete; if it is, click "Delete."
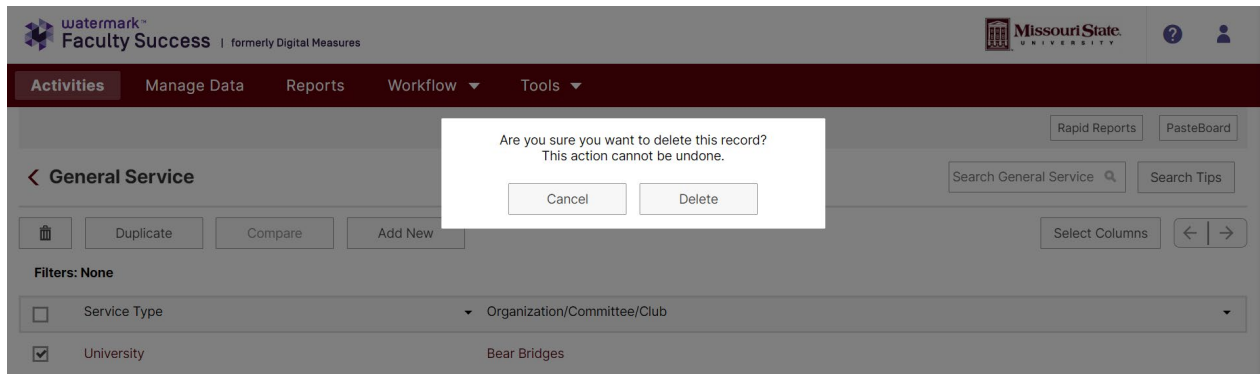

What are faculty narratives?

The last section of the main Activity menu is "Annual Faculty Activity Report." In there, you will find the "Annual Faculty Activity Report Narrative." It is here where faculty enter their personal annual statements about their teaching, scholarship, and service. This feature keeps a digital record of faculty personal statements or philosophies across the years. Click on the "Annual Faculty Activity Report Narratives" link.

Click the "Add New" to set up the narratives for the year.
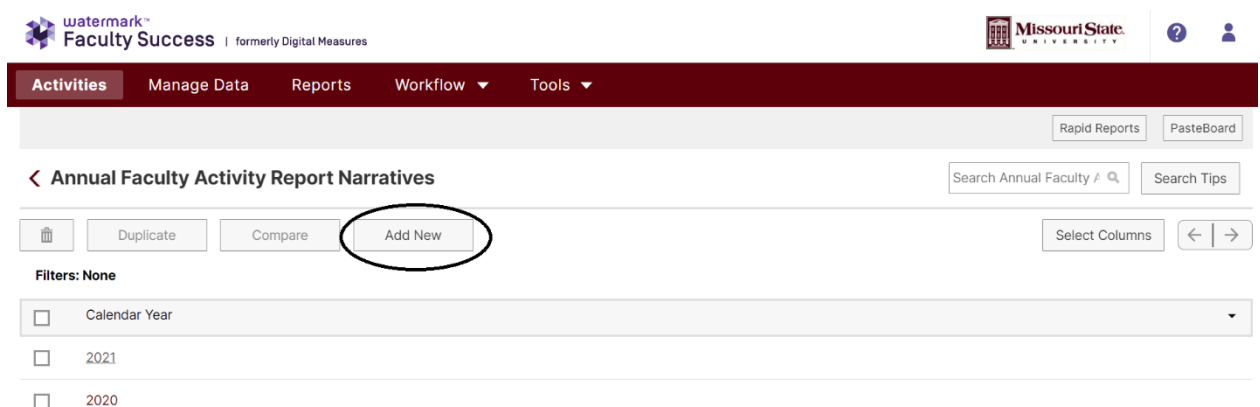
Then, enter the information on the page. It will ask for:

- Calendar year
- Research active status
- Narrative of high-quality teaching
- Drop box to upload evidence of high-quality teaching
- Narrative of high-quality intellectual contributions
- Drop box to upload evidence of high-quality intellectual contributions
- Narrative of high-quality service
- Drop box to upload evidence of high-quality service


Importing citations of your publications

If the citations of your publications are already stored in a system such as Zotero, Mendeley, EndNote, Google Scholar, Ref Works, or others, you can import those records directly to your Faculty Success/Digital Measures. You can do this through a BibTeX file. To learn how to create a BibTeX file with your publications and save a lot of typing, go to https://www.digitalmeasures.com/activity-insight/docs/bibtex.html .

Once you have your BibTeX file ready, go to Intellectual Contributions and click on the "Import" button.
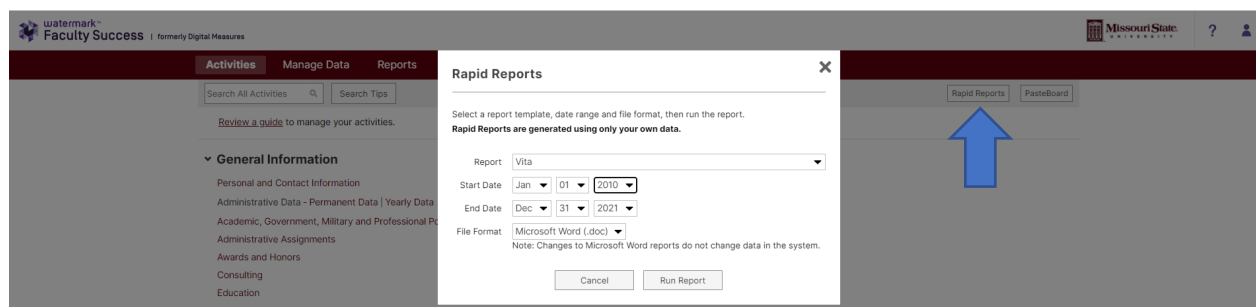
Follow the [instructions](#) to upload the BibTeX file, detect duplicate entries, and select collaborators.
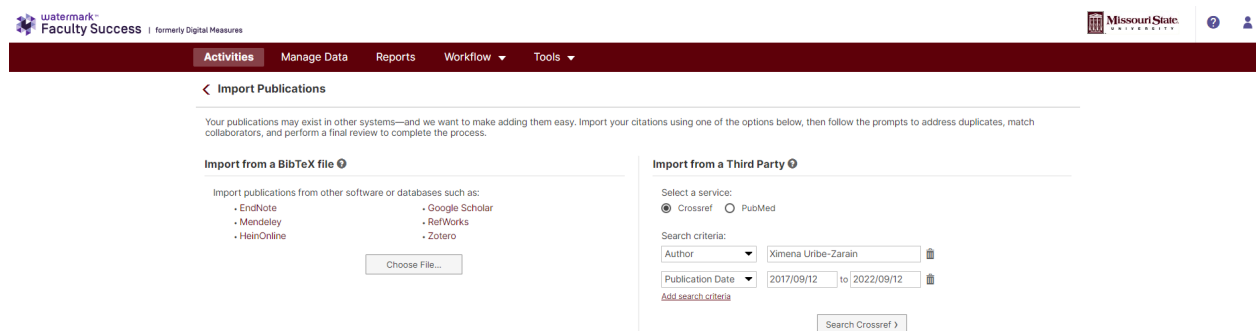
After that, you will be ready to review the records and finalize the import.

Creating reports

Look for "Rapid Reports" at the top of the screen, on the right side.

When you click on "Rapid Reports," a smaller window will appear. There you can select the type of report you can generate. It is here where you can generate your Annual Faculty Report. Select the appropriate dates. For Annual Faculty Activity reports, the time frame is usually one calendar year. Select "Run report." Immediately, a report will be downloaded into your browser (or look for it in your Downloads folder).

Some of the most common Rapid Reports are:

- Vita
- Annual Faculty Activity Report
- Presentations by Faculty
- Intellectual Contributions by Faculty
- General Service by Faculty
- Schedule Teaching by Faculty

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