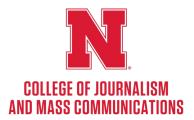# Digital Measures/Faculty Insight
Guide for reporting

General Notes
1. Complete all pages for which you have content. If you don't have achievements or the activities are not part of your apportionment, do not enter content in that page/section.
2. Focus your content on what you completed/achieved during the year.
3. Be specific about accomplishments. Avoid general entries like I participated in curriculum discussions, or I supported recruiting.
4. Bold pages indicate pages that will be the focus of the review.
5. Minimum fields are just that, the minimum. You can and should include as complete a record as you can to support your narrative.
6. The report is governed by dates. Completing and updating dates, as appropriate, is vital to accurate reporting.
    1. Always include at least one date.
    2. If the entries are multi-day, include start and end dates.
    3. If the entry is one-day and there are start and end date fields, complete the **end date.**
    4. If the activity is ongoing, complete only the start date.
    5. **Make sure you update last year's ongoing activities to include an end date if they are finished.**
7. The reports pull based on apportionment in Teaching, Research and Service. If you don't have any apportionment in an area, those pages will not pull into your report. If you are conducting activity in that area that you want to count, please speak with John B. about adjusting your apportionment.
8. You will not enter any information in the Extension section of the system. If you think you have something to enter here, talk to Cory Armstrong.

Running Your Report
1. Go to reports
2. Select "CoJMC - Annual Faculty Report"
3. Enter the dates, January 1, 202X to Dec. 31, 202X
4. Download your report as a word document
5. Look over your report for errors
    1. If you need to make changes to your report, enter the record in digital measures to make changes and rerun your report.

Section	Page	Notes	Examples	Minimum Fields to Complete
General Information	Personal Information			
	Administrative Data			
	Academic, Government and Professional Positions	• Employment Positions	• Professorships • Honors faculty fellows (that are positions)	Organization, Title, Position, Start Date, End date
	Awards and Honors	• **Prizes/Awards/ Recognitions** • **Not Grants**	• **AEJMC Distinguished Teaching Award** • **UNL Parents Award** • **Not student awards**	**Name, Sponsor, Purpose (only one), Scope (only one), Date**
	Consulting	• Paid/Non-paid consulting work		Type, Org, Dates
	Education	• Degrees earned from educational institutions	• Ph.D. from Creighton	Degree, Institution, Date
	Invited Speakers	• **Speakers in your classes** • **Others you brought to UNL**	• **Colton Stone, KMTV**	**Name, Title, Org, Class (if applicable), Date(s)**
	Faculty Development Activities Attended	• **Activities you participated in to enhance your own development**	• **Conference Attendance** • **Fellowships** • **Amy O's workshops** • **UNL Teaching Symposium**	**Type, Title, Org, Date(s)**
	Licensures/Certifications	• Licensures/certifications granted by a recognized body	• APR	Title, Org, Date
	Media Contributions	• **If you were interviews or quoted in a story** • **Not if you were the author (see publications)**	• **Quoted in a NYT story**	**Type, Name, Date**
	Professional Memberships	• Orgs you are currently a member of	• AEJMC	Name, Dates
	Apportionment	Do Not Complete		
	Public Web Bio	Optional		

Section	Page	Notes	Examples	Minimum Fields to Complete
Teaching	Goals & Impacts	Include in your narrative, not here		
	Academic Advisees	• List # of grad advisees • Do not list undergrad or professional advisees	• Adviser, Masters, 10	Role, Level, Number
	Directed Student Learning	• **Grad Committees (chair and membership)** • **Senior Honors Thesis** • **Ucare**		**Type, Name, Dates**
	Non-credit Instruction Taught	• **Guest lecture in someone's class** • **Travel with students** • **Workshops taught**	• **Vis comm workshops** • **Guest lecture in ADPR 151**	**Type, Sponsoring Org, Dates**
	Scheduled Teaching	• **Basic info is auto filled** • **Update auto filled classes** • **New course prep** • **Pedagogical Innovations in an existing class** • **New teaching materials for an existing class**		**Minimums are auto filled**
	Curriculum Development Efforts	• **Development of entirely new courses** • **Development of new majors, minors or certificate programs**	• **Financial comm certificate**	**Title, dates**

Curriculum Development vs. Scheduled Teaching
- Scheduled Teaching: If you have made changes, even significant changes to an existing course, list that in the Scheduled Teaching Record in the first semester your changes were implemented. Do not list development activities associated with existing courses under curriculum Development.
- Curriculum Development: List curriculum development here if you have developed a new class, major, minor or certificate program. Do not list general discussion on the overarching curriculum. That would be listed as an achievement of the major committee under Service.

Student Org Advising
- Although Student Org advising counts as teaching, you will enter the record under service.

Section	Page	Notes	Examples	Minimum Fields to Complete
Research & Creative Activity	Goals and Impacts	N/A – Include goals and accomplishments in your narrative.		
	Publications	• **Book, Book Chapter, Book Review, Case, Conference Proceeding, Journal Article, Trade Publication, Newsletter, Newspaper Article, Software, Technical Report Textbook** • **Academic Works that are primarily written**	• **Journal articles** • **Op-Eds** • **Textbooks**	**Authors, Title, Journal name, Publisher, Date Published**
	Creative Works	• **Exhibition, film, production, radio, television, audio, podcast** • **Any academic work that is primarily audio or visual**	• **Documentary film** • **Art/design exhibit** • **Podcast** • **Radio show**	**Type, Title of Work, Performer/ exhibitor**
	Grants, Contracts, etc. through NuGrant	• **Auto populated with NuGrant Records** • **Update with status, funding and dates**		**Type, Tittle, Sponsoring Org, Category, Amount, Start Date of Funding, End date of funding**
	Grants, Contracts, etc. NOT through NuGrant	• **Grants that did not route through NuGrant** • **Generally not foundation funds**	• **College seed grants** • **NOT Seacrest grants**	**Type, Title, Sponsoring Org, Category, Investigators, Funding type, Amount, Start Date of Funding, End date of Funding**
	Intellectual Property	• Patents • Copyrights	• These are rare	Type, title, ID, Investigators, Date approved/licensed
	Presentations	• **Keynote, Lecture, Paper, Poster**	• **Non-instructional presentations (if instructional see non-credit teaching)**	**Type, conference name, presentation title, presenters, Date**
	Research in Progress	• N/A - Include relevant information in your narrative. Focus reporting on your accomplishments.		

Section	Page	Notes	Examples	Minimum Fields to Complete
Service	Service Goals and Impacts	Do not complete - include in narrative if appropriate		
	University	• **College Committees** • **University Committees**	• **DE& I Committee** • **Faculty Senate** • **APC** • **Ad Club**	**Scope, Org/Committee, Position, Dates**
	Professional	• **Professional Association Committees** • **Leadership Roles** • **Journal/Book Editor** • **Journal/Textbook/Proposal Reviewer**	• **AEJMC Ad Division Chair**	**Org/Committee, Role, Dates**
	Public	• Community Org/Club Service • Not civic duties like jury service	• LPS Foundation Board	Org/Committee Name, Role, Dates
	Student Recruitment	• **Activities, workshops and presentations specifically targeted at student recruitment**	• **High School Journalism Competitions** • **DECA/NHSPA Presentations** • **A la Carte Workshops**	**Activity Title, Dates**

Notes about service
- Each committee should have it's own entry (including each search committees).
- Accomplishments of each committee should be included within the committee record, not within it's own entry.
- Make sure your dates are accurate.
- Committee terms should only span more than one year if it is a multi-year appointment, if you are reappointed year after year, each year should get it's own entry.
- Recruitment entries should be specific, i.e. I taught an a la carte workshop to North Platte High on Dec. 7. Exclude general recruiting entires- i.e. I participate in recruiting.

Student Org Advising
- Enter Student Org Advising under University Service. For Position/Role, select "Student Org Advisor"