

Digital Measures Annual Deadlines for Data Entry

- January 15: Faculty scheduled to be evaluated after their 1st year must have all materials loaded in Digital Measures
- May 15: ALL Faculty must have updated their vita information entered into Digital Measures for the spring semester for routine data requests from Digital Measures.
- June 1: ALL Faculty must have all information/materials loaded in Digital Measures for the Regional Stewardship report due to CPE
- November 1: Faculty scheduled for Promotion & Tenure must have all materials loaded in Digital Measures for printing of applications
- December 15: Faculty schedule to be evaluated after their 3rd, 4th, and 5th year must have all materials loaded in Digital Measures
- December 15: ALL Faculty must have updated their vita information entered into Digital Measures for the fall semester for routine data requests from Digital Measures

Minimum Data Entry Requirements for All Faculty Members (Full-Time and Part-Time)

General Information

1. Vita (The upload link is near the bottom of the *Administrative Data – Permanent Data screen*)

Teaching

1. Scheduled Teaching
 - a. Courses
 - i. Syllabi (Upload link is at the bottom of each course screen)

Scholarship/Research

1. Contracts, Grants and Sponsored Research
2. Presentations
3. Publications/Intellectual Contributions

Service

1. General Services (Including all types of service)