University of Houston-Clear Lake
Office of Institutional Effectiveness
Digital Measures: Screen Summary Reference Guide

Note: Text in RED indicates required fields

Section: General Information	
Personal and Contact Information	Screen captures personal information such as name, contact information, biography, and interests. **Data import** from PeopleSoft populates several fields. **Review for accuracy**: If corrections are needed, please contact the Digital Measures Administrator at digitalmeasures@uhcl.edu **Add/update**: Areas with an open box for text (if applicable).
Administrative Data - Permanent Data	Screen captures milestone events such as rank and tenure. **Data import** from PeopleSoft populates all of these fields. **Review for accuracy**: If corrections are needed, please contact the Digital Measures Administrator at digitalmeasures@uhcl.edu
Administrative Data - Yearly Data	Screen captures information that can possibly change over time, such as rank, tenure status, graduate faculty affiliation, and leave of absence. **Data import** from PeopleSoft populates several fields. **Review for accuracy**: If corrections are needed, please contact the Digital Measures Administrator at digitalmeasures@uhcl.edu **Add/update**: Areas with an open box for text.
Academic, Professional, and Military Positions	Screen captures positions held outside UHCL. **Data entered** by Digital Measure user. **Add/update**: All fields (if applicable). Organization, Title/Rank/Position are required.
Awards and Honors	Screen captures awards nominated and/or received. **Data entered** by Digital Measure user. **Add/update**: All fields (if applicable). Award or Honor Name and Organization/Sponsor are required.
Consulting	Screen captures consulting work. **Data entered** by Digital Measure user. **Add/update**: All fields (if applicable). Consulting Type and Client/Organization are required.

Education	Screen captures education information. **Data entered** by designated UHCL personnel. Users DO NOT have access to these fields. **Review for accuracy**: If corrections are needed, please contact your Dean's office.
Faculty Development Activities Attended	Screen captures faculty development activities that you attended. **Data entered** by Digital Measure user. **Add/update:** All fields (if applicable). Title is required.
Licensures and Certifications	Screen captures any special licenses or certifications you may have. **Data entered** by Digital Measures user. **Add/update**: All fields (if applicable). Title of Licensure/Certification and Sponsoring Organization are required.
Professional Memberships	Screen captures professional memberships. **Data entered** by Digital Measures user. **Add/update**: All fields (if applicable). Name of Organization and Scope are required.
International Activity	Screen captures faculty international activity outside of the U.S. **Data entered** by Digital Measures user. **Add/update**: All fields (if applicable).
Summary Text	Provides a box for the user to add text regarding any sections(s) within General Information. **Data entered** by Digital Measures user.
Section: Teaching	
Scheduled Teaching	Screen captures data on the courses you teach. **Data imports** from PeopleSoft (course information) and UCT (instructor scores). **Review for accuracy**: If corrections are needed, please contact the Digital Measures Administrator at digitalmeasures@uhcl.edu **Add/update**: Areas with an open box for text (if applicable).
Course Releases	Screen captures course release information for a specific term and tear. **Data entered** by Digital Measures user. **Add/update**: All fields (if applicable).
Teaching-Related Products/Development	Screen captures information on faculty development of teaching-related products in a specific year. **Data entered** by Digital Measures user. **Add/update**: All fields (if applicable).

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Academic Advising	Screen captures summary number of students advised. **Data entered** by Digital Measures user. **Add/update**: All fields (if applicable).
Directed Student Learning	Screen captures detailed information on faculty member's role overseeing/supervising student. **Data entered** by Digital Measures user. **Add/update**: All fields (if applicable). Title of Student's Work is required.
Non-Credit Instruction Taught	Screen captures Non-Credit Instructional Activities that are not included in Scheduled Teaching such as guest lectures, seminars/workshops, or classes taught at other universities. **Data entered** by Digital Measures user. **Add/update**: All fields (if applicable). Title of activity is required.
Interdisciplinary/Cross-College Activities	Screen captures information on faculty participation in interdisciplinary/cross-college activities at UHCL. **Data entered** by Digital Measures user. **Add/update**: All fields (if applicable).
New Courses, Curriculum, Degrees, or Training Programs	Screen captures development of **NEW** courses, curriculum, degrees, or training programs. **Data entered** by Digital Measures user. **Add/update**: All fields (if applicable).
Summary Text	Provides a box for the user to add text regarding any section(s) within Teaching. **Data entered** by Digital Measures user.
Section: Scholarship/Research	
Contracts, Grants, Sponsored Research and Non-Funded Research	Screen captures contract, grant, and research activities. **Data entered** by Digital Measures user. **Add/update**: All fields (if applicable). Contract/Grant/Research Title and Awarding Organization are required.
Publications	Screen captures publication information. Publications can be added manually or by using the "Import Items" feature. **Data entered** by Digital Measures user. **Add/update**: All fields (if applicable). Contribution Type, Title of Activity/Product/Contribution, Journal/Publisher/Proceedings Publisher, Was this peer-reviewed/refereed are required fields.

Presentations	Screen captures professional presentations, posters, demonstrations etc. (Published items need to be added to the Publications screen). **Data entered** by Digital Measures user. **Add/update**: All fields (if applicable). Conference/Meeting Name and Presentation Title are required.
Research Currently in Progress	Screen captures research in the planning stage, current and on-going research activities, and research in the writing stage. **Data entered** by Digital Measures user. **Add/update**: All fields (if applicable). Title is a required field.
Patents	Screen captures Patent information. **Data entered** by Digital Measures user. **Add/update**: All fields (if applicable).
Citations of Work in this Section	Screen captures citation information for published work. **Data entered** by Digital Measures user. **Add/update**: All fields (if applicable).
Summary Text	Provides a box for the user to add text regarding any section(s) within Scholarship/Research. **Data entered** by Digital Measures user.
Section: Service	
Event Participation	Screen captures event participation within a specific year. **Data entered** by Digital Measures user. **Add/update**: Check all events that apply.
Student Organization Advised	Screen captures the year, name of organization(s), and faculty's position or role in the organization(s). **Data entered** by Digital Measures user. **Add/update**: All fields (if applicable).
Program	Screen captures program-level service by faculty. **Data entered** by Digital Measures user. **Add/update**: All fields (if applicable).

College	Screen captures college-level service by faculty. **Data entered** by Digital Measures user. **Add/update**: All fields (if applicable).
University	Screen captures university-level service by faculty. **Data entered** by Digital Measures user. **Add/update**: All fields (if applicable).
System-Level	Screen captures U of H System-level service by faculty. **Data entered** by Digital Measures user. **Add/update**: All fields (if applicable).
Professional	Screen captures professional-level service by faculty. **Data entered** by Digital Measures user. **Add/update**: All fields (if applicable).
Public/Community	Screen captures public/community service by faculty. **Data entered** by Digital Measures user. **Add/update**: All fields (if applicable).
Summary Text	Provides a box for the user to add text regarding any section(s) within Service. **Data entered** by Digital Measures user.