

Digital Measures Data Entry Guide - CHS

Last Updated: 2/8/2011

This template serves as a guide for staff and faculty to identify: 1) the correct screen for entering a particular activity, and 2) data fields on each screen that *must* have data entered into them. The “Required Data Fields” listed below are necessary so that all data/activities required for the reports listed in the “Reporting Purpose” column will appear when the report is generated. As the College builds custom reports, additional fields required for data selection or report display may be added to this guide.

DM Screen	Reporting Purpose	Required Data Fields	External Data Sources and Frequency
<p>Personal and Contact Information</p> <p><i>Personal and contact information as required for CV and other reporting</i></p>	<p>Curriculum Vita, Institutional Reporting, Performance Review</p>	<p>Some fields are user modifiable.</p> <p><u>Required fields for college:</u></p> <ul style="list-style-type: none"> Any data that appears on individual’s CV +*First Name +*Last Name +*Middle Name (Middle Initial) *Alternative Name, if applicable *Email Address *UK Office Phone <p>*UK Required +CHS Performance Review</p>	<p>External Sources: IRIS-HR Faculty Database</p> <p>Frequency: Monthly</p>
<p>Employment History</p> <p><i>Employment history as should be listed on the CV, include current academic, government, military or professional positions as well as experience prior to employment as a faculty member at UK.</i></p> <p><i>Administrative positions held in conjunction with faculty appointments (such as chair, dean, director of undergraduate studies) may be included here, so that they appear under the “Employment History” section of the CV (UK standard CV), <u>but for Performance review reporting, must also be entered on the “Administrative Assignments” screen.</u></i></p>	<p>Curriculum Vita, Institutional Reporting</p>	<p><u>Required fields for college:</u></p> <ul style="list-style-type: none"> *Experience Type *Organization *Department / Unit Name *Title/Rank/Position *Description of Work *Start Date *End Date <p>*UK required: enter position immediately prior to employment as faculty at the University of Kentucky or employment that is related to teaching field for SACS justifications.</p>	<p>None</p>

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<p>Administrative Assignment</p> <p><i>Administrative positions held at the in conjunction with the faculty appointment (such as chair, dean, director of undergraduate studies). This data correlates with the Administration Section of the Distribution of Effort Agreement (DOE.)</i></p> <p><i>Administrative positions held at other universities may also be entered in this screen.</i></p>	<p>Performance Review</p>	<p><u>Required fields for college:</u></p> <ul style="list-style-type: none"> +Position/Role +Institution +Scope (select dept., div., college, university, etc.) +Title (include role and unit name) +Start Date +End Date <p>*UK Required: none + CHS Performance Review</p>	<p>None</p>
<p>Awards and Honors</p> <p><i>Recognition awards and honors achieved by the faculty member, including prestigious fellowships, prizes, and awards. Excludes grant and contract awards.</i></p>	<p>Curriculum Vita, Institutional Reporting, Performance Review</p>	<p><u>Required fields for college:</u></p> <ul style="list-style-type: none"> +*Award or Honor +*Organization/Sponsor +*Purpose +*Award Type *Engagement *Scope *Start Date (blank if one day) +*End Date (specify if one day) <p>*UK required: All awards and honors. + CHS Performance Review</p> <p>Engagement Definition: <i>The award recognizes work with one or more non-academic partners for the direct benefit of the non-academic community.</i></p>	<p>None</p>

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<p>Consulting</p> <p><i>Professional activity that is rendered for an entity or organization outside the University of Kentucky and is not part of the regular duties or compensation of the faculty employee. Payment, if received, goes directly to the faculty employee.</i></p>	<p>Curriculum Vita, Institutional Reporting, Performance Review</p>	<p><u>Required fields for college:</u> +Client/Organization *Consulting Type *Country (if international) *Engagement (always Yes) +*Scope +Brief Description +*Start Date (blank if one day) +*End Date (specify if one day)</p> <p>*UK required: All consulting activities. + CHS Performance Review</p>	<p>None</p>
<p>Education</p> <p><i>Any relevant degrees earned for listing on the CV and college reporting.</i></p>	<p>Curriculum Vita, None required for Institutional Reporting, Performance Review</p>	<p><u>Required fields for college:</u> +Degree Description +Institution +Emphasis/Major +Year Completed</p> <p>*UK Required: none +CHS Performance Review</p>	<p>None</p>
<p>Faculty Development Activities Attended</p> <p><i>Faculty development activities, sabbaticals, continuing education courses taken, fellowships, workshop attendance.</i></p>	<p>Curriculum Vita, Institutional Reporting, Performance Review</p>	<p><u>Required fields for college:</u> +*Activity Type +*Title +Sponsoring Organization +*Country (if international) +*Scope +*Start Date (blank if one day) +*End Date (specify if one day)</p> <p>*UK Required: International activities + CHS Performance Review</p>	<p>None</p>

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<p>Licensures and certifications</p> <p><i>Licensures and certifications held for display on CV or as required by college for unit reporting.</i></p>	<p>Curriculum Vita, Institutional Reporting, Performance Review</p>	<p><u>Required fields for college:</u></p> <ul style="list-style-type: none"> +* Title of Licensure/Certification +Licensure/Certification Number +Sponsoring Organization +*Country (if international) +*Scope +*Expiration Date <p>*UK Required: International activities + CHS Performance Review</p>	<p>None</p>
<p>Media Contributions</p> <p><i>Contributions to TV, radio, print, or internet media outlets; includes interviews given, documentaries, etc.</i></p>	<p>Curriculum Vita, Institutional Reporting, Performance Review</p>	<p><u>Required fields for college:</u></p> <ul style="list-style-type: none"> +*Media Type +*Media Name +*Location of Media Outlet Country (if international) +Mission Area +*Scope +*Date <p>*UK Required: International activities + CHS Performance Review</p>	<p>None</p>
<p>Professional Memberships</p> <p><i>Memberships held with professional organizations; excludes service to the organization.</i></p> <p><i>Roles on committees are entered under Service – Professional.</i></p>	<p>Curriculum Vita, Institutional Reporting, Performance Review</p>	<p><u>Required fields for college:</u></p> <ul style="list-style-type: none"> +*Name of Organization +*Scope +*Country (if international) +*Start Date +*End Date (blank if continuous, indefinite end date) <p>*UK Required: International activities + CHS Performance Review</p>	<p>None</p>

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<p>Academic Advising</p> <p><i>Number of students (undergraduate, graduate, professional and residents) advised by term.</i></p> <p><i>Activities on student organizations, participation in advising fairs, etc is entered on this screen in the field "Description of Advising Activities."</i></p> <p>List names of students advised in the field "Description of Advising Activities."</p> <p><i>Do not enter Thesis or Dissertation committee work in this screen.</i></p>	<p>Curriculum Vita, Performance Review</p>	<p><u>Required fields for college:</u></p> <ul style="list-style-type: none"> +Academic Year +Term +Number of Undergraduate Students Advised +Hours spent advising Undergraduate Students +Number of Graduate Students Advised +Hours spent advising Graduate Students +Number of Professional Students Advised +Hours spent advising Professional Students +Number of Interns and Residents Advised +Hours spent advising Interns and Residents +Description of Advising Activities <p>*UK Required: none + CHS Performance Review</p>	<p>None</p>
<p>Directed Student Learning</p> <p><i>Other student mentoring or supervision, exclusive of theses and dissertations committee involvement. One entry is made per student.</i></p> <p><i>Examples include Directed Individual/independent Study, Internship Advisor, Nurse Scholar Mentor, Postdoctoral Supervision, Research Intern Mentor, Research Supervision, Teaching Supervision</i></p>	<p>Curriculum Vita, Institutional Reporting, Performance Review</p>	<p><u>Required fields for college:</u></p> <ul style="list-style-type: none"> +*Involvement Type +*Student First and Last Name +*Student's Home Department +*Title of Student's Work +Stage of Completion +*Date Started +*Date Completed (if applicable) *Country (if international scope or focus) <p>*UK Required: if student's work is international in scope or focus + CHS Performance Review</p>	<p>None</p>

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<p>Theses and Dissertations</p> <p><i>Students mentored by faculty for theses and dissertations or capstone projects. One entry is made for each student.</i></p>	<p>Curriculum Vita, Institutional Reporting, Performance Review</p>	<p><u>Required fields for college:</u></p> <ul style="list-style-type: none"> +*Involvement Type +*Student First and Last Name +*Student's Home Department +*Title of Student's Work +Stage of Completion +*Date Started +*Date Completed (if applicable) *Country (if international scope or focus) <p>*UK Required: if student's work is international in scope or focus</p> <p>+CHS Performance Review</p>	<p>None</p>
<p>Other Credit and Non-Credit Instructional Activities</p> <p><i>Instructional activities not captured on other instruction or supervision screens. These instructional activities may be offered either on or off campus and may be taken by either matriculating students or members of the general community. Activities include guest lecturer in credit courses, workshops, continuing education teaching; certification teaching and faculty mentoring.</i></p> <p>Any teaching responsibility listed as less than 3% on the DOE should be included in this category.</p>	<p>Curriculum Vita, Institutional Reporting, Performance Review</p>	<p><u>Required fields for college:</u></p> <ul style="list-style-type: none"> +*Instruction Type +*Sponsoring Organization +*Description / Topic +*Start Date (blank if one day) +*End Date (specify if one day) +*Date Completed (if applicable) +*Course Title *Engagement <p>*UK Required: Engagement activities.</p> <p>+ CHS Performance Review</p> <p>Engagement Definition: <i>This non-credit instruction responds to an expressed need or wish of any group or entity outside of academia.</i></p>	<p>None</p>

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<p>Scheduled Teaching</p> <p><i>Courses taught at UK imported from Student Life-cycle Management (SLCM). Some fields must be updated by the faculty member or designee, to specify percent responsibility, contact hours and additional work related to the course.</i></p>	<p>Curriculum Vita, Performance Review</p>	<p>Some fields are user modifiable.</p> <p><u>Required fields for college:</u> +Percent Responsibility</p> <p>*UK Required: none +CHS Performance Review</p>	<p>External Sources: IRIS-SLCM</p> <p>Frequency: 3 times in Fall or Spring terms</p> <p>Winter and Summer I and II loaded once at term end.</p>
<p>Teacher Course Evaluation</p> <p><i>Means for questions#20 (Value of Course) and #21 (Quality of Teaching) are imported from TCE Database.</i></p>	<p>Performance Review</p>	<p>Some fields are user modifiable.</p> <p><u>Required fields for college:</u></p> <p>*UK Required: none +CHS Performance Review: none</p>	<p>External Source: Campus TCE Database</p> <p>Frequency: Once at the end of each term</p>
<p>Artistic and Professional Performances and Exhibits</p> <p><i>Performances and professional exhibits.</i></p> <p><i>Poster presentations should be entered under presentations.</i></p> <p>Note that this is a “Shared Data” screen and that an item may already exist in the faculty member’s data, if added first by another contributor at UK</p>	<p>Curriculum Vita, Institutional Reporting, Performance Review</p>	<p><u>Required fields for college:</u></p> <ul style="list-style-type: none"> * Type of Work *Work/Exhibit Title * Contributors (Select Persons at UK for record sharing) *Student contributors (UK required) * Scope Was this peer-reviewed/refereed? *Start Date (blank if one day) *End Date (specify if one day) *Engagement * Country of Focus of Contribution (if international) <p>*UK required: International activities; engagement activities; undergraduate student involvement. + CHS Performance Review: None</p> <p>Engagement Definition: <i>“Performance or exhibit was in response to an expressed community need or request.”</i></p>	<p>None</p>

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<p>Research OSPA</p> <p><i>Funded external research, administered by UK Office of Sponsored Projects Accounting.</i></p>	<p>Curriculum Vita, Institutional Reporting, Performance Review</p>	<p>Some fields are user modifiable</p> <p><u>Required entry for college:</u> Check with college before modifying this information. Special training required. Original Account Number (if needed) +*Student investigators +Investigator Role (override of OSPA value, as needed) +*Scope of Project *Country of Focus (if international) *Engagement</p> <p>*UK required: awards with international scope OR categorized as engagement. +CHS Performance Review</p> <p>Engagement Definition: <i>if grant, contract, or sponsored research was for work conducted in collaboration with at least one external non-academic partner to meet a need, improve a situation, and/or create an opportunity for those external to the university and not in academia.</i></p>	<p>External Source: OSPA</p> <p>Frequency: +15th of Feb Apr Jun Aug Oct Dec</p>

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<p>Research Non-OSPA</p> <p><i>Grants from previous employment; VA grants; unfunded research; internally funded research; and funded research NOT administered by UK's Office of Sponsored Projects Administration (OSPA), such as land grants</i></p> <p>Note that this is a "Shared Data" screen and that an item may already exist in the faculty member's data, if added first by another contributor at UK</p>	<p>Curriculum Vita, Institutional Reporting, Performance Review</p>	<p><u>Required entry for college:</u></p> <ul style="list-style-type: none"> +*Research Title +Funding Organization *Student investigators +Funding Internal/External +Funding Type +Investigators and Role (select Persons at UK for record sharing) +Current Status +*Start Date of Funding +*End Date of Funding +*Scope of Research *Country of Focus (if international) *Engagement +Percent DOE Responsibility <p>*UK required: research with international scope OR categorized as engagement. + CHS Performance Review</p> <p>Engagement Definition: <i>This research work was conducted in collaboration with at least one external non-academic partner to meet a need, improve a situation, and/or create an opportunity for those external to the university and not in academia.</i></p>	<p>None</p>

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<p>Intellectual Contributions</p> <p><i>Written publications such as books, book chapters, journal articles, and conference proceedings.</i></p> <p><i>Other intellectual contributions such as software or video tapes.</i></p> <p><i>If contribution was peer-reviewed/refereed, then make sure to indicate yes in the pull down menu by this question.</i></p> <p>Note that this is a “Shared Data” screen and that an item may already exist in the faculty member’s data, if added first by another contributor at UK</p>	<p>Curriculum Vita, Institutional Reporting, Performance Review</p>	<p><u>Required fields for college:</u></p> <ul style="list-style-type: none"> + *Contribution Type +*Current Status +*Title of Contribution +Authors (select Persons at UK for record sharing) +*Student contributors Components of bibliographic description (volume, issue number, page numbers, etc.) +*Journal/Publisher/Proceedings Publisher +*Publication Scope +Was this peer-reviewed/refereed? +*Date Published +Date Submitted (required if in submitted status) +Date Accepted (required if in accepted status) *Engagement * Country of Focus of Contribution (if international) <p>*UK required: published contributions with international scope OR categorized as engagement OR having undergraduate student involvement.</p> <p>+CHS Performance Review</p> <p>Engagement Definition: <i>Intellectual contribution was made as part of an effort conducted in collaboration with an external non-academic partner to directly benefit those external to the university and not in academia.</i></p>	<p>None</p>

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<p>Intellectual Property</p> <p><i>Copyrights and patents</i></p> <p>Note that this is a “Shared Data” screen and that an item may already exist in the faculty member’s data, if added first by another contributor at UK</p>	<p>Curriculum Vita, Institutional Reporting, Performance Review</p>	<p><u>Required fields for college:</u></p> <ul style="list-style-type: none"> *Patent Title Patent/Copyright Number/ID Inventor (select Persons at UK for record sharing) *Patent Nationality *Date Patent Approved *Engagement <p>*UK required: patents with international scope OR categorized as engagement. + CHS Performance Review: none</p> <p>Engagement definition: <i>The intellectual property created did arise out of, describe, or otherwise reflect activity within your area of academic/professional expertise conducted in collaboration with one or more external non-academic partners for the direct benefit of those external to the university and not in academia and/or in the oversight of students’ Service-Learning and/or Community-based Learning Experiences?</i></p>	<p>None</p>

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<p>Presentations</p> <p><i>Presentations at professional conferences, invited speakers, accepted (refereed) presentations, podium sessions, poster sessions, grand rounds.</i></p> <p>Note that this is a “Shared Data” screen and that an item may already exist in the faculty member’s data, if added first by another contributor at UK</p>	<p>Curriculum Vita, Institutional Reporting, Performance Review</p>	<p><u>Required fields for college:</u></p> <ul style="list-style-type: none"> +*Conference/Meeting Name +*Sponsoring Organization *Country of Meeting Location (if international) *Presentation Title +Presenters/Authors (select Persons at UK for record sharing) +*Student contributors +*Date *Engagement +Invited/Accepted +Peer-reviewed/refereed <p>*UK required: presentations with international scope OR categorized as engagement OR undergraduate student involvement.</p> <p>+ CHS Performance Review</p> <p>Engagement definition: <i>The intellectual property created did arise out of, describe, or otherwise reflect activity within your area of academic/professional expertise conducted in collaboration with one or more external non-academic partners for the direct benefit of those external to the university and not in academia and/or in the oversight of students’ Service-Learning and/or Community-based Learning Experiences?</i></p>	<p>None</p>
<p>Department Service</p> <p><i>Service activities at the department level, examples include committee work, faculty mentor activities, and conference organizer.</i></p> <p><i>Administrative assignments at the department level, such as chair or division director should be entered under Administrative Assignments.</i></p>	<p>Curriculum Vita, Performance Review</p>	<p><u>Required fields for college:</u></p> <ul style="list-style-type: none"> +Committee Name/ Activity + Department +Position Role +Start Date (blank if one day) +End Date (specify if one day, blank if continuous) +Mission Area <p>*UK required: none</p> <p>+ CHS Performance Review</p>	<p>None</p>

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<p>College Service</p> <p><i>Service activities at the college level, examples include committee work, faculty mentor activities, and conference organizer.</i></p> <p><i>Administrative assignments at the college level, such as director of graduate studies, assistant or associate dean should be entered under Administrative Assignments.</i></p>	<p>Curriculum Vita, Performance Review</p>	<p><u>Required fields for college:</u></p> <ul style="list-style-type: none"> +Committee Name / Activity +College +Position Role +Start Date (blank if one day) +End Date (specify if one day, blank if continuous) +Mission Area <p>*UK required: none + CHS Performance Review</p>	<p>None</p>
<p>University Service</p> <p><i>Service activities at the university level, examples include committee work, university senate membership, and conference organizer.</i></p> <p><i>Administrative assignments at the university level, such as associate provost, should be entered under Administrative Assignments.</i></p>	<p>Curriculum Vita, Performance Review</p>	<p><u>Required fields for college:</u></p> <ul style="list-style-type: none"> +Committee Name / Activity +Position Role +Start Date (blank if one day) +End Date (specify if one day, blank if continuous) +Mission Area <p>*UK required: none + CHS Performance Review</p>	<p>None</p>
<p>Professional Service</p> <p><i>Service to the profession, such as holding office in professional or scholarly societies; committee memberships; viewer of journal articles; participation in NIH study sections; other grant review activities.</i></p>	<p>Curriculum Vita, Institutional Reporting, Performance Review</p>	<p><u>Required fields for college:</u></p> <ul style="list-style-type: none"> +*Organization +*Committee/Activity +*Position/Role *Country (if international) *Elected or Appointed *Audience(scope) *Student contributors +Description of Key Accomplishments +*Start Date (blank if one day) +*End Date (specify if one day, blank if continuous) <p>*UK required: International activities + CHS Performance Review</p>	<p>None</p>

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<p>Public Service</p> <p><i>Service to the public that involves faculty member's professional expertise.</i></p>	<p>Curriculum Vita, Institutional Reporting, Performance Review</p>	<p><u>Required fields for college:</u></p> <ul style="list-style-type: none"> +*Organization *Committee/Activity +*Position/Role *Country (if international) *Elected or Appointed *Audience(scope) *Student contributors +*Start Date (blank if one day) +*End Date (specify if one day, blank if continuous) <p>*UK required: international activities; engagement activities +CHS Performance Review</p> <p>Engagement Definition: <i>The activity reflects work conducted with at least one external non-academic partner to meet a need, improve a situation, and/or create an opportunity for those external to the university and not in academia.</i></p>	<p>None</p>
<p>Clinical Service</p> <p><i>Clinical service activities that would be included in Service section of DOE under patient care.</i></p>	<p>Curriculum Vita, Performance Review</p>	<p><u>Required fields for college:</u></p> <ul style="list-style-type: none"> +Practice/Institution Name +Location +Activity Description +Population Served +Supervising Physician/Practitioner +UK Health Enterprise +Type of Service <p>*UK required: none +CHS Performance Review</p>	<p>None</p>