

UW-L CHAIRS - E-ports - *Digital Measures (DM)*

- **Chairs' access?**
 - All chairs have the ability to "emulate" their faculty.
 - Chairs "only" have access to the department level screen (and Deans)
 - 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 faculty intern to the Provost) or give the ADA his/her own account.
- **Where to describe "chair" activities for individual reports?**
 - Under "University Service - Administrative Assignments" there are two textboxes "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."
- **Accessing Department Level Data**
 - To access fields associated with departmental level data, chairs should click on 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 university's DM liaison in the Provost's Office.
 - You will need to complete information in the department level fields for retention, promotion, IAS review & career progression, and annual reports.
- **Department retention/promotion reports.**
 - TAI instructions available at <http://www.uwlax.edu/hr/fac.promo/TAI.DATA.instr.f2007.pdf>.
 - Instructions for adding dept. level data/letters for candidates are part of the documentation on preparing those reports available at
 - <http://www.uwlax.edu/provost/pvchome/eportfolios.htm>
- **Annual Reports**
 - Individual faculty must enter their information by **June 1st**.
 - The departmental annual report is due electronically to the Dean's Office by **July 1st** - it involves the aggregate report on your faculty and a report on departmental level activities.

Completing the AGGREGATE report of the faculty activities:

 - STEP 1 - choose the "Annual Report by Category" and click "select report."
 - STEP 2 - the dates are preset but should be end of May to end of May.
 - STEP 3 - choose your department from the pull-down list.
 - STEP 4 - choose a format - Word is fine.
 - STEP 5 - letter is fine - click "Build Report"
 - LAST STEPS - review the report for errors and redundancies. Errors should be corrected at the level of the individual faculty member. Errors corrected in the Word document are only changed there - not in the data base. You can ask your faculty to make the changes or emulate a faculty member. You can then save the file and send it electronically to your dean. Keeping a copy for the department is important for other university requirements such as APR.

Completing the DEPARTMENT LEVEL report (categories shown below)

 - Two fields of information are required - the 200-300 word summary (examples provided at <http://www.uwlax.edu/provost/pvchome/eportfolios.htm>) and the biennial assessment report upload.
 - Reports can be run by choosing the "departmental activities" report.

- **Use for merit? Post Tenure Review?**
 - Any department may choose to incorporate the activity reports from the system for their merit procedures. Several report options are available including an annual report with hyperlinks.
 - There is a post-tenure review report set up if department choose to use *DM* for this purpose - it allows for narrative and evidence if desired.
- **Use for IAS?**
 - The system is set up to use for annual review of IAS and for career progression.
- **Departmental Level Data - the categories are shown below.** The area for loading departmental retention/promotion information is shown in red.

Department Activities Database Main Menu

Department Information

Department Activities (not reflected in individual faculty reports)

Lecture, Conference and/or Arts Events

Grant Activities (not reflected in individual faculty reports)

Personnel Activities

Promotions (pending approval by Regents) & IAS Retitling

Sabbaticals

Faculty Development Leaves

Resignations and Non-renewals

Retirements

Student Activities

Recruitment/Fundraising/Alumni Activities

Promotion/Retention Materials

Instructional Academic Staff Review

Additional Department Data