

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.

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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.

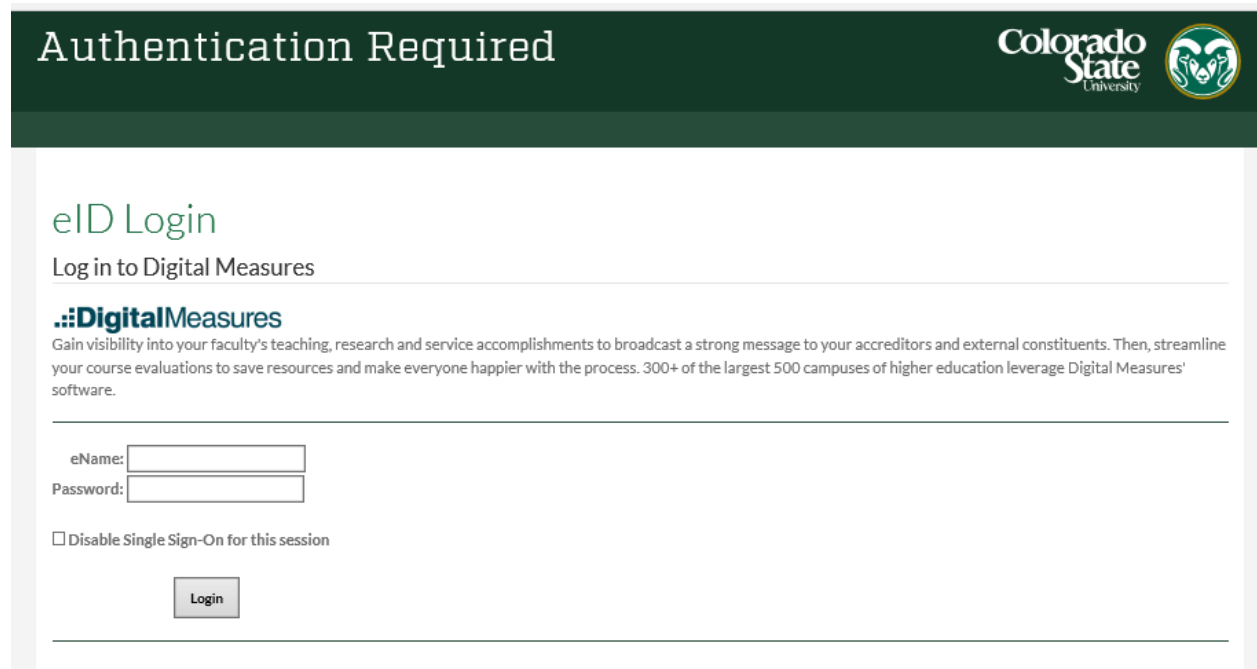
This guide serves as an overview of require fields relevant to the customized report. The report will be generated annually by the college in compliance with the university initiative. **FSAS will be utilized for the next evaluation cycle beginning January 15, 2017.**

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>.



Authentication Required

Colorado State University

eID Login

Log in to Digital Measures

..DigitalMeasures

Gain visibility into your faculty's teaching, research and service accomplishments to broadcast a strong message to your accreditors and external constituents. Then, streamline your course evaluations to save resources and make everyone happier with the process. 300+ of the largest 500 campuses of higher education leverage Digital Measures' software.

eName:

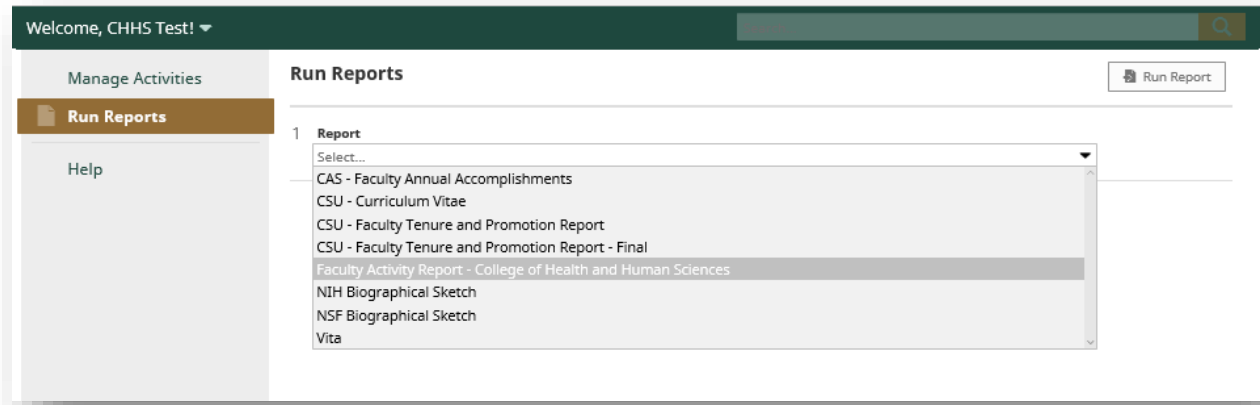
Password:

Disable Single Sign-On for this session

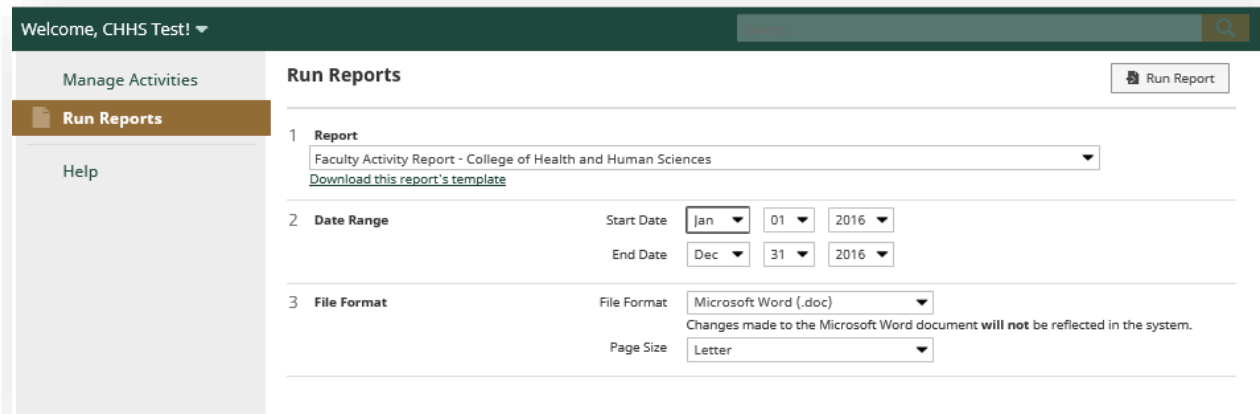
Login

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, Organization/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).

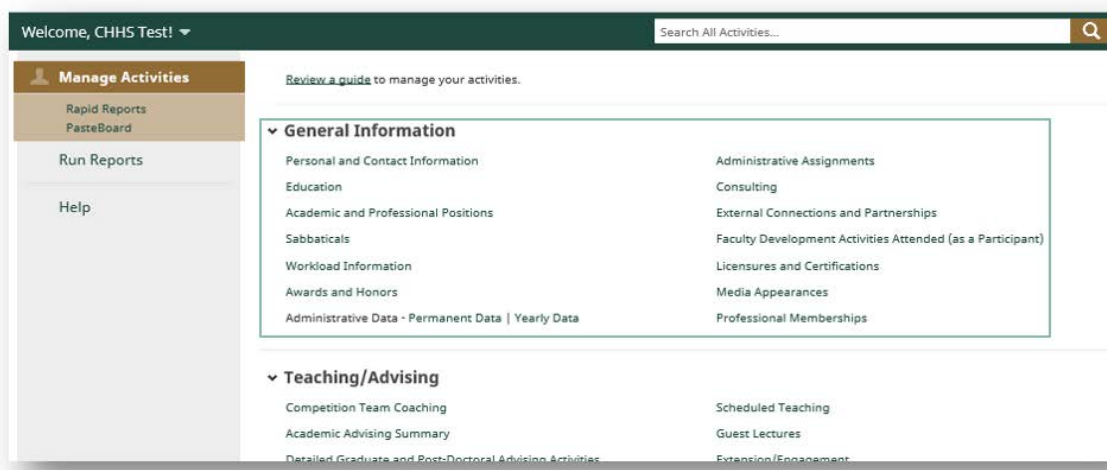
Manage Activities

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 Quali/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.

Welcome, CHHS Test! Q

Manage Activities

- Rapid Reports
- PasteBoard
- Run Reports
- Help

< Edit Personal and Contact Information

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

Prefix

* First Name CHHS

Preferred First Name

Middle Name

* Last Name Test

Suffix

Alternative Name You Publish Under (e.g., an anglicized name), if any

Name of Endowed Position (if any)

* E-Mail Address chhs_test@mail.colostate.edu

Address

Building Where Your Office is Located

Office Room Number

Office Phone

Department Phone - -

Fax - -

Personal Website http://

ORCID

ResearchID

Google Scholar ID

Brief Biography (30 Words or Fewer)

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 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

Welcome, CHHS Test! Q

Manage Activities

- Rapid Reports
- PasteBoard
- Run Reports
- Help

< Edit Awards and Honors

Cancel Save Save + Add Another

Type

Nominated or Received?

Date Received .

▪ Award or Honor Name

▪ Organization/Sponsor

▪ City

▪ State/Province/Region

▪ Country

Purpose

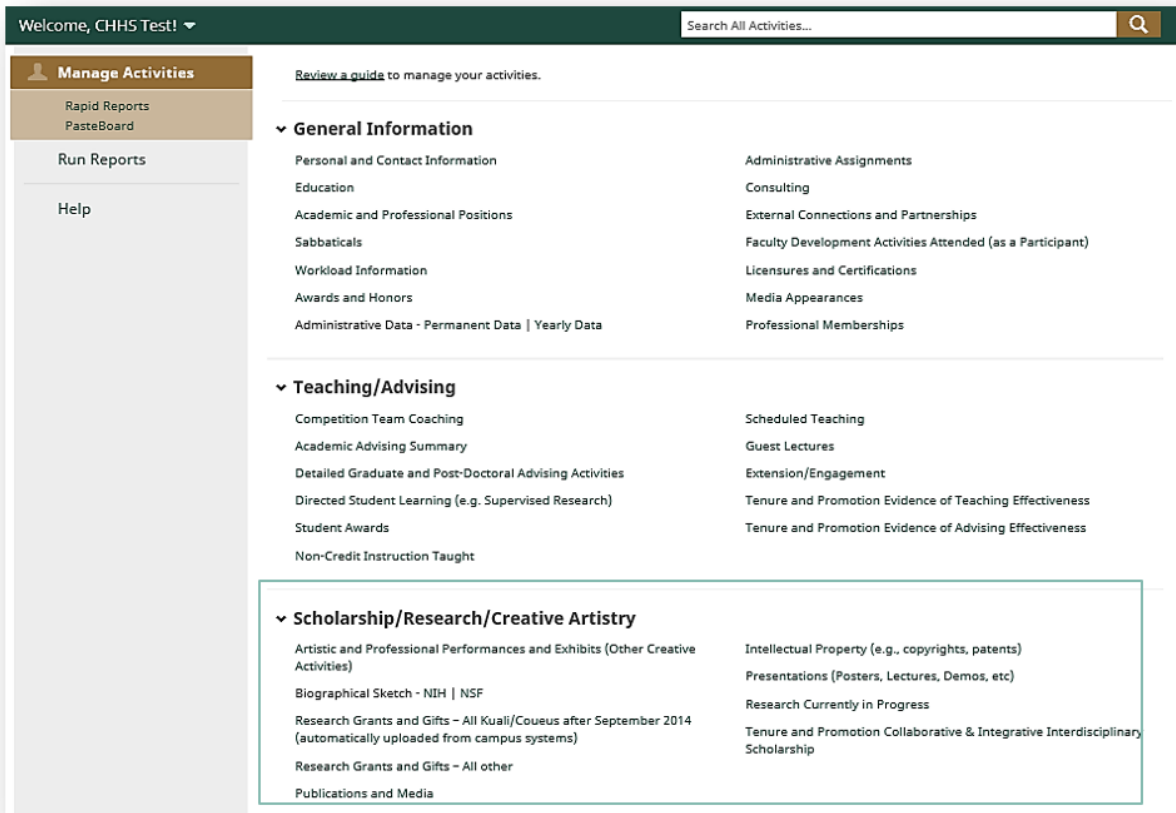
Scope

Description/Explanation (30 Words or Fewer)

Report output- Section 4


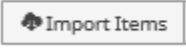
Section 4: Awards
Screen: <i>Awards and Honors</i>
Items: All records
<p>[Nominated for:][Award or Honor Name], [Organization/Sponsor]. ((Month Received Day Received, Year Received)).</p>

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  button in the top right, or imported via the  button also in the top right.

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

Welcome, CHHS Test! Q

Manage Activities

- Rapid Reports
- PasteBoard
- Run Reports
- Help

< Edit Publications and Media

Cancel Save Save + Add Another

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

- 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

Authors

Please create the order of authorship using the up and down arrows to the right of each author. Please either select a person from the drop-down list or enter their name in the input fields.

1st Author	People at Colorado State University	First Name	Middle Name/Initial	Last Name	Institution/Company	If a student, what is his/her level?
Test, CHHS: chhs_test		<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Select the number of author rows to add: +Add

- Journal/Publisher/Proceedings Publisher
- City and State of Journal/Publisher

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.

Welcome, CHHS Test! Q

Manage Activities

- Run Reports
- Help

Import Items

Cancel Import Continue >

The citations of your publications may exist in another software system. Instead of rekeying those citations, import them using one of these options:

Option A: Import a file exported from another system

Import records from software systems such as reference managers:

- EndNote
- Mendeley
- RefWorks
- Zotero

or other databases:

- Google Scholar
- Scopus
- Web of Science

Option B: Import by connecting to PubMed

Search [PubMed](#) for your records.

“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

Welcome, CHHS Test! [Search]

Manage Activities

- Rapid Reports
- PasteBoard
- Run Reports
- Help

< Edit Publications and Media [Cancel] [Save] [Save + Add Another]

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

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

Authors
 Please create the order of authorship using the up and down arrows to the right of each author. Please either select a person from the drop-down list or enter their name in the input fields.

1st Author	2nd Author	3rd Author	4th Author	5th Author	
People at Colorado State University	First Name	Middle Name/Initial	Last Name	Institution/Company	If a student, what is his/her level?
Test, CHHS: chhs_test	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Select the number of author rows to add:

Authors

Journal/Publisher/Proceedings Publisher
 City and State of Journal/Publisher

Report output- Section 1

Section 1: Published Peer-Reviewed Publications

Screen: *Publications and Media*
 Items: All records
 Criteria:
 1. Current Status is equal to "Published" and Was this peer-reviewed/referred? is equal to "Yes" and Report Start Date to Report End Date overlaps with year Published-Month Published-Day Published to Year Published-Month Published-Day Published (Does not include ongoing or undated records)

[Contribution Type]

[list of [Authors] as "[Last Name], [F. N.] [M. N.]" ([Year Published]). [Title of Contribution.] In [Editor(s)] [(Ed.),(s.),)] [If this is part of a larger work (e.g., a chapter in a book), Title of Larger Work] ([Issue Number/Edition ed., vol. Volume, pp. Page Numbers or Number of Pages)] [City and State of Journal/Publisher]: [[Journal/Publisher/Proceedings Publisher]] [Web Address]

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

Welcome, CHHS Test! [Search]

Manage Activities

- Rapid Reports
- PasteBoard
- Run Reports
- Help

< Edit Presentations (Posters, Lectures, Demos, etc)

Cancel
Save
Save + Add Another

Presentation Type
 Explanation of "Other"
 Presentation Title
 Full Name of Meeting Where Presented (no abbreviations)
 Sponsoring Organization

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

1st Presenter/Author

People at Colorado State University	First Name	Middle Name/Initial	Last Name	Role	If a student, what is his/her level?
Test, CHHS: chhs_test	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

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

Was this peer-reviewed/refereed?
 City
 State/Province/Region (Enter "N/A" if state or province is unknown)
 Country
 Date / /
 Meeting Type
 Academic or Non-Academic?
 Scope
 Published in Proceedings?
 Published Elsewhere?
 Invited or Accepted?
 Abstract/Synopsis (30 Words or Fewer)
 Presentation (optional) No File Stored Choose File...

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  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

Welcome, CHHS Test! [Search]

Manage Activities Cancel Save Save + Add Another

< Edit Artistic and Professional Performances and Exhibits (Other Creative Activities)

Type of Work

Explanation of "Other"

Work/Exhibit Title

Name of Performing Group

Sponsor/Venue

City

State/Province/Region

Country

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

Designer/Author	First Name	Middle Name/Initial	Last Name	Role	If a student, what is his/her level?
People at Colorado State University Test, CHHS: chhs_test	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Select the number of designer/author rows to add:

Was this academic or non-academic?

Scope

Was this reviewed/refereed/juried?

Invited or Accepted?

Was this by commission, competition or invitation?

Description (50 Words or Fewer)

Movie or audio file of this item

Link to media file

Start Date

Report output- Section 6

Section 6: Creative Works

Screen: *Artistic and Professional Performances and Exhibits (Other Creative Activities)*

Items: All records

Criteria:

1. *Report Start Date* to *Report End Date* overlaps with *Record Start Date* to *Record End Date* (Does not include ongoing or undated records)

[Type of Work]

[list of [Designers/Authors] as "[Last Name], [F. N.] [M. N.]", "[Work/Exhibit Title]," [Name of Performing Group], [Sponsor/Venue], [City], [State/Province/Region], [Country]. ([Start Month Start Day, Start Year - End Month End Day, End Year]).

Service

The screenshot shows the CHHS Test! interface. At the top, there is a navigation bar with 'Welcome, CHHS Test!' and a search bar. Below the navigation bar is a sidebar with 'Manage Activities' and 'Run Reports'. The main content area is titled 'Review a guide to manage your activities.' and contains several sections: 'General Information', 'Teaching/Advising', 'Scholarship/Research/Creative Artistry', and 'Service'. The 'Service' section is highlighted with a red box and contains a table with three rows: Department (Professional), College (Public), and University (Development Activity and Donations).

Service	
Department	Professional
College	Public
University	Development Activity and Donations

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.

Welcome, CHHS Test! ▾

Manage Activities

- Rapid Reports
- PasteBoard
- Run Reports
- Help

< Edit Professional

Cancel Save Save + Add Another

Organization/Committee/Club

Position/Role

Explanation of "Other"

City

State/Province/Region

Country

Approx. Number of Hours Spent Per Year

Were you elected or appointed?

Was this compensated or pro bono?

Audience

Served Ex-Officio?

Responsibilities/Brief Description (30 Words or Fewer)

Brief Description of Committee's Key Accomplishments

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.

Start Date

End Date

Diversity related?

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]).