Faculty Annual Report (FAR)
Using Digital Measures

➤ The Faculty Annual Report (FAR) is an annual collection of faculty instructional and non-instructional activity.

➤ The FAR informs multiple processes, including the dean's merit review process, annual and comprehensive review of tenured faculty, and the University System of Maryland's (USM) non-instructional activity reporting.

➤ UMBC requires faculty members to enter their activity into Digital Measures (DM). DM is the software tool we use as the system of record for the FAR. Faculty are encouraged to comprehensively catalog their work throughout the year.

➤ Faculty find Digital Measures beneficial to them for multiple reasons—creating CVs, developing biographical sketches for funding opportunities, UMBC faculty expertise database and other self-reporting needs.

➤ UMBC is required to submit an annual report on non-instructional activity to University System of Maryland (USM). The following is a mapping of the data elements used from the FAR to complete that report.

➤ **Books published**. This includes textbooks and edited works, on which faculty were (co)authors or (co)editors in the reporting year.

➤ **Refereed or invited publications**. These include invited works published on which faculty were (co)authors in the reporting year. These are text-based works including book chapters, journal articles, poems, short stories, and the like.

➤ **Non-refereed publications**. These include works published on which faculty were (co)authors in the reporting year. These are non-peer reviewed text-based works including newspaper articles published by commercial and non-commercial organizations.

All found in the *Intellectual Contributions* section of the *Scholarship/Research* area

Scholarship/Research

Artistic and Professional Performances and Exhibits

Biographical Sketch - NIH | NSF

Contracts, Fellowships, Grants and Sponsored Research

Intellectual Contributions

Creative Publications

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

Presentations

Scholarly Editorial Activities

Research in Progress (Optional)

➢ Continuing, report focus is on specific elements, including :

➢ **Juried Creative Works**-. These include (non-verbal scholarly/creative activity) completed or in which the faculty member had meaningful participation, including artistic (musical, theatrical and dance) performances, art exhibits, recitals, concerts, and the like.

➢ **Non-Juried Creative Works**- (non-refereed, not invited) creative works (non-verbal scholarly/creative activity) completed or in which the faculty member had meaningful participation, including artistic (musical, theatrical and dance) performances, art exhibits, recitals, concerts, and the like.

➢ **Professional Presentations**- Includes peer-reviewed and invited presentations given at conferences, seminars, and the like that are sponsored by professional/disciplinary associations.

All found in *Scholarship/Research* area

˅ Scholarship/Research

Artistic and Professional Performances and Exhibits

Biographical Sketch - NIH | NSF

Contracts, Fellowships, Grants and Sponsored Research

Intellectual Contributions

Creative Publications

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

Presentations

Scholarly Editorial Activities

Research in Progress (Optional)

Continuing, report focus is on specific elements, including :

➤ **Prestigious Faculty Awards.** This includes awards from external organizations, professional/disciplinary associations received by faculty in the reporting year that garnered national, statewide, and/or system-wide recognition for the institution, academic program, and faculty member.

found in the *Awards and Honors* section in the *General Information* area

⌄ **General Information**

Personal and Contact Information	Faculty Development Activities Attended (Optional)
Administrative Data - College/Affiliate Information	Licensures and Certifications (Optional)
Mandatory State Reporting Requirements	Media Contributions (Optional)
Awards and Honors	Professional Memberships (Optional)
Education	

➤ **Leadership Positions in Professional Societies**. Engaged in leadership positions in professional societies in the reporting year.

➤ **Number of days spent in public service**- Number of days spent in public service with public school systems, government agencies, non-profit organizations, and businesses in the reporting year.

found in the *Professional, Public* section in the *Service* area

⌄ **Service**

| University, College or Department | USM Collaborations |
| Professional, Public | |

Getting Started

➤ Early each spring semester you will receive an e-mail reminding you the due date for the FAR.

➤ How to access FAR:

    ➤ Navigate to https://www.umbc.edu .

    ➤ On the UMBC home page select myUMBC in the upper right tool bar.

➢ Navigate by using the hamburger icon to select *Guide*, then in the *Personal Links* area select *Digital Measures*
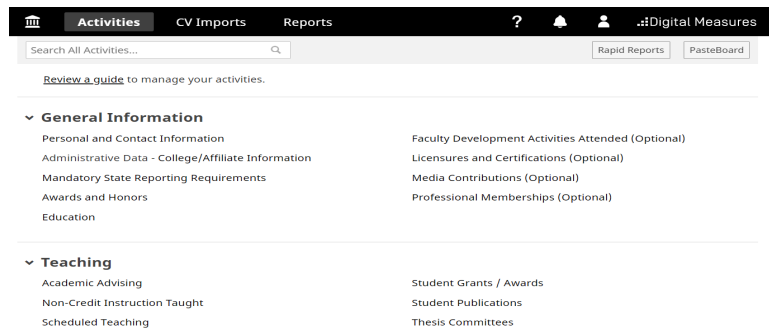
➢ You should now be viewing the FAR home page
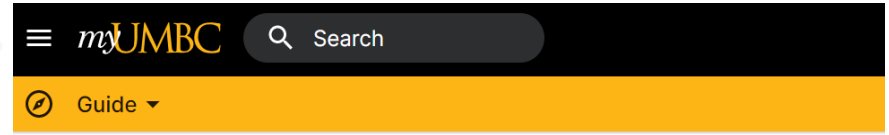
Guide

Personal Links

Employee Time Sheets

Promotion & Tenure Review

Digital Measures
Digital Measures FAQs
Printing your FAR

Activities   CV Imports   Reports   ?   Digital Measures

Search All Activities...   Rapid Reports   PasteBoard

Review a guide to manage your activities.

General Information
Personal and Contact Information
Administrative Data - College/Affiliate Information
Mandatory State Reporting Requirements
Awards and Honors
Education

Faculty Development Activities Attended (Optional)
Licensures and Certifications (Optional)
Media Contributions (Optional)
Professional Memberships (Optional)

Teaching
Academic Advising
Non-Credit Instruction Taught
Scheduled Teaching

Student Grants / Awards
Student Publications
Thesis Committees

- **Some information has been pre-populated for you.**
  - **College/Affiliate Information** from Human Resource frozen data when available.
  - **Scheduled Teaching** is *pre-populated* from the Student Administration System (SA) and uses official 10th day numbers.
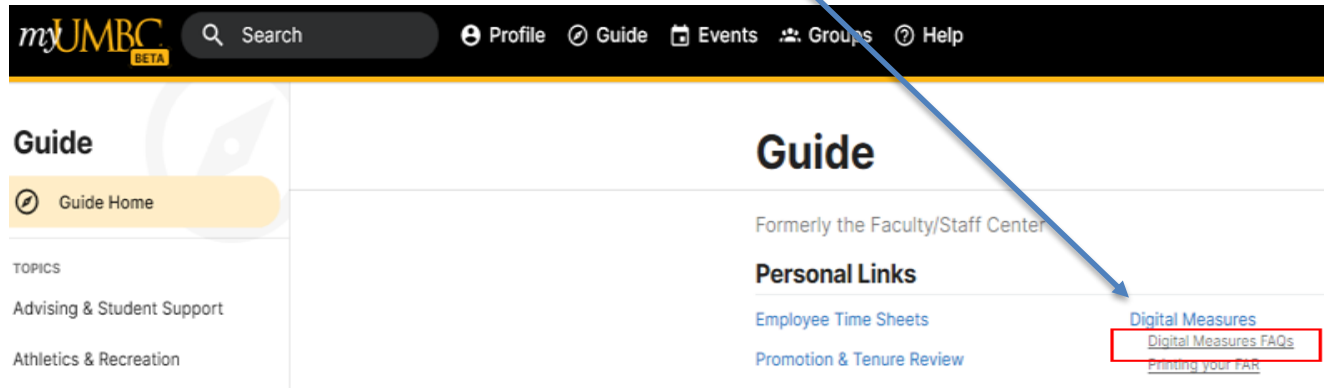
- **Mandatory State Reporting Requirements –** This page MUST be completed each reporting year by the due date to be a completer of the Faculty Annual Report
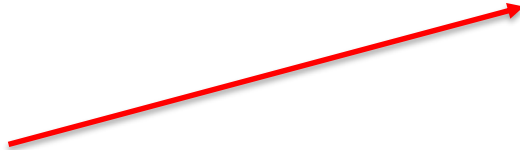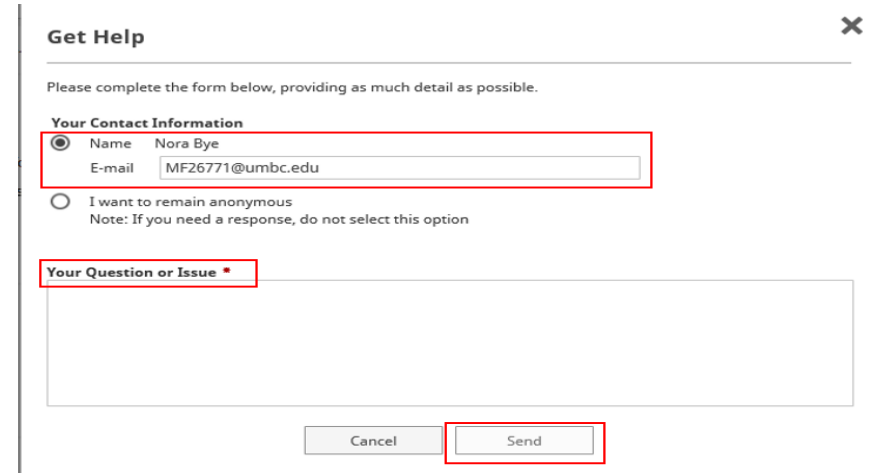
Need Help

➢ If you have any questions regarding how to complete the FAR using Digital Measures, please click on the *Digital Measures FAQs* link for more information.

> To report data errors or technical issues please submit an RT ticket by selecting the "?" icon

> Your request will be routed through the RT system for resolution by your UMBC Digital Measures Administrators.

> Verify your contact information, do not choose "remain anonymous".

> Enter you request with detailed information.

> Be sure you click "SEND".

Digital Measures Support Administrators:

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