

# 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*.

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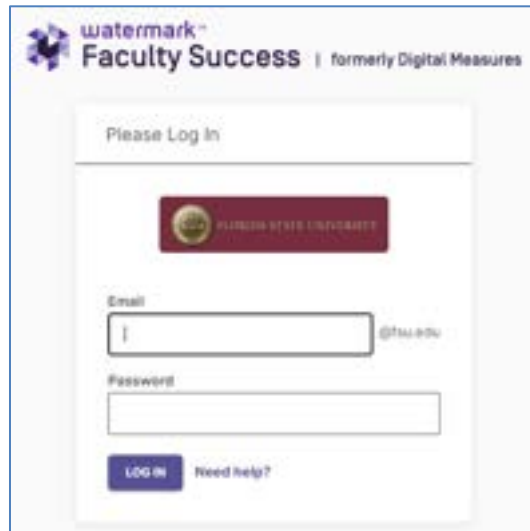
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# Overview

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>.



The screenshot shows the login interface for Faculty Success. At the top left is the 'watermark' logo. To its right, the text reads 'Faculty Success | formerly Digital Measures'. Below this is a white box containing the text 'Please Log In'. Underneath is a red button with the Florida State University logo and the text 'FLORIDA STATE UNIVERSITY'. Below that are two input fields: 'Email' with a placeholder '@fsu.edu' and 'Password'. At the bottom of the box are a blue 'LOG IN' button and a 'Need help?' link.

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

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

<b>General Information</b> <ul style="list-style-type: none"><li>Personal and Contact Information</li><li>Biography and Expertise</li><li>Administrative Data - Permanent Data   Yearly Data</li><li>Administrative Assignments</li><li>Awards and Honors</li><li>Consulting</li><li>Education</li></ul>	<ul style="list-style-type: none"><li>Faculty Development Activities Attended</li><li>Licensures and Certifications</li><li>Media Appearances and Interviews</li><li>Professional Memberships</li><li>Work History</li><li>Workload Information</li></ul>
<b>Teaching</b> <ul style="list-style-type: none"><li>Academic Advising</li><li>Directed Student Learning (e.g., theses, dissertations)</li><li>Non-Credit Instruction Taught</li></ul>	<ul style="list-style-type: none"><li>Scheduled Teaching</li><li>Teaching Innovation and Curriculum Development</li></ul>
<b>Scholarship/Research</b> <ul style="list-style-type: none"><li>Contracts, Fellowships, Grants and Sponsored Research</li><li>Intellectual Property (e.g., copyrights, patents)</li><li>Presentations</li></ul>	<ul style="list-style-type: none"><li>Publications</li><li>Research Activity</li></ul>
<b>Service</b> <ul style="list-style-type: none"><li>University</li><li>Professional</li></ul>	<ul style="list-style-type: none"><li>Public</li></ul>

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






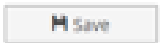


From here, you can input annual information onto screens from four general areas: **General Information, Teaching and Learning, Research and Creative Accomplishments**, and **Service**. (Descriptions of each screen are included on subsequent pages)

***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.

The screenshot shows a web browser window with the URL <https://www.digitalmeasures.com/login/faculty/>. The page title is "Edit Personal and Contact Information". A warning message states: "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." The form includes the following fields:

- Prefix: Dr. (dropdown)
- First Name: james (locked)
- Preferred first Name: (text input)
- Middle Name: Dennis (locked)
- Last Name: Cradt (locked)
- Suffix: (text input)
- Name of Endowed Position (if any): Bank of America Professor of Data Analytics (locked)
- E-Mail Address: dcradt@business.fsu.edu (locked)
- Building Where Your Office is Located: BSA (locked)
- Office Room Number: 314 (locked)
- Office Phone: 850 - 644 - 3888 x (locked)
- Department Phone: (locked)
- Fax: 850 - 644 - 0915 x (locked)
- Personal Website: (text input)
- Gender: Male (dropdown)
- Race/Ethnicity: White (dropdown)
- U.S. Citizen or Permanent Resident?: Yes (dropdown)
- Photograph: No file stored, Choose File... (button)

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.

Florida State University | Digital | x

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/faculty/...

Activities Reports Tools

Rapid Reports Feedback

← 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 Honorable Appointment (Endowed Professorship, etc.)

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

Select the number of honorable 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).

The screenshot shows a web browser window displaying the 'Edit Yearly Data' form. The form is titled 'Edit Yearly Data' and has a 'Cancel' button and a 'Save' button. The 'Academic Year' field is set to '2017-2018'. The 'Department' field is set to 'Analytics, Info Systems, & Supply Chain'. The 'Faculty/Staff Rank' field is set to 'Full Professor'. The 'Tenure Status' field is set to 'Tenured'. The 'Graduate Faculty' field is set to 'No'. The 'AACSB Normal Professional Responsibility (check all that apply)' field has 'Administration' checked. The 'AACSB Percent of Time Dedicated to the School's Mission' field is set to '100%'. The 'AACSB Target Faculty Qualification' field is set to 'Scholarly Academic'. The 'AACSB Sufficiency' field is set to 'Participating'. The 'AACSB Does this faculty member have a joint appointment with another department or with another institution?' field is set to 'No'. A red callout box points to the 'Academic Year' field with the text: 'A new page will need to be completed each academic year. Do Not Overwrite Data.'

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.

The screenshot shows a web browser window displaying the 'Edit Administrative Assignments' form. The form has a header with 'Cancel', 'Save', and 'Save + Add Another' buttons. The main form fields are:

- Position/Role:** A dropdown menu with 'Associate Dean' selected. A red callout box highlights this dropdown, showing a list of options: Assistant Dean, Assistant Department Chair, Associate Dean, Center Director, Dean, Department Chairperson, Director of Graduate Program, and Other.
- Explanation of "Other":** A text input field.
- Scope:** A dropdown menu with 'College' selected.
- Full-Time Equivalency:** A text input field with '100' and a '%' sign.
- Responsibilities/Brief Description:** A text area containing the text: '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:** A date picker showing 'August' and '2016'.
- End Date:** A date picker with empty fields.

At the bottom of the form, it says: 'Original Source: Data Entry Created: February 23, 2017 Last Saved: November 07, 2018'.

**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.**

The screenshot shows a web browser window with the URL <https://www.digitalmeasures.com/login/fsu/faculty...>. The page title is "Edit Awards and Honors". The form contains the following fields:

- Nominated or Received? (dropdown)
- Award or Honor Name (text input)
- Organization/Sponsor (text input)
- Award Amount \$ (text input)
- Web link for more information (text input)
- Was this for Best Paper/Best Reviewer? (dropdown)
- Purpose (dropdown)
- Scope (dropdown)
- Brief Description/Explanation (text area)
- Date (text input)
- FEAS Record ID (text input)

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



The screenshot shows a web browser window with the URL <https://www.digitalmeasures.com/login/TwoFacultyPr...>. The page title is "Edit Consulting". The form contains the following fields:

- Consulting Type (dropdown menu)
- Explanation of "Other" (text area)
- Client/Organization (text area)
- Compensated or Pro Bono? (dropdown menu)
- Approx. Number of Hours Spent Per Year (text input)
- AACSB: If this activity contributes to professional practice standards or public policy, provide a classification (dropdown menu)
- Brief Description (text area)
- Additional Information (text area)
- 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)
- FEAS Record ID (text input)

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

Florida State University | Digital

http://www.digitaleasures.com/login/faculty/...

Activities Reports Tools

Basic Reports Feedback

< 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.

The screenshot shows a web browser window with the URL <https://www.digitalmeasures.com/login/fsu/faculty/s...>. The page title is "Edit Faculty Development Activities Attended". The form contains the following fields:

- Activity Type (dropdown menu, highlighted by a callout box)
- Title (text input)
- Sponsoring Organization (text input)
- Is this a peer/aspitant institution? (dropdown menu)
- Number of Credit Hours Earned (if applicable) (text input)
- Brief Description (text area)
- 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)
- FEAS Record ID (text input)

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 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 Licensures and Certifications" and contains the following fields:

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


Title of Licensure/Certification\*

- 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 contains the following fields:

- Media Type (dropdown menu, highlighted by a red callout)
- Explanation of "Other" (text input)
- Article/Segment Title (text input)
- Program/Media Outlet Name (text input)
- Interviewer (text input)
- Web Address (text input)
- Description (text area)
- Publication/Air Date (dropdown menu and text input)
- FEAS Record ID (text input)

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

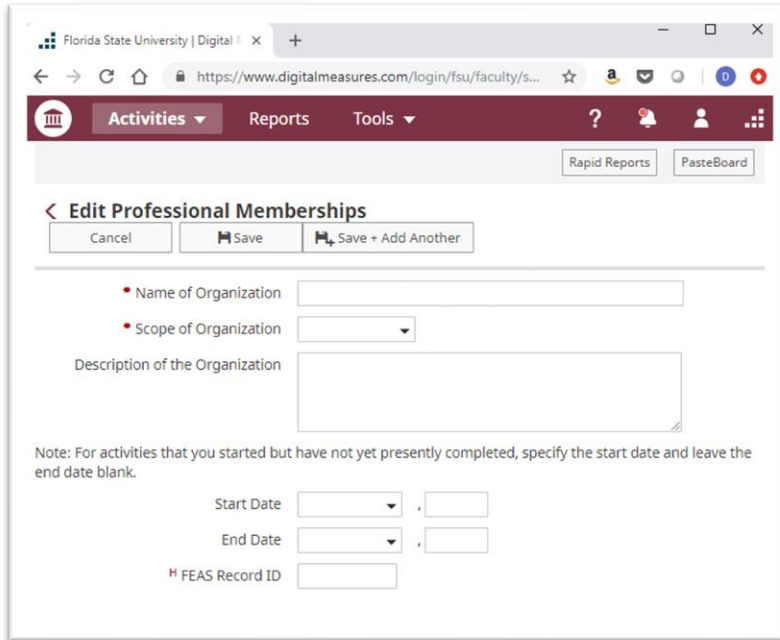
If unknown, list "Unknown"

### 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 title is "Edit Professional Memberships". The form includes the following fields and controls:

- Buttons: Cancel, Save, Save + Add Another
- Fields:
  - Name of Organization (text input)
  - Scope of Organization (dropdown menu)
  - Description of the Organization (text area)
  - Start Date (dropdown menu) and End Date (dropdown menu), each followed by a small text input for the day of the month.
  - FEAS Record ID (text input)
- Note: "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". The navigation bar includes "Activities", "Reports", and "Tools". Below the navigation bar are buttons for "Rapid Reports" and "PasteBoard". 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 menu)
- Was/Is this your own company? (dropdown menu)
- Title/Rank/Position (text input)
- Administrative Assignments (if applicable) (text input)
- Institution/Organization (text input)
- Institution Type (dropdown menu)
- Program or Department (text input)
- City, State and Country (text input, dropdown menu, text input)
- Brief Description (text input)
- Significant Responsibility? (dropdown menu)
- Supplemental information about this employment item (text input)
- FSU Promotion (dropdown menu)

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 menu, text input), End Date (dropdown menu, 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.

Florida State University | Digital | x +  
https://www.digitalmeasures.com/login/fsu/fa...  
Apps Bookmarks Fender Online Guitar Debate | EDF Pulse Other bookmarks  
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



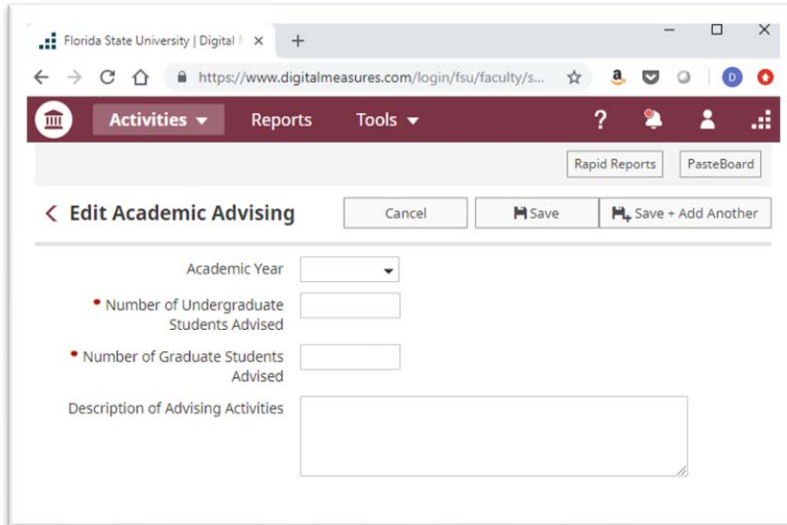
## ***Teaching Screens***

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 browser's address bar and navigation icons are visible. Below the browser, there is a navigation menu with 'Activities', 'Reports', and 'Tools'. The main content area is titled 'Edit Academic Advising' and includes the following fields:

- Academic Year: A dropdown menu.
- Number of Undergraduate Students Advised: A text input field with a red asterisk indicating it is required.
- Number of Graduate Students Advised: A text input field with a red asterisk indicating it is required.
- Description of Advising Activities: A large text area.

At the top of the form, there are buttons for 'Cancel', 'Save', and 'Save + Add Another'. Above the form, there are also buttons for 'Rapid Reports' and 'PasteBoard'.

## 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 | x +  
https://www.digitalmeasures.com/login/fsu/faculty/s...  
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 | x

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 | x

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

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

Menu ? ? ? ? ?

Rapid Reports FaceBoard

**Edit Scheduled Teaching** Cancel Save Save + Add Another

# 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

Pastel

### 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

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

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  ,

<sup>H</sup> 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

- <sup>H</sup>'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 displaying the 'Edit Contracts, Fellowships, Grants and Sponsored Research' form. The form is titled 'Edit Contracts, Fellowships, Grants and Sponsored Research' and has buttons for 'Cancel', 'Save', and 'Save + Add Another'. The form fields include:

- Type (dropdown)
- Title (text input)
- Sponsoring Organization (text input)
- Awarding Organization ID (dropdown)
- Current Status (dropdown)
- Total Award \$ (text input)
- Additional Information (text area)
- Resources provided (text area)
- ACSB Classification (dropdown)
- Investigators section with a table for adding investigators:

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

Below the table, there are date pickers for 'Expected Date of Submission for Funding', 'Date Submitted for Funding', 'Start Date of Funding', and 'End Date of Funding', along with 'Grant Award ID' and 'Award ID' text inputs.

### 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:
- Title:
- Patent/Copyright Number/ID:
- If patent, type:
- Patent Nationality:
- If Patent Cooperation Treaty, List Nations:
- Inventors**  
Please select a person from the drop-down list and/or enter their name in the input fields.  
**1st Inventor**  
People at Florida State University: Credit, James D (jcredit)  
First Name:  Middle Name/Initial:  Last Name:
- Select the number of inventor rows to add:  +Add
- 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:  ,
- 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 a web browser window with the URL <https://www.digitalmeasures.com/login/fsu/tao...>. The page title is "Edit Presentations". The form contains the following fields and sections:

- Form Fields:**
  - Presentation Title (required, marked with a red asterisk)
  - 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)
- Presenters/Authors Section:**
  - Text: "Please select a person from the drop-down list and/or enter their name in the input fields."
  - Table: "1st Presenter/Author" with columns: People at Florida State University, First Name, Middle Name/Initial, Last Name, Role, and If a Student. A row is shown with "Credit, James D (credit)" in the first column.
  - Control: "Select the number of presenter/author rows to add" (dropdown menu) and an "Add" button.
- Additional Fields:**
  - Scope (dropdown menu)
  - Was this an invited presentation? (dropdown menu)
  - Academic or Non-Academic? (dropdown menu)
  - Was this peer-reviewed/referred? (dropdown menu)
  - Additional Information (text input)
  - Data (dropdown menu)

### **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 shows the 'Publications' page in the Faculty Success system. The page features a navigation bar with 'Activities', 'Manage Data', 'Reports', and 'Tools'. Below the navigation bar, there are buttons for 'Customize', 'Add New', and 'Select Columns'. A 'Filters View' section is visible, showing a table with columns for 'Contribution Type', 'Current Status', 'Title of Contribution', and 'Journal Name'. The table contains several rows of publication records. Three red callout boxes point to specific elements: 'Publication type' points to the 'Contribution Type' column, 'Publication title' points to the 'Title of Contribution' column, and 'Current status' points to the 'Current Status' column.

Contribution Type	Current Status	Title of Contribution	Journal Name
Journal Article	Published	A comparison of 11 binary stability coefficients: the effect of task order	British Journal of Mathematical and Statistical Psychology
Journal Article	Published	Combining diversity and dispersion measures in clustering	British Journal of Mathematical and Statistical Psychology
Journal Article	Published	An integrated dimensional analysis and dynamic programming approach for measuring multiple importance for customer satisfaction	Communications in Statistics - IT Simulation and Computation
Journal Article	Published	Joint selection of variables and models: Recovering the underlying structure of learning data	Journal of Marketing Analytics
Journal Article	Published	Affinity propagation: An emergent-based tool for clustering in psychological research	British Journal of Mathematical and Statistical Psychology
Journal Article	Published	Bayesian model selection for empirical (CR) research: A survey and recommendations	Empirical Journal of Operations Research
Journal Article	Published	Decision-tree based partitioning using Bayesian model selection	Journal of Statistical Software
Journal Article	Rejected	Affinity propagation as a tool for cluster analysis in psychological research	Mathematical Behaviour Research
Journal Article	Published	Emergent clustering methods for empirical (CR) research	Journal of Operations Management
Book Chapter	Published	Neuroeconomic and behavioral learning in the city stock market	
Journal Article	Published	An exact algorithm for identifying path-connected subnets to optimal 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/faculty/...

Menu

Rapid Reports | FaceBoard

**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: [dropdown] Title of Larger Work: [text]

Journal Name: [text]

Explanation of "Other": [text]

Publisher/Proceedings Publisher: [text]

City and State of Journal/Publisher: [text]

Country of journal/Publisher: [text]

Volume: [text]

- 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 | X

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

Menu

Rapid Reports | Profile

### 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

Credit, James D (jcredit)

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 database will recognize them.



## BOTTOM OF PUBLICATION SCREEN:

Florida State University | Digital | X

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

Menu

Rapid Reports | FacultyBoard

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.)

The screenshot shows a web browser window with the URL <https://www.digitalmeasures.com/login/fsu/fac...>. The page title is "Edit Research Activity". The form contains the following fields:



- Title (required, marked with an asterisk)
- General category or grouping of the work
- Organization supporting the work, if any
- Description
- Status (required, marked with an asterisk)

A callout box highlights the Status dropdown menu, which lists the following options:

- Planning
- On-Going
- Writing Results
- Complete

Below the Status field, there is a "Collaborators" section with a table for adding collaborators. The table has columns for "People at Florida State University", "First Name", "Middle Name/Initial", "Last Name", "Institution/Company", and "If a student". An example row is shown with "Credit, James D (jcredit)". There is also a "Select the number of collaborator rows to add:" field with a dropdown set to "1" and an "+Add" button.

## 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 browser address bar shows 'https://www.digitalmeasures.com/login/fsu/facu...'. The form has a navigation bar with 'Activities', 'Reports', and 'Tools'. Below the navigation bar are buttons for 'Rapid Reports' and 'PasteBoard'. The form title is 'Edit University' with 'Cancel', 'Save', and 'Save + Add Another' buttons. The form fields are: 'Service Scope' (dropdown menu), 'Position/Role' (text input), 'Organization/Committee' (text input), 'Responsibilities/Brief Description' (text area), 'Were you elected or appointed?' (dropdown menu), 'Served Ex-Officio?' (dropdown menu), 'Start Date' (dropdown menu and text input), 'End Date' (dropdown menu and text input), and 'Record ID' (text input). A callout box highlights the 'Service Scope' dropdown menu, which lists the following options: University, College, Department, Center, Program, and Other Universities.

## 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.**

The screenshot shows the 'Edit Professional' form in a web browser. The form includes the following fields and options:

- Type of Professional Service** (dropdown menu, currently open)
- Explanation of Other Professional Service** (text input)
- Position/Role** (text input)
- Organization/Committee/Journal** (text input)
- AACSB**: If this activity contributes to professional practice standards or public policy, provide a classification (dropdown menu)
- Additional Information** (text area)
- Were you elected or appointed?** (dropdown menu)
- Served Ex-Officio?** (dropdown menu)
- Was this compensated or pro bono?** (dropdown menu)
- If Ad Hoc Reviewer then enter number of manuscripts reviewed per year** (text input)
- 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** (dropdown menu)
- End Date** (dropdown menu)
- FEAS Record ID** (text input)

- 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
  - Jury 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 (required field, marked with a red asterisk)
- Organization/Committee (required field, marked with a red asterisk)
- City, State and Country (dropdown menu)
- AACSB: If this activity contributes to professional practice standards or public policy, provide a classification (dropdown menu)
- Additional Information (text area)
- 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)
- 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)

## 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](http://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."

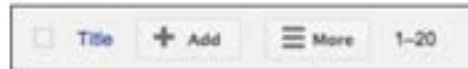
d. Add missing articles

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.



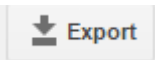
On the next page, click the "Add articles manually" link in the left-hand toolbar. Then you'll see this screen:



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.


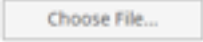
**Step 2: Create a Bibtex file of your publications.**

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/](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 used 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 fea 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+**


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- 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 the Halt on Warning box is unchecked.**

**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*

