

# Digital Measures Reports – Retention/Promotion

## Overview

Faculty will enter their information in the Manage Activities area. As a chair, you will have access to **Manage Data** for individuals and the Department. You will also be able to **Run Reports**. This document will describe three processes:

- *Uploading Departmental information in advance of running promotion or retention reports*
  - *Manage Data>Manage Data for Departments>select your department>Annual Department Information*
- *Uploading retention/promotion materials for an individual*
  - *Manage Data>Manage Data for Users>select the individual>Personnel Review/Promotions Materials Management>FOR CHAIRS: Retention/Promotion Materials*
- *Run retention/promotion reports*
  - *Run Reports> (scroll down to your Activities Database – University) select Retention Report – Departmental (Update) or Promotion Report – Departmental (Update)*

## Uploading Departmental Information

1. Click **Manage Data> Manage Data for Departments>select your department>Annual Department Information >Add New Item**
2. If necessary, update College, and Department Chair information.
3. Upload descriptions for departmental SEI, merit, and scholarship processes.
4. Click **Save**.

**← Edit Annual Department Information** Cancel Save

• College: Liberal Studies (CLS)

# Department

Department Chair: Last Name, First Name, Middle Name/Initial

• Academic Year: 2016-2017

Provide a 200-300 word summary of departmental activities from the past year. **NOTE: Summary may be made public.**

Provide a 200-300 word summary of departmental activities from the past year specific to any GRADUATE programs associated with the department. **NOTE: Summary may be made public.**

Estimated number of 1FTE used for graduate education:

Upload Biennial Assessment Report: No File Stored Choose File...

Additional assessment commentary:

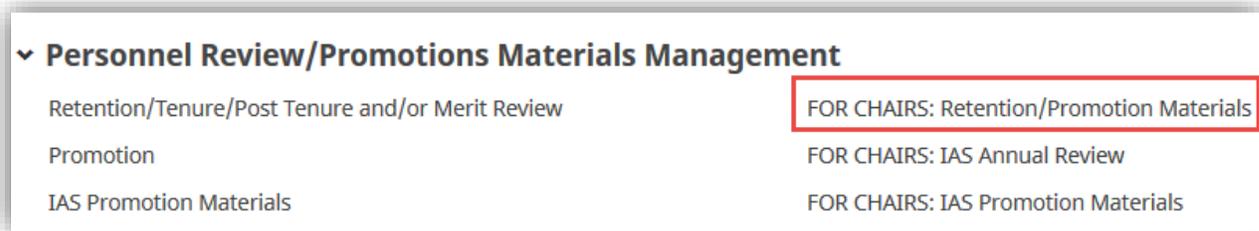
Description of departmental SEI processes: No File Stored Choose File...

Description of departmental merit processes: No File Stored Choose File...

Department's definition of scholarship: No File Stored Choose File...

### Upload retention/promotion materials for an individual

1. Click **Manage Data>Manage Data for Users>select the individual>Personnel Review/Promotions Materials Management>FOR CHAIRS: Retention/Promotion Materials>Add New Item**



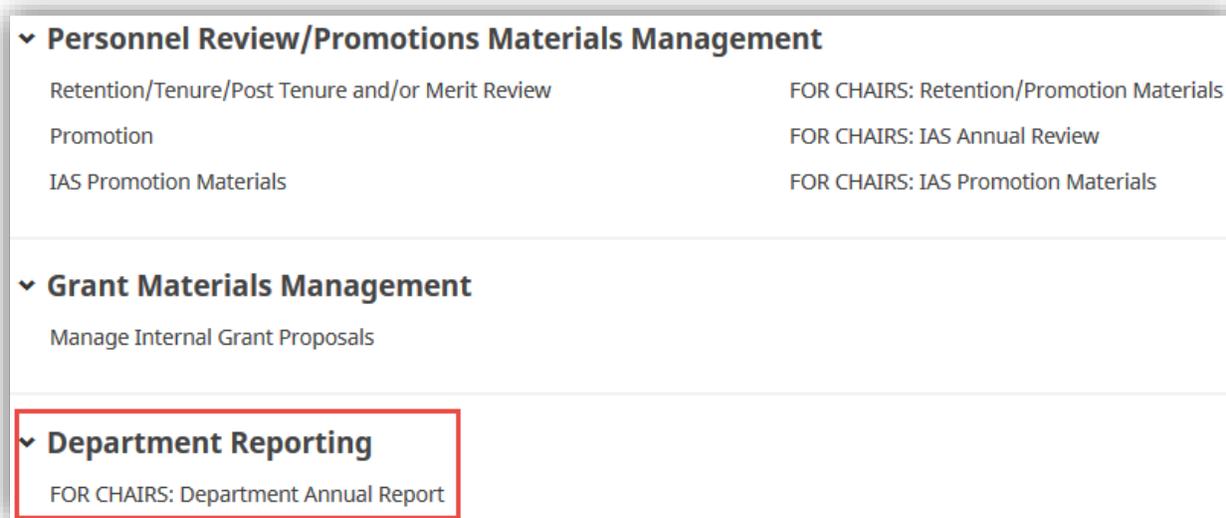
A screenshot of a software menu titled "Personnel Review/Promotions Materials Management". The menu is expanded to show three main categories: "Retention/Tenure/Post Tenure and/or Merit Review", "Promotion", and "IAS Promotion Materials". Each category has a corresponding "FOR CHAIRS" option listed to its right. The "FOR CHAIRS: Retention/Promotion Materials" option is highlighted with a red rectangular border.

Category	FOR CHAIRS Option
Retention/Tenure/Post Tenure and/or Merit Review	FOR CHAIRS: Retention/Promotion Materials
Promotion	FOR CHAIRS: IAS Annual Review
IAS Promotion Materials	FOR CHAIRS: IAS Promotion Materials

2. Update Academic Year and upload files for TAI, Merit, and SEI if needed. Save.

*Note: Prior to running the retention/promotion report, you have two options for “associating” the department level files with the individual: 1) including yourself in the report; or 2) “attaching” the department activities to the individual (see step 3).*

3. Optional (see note above): Under Department Reporting, click **FOR CHAIRS: Department Annual Report**. Click Add New Item, select the Academic Year (same as for which you are running the report, e.g. 2016-2017), and select your department and same year from the Department Activities dropdown menu.



A screenshot showing two menu sections. The top section is "Personnel Review/Promotions Materials Management" with the same three categories and "FOR CHAIRS" options as the previous screenshot. The bottom section is "Department Reporting" with the "FOR CHAIRS: Department Annual Report" option highlighted by a red rectangular border.

Category	FOR CHAIRS Option
Retention/Tenure/Post Tenure and/or Merit Review	FOR CHAIRS: Retention/Promotion Materials
Promotion	FOR CHAIRS: IAS Annual Review
IAS Promotion Materials	FOR CHAIRS: IAS Promotion Materials

Category	FOR CHAIRS Option
FOR CHAIRS: Department Annual Report	

### Run retention/promotion reports

1. Click **Run Reports**> (scroll down to your **Activities Database – University**) select **DEPT: Personnel Supporting Materials (replaces Retention Report – Departmental (Update) or Promotion Report – Departmental (Update))**

2. Select date range (e.g. June 1, 2016 – May 31, 2017).

3. Click **Change Selection** under Whom to Include and select the individual for whom you wish to run the report.

*Note: If you did **not** complete step 3 under Upload retention/promotion materials for an individual, you will need to select yourself as well in order to “associate” the department level files with the report.*

4. Save. Select your file format.

5. Run Report.