



Introduction to Digital Measures

What is Digital Measures used for?

Digital Measure is a web-based Faculty Activity Reporting tool used to capture faculty effort.
Both the Faculty

be requested. Please sign the letter and return it to Kristina Soja (Kristina.soja@case.edu).

- Letters will be updated and revised throughout the year. The above process will repeat each time a change has been made to your workload. Signed letters will be uploaded to the corresponding record within Digital Measures.
- What's new in the letter? You will notice that the format of the letter is different, and contains information that was not included in past years. The new letter provides additional detail, and is longer than letters in previous years. Some of the changes are noted below:

Compensation Type: the compensation type will reflect the method of

- Basic information will be entered on this screen for all faculty. Please note that all information contained in this screen is kept confidential, and is only viewable by the user and pre-designated administrative/authorized users (Dean's Office/HR).

Courses Taught and Evaluations (Teaching/Mentoring > Courses Taught)

- Courses taught will be loaded into DM by the administration; Summer courses will be loaded in the first few weeks of the Fall semester, Fall courses will be loaded in the first few weeks of the Spring Semester, and Spring courses will be loaded as soon as course evaluations are made available (generally around mid-May).
- The FAR requires that you enter additional data specific to each record (course taught).

Student Advising (Academic Advising and Directed Student Learning > Academic Advising Screen)

- All student advising information will be loaded into DM by the administration, and will follow the same load schedule as the courses taught.
- If you supervised research for student, it will be necessary for you provide the type of Research Supervision provided.

MSASS Committees (Service > University and School Screen)

- Your membership on MSASS committees will be loaded into DM by the administration. Data for the upcoming AY will be loaded each Summer, after all committee elections and appointments have been completed.