TEXAS A&M UNIVERSITY

Mays Business School

Professional Activity and Accomplishment Report

This handbook provides an overview guide for completing the your "Professional Activity and Accomplishment Report (PAAR)" using Digital measures.

If you need assistance beyond the instructions provided here, please send an email message to the Digital Measures support team at dmhelp@mays.tamu.edu.

In the Digital Measures Workflow, faculty are asked to review "quantitative" summaries of their activities entered into Digital Measures using the "Activities" dashboard (see Figure 1). On the activities dashboard, you will see links to several screens to use for entering summaries of the various activities you do as part of your faculty job. Please see the Digital Measures page in Maysnet for support material regarding what content to enter on the activities screens.

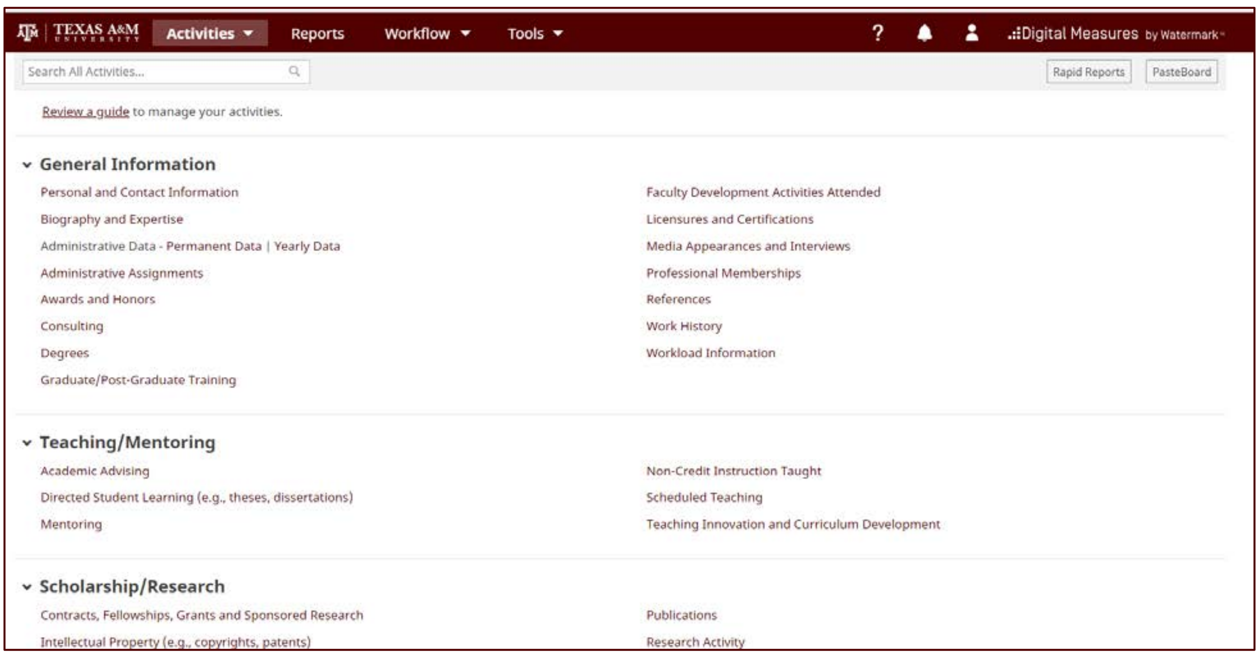


Figure 1 - Digital Measures "Activities" Dashboard

After reviewing and confirming the quantitative summaries of research (3 years), teaching (1 year), and service (1 year) activities are accurate, faculty are asked to respond to "qualitative" questions about the activities during the annual review period. The questions match the questions from the Microsoft Word document used in previous years (i.e., prior to 2018) for completing the PAAR.

Workflow Instructions

1. Go to the Digital Measures website and login http://digitalmeasures.com/login/tamu/faculty/

2. Select the menu item named “Workflow” in the navigation bar at the top. (NOTE: This menu item only appears if you have been assigned a workflow task.)

3. The Workflow Tasks screen opens (see Figure 2). The “Inbox” section of this window lists the tasks waiting for your action. You can select a task from the list by clicking on its name. After you complete a task, the item moves to the “History” section. You will be able to see your workflow tasks as they progress through the workflow.

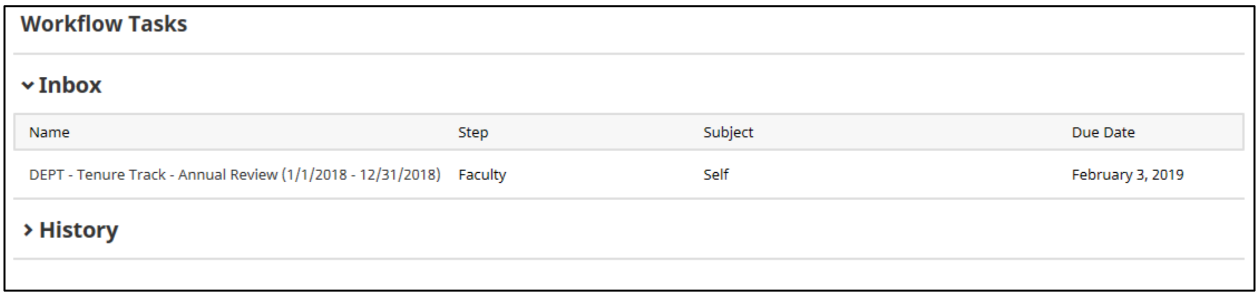
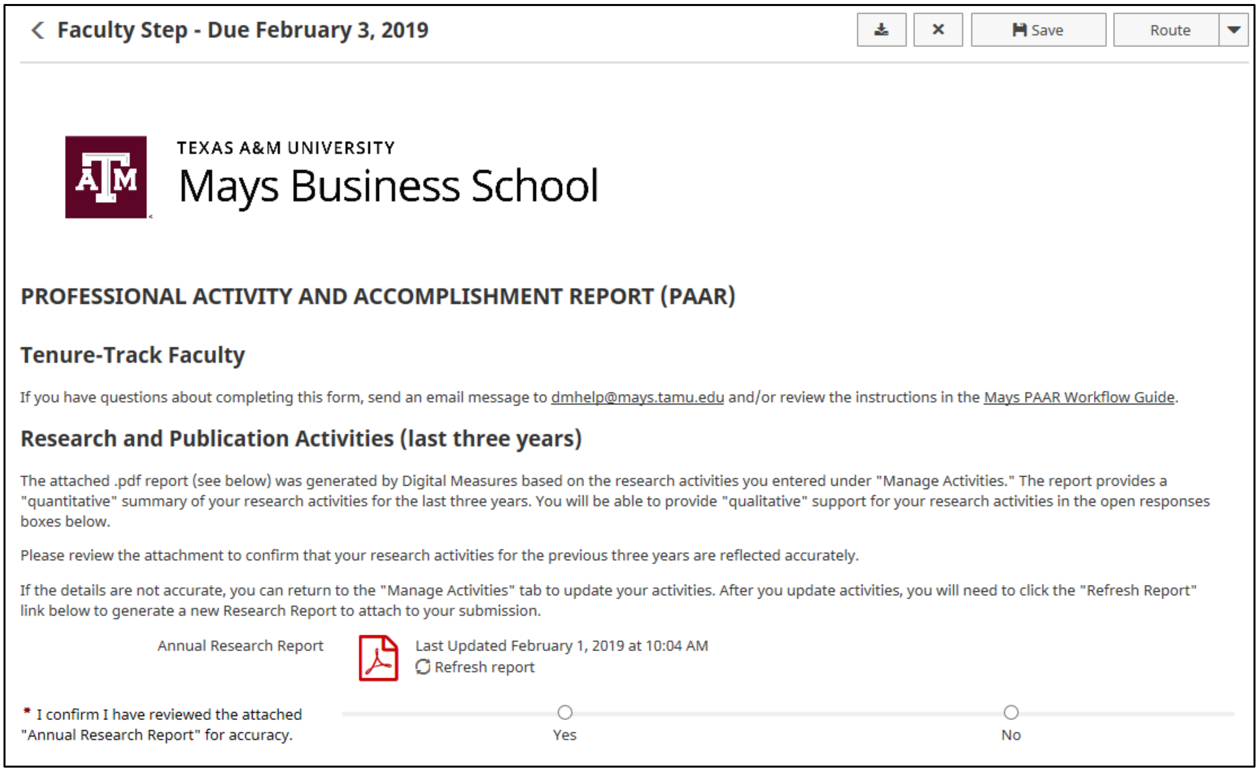


Figure 2 - Workflow Tasks Window

Annual Review Workflow Toolbar

4. Open the annual review workflow by clicking its name. The screen for entering your annual review will open (see Figure 3). In the upper right side of the annual review workflow, you will see four buttons. The function of these four buttons is as follows:

    a. ***Export*** – Click this button to download a .zip file containing the text of the annual review workflow form. The .zip file also contains copies of the.pdf documents that are generated from the activities you entered in your Digital Measures account.
    b. ***Cancel*** – Click this button to cancel any actions you have taken and return to the previous screen. **NOTE**: Your progress will NOT be saved if you click this button.
    c. ***Save*** – Click this button to save your work and return to the previous screen. You can subsequently return to this screen by selecting the workflow process name from the Workflow Tasks screen.
    d. ***Route*** – Click this button to submit your annual review to the next step in the workflow. You will need to choose “Submit to Department Reviewer” from the drop down list. **NOTE**: Clicking this button saves your work and moves the annual review to the next step in the process. You will NOT be able to undo this step. **NOTE 2**: This button is only enabled after you complete ALL of the required steps in the workflow process.



< Faculty Step - Due February 3, 2019

Save Route

TEXAS A&M UNIVERSITY
Mays Business School

PROFESSIONAL ACTIVITY AND ACCOMPLISHMENT REPORT (PAAR)

Tenure-Track Faculty

If you have questions about completing this form, send an email message to dmhelp@mays.tamu.edu and/or review the instructions in the Mays PAAR Workflow Guide.

Research and Publication Activities (last three years)

The attached .pdf report (see below) was generated by Digital Measures based on the research activities you entered under "Manage Activities." The report provides a "quantitative" summary of your research activities for the last three years. You will be able to provide "qualitative" support for your research activities in the open responses boxes below.

Please review the attachment to confirm that your research activities for the previous three years are reflected accurately.

If the details are not accurate, you can return to the "Manage Activities" tab to update your activities. After you update activities, you will need to click the "Refresh Report" link below to generate a new Research Report to attach to your submission.

Annual Research Report — Last Updated February 1, 2019 at 10:04 AM — Refresh report

* I confirm I have reviewed the attached "Annual Research Report" for accuracy. Yes No

Figure 3 - Annual Review Workflow (Research and Publication Activities)

Research and Publication Activities

5. The workflow module uses the data you entered for your research and publication activities to generate the “Annual Research Report” document (see Figure 3).

    a. Click the icon associated with the report to open it for review.
    b. Scroll through the report to confirm the report includes all of your relevant research activities for the last three years. You can use the buttons in the toolbar of the popup window to print or download a copy of the report.
    c. If the report is accurate, close the report window and select the “Yes” button to confirm you have reviewed the report for accuracy.
    d. If the report is not accurate, close the report window and do the following.
        i. Click the Save button at the top of the annual review workflow window to return to the Workflow Tasks screen.
        ii. Select “Activities” from the navigation menu and update the relevant research activities.
        iii. Then return to the annual review workflow screen.
        iv. **REQUIRED** – You ***MUST*** click on the “Refresh report” link after you return to the workflow screen to get an updated report that includes your revised research activities.

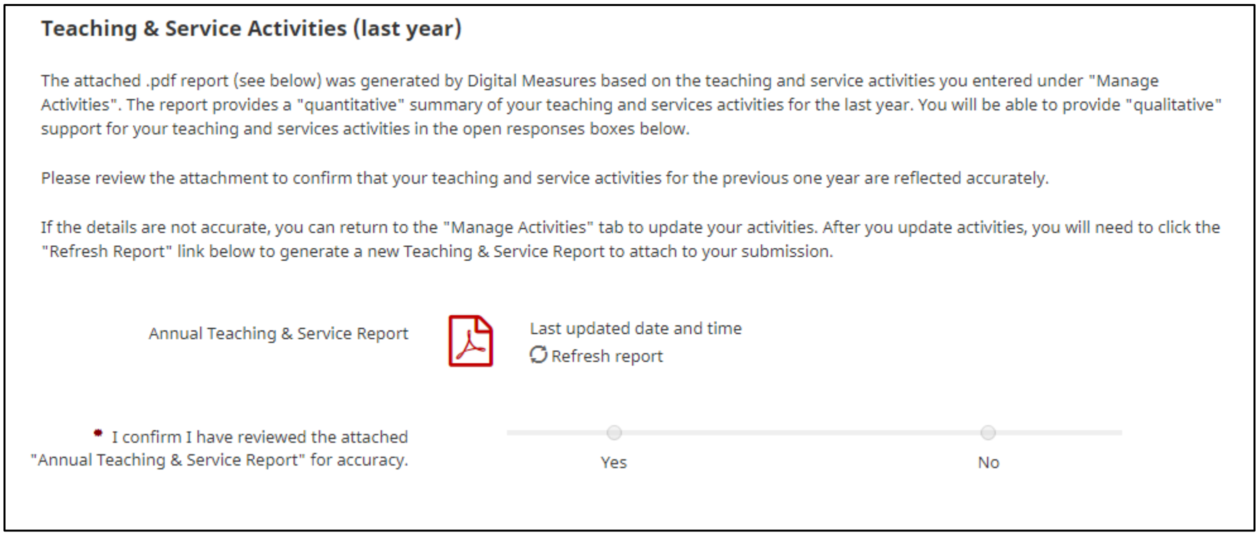


Figure 4 - Annual Review Workflow (Teaching & Service Activities)

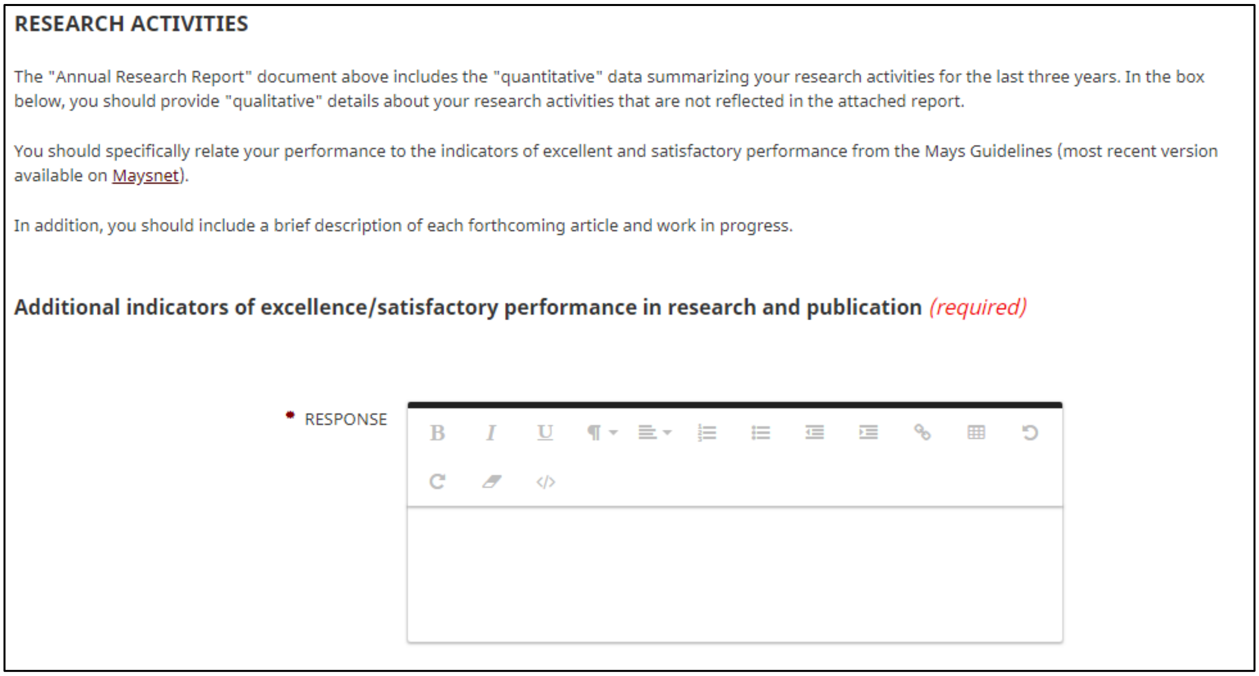
Teaching & Service Activities

6. The workflow module uses the data you entered for your teaching and service activities to generate the "Annual Teaching & Services Report" document (see Figure 4).

   a. Click the icon associated with the report to open it for review.
   b. Scroll through the report to confirm the report includes all of your relevant teaching and service activities for the last year. You can use the buttons in the toolbar of the popup window to print or download a copy of the report.
   c. If the report is accurate, close the report window and select the "Yes" button to confirm you have reviewed the report for accuracy.
   d. If the report is not accurate, close the report window and do the following.
      i. Click the Save button at the top of the annual review workflow window to return to the Workflow Tasks screen.
      ii. Select "Activities" from the navigation menu and update the relevant teaching and service activities.
      iii. Then return to the annual review workflow screen.
      iv. **REQUIRED** – You ***MUST*** click on the "Refresh report" link after you return to the workflow screen to get an updated report that includes your revised teaching & service activities.

Research Activities

7. **REQUIRED** – Respond to the question about your research activities (see Figure 5). **NOTE**: For Academic Professional Track Faculty, this section appears after the Teaching Activities section.



RESEARCH ACTIVITIES

The "Annual Research Report" document above includes the "quantitative" data summarizing your research activities for the last three years. In the box below, you should provide "qualitative" details about your research activities that are not reflected in the attached report.

You should specifically relate your performance to the indicators of excellent and satisfactory performance from the Mays Guidelines (most recent version available on Maysnet).

In addition, you should include a brief description of each forthcoming article and work in progress.

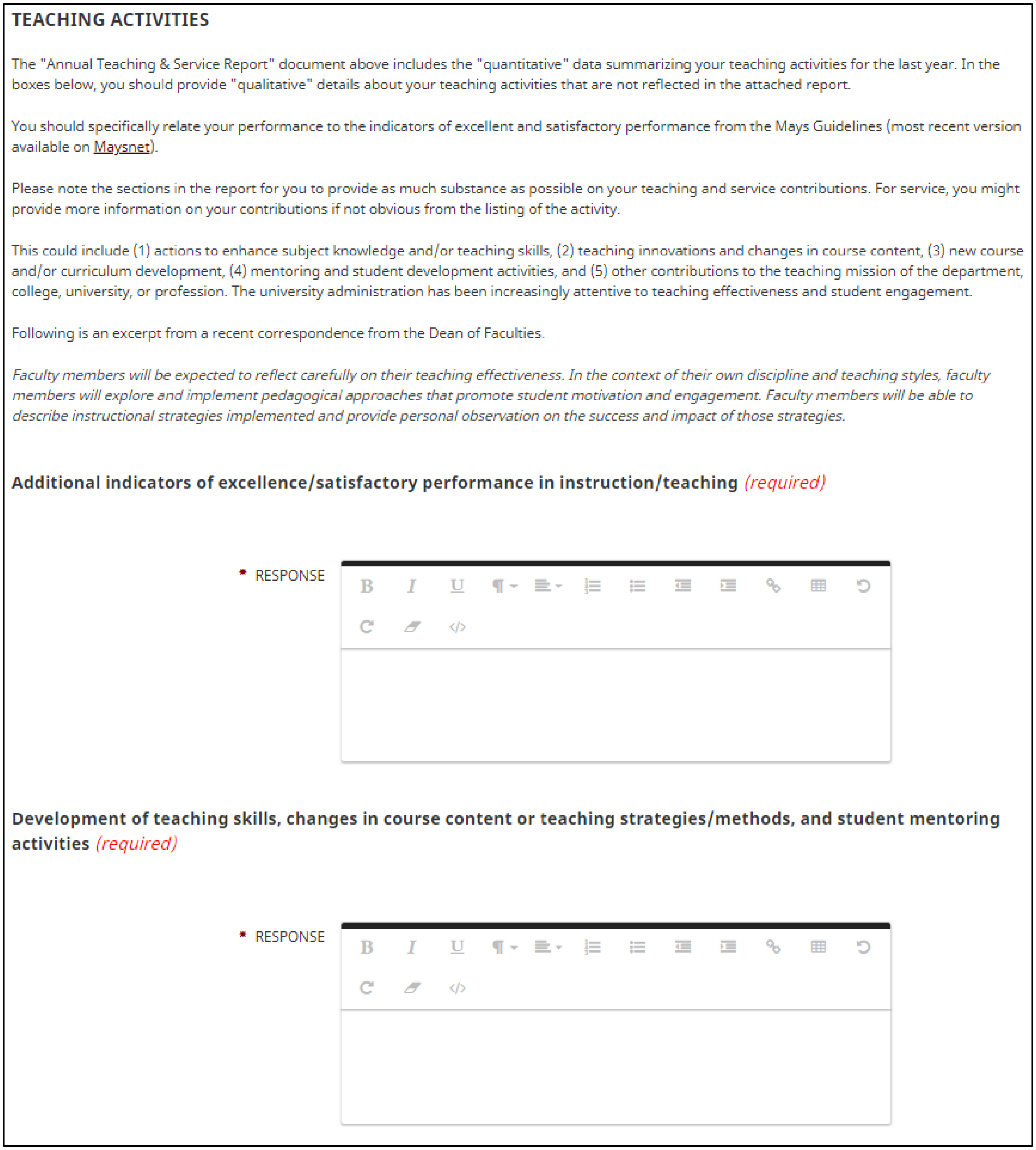
Additional indicators of excellence/satisfactory performance in research and publication *(required)*

• RESPONSE

Figure 5 – Research Activities

Teaching Activities

8. **REQUIRED** – Respond to the questions about your teaching activities (see Figure 6). **NOTE**: For Academic Professional Track Faculty, this section appears before the Research Activities section.



TEACHING ACTIVITIES

The "Annual Teaching & Service Report" document above includes the "quantitative" data summarizing your teaching activities for the last year. In the boxes below, you should provide "qualitative" details about your teaching activities that are not reflected in the attached report.

You should specifically relate your performance to the indicators of excellent and satisfactory performance from the Mays Guidelines (most recent version available on Maysnet).

Please note the sections in the report for you to provide as much substance as possible on your teaching and service contributions. For service, you might provide more information on your contributions if not obvious from the listing of the activity.

This could include (1) actions to enhance subject knowledge and/or teaching skills, (2) teaching innovations and changes in course content, (3) new course and/or curriculum development, (4) mentoring and student development activities, and (5) other contributions to the teaching mission of the department, college, university, or profession. The university administration has been increasingly attentive to teaching effectiveness and student engagement.

Following is an excerpt from a recent correspondence from the Dean of Faculties.

Faculty members will be expected to reflect carefully on their teaching effectiveness. In the context of their own discipline and teaching styles, faculty members will explore and implement pedagogical approaches that promote student motivation and engagement. Faculty members will be able to describe instructional strategies implemented and provide personal observation on the success and impact of those strategies.

Additional indicators of excellence/satisfactory performance in instruction/teaching *(required)*

* RESPONSE

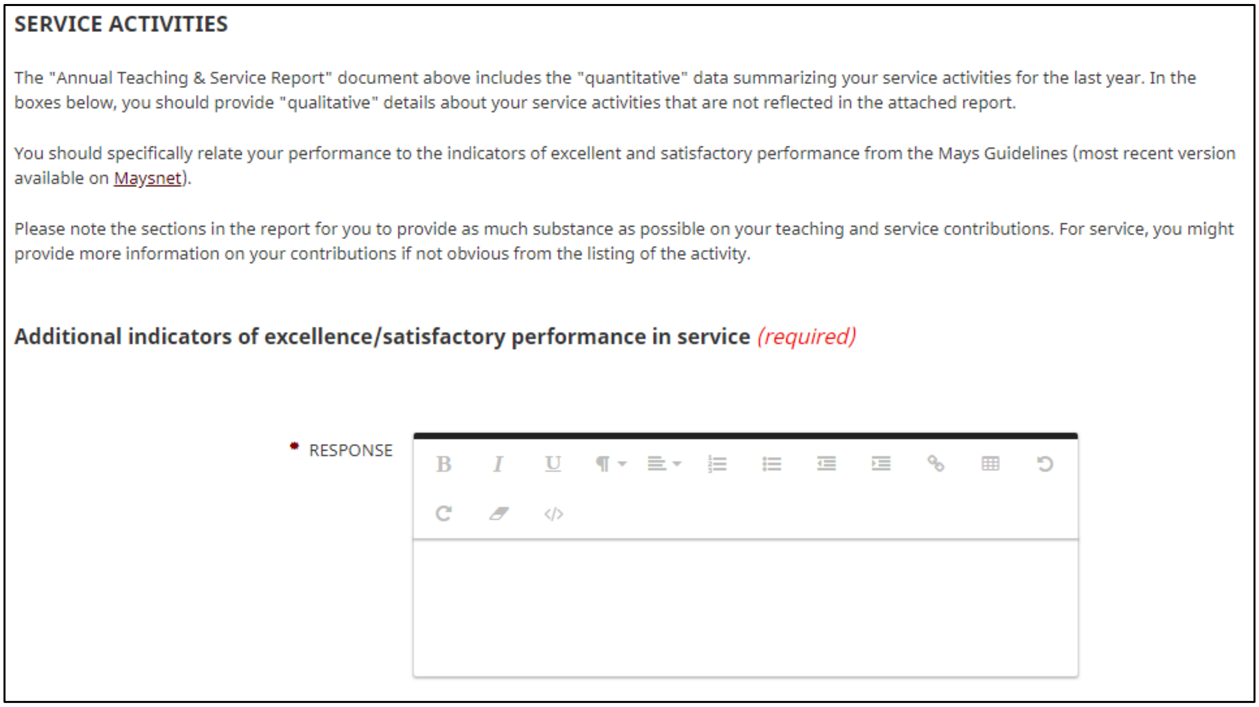
Development of teaching skills, changes in course content or teaching strategies/methods, and student mentoring activities *(required)*

* RESPONSE

Figure 6 - Teaching Activities

Service Activities

9. **REQUIRED** – Respond to the question about your service activities (see Figure 7).



SERVICE ACTIVITIES

The "Annual Teaching & Service Report" document above includes the "quantitative" data summarizing your service activities for the last year. In the boxes below, you should provide "qualitative" details about your service activities that are not reflected in the attached report.

You should specifically relate your performance to the indicators of excellent and satisfactory performance from the Mays Guidelines (most recent version available on Maysnet).

Please note the sections in the report for you to provide as much substance as possible on your teaching and service contributions. For service, you might provide more information on your contributions if not obvious from the listing of the activity.

Additional indicators of excellence/satisfactory performance in service *(required)*

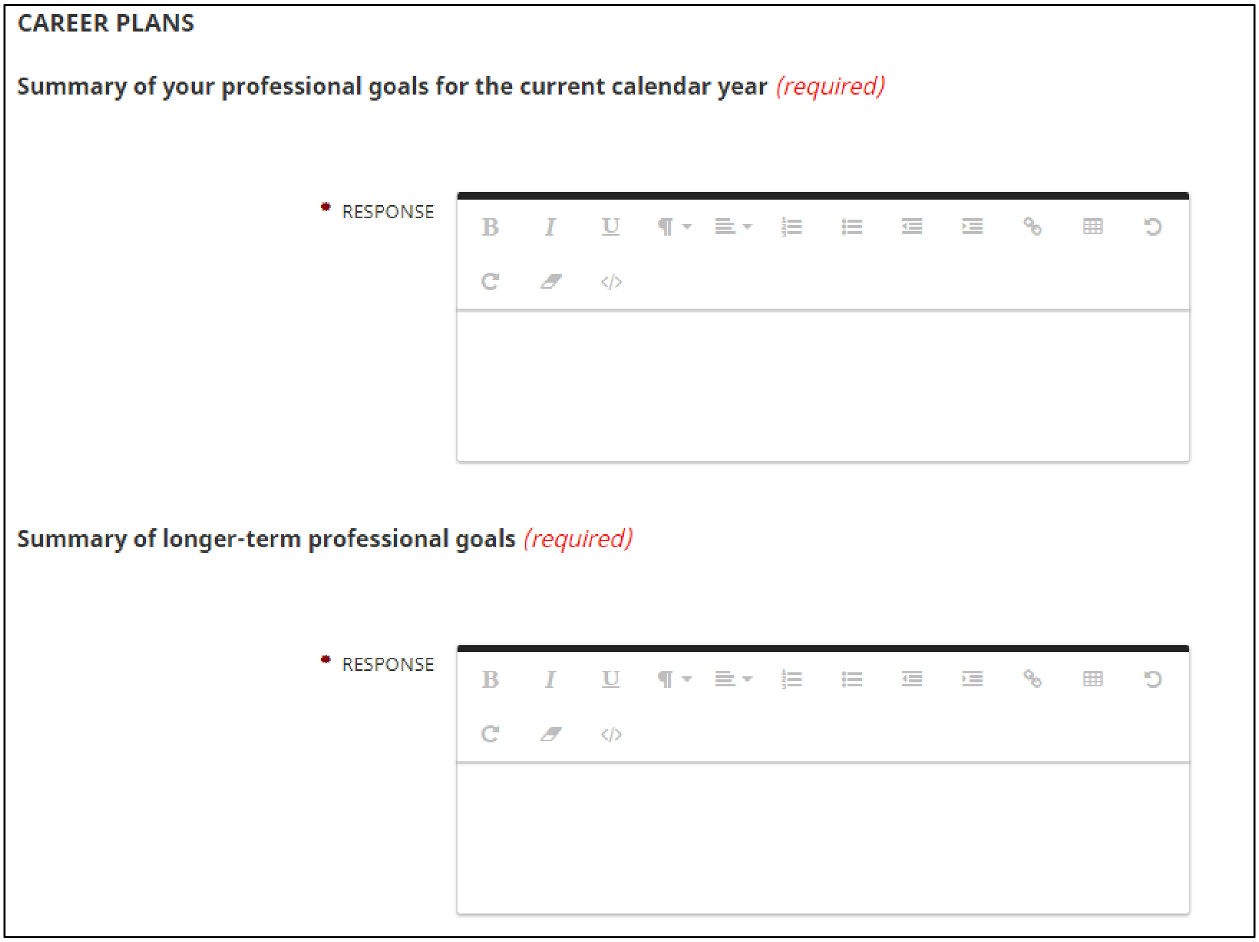
• RESPONSE

Figure 7 - Service Activities

Career Plans

10. **REQUIRED** – Respond to the questions about your career plans (see Figure 8).

11. **REQUIRED** – Upload a copy of your most recent CV in .pdf format (see Figure 9).



CAREER PLANS

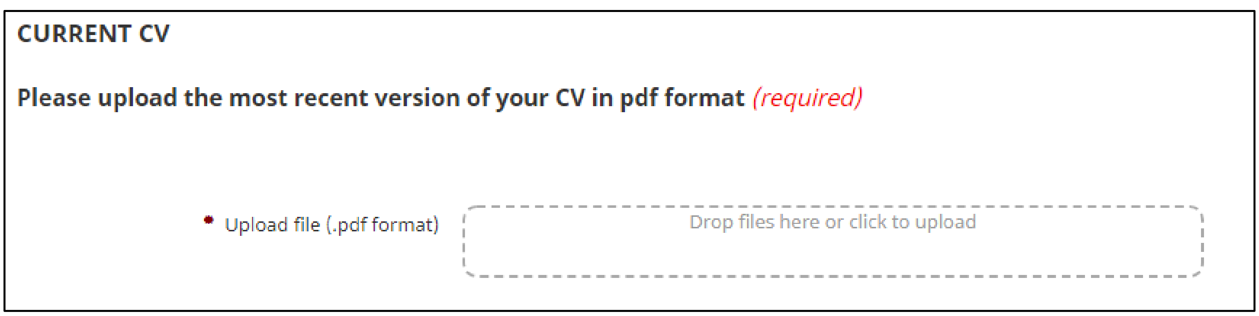
Summary of your professional goals for the current calendar year *(required)*

* RESPONSE

Summary of longer-term professional goals *(required)*

* RESPONSE

Figure 8 - Career Plans



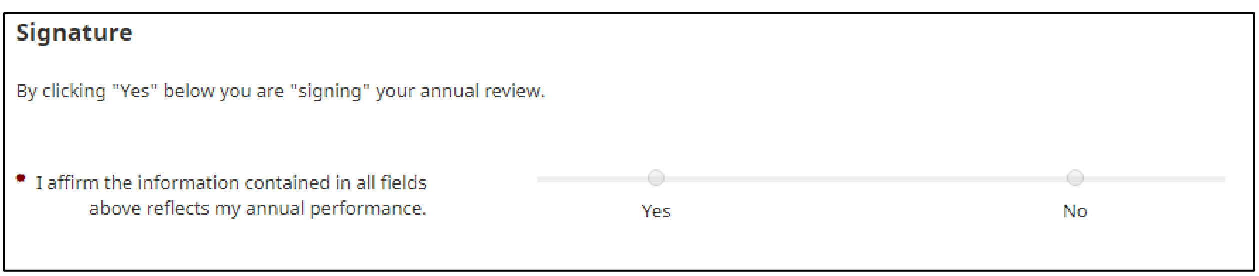
CURRENT CV

Please upload the most recent version of your CV in pdf format *(required)*

* Upload file (.pdf format)

Drop files here or click to upload

Figure 9 - Current CV



Signature

By clicking "Yes" below you are "signing" your annual review.

* I affirm the information contained in all fields above reflects my annual performance.

Yes

No

Figure 10 - Annual Review Workflow (Signature)

Submit Annual Review

12. Click “Yes” to “sign” your document before submission (see Figure 10).

13. Click “Route” button to submit your annual review to the next step in the workflow (see Figure 3). You will need to choose “Submit to Department Reviewer” from the drop down list. NOTE: If you want a copy of what you are submitting, use the “Export” feature to save a copy of your completed workflow BEFORE you click the “Submit” button.