CHHS FACULTY ACTIVITY REPORT

Faculty Training Guide

College of Health and Human Sciences

11/28/2016

Information on Digital Measures fields and College of Health and Human Sciences' customized Faculty Activity Report.

Contents

Introduction and Objective

In June 2016, the Provost office officially announced the University-wide adoption of the Digital Measures Faculty and Staff Activity System (FSAS), replacing the Faculty Activities System (FAS) and various other paper and electronic systems that collected achievements for annual performance reviews. By reducing the burden of collecting and maintaining reporting, the newly adopted FSAS will provide various benefits to individual faculty and the university as a whole.

With a campus-wide implementation progressing, the College of Health and Human Sciences leadership has collaborated to develop a customized report, including requirements specific to the college. The customized report ensures a unified reporting process across departments within the college.
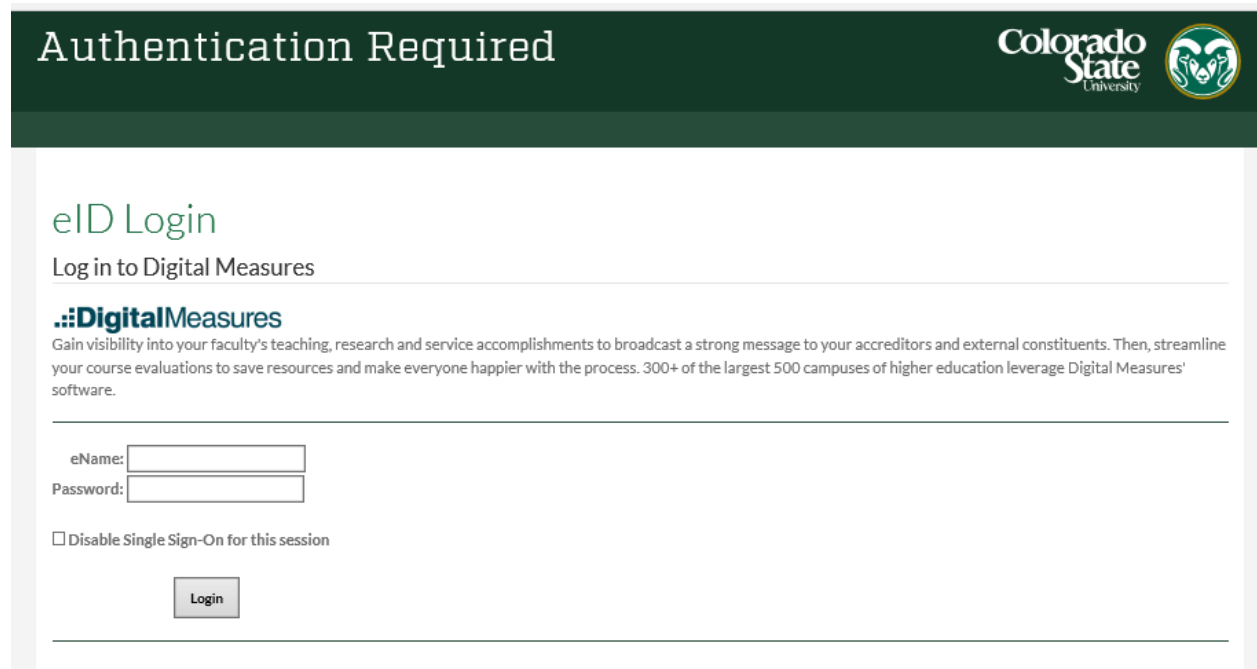
This guide serves as an overview of require fields relevant to the customized report. The report will be generated annually by the college in compliance with the university initiative. **FSAS will be utilized for the next evaluation cycle beginning January 15, 2017.**

Accessing Digital Measures FSAS

Faculty and Staff can access the Digital Measures FSAS by following link below and selecting "Login" in the right navigation, under "Links". Users will then be prompted to login with their eID credentials.

Faculty/Staff Activity System

Links to FSAS can also be found on the college's homepage: http://www.chhs.colostate.edu.

Run Reports- CHHS Faculty Activity Report

The College of Health and Human Sciences has developed a customized college-level Faculty Activity Report. Users can run their annual report by clicking "Run Reports" from the left navigation. From there, users can select the appropriate report, "Faculty Activity Report- College of Health and Human Sciences" from the drop down menu.
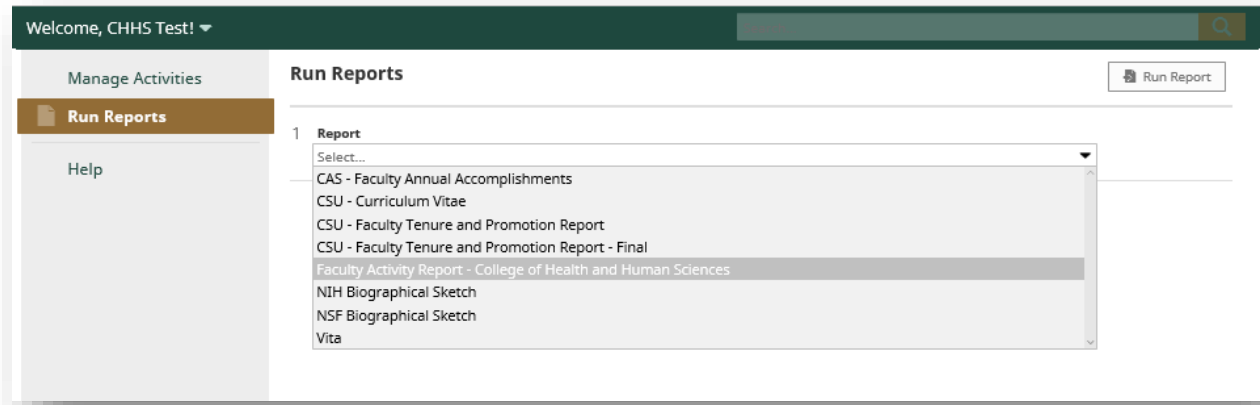
Then, select the "Date Range" for the needed year. Note that the report should be run on calendar year-end as opposed to academic year-end.
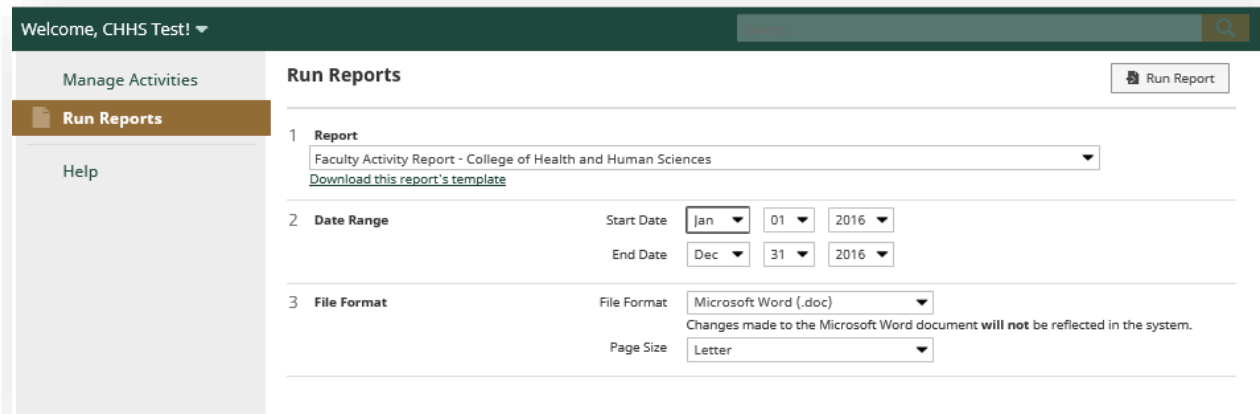
Selecting "Run Report" in the upper right corner will generate a report similar to the example on the next page, assuming required activities have been completed.

FACULTY ACTIVITY REPORT (FAR)
2015 Calendar Year
College of Health and Human Sciences

Name: **CHHS Test**

Academic Rank:

Section 1: Published Peer-Reviewed Publications

Journal Article

Last Name, F. M. (2015). Journal Article Title. *Publisher Name*. www.published.com

Section 2: Active External Funding

Investigator Last Name, F. M. (CoPI), "Grant Title," Sponsored by Sponsoring Organization, Private, $20,000.00. (May 1, 2015 - Present).

Section 3: Refereed or Invited Conference Presentations/Proceedings

Lecture

Presenter Last, F. M. (Author & Presenter), Location of Presentation, "Presentation Title," City, State, United States. (June 5, 2015).

Section 4: Awards

Nominated for:Award Name, Orangization/Sponsor. (January 30, 2015).

Section 5: Major External Professional Service Activities

Member, Organization Name, City, State. (November 5, 2015 - Present).

Section 6: Creative Works

Designer Last Name, F. M., "Work/Exhibit Title," Name of Performing Group, Sponsor/Venue Name, City, State, United States. (April 10, 2015 - May 20, 2015).

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Manage Activities

The "Manage Activities" link in the left navigation includes several different questions with information that is relevant to the customized CHHS Faculty Activity Report. This guide will outline each relevant section, subsections and require criteria, and where the required information will display in the CHHS Faculty Activity Report. Relevant sections include the following:

- General Information
- Scholarship/Research/Creative Artistry- Required Activities
- Service

General Information

Much of the information within the General Information subsection has been automatically generated from Kuali/Coueus data. While this information should already be included, it's important that all info is verified for accuracy by the individual. While users are encouraged to review all links under the General Information section, the customized report will only pull information from the "Personal and Contact Information" page.
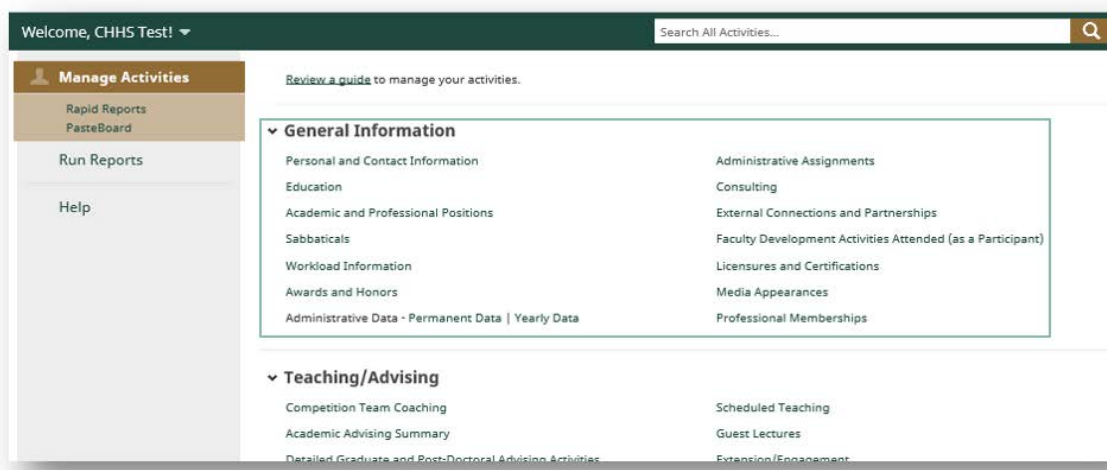
Personal and Contact Information

The "Personal and Contact Information" area can be edited manually within the form, then saved using the "Save" button in the top right corner. Note that fields with a red "*" signify required fields. Required fields cannot be updated by the within Digital Measures; for updates to require or read-only fields, please contact your department's HR representative.

Awards and Honors

Information entered into the "Awards and Honors" page is entered solely by the user; no data in this area is pulled from CSU systems outside of Digital Measures. Awards and honors can be added by clicking the ![Add New Item] button in the top right. The information from the "Awards and Honors" page is translated to "Section 4: Awards" of the customized college report. Note that fields with a red "*" signify required fields. All required fields for the CHHS custom report are listed below.

Required Criteria:

Date Received (Month, Day, Year) – NOTE: date must be entered in the appropriate calendar year to appear in the college faculty activity report
Nominated or Received- NOTE: must be set to "Nominated for" to appear in the college faculty activity report
Award or Honor Name
Organization/Sponsor
City
State/Province/Region
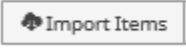*Country*

Report output- Section 4

Section 4: Awards

Screen: *Awards and Honors*
Items: All records

[Nominated for:][Award or Honor Name], [Organization/Sponsor]. ([Month Received Day Received, Year Received]).

Scholarship/Research/Creative Artistry- Required Activities
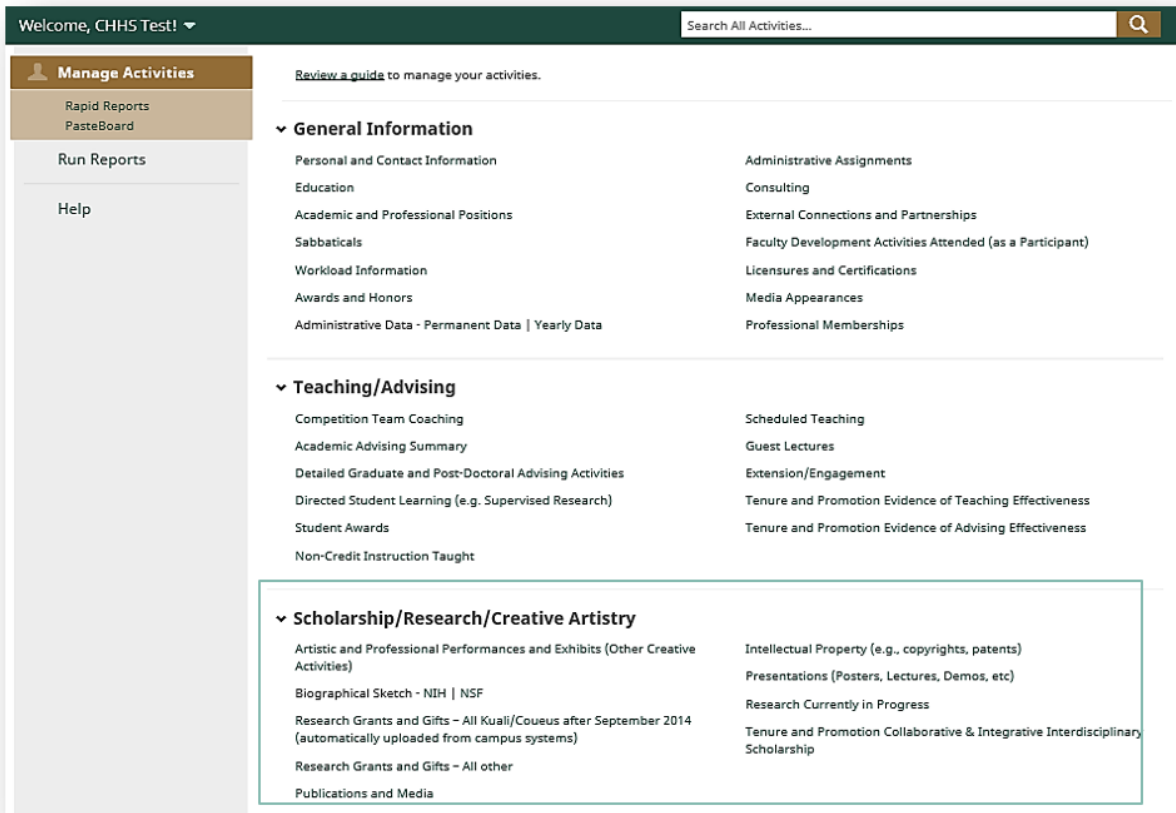
Publications and Media

Information entered into the "Publications and Media" page is entered solely by the user; no data in this area is pulled from CSU systems outside of Digital Measures. Publications and media, can either be added individually by clicking the [Add New Item] button in the top right, or imported via the [Import Items] button also in the top right.

The "Add New Item" screen will display similarly to the screen below.

The "Import Items" screen will display similarly to the screen below. Items can be imported from systems and databases such as PubMed, Google Scholar, EndNote, etc. It's important to note that "Publications and Media" is the only activity that will allow for import.

"Publications and Media" information added using either the "Add New Item" or "Import Items" method will translate to "Section 1: Published Peer-Reviewed Publications" of the customized college report. Note that fields with a red "*" signify required fields. All required fields for the CHHS custom report are listed below.

Required Criteria:

Contribution Type
Current Status - NOTE: must be set to "Published" to appear in the college faculty activity report
Title of Contribution
List of Authors (First Name, Middle Name/Initial, Last Name)

Journal/Publisher/Proceedings Publisher
City and State of Journal/Publisher
Web Address (if applicable)
Editors
For larger works- Volume, Issue Number/Edition, Page Numbers or Number of Pages as applicable
Was this peer-reviewed/referred (Y/N) – NOTE: must be set to "Yes" to appear in the college faculty activity report
Date Published – NOTE: date must be entered in the appropriate calendar year to appear in the college faculty activity report

Report output- Section 1

Research Grants and Gifts- All Kuali/Coueus after September 2014

Information entered on "Research Grants and Gifts- All Kuali/Coueus after September 2014" page is pulled from Kuali/Coueus. The information from the "Research Grants and Gifts- All Kuali/Coueus after

September 2014" page is translated to "Section 2: Active External Funding" of the customized college report. If your data is incorrect in this screen, please contact the Office of Sponsored Programs at sponsoredprogramsteam5@research.colostate.edu.

Required Criteria:

None

Research Grants and Gifts- All other

Information entered into the "Research Grants and Gifts- All other" page is entered solely by the user; no data in this area is pulled from CSU systems outside of Digital Measures. Research grants and gifts can be added by clicking the [+ Add New Item] button in the top right. The information from the "Publications and Media" page is translated to "Section 2: Active External Funding" of the customized college report. Note that fields with a red "*" signify required fields. All required fields for the CHHS custom report are listed below.

Required Criteria:

Type
Start Date – NOTE: date must be entered in the appropriate calendar year to appear in the college faculty activity report
Title
Current Status – NOTE: must be set to "Funded" to appear in the college faculty activity report
Externally or Internally Funded
Awarding Organization Is
Investigators (First Name, Middle Name/Initial, Last Name)
Sponsoring Organization
Total Requested/Awarded $

Report output- Section 2 (combination of data from Research and Grants)

Section 2: Active External Funding
Screen: *Research Grants and Gifts – All Kuali/Coueus after September 2014 (automatically uploaded from campus systems)*
Items: All records
Criteria:
1. *Current Status* is one of: *"Funded"*, *"Active"*, *"Advance Start"* and *Report Start Date* to *Report End Date* overlaps with *Start Year of Funding-Start Month of Funding-Start Day of Funding* to *End Year of Funding-End Month of Funding-End Day of Funding* (Includes ongoing records)

Screen: *Research Grants and Gifts – All other*
Items: All records
Criteria:
1. *Current Status* is one of: *"Funded"* and *Report Start Date* to *Report End Date* overlaps with *Record Start Date* to *Record End Date* (Includes ongoing records)

[list of **[Investigators]** as "[Last Name], [F. N.] [M. N.] ([[Role]])", "[Title]," Sponsored by [Sponsoring Organization], [Awarding Organization Is], $[Total Requested/Awarded]. ([Start Month of Funding Start Day of Funding, Start Year of Funding - End Month of Funding End Day of Funding, End Year of Funding]).

[list of **[Investigators]** as "[Last Name], [F. N.] [M. N.] ([[Role]])", "[Title]," Sponsored by [Sponsoring Organization], [Name of Awarding Organization], $[Total Requested/Awarded]. ([Start Month of Funding Start Day of Funding, Start Year of Funding - End Month of Funding End Day of Funding, End Year of Funding]).

Presentations (Posters, Lectures, Demos, etc.)

Information entered into the "Presentations (Posters, Lectures, Demos, etc.)" page is entered solely by the user; no data in this area is pulled from CSU systems outside of Digital Measures. Presentations can be added by clicking the [**+ Add New Item**] button in the top right. The information from the "Presentations (Posters, Lectures, Demos, etc.)" page is translated to "Section 3: Refereed or Invited Conference Presentation/Proceedings" of the customized college report. Note that fields with a red "*" signify required fields. All required fields for the CHHS custom report are listed below.

Required Criteria:

Presentation Type
Presentation Title
Full Name of Meeting Where Presented (no abbreviations)
Sponsoring Organization
Presenters/Authors (First Name, Middle Name/Initial, Last Name, Role)
Was this peer-reviewed? (Y/N) – NOTE: must be set to "Yes" to appear in the college faculty activity report
City
State/Province/Region
Country
Invited or Accepted – NOTE: must be set to "Invited" to appear in the college faculty activity report
Date – NOTE: date must be entered in the appropriate calendar year to appear in the college faculty activity report

Report output- Section 3

Section 3: Refereed or Invited Conference Presentations/Proceedings

Screen: *Presentations (Posters, Lectures, Demos, etc)*
Items: All records
Criteria (is one of):
1. *Invited or Accepted?* is equal to *"Invited"*
2. *Was this peer-reviewed/refereed?* is equal to *"Yes"*

[Presentation Type]

[list of [**Presenters/Authors**] as "[Last Name], [F. N.] [M. N.] ([Role])]", [Full Name of Meeting Where Presented (no abbreviations)],
"[Presentation Title]," [Sponsoring Organization], [Location], [City], [State/Province/Region
(Enter "N/A" if state or province is unknown)], [Country]. ([Month Day, Year]).

Artistic and Professional Performances and Exhibits (Other Creative Activities)

Information entered into the "Artistic and Professional Performances and Exhibits (Other Creative Activities)" page is entered solely by the user; no data in this area is pulled from CSU systems outside of Digital Measures. Artistic and Professional Performances and Exhibits can be added by clicking the

+ Add New Item button in the top right The information from the "Artistic and Professional Performances and Exhibits (Other Creative Activities) page is translated to "Section 6: Creative Works" of the customized college report.

Required Criteria:

Work/Exhibit Title

Name of Performing Group

Sponsor/Venue

City

State/Province/Region

Country

Designers/Authors (First Name, Middle Name/Initial, Last Name, Role)

Date – NOTE: date must be entered in the appropriate calendar year to appear in the college faculty activity report

Report output- Section 6

Service

Professional

Information entered into the "Professional" page is entered solely by the user; no data in this area is pulled from CSU systems outside of Digital Measures. The information from the "Presentations (Posters, Lectures, Demos, etc.)" page is translated to "Section 5: Major External Professional Service Activities"

of the customized college report. Note that fields with a red "*" signify required fields. All required fields for the CHHS custom report are listed below.

Required Criteria:
Organization/Committee/Club
Position/Roll OR Explanation of "Other"
City
State/Province/Region
Start Date – NOTE: date must be entered in the appropriate calendar year to appear in the college faculty activity report
End Date – NOTE: date must be entered in the appropriate calendar year to appear in the college faculty activity report

Report output- Section 5

Section 5: Major External Professional Service Activities
Screen: *Professional*
Items: All records

[[Position/Role] or [Explanation of "Other"]], [Organization/Committee/Club], [City], [State/Province/Region]. ([Start Month Start Day, Start Year - End Month End Day, End Year]).