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This guide is intended to help answer questions concerning how the Annual Performance Review (APR) for the College of Engineering is compiled. The steps and guidelines in this guide will help you as you add your work to the Digital Measures website.

Included within this guide are step-by-step instruction and information that is vital to the APR report. If you do not adhere to the required information found within this guide, your work might not appear in the report.
• Arrows point to the items that will appear on the Annual Performance Review
• Whenever entering anything in make sure that all the required fields are filled in.
• If a required field is not filled in it will not show in your Annual Performance Review.
• For the purpose of this manual we will discuss what items will be included in your Annual Performance Review.

Activities Database Main Menu

General Information
- Personal and Contact Information
- Current Professional Appointment
- Role Statement
- Rank and Promotion Information
- Tenure Information & Committee Members
- Previous Professional Positions
- Awards and Honors
- Consulting
- Education
- Professional Development Activities Attended
- Licensures and Certifications
- Narratives for Faculty Activity Report
- Professional Memberships
- Sabbaticals/Leaves of Absence
- Collaborations

Teaching
- Scheduled Teaching
- Directed Student Learning (e.g., theses, dissertations, research with undergraduates)
- Academic Advising
- Non-Credit Instruction Taught

Research & Creative Endeavors
- Ag Experiment Station
- Creative Works, Performances, and Exhibitions
- Publications/Intellectual Contributions
- Contracts, Grants and Sponsored Research
- Presentations and Posters
- Intellectual Property (e.g., patents, copyrights)
- Research Currently in Progress

Extension
- Major Programs
- Extension Events/Activities

Service
- Department, College/Unit, University, and Other Committee Service
- Professional/Public Service
- Media Contributions/Public Service Interviews

Administration
- Current Administrative Assignments
Most of the information that will be displayed on this page comes from Banner.

The red R’s indicate that this is a read only text field, if you would like to change any information on this page you will need to do so in Banner.

### Activities Database

#### Personal and Contact Information

<table>
<thead>
<tr>
<th>Field</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Prefix R</td>
<td></td>
</tr>
<tr>
<td>First Name R</td>
<td></td>
</tr>
<tr>
<td>Preferred First Name R</td>
<td></td>
</tr>
<tr>
<td>Middle Name R</td>
<td></td>
</tr>
<tr>
<td>Last Name R</td>
<td></td>
</tr>
<tr>
<td>Suffix R</td>
<td></td>
</tr>
<tr>
<td>Alternative Name You Publish Under (e.g., an anglicized name), if any</td>
<td></td>
</tr>
<tr>
<td>Name of Endowed Position (if any)</td>
<td></td>
</tr>
<tr>
<td>(usu.edu) E-Mail Address R</td>
<td></td>
</tr>
<tr>
<td>Preferred E-Mail Address (if different from usu.edu address)</td>
<td></td>
</tr>
<tr>
<td>Building Where Your Office is Located R</td>
<td></td>
</tr>
<tr>
<td>Office Room Number R</td>
<td></td>
</tr>
<tr>
<td>University Mail Code R</td>
<td></td>
</tr>
<tr>
<td>Office Phone R</td>
<td></td>
</tr>
<tr>
<td>Department Phone R</td>
<td></td>
</tr>
<tr>
<td>Mobile Phone R</td>
<td></td>
</tr>
<tr>
<td>Home Phone R</td>
<td></td>
</tr>
<tr>
<td>Fax R</td>
<td></td>
</tr>
</tbody>
</table>

#### Website

<table>
<thead>
<tr>
<th>Field</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Professional Website</td>
<td>http://</td>
</tr>
</tbody>
</table>

Add another Website: 1 [ADD]
1. To add an award and honor, click Awards and Honors on the activities database page.

2. Then click Add a New Item. (You can also edit any awards that you have already posted on this page, just click on the award you wish to edit.)

3. Enter your award/honors information.

You Must Enter:
- Award or Honor Name
- Organization or Sponsor
- Scope
- Date Received

4. Save the information that you just entered.
1. To add a Scholarly Publication in Peer-Reviewed Journal, click **Publications/Intellectual Contributions** on the activities database page.

2. Then click **Add a New Item**.

3. Begin entering in the information: You Must Enter:
   - Authors
   - Title
   - Journal Title
   - Status & Date

   **IMPORTANT** for status you must select one of the following options:
   - Published
   - Accepted
   - Submitted

4. Save the information that you just entered.
1. To add Books and Book Chapters Published, click "Publications/Intellectual Contributions" on the activities database page.

2. Then click "Add a New Item".

3. Begin entering in the information:
   You Must Enter:
   - Authors
   - Publisher
   - Title
   - Status & Date

   **IMPORTANT** for Status you must select one of the following options:
   - Published
   - Accepted

   **IMPORTANT** for Type you must select one of the following options:
   - Book, Chapter in a Scholarly Book
   - Book, Scholarly-New
   - Book, Scholarly-Revised
   - Book, Chapter in Textbook-New
   - Book, chapter in Textbook Revised
   - Book, Textbook-New
   - Book, Textbook Revised

4. Save the information that you just entered.
1. To add a Published Conference Proceedings, click "Publications/Intellectual Contributions" on the activities database page.

2. Then click "Add a New Item".


   You Must Enter:
   - Publisher
   - Authors
   - Title
   - Journal Title
   - Status & Date

   IMPORTANT for STATUS you must select one of the following options:
   - Published
   - Accepted
   - Submitted

4. Save the information that you just entered.
1. To add Other Publications, click **Publications/Intellectual Contributions** on the activities database page.

2. Then click **Add a New Item**.


   **You Must Enter:**
   - Publisher
   - Title
   - Date
   - Type

4. Save the information that you just entered.
1. To add a Scholarly Presentations and Posters at Professional Conferences, click Presentations and Posters on the activities database page.

2. Then click Add a New Item.


You Must Enter:
- Title
- Conference/Meeting Name
- Date
- Peer Reviewed
- Published in Proceeding (Y/N)

4. Save the information that you just entered.

2. Then click **Add a New Item**


   You Must Enter:
   - Patent/Copyright Title
   - Patent Type
   - Date
   - Patent/Copyright #

4. Save the information that you just entered.
2. To add a Proposal, click **Contracts, Grants and Sponsored Research** on the activities database page.

3. Begin entering in the information

   You Must Enter:
   - Contract, Grant/Research Title
   - Sponsoring Organization
   - Year Submitted
   - Current Status
   - Research Expenditures to Date
   - PI
   - Total Funding Amount

4. Save the information that you just entered.
1. To add Courses Taught, click **Scheduled Teaching** on the activities database page

2. Then click **Add a New Item**.

3. Begin entering the information.

   You Must Enter:
   - Term
   - Year
   - Course Name/Title
   - Section Number
   - Number of Credit Hours
   - Official Enrollment Number

4. Save the information that you just entered.
1. To add Graduate Students Supervised, click Directed Student Learning on the activities database page.

2. Then click Add a New Item.


   You Must Enter:
   • Involvement Type
   • Student’s First and Last Name
   • Date Started
   • Date Completed (If you are no longer supervising this student.)

4. Save the information that you just entered.

   IMPORTANT: For Involvement Type you must select one of the following options:
   • Doctoral Advisory Committee Chair
   • Doctoral Advisory Committee Member
   • Master’s Committee Chair
   • Master’s Committee Member
Non-Credit Instruction Taught

1. To add Non-Credit Instruction taught such as Short Courses, click **Non-Credit Instruction Taught** on the activities database page.

2. Then click **Add a New Item**.


   **You Must Enter:**
   - Title
   - Instruction Type
   - Dates (Start and End)
   - Number of Participants

4. Save the information that you just entered.
1. To add Undergraduate Advising, click Directed Student Learning on the activities database page.

2. Then click Add a New Item.

3. Begin entering in the information:
   - You Must Enter:
     - Involvement Type
     - Student’s First and Last Name
     - Date Started
     - Date Completed (If you are no longer supervising this student.)

   IMPORTANT: For Involvement Type you must select one of the following options:
   - Supervised Research/URF
   - Supervised Teaching Activity/UTF
   - Student Service Learning Supervision
   - Undergraduate Honors Thesis/Project

4. Save the information that you just entered.
1. To add Institutional Service, click **Department, College/Unit, University, and Other Committee Service** on the activities database page.

2. Then click **Add a New Item**.


   **You Must Enter:**
   - Committee/Club/Organization
   - Date
   - Service Type

4. Save the information that you just entered.
1. To add Journal Article Reviews, click **Professional/Public Service** on the activities database page.

2. Then click **Add a New Item**.

3. Begin entering in the information you must enter:
   - **Organization/Committee/Panel/Club**
   - **Date**
   - **Position/Role**

   **IMPORTANT for Position/Role you must select:**
   - **Reviewer, Journal Article**

4. Save the information that you just entered.
1. To add Professional Service, click **Professional/Public Service** on the activities database page.

2. Then click **Add a New Item**.


You Must Enter:

- Organization/Committee/Panel/Club
- Position/Role

4. Save the information that you just entered.
1. To add Other Service, click **Professional/Public Service** on the activities database page.

2. Then click **Add a New Item**.


You Must Enter:

- **Brief Description (30 words or less)**
- **Date**

4. Save the information that you just entered.
1. To add Major Program, click **Major Programs** on the activities database page.

2. Then click **Add a New Item**.

3. Begin entering in the information You Must Enter:
   - Major Program Title/Name
   - Date

4. Save the information that you just entered.
1. To add Extension Event/Activities, click Extension Event/Activities on the activities database page.

2. Then click Add a New Item.

3. Begin entering in the information you must enter:
   - Activity Title
   - Date

4. Save the information that you just entered.