

A Faculty Guide to Watermark: Faculty Success

College of Business
The Florida State University



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Faculty Success is a web based application designed to be a one stop shop for business faculty in creating a Curriculum Vitae, Faculty Annual Reports, any accreditation reports, and/or Web Profiles. This guide will describe how and where to enter information into *Faculty Success*.

Login and Overview	3
Login Instructions	4
Overview of Managing Activities	5
 General Information Screens	7
Personal and Contact Information	9
Biography and Expertise	10
Administrative Data-Permanent	11
Administrative Data-Yearly	12
Awards & Honors	14
Consulting	15
Education	16
Faculty Development Activities Attended	17
Licensures and Certifications	18
Media Appearances and Interviews	19
Professional Memberships	20
Work History	21
Workload Information	22
 Teaching Screens	23
Academic Advising	25
Directed Student Learning	26
Non-Credit Instruction Taught	27
Scheduled Teaching	28
Teaching Innovation and Curriculum Development	31

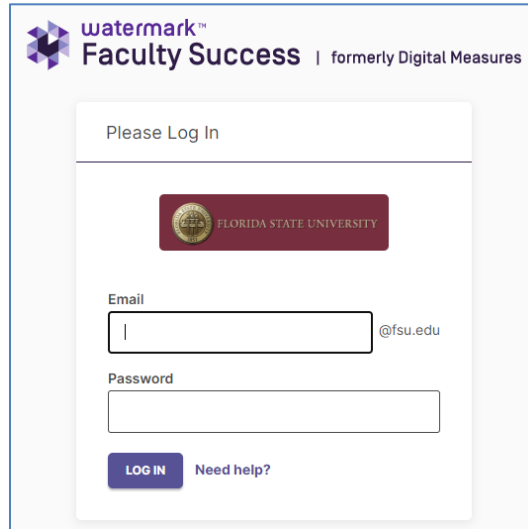
Scholarship/Research Screens.....	32
Contracts, Fellowships, Grants and Sponsored Research	33
Intellectual Property (e.g., copyrights, patents).....	34
Presentations	35
Publications.....	36
Research Activity.....	40
 Service Screens	 42
University	44
Professional.....	45
Public.....	46
 Managing Annual Publication Efforts	 47
Importing Publication Data from Google Scholar	48
 DM & FEAS	 52
Transferring <i>Faculty Success</i> data into FEAS.....	53

Overview

A Faculty Guide to Faculty Success

Login to Faculty Success

1. To access Faculty Success for the College of Business @ Florida State University, go to <http://business.fsu.edu/digitalmeasures>.



watermark™
Faculty Success | formerly Digital Measures

Please Log In

FLORIDA STATE UNIVERSITY

Email @fsu.edu

Password

LOG IN Need help?

2. Type in your Username (FSUID) and password.

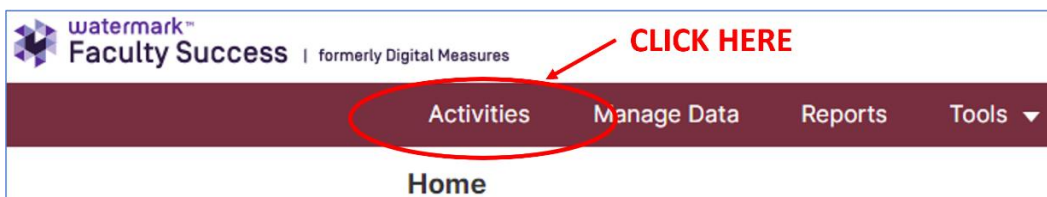
Internet Explorer, Mozilla Firefox, Google Chrome and Safari are all supported browsers for this program.

Overview of Managing Activities

3. There are 27 separate screens designed to capture any and all annual activity.

▼ General Information	
Personal and Contact Information	Faculty Development Activities Attended
Biography and Expertise	Licensures and Certifications
Administrative Data - Permanent Data Yearly Data	Media Appearances and Interviews
Administrative Assignments	Professional Memberships
Awards and Honors	Work History
Consulting	Workload Information
Education	
▼ Teaching	
Academic Advising	Scheduled Teaching
Directed Student Learning (e.g., theses, dissertations)	Teaching Innovation and Curriculum Development
Non-Credit Instruction Taught	
▼ Scholarship/Research	
Contracts, Fellowships, Grants and Sponsored Research	Publications
Intellectual Property (e.g., copyrights, patents)	Research Activity
Presentations	
▼ Service	
University	Public
Professional	

From the Activities Database Main Menu, click on the **Activities** tab.

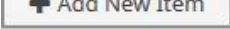


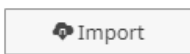

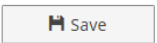


From here, you can input annual information onto screens from four general areas: **General Information, Teaching and Learning, Research and Creative Accomplishments**, and **Service**. (Descriptions of each screen are included on subsequent pages)

Please note: Each screen has a number of required fields, indicated by a red *. You will not be allowed to

save the record until all *'s are completed. Dates are very important on each screen, you cannot save a record without entering a date field (month, day, or year). Date parameters must be chosen when running reports so, please enter all relevant dates (such as a start or end year) to make your reports work correctly. If you leave an end date blank that will mean the service is continuing to the present time. ***Although most fields are optional, please enter as much information as you can.***

4. To access a screen, click its name, it will take you to the summary screen. On the summary screen it will display the records already entered into the system. There are three possible actions you can take, depending on the screen you are in:

- To Add a new record, select the  button, always located at the top right.
- To delete a record, select the check box next to the record, and then select the  button. You will be prompted with a pop up window verifying you want to delete the selected record.
- To copy a record, select the check box next to the record, and then select the  button. (You cannot copy from one screen to another with this feature, to do that use the *PasteBoard*.).
- To import items in bulk, select the  button (available only for the Publications screen).
- “Read Only” fields are marked with a lock  beside the field. To change the information in these fields, contact your Faculty Success/Faculty Success Site Administrator.
- When working in the system, it is important that you preserve modifications by selecting one of the  buttons at the top of the screen when finished. If you attempt to navigate away from a screen containing unsaved changes, a warning message will display to determine whether you would like to return to the screen and save your modifications before proceeding. If you do not enter a date field on this screen you will also receive a warning message.

General Information Screens

A Faculty Guide to Faculty SuccessFaculty Success

General Information Screens

There are 14 separate screens in this section.

These screens are a repository of personal and professional information that is not likely to change

- Personal and Contact Information
- Biography and Expertise
- Professional Memberships

and, (b) a number of screens that will need to be updated annually

- Administrative Data – Permanent Data
- Administrative Data – Yearly Data
- Administrative Assignments
- Awards and Honors
- Consulting
- Education
- Faculty Development Activities Attended
- Licensures and Certifications
- Media Appearances and Interviews
- ~~Work History~~
- Workload Information

**Delegated to
department
administrative staff.**

**Delegated to
department
administrative staff.**

Personal and Contact Information

- Personal and contact information includes name, address, contact info, etc.
- Some faculty may have data in these fields already, if you do not, please enter this information as best you can. You can contact the Faculty Success Site Administrator (Juan Gonzalez) for changes to locked fields.

Florida State University | Digital Measures

Activities Reports Tools ?

Rapid Reports PasteBoard

Edit Personal and Contact Information

Cancel Save

You do not have access to modify some of the fields on this screen. If changes are needed, contact your Digital Measures Administrator, [Juan Gonzalez](#).

Prefix

First Name

Preferred First Name

Middle Name

Last Name

Suffix

Name of Endowed Position (if any)

E-Mail Address

Building Where Your Office is Located

Office Room Number

Office Phone - - x

Department Phone - - x

Fax - - x

Personal Website

Gender

Race/Ethnicity


U.S. Citizen or Permanent Resident?

Photograph

Original Source: Data Imports
Created: August 17, 2016
Last Saved: November 07, 2018

This field is optional

Special Notes/Concerns

 Any field marked with a lock icon cannot be modified by the user. If changes need to be made, please contact the COB System Administrator

Biography and Expertise

- Personal and contact information includes name, address, contact info, etc.
- Some faculty may have data in these fields already, if you do not, please enter this information as best you can. You can contact the Faculty Success Site Administrator (Juan Gonzalez) for changes to locked fields.

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https://www.digitalmeasures.com/login/fsu/fa...

Activities Reports Tools ?

Rapid Reports PasteBoard

< Edit Biography and Expertise Cancel Save

Brief Biography

Areas of Specialization business analytics

Professional Interests Quantitative methods for business decision making; marketing segmentation; clustering

Other Interests Uses of complexity theory for the study of social and economic behavior

Notable Courses Taught Operations Management; Consumer Analysis; Marketing Models; Quantitative Decision-making for Business; Regression and General Linear Model

1st Language

Fluency Language Explanation of "Other"


Select the number of language rows to add: 1 +Add

Original Source: Data Entry
Created: January 12, 2018
Last Saved: January 12, 2018

This field is optional

This field is optional

Special Notes/Concerns

 Any field marked with a lock icon cannot be modified by the user. If changes need to be made, please contact the COB System Administrator

Administrative Data – Permanent

- Includes information concerning history of faculty ranks and administrative appointments, tenure date, etc.
- Please keep this screen as complete as possible.

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https://www.digitalmeasures.com/login/fsu/facul...

Activities Reports Tools ?

Rapid Reports PasteBoard

< Edit Permanent Data

Cancel Save

Start Date at Florida State University August, 2016

1st Rank

Rank Attained Professor Date Attained August, 2016

Select the number of rank rows to add: 1 +Add

1st Honoric Appointment (Endowed Professorship, etc.)

Appointment Attained Bank of American Professor of Data Analytics Date Attained August, 2016

Select the number of honorific appointment (endowed professorship, etc.) rows to add: 1 +Add

Tenure Decision Date August, 2016

If currently a Ph.D student, date of successful comprehensive examination

Separation Date

Original Source: Data Entry
Created: January 20, 2017
Last Saved: November 15, 2018

Please add rows as your rank at FSU changes. Do Not Overwrite Data.

Please add rows if you are given new/additional honorific appointments.. Do Not Overwrite Data.

Special Notes/Concerns

- *'s indicate required fields. However, please fill out as many fields as you can.
- This information is not likely to change frequently.

Administrative Data - Yearly

- This is an annual screen.
- Includes department affiliation, current rank, tenure and graduate faculty status, etc.
- Some information on this page is supplied by the site administrator (fields with lock symbol).

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https://www.digitalmeasures.com/login/fsu/...

Activities Reports Tools

Rapid Reports PasteBoard

< Edit Yearly Data Cancel Save Save + Add Another

Academic Year 2017-2018

1st Department

Department Analytics, Info Systems, & Supply Chain

Select the number of department rows to add: 1 +Add

Faculty/Staff Rank Full Professor

Tenure Status tenured

Graduate Faculty No

AACSB: Normal Professional Responsibility (check all that apply)

☒ Administration

☐ Doctoral Level Teaching/Mentoring

☐ Executive Education

☐ Master's Level Teaching

☐ Research

☐ Undergraduate Teaching

☐ Other Service and Outreach Responsibilities

AACSB: Percent of Time Dedicated to the School's Mission 100 %

AACSB: Target Faculty Qualification Scholarly Academic

Brief Description for Basis of Qualification

AACSB: Sufficiency Participating

AACSB: Does this faculty member have a joint appointment with another department or with another institution? No

Original Source: Data Entry
Created: September 20, 2017

A new page will need to be completed each academic year. Do Not Overwrite Data.

Special Notes/Concerns

- **H**'s represent hidden fields, available only to database administrators.
- *****'s indicate required fields. However, please fill out as many fields as you can.
- This information needs to be updated each academic year.

Administrative Data - Yearly

- Enter your college, departmental, and university Administrative assignments. This area asks you to include a brief description of responsibilities.
- Once entered, this information does not require update until the assignment changes.

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https://www.digitalmeasures.com/login/fsu/...

Activities Reports Tools ? ? ? ? ? ? ? ? ? ?

Rapid Reports PasteBoard

< Edit Administrative Assignments

Cancel Save Save + Add Another

* Position/Role

Associate Dean

Explanation of "Other"

* Scope

College

* Full-Time Equivalency

100 %

Responsibilities/Brief Description

Associate Dean of Undergraduate Programs, additional responsibilities for accreditation and assessment

Note: For activities that you started but have not yet presently completed, specify the start date and leave the end date blank.

Start Date

August , 2016

End Date

,

Original Source: Data Entry
Created: February 23, 2017
Last Saved: November 07, 2018

Associate Dean

Assistant Dean

Assistant Department Chair

Associate Dean

Center Director

Dean

Department Chairperson

Director of Graduate Program

Other

Do not enter end date until appointment is completed.

Special Notes/Concerns

- *'s indicate required fields. However, please fill out as many fields as you can.

Awards and Honors

- Enter any honors or awards for performance (i.e., best paper/best reviewer), professional, teaching, research, or service recognition here.
- **Note: Receiving a summer research grant or other source of research support should be entered on the “Contracts, Grants, Fellowships and Sponsored Research” screen.**

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https://www.digitalmeasures.com/login/fsu/facul...

Activities Reports Tools ? ? ? ? ? ? ? ? ? ?

Rapid Reports PasteBoard

< Edit Awards and Honors

Cancel Save Save + Add Another

• Nominated or Received?

• Award or Honor Name

Organization/Sponsor

Award Amount \$

Web link for more information

• Was this for Best Paper/Best Reviewer?

• Purpose

• Scope

Brief Description/Explanation

Date

FEAS Record ID

This is optional.

Elected Fellow
Fellowship
Performance
Professional
Research
Service
Teaching
Other

Scope*

International
National
Regional
State
Local
Institution
College
Department

Special Notes/Concerns

- *'s indicate required fields. However, please fill out as many fields as you can.
- **Note: Receiving a summer research grant or other source of research support should be entered on the “Contracts, Grants, Fellowships and Sponsored Research” screen.**

Consulting

- Record consulting activities here, placing each separate contract/assignment in a separate record.
- The key information is your estimate of the approximate number of hours spent per year on each consulting assignment

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Activities Reports Tools

Rapid Reports PasteBoard

Edit Consulting Cancel Save Save + Add Another

• Consulting Type

Explanation of "Other"

• Client/Organization

• Compensated or Pro Bono?

• Approx. Number of Hours Spent Per Year

• AACSB: If this activity contributes to professional practice standards or public policy, provide a classification

Brief Description

Additional Information

Note: For activities that are/were only on one day, leave the start date blank and specify the end date. For activities that you started but have not yet presently completed, specify the start date and leave the end date blank.

Start Date ,

End Date ,

H FEAS Record ID

In most cases, the choice should be "Applied or Integration/Application Scholarship". See Deans Office for assistance if you feel other options are more appropriate.

Always provide start and end date, even if activity is on-going or spans multiple years.

Special Notes/Concerns

- **H**'s represent hidden fields, available only to database administrators.
- *****'s indicate required fields. However, please fill out as many fields as you can.
- Any field marked with a lock icon cannot be modified by the user. If changes need to be made, please contact the COB System Administrator
- Click on this icon for definitions/examples

Education

- Enter in your degree information for each of your degrees.
- Please keep this information accurate and up to date.
- Enter “Associated Coursework” only if requested by Chair and/or Dean

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https://www.digitalmeasures.com/login/fsu/faculty/s...

Activities Reports Tools ?

Rapid Reports PasteBoard

< Edit Education Cancel Save Save + Add Another

• Year Completed

• Degree

Explanation of "Other"

• Institution

City, State and Country

• Emphasis/Major

Supporting Areas of Emphasis

Dissertation/Thesis Title

Honor/Distinction

Highest Degree You Have Earned?

Additional Details

Record ID

These fields are optional.

This field is optional.

Special Notes/Concerns

- *'s indicate required fields. However, please fill out as many fields as you can.

Faculty Development Activities Attended

- This screen includes any faculty internships, non-degree educational activities, or visiting professorships.

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https://www.digitalmeasures.com/login/fsu/faculty/s...

Activities Reports Tools ? Help User

Rapid Reports PasteBoard

< Edit Faculty Development Activities Attended

Cancel Save Save + Add Another

Activity Type

Title

Sponsoring Organization

^H Is this a peer/aspirant institution?

Number of Credit Hours Earned (if applicable)

Brief Description

Note: For activities that are/were only on one day, leave the start date blank and specify the end date. For activities that you started but have not yet presently completed, specify the start date and leave the end date blank.

Start Date ,

End Date ,

^H FEAS Record ID

Faculty Internship
Nondegree Education and Training
Sabbatical
Visiting Professorship

Special Notes/Concerns

- ^H's represent hidden fields, available only to database administrators.
- *'s indicate required fields. However, please fill out as many fields as you can.
- Any field marked with a lock icon cannot be modified by the user. If changes need to be made, please contact the COB System Administrator

Licensures and Certifications

- Enter all licenses or certifications you may have in this screen.
- Make sure that the Expiration Date is accurate.
- If this licensure/certification requires annual updates, indicate with the “Requires annual continuing education effort?” field.
- Note: if this licensure/certification has lapsed, please enter an expiration date.

The screenshot shows the 'Edit Licensures and Certifications' form. The form has a header with 'Cancel', 'Save', and 'Save + Add Another' buttons. The main form fields are:

- Title of Licensure/Certification (dropdown menu)
- Does this require annual continued education activity? (dropdown menu)
- Sponsoring Organization (text input)
- Scope (dropdown menu)
- Description (text input)
- Date Obtained (dropdown menu)
- Expiration Date (dropdown menu)
- Record ID (text input)

A callout box shows the dropdown menu for 'Title of Licensure/Certification' with the following options:

- Certified Public Accountant (CPA)
- Certified Management Accountant (CMA)
- Certified Financial Planner (CFP)
- Certified Financial Analyst (CFA)
- Certified Internal Auditor
- Certified Information Systems Auditor
- Certified Fraud Examiner
- Certified Forensic Accountant
- Chartered Property Casualty Underwriter (CPCU)
- Associate in Risk Management (ARM)
- Real Property Appraiser
- Member of Legal Bar
- Court Mediator
- other

IMPORTANT: Please describe the lic./cert. so we can understand what it is. If Bar Member or CPA licensed in multiple states, create one entry and list multiple states in this space.

If lic./cert. has lapsed, please enter expiration date.

Special Notes/Concerns

- **H**'s represent hidden fields, available only to database administrators.
- ***'s** indicate required fields. However, please fill out as many fields as you can.
- Any field marked with a lock icon cannot be modified by the user. If changes need to be made, please contact the COB System Administrator

Media Appearances and Interviews

Enter any media contact information on this screen.

The screenshot shows a web browser window with the URL <https://www.digitalmeasures.com/login/fsu/faculty/s...>. The page title is "Edit Media Appearances and Interviews". The form includes the following fields:


- Media Type**: A dropdown menu with a red asterisk indicating it is a required field.
- Explanation of "Other"**: A text input field.
- Article/Segment Title**: A text input field.
- Program/Media Outlet Name**: A text input field.
- Interviewer**: A text input field.
- Web Address**: A text input field.
- Description**: A large text area.
- Publication/Air Date**: A date picker.
- FEAS Record ID**: A text input field.

Buttons at the top of the form include "Cancel", "Save", and "Save + Add Another".

TV, Radio, Newspaper,
Magazine, Internet, etc.

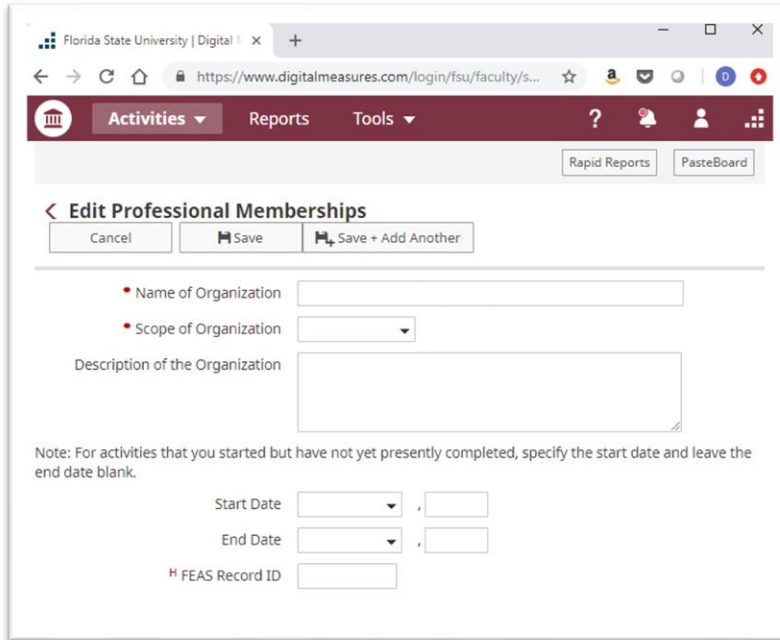
If unknown, list "Unknown"

Special Notes/Concerns

- **H**'s represent hidden fields, available only to database administrators.
- ***'s** indicate required fields. However, please fill out as many fields as you can.
-  Any field marked with a lock icon cannot be modified by the user. If changes need to be made, please contact the COB System Administrator



Professional Memberships

This information is optional.



The screenshot shows a web browser window with the URL <https://www.digitalmeasures.com/login/fsu/faculty/s...>. The page has a dark red header with navigation tabs: Activities, Reports, and Tools. Below the header, there are buttons for 'Rapid Reports' and 'PasteBoard'. The main content area is titled 'Edit Professional Memberships' and includes a back arrow, a 'Cancel' button, a 'Save' button, and a 'Save + Add Another' button. The form fields are: 'Name of Organization' (text input), 'Scope of Organization' (dropdown menu), 'Description of the Organization' (text area), 'Start Date' (dropdown menu), 'End Date' (dropdown menu), and 'FEAS Record ID' (text input). A note below the form states: 'Note: For activities that you started but have not yet presently completed, specify the start date and leave the end date blank.'

Special Notes/Concerns

- **H**'s represent hidden fields, available only to database administrators.
- *****'s indicate required fields. However, please fill out as many fields as you can.
-  Any field marked with a lock icon cannot be modified by the user. If changes need to be made, please contact the COB System Administrator
-  Click on this icon for definitions/examples

Work History

- Please keep this information up to date.
- This screen is particularly important for instructors with non-university experience (past or current).

The screenshot shows a web browser window with the URL <https://www.digitalmeasures.com/login/fsu/faculty/s...>. The page title is "Florida State University | Digital Measures". The navigation bar includes "Activities", "Reports", and "Tools". The main content area is titled "Edit Work History" and includes buttons for "Cancel", "Save", and "Save + Add Another". The form contains the following fields:

- Experience Type (dropdown)
- Was/is this your own company? (dropdown)
- Title/Rank/Position (text input)
- Administrative Assignments (if applicable) (text input)
- Institution/Organization (text input)
- Institution Type (dropdown)
- Program or Department (text input)
- City, State and Country (text input, dropdown, text input)
- Brief Description (text input)
- Significant Responsibility? (dropdown)
- Supplemental information about this employment item (text input)
- FSU Promotion (dropdown)

Note: For activities that you started but have not yet presently completed, specify the start date and leave the end date blank.

Start Date (dropdown, text input), End Date (dropdown, text input)

• FEAS Record ID (text input)

Special Notes/Concerns

- **H**'s represent hidden fields, available only to database administrators.
- *****'s indicate required fields. However, please fill out as many fields as you can.
- Any field marked with a lock icon cannot be modified by the user. If changes need to be made, please contact the COB System Administrator
- Click on this icon for definitions/examples

Workload Information

- Please enter the Workload (AOR) assignment given to you by your chair/supervisor for each semester.

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https://www.digitalmeasures.com/login/fsu/fa...

Activities Reports Tools ?

Rapid Reports PasteBoard

< Edit Workload Information

Cancel Save Save + Add Another


Term and Year Spring 2019

- Teaching Workload Percentage 0 %
- Research Workload Percentage 0 %
- Service Workload Percentage 0 %
- Administrative Workload Percentage 100 %

Original Source: Data Entry
Created: January 25, 2019
Last Saved: January 25, 2019

You will need to enter a different Workload item for each semester.

Special Notes/Concerns

- **H**'s represent hidden fields, available only to database administrators.
- *****'s indicate required fields. However, please fill out as many fields as you can.
-  Any field marked with a lock icon cannot be modified by the user. If changes need to be made, please contact the COB System Administrator

Teaching Screens

A Faculty Guide to Faculty Success

Teaching Screens

There are 5 Teaching Screens:

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



Academic Advising

- Please enter any advising that you need to report.

The screenshot shows a web browser window with the URL <https://www.digitalmeasures.com/login/fsu/faculty/s...>. The page has a dark red header with navigation tabs: 'Activities', 'Reports', and 'Tools'. Below the header, there are buttons for 'Rapid Reports' and 'PasteBoard'. The main content area is titled 'Edit Academic Advising' and includes a 'Cancel' button, a 'Save' button, and a 'Save + Add Another' button. The form contains the following fields:

- 'Academic Year' with a dropdown arrow.
- 'Number of Undergraduate Students Advised' with a red asterisk and an input field.
- 'Number of Graduate Students Advised' with a red asterisk and an input field.
- 'Description of Advising Activities' with a large text area.

Special Notes/Concerns

- **H**'s represent hidden fields, available only to database administrators.
- ***'s** indicate required fields. However, please fill out as many fields as you can.
-  Any field marked with a lock icon cannot be modified by the user. If changes need to be made, please contact the COB System Administrator
-  Click on this icon for definitions/examples

Directed Student Learning (e.g., theses, dissertations)

- Please enter all DIS and dissertations/theses information on this screen.
- Enter “Title of Student Work” only if appropriate.

Florida State University | Digital Measures

https://www.digitalmeasures.com/login/fsu/faculty/s...

Activities Reports Tools ? ? ? ?

Rapid Reports PasteBoard

< Edit Directed Student Learning (e.g., theses, dissertations)

Cancel Save Save + Add Another

• Involvement Type

• Student First Name

• Student Last Name

• Student Level

• Is this an FSU Student?

Student Major

Title of Student's Work

Stage of Completion

Comments

Note: For activities that you started but have not yet presently completed, specify the start date and leave the end date blank.

Date Started

Date Completed

FEAS Record ID

Bachelor's Honors Committee
 Bachelor's Thesis Committee Chair
 Bachelor's Thesis Committee Member
 Doctoral Dissertation Committee Chair
 Doctoral Dissertation Committee Co-chair
 Doctoral Dissertation Committee Member
 Doctoral Dissertation Committee University Representative
 Master's Thesis Committee Chair
 Master's Thesis Committee Co-chair
 Master's Thesis Committee Member
 Postdoctoral Supervision
 Supervision of Non-Thesis Student Research: Faculty-Driven Research
 Supervision of Non-Thesis Student Research: Independent Student
 Supervision of Non-Thesis Student Research: Unspecified Type

Always close the record when the item is completed.

Special Notes/Concerns

- **H**'s represent hidden fields, available only to database administrators.
- *****'s indicate required fields. However, please fill out as many fields as you can.
- Any field marked with a lock icon cannot be modified by the user. If changes need to be made, please contact the COB System Administrator
- Click on this icon for definitions/examples

Non-credit Instruction Taught

- Please enter course and workshops taught in support of outreach-based instruction, including continuing and distance education, service-learning courses, and cooperative-extension programs.
- If you enter a Start Date (at least Month & Year) and leave the End date blank it will show as continuing to the present.

Florida State University | Digital Measures

Activities Reports Tools ? ? ? ? ?

Rapid Reports PasteBoard

Edit Non-Credit Instruction Taught

Cancel Save Save + Add Another

• Instruction Type

Explanation of "Other"

• Audience

• Sponsoring Organization

Number of Participants

• Academic or Professional?

Description

Note: For activities that are/were only on one day, leave the start date blank and specify the end date. For activities that you started but have not yet presently completed, specify the start date and leave the end date blank.

Start Date ,

End Date ,

Certification
Continuing Education
Faculty Internship
Guest Lecture
Management/Executive Development
Review Course
Seminar
Workshop
Other

Special Notes/Concerns

- **H**'s represent hidden fields, available only to database administrators.
- *****'s indicate required fields. However, please fill out as many fields as you can.
- Any field marked with a lock icon cannot be modified by the user. If changes need to be made, please contact the COB System Administrator
- Click on this icon for definitions/examples

Scheduled Teaching

- This information should be uploaded automatically when the FEAS Transfer (described below) is completed.
- Please enter grade assignment distributions and class GPA as directed by your department chair.
- Please indicate if this course was taught on overload and/or a new course prep/new format.
- You may choose to upload a syllabus on this screen. This is optional.

TOP OF SHEET

Florida State University | Digital Measures

digitalmeasures.com/login/fsu/fac...

Menu ? ? ? ? ?

Rapid Reports PasteBoard

Edit Scheduled Teaching Cancel Save Save + Add Another

Term and Year

Term* Year*

Course Name*

Course Prefix and Course Number

Course Prefix* Course Number*

Section Number*

Official Enrollment Number

Number of Credit Hours

Lower Division or Upper Division

Course Level

Delivery Mode

Class GPA

All of this will be downloaded from the FEAS update described later in this document.

Enter all other data as required by department chairs.

MIDDLE OF SHEET

Florida State University | Digital

digitalmeasures.com/login/fsu/fac...

Apps Bookmarks COOP Don't Fear the Inter... Home - Art in Amer... Reading list

Menu ? ? ? ? ?

Rapid Reports PasteBoard

A+ Cancel Save Save + Add Another

Edit Scheduled Teaching

A+

A-

B+

B

B-

C+

C

C-

D+

D

D-

F

S

Enter grades as required by department chairs.

BOTTOM OF SHEET

Florida State University | Digital Measures

digitalmeasures.com/login/fsu/fac...

Menu

Rapid Reports

Paste

Edit Scheduled Teaching

Cancel Save Save + Add An

W

Mean for overall rating

% Respond

% of students reporting Excellent

% of students reporting Above Satisfactory

% of students reporting Satisfactory

% of students reporting Below Satisfactory

% of students reporting Poor

Overload?

New course preparation?

New format for existing course?

Enter student evaluation results as required by department chairs.

Special Notes/Concerns

- **H**'s represent hidden fields, available only to database administrators.
- *****'s indicate required fields. However, please fill out as many fields as you can.
- Any field marked with a lock icon cannot be modified by the user. If changes need to be made, please contact the COB System Administrator
- Click on this icon for definitions/examples

Teaching Innovation and Curriculum Development

- Please add any innovation or curriculum development activities.
- Make certain that you add a description of your activity.

Florida State University | Digital Measures

Activities Reports Tools ? ? ? ? ?

Rapid Reports PasteBoard

< Edit Teaching Innovation and Curriculum Development

Cancel Save Save + Add Another

• Activity Type

• Course or Program Name

• Course Prefix and/or Number

• Description of Activity

Note: For activities that you started but have not yet presently completed, specify the start date and leave the end date blank.

Start Date ,

End Date ,

FEAS Record ID

Activity Type*

Curriculum Development
External Learning Activities/Experiences
New Course Development
New Methods/Pedagogical Innovations
New Teaching Materials Developed
Other

Special Notes/Concerns

- **H**'s represent hidden fields, available only to database administrators.
- *****'s indicate required fields. However, please fill out as many fields as you can.
- Any field marked with a lock icon cannot be modified by the user. If changes need to be made, please contact the COB System Administrator
- Click on this icon for definitions/examples

Scholarship/Research Screens

A Faculty Guide to Faculty Success

Scholarship/Research Screens

There are screens to capture faculty research activity

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

Contracts, Fellowships, Grants and Sponsored Research

Faculty members should enter and maintain the information in this section, if an application for internal or external funding has been made this data should be entered here.

- **Note: This screen is for information concerning research support. If you receive a fellow/fellowship that is honorific in nature, you should enter that information on the “Awards and Honors” screen.**

The screenshot shows a web browser window with the URL <https://www.digitalmeasures.com/login/fsu/facu...>. The page title is "Florida State University | Digital Measures". The navigation bar includes "Activities", "Reports", "Tools", and "DigitalMeasures". The main content area is titled "Edit Contracts, Fellowships, Grants and Sponsored Research" and includes buttons for "Cancel", "Save", and "Save + Add Another".

The form contains the following fields:

- Type (dropdown)
- Title (text input)
- Sponsoring Organization (text input)
- Awarding Organization Is (dropdown)
- Current Status (dropdown)
- Total Award \$ (text input)
- Additional Information (text area)
- Resources provided (text area)
- AACSB Classification (dropdown)

The "Investigators" section includes a table for adding investigators:

People at Florida State University	First Name	Middle Name/Initial	Last Name	Role	If a student, what is his/her level?
Credit, James D (jcredit)					

Below the table, there is a "Select the number of investigator rows to add:" dropdown set to "1" and an "Add" button.

The bottom section includes date pickers for:

- Expected Date of Submission for Funding
- Date Submitted for Funding
- Start Date of Funding
- End Date of Funding

Other fields include "Omni Award ID" and "Record ID".

Special Notes/Concerns

- **H**'s represent hidden fields, available only to database administrators.
- *****'s indicate required fields. However, please fill out as many fields as you can.
- Any field marked with a lock icon cannot be modified by the user. If changes need to be made, please contact the COB System Administrator
- Click on this icon for definitions/examples

Intellectual Property (e.g., copyrights, patents)

- Add any patents or copyrights awarded.
- If applicable, please add multiple inventors. The first inventor will always be you until you add a second inventor. You can move inventors into any position by using the up and down arrows on the right side of the inventor's box.

The screenshot shows a web browser window with the URL <https://www.digitalmeasures.com/login/fsu/facu...>. The page title is "Edit Intellectual Property (e.g., copyrights, patents)". The form includes the following fields and sections:

- Buttons:** Cancel, Save, Save + Add Another.
- Patent or Copyright:** A dropdown menu.
- Title:** A text input field.
- Patent/Copyright Number/ID:** A text input field.
- If patent, type:** A dropdown menu.
- Patent Nationality:** A dropdown menu.
- If Patent Cooperation Treaty, List Nations:** A text input field.
- Inventors:** A section with the instruction "Please select a person from the drop-down list and/or enter their name in the input fields." It includes a table for the "1st Inventor" with columns for "People at Florida State University", "First Name", "Middle Name/Initial", and "Last Name". The first row shows "Credit, James D (jcredit)". Below the table is a "Select the number of inventor rows to add:" dropdown set to "1" and an "Add" button.
- Other Fields:** "If patent has been licensed, to whom?", "If patent has been assigned, to whom?", "URL", "Date Submitted to University", "Date of Patent Application", "Date Patent Approved", "Date Licensed", "Renewal Date", and "FEAS Record ID".

Special Notes/Concerns

- **H**'s represent hidden fields, available only to database administrators.
- *****'s indicate required fields. However, please fill out as many fields as you can.
- Any field marked with a lock icon cannot be modified by the user. If changes need to be made, please contact the COB System Administrator
- Click on this icon for definitions/examples

Presentations

This is where you will enter any papers and presentations from technical and professional meetings that have not/will not be published.

The screenshot shows the 'Edit Presentations' form in a web browser. The form is titled 'Edit Presentations' and has buttons for 'Cancel', 'Save', and 'Save + Add Another'. The form fields are as follows:

- Presentation Title (text input)
- Presentation Type (dropdown menu)
- Explanation of "Other" (text input)
- Conference/Meeting Name (text input)
- Sponsoring Organization (text input)
- If this is a University, is it a peer/aspirant institution? (dropdown menu)
- Meeting Type (dropdown menu)
- Explanation of "Other" (text input)
- Presentation Status (dropdown menu)
- AACSB Classification (dropdown menu)

Below these fields is a section titled 'Presenters/Authors' with the instruction: 'Please select a person from the drop-down list and/or enter their name in the input fields.' This section contains a table for adding presenters:

1st Presenter/Author				
People at Florida State University				
First Name	Middle Name/Initial	Last Name	Role	If a s his/h
Credit, James D (jcredit)				

Below the table is a button '+Add' and a text input for 'Select the number of presenter/author rows to add: 1'.

Below the table are additional fields:

- Scope (dropdown menu)
- Was this an invited presentation? (dropdown menu)
- Academic or Non-Academic? (dropdown menu)
- Was this peer-reviewed/refereed? (dropdown menu)
- Additional Information (text input)
- Date (text input)

Special Notes/Concerns

- **H**'s represent hidden fields, available only to database administrators.
- *****'s indicate required fields. However, please fill out as many fields as you can.
- Any field marked with a lock icon cannot be modified by the user. If changes need to be made, please contact the COB System Administrator
- Click on this icon for definitions/example

Publications

Enter all published works and submissions on this page.

- You can add items (a) manually; (b) using 'pasteboard' or (c) the "Import Items" button. To "Import Items" you will upload a *BibTex* file pulled from any of the following reference managers: *EndNote*, *Google Scholar*, *Mendeley*, *PubMed*, *RefWorks*, *Web of Science*, *Web of Knowledge*, and/or *Zotero*. **We recommend that you import items from Google Scholars. Please refer to that section for instructions.**
- Create a separate record for each manuscript-journal combination. You should update the record as your manuscript progresses from initial submission to final publication and provide relevant dates. Overwrite relevant fields as necessary (e.g., title change or additional co-authors) as it moves through the review process. If rejected, please add that information. Create a new record only if a rejected manuscript is resubmitted to another outlet.

The opening screen should look like this:

The screenshot displays the 'Publications' page in the Faculty Success system. The page features a table of publications with the following columns: Contribution Type, Current Status, Title of Contribution, and Journal Name. Red callout boxes highlight these columns:

- Publication type**: Points to the 'Contribution Type' column.
- Publication title**: Points to the 'Title of Contribution' column.
- Current status**: Points to the 'Current Status' column.

Contribution Type	Current Status	Title of Contribution	Journal Name
Journal Article	Published	A comparison of 71 binary similarity coefficients: the effect of base rates	British Journal of Mathematical ar
Journal Article	Published	Combining diversity and dispersion measures in anticlustering	British Journal of Mathematical ar
Journal Article	Published	An integrated dominance analysis and dynamic programming approach for measuring predictor importance for customer satisfaction	Communications in Statistics - Th
Journal Article	Published	Joint selection of variables and clusters: Recovering the underlying structure of marketing data	Journal of Marketing Analytics
Journal Article	Published	Affinity propagation: An exemplar-based tool for clustering in psychological research	British Journal of Mathematical ar
Journal Article	Published	Cluster analysis in empirical OM research: survey and recommendations	International Journal of Operation
Journal Article	Published	Gaussian model-based partitioning using iterated local search	British Journal of Mathematical ar
Journal Article	Rejected	Affinity propagation as a tool for cluster analysis in psychological research	Multivariate Behavioral Research
Journal Article	Published	Emergent clustering methods for empirical OM research	Journal of Operations Manage
Book Chapter	Published	Multiojective multidimensional scaling in the city-block metric	
Journal Article	Published	An exact algorithm for hierarchically well-formulated subsets in second-order polynomial regression	

Because this screen is so large, we will present it in THREE parts.

TOP OF PUBLICATION SCREEN:

Florida State University | Digital | x

digitalmeasures.com/login/fsu/faculty/...

Apps Bookmarks COOP Don't Fear the Inter... Home - Art in Amer... Reading list

Menu ? ? ? ?

Rapid Reports PasteBoard

Edit Publications

Cancel Save Save + Add Another

Contribution Type*

Current Status*

Title of Contribution*

If this is part of a larger work (e.g., a chapter in a book)...

Type of Larger Work Title of Larger Work

Journal Name

Explanation of "Other"

Publisher/Proceedings Publisher

City and State of Journal/Publisher

Country of Journal/Publisher

Volume

Journal Article
Book
Textbook
Book Chapter
Encyclopedia Entry
Conference Proceedings
Review
Educational, Manual/Guide/Case
Summary
Technical Report
Newsletter Article
Short Story
Poem
Magazine/Trade Publication
Working Paper
Other

Submitted
Contracted
Conditional Accepted
Under Initial Review
Request for 2nd Review
Under 2nd Review
Requested 3rd Review
Under 3rd or more Review
Rejected
In Press
Published

As you type in journal name, it should auto-populate. If it is not in the drop-down, click "Other" and provide the name in the next field.

MIDDLE OF PUBLICATION SCREEN:

Florida State University | Digital Measures

digitalmeasures.com/login/fsu/faculty/...

Menu

Rapid Reports PasteBoard

Volume

Edit Publications Cancel Save Save + Add Another

Issue Number/Edition

Page Numbers

Number of Pages

Was this peer-reviewed/refereed? *

Is this an edited publication?

AACSB Classification * ⓘ

AACSB: Was this contribution editorially reviewed? ⓘ

▼ **Authors/Editors/Translators (1)**

Please order the contributors in the order of contribution.
Please select a person from the drop-down list and/or enter their name in the input fields.

1st Author/Editor/Translator Actions ▼

People at Florida State University

Cradit, James D (jcradit)

First Name

AACSB Classification * ⓘ

Basic or Discovery Scholarship
Applied or Integration/Application Scholarship
Teaching and Learning Scholarship

Add Row Above

Add Row Below

Move Row

Delete Row

List each author (you are automatically listed) by using the 'Actions' dropdown. If the author is in the College, always use the "People at Florida State University" so the databased will recognize them.

BOTTOM OF PUBLICATION SCREEN:

Florida State University | Digital Measures

digitalmeasures.com/login/fsu/faculty/...

Menu ? ? ? ? ?

Rapid Reports PasteBoard

Edit Publications Cancel Save Save + Add Another

Was this an invited publication?

Additional Information

Date of initial submission

Month Year

Date of most recent submission

Month Year

Date Rejected

Month Year

Date Accepted

Month Year

Date Published

Month Year

Faculty will need to enter a summary description of the publication (along with all authors associated with the pub) for future P&T consideration.

Correct dates are very important. Please make sure that all applicable dates are entered correctly.

Special Notes/Concerns

- **H**'s represent hidden fields, available only to database administrators.
- *****'s indicate required fields. However, please fill out as many fields as you can.
- Any field marked with a lock icon cannot be modified by the user. If changes need to be made, please contact the COB System Administrator

Research Activity

This is a screen for all work-in-progress, i.e., anything that is not currently in the editorial process (working papers, manuscript in progress, etc.)

Edit Research Activity

Cancel Save Save + Add Another

Title *

General category or grouping of the work

Organization supporting the work, if any

Description

Status *

Collaborators
Please select a person from the drop-down list and/or enter their name in the input fields.

1st Collaborator					
People at Florida State University	First Name	Middle Name/Initial	Last Name	Institution/Company	If a student
Credit, James D (jcradit)					

Select the number of collaborator rows to add: 1 +Add

Note: For activities that are/were only on one day, leave the start date blank and specify the end date. For activities that you started but have not yet presently completed, specify the start date and leave the end date blank.

Start Date ,

End Date ,

FEAS Record ID

Status *

Planning

On-Going

Writing Results

Complete

Special Notes/Concerns

- **H**'s represent hidden fields, available only to database administrators.
- *****'s indicate required fields. However, please fill out as many fields as you can.
- Any field marked with a lock icon cannot be modified by the user. If changes need to be made, please contact the COB System Administrator
- Click on this icon for definitions/examples

Service Screens

A Faculty Guide to Faculty Success

Service Screens

All service activity is captured in three screens:

- **University**
- **Professional**
- **Public**

University

- Include all university-related service assignments and/or activities.
- Data on this screen will appear in the Faculty Activity Report and in the University Dossier.

The screenshot shows the 'Edit University' form in a web browser. The form has a header with 'Florida State University | Digital Measures' and a navigation bar with 'Activities', 'Reports', and 'Tools'. The form itself has a title 'Edit University' and buttons for 'Cancel', 'Save', and 'Save + Add Another'. The form fields are:

- Service Scope** (dropdown menu, highlighted with a callout box showing options: University, College, Department, Center, Program, Other Universities)
- Position/Role** (text input)
- Organization/Committee** (text input)
- Responsibilities/Brief Description** (text area)
- Were you elected or appointed?** (checkbox)
- Served Ex-Officio?** (checkbox)
- Start Date** (date input)
- End Date** (date input)
- Record ID** (text input)

Note: For activities that are/were only on one day, leave the start date blank and specify the end date. For activities that you started but have not yet presently completed, specify the start date and leave the end date blank.

Special Notes/Concerns

- **H**'s represent hidden fields, available only to database administrators.
- *****'s indicate required fields. However, please fill out as many fields as you can.
- Any field marked with a lock icon cannot be modified by the user. If changes need to be made, please contact the COB System Administrator
- Click on this icon for definitions/examples

Professional

This screen captures all professional assignments/activities including editorial/reviewing activities.

- If entering editorial/reviewing activities, please indicate title of journal or book series and your role in Activity Name (e.g., editor, co-editor, associate editor, subject matter editor, book review editor, and editorial board).
- **Note: If you have been an Ad-hoc Reviewer, you will need to enter a different record for each journal in which you served in that capacity. Please date these records for calendar year, including both a Start and an End Date.**

Florida State University | Digital Measures

Activities Reports Tools

Rapid Reports Paste

Edit Professional

Cancel Save

* Type of Professional Service

Explanation of Other Professional Service

Position/Role

Organization/Committee/Journal

AACSB: If this activity contributes to professional practice standards or public policy, provide a classification

Additional Information

Were you elected or appointed?

Served Ex-Officio?

Was this compensated or pro bono?

If Ad Hoc Reviewer then enter number of manuscripts reviewed per year

Note: For activities that are/were only on one day, leave the start date blank and specify the end date. For activities started but have not yet presently completed, specify the start date and leave the end date blank.

* Start Date

End Date

H FEAS Record ID

Type of Professional Service

- Ad hoc reviewer for Journal
- Associate/Area Editor of Journal
- Board Member of Organization
- Chair of a Symposium
- Discussant
- Editor for Journal
- Editorial Board Membership
- Guest Editing for Journal
- Interview
- Judge for an Exhibition
- Juror for a Performance
- Moderator
- Officer of Organization
- Reviewer for Textbook
- Reviewer or Panelist for Grant Application
- Series Editor for Book
- Service to Professional Association
- Track/Session Chair
- Other Professional Service

If you have ad-hoc reviewing to report, please add a separate item for each journal in each year.

Special Notes/Concerns

- **H**'s represent hidden fields, available only to database administrators.
- *****'s indicate required fields. However, please fill out as many fields as you can.
- Any field marked with a lock icon cannot be modified by the user. If changes need to be made, please contact the COB System Administrator
- Click on this icon for definitions/examples



Public

- List elected and/or appointed public-sector assignments.

The screenshot shows a web browser window with the URL <https://www.digitalmeasures.com/login/fsu/facu...>. The page title is "Florida State University | Digital Measures". The navigation bar includes "Activities", "Reports", and "Tools". The main content area is titled "Edit Public" and contains the following fields:

- Position/Role**: Text input field.
- Organization/Committee**: Text input field.
- City, State and Country**: Three dropdown menus.
- AACSB: If this activity contributes to professional practice standards or public policy, provide a classification**: Text input field.
- Additional Information**: Text input field.
- Is this a board position?**: Dropdown menu.
- Were you elected or appointed?**: Dropdown menu.
- Audience**: Dropdown menu.
- Served Ex-Officio?**: Dropdown menu.
- Was this compensated or pro bono?**: Dropdown menu.
- Approx. Number of Hours Spent Per Year**: Text input field.
- Note**: For activities that are/were only on one day, leave the start date blank and specify the end date. For activities that you started but have not yet presently completed, specify the start date and leave the end date blank.
- Start Date**: Dropdown menu.
- End Date**: Dropdown menu.
- Record ID**: Text input field.

Special Notes/Concerns

- **H**'s represent hidden fields, available only to database administrators.
- *****'s indicate required fields. However, please fill out as many fields as you can.
-  Any field marked with a lock icon cannot be modified by the user. If changes need to be made, please contact the COB System Administrator
-  Click on this icon for definitions/examples

Managing Publication Efforts

A Faculty Guide to Faculty Success

Importing Publications Data into Faculty Success (via Google Scholar)

Step1: Create a Google Scholar Account

- a. If you do not already have a Google account, create one (<https://accounts.google.com/SignUp?hl=en>)
- b. Create your basic profile (all of the following is from <http://blog.impactstory.org/impact-challenge-day-3-google-scholar/>).

Step 1: Create your basic profile

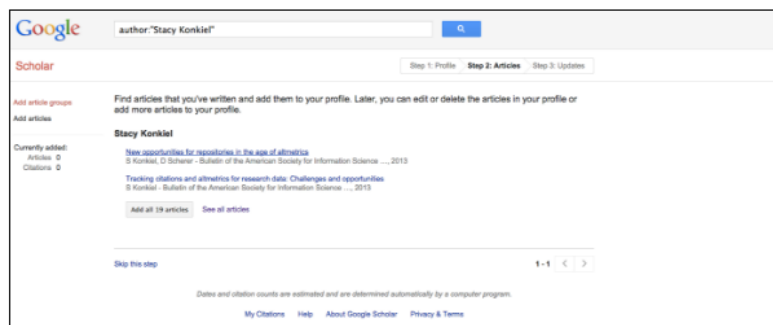
Log on to scholar.google.com and click the "My Citations" link at the top of the page to get your account setup started.

On the first screen, add your affiliation information and university email address, so Google Scholar can confirm your account. Add keywords that are relevant to your research interests, so others can find you when browsing a subject area. Provide a link to your university homepage, if you have one. Click "Next Step," and-that's it! Your basic profile is done. Now, let's add some publications to it.

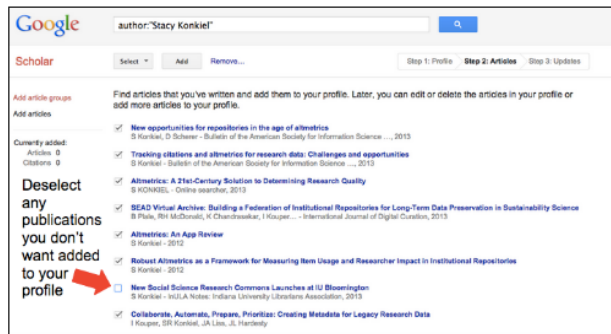
- c. Add publications

Step 2: Add publications

Google has likely already been indexing your work for some time now as part of their mission as a scholarly search engine. So, this step is pretty easy, compared to what it takes to get your work on to Academia.edu or ResearchGate.



Google Scholar will provide you with a list of publications they think belong to you. You'll need to read through the list of publications that it suggests as yours and select which ones you want to add to your profile. Beware—if you have a common name, it's likely there's some publications in this list that don't belong to you. And there's also possibly content that you don't want on your profile because it's not a scholarly article, or is not representative of your current research path, and so on. Read through the publications list and deselect any that you do not want to add to your profile, like the below newsletter item that Google Scholar thinks is a scholarly article, then click the grey "Add" button at the top of your profile.



Next, confirm you want Google to automatically add new publications to your profile in the future. Note that this might add publications you didn't author to your profile if you've got a very common name, but can be worth it for the time it saves you approving new articles every month.

Your profile is now almost complete! Two more steps: add a photo by clicking the "Change Photo" link on your profile homepage, and set your private profile to "Public."

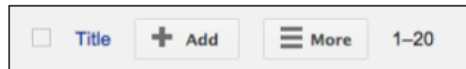
d. Add missing articles

See (<http://blog.impactstory.org/impact-challenge-day-3-google-scholar/>) for more detail.

1. Add missing articles

You might have an article or two that Google Scholar didn't automatically add to your profile. If that's the case, you'll need to add it manually.

Click the "Add" button in the grey toolbar in the top of your profile.



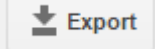
On the next page, click the "Add articles manually" link in the left-hand toolbar. Then you'll see this screen:

A screenshot of the 'Add article manually' form in Google Scholar. The form has a header with 'Scholar' and 'Cancel' buttons. Below the header, there are tabs for 'Journal', 'Conference', 'Chapter', 'Book', 'Thesis', 'Patent', 'Court case', and 'Other'. The 'Journal' tab is selected. The form includes fields for 'Title', 'Authors' (with a hint 'For example: Patterson, David; Lamport, Leslie'), 'Publication date' (with a hint 'For example, 2008, 2008/12 or 2008/12/31.'), 'Journal', 'Volume', 'Issue', 'Pages', and 'Publisher'. On the left side, there is a section for 'Currently added:' showing 'Articles: 24' and 'Citations: 33', along with a profile picture of Stacy Koridal. At the bottom right, there are 'SAVE' and 'Cancel' buttons.

It's here where you can add new papers to your profile. Include as much descriptive information as possible—it makes it easier for Google Scholar to find citations to your work. Click "Save" after you've finished adding your article metadata, and repeat as necessary until all of your publications are on Google Scholar.

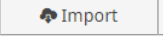
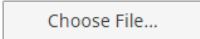
Step 2: Create a Bibtex file of your publications.

- a. From within your Google Scholar profile, sort by year, and select the citations you want to import by checking the box.

- b. Click on  and select BibTeX. (Google Scholar will output a BibTeX file on screen).

- c. Copy the bibtex code and paste it into a text file (using Notepad, or other utility). Name and save the file.

Step 3: Import into Faculty Success

- a. Within *Faculty Success* Publication screen, click on  , click on  and enter the saved file at the prompt.

- b. Follow the import instructions.

Step 4: Verify your imported Publications for accuracy. Review each citation and ensure that all information is accurate, updating as needed.

DM to FEAS

A Faculty Guide to Faculty Success

Transferring data from Faculty Success to FEAS

The university will still require that all faculty activity information be stored in FEAS. The university will continue to use FEAS to generate CVs for the promotion & tenure process and for other key processes, such as sabbatical consideration. IT IS ESSENTIAL THAT ALL RECORDS IN FACULTY SUCCESS ARE RECORDED IN FEAS. To help in this process, the university has created a program that translates Faculty Success data into FEAS and assists in describing any errors that results from the transfer. Faculty within the College of Business can enter all data into Faculty Success and periodically (at least once a year) transfer this data into FEAS. There are six essential steps, each detailed below.

Step 1: Go to https://netprod.its.fsu.edu/COB_DMtoFEAS/. And click on Faculty Menu.

STEP 1: Click on “Faculty Menu” (if faculty)

STEP 1: Click on “Delegate Menu” (if admins)



Step 2: Complete recommended back-up procedures. *Graphic display on next page.*

**STEP 2: Click on "Backup My
FEAS CV Citation to XML
File."**


Digital Measures to FEAS+

The College of Business adopted Digital Measure's Activity Insight product information was pulled from FEAS and loaded into this system which was by FEAS+. The college intends that faculty will update their information in used by the Office of Faculty Development for generating public CVs and to provide support for maintaining an updated CV in FEAS+ by copying fac remains the responsibility of faculty to maintain their information in FEAS-

Faculty Menu

You were found in both DM and FEAS+. You are eligible to use this faculty

FEAS_ Status	
Entry Status:	<input type="checkbox"/> In Progress
Last Revised:	3/17/2021 11:28:15 AM
General Information	
Title:	Professor
Email:	dcredit@business.fsu.edu
DM Enabled:	true



Digital Measures Scheduled Teaching Update Functions

- Report DigitalMeasures SCHTEACH - Scheduled Teaching Rec
- Update Course Sections in FEAS+ Downloaded from Student
- Report FEAS+ Course Sections
- Load/Update SCHTEACH - Scheduled Teaching - from FEAS+

FEAS+ Update Functions

- Backup My FEAS+ CV Citations to XML File
- Select XML Backup File for My FEAS+ CV Restore ☒
- Transfer Data from DigitalMeasures to FEAS+ ☒ Halt on Warn
- Generate a P&T CV from FEAS+
- Screen Level Translation and Update ☒

[Return to Main Menu](#)

Step 3: Click on “Load/Update SCHTEACH – Scheduled Teaching – from FEAS. *This function pulls scheduled teaching from DM and course sections from FEAS and performs a comparison. New courses are inserted into DM. Existing courses are updated. Courses not found are deleted. This function can be run repeatedly for a term and any changes will be applied. (D. Yancy “An Overview of Faculty Success – FEAS Migration)*

STEP 3: Click on “Update Course Selections in FEAS Downloaded from Student Central”

STEP 4: Click on “Load/Update SCHTEACH – Scheduled Teaching – from FEAS”

Digital Measures to FEAS+

The College of Business adopted Digital Measure's Activity Insight product information was pulled from FEAS and loaded into this system which was by FEAS+. The college intends that faculty will update their information in used by the Office of Faculty Development for generating public CVs and to provide support for maintaining an updated CV in FEAS+ by copying fa remains the responsibility of faculty to maintain their information in FEAS+

Faculty Menu

You were found in both DM and FEAS+. You are eligible to use this faculty

FEAS_ Status

Entry Status: ☐ In Progress

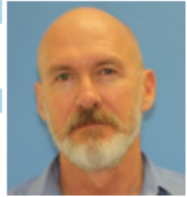
Last Revised: 3/17/2021 11:28:15 AM

General Information

Title: Professor

Email: dcredit@business.fsu.edu

DM Enabled: true



Digital Measures Scheduled Teaching Update Functions

- Report DigitalMeasures SCHTEACH - Scheduled Teaching Rec
- Update Course Sections in FEAS+ Downloaded from Student
- Report FEAS+ Course Sections
- Load/Update SCHTEACH - Scheduled Teaching - from FEAS+

STEP 5: Click on “Transfer Data from Faculty Success to FEAS” Note: make sure the Halt on Warning box is unchecked.

Digital Measures to FEAS+


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Faculty Menu

You were found in both DM and FEAS+. You are eligible to use this faculty

FEAS_ Status	
Entry Status:	<input type="checkbox"/> In Progress
Last Revised:	3/17/2021 11:28:15 AM

General Information	
Title:	Professor
Email:	dcradit@business.fsu.edu
DM Enabled:	true



Digital Measures Scheduled Teaching Update Functions

- Report DigitalMeasures SCHTEACH - Scheduled Teaching Rec
- Update Course Sections in FEAS+ Downloaded from Student
- Report FEAS+ Course Sections
- Load/Update SCHTEACH - Scheduled Teaching - from FEAS+

FEAS+ Update Functions

- Backup My FEAS+ CV Citations to XML File
- Select XML Backup File for My FEAS+ CV Restore ☒
- Transfer Data from DigitalMeasures to FEAS+ ☐ Halt on Warn
- Generate a P&T CV from FEAS+
- Screen Level Translation and Update ☒

[Return to Main Menu](#)

Step 5: Click on “Transfer Data from Faculty Success to FEAS” Note: Make sure that the Halt on Warning box is unchecked. This function pulls all the user’s records from DM and associated records in FEAS. The DM records are translated into a form that could be loaded into FEAS. A comparison is performed: new records are inserted into FEAS, existing records with changes are updated, and records not found in DM are deleted. As part of the translation process, warnings may be produced if field value required by FEAS are missing, or a field length exceeds a length permitted by FEAS. The load results are summarized in a downloaded report summary. (D. Yancy “An Overview of Faculty Success – FEAS Migration

