

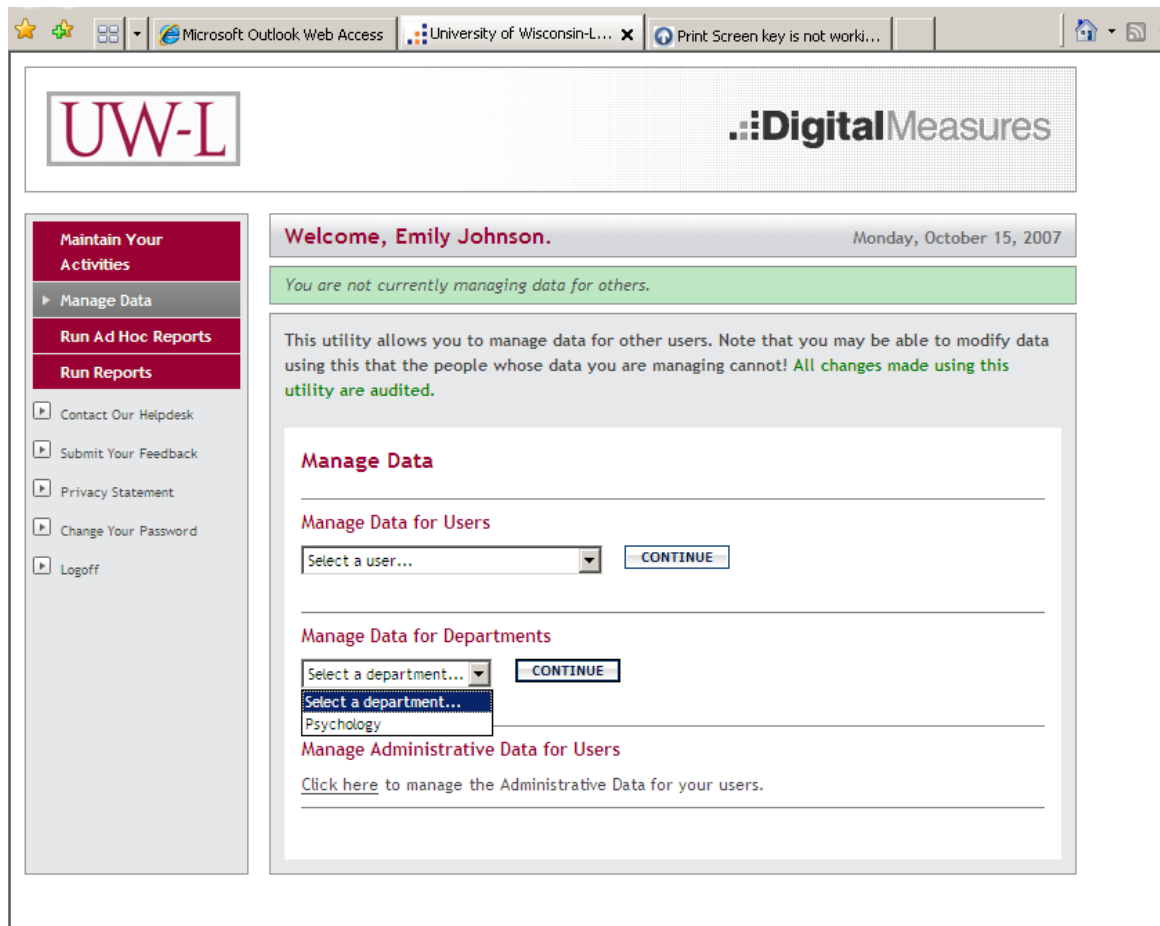
## CHAIRS & DM

Detailed instructions for the departmental level component of retention and promotion reports (10/2007)

Step 1: Enter Digital Measures (DM).

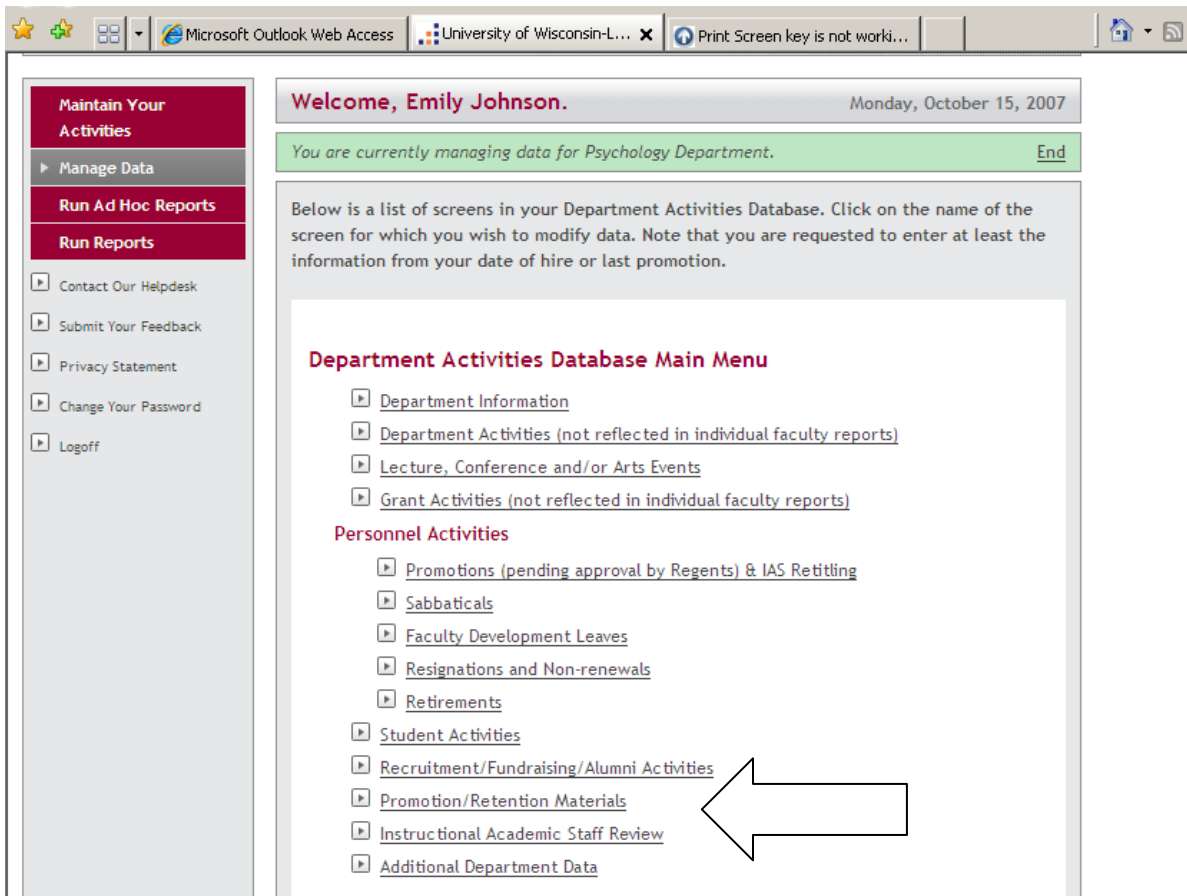
Step 2: Click on the "Manage Data" link (far left) and access a section titled "Manage Data for Departments". Click on "continue." (The pulldown menu should contain the name of your department. If it does not, let the DM liaison in the Provost's Office know) - image shown below.

*Note: This is also the same screen where chairs can emulate individual faculty members.*



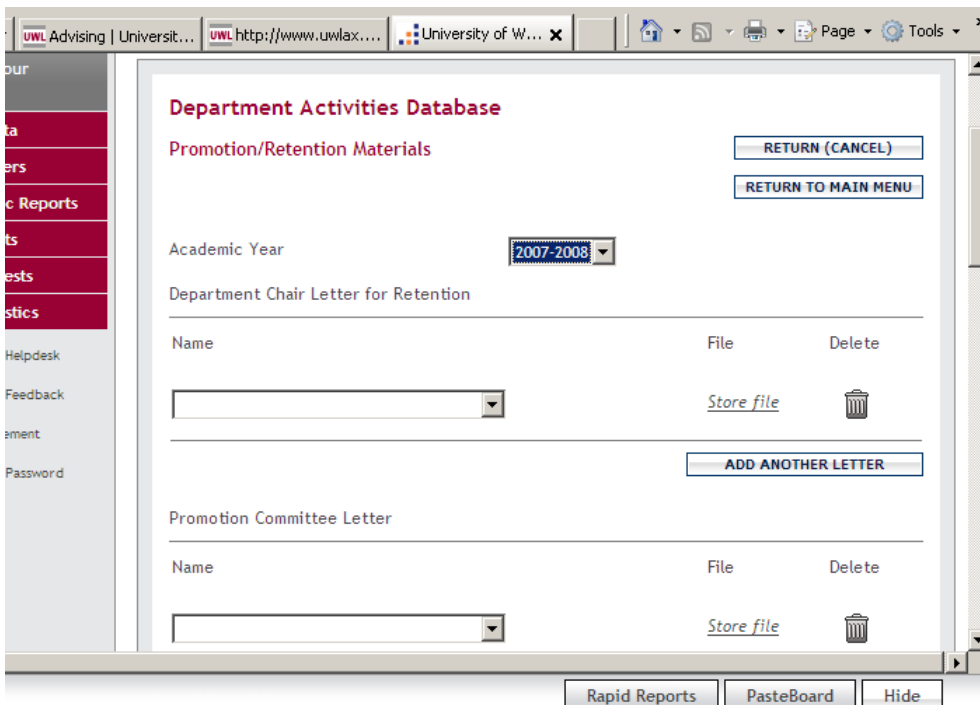
Step 3: Once in the departmental screen - scroll down toward the bottom and find the section entitled "promotion/retention" materials.

*NOTE: All files loaded in this area should include the surname of the candidate in the title - it will make life easier!*



4. Click "add a new item" - after creating an entry for a particular year - continue to edit that year rather than create new entries for each person.

5. Choose the year and then draw down the name of the faculty member under consideration. Load either a retention letter or promotion letter and TAIS.



6. The bottom half of the page allows you to load additional information and provides guidance regarding what needs to be loaded.

Teaching Assignment Information (TAI). TAIs should be loaded for promotion and retention candidates.

- Promotion: TAIs for promotion need to be requested from ITS following the instructions on the HR web page regarding promotion.
- Retention: TAIs will be sent to chairs.

Departments need to add the SEI information for each course, the candidate's semester median and the department median.

Name	File	Delete
<input type="text"/>	<a href="#">Store file</a>	

[ADD ANOTHER S](#)

Merit information for the candidate provided as either numerical merit (merit score and ranking) OR categoral (categorical classification of the candidate, and number of departmental faculty in each applicable category).

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SEI scores (report SEI scores by semester rather than individual courses for the candidate and provided the department median, minimums and maximums and rankings per semester).

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Promotion Transmittal Form (scanned version)

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[ADD ANOTHER F](#)

Description of departmental SEI processes [Store file](#)

Description of Departmental Merit Processes [Store file](#)

Department's Definition of Scholarship [Store file](#)

7. After uploading the appropriate materials you will need to run a report.
8. Click "run reports" on far left. From the pull-down menu choose either "Retention Report - Departmental" or "Promotion Report - Departmental" the only difference between the two reports is the type of letter and the transmittal form in the promotion report.
9. *As of 10/22/07 - once you draw the report it will include all of the information on any retention or promotion candidates on whom you uploaded information. SOON, you should have the ability to select for an individual prior to drawing the report. UNTIL THAT TIME...*
  - *draw the report and save as a html with a generic departmental name (e.g. "psychology 2007 retentions.html").*
  - *Delete all the files not associated with a particular candidate and "save as" candidateX-2007.html - repeat for other candidates.*
10. Email departmental report and the candidate's report to the Dean.