Digital Measures – Entering Data for Smeal Faculty Activity Report

- Indicates areas of data populated automatically by PSU. You should not edit, add or delete data from these areas. If you see data in these areas that is incorrect, or notice something you feel is missing, please contact DOSSIER@SMEAL.PSU.EDU
- Indicates areas of data populated automatically by PSU, however there may be instances in which you will need to manually enter additional data.
- Indicates areas of data that must be manually entered.

Activities Database - University Main Menu

General Information

- Personal and Contact Information
- Administrative Data - Permanent Data | Yearly Data
  - Academic, Government, Military and Professional Positions
  - Administrate Assignment
- Honors and Awards
  - Education
  - Professional Development
  - Licensures and Certifications
  - Narrative Statement for Annual Review
  - Narrative Statement for P&T Review

Teaching

- Academic Advising
- Student Mentorship and Supervision
  - Non-Credit Instruction Taught
- Lists of Courses Taught in Resident Instruction
- SRTE and Teaching Evaluation
  - Course related Instructional Activities
Scholarship/Research

- Contracts, Grants, Fellowships and Sponsored Research
- Publications
- Presentations, Seminars, Workshops
  - Professional Memberships
  - Impact in Society of Research Scholarship and Creative Accomplishments
  - Report to Sponsor
- New Course or Program Development
- New Method of Teaching Established Course/Program
- Outreach-Editorial Responsibilities
- Outreach - Peer Review of Grant Proposals
- Outreach-Peer Review of Manuscripts, Presentations, Etc.
- Consulting/Advising

Service

- Department
- College
- University
- Professional
- Society
ENTERING ACTIVITY DATA - GENERAL

- Indicates data fields pulled into Smeal Faculty Activity Report (FAR). Fields without this marking are NOT part of the report, and are optional.
- Because the Smeal Faculty Activity Report is based on a date range, date fields are very important and, if known, should be completed in all instances.
- Format for dates is MONTH, DAY (if known), YEAR.

ENTERING DATES

Select “Month” from the list. If a month is not selected, but a year is entered, it will default to January.

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

For activities you have started, but not yet completed, enter a date for “Date Started” and leave the “Date Completed” fields blank.

Enter 4-digit Year
PERSONAL AND CONTACT INFORMATION

Activities Database - University

Personal and Contact Information

Name and address are uploaded from the Human Resources data warehouse; faculty profile information can be maintained here.

Prefix

First Name
Preferred First Name
Middle Name (optional)
Last Name
Suffix
Alternative Name You Publish Under (e.g., an anglicized name), if any
Name of Endowed Position (if any)

E-Mail Address
Office Address
Office Room Number
Office Phone
Department Phone
Fax

NOTE: Most Personal and Contact Information is pulled into the Smeal Faculty Activity Report from the Smeal Directory. Therefore, changes made to the data here will not be reflected on the Smeal FAR.

Endowed Positions are pulled from Digital Measures and must be entered here to appear on the Smeal Faculty Activity Report.
NOTE: Tenure Status is pulled into the Smeal Faculty Activity Report from Digital Measures. If this information is missing, or incorrect, it should be entered here.

Fields marked with a red “R” are Read-Only fields. If information is missing, or incorrect, please contact the RIIT Group at dossier@Smeal.psu.edu
HONORS AND AWARDS

Activities Database - University

Honors and Awards

List honors or awards for leadership, teaching, scholarship or service recognition.

Award or Honor Name
Organization/Sponsor
Purpose
URL
Description/Explanation (50 Words or Less)

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
Comments

• For Awards or one-day activities, enter the Month, Day (if known), and Year in the “End Date” fields only. Leave the Start Date fields blank.

• For Honors and Awards that have not yet ended, enter the Month, Day (if known), and Year in the “Start Date” fields. If the end date is known, you may enter that as well. Honors and Awards with an “End Date” in the future will appear on the Smeal Faculty Activity Report as “In Process.”
NOTE: Number of students advised is shown as a Total of these three fields on the Smeal Faculty Activity Report. Honor Students count is also shown separately.
Supervision of graduate and undergraduate dissertations, theses, projects, monographs, performances, productions, and exhibitions required for degrees; types of degrees and years granted. Membership on graduate degree candidates’ committees.

**Involvement Type**

**Explanation of “Other”**

**Degree**

**Explanation of “Other”**

**Student Information**

- **Student Name**
  - **Student First Name**
  - **Student Last Name**
  - **Institution**
  - **Department**
  - **Advisor Role**

**Course Prefix and Course Number**

**Number of Credit Hours**

**Title of Student’s Work**

**Stage of Completion**

**Thesis Abstract**

**Comments**

**NOTE:** If “Other” is selected above for “Involvement Type,” you must indicate an Explanation in the box below. You must also complete the comments. For entries with Involvement Type “Other,” the only additional information pulled into the Smeal Faculty Activity Report is from “Comments.”

**Used for all Involvement Types, except “Other.”**
LISTS OF COURSES TAUGHT IN RESIDENT INSTRUCTION

- Data is pulled from central PSU. Data should not be edited, deleted or added. If you believe something is missing, or incorrect, please contact the RIIT Group at DOSSIER@SMEAL.PSU.EDU

SRTE AND TEACHING EVALUATION

- Data is pulled from central PSU. Data should not be edited, deleted or added. If you believe something is missing, or incorrect, please contact the RIIT Group at DOSSIER@SMEAL.PSU.EDU

PUBLICATIONS

<table>
<thead>
<tr>
<th>Activities Database - University</th>
</tr>
</thead>
<tbody>
<tr>
<td>Publications</td>
</tr>
</tbody>
</table>

Faculty should include full citations including beginning and ending page numbers or total number of pages, where appropriate; for multiple-authored works, the contribution of the candidate should be clearly indicated (e.g., principal author, supervised person who authored the work, etc.); electronic journals should be listed in appropriate categories with documentation as outlined in the Administrative Guidelines for HR23.

- Contribution Type
- Explanation of “Other”
- Journal Grade/Tier
- Current Status
- Title of Contribution
- Publication Title
- Was this peer-reviewed/refereed?

**NOTE:** Only publications with a “Current Status” of Accepted, In Press, or Published, will appear on the Smeal Faculty Activity Report. If any of the other “Current Status” options is selected, the publication will NOT appear on the report.
For "Contribution Number of Pages" you may enter a range of page numbers, or total page count.

For "Accepted" or "In Press" publications, "Date Accepted" must be completed. Complete "Date Published" for those published.
Though you may enter other information, only Sponsoring Organization, Presentation Title, and Date are pulled into the Smeal Faculty Activity Report.
NEW COURSE OR PROGRAM DEVELOPMENT

and NEW METHOD OF TEACHING ESTABLISHED COURSE/PROGRAM

Activities Database - University

New Course or Program Development

Same form fields apply for “New Method of Teaching Established Course/Program.”

Be sure to enter Month and Year for date. Comments are shown on Smeal FAR, include if appropriate.
OUTREACH – EDITORIAL RESPONSIBILITIES

Activities Database - University
Outreach-Editorial Responsibilities

Indicate roles such as editor, co-editor, associate editor, subject matter editor, and editorial board, for example.

Title of Journal/Book Series

Editor Role

URL

Start Date

End Date

Description

Comments

OUTREACH – PEER REVIEW OF GRANT PROPOSALS

Activities Database - University
Outreach - Peer Review of Grant Proposals

Indicate roles such as panel manager, panel member, ad-hoc reviewer, for example.

Funding Agency

Agency Program

Start Date

End Date

Description

Complete only if “Type of Reviewer” selected above is “Other.”

Type of Reviewer

Explanation of “Other”
Complete only if “Other” is selected for “Your Role” above.

<table>
<thead>
<tr>
<th>Document</th>
<th>Full-text of this item</th>
<th>Store file</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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.

<table>
<thead>
<tr>
<th>Start Date</th>
<th>End Date</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>
## Activities Database - University

### Department

<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Service Type</td>
<td>[Select Service Type]</td>
</tr>
<tr>
<td>Explanation of &quot;Other&quot;</td>
<td>[Enter Explanation]</td>
</tr>
<tr>
<td>Title of Service</td>
<td>[Enter Title]</td>
</tr>
<tr>
<td>Committee Name</td>
<td>[Enter Committee Name]</td>
</tr>
<tr>
<td>Position/Role</td>
<td>[Enter Position/Role]</td>
</tr>
<tr>
<td>Explanation of &quot;Other&quot;</td>
<td>[Enter Explanation]</td>
</tr>
<tr>
<td>Approx. Number of Hours Spent Per Year</td>
<td>[Enter Approx. Number of Hours]</td>
</tr>
<tr>
<td>Were you elected or appointed?</td>
<td>[Select Yes/No]</td>
</tr>
<tr>
<td>Was this compensated or pro bono?</td>
<td>[Select Yes/No]</td>
</tr>
<tr>
<td>Responsibilities/Brief Description (30 Words or Less)</td>
<td>[Enter Responsibilities]</td>
</tr>
<tr>
<td>Brief Description of Committee’s Key Accomplishments</td>
<td>[Enter Key Accomplishments]</td>
</tr>
</tbody>
</table>

**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.

<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Start Date</td>
<td>[Enter Start Date]</td>
</tr>
<tr>
<td>End Date</td>
<td>[Enter End Date]</td>
</tr>
</tbody>
</table>

**Complete only if “Position/Role” selected above is “Other.”**
For each section of the Smeal Faculty Activity Report in the Sample below, you will see a text box indicating the source of the information, followed by the field names from which the data is pulled, if appropriate.

**Source:** DM = Digital Measures (Manage Your Activities) – Section Heading – Activity Title
- Below Source, actual field names from Digital Measures website are listed indicating each field used to populate the Smeal Faculty Activity Report.

# SAMPLE FACULTY ACTIVITY REPORT

## Faculty Activity Report for Guybrush Threepwood

### Biographical Information

<table>
<thead>
<tr>
<th>Name:</th>
<th>Threepwood, Guybrush</th>
<th>Department:</th>
<th>Supply Chain &amp; Info Systems</th>
</tr>
</thead>
<tbody>
<tr>
<td>Campus:</td>
<td>UP</td>
<td>Tenure Status:</td>
<td>Tenure-Track</td>
</tr>
</tbody>
</table>

**Source:** Smeal Directory

### Lists of Courses Taught in Resident Instruction / SRTE and Teaching Evaluation

<table>
<thead>
<tr>
<th>Semester</th>
<th>Course</th>
<th>Section</th>
<th>Credits</th>
<th>Enrollment</th>
<th>Method</th>
<th>Course</th>
<th>Instructor</th>
<th>Response Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td>Spring 2011</td>
<td>MIS 506</td>
<td>1</td>
<td>9</td>
<td>1</td>
<td>Resident</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Fall 2010</td>
<td>MIS 297</td>
<td>1</td>
<td>4</td>
<td>95</td>
<td>Resident</td>
<td>7.56</td>
<td>9.63</td>
<td>61.7</td>
</tr>
<tr>
<td>Fall 2010</td>
<td>MIS 297</td>
<td>2</td>
<td>4</td>
<td>54</td>
<td>Resident</td>
<td>7.62</td>
<td>8.48</td>
<td>89.6</td>
</tr>
</tbody>
</table>

**Source:** DM – Teaching – Lists of Courses Taught in Resident Instruction
- Semester and Year, Course Title, Section Number, Number of Credits, Official Enrollment Number, Delivery Mode, Peer Review Data
New Course or Program Development

Course. SCM 815
Threepwood, G., Tortuga Realized: Development, Manufacturing and Supply Chain Integration, (Jan 2012)

Source: DM – Scholarship/Research – New Course or Program Development
- Type, Course Prefix, Course Number
- Developers, Title, Comments, Date Developed

New Method of Teaching Established Course/Program

Course. Fin 407
Threepwood, G., Introduction to Sailing, (Jan 2012)

Source: DM – Scholarship/Research – New Method of Teaching Established Course/Program
- Type, Course Prefix, Course Number
- Developers, Title, Comments, Date Developed

Academic Advising

<table>
<thead>
<tr>
<th>Semester</th>
<th>Total Advisees</th>
<th>Honor Advisees</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Spring 2011</td>
<td>36</td>
<td>2</td>
<td></td>
</tr>
<tr>
<td>Fall 2010</td>
<td>45</td>
<td>3</td>
<td></td>
</tr>
</tbody>
</table>

Source: DM – Teaching – Academic Advising
- Semester and Year, (Total Advisees = Number of Undergraduate Students Advised + Number of Graduate Students Advised + Honor Students Advised), Honor Students Advised, Description of Advising Activities
Student Mentorship and Supervision

Marley, E., Undergraduate Honors Thesis. Completed (November 2011 - April 2012)

Alternate Style

Little League Soccer, Coaching. In-Process (August 2011 - Present)

Contracts, Grants, and Sponsored Research

123456, PPG Case Study, PPG, Corporations, $3,000,000.00, Withdrawn. (June 1, 2011 - January 18, 2012)

Publications

Published, Journal Grade/Tier: B+, August 2007
Presentations, Seminars, Workshops


Source: DM – Scholarship/Research – Presentations, Seminars, Workshops
- Presenters/Authors, Presentation Title, Sponsoring Organization, (Date)

Outreach

Editorial Responsibilities

The Journal of Real Estate Finance and Economics, (Jan 1997 - Present)

Source: DM – Scholarship/Research – Outreach-Editorial Responsibilities
- Title of Journal/Book Series, Editor Role, (Start Date – End Date)

Peer Review of Grant Proposals

NASA, Mars or Bust!, Reviewer, (Dec 2008 - Present).

Source: DM – Scholarship/Research – Outreach-Peer Review of Grant Proposals
- Funding Agency, Agency Program, Type of Reviewer, (Start Date – End Date)

Peer Review of Manuscripts, Presentations, etc.

Journal of Real Estate Economics, Ad-hoc Reviewer (Jan 2011 - Present).

- Title of Journal or Book, Your Role, (Start Date – End Date)
Faculty Search Committee, Committee Member. (August 2010 - February 2012)

Source: DM – Service – Department, College, University, Professional, Society

- Committee Name, Position/Role, (Start Date – End Date)