Getting Started – The Basics

Introduction

The Smeal Faculty Annual Report is generated from information that is in the directory and a service called Digital Measures.

Logging into Digital Measures

If you are faculty and have an account in Digital Measures, you'll be able access your information by going to the Smeal directory and locating your profile. From there, if you are logged in through web access, you'll be able to update your profile through the Digital Dossier link on your page. To view your information on the **FAR** you can visit php.smeal.psu.edu/smeal/annualreport.

If you are missing in the directory, you will not show up on the FAR. If that should happen, please contact the programming team programming@smeal.psu.edu.

Ensure Information is accurate

The sections listed below are automatically pulled into Digital Measures from PSU. Please check them for accuracy and completeness. If you should notice anything missing or wrong, please contact DOSSIER@SMEAL.PSU.EDU

- General Information
    - Personal and Contact Information
- Teaching
    - List of Courses Taught in Resident Instruction
    - SRTE and Teaching Evaluation
- Scholarship/Research
    - Contracts, Grants, Fellowships and Sponsored Research
        - Special note: This section may have some fields that need to be manually filled out.

Fill out information

The following sections are used in the **FAR.** If a section in Digital Measures is not listed here, then that information is not pulled into the **FAR** - you can still fill it out, but it will not show up on your **FAR**.

For a more detailed look at each section, please look at that section in the appendix.

- General Information
    - Honors and Awards
    - Narrative Statement for Annual Review
- Teaching and Learning
    - Academic Advising
    - Student Mentorship and Supervision
- Research and Creative Accomplishments
    - Publications
    - Presentations, Seminars, Workshops
    - 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.
- Service
    - Internal to PSU
    - External to PSU

Appendix

Section Breakdowns

Legend

- Fields with a bolded border in **Blue** are used in the **FAR.**
  - _____
- Fields with a dotted bold border in **Green** are only used in the **FAR** when **Type** is set to **Other.**
  - • • • • • • • • • • •
- Fields with a double bold border in **Purple** will list all the entries in a multi-entry field in the **FAR**.
  -
- Fields that do not match any of the above will not appear in the **FAR**.

General Information - Personal and Contact Information

- Ensure first and last name is correct

❮ Edit Personal and Contact Information

Please maintain faculty profile information 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	[　　　　　　　　　]
E-Mail Address	[　　　　　　　　　]
Office Address	[　　　　　　　　　]
Office Room Number	[　　]

General Information - Honors and Awards

Please create an entry for each honor and award, make sure to fill out the start date and all the fields

〈 Edit 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 enter an end date. For activities that have started but are not yet completed enter a start date and leave the end date blank. Enter at least one date to ensure the entry appears in the correct report.

Start Date	
End Date	
Comments	

Special Notes

- Honors and Awards with an **End Date** in the future will appear on the **FAR** as **In Process**.

General Information - Narrative Statement for Annual Review

Please create an entry for each narrative review year, makes sure to fill out the start date and all fields

‹ Edit Narrative Statement for Annual Review

Provide a summary and evaluation of your activities, with a glance forward stating your goals and objectives for the coming year.

❓ Narrative for Annual Review

Note: In order for this Narrative Statement to appear correctly in your report you MUST enter at least one date below. It does not matter whether you enter the date in the "Start Date" or the "End Date" field but please DO enter at least one date.

Start Date

End Date

Teaching and Learning - List of Credit Courses Taught

This section is pre-filled by PSU, please check information for accuracy and contact DOSSIER@SMEAL.PSU.EDU if not correct.

Teaching and Learning - SRTE and Teaching Evaluation

This section is pre-filled by PSU, please check information for accuracy and contact DOSSIER@SMEAL.PSU.EDU if not correct.

Teaching and Learning - Academic Advising

Please create an entry for each Semester, and fill out the information as noted below

‹ Edit Academic Advising   Cancel | **H** Save | **H‚** Save + Add Another

Enter the number of undergraduate and graduate students advised for the semester and/or year.

Semester and Year

Number of Undergraduate Students Advised

Number of Graduate Students Advised

Number of Honors Students Advised

Honors Students Advised

1st Student

First Name   Middle Name   Last Name   Schreyer Scholar   Role   Semester

Select the number of student rows to add: **+Add**

Approx. Number of Hours Spent This Semester

Description of Advising Activities

Special Notes

- For honor students advised, they must be entered individually in **Honor Students Advised** (double bordered purple area). The **Number of Honors Students Advised** field is not used.
- Number of students advised is shown as a total of **Number of Undergraduate Students, Number of Graduate Students,** and however many entries are in **Honor Students Advised**

Teaching and Learning - Student Mentorship and Supervision

Please create an entry for each supervision and fill out the information as noted below

Special Notes

- If **Involvement Type** is set to **Other**, and no name is entered for a student then it uses **Comments** for the student's name.
- Fields with a dotted green border are used when **Involvement Type** is set to **Other**.

Research and Creative Accomplishments - Publications

Cancel | Save | Save + Add Another

Enter All Publications and Working Papers Here.

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

❓ AACSB Classification

❓ Title of Contribution

❓ Journal/Periodical Title (Use only for Journal/Periodical Articles)

❓ Published in

Current Status

Was this peer-reviewed/refereed?

❓ AACSB: Was this contribution editorially reviewed?

Was this invited?

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 ▼ ▲

Activity Insight Users at Penn State | First Name | Middle Name/Initial | Last Name | ❓ Institution/Company | Author Status

Role | | | | % Contribution %

2nd Author ▼ ▲ 🗑

Activity Insight Users at Penn State | First Name | Middle Name/Initial | Last Name | ❓ Institution/Company | Author Status

Role | | | | % Contribution %

Select the number of author rows to add: ➕Add

❓ Authors et. al. (optional)	☐
❓ Publisher (optional)	
City, State of Publisher (optional)	
Country of Publisher (optional)	
Volume	
Issue Number	
Edition	
❓ Contributor Pages or Page Range (optional)	
URL (optional)	
Distribution Format (optional)	☐ Print ☐ CD ROM ☐ Web
Editor(s) (optional)	
ISBN/ISSN #/Case #/DOI #	
Audience of Circulation	
Abstract/Synopsis	
Comments (50 words or less suggested)	
Citation Count (optional)	
Citation Source (optional)	
Date Citation Count Analyzed	
Research Project Number(s)	

Publication Files

1st Document e.g. - Proof of Publication Acceptance

Supplemental Documentation   No File Stored   [Choose File...]

Select the number of document e.g. - proof of publication acceptance rows to add: [ ]   [+Add]

Post-Print Publication files

1st Post-Print Publication files

If this is a journal article, upload a copy of the post-print and the Libraries will make it accessible through ScholarSphere (https://scholarsphere.psu.edu/) according to the default terms of the journal's publishing agreement. ❓

Documentation   No File Stored   [Choose File...]

Select the number of post-print publication files rows to add: [ ]   [+Add]

Note: Enter at least one date in the relevant field below to ensure the entry appears in the correct reports.

Expected Date of Submission	
Date Submitted	
Date Accepted	
Date Published or Date to be Published if "In Press"	
ᴴ Pure ID Number	

Special Notes

- Publications with **Accepted** or **In Press** status should fill out **Date Accepted**
- Publications with **Published** status should fill out **Date Published**
- For **Contributor Pages or Page Range** you may enter a range of page numbers, or total page count.

Research and Creative Accomplishments - Papers, Presentations, Seminars, Workshops

‹ Edit Papers, Presentations, Seminars, Workshops   Cancel   💾 Save   💾 Save + Add Another

Do not enter your Working Papers here; enter Working Papers in the Publications screen. List only Presentations at Seminars, Technical and Professional Meetings here.

Conference/Meeting/Seminar Name	
Sponsoring Organization (optional)	
Location	
Date (enter at least the year)	
Presentation Title	
Presentation Type	
Explanation of "Other"	
❷ AACSB Classification	

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

1st Presenter/Author   ▼ ▲

Activity Insight Users at Penn State	First Name	Middle Name/Initial	Last Name	Suffix

Organization	Presenter/Author	Explanation of "Other"	If a student, what is his/her level?

Organization	Presenter/Author	Explanation of "Other"	If a student, what is his/her level?

Organization	Presenter/Author	Explanation of "Other"	If a student, what is his/her level?

Select the number of presenter/author rows to add: [   ]   ➕ Add

Special Notes

- All the **Presenters/Authors** (double bordered purple section) will be listed on the **FAR**
- Any field after **Presenters/Authors** will not be used in the **FAR**

Research and Creative Accomplishments - Outreach – Editorial Responsibilities

‹ Edit 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

Note: For activities that are/were only on one day leave the start date blank and enter an end date. For activities that have started but are not yet completed enter a start date and leave the end date blank. Enter at least one date to ensure the entry appears in the correct report.

Start Date

End Date

Description (optional)

Research and Creative Accomplishments - Outreach – Peer Review of Grant Proposals

‹ Edit Outreach - Peer Review of Grant Proposals

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

Funding Agency

Agency Program (optional)

Note: For activities that are/were only on one day leave the start date blank and enter an end date. For activities that have started but are not yet completed enter a start date and leave the end date blank. Enter at least one date to ensure the entry appears in the correct report.

Start Date

End Date

Description

Research and Creative Accomplishments - Outreach – Peer Review of Manuscripts, etc.

〈 **Edit Outreach - Peer Review of Manuscripts, etc.**

In many cases peer reviewing is confidential and anonymous. In these instances only five fields need to be completed: Title of Completed for this Journal, Book, or other Publication Type; Start Date and/or End Date.

Title of Journal, Book, or other Publication Type

Your Role

Explanation of "Other"

Number of Reviews Completed for this Journal, Book, or other Publication Type

Note: For activities that are/were only on one day leave the start date blank and enter an end date. For activities that have started but are not yet completed enter a start date and leave the end date blank. Enter at least one date to ensure the entry appears in the correct report.

Start Date

End Date

Enter number of reviews over the date range specified

Comments

Research and Creative Accomplishments - Contracts, Grants, Fellowships and Sponsored Research

< Edit Contracts, Grants, Fellowships and Sponsored Research

This information is imported from the Office of Sponsored Programs on the Second Monday of the Month. This data is lock contact the Faculty Activity Management Services Team by clicking "?" button at the top of the page. You may enter other i entering data from MyResearch Portal or SIMS, please, make sure you enter the OSP Number.

- ❷ OSP Number
- ᴴ Base Agreement #:
- Funding Type
- Contract/Grant/Research Title
- Sponsoring Organization
- Sponsor Type
- Explanation of "Other"
- ❷ AACSB Classification
- Does research support improvement of instruction?
- ❷ Current Status?
- Total Requested $
- Total Anticipated Award $
- Amount Funded (Total or To Date, as applicable) $
- Date Submitted for Funding
- Date Not Funded
- Date Funding Awarded
- Start Date of Funding
- End Date of Funding

Special Notes

- Any field after **End Date of Funding** will not be used in the **FAR**

Research and Creative Accomplishments - Impact in Society of Research Scholarship and Creative Accomplishments/Media Mentions

‹ **Edit Impact in Society of Research Scholarship and Creative Accomplishments/Media Mentions**

List evidence of impact in society of research scholarship and creative accomplishments, such as interviews, media mentions,

Title/Description

Medium

Explanation of "Other"

Outlet Name

Date

URL

Comments/Details

Research and Creative Accomplishments - New Course or Program Development

Special Notes

- All the **Developers(s)** (double bordered purple section) will be listed on the **FAR**

Research and Creative Accomplishments - New Method of Teaching Established Course/Program

Special Notes

- All the **Developers(s)** (double bordered purple section) will be listed on the **FAR**

Service - Internal to PSU

‹ **Edit Internal to PSU**

List elected and/or appointed Administrative Support Work (faculty mentoring, assessment activities, etc.); Assistance to Opportunity/Cultural Diversity; Participation in Development/Fundraising Activities; Participation in Governance Bodies Area of Service (Campus, College, Department, Division, School, University). Administrative Assignments are entered on Activities' page).

Area of Service	
Service Type	
Explanation of "Other"	
Position/Role	
Explanation of "Other"	
Organization	
Committee Name	
Dept./College	
Approx. Number of Hours Spent Per Year	
Were you elected or appointed?	
Was this compensated or pro bono?	
Served Ex-Officio	
Responsibilities/Brief Description (30 Words or Less)	
Brief Description of Committee's Key Accomplishments	
URL for more info	

Note: For activities that are/were only on one day leave the start date blank and enter an end date. For activities that have started but are not yet completed enter a start date and leave the end date blank. Enter at least one date to ensure the entry appears in the correct report.

Start Date	
End Date	

Service - External to PSU

List elected and/or appointed Administrative Support, External Evaluator for Promotion and/or Tenure, External
Service to Professional and Learned Societies, Participation in Community Affairs, Service through Educational Pr
Groups, Service to Governmental Agencies, Service to Public and Private Organizations, Testifying as an Expert W

Area of Service	
Service Type	
Explanation of "Other"	
Position/Role	
Explanation of "Other"	
Organization/Committee/Club	
Division/Section	
Subcommittee	
City	
State	
Country	
Type of Activity	
Event	
Approx. Number of Hours Spent Per Year	
Were you elected or appointed?	
Was this compensated or pro bono?	
Served Ex-Officio	
Audience	
Responsibilities/Brief Description (30 Words or Less)	
Brief Description of Committee's Key Accomplishments	
URL for more info	

Note: For activities that are/were only on one day leave the start date blank and enter an end
date. For activities that have started but are not yet completed enter a start date and leave the
end date blank. Enter at least one date to ensure the entry appears in the correct report.

Start Date	
End Date	

Example FAR

This section will show what each section will look like when imported into the **FAR.** It will also the fields used to construct it.

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

Sample:

Semester	Course	Section	Credits	Enrollment	Ratings			Method
					Course	Instructor	Response Rate	
Spring 2011	MIS 506	1	9	1				Resident
Fall 2010	MIS 297	1	4	95	7.56	9.63	61.7	Resident
Fall 2010	MIS 297	2	4	54	7.62	8.48	89.6	Resident

Source:

- DM – Teaching – Lists of Courses Taught in Resident Instruction & SRTE and Teaching Evaluation
  - Semester and Year, Course Title, Section Number, Number of Credits
- DM – Teaching – Lists of Courses Taught in Resident Instruction
  - Official Enrollment Number, Delivery Mode, Peer Review Data

Honors and Awards

Sample:

The most cited article published in the "Review of Protocols and Decision Making", Society of Protocols and Decisions. (October 2014 - Present)

Source:

- DM – General Information – Honors and Awards
- Award or Honor Name, Organization/Sponsor, (Date Started – Date Completed)

Advising Responsibilities

Sample:

Semester	Total	Honor	Graduate	Description
Spring 2019	46	0	0	Undergraduate Education
Fall 2018	52	2	0	Undergraduate Education

Source:

- DM – General Information – Honors and Awards
- Semester, Total (Number of Undergraduate Students + Number of Graduate Students + Count of Honors Students Advised), Count of Honor Students Advised, Number of Graduate Students, Description of Advising Activities

Student Mentoring and Supervision

Sample:

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

Source:

- DM – Teaching – Student Mentorship and Supervision
- If Involvement Type is anything except "Other" data above is derived from sources as follows: Student Name, Involvement Type, Stage of Completion, (Date Started – Date Completed)

Student Mentoring and Supervision - Alternate Style

Sample:

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

Source:

- DM – Teaching – Student Mentorship and Supervision
- If Involvement Type is "Other" data above is derived from sources as follows: Comments, Explanation of "Other", Stage of Completion, (Date Started – Date Completed)

Impact in Society of Research Scholarship and Creative Accomplishments / Media Mentions

Sample:

"NASA and Mars," Web, Canadian Astronauts. (June 2, 2009).
> http://canadianastronauts.com/articles/3225

Source:

- DM – Teaching – Impact in Society of Research Scholarship and Creative Accomplishments / Media Mentions
- Description, Medium / Medium Other, Name, (Date) Comment

Contracts, Grants, Fellowships and Sponsored Research

Sample:

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

Source:

- DM – Teaching – Contracts, Grants, Fellowships and Sponsored Research
- OSP Number, Contract/Grant/Research Title, Sponsoring Organization, Sponsor Type, Total Requested/Award Amount, Current Status, (Start Date of Funding – End Date of Funding)

Publications

Sample:

Published, Journal Grade/Tier: B+, August 2007 Marley, E., Threepwood, G., LeChuck, C. Enhancing Supply Continuity and Resiliency via Inventory Alignment: A Longitudinal Field Study. Journal of Operations Management, Refereed

Source:

- DM – Research and Creative Accomplishments – Publications
- Journal Grade/Tier, Journal Date, Authors, Title of Contribution, Published In, Journal/Periodical Title, Issue Number, Contributor Pages or Page Range, Was this peer-reviewed/refereed, Was this invited, Comments

Paper, Presentations, Seminars, Workshops

Sample:

Ambrose, B. W. NUS Institute of Real Estate Studies Forum. (May 2011) Marley, E., Threepwood, G., LaGrande, L. Empirical Investigation of Perceptions, Behavior and Patience in Queuing Systems, 41st Annual Meeting of the Decision Sciences Institute. (November 2010)

Source:

- DM – Research and Creative Accomplishments – Paper, Presentations, Seminars, Workshops
- Presenters/Authors, Presentation Title, Conference/Meeting/Seminar Name, Sponsoring Organization, Date

Outreach - Editorial Responsibilities

Sample:

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

Source:

- DM – Research and Creative Accomplishments – Outreach - Editorial Responsibilities
- Title of Journal/Book Series, Editor Role, (Date Started – Date Completed)

Outreach - Peer Review of Grant Proposals

Sample:

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

Source:

- DM – Research and Creative Accomplishments – Outreach - Peer Review of Grant Proposals
- Funding Agency, Agency Program, (Date Started – Date Completed)

Outreach - Peer Review of Manuscripts, Presentations, etc.

Sample:

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

Source:

- DM – Research and Creative Accomplishments – Outreach - Peer Review of Manuscripts, Presentations, etc.
- Title of Journal, Book, or Other Publication Type, Your Role or Explanation of "Other", Number of reviews over the date range specified, (Date Started – Date Completed)

Internal/External Service

Separated into the following sections:

- Campus
- College
- Department
- Division
- School
- University

Sample:

Faculty Search Committee, Committee Member. (August 2010 - February 2012)

Source:

- DM – Service – Internal to PSU /External to PSU
- Committee Name, Service Type, Position/Role, (Date Started – Date Completed)

Narrative Statement for Annual Review

Sample:

2007 - 2008

Threepwood had a good year.

Source:

- DM – General Information - Narrative Statement for Annual Review
- Date Start – Date End, Narrative for Annual Review

Section Mappings

Section Name in Digital Measures	Where the information appears in FAR
Teaching and Learning | List of Courses Taught in Resident Instruction **Teaching and Learning | SRTE and Teaching Evaluation**	Lists of Courses Taught in Resident Instruction / SRTE and Teaching Evaluation
Teaching and Learning | Academic Advising	Advising Responsibilities
Scholarship/Research | Contracts, Grants, Fellowships and Sponsored Research	Contracts, Grants, Fellowships and Sponsored Research
Research and Creative Accomplishments | New Course or Program Development	New Course or Program Development
Research and Creative Accomplishments | New Method of Teaching Established Course/Program	New Method of Teaching Established Course/Program
Teaching and Learning | Non-Credit Instruction Taught	Non-Credit Instruction Taught
General Information | Honors and Awards	Honors and Awards
Research and Creative Accomplishments | Impact in Society of Research Scholarship and Creative Accomplishments/Media Mentions	Impact in Society of Research Scholarship and Creative Accomplishments / Media Mentions
Teaching and Learning | Student Mentorship and Supervision	Student Mentoring and Supervision
General Information | Narrative Statement for Annual Review	Narrative Statement for Annual Review
Research and Creative Accomplishments | Outreach-Editorial Responsibilities	Outreach | Editorial Responsibilities
Research and Creative Accomplishments | Outreach – Peer Review of Grant Proposals	Outreach | Peer Review of Grant Proposals
Research and Creative Accomplishments | Outreach-Peer Review of Manuscripts, Presentations, Etc.	Outreach | Peer Review of Manuscripts, Presentations, etc.
Research and Creative Accomplishments | Presentations, Seminars, Workshops	Paper, Presentations, Seminars, Workshops
Research and Creative Accomplishments | Publications	Publications
Service | Internal	Internal Service
Service | External	External Service