

## DIGITAL MEASURES ACTIVITIES DATA BASE

Please do not provide appendices to the reports; the only additional documents that can be uploaded are the student evaluation summaries, teaching peer-reviews, and allocations of effort. Any other upload should be authorized by the Department Head. Please make sure that you indicate start and end dates for activities, to avoid them appearing unnecessarily in future reports.

Please be concise in your report. Reports that are unnecessarily lengthy will be returned. All regular faculty should complete the following sections in Digital Measures, as applicable:

### General Information

- Administrative Assignments
- Awards and Honors
  - External Connections and Partnerships (e.g. Speaker, Lead Field Trip, Fund-Raising, Recruitment)
- Professional Development
- Licensures and Certifications
- Media Contributions
- Professional Memberships

**NOTE: Please make sure that the workload information has been entered, which should match your approved Allocation of Effort. Also, please make sure that the signed Allocation of Effort document has been uploaded.**

### Teaching and Related Activities

- Academic Advising (e.g. Career and Course Counseling)
- Directed Student Learning (e.g. Theses, Dissertations, etc.)
  - Since DM seems to be able to capture the scheduled dissertation, projects, etc. courses, we suggest to fill out only the sections on Involvement Type, Student Name, Date Started, and Date Completed
- Non-Credit Instruction Taught
- Scheduled Teaching
- Evaluation of Teaching
  - **Required:** One-page summary of student evaluations for each regular course (not for independent studies, dissertation credits and similar courses). Please see attached template (Attachment 9).
  - For each college-track faculty and untenured tenure-track faculty: a minimum of **two additional** forms of evidence
  - For each tenured faculty member: a minimum of **one additional** form of evidence
  - **Acceptable forms of evidence include:**
    - Faculty Self-reflection
    - Evidence from Other Professionals (e.g., Peer Review)
    - Evidence of Meeting Learning Outcomes and of Student Learning

Please note that we do not consider items like syllabi, course materials, samples of student work as evidence of teaching effectiveness.

**Scholarship and Creative Activities (Typically Tenure Track and Tenured Faculty)**

- Artistic and Professional Performance and Exhibits
- Books, Journals, and Other Text-Based Contributions
- Contracts, Grants, and Sponsored Research – Imported from ARGIS
- Sponsorship, Other Funding – Non ARGIS
- Intellectual Property (e.g. Copyrights, Patents, PVPs)
- Presentations
- Research Currently in Progress (use this only for items not covered in the previous sections, e.g., a new project that has not produced publications; be very concise)

**Service**

- Department
- College
- University
- Professional
- Consulting
- Other Administrative Assignments Undertaken

**Extension and Outreach Activities**

- Community Engagement, Extension, and Outreach

NOTE: Outreach is the application of your discipline-specific knowledge/skills to support specific needs of community groups. Please see College P&T Policies (pages 20-21) for definitions of Service and Outreach.

<https://artsci.nmsu.edu/as-policies-and-procedures/>

**Leadership**

- We encourage you to explain your leadership roles in the other sections of the report (e.g., Service), and use this section only for items that cannot be provided elsewhere.