

How to Upload Supervisor's Letter for Reassigned Time Administrative Appointments

Digital Measures

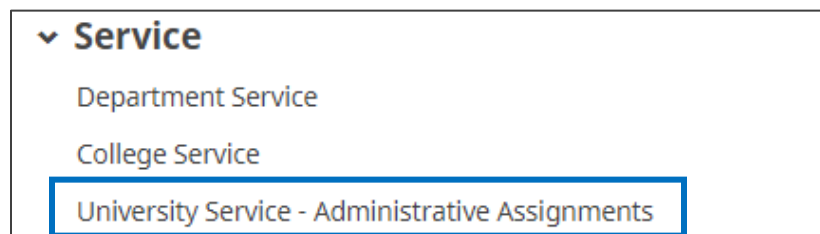
Overview

The faculty promotion guidelines indicate that full-time faculty with reassigned time outside the expectations of a standard faculty member (e.g., department chair, director of a center or program, etc.) must provide a letter from their supervisor (e.g., Chair, Dean, Provost, etc.) that outlines the job description for each reassigned-time appointment and evaluates the individual's performance. This document explains the process of uploading such letters.

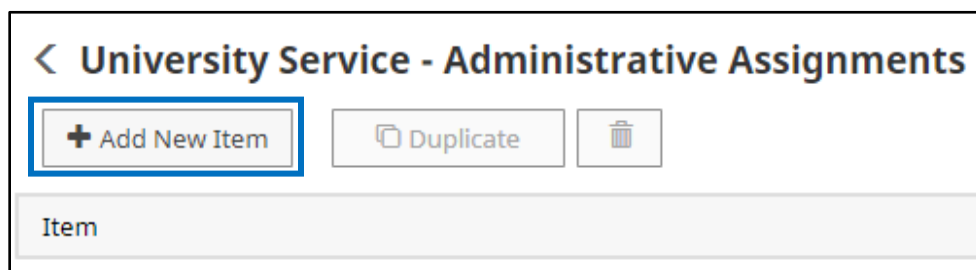
Step 1. Supervisor prepares the letter and provides a copy to the faculty member.

Step 2. Faculty member is responsible for uploading the supervisor's letter to Digital Measures.

1. Log in to Digital Measures.
2. Under the **Service** section, select "**University Service – Administrative Assignments**"



3. **+ Add New Item**



4. Use the dropdown menu to select the type of assignment.
 - If "Other" then explain and describe in the provided fields.

Edit University Service - Administrative Assignments

Cancel Save Save + Add Another

Name of Assignment

Explanation of "Other"

Description

B I U A T Link Image Undo Redo

5. **Drag and Drop** the file OR **Click to upload**, find and select the letter (be sure it is in PDF format).

Upload supervisor letter, if applicable.

Drop file here or click to upload

6. **Save.**