

Mays Business School

Digital Measures

Screen and Field Definitions

This document includes definitions for all fields on Digital Measures screens.

Last updated: June 5, 2017

Screen and Field Notes

Data import: Indicates if some or all of the data fields are pre-loaded for faculty and if so, the data source.

Mandatory screen: Indicates whether faculty members **MUST** complete some or all fields on the screen. If Mandatory screen is “Yes” faculty member is responsible for completing initial data upload and for keeping the data current. If Mandatory screen “No” then screen is optional and faculty are encouraged but not required to complete the screen.

Optional fields: If the screen is completed (either because it’s mandatory or because the faculty member is choosing to complete the screen), all fields must be completed unless marked optional. This applies to mandatory and optional screens.

All date fields in Digital Measures ask for day, month, and year. On most screens, the only required portion of a date field is year.

Email dmhelp@mays.tamu.edu for assistance with edits to locked fields.

DIGITAL MEASURES SCREENS

General Information

- Personal and Contact Information
- Biography and Expertise
- Administrative Data: Permanent Data
- Administrative Data: Yearly Data
- Administrative Assignments
- Awards and Honors
- Consulting
- Degrees
- Graduate/Post-Graduate Training
- Faculty Development Activities Attended
- Licensures and Certifications
- Media Appearances and Interviews
- Professional Memberships
- References
- Work History
- Workload Information

Teaching/Mentoring

- Academic Advising
- Directed Student Learning (e.g., theses, dissertations)
- Mentoring
- Non-Credit Instruction Taught
- Scheduled Teaching
- Teaching Innovation and Curriculum Development

Scholarship/Research

- Contracts, Fellowships, Grants and Sponsored Research
- Intellectual Property (e.g., copyrights, patents)
- Presentations
- Publications
- Research Activity

Service

- University
- Professional
- Public

DIGITAL MEASURES SCREEN AND FIELD DEFINITIONS

GENERAL INFORMATION

Personal and Contact Information	Screen captures name, office information, and contact information. Data import: from A&M Dean of Faculties system Mandatory screen: Yes Optional fields: Personal website, Gender, Race/Ethnicity, Photograph.
Biography and Expertise	Data import: None Mandatory screen: Yes Optional fields: Other Interests, Notable Courses Taught, Language section
Administrative Data - Permanent	Screen captures "milestone" events. Data import: from A&M Dean of Faculties system Mandatory screen: Yes Optional fields: None
Administrative Data - Yearly	Screen captures yearly rank information. <i>This information is read only. If there is an error in the information, please contact dmhelp@mays.tamu.edu.</i> Data import: from A&M Dean of Faculties system Mandatory screen: Yes Optional fields: NA
Administrative Assignment	Screen captures administrative roles for which there is a formal title such as Dean, Director, Department Head, etc. Data import: Dean's office Mandatory screen: No Optional fields: None
Awards and Honors	Screen captures teaching, research, service and other awards received. Also includes nominations for awards not received. Data import: None. Mandatory screen: No Optional fields: Brief description, Month and day in date (e.g., only year is required).
Consulting	Screen captures paid and unpaid consulting engagements for which faculty have sought Dean's level approval. This does NOT replace the office request that faculty must make to the Dean's office but should be consistent with the request. Data import: None. Mandatory screen: No. Optional fields: Month and day in date (e.g., only year is required).
Degrees	Screen captures degree information. Data import: from A&M Dean of Faculties system Mandatory screen: Yes NOTE: must specify if each degree is "Highest" degree earned! Optional fields: Supporting Areas of Emphasis, Honor / Distinction, Additional Details, Advisor Information, Associated Coursework
Graduate / Post-Graduate Training	Screen captures all non-degree training. This is for programs that are more "formal" and exist as stand-alone training programs as compared to Faculty Development Activities, below. Data import: None Mandatory screen: No Optional fields: Description

GENERAL INFORMATION (continued)

Faculty Development Activities	<p>Screen captures formal faculty development leave as well as continuing education activities and conferences attended.</p> <p>Data import: None</p> <p>Mandatory screen: No</p> <p>Optional fields: City, State, Country, Number of Credit Hours, Approx. Number of Hours Spent Per Year, Brief Description, Month and day in date (e.g., only year is required)</p>
Licensures and Certifications	<p>Screen captures licenses and certificates earned. Include any lapsed certificates or resignations and indicate in description.</p> <p>Data import: None</p> <p>Mandatory screen: Yes</p> <p>Optional fields: Description, Month and day in date (e.g., only year is required).</p>
Media Appearances and Interviews	<p>Screen captures TV, radio, newspaper, internet, magazine, and other media contributions/appearances/mentions.</p> <p>Data import: None</p> <p>Mandatory screen: No</p> <p>Optional fields: Web Address, Description</p>
Professional Memberships	<p>Screen captures memberships in organizations. Also includes organizations for which there are no licensures / certifications. Leadership roles should also be recorded on Professional screen in Service section.</p> <p>Data import: None</p> <p>Mandatory screen: No</p> <p>Optional fields: Abbreviation of Organization, Description of Organization, Month and day in date (e.g., only year is required)</p>
References	<p>Screen captures professional references.</p> <p>Data import: None.</p> <p>Mandatory screen: No</p> <p>Optional fields: Middle Name, Address, City, State, ZIP, Country.</p>
Work History	<p>Screen captures prior academic and non-academic positions.</p> <p>Data import: None.</p> <p>Mandatory screen: No</p> <p>Optional fields: Brief description</p>
Workload Information	<p>Screen captures annual assessment of workload.</p> <p>Data import: None</p> <p>Mandatory screen: No.</p> <p>Optional fields: None.</p>

TEACHING MENTORING

Academic Advising	<p>Screen captures summary number of students advised. This screen is reserved for faculty with formal Academic Advising duties. The number of students advised is the total number for which the faculty has responsibility and not the number who actually walk through the door for advising.</p> <p>Data import: None Mandatory screen: No Optional fields: None.</p>
Directed Student Learning	<p>Screen captures detailed information on activities that relate to a thesis, dissertation, or capstone committee work for which there are known learning outcomes. For other student involvement, use Mentoring screen.</p> <p>Data import: None Mandatory screen: Yes Optional fields: Comments.</p>
Mentoring	<p>Screen captures detailed information on activities that relate to student mentoring outside of the context of a thesis or capstone work. For those activities, use Directed Student Learning screen.</p> <p>Data import: None Mandatory screen: No Optional fields: None.</p>
Non-Credit Instruction Taught	<p>Screen captures other teaching activities for which no A&M credit is granted and is not included on the Scheduled Teaching screen. This screen captures CED classes taught, guest lectures, or classes taught at other universities.</p> <p>Data import: None Mandatory screen: Yes, but for CED only. Optional fields: None.</p>
Scheduled Teaching	<p>Screen captures teaching where faculty is instructor of record.</p> <p>Data import: Banner, on the 20th teaching day in Fall, Spring, and Summer II. Mandatory screen: Yes. (Some fields are locked, seek assistance from dmhelp@mays.tamu for data edits, error corrections, and missing data.) Optional fields: Grade distribution, Mean Course Evaluation Score, syllabus.</p>
Teaching Innovation and Curriculum Development	<p>Screen captures teaching output that demonstrates innovation or new course development. Includes development for CED courses even if course was not ultimately delivered.</p> <p>Data import: None Mandatory screen: No. Optional fields: None.</p>

SCHOLARSHIP / RESEARCH

Contracts, Fellowships, Grants and Sponsored Research	<p>Screen captures research activities for which there is dedicated support either financial or in-kind.</p> <p>Data import: None Mandatory screen: Yes. Optional fields: Abstract, Award Letter, Expected Date of Submission for Funding, Date Submitted for Funding.</p>
Intellectual Property	<p>Screen captures copyrights and patents.</p> <p>Data import: None Mandatory screen: Yes Optional fields: None.</p>
Presentations	<p>Screen captures academic and professional presentations, conferences with no published proceedings, exhibits, or demonstrations where the faculty presented the material. <i>Do not list events where a co-author presented joint work.</i></p> <p>Data import: None Mandatory screen: Yes for all activity from 2012 onward. Optional screen for all activity prior to 2012. Optional fields: Abstract, presentation.</p>
Publications	<p>Screen captures scholarly output that appears in written form and has been shared publically (“published” in the general sense of the term). This includes conference proceedings and software.</p> <p>Data import: No automatic import BUT faculty member can import publication citations from various sources. See Maysnet for handouts and training videos for import instructions.</p> <p>NOTE 1: After you import data, you must manually edit each imported publication to update three important fields: 1) Was this peer-reviewed? 2) AACSB Classification. 3) Publicly available (typically this is YES because publications are now widely available online).</p> <p>Mandatory screen: Yes for all activity from 2012 onward. Optional screen for all activity prior to 2012.</p> <p>NOTE 2: The optional/required fields vary depending on publication type (e.g., no need for publisher name, city, state, country for journal publications). Add the level of detail you would typically include on your Vita.</p> <p>Optional fields: In most cases, Number of Pages, Digital Object Identifier, ISBN/ISSN/Case Number, PubMed ID, PubMed Central ID, Audience of Circulation, Web Address, and Full-text.</p>
Research Activity	<p>Screen captures unpublished and unfinished work including research in process, books and textbooks that are not completed, and planned research activities. Once a working paper is ready for circulation and for manuscripts under review use Publication screen and select appropriate item from the Contribution Type and Current Status drop down menus.</p> <p>Data import: None Mandatory screen: No Optional fields: None.</p>

SERVICE

University	<p>Screen captures service activity at Departmental, College, and University level.</p> <p>Data import: Some data related to formal University service appointments will loaded by Dean's office.</p> <p>Mandatory screen: No, not mandatory for service prior to the 2017-2018 academic year. For service beginning with 2017-2018 academic year, this screen is mandatory.</p> <p>Optional fields: None.</p>
Professional	<p>Screen captures activities and leadership positions for professional organizations, committees and clubs. Membership within these organizations should also be entered under Professional Memberships in the General Information category.</p> <p>Data import: None</p> <p>Mandatory screen: No, not mandatory for service prior to the 2017-2018 academic year. For service beginning with 2017-2018 academic year, this screen is mandatory.</p> <p>Optional fields: None.</p>
Public	<p>Screen captures all non-professional service including local, state, national and international.</p> <p>Data import: None</p> <p>Mandatory screen: No, not mandatory for service prior to the 2017-2018 academic year. For service beginning with 2017-2018 academic year, this screen is mandatory.</p> <p>Optional fields: None.</p>