

## Common Activities and Entry Locations

The following information provides a list of major faculty activities and corresponding entry locations in Digital Measures.

<b>Name of Screen</b>	<b>Category</b>	<b>Description</b>
Personal and Contact Information	General Information	This screen captures your personal and contact information such as your name, email address, phone number, office location, and other optional fields. Some fields have been pre-populated.
Biography and Expertise	General Information	This screen captures your brief biography, areas of specialization, professional interests, other interests, notable courses taught, and languages.
Administrative Data – Permanent Data	General Information	This screen captures your starting rank and start date at Skidmore, dates of subsequent rank(s) attained, and tenure decision date. Start date at Skidmore has been pre-populated and is read only. Fields on this screen should be updated when you attain a new rank.
Administrative Data – Yearly Data	General Information	This screen captures your department, rank, tenure status and leave status for each academic year. Rank and tenure status should be updated when you attain a new rank or status.
Administrative Assignments	General Information	This screen captures information about your administrative assignments at Skidmore (i.e., Acting Chair, Assistant Dean, Assistant Director, Associate Chair, Associate Dean, Associate Director, Chair, Dean, Director, or Endowed Chair), both at the College and Department level.
Awards and Honors	General Information	This screen captures information about your awards and honors related to leadership, scholarship/research, service (college, professional, public) and teaching for which you may have been nominated or received.
Consulting	General Information	This screen captures information about consulting work performed for an organization, either compensated or pro bono, that was contracted between you and the client organization and did not go through Skidmore. If you served as a consultant on a grant, you may also wish to enter this information under the “Contracts, Fellowships, Grants and Sponsored Research” screen.
Course Releases	General Information	This screen captures information about course releases taken each academic year.

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Education	General Information	This screen captures information about your education such as degree, institution, major, thesis, year completed, advisor information, and associated coursework.
Faculty Development Activities Attended	General Information	This screen captures information about your development activities attended that serve to develop your knowledge and skills, such as conference attendances, continuing education programs, faculty internship/fellowships, self-study programs, seminars, tutorials, or workshops.
Licensures and Certifications	General Information	This screen captures any licenses/certifications held.
Media Appearances and Interviews	General Information	This screen captures media appearances and interviews (TV, radio, newspaper, magazine, internet, etc.) where you were invited to share your professional expertise.
Professional Memberships	General Information	This screen captures information about your memberships within professional organizations, associations and societies external to Skidmore. Leadership positions held or other unique activities performed for an organization outside of Skidmore should be entered in the Professional screen under the Service category.
References	General Information	This screen captures your references' contact information.
Work History	General Information	This screen captures both Skidmore and non-Skidmore related work experience.
Academic Advising	Teaching	This screen captures information about students you advised each term. Numbers entered should be based on the number of advisees you had at the end of each given semester. Only include advisees for which you are the advisor of record.
Directed Student Learning	Teaching	This screen captures information about your activities working one-on-one with individual students, including term and year; course name, prefix and number; involvement type; student's first and last name; title of the student's work, stage of completion, and any comments. Some records have already been created for you based on courses designated in Banner as independent study, internship, research, or seminar and cannot be edited. However, you may add additional records to capture additional student mentorship activities.
Non-Credit Instruction Taught	Teaching	This screen captures non-credit instruction taught, such as certification classes, continuing education, serving as a guest lecture, leading a workshop, etc.

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Scheduled Teaching	Teaching	This screen captures information about each course taught. Most fields are pulled from Banner and are read only. However, you may enter details, such as whether the course was a new course preparation or new format for an existing course and any comments.
Teaching Innovation and Curriculum Development	Teaching	This screen captures activities related to curricular development, preparation of new courses or degree programs, revisions to existing courses or degree programs, and other strategies for improvement before they are actually implemented. You may enter information related to your preparation or development of specific teaching innovations such as new classroom techniques; new teaching material such as course modules; or activities that will enhance student learning such as guest speakers, etc.
Contracts, Fellowships, Grants and Sponsored Research	Scholarship/Research	This screen captures details about grants, contracts and fellowships, both internal or external to Skidmore, and whether planned, pending, funded or not funded. You may also enter details about any additional investigators (both Skidmore and external, including students), collaborating institutions or subcontractors. If you received a pedagogy grant to develop a course, you may also wish to enter this information under the Teaching Innovation and Curriculum Development screen.
Exhibits and Performances	Scholarship/Research	This screen captures details about exhibits and performances, such as artist-in-residences, dance performances, exhibitions, films, film screenings, and music and theater performances. You may also enter details about any additional performers or exhibitors (both Skidmore and external, including students).
Intellectual Property	Scholarship/Research	This screen captures information about patents and copyrights. You may also enter details about any additional inventors (both Skidmore and external).
Presentations	Scholarship/Research	This screen captures information about presentations given to an audience of your professional peers, such as a lecture, poster presentation, etc. You may also enter details about any additional presenters (both Skidmore and external, including students).
Publications	Scholarship/Research	This screen captures scholarly work written, edited or translated, such as books, book chapters, book reviews, journal articles, textbooks, etc. You may enter whether publications are in preparation, submitted, accepted, not accepted, in press, under revision/resubmitted, or published. You may enter details about add'l authors, editors and translators (both Skidmore and external, including students).

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Other Research Activity	Scholarship/Research	This screen captures information about research activities that are not internally or externally supported by grant funds, whether planned, ongoing, or complete. You may also enter details about any additional collaborators (both Skidmore and external, including students).
Department/College	Service	This screen captures service at Skidmore, at both the College and Department level. Service activities include admissions, fundraising, or institutional grant writing activities; serving on an advisory board, task force, or working group; campus event organizing; serving as a student club advisor or faculty mentor; or serving on a compliance committee, department curriculum committee, department self-study committee, governance committee, personnel review committee, search committee, steering committee, or student scholarship committee.
Professional	Service	This screen captures service activities and leadership positions for professional organizations, committees and clubs outside of Skidmore that contribute to your profession or discipline, such as serving as a reviewer/referee for a professional journal or on the board of advisors for a professional association. Membership within these organizations may also need to be entered under Professional Memberships in the General Information category.
Public	Service	This screen captures service to the community where your expertise is still utilized. Examples include serving on the board of a local non-profit, guest speaking at a civic organization, etc.
Brief Reflection on Professional Achievements and Goals	Reflection	This screen captures your most important achievements during the academic year and two or three professional goals you have for the upcoming year (including activities promoting diversity, equity and inclusion in teaching, scholarship or service). This should be updated on an annual basis as part of your Annual Summary Report.
Impact of Federal Directives /Policy Changes	Reflection	This screen captures how federal directives, policy changes, and grant funding alterations or terminations have impacted your teaching, scholarship/research, creative works or service.
Impact of COVID (optional)	Reflection	This screen captures how COVID-19 has impacted your teaching, scholarship and service.