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
 - o 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
 - o Academic Advising
 - o Student Mentorship and Supervision
- Research and Creative Accomplishments
 - Publications
 - o Presentations, Seminars, Workshops
 - New Course or Program Development
 - New Method of Teaching Established Course/Program
 - Outreach-Editorial Responsibilities
 - o Outreach Peer Review of Grant Proposals
 - o Outreach-Peer Review of Manuscripts, Presentations, Etc.
- Service
 - o 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 informa	tion 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

Capture Edit Honors and Awards	
List honors or awards for leadership, te	eaching, scholarship or service recognition.
Award or Honor Name	
Organization/Sponsor	
Purpose	
URL	
Description/Explanation (50 Words or Less)	
end date. For activities that have s	only on one day leave the start date blank and enter an tarted but are not yet completed enter a start date and east one date to ensure the entry appears in the
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**.

<u>General Information</u> - 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 :	or Annual Review
Provide a summary and evaluation of yo	our activities, with a glance forward stating your goals and objectives for the coming year.
3 Narrative for Annual Review	
	itement to appear correctly in your report you MUST es not matter whether you enter the date in the "Start ease DO enter at least one date.
Start Date	
End Date	

Teaching and Learning - List of Credit Courses Taught

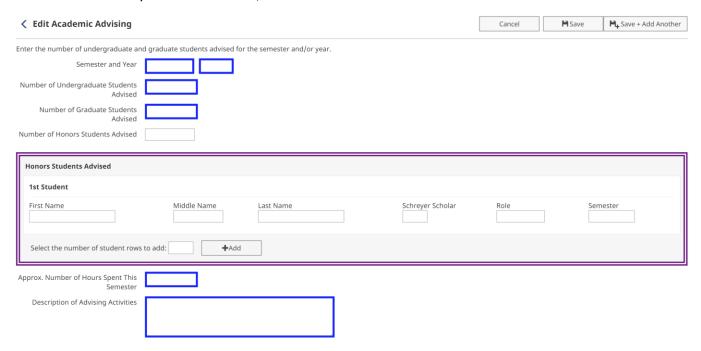
This section is pre-filled by PSU, please check information for accuracy and contact DOSSIER@SMEAL.PSU.EDU if not correct.

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

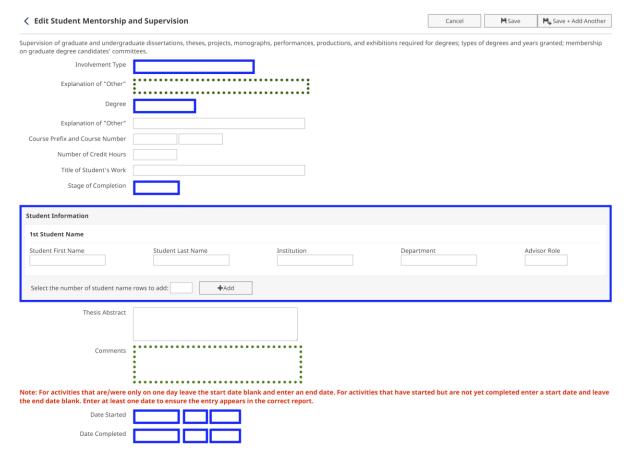


Special Notes

- 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

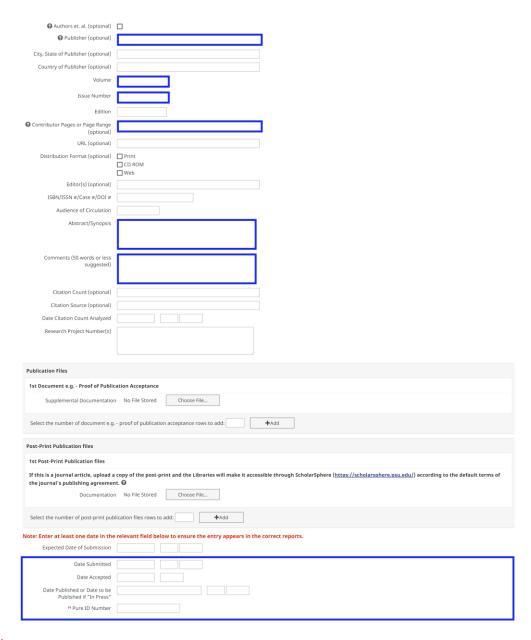


Special Notes

- 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

/ Edit Bublications					Cancol	₽ Cavo	Savo + Add Another
< Edit Publications					Cancel	H Save	H ₄ Save + Add Another
Enter All Publications and Working Papers	Here.						
Faculty should include full citations includi clearly indicated (e.g., principal author, su Guidelines for HR23.							
* Contribution Type							
Explanation of "Other"			•				
Journal Grade/Tier		, , , , , , , , , , , , , , , , , , , ,					
AACSB Classification							
3 Title of Contribution							
Journal/Periodical Title (Use only for Journal/Periodical Articles)			ā				
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 Please either select a person from the d		ne in the input fields.					
1st Author							▼ ▲
Activity Insight Users at Penn State	First Name	Middle Name/Initial	Last Name	3 Instituti	on/Company	Author Statu	s
Role				% Contribution	ģ.		
2nd Author							▼▲ 📋
Activity Insight Users at Penn State	First Name	Middle Name/Initial	Last Name	❷ Institut	tion/Company	Author Statu	is
_							
Role				% Contribution	5		
		7					



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, Ser	minars, Workshops		Cancel	H Save	H ₄ Save + Add Another
Do not enter your Working Papers here; ente	er Working Papers in the Publications screen. List	only Presentations at Seminars, Techn	nical and Professional Meetings her	re.	
Conference/Meeting/Seminar Name					
Sponsoring Organization (optional)					
Location					
Date (enter at least the year)					
Presentation Title					
Presentation Type					
Explanation of "Other"					
AACSB Classification					
Presenters/Authors Please either select a person from the drop 1st Presenter/Author	p-down list or enter their name in the input field:	S.			▼ ▲
Activity Insight Users at Penn State	First Name	Middle Name/Initial	Last Name	Su	uffix
Organization	Presenter/Author	Explanation of "Other"	If a student, what is l	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 r	ows 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	
end date. For activities that have s	only on one day leave the start date blank and enter an tarted but are not yet completed enter a start date and least one date to ensure the entry appears in the
Start Date	
End Date	
Description (optional)	

<u>Research and Creative Accomplishments</u> - Outreach — Peer Review of Grant Proposals

< Edit Outreach - Peer Review of Grant Proposals

ndicate roles such as panel manager, _l	panel member, ad-hoc reviewer, for example.
Funding Agency	
Agency Program (optional)	
	only on one day leave the start date blank and enter an
eave the end date blank. Enter at l	tarted but are not yet completed enter a start date and least one date to ensure the entry appears in the
eave the end date blank. Enter at l	
eave the end date blank. Enter at l correct report.	

<u>Research and Creative Accomplishments</u> - Outreach — Peer Review of Manuscripts, etc.

<	Edit Outreach	- Peer	Review of	f Manuscripts	, etc.
---	----------------------	--------	-----------	---------------	--------

	ntial and anonymous. In these instances only five fields need to be completed: Title c er 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 o	
end date. For activities that have st	nly on one day leave the start date blank and enter an arted but are not yet completed enter a start date and east one date to ensure the entry appears in the
end date. For activities that have st leave the end date blank. Enter at l	arted but are not yet completed enter a start date and
end date. For activities that have st leave the end date blank. Enter at le correct report.	arted but are not yet completed enter a start date and
end date. For activities that have st leave the end date blank. Enter at le correct report.	arted but are not yet completed enter a start date and

<u>Research and Creative Accomplishments</u> - Contracts, Grants, Fellowships and Sponsored Research

Edit Contracts, Grants, Fellowships and Sponsored Research

contact the Faculty Activity Managemer	Office of Sponsored Programs on the Second Monday of the Month. This data is loc nt Services Team by clicking "?" button at the top of the page. You may enter other or SIMS, please, make sure you enter the OSP Number.
OSP Number	
H Base Agreement #:	
Funding Type	
Contract/Grant/Research Title	
Sponsoring Organization	
Sponsor Type	
Explanation of "Other"	
AACSB Classification	
Does research support improvement of instruction?	
? 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

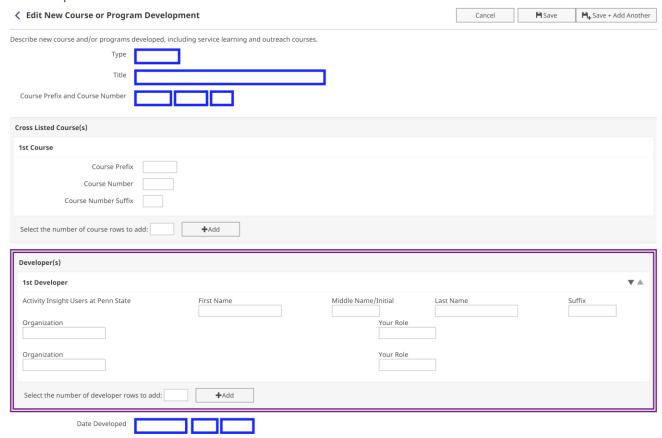
<u>Research and Creative Accomplishments</u> - Impact in Society of Research Scholarship and Creative Accomplishments/Media Mentions

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

Title/Description	
Medium	
Explanation of "Other"	
Outlet Name	
Date	
URL	
Comments/Details	

Research and Creative Accomplishments - New Course or Program

Development

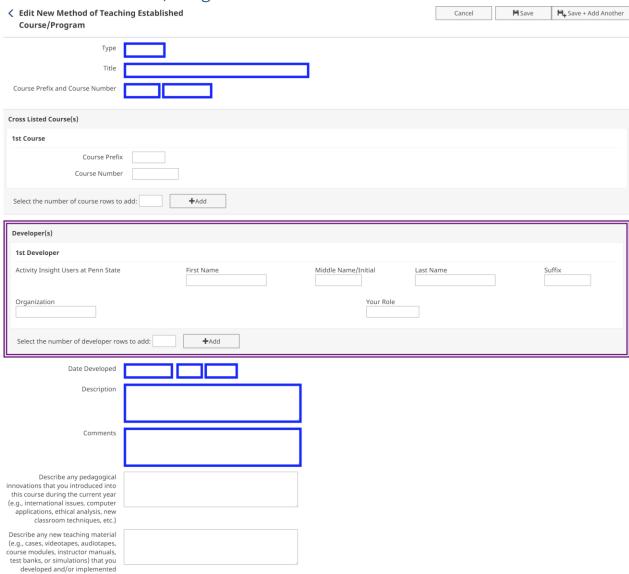


Special Notes

• 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

<u>Service</u> - 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 a 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	
date. For activities that have started b	on one day leave the start date blank and enter an end ut are not yet completed enter a start date and leave the e to ensure the entry appears in the correct report.
Start Date	
End Date	

<u>Service</u> - External to PSU

← Edit 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 Pt 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	
date. For activities that have started b	on one day leave the start date blank and enter an end out are not yet completed enter a start date and leave the se 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:

					Ratings			
Semester	Course	Section	Credits	Enrollmen t	Course	Instructor	Response Rate	Method
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
 - o 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

- 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)

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

Sample:

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

- 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)

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

<u>Outreach - Editorial Responsibilities</u>

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)

<u>Outreach - Peer Review of Grant Proposals</u>

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).

- 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.

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

Section Mappings

Where the information appears in FAR
Lists of Courses Taught in Resident Instruction /
SRTE and Teaching Evaluation
Advising Responsibilities
Contracts, Grants, Fellowships and Sponsored
Research
New Course or Program Development
-
New Method of Teaching Established
Course/Program
Non-Credit Instruction Taught
Honors and Awards
Impact in Society of Research Scholarship and
Creative Accomplishments / Media Mentions
Student Mentoring and Supervision
Narrative Statement for Annual Review
Natiative Statement for Annual Neview
Outreach Editorial Responsibilities
·
Outreach Peer Review of Grant Proposals
Outreach Peer Review of Manuscripts,
Presentations, etc.
Paper, Presentations, Seminars, Workshops
2.19
Publications
Internal Service
External Service