Introduction
Digital Measures

Overview

This document covers:

1. How to access Digital Measures and helpful information.
2. How and when you are required to use Digital Measures.
3. What data should be entered in Digital Measures.
4. What information is entered for you.
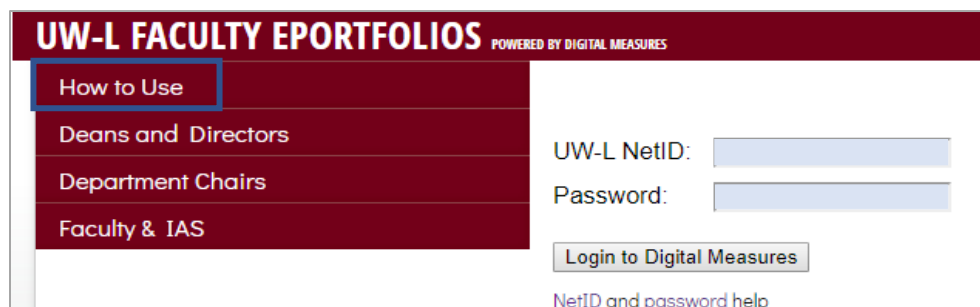
1. How to Access Digital Measures

From the UWL homepage (www.uwlax.edu), on the top right, select Faculty & Staff.

This will open a Quicklinks side panel that includes "Digital Measures." Login with your UWL NetID and password.

Where to start: Click the "How to Use" Link on the login page for additional information. Those resources should cover 99% of your questions.

2. How and When You Are Required to Use Digital Measures

The best habit to get into is **enter your activities as soon as they occur.** This will save yourself a lot of work prior to personnel review deadlines and annual report deadlines.

Faculty and Instructional Academic Staff (IAS) are required to use Digital Measures for two main purposes:
1. **PERSONNEL REVIEWS (FACULTY):** All retentions and promotions at UWL are conducted electronically in Digital Measures.
2. **ANNUAL REPORTS (FACULTY & IAS):** All departments are required to submit a report to their respective deans with a summary of all faculty/IAS activity from the past year (June 1st through May 31st). Chairs draw this report from Digital Measures.
   > **JUNE 1st** is the annual report deadline for all faculty and IAS. If your entries are up to date, you do not have to do anything further for the annual report. The annual report will pull all information you have entered (General Information, Teaching, Scholarship/Research, and Service activities).

3. Information to Enter into Digital Measures

Digital Measures is divided into five main areas for general vita information:

- General Information
- Teaching
- Scholarship/Research
- Service
- Grant Information (for all areas listed above)

Note: Faculty and Instructional Academic Staff are responsible for entering vita information as well as promotion, retention, tenure, or merit review materials as requested by the department chair or program director.

Please note the following:

- **Syllabi** should be uploaded under the teaching schedule (Activities > Manage your Data > Teaching Schedule > Drop file or click to upload) function available for each class listed. Course numbers/names and enrollments are uploaded by the Digital Measures Liaison.
- **Teaching evidence** should be uploaded under "assessment." Peer evaluations of teaching can be loaded under assessment or as teaching evidence under promotion materials.
- **Scholarship evidence** should be uploaded under intellectual contributions, artistic activities, or presentations. Each has a file upload function for any independent entry a faculty member makes.
- All uploaded evidence files should be saved as **PDFs.**
- Video and audio files should **not** be uploaded to Digital Measures. Please contact dmliaison@uwlax.edu for assistance on how to link these file types.
- **Web-based evidence:** due to potential changes in web-based materials, static files, (files that are permanent and temporarily fixed) should be created for all electronic materials. For instance, if a copy of an article is available from the journal's website, the material should be saved as a PDF and loaded into Digital Measures.

4. What Information is Entered for You

Each Fall and Spring, approximately a month after the beginning of the semester, the following information will be loaded into Digital Measures:

- Your **teaching schedule** (course name, number, and enrollment).
- The **number of your undergraduate advisees** (loaded in Spring only).

After your teaching schedule has been loaded, you may upload your syllabi for each class (for multiple sections of the same class, you need only enter one).

The department chair is responsible for entering/uploading the following:

- TAI (Teaching Assignment Information) and SEI (Student Evaluation of Instruction) data
- Department letters
- Merit information and other official department documentation

Further Questions?

The documentation on the Digital Measures site (https://secure.uwlax.edu/digitalmeasures/ > How to Use) should answer most questions. Please consult your chair if you cannot find the answer in the documentation provided.