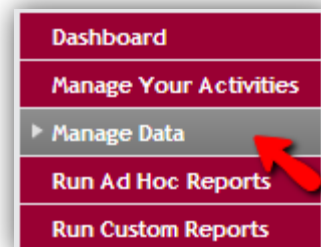


## Department Chair ePortfolio Guidelines

Department chairs need to use Digital Measures of a variety of purposes:

- Documenting their role as department chair in their individual activities
- To upload department data that will be used for
  - Departmental Annual Reports
  - Faculty Promotion
  - Probationary Faculty Retention Reports
  - IAS Promotion (formerly IAS Career Progression)
  - IAS Annual Review
  - Post-Tenure Review
- To run the reports listed above



In order to generate these reports, departmental information, personnel activities, and promotion/retention information will need to be entered/uploaded. The following document outlines the processes involved for entering department-level data, uploading files for your department and promotion/retention/review/progression candidates, and running reports.

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## Introduction

### What Data Can/Should Department Chairs Manage?

- Chairs have the ability to manage their own activities (as faculty via “Manage Your Activities”), but they also are provided the ability to “Manage Data” (enter data, upload files) for their department and department members (faculty) and run department-level reports. Via “Manage Data,” chairs have the ability to emulate their faculty (“Manage Data for Individuals” dropdown list).
- To access fields associated with department-level data, click the "Manage Data" link and access a section titled "Manage Data for Departments". The pull-down menu should contain the name of your department. If it does not, contact the Provost’s Office.

#### Notes:

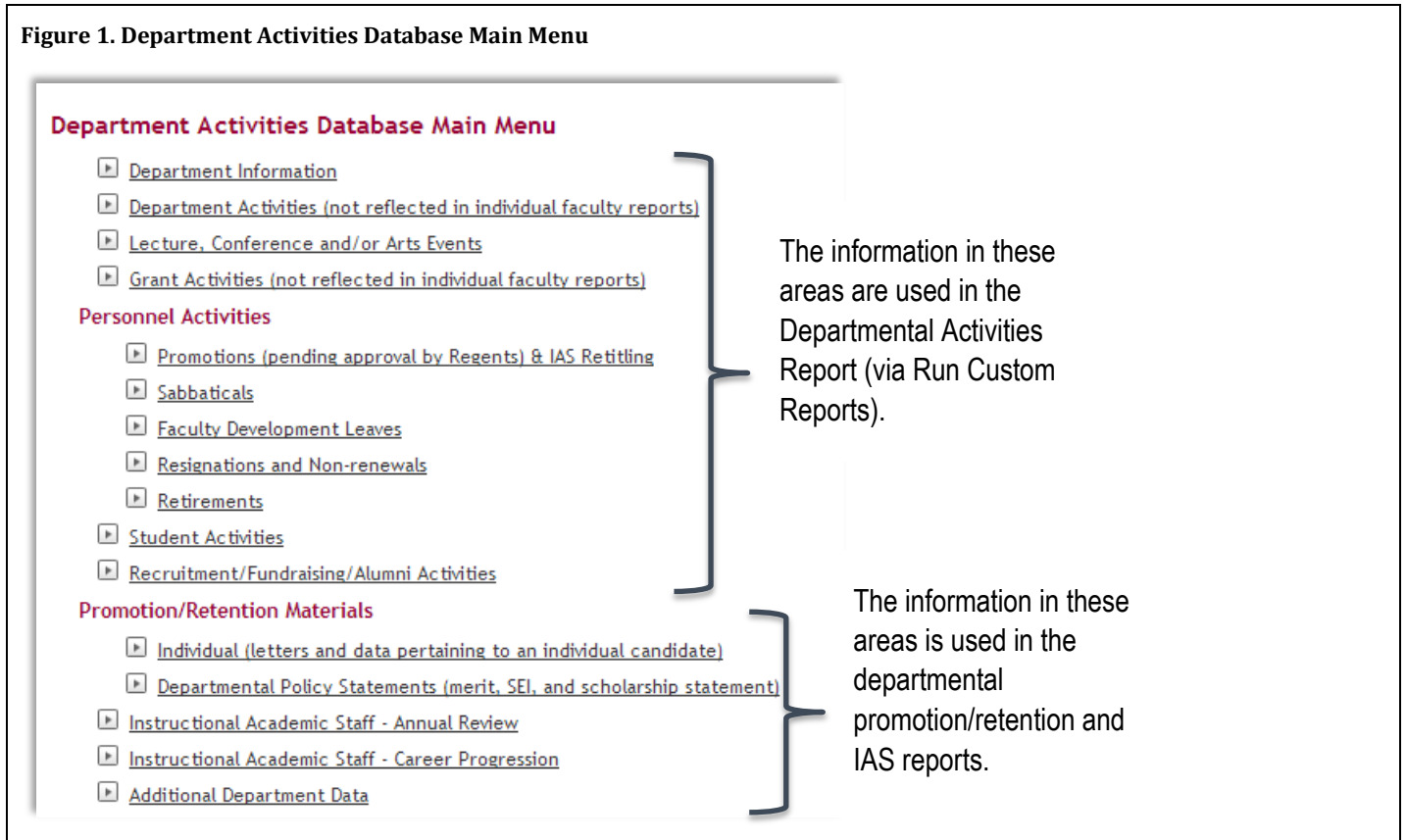
- Program directors do not have this ability as they play no formal personnel role.
- ADAs do not have accounts or access. A chair may request access (via the Provost office) or give the ADA his/her own account.

### What Information Do I Need to Enter? How Is It Used?

Using Digital Measures (as both a faculty member and a chair) typically involves two main steps:

1. Enter data and upload files
2. Run reports that contain the data and links to the files

When entering department-level information, you are entering information in the "Department Activities Database." This information includes general department information, personnel activities, and promotion/retention materials. Per Figure 1, general (Department information, activities, etc) and Personnel Activities entered will appear in the annual report for the department. Promotion/Retention materials entered in this area will **only** appear in departmental promotion/retention and IAS reports.

**Figure 1. Department Activities Database Main Menu**

## Get Ready, Get Set... Preparing Files and Entering Data for Your Department and Faculty Members

### Step 1: Prepare Files

Save any Word (or other file types) of documents as PDFs before uploading.

**Note:** Individual faculty must enter their information by June 1<sup>st</sup>. The departmental annual report is due electronically to the Dean's Office by July 1<sup>st</sup>; it involves the aggregate report on your faculty and a report on departmental level activities.

### Step 2: Enter Information and Upload the Files

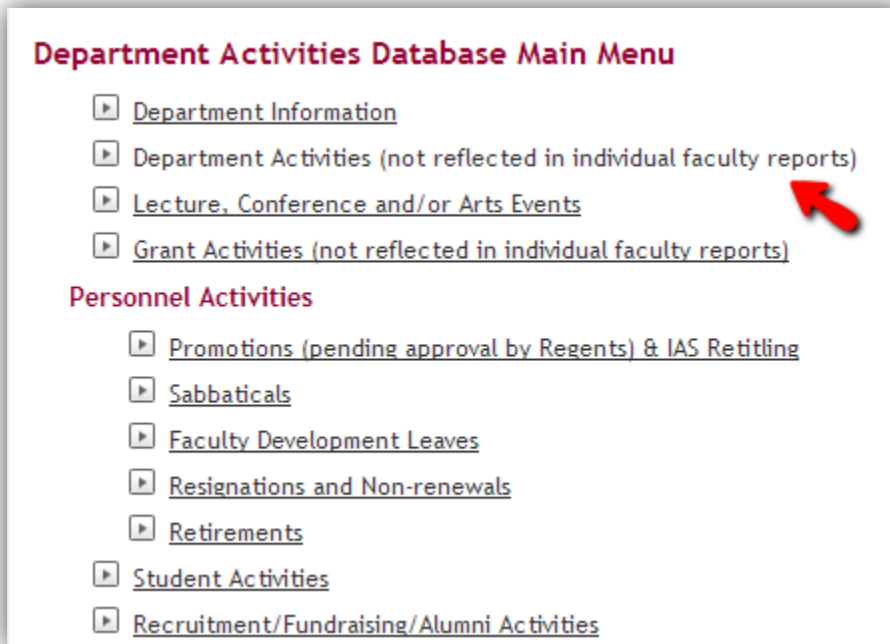
1. Log in to Digital Measures using your NetID (<https://secure.uwlax.edu/digitalmeasures/>)
2. In the left-hand navigation, select "Manage Data"
3. In the "Manage Data for Departments" dropdown list, select your department.
4. Enter data as appropriate for
  - a. [Department Annual Reports](#)
  - b. [Faculty Promotion](#)
  - c. [Probationary Faculty Retention Reports](#)
  - d. [IAS Promotion](#)
  - e. [IAS Annual Review](#)
  - f. [Post-Tenure Review](#)

## Entering Data for Department Annual Reports

On the Department Activities Database Main Menu, enter data/upload documents as appropriate/available for the department information, activities, events, grant activities (not reflected in the individual faculty reports), and items under Personnel Activities (see Figure 2).

1. On the Department Activities Database Menu, select “**Department Activities (not reflected in individual faculty reports)**” (See Figure 2.)

Figure 2. Department Activities: General



2. Unless the current year is listed, click “**ADD A NEW ITEM**” (If the current year is already listed, click the pencil icon to edit.)
3. Select the academic year (current).
4. Under the appropriate headings, enter data as requested or click the “*Store File*” link and upload the PDFs.

ADD A NEW ITEM

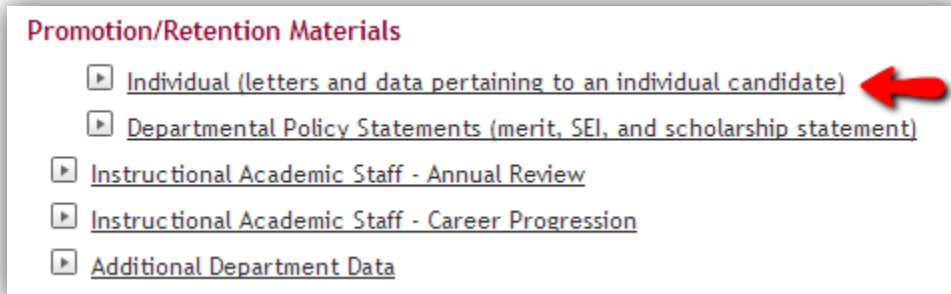
**Note:** Two fields of information are required for department annual reports: the 200-300 word summary (examples provided in the [Sample Department Summaries](#) section of this document) and the biennial assessment report upload.


5. **What's Next?** Run the report! See information on [How to Run Department Annual Reports](#).

## Entering Data for Faculty Up for Promotion/Retention and Post Tenure Review

1. On the Department Activities Database Menu, under the Promotion/Retention Materials header, select **"Individual (letters and data pertaining to an individual candidate)"** (See Figure 3.)

Figure 3. Promotion Retention Materials: Individual

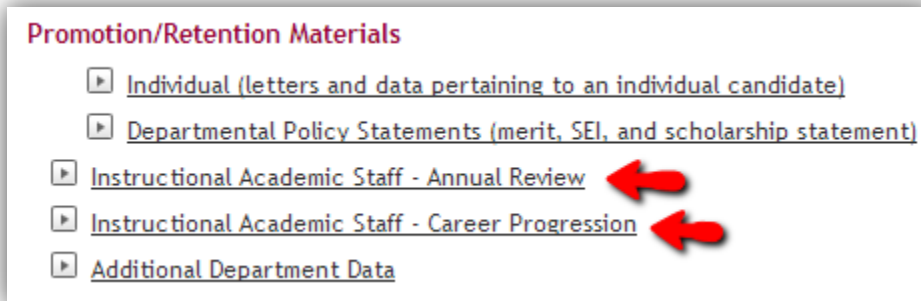



2. Unless the candidate is already listed on your screen with the current year, click **"ADD A NEW ITEM"** (If the candidate is already listed with the current year, click the pencil icon to edit.) 
3. Select the academic year (current) and then the name of the candidate from the dropdown lists.
4. Under the appropriate headings, click the "Store File" link and upload the PDFs for the letters, TAI information, etc.
5. After entering all the information for your faculty member(s), you need to **run the report**. See information on [How to Run Reports for Promotion/Retention and Post Tenure Review](#).

## Entering Data for IAS up for Review or Promotion

1. On the Department Activities Database Menu, under the Promotion/Retention Materials header, select “**Instructional Academic Staff – Annual Review**” or “**Instructional Academic Staff – Career Progression**” as appropriate (see Figure 4).

Figure 4. Promotion/Retention Materials: IAS Review or Promotion

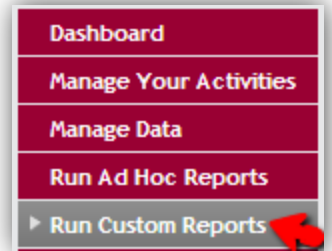


2. Unless the candidate is already listed on your screen with the current year, click **“ADD A NEW ITEM”** (If the candidate is already listed with the current year, click the pencil icon to edit.) 
3. Select the academic year (current) and then the name of the candidate from the dropdown lists.
4. Under the appropriate headings, click the “*Store File*” link and upload the PDFs for the items requested.
5. After entering all the information for your faculty member(s), you need to **run the report**. See information on [How to Run Reports for IAS Up for Review/Promotion](#).

## Running Department-Level Reports

After the information for your department and faculty members has been entered or uploaded, you can run reports to view it and share with others.

Go to **Run Custom Reports** to select the appropriate reports you will need to run.



## For Department Annual Reports

- **Make sure you have entered the necessary information for the report.** See [Entering Data for Department Annual Reports](#).
- **Follow the steps under Run a Report:**
  1. Select the **Departmental Activities** report and click **SELECT REPORT**.
  2. Select the date range of the report. For annual departmental activities reports, select June 1 of the previous year to May 31 of the current year.
  3. Click the “Click here” link to select your department (leave the Enabled Accounts Only selection as-is)
  4. Select the file format.
    - a. Select **Word** if you will need to edit the file (or if you are unsure if you will need to edit it)
    - b. Select **HTML** if you will NOT need to edit the file (so you can send the file directly to your dean)
    - c. Select **PDF** if you want to e-mail a published copy to someone (not for submission)
  5. Leave the page size as selected (“Letter”)
- Click **BUILD REPORT**. The file will go to your Downloads folder (or wherever you save it to).
- **Open the file and review the report** for errors and redundancies.

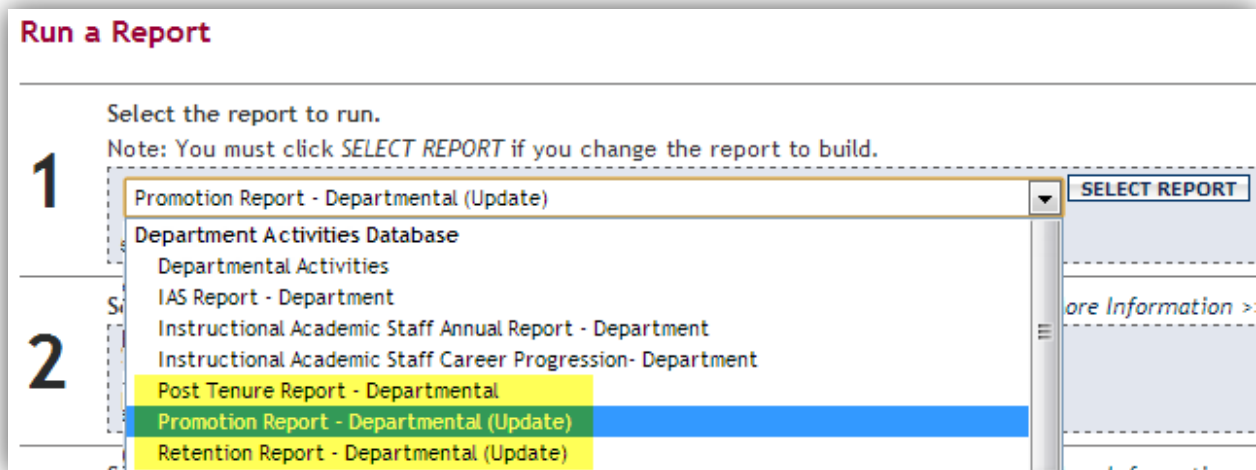
**Note:** If you see an error, you will need to correct the error at the source (where the data was entered) to avoid future issues. Errors corrected in the Word document are only changed in the report, not in Digital Measures. If the error is within a faculty member’s information, you can ask that person to make the changes or emulate the faculty member via “Manage Data” and make changes for them.

- **Save the file as HTML and send it electronically to your dean.**

**Note:** Keep a copy for the department; it is important for other university requirements such as APR.

## For Promotion/Retention and Post Tenure Review

- **Make sure you have entered the necessary information for the report.** See [Entering Data for Faculty Up for Promotion/Retention and Post Tenure Review](#).
- **Follow the steps under Run a Report:**
  1. Select the report you need to run (be sure it is under the Departmental Activities Database header) and click **SELECT REPORT**.



2. Select the date range of the report.
  3. Click the “Click here” link to select your department (leave the Enabled Accounts Only selection as-is)
  4. Select the file format.
    - a. Select **Word** if you will need to edit the file (or if you are unsure if you will need to edit it)
    - b. Select **HTML** if you will NOT need to edit the file (so you can send the file directly to your dean)
    - c. Select **PDF** if you want to e-mail a published copy to someone (not for submission)
  5. Leave the page size as selected (“Letter”)
- Click **BUILD REPORT**. The file will go to your Downloads folder (or wherever you save it to).
  - **Open the file and review the report** for errors and redundancies.

**Note:** If you see an error, you will need to correct the error at the source (where the data was entered) to avoid future issues. Errors corrected in the Word document are only changed in the report, not in Digital Measures. If the error is within a faculty member’s information, you can ask that person to make the changes or emulate the faculty member via “Manage Data” and make changes for them.

- **Save the file as HTML and send it electronically to your dean.**

**Note:** Keep a copy for the department; it is important for other university requirements such as APR.



## For IAS Up for Review/Promotion

- **Make sure you have entered the necessary information for the report.** See [Entering Data for IAS up for Review or Promotion](#).
- **Follow the steps under Run a Report:**
  1. Select the report you need to run (be sure it is under the Departmental Activities Database header) and click **SELECT REPORT**.
  2. Select the date range of the report.
  3. Click the “Click here” link to select your department (leave the Enabled Accounts Only selection as-is)
  4. Select the file format.
    - a. Select **Word** if you will need to edit the file (or if you are unsure if you will need to edit it)
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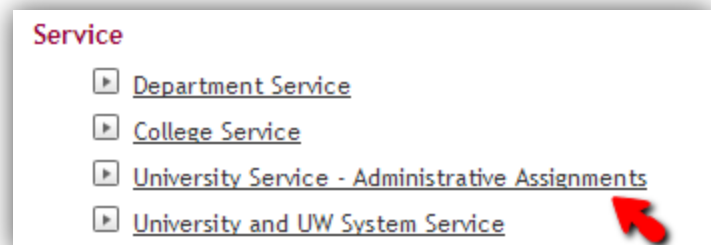
- **Save the file as HTML and send it electronically to your dean.**

**Note:** Keep a copy for the department; it is important for other university requirements such as APR.

## What Else?

### Where Do I Indicate My Own Service to the University as Chair of My Department?

- In “Manage Your Activities,” in the area of “University Service - Administrative Assignments” under the Service header.
- There are two textboxes where you can enter a description of your duties as chair: “General Description of the Duties Associated with the Assignment” and “Describe any individual special projects and/or activities associated with this administrative position you would like to highlight for this year.”



## Sample Department Summaries

*Seven Sample Summaries of Department Activities (from 2006-2007) on the 200-300 word range*

### **Biology (327 words)**

The 2006-2007 academic year was very productive for the faculty and students in the Department of Biology. Notable highlights include development of the new interdepartmental minor in Nutrition, which will be housed in Biology, and nomination of the Department by the University for the Regents Teaching Excellence Award. During summer 2007, the Department will host an Undergraduate Research Program in Bimolecular Sciences, funded by a competitive grant from the National Science Foundation. The number of majors in the Department has increased to 1150 undergraduate and 56 graduate students and resource limitations have posed challenges to continued excellence in curriculum design and delivery. However, several new courses were offered for the first time, including Human Nutrition (NUT 200), Advanced Nutrition for the Health Professions (BIO 428) and Environmental Toxicology (BIO 441). Because of retirements and resignations, faculty in the department invested a large amount of time in recruiting and hiring faculty this past academic year. Four searches were conducted and three new tenure-track faculty were hired for the 2007-2008 academic year to replace Drs. Mowbray, Saros, and Sutherland. Several faculty members also served on search and screen committees for the positions of associate dean and chancellor. Faculty scholarship continues to be an integral part of our Department and the education of our students. This past year, 72 undergraduate and 42 graduate students conducted research with faculty. Members of the Department made more than 55 presentations at professional scientific conferences and published 21 peer-reviewed papers in a variety of high-quality journals and books. Most of these presentations and publications were co-authored with our students. Faculty also competitively obtained more than \$330,000 in new research funds from 8 different proposals to support these activities and had oversight on additional \$3 million in on-going research projects and grants. More than \$2.2 million in new grant requests are pending review. Service to the University, profession, and community remains a priority, with numerous faculty taking leadership roles in professional organizations and campus committees.

### **Computer Science (200 words)**

The 2006-07 academic year was a productive one for the UW-L Computer Science Department. Instructionally, roughly 120 students declare CS as their major, about 30 students are CS minors, hundreds of others complete CS service courses each semester and in excess of 40 graduated students are pursuing MSE degrees. The employment outlook for students is extremely good but the department continues to work to counteract public misconceptions about computer science. The department also continues to struggle with the effects of staffing reductions. The department remains active in teaching, scholarship and service as are detailed in the various report sections. This year the department received the necessary approval to offer a five year schedule for completing both an undergraduate degree in computer science and the Master of Software Engineering degree. We expect this to be popular among highly talented undergraduate students. The Master of Software Engineering program had the first cohort of 12 students from the South Central University for Nationals. These students completed coursework and the capstone project during their year at UW-L and graduated in June. During this year the department extended this program to the University of Wuhan and is pursuing similar relationships with two schools in India.

### **Economics (194 words)**

The Search and Screen committee reviewed approximately 140 applications, interviewed 20 candidates at the Chicago ASSA meetings, and brought 3 candidates to campus in the course of hiring Kathryn Birkeland to fill a tenure track vacancy. The Curriculum Committee reviewed the catalog description of the department's courses. Updated wording for eight courses was approved by the college and university curriculum committees and incorporated into the 2007 – 2009 catalog. Department members participated in a presentation by a representative from the Employee Assistance Program at Gunderson Lutheran entitled "Respectful Communication in the Workplace" on September 20. Jean Bonde transferred out of the department's ADA position in January, 2007 and was replaced by Cathy Jambois through the end

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of the fiscal year. Janet Abnet accepted a transfer in June, 2007 to become the department's permanent ADA. The department's Scholarship Committee awarded \$1000 scholarships to Jonathan Longfeld and Sadie Vandervelde from the Cole Scholarship Fund, and \$800 scholarships to Jarod Hart and Christine McManimon from the Maurice Graff Economics Scholarship Fund. The Search and Screen Committee reviewed approximately 15 applications, and brought 8 candidates to campus as the department hired two full-time IAS for the 2007-08 academic year.

### **English (211 words)**

Department continued development of Dual Degree articulation program with Guangxi Normal University in China, including sending two English faculty to China over Spring Break. Plans are nearly complete for bringing 15-20 Chinese students to UW-L beginning Summer 2009, to complete degrees in the English Rhetoric and Writing emphasis major. An agreement to offer 1 section of ENG 110, College Writing I at West Salem High School in Fall 2007 was completed. Working with a UW-System grant, plans were completed to host a 1-day conference for UW-L English Teachers and area High School English Teachers in Sept. 2007. The conference will offer collaboration between English teachers and develop long term plans for activities, such as teaching exchanges and an annual English day at UW-L for areas high school students. Dept. also undertook extensive web page revision and developed several new electronic and print documents to enhance recruitment of high school students to English majors. One faculty member successfully promoted to Professor; 1 faculty member tenured; 1 faculty member retired; 1 probationary faculty member resigned; 1 IAS faculty member resigned (both to take other teaching positions). Six English majors, members of the Department's chapter of the national English honors society, presented papers at the National English Honors Conference in Pittsburgh in April 2007.

### **Music (219 words)**

Highlights of the 2006-2007 school year include personnel, ensemble and departmental events and activities. The Department welcomed Dr. Enaldo Oliveira as the Director of Orchestral Activities. Mr. Tom Brown was assigned increased duties as trumpet instructor and Music Appreciation instructor. Voice teacher Ms. Danielle Luchner was also offered a part-time position as the number of vocal majors and minors increased. Music ensembles continued to accept invitations to perform including a Screaming Eagles Marching Band performance at Lambeau Field in Green Bay, several performances by the Korean Drum ensemble and a culminating tour of sites in France and Germany by Jazz Ensemble I. The Search and Screen Committee for the new UW-L Chancellor included the Music Department Chair. An opera scene concert with the symphony orchestra was well-received. Besides the usual array of festivals, concerts and recitals, the Department hosted to two new events, the Wisconsin High School Honor Band, Choir and Orchestra auditions and one of four sites the Wisconsin State Music Association State Solo and Ensemble Festival. The 2006 Music Department Gala at the La Crosse Center was again very successful. In fulfillment of its mission to be a regional arts center, the Department engaged 9 nationally-known guest artists and had over 1500 high school students attend music events. Dr. Greg Balfany was elected Chair of the Department.

### **Philosophy (203 words)**

During the summer of 2006 Philosophy department faculty attended conferences and prepared courses for fall. During the fall 2006 semester, philosophy faculty, in addition to teaching and service actively helped organize professional meetings, and gave professional presentations. On the retirement of a second faculty member the department began serious discussion regarding the curriculum. The course descriptions were systematically reviewed and revised. The highlight of the fall semester was the presentation at the end of the semester by students completing the philosophy major of their Integrative Seminar projects. These presentations enabled faculty directly to assess the philosophy major and to determine changes to implement in the program. The spring 2007 semester saw the arrival of a new faculty member, which enabled the department to continue its discussion of curricular revisions more deeply. The department curricular process was revised; a curriculum subcommittee was formed to advise the chair on curricular offerings. Faculty members continued active involvement in giving presentations and attending professional conferences and

encouraging student participation in professional settings. The department organized and sponsored presentations by distinguished outside speakers and successfully encouraged attendance by philosophy students. Several additional presentations by philosophy students were given to the philosophy department faculty and philosophy majors and minors.

### **Psychology (278 words)**

The Psychology Department had another successful year, despite two resignations, two retirements, and several faculty on reassigned time. The department successfully hired on a one year basis an instructional academic staff member, Angel Mytas, at a 50% appointment to teach a general education cross-cultural course. It also had a very successful pool search from which it hired at least 11 individuals to teach one or more courses during the academic year. In addition, the department had three successful tenure track searches and was also able to hire at a 100% appointment an instructional academic staff member to teach courses in the experimental and bio-psych area for the 2007-2008 academic year. The number of majors grew to more than 500 despite attempts to reduce the number of majors. The department has made a commitment to re-examine strategies to reduce the number of majors. In addition, the department held a mini- retreat in January to discuss and begin to establish some short- and long-term goals. It also examined and revised its By-Laws and Policies in the spring semester. During the course of the year, faculty were very active in scholarship and service activities. Most made presentations at local, state, regional and/or national conferences. Several had articles accepted for publication or contributed chapters to books as well as served as reviewers for articles and textbooks. Most also served on thesis committees for graduate students in several programs, including School Psychology, CSDA, and some Health or Exercise and Sport Science programs. All of the students in the departmental honor's program presented their work either at UW-L's Undergraduate/Graduate Student Research Day and/or at the Psi Chi meetings held in conjunction with MPA in Chicago.

### **Sociology and Archaeology (273 words)**

The Archaeology section was actively involved in the recruitment of new students. The section mailed out over 600 brochures to high schools in the 5-state region advertising our program to potentially increase the number of out of state students enrolled in Archaeology. As a result (we hope) of this action and our strong reputation, we have 24 incoming freshman archaeology majors for fall 2007, a significant increase over the past several years, raising our projected number of majors to 110-120 in Archaeology. The Archaeology program continued work on the development of a proposal for entitlement to plan a Master's degree program in Cultural Resource Management Archaeology. The department successfully searched for a new tenure- track assistant professor of Anthropology, hiring Dr. Christine Hippert who starts in Fall 2007. This is our first hire of an anthropologist in 35 years after Professor Sheldon Smith's retirement in 2006. The Archaeological Studies Program operated two local field schools in Summer 2007: One in Bolivia, with Dr. McAndrews and 12 students, One in Viroqua with 16 students under the supervision of Dr. Theler. Through program assessment of students and discussion with faculty at universities where our students go on to graduate school, the experience that students gain in 6- week field school is invaluable to their future success in work and graduate school. The Sociology Section worked on emphasizing through advising, class presentations and website materials, descriptions of careers and jobs that our recent graduates hold as examples of possible careers for sociology majors. The sociology section has been working for several years to increase awareness (and reduce anxiety) by students regarding career choices and opportunities for sociology majors.