

Department Retention/Promotion Reports

Digital Measures Reports

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 DEPT: Personnel Supporting Materials*

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 IFTE used for graduate education

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

Additional assessment commentary

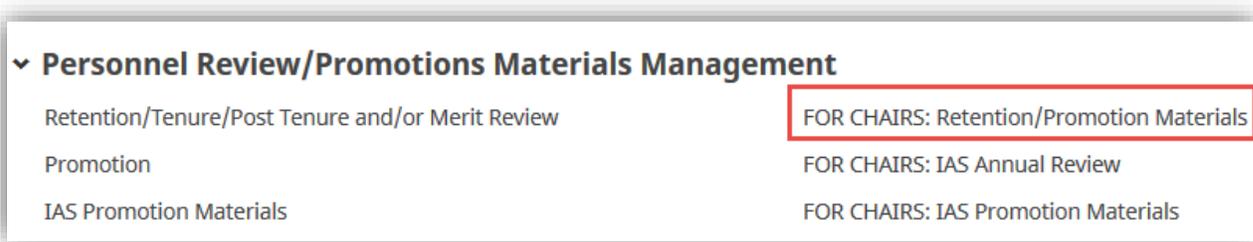
Description of departmental SEI processes: No File Stored [Choose File...]

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**



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

Run retention/promotion reports

1. Click **Run Reports> (scroll down to your Activities Database – University) select DEPT: Personnel Supporting Materials.**
2. Select date range (e.g. June 1, 2016 – May 31, 2017).
3. There are two options for running the report:
 - a. If you want to run the report for the **department**, click **Change Selection** under Whom to Include and select your **department**. This will include all individuals up for promotion or retention.
 - b. If you want to run the report for an **individual**, click **Change Selection** under Whom to Include and select the **individual AND yourself**.
4. Save. Select your file format.
5. Run Report.