College of Arts and Sciences | Georgia State University
FACULTY ACTIVITY REPORTING SYSTEM GUIDE

DigitalMeasures System

Again this year, the university will use the Digital Measures system for faculty activity reporting. DigitalMeasures (DM) provides many advantages to faculty and the university, including the following:

- DM provides a single place for you to keep current information about all of your professional accomplishments.

- The system enables you to record your annual activity throughout the year, reducing the need for chairs and the college to make solicitations for reports for accrediting agencies, the University System, news media, and various university offices.

- A new feature enables faculty to import publication citations from a BibTeX file. (See http://info.digitalmeasures.com/bibtex.html for more info.)

- DM produces customized reports including a personalized annual report. It also can produce broader, college-wide summary reports pulling data from across multiple years.

- In the near future, Digital Measures info will be used to populate a publicly accessible faculty info dashboard (visit http://bit.ly/1ymm6uv for a preview).

The College of Arts and Sciences is providing a variety of resources to help faculty use this reporting system (including this guide).

- Each department has a reporting coordinator who has been trained to help you use the system (contact list at http://casservice.gsu.edu/files/2014/12/Reporting_Coord.pdf)

- The Dean's Office has scheduled several drop-in information sessions to help faculty navigate the system (event list at http://casservice.gsu.edu/annual-reporting-instructions-faculty/).

- You can send any unanswered questions or concerns to the A&S Faculty Reporting email address (cas@gsu.edu), or you may contact the college faculty reporting administrator, John Medlock (jmedlock@gsu.edu; 404-413-5107).

Scope of Faculty Activity Reporting

You currently are only responsible for reporting your calendar year 2014 activities—but you may need to review info from previous years as well. You may see that some (but not all) of your older information is already in the system. As a convenience to you, university staff members added pre-2012 faculty info using CVs and annual reports. You may correct any inaccurate information or contact the college if you identify significant errors in the data.

Deadline for Finalizing 2014 Activity Reporting in DigitalMeasures: Fri., Jan. 30, 2015

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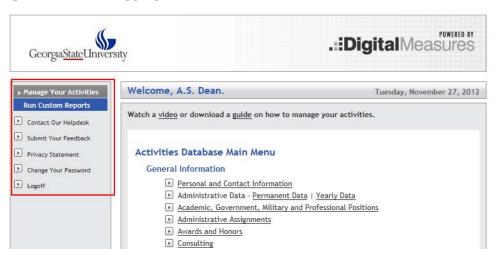
1. Accessing DigitalMeasures

  a. To log in to the DigitalMeasures (DM) system, follow the steps below:

  b. Go to https://www.digitalmeasures.com/login/gsu/faculty/.

  c. The link will open the DM log-in page.

  d. Use your campusid and password to log in.

2. Navigating Digital Measures

When you log in to the DM system, you will see a navigation bar on the left side of the page that provides links to the main DM functions, **Manage Your Activities** and **Run Custom Reports**, as well as several other useful links for getting help, submitting questions, and logging out of DM.

3. Manage Your Activities

The **Manage Your Activities** page, which includes the "Activities Database Main Menu," appears when you first log in to DM or when selected from the navigation bar. The page is organized as follows:

a. General Information

These pages are used to record information about you, including contact info, demographic data, rank and promotion history, education, awards, professional affiliations, etc.

General Information

- ▸ Personal and Contact Information
- ▸ Administrative Data - Permanent Data | Yearly Data
- ▸ Academic, Government, Military and Professional Positions
- ▸ Administrative Assignments
- ▸ Awards and Honors
- ▸ Consulting
- ▸ Education
- ▸ External Connections and Partnerships
- ▸ Faculty Development Activities Attended
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- ▸ Professional Memberships
- ▸ Workload Information

b. Teaching

These pages are used to record information about your teaching and student direction.

Teaching

- ▸ Academic Advising
- ▸ Directed Student Learning (e.g., theses, dissertations)
- ▸ Non-Credit Instruction Taught
- ▸ Scheduled Teaching

c. Scholarship/Research

These pages are used to record information dealing with your research, creative activity, grants, publications, citations, etc.

Scholarship/Research
- ▶ Artistic and Professional Performances and Exhibits
- ▶ Contracts, Fellowships, Grants and Sponsored Research
- ▶ Intellectual Contributions / Publications
- ▶ Intellectual Property (e.g., copyrights, patents)
- ▶ Presentations

d. Service

These pages are used to record service contributions you have made to your department, college, university, professional organizations, etc.

Service
- ▶ Department
- ▶ College
- ▶ University
- ▶ University System
- ▶ Professional
- ▶ Public

4. Working with Records

When you first visit the **Manage Your Activities** page, please spend a few minutes looking through the pages accessible from it. To access a page, click its name. The resulting page displays records that are stored for that page. There are several possible actions you can take from the resulting pages, although not all of these actions will always be available:

a. To add a new record, click the `ADD A NEW ITEM` button.
b. NEW FEATURE: To import publications citations from a BibTeX file, click the `IMPORT ITEMS` button.
c. To edit a record, click the ✏ button.
d. To copy a record, click the 📋 button (see below for more).
e. To delete a record, click the 🗑 button.
f. To view a record, click the 🔍 button.
g. To return to the main menu, click the `RETURN TO MAIN MENU` button.

5. Using the Copy Feature

To save yourself time and effort entering data, it is essential that you learn how to use the Copy feature. Once you have entered an activity in DM, you can use this function to create a similar entry (e.g., the same presentation at a different conference) or an identical one the next year (e.g., speaking at an annual orientation). To use this feature:

    a. Click the <u>Copy</u> button next to the item you wish to reuse.

    b. This will open an identical item, which you edit as needed. If you just want to add the same activity from a previous year, then all you need to change is the date.

    c. Save the new item when you are done.

    d. You will see the new item and the original in the initial page for the section.

Note: If you have an activity, such as committee service, that spans multiple years, you don't have to create a new entry for each year. You can just enter the start date and leave the end date blank. The activity will appear as ongoing in DM reports.

6. Using the Bottom Toolbar

The toolbar at the bottom of the DM page provides some helpful options to make data entry quicker and easier, the <u>Rapid Reports</u>, <u>PasteBoard</u>, and <u>Hide</u> tabs.

Note: The toolbar may not display in all web browsers. Use Chrome, Firefox, or Internet Explorer if the tools are not accessible from the Bottom Toolbar.

a. Rapid Reports

Rapid Reports provides a quick and easy way to run reports on your data stored in the system (see below to run reports using the Run Custom Reports function). Since you can use Rapid Reports from the data entry pages, it allows you to quickly see how the data you enter will be presented in the reports you can run. To use this feature:

i. Click on the <u>Rapid Reports</u> tab.

ii. Choose the type of report you would like to create (currently, "GSU Annual Report" and "Vita" are the only options).

iii. Choose a Start Date and an End Date for the report you want to run.

iv. Choose the file format (Microsoft Word, PDF or HTML) you would like for the report.

v. Click the <u>RUN REPORT</u> button.

b. PasteBoard

The PasteBoard is a time-saving feature that allows you to copy text from another document, such as a vita in Microsoft Word, and paste it into the PasteBoard. After you have pasted text into the PasteBoard, you can then select text from it, click-and-hold on the text you selected, and drag the text into a field in the system to have it pasted into the field. To use this feature:

i. Click on the PasteBoard tab on the toolbar in the bottom-right corner of DM page.

ii. Copy the content from your original document (either Control c or right click and Copy).

iii. Paste (either Control v or right click and select Paste) the content into the PasteBoard window.

iv. Alternatively, you can drag and drop text into the PasteBoard.

v. Once your data has been put in the PasteBoard window, you can drag and drop it into a data field (or cut-and-paste).

vi. If you navigate to other pages (or hide the Pasteboard window as described below) within DM, the content will stay in the PasteBoard. To clear the content, click the Clear the PasteBoard button on the right side of the PasteBoard window.

c. Hide

The Hide tab displays or hides the Rapid Reports and PasteBoard windows.

7. Run Custom Reports

The Run Custom Reports tool allows you to obtain reports that use specialized formatting and other custom data manipulations. To use Run Custom Reports:

a. Click the Run Custom Reports link in the left navigation bar.

b. Choose the type of report you would like to create (currently, "GSU Annual Report" and "Vita" are the only options).

c. If you see the SELECT REPORT button at right, click the button (it will only appear if there are multiple report types).

d. To see a preview of what type of information will be included in the report and the basic format, click the Details of how this report is built link. (You can also

find details of where to enter data for it to appear in a particular section of the report.)

e. Choose a Start Date and an End Date for the report you want to run.

f. Choose the file format (Microsoft Word, PDF or HTML) you would like for the report.

g. Choose the page size you would like for your report.

h. Click the <u>BUILD REPORT</u> button to run the report.

8. Expanding Text Boxes

You may see a blue arrow next to or under text boxes. Clicking this blue arrow makes the text box next to it larger to give you more space. One expanded, it can be minimized again by clicking the arrow again.

Ann Jane Roberts is the Andrews Chair of Accounting at Your University. Her primary area of research focuses on corporate control and taxation. Roberts also consults with Harley Davidson, Johnson Controls and Northwestern Mutual Life Insurance Company.

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9. Spell-check Options

There is not a spell-check function currently included with DM. However, the Google Chrome browser and the Google Toolbar (http://toolbar.google.com) do have spell-check functionality. These work with all of the websites you use, not just DM, allowing you to use the words you add to your custom dictionary with all sites you visit.

10. Entering Start and End Dates

You must include a start date for most entries to ensure that it populates in the annual report. (You may leave the end date blank for ongoing activities.) If you don't enter at least a year in most entries, you will see the following pop-up message:

11. Saving Your Data

Make sure to click the SAVE AND RETURN button at the bottom of the page when you are done entering data.

Note: if you select the RETURN (CANCEL) or RETURN TO MAIN MENU button, your information will not be saved.

B. Entering Faculty Activity Data

The pages below provide a preview of each section of the Activities Database Main Menu, with data-entry guidance where needed.

1. Personal and Contact Information
This section contains your personal and contact information, including a short bio. Some of this info has been pre-populated by the university, but make corrections as necessary.

Much of this information may be used to populate the college and department web directories this year.

Personal and Contact Information

	SAVE AND RETURN RETURN (CANCEL)
Prefix	Mr.
First Name	John
Preferred First Name	
Middle Name	C.
Last Name	Medlock
Suffix	
Alternative Name You Publish Under (e.g., an anglicized name), if any	
Name of Endowed Position (if any)	
E-Mail Address	jmedlock@gsu.edu
Building Where Your Office is Located	General Classroom Building
Office Room Number	730
Office Phone	404 - 413 - 5107
Department Phone	404 - 413 - 5114
Fax	404 - 413 - 5124
Personal Website	http://
Date of Birth	September 22 , 1965
Gender	Male
Race/Ethnicity	White
U.S. Citizen?	Yes
If No or Dual, Other Citizenship Country	
Nationality (country of origin)	
Brief Biography (30 Words or Fewer)	
Photograph	Download "dir_medlock_j-1.jpg" Delete file

This section also provides space for entering teaching interests and research interests.

Foreign Language / Cultural Competencies: This section provides space for entering language competencies and significant international experiences. Select <u>Add another Language/Competency</u> if you need to make multiple entries in this section.

Strategic Goals Section: The Personal and Contact Information section, as well as most other sections in DM, includes prompts to indicate how your areas of expertise or your faculty accomplishments support the university's strategic goals (see "Connecting to University Strategic Goals" in section E).

2. Administrative Data: Permanent Data

This section contains historical info about your faculty position. This data is pre-populated by the university and is not directly editable. If any information in this section is incorrect, please notify the college by sending a message to cas@gsu.edu.

Permanent Data

RETURN TO MAIN MENU

Note: You do not have access to modify one or more fields on this screen. If changes are needed to any fields you cannot modify, please contact your Digital Measures Administrator, Charles Gilbreath, by clicking here.

RETURN (CANCEL)

Starting Rank	Assistant Professor
Start Date at Georgia State University	August 15 , 2007
Date Attained Rank of Assistant Professor	August 15 , 2007
Date Attained Rank of Associate Professor	August 15 , 2011
Date Attained Rank of Full Professor	
Date Attained Rank of Senior Professor	
Tenure Awarded Date	August 15 , 2011
Date of most Recent Post-Tenure Review	
If currently a Ph.D student, date of most recently completed graduate comprehensive examination	
Separation Date	

3. Administrative Data: Yearly Data

This section includes annual records for college and departmental affiliation(s), current rank, EFT, etc. Some of the data is pre-populated by the university and is not directly editable. If any read-only information in this section is incorrect, please notify the college by sending a message to the Faculty Reporting email account at cas@gsu.edu.

Yearly Data   RETURN TO MAIN MENU

Note: You do not have access to modify one or more fields on this screen. If changes are needed to any fields you cannot modify, please contact your Digital Measures Administrator, Charles Gilbreath, by clicking here.

SAVE AND RETURN   RETURN (CANCEL)

Academic Year   2012–2013

College

College   Department
College of Arts & Sciences   Anthropology

Does this faculty member have a
secondary/primary appointment with
another (non-GSU) institution?

If Yes, with what non-GSU department?

If other, what department and institution.

If Yes, please provide the name of that
institution.

Location of other institution (City)

Location of other institution (State)

Location of other institution (Country)

Faculty/Staff Rank   Associate Professor

Job Title

Tenure Status   Tenure–Track

Graduate Faculty   Yes

On Leave?

Full-Time Equivalency ❷   1 %

Externally Supported Full-Time Equivalency

Professional Experience

Years Relevant Professional Experience

Attained Senior-level?

Salary

Benefits

Other than personal expenditures

4. Academic, Government, Military and Professional Positions

Academic, Government, Military and Professional Positions   RETURN TO MAIN MENU

SAVE AND RETURN   SAVE AND ADD ANOTHER   RETURN (CANCEL)

Experience Type

Explanation of "Other"

Organization / Institution

City where organization / institution located

State where organization / institution located

Country where organization / institution located (NOTE: if you have foreign experience, please complete the section in "Personal and Contact Information" that collects interests and expertise.)

Title/Rank/Position

Was/is this your own company?

Full Time or Part Time

Description for Professional Positions (30 Words or Fewer)

Note: For activities that you started but have not yet presently completed, specify the start date and leave the end date blank.

Start Date

End Date

5. Administrative Assignments

This section is used to indicate substantial administrative roles held at the department, college, or university level. Examples include dean positions, department chair or director, undergraduate or graduate director, center director.

Administrative Assignments | **RETURN TO MAIN MENU**

SAVE AND RETURN | **SAVE AND ADD ANOTHER** | **RETURN (CANCEL)**

Position/Role	Associate Dean ▼
Explanation of "Other"	
Scope	College ▼
Approx. Number of Hours Spent Per Year	
Responsibilities/Brief Description (30 Words or Fewer)	Associate Dean for Social and Behavioral Sciences ▲▼ ⬇
Start Date	March ▼ 1 , 2009
End Date	▼ ,

6. Awards and Honors

Activities Database

Awards and Honors | **RETURN TO MAIN MENU**

SAVE AND RETURN | **SAVE AND ADD ANOTHER** | **RETURN (CANCEL)**

Award or Honor Name	
Organization/Sponsor	
Location of organization / sponsor (City)	
Location of organization / sponsor (State)	▼
Location of organization / sponsor (Country)	▼
Purpose	▼
Scope	▼
Description/Explanation (30 Words or Fewer)	▲▼ ⬇
Date Received	▼ ,

7. Consulting

Consulting

SAVE AND RETURN	SAVE AND ADD ANOTHER	RETURN (CANCEL)

Consulting Type

Explanation of "Other"

Client/Organization

Location of client / organization (City)

Location of client / organization (State)

Location of client / organization (Country)

Scope of organization/project

Compensated or Pro Bono?

Approx. Number of Hours Spent Per Year

Brief Description (30 Words or Fewer)

Note: For activities that are/were only on one day, leave the start date blank and specify the end date. For activities that you started but have not yet presently completed, specify the start date and leave the end date blank.

Start Date

End Date

8. Education

In this section, you can add separate records for your various degrees. *Note: You do not need to upload a transcript in this area unless requested to do so by the college.*

9. External Connections and Partnerships

In this section, you can record your contributions to building official relationships between GSU and external organizations/institutions. Examples include academic exchange program, field trip/study abroad, funding, hosted visiting scholar, recruitment, research/publication agreement, served as visiting scholar, or speaker.

10. Faculty Development Activities Attended

Examples of this type of activity include conference attendance, continuing education programs, faculty internships, self-study programs, seminars, tutorials, workshops, etc.

11. Licensures and Certifications

Licensures and Certifications   RETURN TO MAIN MENU

SAVE AND RETURN   SAVE AND ADD ANOTHER   RETURN (CANCEL)

Title of Licensure/Certification	
Sponsoring Organization	
Scope	[dropdown]
Location of sponsoring organization (City)	
Location of sponsoring organization (State)	[dropdown]
Location of sponsoring organization (Country)	[dropdown]
Description	
Date Obtained	[dropdown] ,
Expiration Date	[dropdown] ,

12. Media Contributions

Media Contributions   RETURN TO MAIN MENU

SAVE AND RETURN   SAVE AND ADD ANOTHER   RETURN (CANCEL)

Media Type	[dropdown]
Media Name	
Scope of Media	[dropdown]
Location of media (City)	
Location of media (State)	[dropdown]
Location of media (Country)	[dropdown]
Description	
Date	[dropdown] ,

13. Professional Memberships

Professional Memberships

RETURN TO MAIN MENU

SAVE AND RETURN   SAVE AND ADD ANOTHER   RETURN (CANCEL)

Name of Organization

Abbreviation of Organization

Leadership Position Held

Scope of Organization

Description of the Organization

Location of the organization (City)

Location of the organization (State)

Location of the organization (Country)

Note: For activities that you started but have not yet presently completed, specify the start date and leave the end date blank.

Start Date

End Date

14. Workload Information

You may disregard this section.

15. Academic Advising

Academic Advising

RETURN TO MAIN MENU

SAVE AND RETURN   SAVE AND ADD ANOTHER   RETURN (CANCEL)

Academic Year

Number of Undergraduate Students Advised

Number of Graduate Students Advised

Approx. Number of Hours Spent for the Year

Description of Advising Activities

SAVE AND RETURN   SAVE AND ADD ANOTHER   RETURN (CANCEL)

16. Directed Student Learning (e.g., theses, dissertations)

Examples of this type of activity include clinical supervision, direction of individual/independent study, dissertation/thesis committee chair or member, dissertation reader, exam or program committee member, internship coordinator, jury evaluation of student work, supervision of student presentation, supervision of student recital or performance, supervision of professional scholarly papers, undergraduate honors thesis, etc.

Student List Tool: This section includes a "Student Information" module to list one or more students as part of the record. For example, if you coordinated an internship that involved multiple students, all could be listed here. If you know where the student landed after graduation and what position he or she holds, you can indicate this in the "Institution/Agency" and "Position" fields.

17. Non-Credit Instruction Taught

Examples of this type of activity include certification courses, continuing education courses, guest lectures, management/executive development, review courses, seminars, workshops, etc.

18. Scheduled Teaching

Much of the Scheduled Teaching data is pre-populated by the university and is not directly editable (indicated by the **R** symbol). *Data will only appear in this section once the university has imported data from the Banner system.* If any information in this section is incorrect, please notify the college by sending a message to the Faculty Reporting email account at cas@gsu.edu.

Scheduled Teaching (continued)

Final Number of Students Earning an A **R**	
Final Number of Students Earning a B **R**	
Final Number of Students Earning a C **R**	
Final Number of Students Earning a D **R**	
Final Number of Students Earning an F **R**	
Final Number of Students Earning a W **R**	
Mean Course Evaluation Score **R**	
Teaching Level **H**	[▼]
New course preparation?	[▼]
New format for existing course?	[▼]
Describe any pedagogical innovations that you introduced into this course (e.g., international issues, computer applications, ethical analysis, new classroom techniques, etc.)	
Describe any new teaching material (e.g., cases, videotapes, audiotapes, course modules, instructor manuals, test banks, or simulations) that you developed and/or implemented	
Describe any activities in your course that enhanced student learning and/or student contact with the community (e.g., guest speaker, outside projects, field trips, field projects, etc.)	
Syllabus for this course	*Store file*

Note: You are not required to upload a syllabus for each course unless requested to do so by the college.

19. Artistic and Professional Performances and Exhibits

Examples of this type of activity include, but are not limited to, art exhibitions or publications, music composition publication or performance, music conducting or performance, creative writing publication, screenwriting, film/video production, etc.

Artistic and Professional Performances and Exhibits   RETURN TO MAIN MENU

SAVE AND RETURN   SAVE AND ADD ANOTHER   RETURN (CANCEL)

Type of Work	▼
Explanation of "Other"	
Work/Exhibit Title	
Name of Performing Group	
Sponsor	
Location (City)	
Location (State)	▼
Location (Country)	▼

Performers/Exhibitors/Lecturers
Please either select a person from the drop-down list or enter their name in the input fields.

Performer/Exhibitor/Lecturer

People at Georgia State University	First Name	Middle Name/Initial	Last Name	Role	If a student, what is his/her level?
Dean, A.S.: cas				▼	▼

Performer/Exhibitor/Lecturer   ❌

Flowers, Timothy R: trflowers ⊗				Exhibitor ▼	▼

Add another Performer/Exhibitor/Lecturer: 1 ▼ ADD

Was this academic or non-academic?	▼
Scope	▼
Was this peer-reviewed/refereed?	▼
Invited or Accepted?	▼
Was this by audition, commission, competition or invitation?	▼
Description (50 Words or Fewer)	⬇
Movie or audio file of this item	Store file
Start Date	▼ ,
End Date	▼ ,

Artistic and Professional Performances and Exhibits (continued)

Your name will be automatically included as it appears in DigitalMeasures, but blank fields are available if you wish to use an alternate version.

Collaborator List Tool: This section includes a "Performer/Exhibitor/Lecturer" tool for creating a list of collaborating faculty or students and for indicating their specific role in the project.

The module enables you to select from a list of GSU faculty if the collaborator is a university colleague, or you can enter his or her name role if not. If the collaborator is a student, you can also indicate if a graduate or undergraduate student. Your name is listed by default.

If you select a GSU faculty member from the list, then the record you create will also appear with their DM entries. This could potentially lead to duplicate records for the same activity. Please work with collaborators to ensure that only one record is entered for such cooperative ventures. **The college recommends that the first GSU faculty member listed take responsibility for adding the entry.**

20. Contracts, Fellowships, Grants and Sponsored Research

In this section, you can record external and internal awards of grants, contracts, fellowships, and other types of sponsored projects.

a. For external projects, please include all grants and contracts where a funding decision was made or the proposal was under review during the academic year, including those initiated by another college where you were one of the investigators being funded.

b. For internal awards, please include any project involving funding provided by the college or university, including those for which a course release was received from the college or university, or other support (e.g., travel, equipment) was received from the university.

Contracts, Fellowships, Grants and Sponsored Research

RETURN TO MAIN MENU

SAVE AND RETURN   SAVE AND ADD ANOTHER   RETURN (CANCEL)

Type

Title

Sponsoring Organization

Awarding Organization Is

Location of organization or activity (City)

Location of organization or activity (State)

Location of organization or activity (Country)

Is Organization a major national / international entity (i.e. NSF, DOE)

Investigators
Please either select a person from the drop-down list or enter their name in the input fields.

Investigator					
People at Georgia State University	First Name	Middle Name/Initial	Last Name	Role	If a student, what is his/her level?
Dean, A.S.: cas					

Add another Investigator: 1 ▼ ADD

Are other institutions / organizations taking part?

If so, name of other institution / organization

Location of other institution / organization (City)

Location of other institution / organization (State)

Location of other institution / organization (Country)

Contracts, Fellowships, Grants and Sponsored Research (continued)

Annual Funding amount	$ _____
Institutional amount	$ _____
Personal amount	$ _____
Total award amount	$ _____
Abstract	[text area]
Award Letter	*Store file*
Current Status	[dropdown]
Expected Date of Submission for Funding	[dropdown] , ____
Date Submitted for Funding	[dropdown] , ____

Note: For activities that are/were only on one day, leave the start date blank and specify the end date. For activities that you started but have not yet presently completed, specify the start date and leave the end date blank.

Start Date of Funding	[dropdown] , ____
End Date of Funding	[dropdown] , ____

Collaborator List Tool: This section includes an "Investigators" tool for creating a list of collaborating faculty or students students and for indicating their specific role in the project.

Investigators
Please either select a person from the drop-down list or enter their name in the input fields.

Investigator					
People at Georgia State University	First Name	Middle Name/Initial	Last Name	Role	If a student, what is his/her level?
Dean, A.S.: cas				▼	▼

Investigator					☒
Acheson-Clair, Kris: kclair ⊘				Co-Principal ▼	▼

Add another Investigator: 1 ▼ [ADD]

The module enables you to select from a list of GSU faculty who are in the DM system or enter the names of those not listed. If the collaborator is a student, you can also indicate if a graduate or undergraduate student.

If you select a GSU faculty member from the list, then the record you create will also appear with their DM entries. This could potentially lead to duplicate records for the same activity. Please work with collaborators to ensure that only one record is entered for such cooperative ventures. **The college recommends that the first GSU author listed take responsibility for entering the citation for all collaborating authors.**

21. Intellectual Contributions / Publications

In this section, you can record your intellectual contributions or publications (broadly defined) and published citations of your work. Examples include, but are not limited to, books, book reviews, book chapters, cited research, edited work, editorial, journal article, abstract, government document, instructional materials, software, translation, website, or working paper.

New BibTeX Import Option

For 2014-15, DigitalMeasures has added a tool for importing citations from external databases. To learn more about creating a BibTeX file and using the import feature, visit http://info.digitalmeasures.com/bibtex.html. You can begin the import process by selecting the Import Items tool.

Intellectual Contributions / Publications   RETURN TO MAIN MENU

ADD A NEW ITEM   IMPORT ITEMS   DELETE   SEARCH

Add a New Item

If not importing items, select the Add a New Item button and input your publication info.

Intellectual Contributions / Publications   RETURN TO MAIN MENU

SAVE AND RETURN   SAVE AND ADD ANOTHER   RETURN (CANCEL)

Contribution Type

Explanation of "Other"

Classification

Current Status

Title of Contribution

Language of Contribution (if not English)

If this is part of a larger work (e.g., a chapter in a book), Title of Larger Work

Authors
Please order the authors in the order of authorship.
Please either select a person from the drop-down list or enter their name in the input fields.

1st Author				
People at Georgia State University	First Name	Middle Name/Initial	Last Name	If a student, what is his/her level?
Dean, A.S.: cas				

Add another Author: 1 ▾ ADD

Add a New Item (cont.)

Journal Name   [ ]

Journal/Publisher/Proceedings Publisher   [ ]

Publisher location (City)   [ ]

Publisher location (State)   [▼]

Publisher location (Country)   [▼]

ISBN/ISSN Number/Case #   [ ]

Volume   [ ]

Issue Number/Edition   [ ]

Page Numbers or Number of Pages   [ ]

Web Address   http:// [ ]

Editor(s)   [ ]

Audience of Circulation   [▼]

Was this peer-reviewed/refereed?   [▼]

Is this publicly available?   [▼]

Do you have a contract with a publisher for this work?   [▼]

Is this a reprint?   [▼]

Abstract/Synopsis   [⬇]

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Expected Date of Submission   [▼] [ ] , [ ]

Date Submitted   [▼] [ ] , [ ]

Date Accepted   [▼] [ ]

Date Published   [▼] [ ] , [ ]

Keywords   [ ]

Collaborator List Tool: This section includes an "Authors" tool for creating a list of collaborating faculty or students students.

The module enables you to select from a list of GSU faculty if the collaborator is a university colleague, or you can enter his or her name if not. If the collaborator is a student, you can also indicate if a graduate or undergraduate student. Your name as listed in DigitalMeasures is included by default, but spaces are provided for alternate versions.

Note: Your name will also be listed by default when you record published citations of your work. The university is working to correct this issue.

22. Intellectual Property (e.g., copyrights, patents)

Intellectual Property (e.g., copyrights, patents)   RETURN TO MAIN MENU

SAVE AND RETURN   SAVE AND ADD ANOTHER   RETURN (CANCEL)

Patent or Copyright

Patent Title

Patent/Copyright Number/ID

Patent Type

Patent Nationality

If Patent Cooperation Treaty, List Nations

Inventors
Please either select a person from the drop-down list or enter their name in the input fields.

Inventor			
People at Georgia State University Dean, A.S.: cas	First Name	Middle Name/Initial	Last Name

Add another Inventor: 1 ▼ ADD

If patent has been licensed, to whom?

If patent has been assigned, to whom?

Date Submitted to University

Date of Patent Application

Date Patent Approved

Date Licensed

Renewal Date

Keywords

Collaborator List Tool: This section includes an "Inventors" tool for listing collaborators that functions much like similar modules referenced in the preceding sections.

23. Presentations

Examples include, but are not limited to, presenting a keynote/plenary address, lecture, paper, creative work, or poster; or participating in a panel or symposium.

Presentations   RETURN TO MAIN MENU

SAVE AND RETURN   SAVE AND ADD ANOTHER   RETURN (CANCEL)

Presentation Type   [▼]

Conference/Meeting Name   [   ]

Sponsoring Organization   [   ]

Location of event (City)   [   ]

Location of event (State)   [▼]

Country   [▼]

Presentation Title   [   ]

Language of presentation (if not English)   [   ]

Presenters/Authors
Please either select a person from the drop-down list or enter their name in the input fields.

1st Presenter/Author					
People at Georgia State University	First Name	Middle Name/Initial	Last Name	Role	If a student, what is his/her level?
Dean, A.S.: cas	[ ]	[ ]	[ ]	[▼]	[▼]

Add another Presenter/Author: [1 ▼] [ADD]

Meeting Type   [▼]

Academic or Non-Academic?   [▼]

Scope   [▼]

Was this peer-reviewed/refereed? [▼]

Published in Proceedings?   [▼]

Published Elsewhere?   [▼]

Invited or Accepted?   [▼]

AACSB Classification ❓   [▼]

Abstract/Synopsis (30 Words or Fewer) [⬇]

Presentation   Store file

Date   [▼][ ],[   ]

Keywords   [   ]

Collaborator List Tool: This section includes a "Presenter/Author" tool for listing collaborators that functions much like similar modules referenced in the preceding sections.

24. Service: Department / College / University / University System

In these sections, which use the same fields, you can record information about committee membership, leadership roles, and other services provided to the department, college, university, or University System of Georgia.

Committee / Organization Name	
Role, Title, or Position	
Role Category	▼
Explanation of "Other"	
Approx. Number of Hours Spent Per Year	
Were you elected or appointed?	▼
Was this compensated or pro bono?	▼
Responsibilities/Brief Description (30 Words or Fewer)	
Brief Description of Committee's Key Accomplishments	

Note: For activities that are/were only on one day, leave the start date blank and specify the end date. For activities that you started but have not yet presently completed, specify the start date and leave the end date blank.

Start Date	▼ ,
End Date	▼ ,

Reminder: If you have an activity, such as committee service, that spans multiple years, you don't have to create a new entry for each year. You can just enter the start date and leave the end date blank. The activity will appear as ongoing in DM reports.

25. Service: Professional / Public Organizations

In these sections, which use the same fields, you can record information about committee membership, leadership roles, and other service provided to your field or to public organizations.

Organization/Committee/Club	
Role, Title, or Position	
Role Category	
Explanation of "Other"	
Location of Organization (City)	
Location of Organization (State)	
Location of Organization (Country)	
Is this position/role in conjunction with an academic conference?	
Was this service for a doctoral consortia or similar panel?	
This service is with a/an	
Approx. Number of Hours Spent Per Year	
Were you elected or appointed?	
Was this compensated or pro bono?	
Audience	
Served Ex-Officio?	
Responsibilities/Brief Description (30 Words or Fewer)	
Brief Description of Committee's Key Accomplishments	

Note: For activities that are/were only on one day, leave the start date blank and specify the end date. For activities that you started but have not yet presently completed, specify the start date and leave the end date blank.

Start Date	
End Date	

Reminder: If you have an activity, such as committee service, that spans multiple years, you don't have to create a new entry for each year. You can just enter the start date and leave the end date blank. (The start date, at least, is required.) The activity will appear as ongoing in DM reports.

C. Connecting to University Strategic Goals

For most types of faculty activity information that you enter in DM, you will have the opportunity to indicate how your accomplishment may generally relate to the primary strategic goals of Georgia State University, as defined in the 2011-16 Strategic Plan (http://strategic.gsu.edu). At minimum, please select "Yes" or "No" for each item to indicate if the activity contributes substantially to each goal. You may also include additional information in the space provided.

Does this activity support any of the University's Strategic Plan Goals?

Goal 1: to become a national model for undergraduate education by demonstrating that students from all backgrounds can achieve academic and career success at high rates.   No

If yes, please provide a brief description

Goal 2: to significantly strengthen and grow the base of distinctive graduate programs that assure development of the next generation of researchers and societal leaders.   Yes

If yes, please provide a brief description

Goal 3: to become a leading public research university addressing the most challenging issues of the 21st century.   No

If yes, please provide a brief description

Goal 4: to be a leader in understanding and addressing the complex challenges of cities and developing effective solutions.   Yes

If yes, please provide a brief description

Goal 5: to achieve distinction in globalizing the University.   Yes

If yes, please provide a brief description