



Digital Measures

Faculty User Guide

2016-2017

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I. Frequently Asked Questions

What is Digital Measures?

Digital Measures is a web-based database program that makes it easy for faculty to keep track of and report their activities and accomplishments in teaching, scholarship, and service. In 2017, as part of an initiative of the Office of the Dean of the Faculty, Skidmore College will begin using Digital Measures to complete the Individual Faculty Annual Summary of Activities Report. Through this customized solution, the College plans to collect information about the teaching, scholarship/research, and service accomplishments of faculty members in an accessible, easy-to-use digital format.

Why use a web-based activity reporting system?

Once this data is collected, it will be possible to efficiently and accurately generate real-time reports with the click of a button. Digital Measures has the following benefits:

- **24/7 Access.** Update your activities from any computer with an internet connection, eliminating the last-minute stress of compiling an annual summary report; if you update your activities regularly, your Individual Faculty Annual Summary of Activities Report is just a few clicks away.
- **Saves time.** Enter your activities once and easily generate your Individual Faculty Annual Summary of Activities Report.
- **Eliminates “status updates.”** When up-to-date faculty accomplishments are always available, department chairs, program directors, and the Office of the DOF can compile updated reports without repeatedly contacting you for your most recent activities.
- **Central repository.** Allows you to maintain all your Curriculum Vita information in one convenient place. You can store digital copies of publications and presentations (including text, PowerPoint, audio, photo and video files). It also keeps track of your scheduled teaching and directed student learning activities.
- **Facilitates collaboration.** Unifying faculty data from across the College can identify possible cross-disciplinary partnerships and appropriately direct funding opportunities.
- **Flexibility.** Screens can be edited, data fields can be added or removed, and new custom reports can be created as the need arises.

Who should use Digital Measures?

All Skidmore faculty are expected to report on their annual activities using Digital Measures.

How many years of data must be entered?

At a minimum, faculty members should enter their activities from June 1, 2016 through May 31, 2017, and then maintain that data on a going-forward basis. This will allow an Individual Faculty Annual Summary of Activities Report to be generated for the 2016-2017 academic year, as well as for subsequent years. Of course, the more complete (breadth and depth) your profile, the more useful it will be for reporting purposes.

What are the deadlines?

Faculty must enter their data from the previous academic year by June 30th.

What if my activity doesn't fit in any existing categories?

In the short term, find the most appropriate category and make use of the “Other” and “Explanation of Other” categories to document this activity. Though Digital Measures has been extensively customized to include most common activities, it's impossible to encompass the full range of faculty activities within the College. To ensure your activities are properly categorized in the future, please e-mail dmhelp@skidmore.edu with your activity and we will work with Digital Measures staff and revise the categories to fully reflect your contribution.

Who has access to the data?

Faculty members have read/write privileges to their own individual data and the ability to generate a Curriculum Vita and the Individual Faculty Annual Summary of Activities Report.

Department chairs have read-only privileges to their faculty members' data and the ability to generate custom and ad hoc reports pertaining to their faculty members' data.

The Office of the Dean of the Faculty has read-only privileges to all faculty members' and department level data and the ability to generate custom and ad hoc reports pertaining to all faculty members' and department level data.

Note: The Digital Measures College Administrator, who is responsible for uploading Scheduled Teaching data, Directed Student Learning data, and other limited faculty data (start date, phone number, department), also has read/write privileges. This is required in order to pre-populate certain fields in Digital Measures and/or correct fields that may have been pre-populated incorrectly (but are flagged as “Read Only” in the system such that faculty are unable to edit the fields themselves).

How will this data be used?

Data entered can be used by the faculty member to generate an Individual Faculty Annual Summary of Activities Report and a Curriculum Vita. Faculty members can also use Digital Measures to facilitate the preparation of materials for CAPT reviews.

Department chairs and program directors can use the system to facilitate the drafting of self-studies or to generate reports about various activities of their faculty as part of departmental assessments. Digital Measures will allow department chairs and program directors to compile the information more quickly, without having to query each faculty member.

The Office of the Dean of the Faculty can use Digital Measures to collect group information critical for accrediting bodies or to demonstrate institutional capacity in grant applications. It can also be used by the administration as part of the College's publicity and advancement efforts.

The data will be for individual or for aggregate purposes only; it will not be used to draw comparisons between individual faculty or between departments.

Is there any sensitive personally-identifiable data in the system?

Apart from the data that has already been pre-populated under the Personal and Contact Information, Administrative Data – Permanent Data, and Scheduled Teaching screens, the only data in Digital Measures will be the information that faculty members choose to enter. If you feel uncomfortable sharing certain information, such as demographic data or the details of a sensitive or proprietary project, you may choose to leave it out of the system.

What is the security level of the Digital Measures system?

Digital Measures provides superior security to ensure your information is safe and secure:

- Equipment housed in two SAS 70/SSAE 16 certified locations
- Nightly off-site backups
- All data encrypted both at rest and in transit and protected with firewalls, hardened server environments and more
- IT staff automatically notified of any problem
- Secure SSL-encrypted connection for all data channels
- Session timeouts to prevent unauthorized users
- Full technology insurance coverage in the event of a data breach

For a full list of security measures, you can visit the Security page on the Digital Measures site at <http://www.digitalmeasures.com/activity-insight/features/serious-security.html>.

Whom should I contact to ask questions or suggest revisions?

The College has established an email account for all Digital Measures-related inquiries at dmhelp@skidmore.edu.

II. Using Digital Measures

Logging into Digital Measures

You can access the Digital Measures system by going to:

<https://www.digitalmeasures.com/login/skidmore/faculty/authentication/authenticateShibboleth.do>

This brings up the page shown below:

The image shows a web form for Skidmore College's Single Sign-On (SSO) system. At the top, the Skidmore College logo is displayed. Below it, the text "Authenticate to Skidmore SSO" is centered. The form contains two input fields: "Skidmore ID" and "Skidmore Pass". The "Skidmore ID" field has a placeholder "@skidmore.edu" to its right. The "Skidmore Pass" field has a placeholder "(Case Sensitive)" to its right. A green "Log In" button is positioned at the bottom right of the form area.


Log in with your Skidmore College User ID and password. You do not need a separate password to access Digital Measures.

Invalid or forgotten password issues should be reported to Skidmore's IT HelpDesk at helpdesk@skidmore.edu.

Errors regarding "no account found" should be reported to dmhelp@skidmore.edu.

Working in Digital Measures



The *Manage Activities* screen (below) is the first screen that appears after logging into Digital Measures. All screens in which data are entered may be accessed from here, as well as screens from which reports may be run. These screens have been customized to meet the specific reporting needs of Skidmore College.

 **Manage Activities**

Rapid Reports
PasteBoard

Run Reports

Help


POWERED BY  Digital Measures
[Privacy Policy](#)

[Review a guide](#) to manage your activities.

▼ **General Information**

Personal and Contact Information
Biography and Expertise
Administrative Data - Permanent Data | Yearly Data
Administrative Assignments
Awards and Honors
Consulting
Education

Faculty Development Activities Attended
Licenses and Certifications
Media Appearances and Interviews
Professional Memberships
References
Work History

▼ **Teaching**

Academic Advising
Directed Student Learning (e.g., independent study, internship, research, seminar)

Non-Credit Instruction Taught
Scheduled Teaching
Teaching Innovation and Curriculum Development

▼ **Scholarship/Research**

Contracts, Fellowships, Grants and Sponsored Research
Exhibits and Performances
Intellectual Property (e.g., copyrights, patents)

Presentations
Publications
Other Research Activity

▼ **Service**

Department/College
Professional

Public

▼ **Reflection**

Brief Reflection on Professional Achievements and Goals

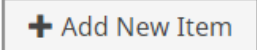
The *Manage Activities* utility enables faculty to keep track of teaching, scholarship/research, and service activities.

The link at the top of the *Manage Activities* page: [Review a guide to manage your activities.](#) will always contain a link to Digital Measures' Faculty/Staff Guide.

When you first visit the *Manage Activities* page, it's recommended that you spend a few minutes looking through the screens accessible from it. To access a screen, click its name. The resulting summary screen displays records that are stored for that screen.


Managing Data


There are several actions you can take from a summary screen, although not all of these actions will always be available on every screen.

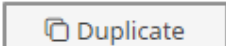
To add a new record, select the  button.

To import items in bulk, select the  button (available only for the Publications screen).

To edit or view a record, click anywhere in the record row on the summary screen.

Note: Your Digital Measures Administrator has added certain records to the system for you. Some of these records can be viewed, but cannot be edited or deleted. An  icon identifies these records. If revisions are needed to the records which have been entered on your behalf, please contact dmhelp@skidmore.edu.

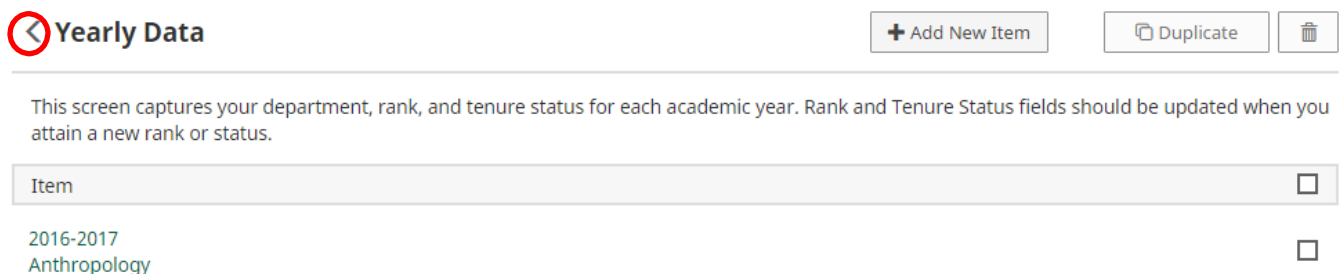
To delete a record, select the checkbox ☒ next to the item and then select the  button located at the top right of the screen.

To copy a record, select the checkbox ☒ next to the item and then select the  button located at the top right of the screen.

To search for key words on a screen, use the search bar at the top of the screen:



To go back to the previous screen, click on the chevron button next to the page title:



Note: Digital Measures runs reports based on date ranges. **Therefore, it is very important that the data you enter into each screen has a date associated with it** (in most cases at least a Month and Year). Otherwise the data will not be picked up by Digital Measures when running your report.

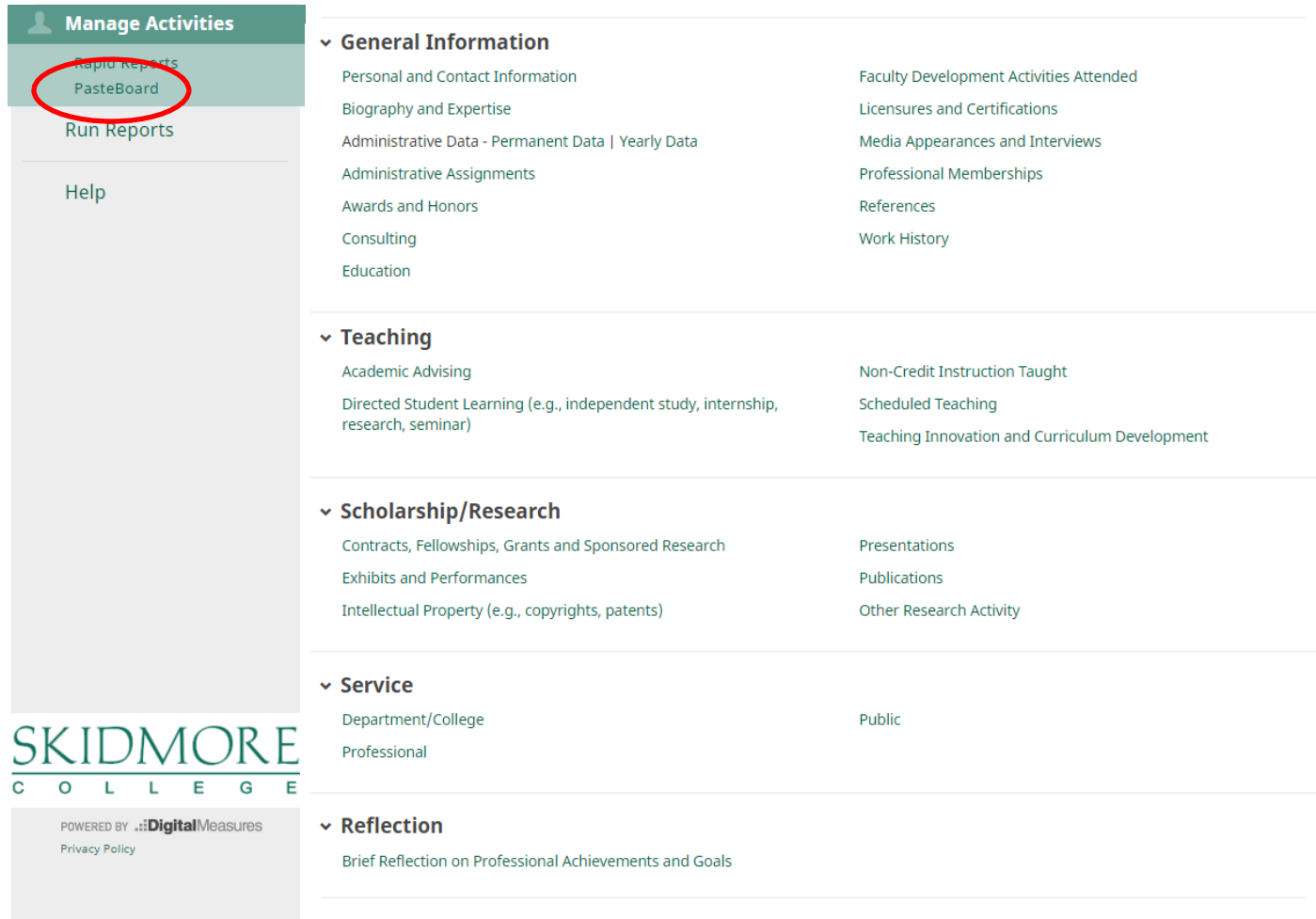
III. Helpful Features and Tips

This section provides an introduction to some of Digital Measures's advanced features which can greatly expedite the process of entering your activities.

The PasteBoard

The PasteBoard is a timesaving feature. The PasteBoard allows you to copy text from another document, such as your Curriculum Vita in Microsoft Word, and paste it into the PasteBoard. After you have pasted text into the PasteBoard, you can select text from it, click-and-hold on the text you selected, and drag the text into any field in the system to add that information.

To access the PasteBoard, click on PasteBoard on the left-sided menu displayed under *Manage Activities*:



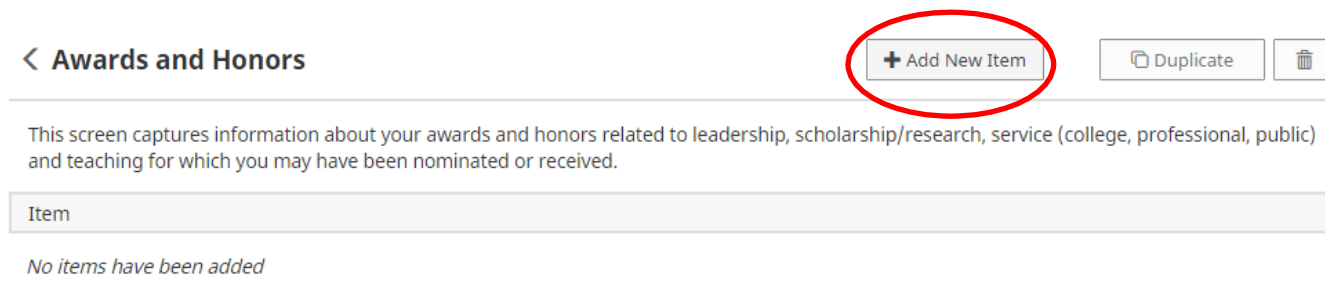
The screenshot displays the Digital Measures interface. On the left, a vertical menu under the heading "Manage Activities" contains the following items: "Rapid Reports", "PasteBoard" (highlighted with a red circle), "Run Reports", and "Help". Below the menu is the "SKIDMORE COLLEGE" logo and a footer that reads "POWERED BY Digital Measures" and "Privacy Policy". The main content area on the right is organized into sections, each with a dropdown arrow:

- General Information**
 - Personal and Contact Information
 - Biography and Expertise
 - Administrative Data - Permanent Data | Yearly Data
 - Administrative Assignments
 - Awards and Honors
 - Consulting
 - Education
 - Faculty Development Activities Attended
 - Licensures and Certifications
 - Media Appearances and Interviews
 - Professional Memberships
 - References
 - Work History
- Teaching**
 - Academic Advising
 - Directed Student Learning (e.g., independent study, internship, research, seminar)
 - Non-Credit Instruction Taught
 - Scheduled Teaching
 - Teaching Innovation and Curriculum Development
- Scholarship/Research**
 - Contracts, Fellowships, Grants and Sponsored Research
 - Exhibits and Performances
 - Intellectual Property (e.g., copyrights, patents)
 - Presentations
 - Publications
 - Other Research Activity
- Service**
 - Department/College
 - Professional
 - Public
- Reflection**
 - Brief Reflection on Professional Achievements and Goals

The Pasteboard will appear in the bottom right-hand corner of your screen and can be dragged anywhere on the screen as needed. Any text in the PasteBoard upon logging out will remain in the PasteBoard for future sessions.

Adding a New Record

In each screen you will need to add records separately. For example, in the screen below you will have to select the *Add New Item* button to enter each award and honor:



The screenshot shows the 'Awards and Honors' interface. At the top left is a back arrow and the title '< Awards and Honors'. To the right are three buttons: '+ Add New Item' (circled in red), 'Duplicate', and a trash icon. Below the title is a descriptive text: 'This screen captures information about your awards and honors related to leadership, scholarship/research, service (college, professional, public) and teaching for which you may have been nominated or received.' Underneath is a text input field labeled 'Item'. At the bottom, it says 'No items have been added'.

Save

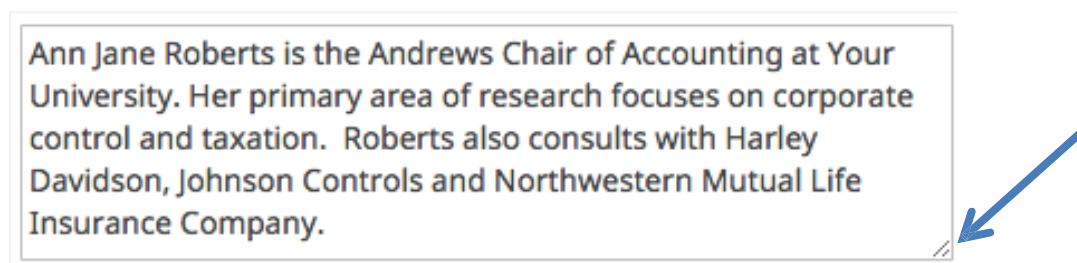
When you are finished entering your data, please remember to always select



The *Save* button will save the data you entered and return you to the previous screen. The *Save + Add Another* button will save the data you entered and will give you a new page to add another record.

Expanding Text Boxes

You may see two diagonal lines in the bottom right corner of text boxes:



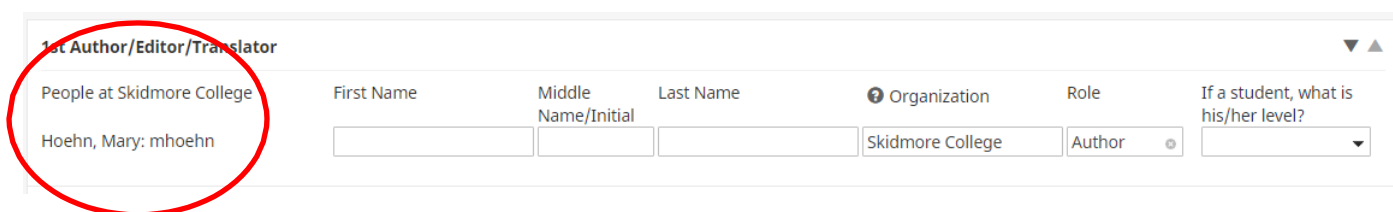
Clicking this area and dragging allows you to resize the text box as needed.

Entering Authors, Investigators, Presenters, Performers, etc.

When you enter a record into any of the 6 screens under the Scholarship/Research category:

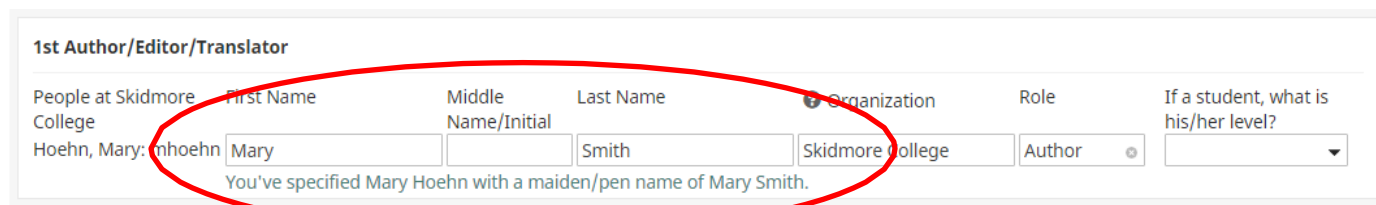
- Contracts, Fellowships, Grants and Sponsored Research
- Exhibits and Performances
- Intellectual Property
- Presentations
- Publications
- Other Research Activity

by default, you will appear as the first author, investigator, presenter, performer, inventor, etc. Your last name, first name and username will be displayed at the far left under “People at Skidmore College.” You do not need to enter your name in the blank fields to the right of your username unless you want the record to reflect a different name:



The screenshot shows the '1st Author/Editor/Translator' form. A red circle highlights the 'People at Skidmore College' section, which contains the text 'Hoehn, Mary: mhoehn'. To the right of this are input fields for 'First Name', 'Middle Name/Initial', and 'Last Name', followed by a dropdown for 'Organization' (set to 'Skidmore College'), a dropdown for 'Role' (set to 'Author'), and a dropdown for 'If a student, what is his/her level?'.

In cases where you wish to use a different name, you can alter the name that will be displayed in Digital Measures reports for the record you are entering. In the blank fields to the right of where your username appears, type the alternate name you wish to use for that record. Your reports will display that entry with the alternate name:



The screenshot shows the same form as above, but with the 'First Name' field containing 'Mary' and the 'Last Name' field containing 'Smith'. A red circle highlights these fields and the text below them: 'You've specified Mary Hoehn with a maiden/pen name of Mary Smith.' The 'Organization' dropdown is still 'Skidmore College' and the 'Role' is 'Author'.

Note: This will only affect the record for which the information is entered. The information must be entered into each record for which you want an alternative name to be displayed.

To add additional contributors, select the appropriate number of contributors to add in the box to the right of ‘Select the number of author/editor/translator rows to add’ and then click on the **+Add** button:

1st Author/Editor/Translator

People at Skidmore College	First Name	Middle Name/Initial	Last Name	Organization	Role	If a student, what is his/her level?
Hoehn, Mary: mhoehn				Skidmore College	Author	

Select the number of author/editor/translator rows to add: **2** **+Add**

If the co-contributor is a faculty member at Skidmore, you may select his/her name from the “Select or type a name” drop-down list on the left:

1st Author/Editor/Translator

People at Skidmore College	First Name	Middle Name/Initial	Last Name	Organization	Role	If a student, what is his/her level?
Hoehn, Mary: mhoehn				Skidmore College	Author	

2nd Author/Editor/Translator

People at Skidmore College	First Name	Middle Name/Initial	Last Name	Organization	Role	If a student, what is his/her level?
Tomlinson, Bill: wtomlins				Skidmore College	Author	

3rd Author/Editor/Translator

People at Skidmore College	First Name	Middle Name/Initial	Last Name	Organization	Role	If a student, what is his/her level?
Select or type a name...					Author	

Once you have selected the contributor’s name from the drop-down list, you do not need to enter his/her name in the blank fields to the right of where his/her username appears unless you want the record to reflect a different name.

Skidmore students and non-Skidmore faculty will not appear in the drop-down list. If the co-contributor is a student or is not a faculty member at Skidmore, type the name of the individual and his/her organization in the fields to the right of the drop-down list:

1st Author/Editor/Translator

People at Skidmore College	First Name	Middle Name/Initial	Last Name	Organization	Role	If a student, what is his/her level?
Hoehn, Mary: mhoehn				Skidmore College	Author	

2nd Author/Editor/Translator

People at Skidmore College	First Name	Middle Name/Initial	Last Name	Organization	Role	If a student, what is his/her level?
Tomlinson, Bill: wtomlins				Skidmore College	Author	









3rd Author/Editor/Translator

People at Skidmore College	First Name	Middle Name/Initial	Last Name	Organization	Role	If a student, what is his/her level?
Select or type a name...	Maureen		Basha	Georgetown University	Author	

Note: Digital Measures is a relational database. For example, if multiple Skidmore users authored an article, the first user to enter the citation is considered the “owner” of the record. When a user enters the citation, the record will be associated with ALL of the collaborating authors. If you see a record that says, “Entered By: Faculty Name,” then a co-contributor has already created the record. **Please do not create a duplicate record.** If any of the information entered by your co-contributor is incorrect, please work with that individual to correct it.

Changing Contributor Order

For records with more than one contributor, you can easily change the contributing order using the three icons on the far right side of the page:

1st Author/Editor/Translator						
People at Skidmore College	First Name	Middle Name/Initial	Last Name	Organization	Role	If a student, what is his/her level?
Hoehn, Mary: mhoehn				Skidmore College	Author	
<div style="text-align: right;">   </div>						
2nd Author/Editor/Translator						
Tomlinson, Bill: wtomlins				Skidmore College	Author	
<div style="text-align: right;">    </div>						
3rd Author/Editor/Translator						
Select or type a name...	Maureen		Basha	Georgetown University	Author	
<div style="text-align: right;">    </div>						

You can use the downward arrow icon (▼) to move a contributor down in the order, or the upward arrow icon (▲) to move a contributor up in the order.

If an arrow icon is grayed out as shown in the image above, the selected contributor cannot be moved up or downward any further.

Similarly, additional contributors can always be deleted from records by clicking the delete icon (🗑️) at the far right of the row, as shown above.

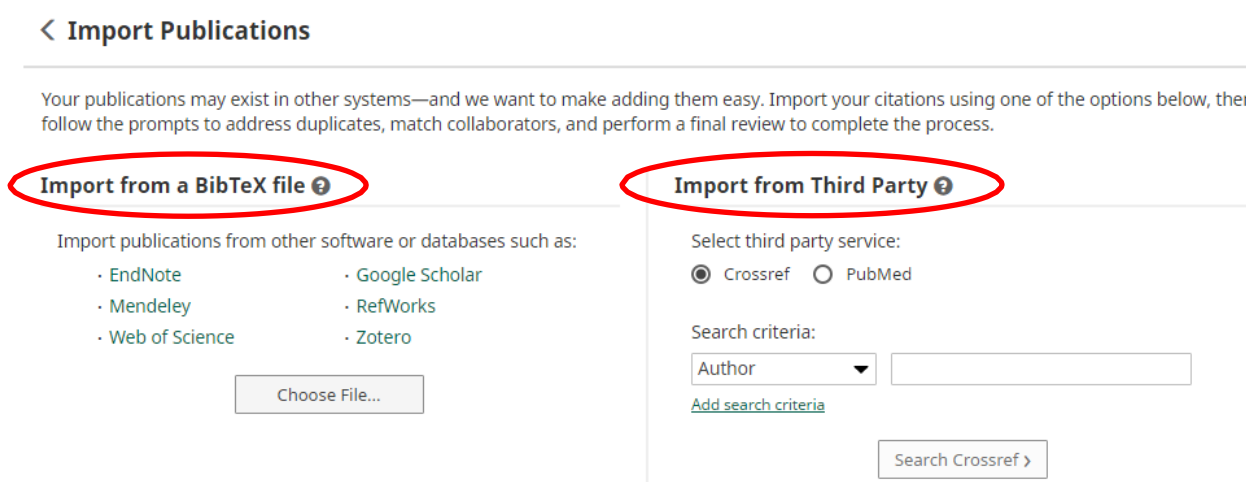
If you choose to delete a contributor, a popup window will appear to confirm your decision. Click the **OK** button to delete this author and return to the activity page.

Importing Publications

There are two ways for you to import your publications from other databases. From *Manage Activities*, click on *Publications* under the Scholarship/Research category. From there, click on the *Import* button:



You will then be given two different options for importing items:



Option A: Import from a BibTeX file

Using the BibTeX Import feature within Digital Measures, you can import citations that are already stored in another software system such as a reference manager or database (e.g., EndNote, Google Scholar, Mendeley, RefWorks, Web of Science, and Zotero). Click here for a step-by-step guide: <http://www.digitalmeasures.com/activity-insight/docs/bibtex.html>

Option B: Import from Third Party

Using the Import from Third Party feature, you can pull your citations into Digital Measures directly from PubMed or Crossref without first saving them into a BibTeX file. Click one of the below links for a step-by-step guide:

PubMed: <http://www.digitalmeasures.com/activity-insight/docs/pubmed.html>

CrossRef: <http://www.digitalmeasures.com/activity-insight/docs/crossref.html>

Note: When importing from PubMed or Crossref, the automatic search may return items that are from similarly named researchers in addition to your own. To resolve this issue, make sure to click the checkboxes next to **only** the scholarly works that you have produced.

Rapid Reports

While you are managing your activities, you may want to see how a particular change looks on a report. The *Rapid Reports* feature provides a way to quickly and easily run simple reports on the data in the system, including your Individual Faculty Annual Summary of Activities report.

To run a report using *Rapid Reports*:

1. Click on *Rapid Reports* on the left-sided menu displayed under *Manage Activities*:



2. Select the report you want to run, and add the start and end date for the report.

Rapid Reports ✕

Select a report template, date range and file format, then run the report.

Rapid Reports are generated using only your own data.

Report: Individual Faculty Annual Summary of Activities ▼

Start Date: Jun ▼ 01 ▼ 2016 ▼

End Date: May ▼ 31 ▼ 2017 ▼

File Format: Microsoft Word (.doc) ▼

Note: Changes to Microsoft Word reports do not change data in the system.

3. Click on the *Run Report* button.



When you receive the message to open or save, click on the *Open* button. The report will then open in a Word document. When it opens in Word you will have to click on the *Enable Editing* button at the top of the page to be able to make any revisions or save the document. Save the document to your computer.

Activity Categories

Manage Activities contains four highly-customized categories used to report faculty activities, which are explained briefly below. For your convenience, a more detailed table of **Common Activities and Entry Locations** is appended to this guide.

- The **General Information** category is where you can enter your personal and contact information, educational history, honors and awards, certifications, and professional memberships.
- The **Teaching** category contains scheduled teaching information, along with other activities that directly impact student learning.
- The **Scholarship/Research** category is where you can enter information about grants, publications, presentations, and other scholarly and professional activities.
- The **Service** category is where you can enter information about your service working on committees, working groups, and in organizations.

A fifth category, **Reflection**, contains information regarding your most important achievement for the academic year, as well as two or three professional goals you have for the upcoming academic year and how Skidmore might support these efforts.

Things to Remember When Working in Digital Measures

- Digital Measures runs reports based on date ranges. **Therefore, it is very important that the data you enter into each screen has a date associated with it** (in most cases at least a Month and Year). Otherwise the data will not be picked up by Digital Measures when running your report.
- Digital Measures works best when using Google Chrome or Mozilla Firefox as your browser.
- Digital Measures does not automatically save your entries. **You must click “Save” to ensure all of the information you entered is retained.**
- Data fields in the various screens should be completed if they are applicable to you and you want them included in your report. If you are not comfortable sharing certain information, you are not required to include it.
- While most information must be entered by you, some data has already been pre-populated, such as some of the information shown under the *Scheduled Teaching* and *Directed Student Learning* screens as well as some personal and administrative information. If you find that some of this information is incorrect, please contact dmhelp@skidmore.edu and we will work with you to correct it.

IV. Appendix

Common Activities and Entry Locations

The following information provides a list of major faculty activities and corresponding entry locations in Digital Measures.

Name of Screen	Category	Description
Personal and Contact Information	General Information	This screen captures your personal and contact information such as your name, email address, phone number, office location, and other optional fields. Some fields have been pre-populated.
Biography and Expertise	General Information	This screen captures your brief biography, areas of specialization, professional interests, other interests, notable courses taught, and languages.
Administrative Data – Permanent Data	General Information	This screen captures your starting rank and start date at Skidmore, dates of subsequent rank(s) attained, and tenure decision date. Start date at Skidmore has been pre-populated and is read only. Fields on this screen should be updated when you attain a new rank.
Administrative Data – Yearly Data	General Information	This screen captures your department, rank, and tenure status for each academic year. Rank and tenure status should be updated when you attain a new rank or status.
Administrative Assignments	General Information	This screen captures information about your administrative assignments at Skidmore (i.e., Acting Chair, Assistant Dean, Assistant Director, Associate Chair, Associate Dean, Associate Director, Chair, Dean, Director, or Endowed Chair), both at the College and Department level.
Awards and Honors	General Information	This screen captures information about your awards and honors related to leadership, scholarship/research, service (college, professional, public) and teaching for which you may have been nominated or received.
Consulting	General Information	This screen captures information about consulting work performed for an organization, either compensated or pro bono, that was contracted between you and the client organization and did not go through Skidmore. If you served as a consultant on a grant, you may also wish to enter this information under the “Contracts, Fellowships, Grants and Sponsored Research” screen.
Education	General Information	This screen captures information about your education such as degree, institution, major, thesis, year completed, advisor information, and associated coursework.

Name of Screen	Category	Description
Faculty Development Activities Attended	General Information	This screen captures information about your development activities attended that serve to develop your knowledge and skills, such as conference attendances, continuing education programs, faculty internship/fellowships, self-study programs, seminars, tutorials, or workshops.
Licensures and Certifications	General Information	This screen captures any licenses and certifications held.
Media Appearances and Interviews	General Information	This screen captures media appearances and interviews (TV, radio, newspaper, magazine, internet, etc.) where you were invited to share your professional expertise.
Professional Memberships	General Information	This screen captures information about your memberships within professional organizations, associations and societies external to Skidmore. Leadership positions held or other unique activities performed for an organization outside of Skidmore should be entered in the Professional screen under the Service category.
References	General Information	This screen captures your references' contact information.
Work History	General Information	This screen captures both Skidmore and non-Skidmore related work experience.
Academic Advising	Teaching	This screen captures information about students you advised each term. Numbers entered should be based on the number of advisees you had at the end of each given semester. Only include advisees for which you are the advisor of record.
Directed Student Learning	Teaching	This screen captures information about your activities working one-on-one with individual students, including term and year; course name, prefix and number; involvement type; student's first and last name; title of the student's work, stage of completion, and any comments. Some records have already been created for you based on courses designated in Banner as independent study, internship, research, or seminar and cannot be edited. However, you may add additional records to capture additional student mentorship activities.
Non-Credit Instruction Taught	Teaching	This screen captures non-credit instruction taught, such as certification classes, continuing education, serving as a guest lecture, leading a workshop, etc.

Name of Screen	Category	Description
Scheduled Teaching	Teaching	This screen captures information about each course taught. Most fields are pulled from Banner and are read only. However, you may enter details, such as whether the course was a new course preparation or new format for an existing course, and any comments.
Teaching Innovation and Curriculum Development	Teaching	This screen captures activities related to curricular development, the preparation of new courses or degree programs, revisions to existing courses or degree programs, and other strategies for improvement before they are actually implemented. For example, you may enter information related to your preparation or development of specific teaching innovations such as new classroom techniques; new teaching material such as course modules; or activities that will enhance student learning such as guest speakers, outside projects, field trips, etc.
Contracts, Fellowships, Grants and Sponsored Research	Scholarship/Research	This screen captures details about grants, contracts and fellowships, both internal or external to Skidmore, and whether planned, pending, funded or not funded. You may also enter details about any additional investigators (both Skidmore and external, including students), collaborating institutions or subcontractors. If you received a pedagogy grant to develop a course, you may wish to enter this information under the Teaching Innovation and Curriculum Development screen as well.
Exhibits and Performances	Scholarship/Research	This screen captures details about exhibits and performances, such as artist-in-residences, dance performances, exhibitions, films, film screenings, music and theater performances, etc. You may also enter details about any additional performers or exhibitors (both Skidmore and external, including students).
Intellectual Property	Scholarship/Research	This screen captures information about patents and copyrights. You may also enter details about any additional inventors (both Skidmore and external).
Presentations	Scholarship/Research	This screen captures information about presentations given to an audience of your professional peers, such as a lecture, poster presentation, etc. You may also enter details about any additional presenters (both Skidmore and external, including students).

Name of Screen	Category	Description
Publications	Scholarship/Research	This screen captures all scholarly work written, edited or translated, such as books, book chapters, book reviews, journal articles, textbooks, etc. You may enter details about whether publications are in preparation, submitted, accepted, not accepted, in press, under revision/resubmitted, or published. You may also enter details about any additional authors, editors and translators (both Skidmore and external, including students).
Other Research Activity	Scholarship/Research	This screen captures information about research activities that are not internally or externally supported by grant funds, whether planned, ongoing, or complete. You may also enter details about any additional collaborators (both Skidmore and external, including students).
Department/College	Service	This screen captures service at Skidmore, at both the College and Department level. Service activities include admissions, fundraising, or institutional grant writing activities; serving on an advisory board, task force, or working group; campus event organizing; serving as a student club advisor or faculty mentor; or serving on a compliance committee, department curriculum committee, department self-study committee, governance committee, personnel review committee, search committee, steering committee, or student scholarship committee.
Professional	Service	This screen captures service activities and leadership positions for professional organizations, committees and clubs outside of Skidmore that contribute to your profession or discipline, such as serving as a reviewer/referee for a professional journal or on the board of advisors for a professional association. Membership within these organizations may also need to be entered under Professional Memberships in the General Information category.
Public	Service	This screen captures service to the community where your expertise is still utilized. Examples include serving on the board of a local non-profit, guest speaking at a civic organization, etc.
Brief Reflection on Professional Achievements and Goals	Reflection	This screen should be updated on an annual basis as part of your Annual Summary Report.

Required Fields for Annual Summary of Activities Report

Data fields **circled in blue** indicate what information will be automatically pulled from certain Digital Measures screens to populate your Annual Summary Report. These fields should be completed if they are applicable to you and you want them included in your Annual Summary Report.

Administrative Data – Yearly Data Screen

[< Edit Yearly Data](#)

Cancel

Save

Save + Add Another

See “Required Fields for Annual Summary of Activities Report” section in the Faculty User Guide to learn which fields on this screen should be completed (if they are applicable to you) and you want them included in your Annual Summary Report.

Academic Year

1st Department

Department

Select the number of department rows to add: 1

+Add

Faculty/Staff Rank

Explanation of "Other"

Tenure Status

Leave Information

Leave Status

Explanation of "Other"

Leave Start Date

Leave End Date

Administrative Assignments Screen

< Edit Administrative Assignments

Cancel

Save

Save + Add Another

See "Required Fields for Annual Summary of Activities Report" section in the Faculty User Guide to learn which fields on this screen should be completed (if they are applicable to you) and you want them included in your Annual Summary Report.

Position/Role	<input type="text"/>
Explanation of "Other"	<input type="text"/>
Full Title of Position/Role	<input type="text"/>
Scope	<input type="text"/>
Responsibilities/Brief Description	<input type="text"/>

Note: For activities that you started but have not yet presently completed, specify the start date and leave the end date blank. At least one date must be entered and be between June 1 – May 31 of the reporting year in order for this activity to appear in your Annual Summary Report.

Start Date	<input type="text"/>	<input type="text"/>	<input type="text"/>
End Date	<input type="text"/>	<input type="text"/>	<input type="text"/>

At least one date **must** be entered and be between June 1 – May 31 of reporting year in order for activity to appear in Annual Report.

Awards and Honors Screen

< Edit Awards and Honors

Cancel

Save

Save + Add Another

See "Required Fields for Annual Summary of Activities Report" section in the Faculty User Guide to learn which fields on this screen should be completed (if they are applicable to you) and you want them included in your Annual Summary Report.

Nominated or Received?	<input type="text"/>
Award or Honor Name	<input type="text"/>
Organization/Sponsor	<input type="text"/>
* Purpose	<input type="text"/>
Scope	<input type="text"/>
Brief Description/Explanation	<input type="text"/>

"Purpose" **must** be entered in order for activity to appear in Annual Report.

Note: Date entered must be between June 1 – May 31 of the reporting year in order for this activity to appear in your Annual Summary Report.

Date	<input type="text"/>	<input type="text"/>	<input type="text"/>
------	----------------------	----------------------	----------------------

Date entered **must** be between June 1 – May 31 of reporting year in order for activity to appear in Annual Report.

Consulting Screen

< Edit Consulting

Cancel

Save

Save + Add Another

See “Required Fields for Annual Summary of Activities Report” section in the Faculty User Guide to learn which fields on this screen should be completed (if they are applicable to you) and you want them included in your Annual Summary Report.

Consulting Type	<input type="text"/>
Explanation of "Other"	<input type="text"/>
Client/Organization	<input type="text"/>
City, State and Country	<input type="text"/> <input type="text"/> <input type="text"/>
• Compensated or Pro Bono?	<input type="text"/>
Brief Description	<input type="text"/>

“Compensated or Pro Bono” **must** be entered in order for activity to appear in Annual Report.

Note: For activities that are/were only on one day, leave the start date blank and specify the end date. For activities that you started but have not yet presently completed, specify the start date and leave the end date blank. At least one date must be entered and be between June 1 – May 31 of the reporting year in order for this activity to appear in your Annual Summary Report.

Start Date	<input type="text"/>	<input type="text"/>	<input type="text"/>
End Date	<input type="text"/>	<input type="text"/>	<input type="text"/>

At least one date **must** be entered and be between June 1 – May 31 of reporting year in order for activity to appear in Annual Report.

Faculty Development Activities Attended Screen

< Edit Faculty Development Activities Attended

Cancel

Save

Save + Add Another

See “Required Fields for Annual Summary of Activities Report” section in the Faculty User Guide to learn which fields on this screen should be completed (if they are applicable to you) and you want them included in your Annual Summary Report.

Activity Type	<input type="text"/>
Explanation of "Other"	<input type="text"/>
Title	<input type="text"/>
Sponsoring Organization	<input type="text"/>
City, State and Country	<input type="text"/> <input type="text"/> <input type="text"/>
Number of Credit Hours	<input type="text"/>
Brief Description	<input type="text"/>

Note: For activities that are/were only on one day, leave the start date blank and specify the end date. For activities that you started but have not yet presently completed, specify the start date and leave the end date blank. At least one date must be entered and be between June 1 – May 31 of the reporting year in order for this activity to appear in your Annual Summary Report.

Start Date	<input type="text"/>	<input type="text"/>	<input type="text"/>
End Date	<input type="text"/>	<input type="text"/>	<input type="text"/>

At least one date **must** be entered and be between June 1 – May 31 of reporting year in order for activity to appear in Annual Report.

Licensures and Certifications Screen

< Edit Licensures and Certifications

Cancel

Save

Save + Add Another

See "Required Fields for Annual Summary of Activities Report" section in the Faculty User Guide to learn which fields on this screen should be completed (if they are applicable to you) and you want them included in your Annual Summary Report.

Title of Licensure/Certification	<input type="text"/>
Sponsoring Organization	<input type="text"/>
Scope	<input type="text"/>
Description	<input type="text"/>

Note: At least one date must be entered and be between June 1 – May 31 of the reporting year in order for this activity to appear in your Annual Summary Report.

Date Obtained	<input type="text"/>	<input type="text"/>	<input type="text"/>
Expiration Date	<input type="text"/>	<input type="text"/>	<input type="text"/>

At least one date **must** be entered and be between June 1 – May 31 of reporting year in order for activity to appear in Annual Report.

Media Appearances and Interviews Screen

< Edit Media Appearances and Interviews

Cancel

Save

Save + Add Another

See "Required Fields for Annual Summary of Activities Report" section in the Faculty User Guide to learn which fields on this screen should be completed (if they are applicable to you) and you want them included in your Annual Summary Report.

Media Type	<input type="text"/>
Explanation of "Other"	<input type="text"/>
Article/Segment Title	<input type="text"/>
Program/Media Outlet Name	<input type="text"/>
Web Address	<input type="text"/>
Description	<input type="text"/>

Note: Date entered must be between June 1 – May 31 of the reporting year in order for this activity to appear in your Annual Summary Report.

Publication/Air Date	<input type="text"/>	<input type="text"/>	<input type="text"/>
----------------------	----------------------	----------------------	----------------------

Date entered **must** be between June 1 – May 31 of reporting year in order for activity to appear in Annual Report.

Academic Advising Screen

< Edit Academic Advising

Cancel

Save

Save + Add Another

See "Required Fields for Annual Summary of Activities Report" section in the Faculty User Guide to learn which fields on this screen should be completed (if they are applicable to you) and you want them included in your Annual Summary Report.

Note: Date entered must be between June 1 – May 31 of the reporting year in order for this activity to appear in your Annual Summary Report

Term and Year	<input type="text"/>	<input type="text"/>	Date entered <u>must</u> be between June 1 – May 31 of reporting year in order for activity to appear in Annual Report.
Number of Students Advised as Primary Advisor	<input type="text"/>		
Number of Students Advised as Secondary Advisor	<input type="text"/>		
Comments	<input type="text"/>		

Directed Student Learning Screen

< Edit Directed Student Learning (e.g., independent study, internship, research, seminar)

Cancel

Save

Save + Add Another

See "Required Fields for Annual Summary of Activities Report" section in the Faculty User Guide to learn which fields on this screen should be completed (if they are applicable to you) and you want them included in your Annual Summary Report.

Note: Some records have already been created for you. In those cases, these fields will be read-only.	* Term and Year	<input type="text"/>	<input type="text"/>	"Term and Year" <u>must</u> be entered in order for activity to appear in Annual Report. Term and Year must be between June 1 – May 31 of reporting year in order for activity to appear in Annual Report.
	Course Name	<input type="text"/>		
	Course Prefix and Number	<input type="text"/>	<input type="text"/>	
	Involvement Type	<input type="text"/>		
	Student First Name	<input type="text"/>		
	Student Last Name	<input type="text"/>		
	Title of Student's Work	<input type="text"/>		
Stage of Completion	<input type="text"/>			
Comments	<input type="text"/>			

Non-Credit Instruction Taught Screen

< Edit Non-Credit Instruction Taught

Cancel

Save

Save + Add Another

See "Required Fields for Annual Summary of Activities Report" section in the Faculty User Guide to learn which fields on this screen should be completed (if they are applicable to you) and you want them included in your Annual Summary Report.

Instruction Type	<input type="text"/>
Explanation of "Other"	<input type="text"/>
Audience	<input type="text"/>
Sponsoring Organization	<input type="text"/>
Number of Participants	<input type="text"/>
Academic or Professional?	<input type="text"/>
Description	<input type="text"/>

Note: For activities that are/were only on one day, leave the start date blank and specify the end date. For activities that you started but have not yet presently completed, specify the start date and leave the end date blank. At least one date must be entered and be between June 1 – May 31 of the reporting year in order for this activity to appear in your Annual Summary Report.

Start Date	<input type="text"/>	<input type="text"/>	<input type="text"/>
End Date	<input type="text"/>	<input type="text"/>	<input type="text"/>

At least one date **must** be entered and be between June 1 – May 31 of reporting year in order for activity to appear in Annual Report.

Scheduled Teaching Screen

< Edit Scheduled Teaching

Cancel

Save

You do not have access to modify some of the fields on this screen. If changes are needed, contact your Digital Measures Administrator, [Mary Hoehn](#).

- Term and Year
- Course Name
- Course Prefix and Course Number
- Section Number
- Official Enrollment Number
- Student Credit Hours
- Faculty Workload Hours
- Course Level
- Delivery Mode
- Helios?

Fields are pre-populated and read-only.

New course preparation?

New format for existing course?

Syllabus for this course No File Stored

Choose File...

Comments

Teaching Innovation and Curriculum Development Screen

< Edit Teaching Innovation and Curriculum Development

Cancel

Save

Save + Add Another

See "Required Fields for Annual Summary of Activities Report" section in the Faculty User Guide to learn which fields on this screen should be completed (if they are applicable to you) and you want them included in your Annual Summary Report.

- Activity Type
- Explanation of "Other"
- Course or Program Name
- Description of Activity

Dates are intended to capture the time spent working on curriculum development or teaching innovation that will be delivered at a future date; the delivery of the course itself will be captured under the Scheduled Teaching Screen, where you can indicate if this was a new course preparation or a new format for an existing course. For activities that you started but have not yet presently completed, specify the start date and leave the end date blank. At least one date must be entered and be between June 1 – May 31 of the reporting year in order for this activity to appear in your Annual Summary Report.

Start Date ,

End Date ,

At least one date **must** be entered and be between June 1 – May 31 of reporting year in order for activity to appear in Annual Report.

Contracts, Fellowships, Grants and Sponsored Research Screen

< Edit Contracts, Fellowships, Grants and Sponsored Research

Cancel

Save

Save + Add Another

See "Required Fields for Annual Summary of Activities Report" section in the Faculty User Guide to learn which fields on this screen should be completed (if they are applicable to you) and you want them included in your Annual Summary Report.

Type	<input type="text"/>
Explanation of "Other"	<input type="text"/>
Title	<input type="text"/>
Agency/Sponsor	<input type="text"/>
Current Status	<input type="text"/>
Amount	\$ <input type="text"/>
Abstract	<input type="text"/>

"Current Status" **must** be entered in order for activity to appear in Annual Report.

Lead or Prime Applicant / Collaborating Institution / Subcontractors

Please list the Lead or Prime Applicant as the first entry in this list.

1st Applicant

Applicant	<input type="text"/>
Explanation of "Other Institution"	<input type="text"/>
Applicant Type	<input type="text"/>

Select the number of applicant rows to add: 1

+Add

Investigators

Please select a person from the drop-down list and/or enter their name in the input fields.

By default, your name will appear as the first investigator. You do not need to enter your name in the blank fields unless you submitted under a different name. You can add additional investigators by selecting the appropriate number of investigator rows to add, and then change the order using the up/down arrows. Please note that Skidmore students and non-Skidmore faculty will not appear in the drop-down list and you will have to enter their names in the fields provided.

1st Investigator

People at Skidmore College Hoehn, Mary: mhoehn	First Name <input type="text"/>	Middle Name/Initial <input type="text"/>	Last Name <input type="text"/>	If a student, what is his/her level? <input type="text"/>
Role <input type="text"/>	Explanation of "Other" <input type="text"/>	Institution <input type="text"/>	Explanation of "Other Institution" <input type="text"/>	

Select the number of investigator rows to add: 1

+Add

Award Letter No File Stored

Choose File...

Note: At least one date must be entered and be between June 1 – May 31 of the reporting year in order for this activity to appear in your Annual Summary Report.

Submission Deadline	<input type="text"/>	<input type="text"/>	<input type="text"/>
Start Date	<input type="text"/>	<input type="text"/>	<input type="text"/>
End Date	<input type="text"/>	<input type="text"/>	<input type="text"/>

At least one date **must** be entered and be between June 1 – May 31 of reporting year in order for activity to appear in Annual Report.

Exhibits and Performances Screen

< Edit Exhibits and Performances

Cancel

Save

Save + Add Another

See "Required Fields for Annual Summary of Activities Report" section in the Faculty User Guide to learn which fields on this screen should be completed (if they are applicable to you) and you want them included in your Annual Summary Report.

Type of Work	<input type="text"/>
Explanation of "Other"	<input type="text"/>
Work/Exhibit Title	<input type="text"/>
Name of Performing Group	<input type="text"/>
Sponsoring Organization	<input type="text"/>
Venue	<input type="text"/>
City, State and Country	<input type="text"/> <input type="text"/> <input type="text"/>
Brief Description	<input type="text"/>

Performers/Exhibitors

Please select a person from the drop-down list and/or enter their name in the input fields.

By default, your name will appear as the first performer/exhibitor. You do not need to enter your name in the blank fields unless you performed/exhibited under a different name. You can add additional performers/exhibitors by selecting the appropriate number of performer/exhibitor rows to add, and then change the order using the up/down arrows. Please note that Skidmore students and non-Skidmore faculty will not appear in the drop-down list and you will have to enter their names in the fields provided.

1st Performer/Exhibitor

People at Skidmore College	First Name	Middle Name/Initial	Last Name	Role	If a student, what is his/her level?	Organization
Hoehn, Mary: mhoe	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Select the number of performer/exhibitor rows to add:

Was this peer-reviewed/refereed?

Web Address

Scope

Note: For activities that are/were only on one day, leave the start date blank and specify the end date. For activities that you started but have not yet presently completed, specify the start date and leave the end date blank. At least one date must be entered and be between June 1 – May 31 of the reporting year in order for this activity to appear in your Annual Summary Report.

Start Date	<input type="text"/>	<input type="text"/>	<input type="text"/>
End Date	<input type="text"/>	<input type="text"/>	<input type="text"/>

At least one date **must** be entered and be between June 1 – May 31 of reporting year in order for activity to appear in Annual Report.

Intellectual Property Screen

< Edit Intellectual Property (e.g., copyrights, patents)

Cancel

Save

Save + Add Another

See "Required Fields for Annual Summary of Activities Report" section in the Faculty User Guide to learn which fields on this screen should be completed (if they are applicable to you) and you want them included in your Annual Summary Report.

Patent or Copyright	<input type="text"/>
Patent Title	<input type="text"/>
Patent/Copyright Number/ID	<input type="text"/>
Patent Type	<input type="text"/>
Patent Nationality	<input type="text"/>
If Patent Cooperation Treaty, List Nations	<input type="text"/>

Inventors

Please select a person from the drop-down list and/or enter their name in the input fields.

By default, your name will appear as the first inventor. You do not need to enter your name in the blank fields unless you invented under a different name. You can add additional inventors by selecting the appropriate number of inventor rows to add, and then change the order using the up/down arrows. Please note that Skidmore students and non-Skidmore faculty will not appear in the drop-down list and you will have to enter their names in the fields provided.

1st Inventor

People at Skidmore College	First Name	Middle Name/Initial	Last Name	Organization
Hoehn, Mary: mhoe	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Select the number of inventor rows to add: 1

+Add

If patent has been licensed, to whom?

If patent has been assigned, to whom?

Note: At least one date must be entered and be between June 1 – May 31 of the reporting year in order for this activity to appear in your Annual Summary Report.

Date Submitted to College	<input type="text"/>	<input type="text"/>	<input type="text"/>
Date of Patent Application	<input type="text"/>	<input type="text"/>	<input type="text"/>
Date Patent Approved	<input type="text"/>	<input type="text"/>	<input type="text"/>
Date Licensed	<input type="text"/>	<input type="text"/>	<input type="text"/>
Renewal Date	<input type="text"/>	<input type="text"/>	<input type="text"/>

At least one date **must** be entered and be between June 1 – May 31 of reporting year in order for activity to appear in Annual Report.

Presentations Screen

< Edit Presentations

Cancel

Save

Save + Add Another

See "Required Fields for Annual Summary of Activities Report" section in the Faculty User Guide to learn which fields on this screen should be completed (if they are applicable to you) and you want them included in your Annual Summary Report.

Presentation Title	<input type="text"/>
Presentation Type	<input type="text"/>
Explanation of "Other"	<input type="text"/>
Conference/Meeting Name	<input type="text"/>
Sponsoring Organization	<input type="text"/>
City, State and Country	<input type="text"/> <input type="text"/> <input type="text"/>
Meeting Type	<input type="text"/>
Explanation of "Other"	<input type="text"/>

Presenters/Authors

Please select a person from the drop-down list and/or enter their name in the input fields.

By default, your name will appear as the first presenter/author. You do not need to enter your name in the blank fields unless you presented under a different name. You can add additional presenters/authors by selecting the appropriate number of presenter/author rows to add, and then change the order using the up/down arrows. Please note that Skidmore students and non-Skidmore faculty will not appear in the drop-down list and you will have to enter their names in the fields provided.

1st Presenter/Author

People at Skidmore College Hoehn, Mary: mhoehn	First Name <input type="text"/>	Middle Name/Initial <input type="text"/>	Last Name <input type="text"/>	If a student, what is his/her level? <input type="text"/>
Role <input type="text"/>	Organization <input type="text"/>			

Select the number of presenter/author rows to add: +Add

Scope

Invited or Accepted?

Was this peer-reviewed/refereed?

Published in Proceedings?

Published Elsewhere?

Abstract/Synopsis

Presentation No File Stored

Choose File...

Note: Date entered must be between June 1 – May 31 of the reporting year in order for this activity to appear in your Annual Summary Report.

Date

Date entered **must** be between June 1 – May 31 of reporting year in order for activity to appear in Annual Report.

Publications Screen

< Edit Publications

Cancel

Save

Save + Add Another

See "Required Fields for Annual Summary of Activities Report" section in the Faculty User Guide to learn which fields on this screen should be completed (if they are applicable to you) and you want them included in your Annual Summary Report.

Contribution Type

Explanation of "Other"

Current Status

Title of Contribution

If this is part of a larger work (e.g., a chapter in a book), Title of Larger Work

Journal Name

Publisher/Proceedings Publisher

City and State of Journal/Publisher

Country of Journal/Publisher

Volume

Issue Number/Edition

Page Numbers

Number of Pages

Was this peer-reviewed/referred?

"Current Status" **must** be entered in order for activity to appear in Annual Report.

"Was This Peer-Reviewed" **must** be entered in order for activity to appear in correct location of Annual Report.

Authors/Editors/Translators

Please select a person from the drop-down list and/or enter their name in the input fields. By default, your name will appear as the first author/editor/translator. You do not need to enter your name in the blank fields unless you authored/edited under a different name. You can add additional authors/editors/translators by selecting the appropriate number of authors/editor/translator rows to add, and then change the order using the up/down arrows, ordering them by order of contribution. Please note that Skidmore students and non-Skidmore faculty will not appear in the drop-down list and you will have to enter their names in the fields provided.

1st Author/Editor/Translator

People at Skidmore College	First Name	Middle Name/Initial	Last Name	Organization	Role	If a student, what is his/her level?
Hoehn, Mary: mhoe	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	Author	<input type="text"/>

Select the number of author/editor/translator rows to add: 1 Add

ISBN/ISSN Number/Case #

Digital Object Identifier (DOI)

Audience of Circulation

Is this publicly available?

If publicly available, is this an open access citation?

Abstract/Synopsis

Web Address

Full-text of this item No File Stored

Note: At least one date must be entered and be between June 1 – May 31 of the reporting year in order for this activity to appear in your Annual Summary Report.

Expected Date of Submission

Date Submitted

Date Accepted

Date Published

At least one date **must** be entered and be between June 1 – May 31 of reporting year in order for activity to appear in Annual Report.

Other Research Activity Screen

< Edit Other Research Activity

Cancel

Save

Save + Add Another

See "Required Fields for Annual Summary of Activities Report" section in the Faculty User Guide to learn which fields on this screen should be completed (if they are applicable to you) and you want them included in your Annual Summary Report.

Title/Type of Activity	<input type="text"/>
Description	<input type="text"/>
Status	<input type="text"/>

Collaborators

Please select a person from the drop-down list and/or enter their name in the input fields.

By default, your name will appear as the first collaborator. You do not need to enter your name in the blank fields unless you collaborated under a different name. You can add additional collaborators by selecting the appropriate number of collaborator rows to add, and then change the order using the up/down arrows. Please note that Skidmore students and non-Skidmore faculty will not appear in the drop-down list and you will have to enter their names in the fields provided.

1st Collaborator

People at Skidmore College	First Name	Middle Name/Initial	Last Name	Organization	If a student, what is his/her level?
Hoehn, Mary: mhoehn	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Select the number of collaborator rows to add:

Note: For activities that are/were only on one day, leave the start date blank and specify the end date. For activities that you started but have not yet presently completed, specify the start date and leave the end date blank. At least one date must be entered and be between June 1 – May 31 of the reporting year in order for this activity to appear in your Annual Summary Report.

Start Date	<input type="text"/>	<input type="text"/>	<input type="text"/>
End Date	<input type="text"/>	<input type="text"/>	<input type="text"/>

At least one date **must** be entered and be between June 1 – May 31 of reporting year in order for activity to appear in Annual Report.

Department / College Service Screen

< Edit Department/College

Cancel

Save

Save + Add Another

See "Required Fields for Annual Summary of Activities Report" section in the Faculty User Guide to learn which fields on this screen should be completed (if they are applicable to you) and you want them included in your Annual Summary Report.

• Scope of Service	<input type="text"/>
Type of Service	<input type="text"/>
Explanation of "Other"	<input type="text"/>
Position/Role	<input type="text"/>
Name of Organization/Committee	<input type="text"/>
Responsibilities/Brief Description	<input type="text"/>

"Scope of Service" **must** be entered in order for activity to appear in Annual Report.

Note: For activities that are/were only on one day, leave the start date blank and specify the end date. For activities that you started but have not yet presently completed, specify the start date and leave the end date blank. At least one date must be entered and be between June 1 – May 31 of the reporting year in order for this activity to appear in your Annual Summary Report.

Start Date	<input type="text"/>	<input type="text"/>	<input type="text"/>
End Date	<input type="text"/>	<input type="text"/>	<input type="text"/>

At least one date **must** be entered and be between June 1 – May 31 of reporting year in order for activity to appear in Annual Report.

Professional Service Screen

< Edit Professional

Cancel

Save

Save + Add Another

See "Required Fields for Annual Summary of Activities Report" section in the Faculty User Guide to learn which fields on this screen should be completed (if they are applicable to you) and you want them included in your Annual Summary Report.

Position/Role	<input type="text"/>
Explanation of "Other"	<input type="text"/>
Organization/Committee/Journal	<input type="text"/>
City, State and Country	<input type="text"/> <input type="text"/> <input type="text"/>
Responsibilities/Brief Description	<input type="text"/>

Were you elected or appointed?

Audience

Served Ex-Officio?

Note: For activities that are/were only on one day, leave the start date blank and specify the end date. For activities that you started but have not yet presently completed, specify the start date and leave the end date blank. At least one date must be entered and be between June 1 – May 31 of the reporting year in order for this activity to appear in your Annual Summary Report.

Start Date	<input type="text"/>	<input type="text"/>	<input type="text"/>
End Date	<input type="text"/>	<input type="text"/>	<input type="text"/>

At least one date **must** be entered and be between June 1 – May 31 of reporting year in order for activity to appear in Annual Report.

Public Service Screen

< Edit Public

Cancel

Save

Save + Add Another

See "Required Fields for Annual Summary of Activities Report" section in the Faculty User Guide to learn which fields on this screen should be completed (if they are applicable to you) and you want them included in your Annual Summary Report.

Position/Role	<input type="text"/>
Explanation of "Other"	<input type="text"/>
Organization/Committee	<input type="text"/>
City, State and Country	<input type="text"/> <input type="text"/> <input type="text"/>
Responsibilities/Brief Description	<input type="text"/>
Audience	<input type="text"/>

Note: For activities that are/were only on one day, leave the start date blank and specify the end date. For activities that you started but have not yet presently completed, specify the start date and leave the end date blank. At least one date must be entered and be between June 1 – May 31 of the reporting year in order for this activity to appear in your Annual Summary Report.

Start Date	<input type="text"/>	<input type="text"/>	<input type="text"/>
End Date	<input type="text"/>	<input type="text"/>	<input type="text"/>

At least one date **must** be entered and be between June 1 – May 31 of reporting year in order for activity to appear in Annual Report.

Brief Reflection on Professional Achievement and Goals Screen

< Edit Brief Reflection on Professional Achievements and Goals

Cancel

Save

Save + Add Another

See "Required Fields for Annual Summary of Activities Report" section in the Faculty User Guide to learn which fields on this screen should be completed (if they are applicable to you) and you want them included in your Annual Summary Report.

Note: Academic year must be same as reporting year in order for this activity to appear in your Annual Summary Report.

Academic Year	<input type="text"/>
Please describe what you believe to be your most important achievement this year.	<input type="text"/>
What are two or three professional goals (in Teaching, Scholarship or Service) you have for the next academic year and beyond? How might the institution support those efforts?	<input type="text"/>

Academic year **must** be same as reporting year in order for activity to appear in Annual Report.