

# PVA Digital Measures and Faculty Evaluation Quick Guide

Fall 2018

This guide provides an overview of how to update your CV in Digital Measures, as well as dossier checklists for Comprehensive and Annual / Biennial Review. For further information about PVA Faculty evaluation, please go to the PVA website [<http://arts.unco.edu/for-faculty-staff/>]. Here you will find the *Faculty Evaluation Policies Manual* and your School-specific evaluation guidelines.

## Update Your CV in Digital Measures

### LOGGING INTO ACTIVITY INSIGHT

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1. Go to <http://digitalmeasures.unco.edu>
2. Enter your **UNC Username** and **Password**
3. Click **Sign In**

### ADDING INFORMATION

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When you first log into Activity Insight, the application defaults to your **Manage Activities** page. This page is organized into **General Information, Teaching, Research/Scholarship/Creative Works, and Service.**

To add your information:

- Click the link for the type of data you want to enter
- Enter relevant information in the entry fields and **Save** (note: not every field needs data)

Many information sections are considered “dynamic.” These dynamic sections, such as Professional Memberships, allow adding multiple items. After clicking the link to open a chosen information section, click on Add New Item, enter your data and then select Save.

### UPLOADING DOCUMENTATION

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Most fields under Teaching, Research/Scholarship/Creative Works, and Service allow you to upload additional supporting documentation (i.e. syllabi, rubrics, student evaluations, journal articles, conference proceedings, acceptance letters, etc.). *Typically you must scroll to the bottom of the field to upload documents.*

NOTE: Upload student evaluations with each class under **Scheduled Teaching.**

### CURRICULUM VITAE REPORT

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To review your Curriculum Vitae Report:

1. Click on Run Reports
2. Select Curriculum Vitae
3. Change the Start Date to the year that begins your academic history (or review period)
4. Select Citation Style (APA or MLA)
5. Choose File Format (PDF or Word)
6. Click Run Report

## INTERACTIVE VITA REPORT

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For comprehensive review, the Interactive Vita Report contains live links to the documentation you uploaded, and which can be easily accessed by the School personnel committee.

1. Click on **Run Reports**
2. Select **Interactive Vita**
3. Change the Start Date to the year that begins your academic history (or review period)
4. Select Citation Style (**APA** or **MLA**)
5. Choose File Format (**PDF** or **Word**)
6. Click **Run Report**

## Comprehensive Review Dossier Checklist

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### **CV Documentation**

Upload appropriate documentation for the performance areas of Teaching, Professional Activity and Service (i.e. syllabi, pertinent assignments, documentation of conferences performances, exhibits, etc.)

### **All student evaluations covering all teaching assignments**

Upload student evaluations with each class under "Scheduled Teaching."

### **Other materials as you deem appropriate**

### **Peer observations since last action (if applicable)**

### **Narrative**

Per the Board of Trustees Manual, provide a narrative of accomplishments in the performance areas of Instruction, Professional Activity, and Service during the review period. The narrative is a maximum of two single-spaced pages and should make the best argument for tenure and/or promotion if applicable. Upload as a PDF or Word document labeled **Last Name Narrative 2019** (i.e. **LeWitt Narrative 2019**).

### **Student Evaluation Response**

Address your student evaluations for the review period. Reflect upon the scores as well as negative and positive comments. How do you plan to incorporate this feedback into your courses? Upload as a PDF or Word document labeled **Last Name Evaluation Response 2019** (i.e. **LeWitt Evaluation Response 2019**).

### **Annual / Biennial Evaluation Score Summary for Review Period**

Use the Excel spreadsheet on the PVA website [<http://arts.unco.edu/for-faculty-staff/>] to compile scores. Download it from the PVA website, follow instructions to enter the scores, and then save as **Last Name AB Score Summary** (i.e. **LeWitt AB Score Summary**).

**All Annual / Biennial Evaluations for Review Period**

Upload PDF files of ALL previous annual/biennial evaluations for the review period, labeling them **Review Type, year or years** (i.e. **Annual 2019** or **Biennial 2014-2019**).

For each review, include the following:

- Completed Annual/Biennial Evaluation Form
- Annual/Biennial Narrative
- Faculty Evaluation Memo
- Chair Evaluation Memo

**Interactive Vita**

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## Annual / Biennial Review Dossier Checklist

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