Instructions for completing 2016-2017 Faculty Annual Evaluation (Reviewer’s Portion)

Preliminary instructions:

- Log-in link and all supporting materials for Digital Measures are located on the VTCSOM Digital Measures webpage.

- If you do not know your username or password, please email digitalmeasures@carilionclinic.org.

- Further information regarding the faculty annual review can be found on the VTCSOM Faculty Annual Review webpage.

- For further assistance, or to schedule a training session, please contact Nicholas Torre, VTCSOM Faculty Affairs Coordinator / Digital Measures Administrator, at nmtorre@carilionclinic.org or 540-526-2564.
Log-in to Digital Measures

Digital Measures

Digital Measures is an online information management system implemented at the Virginia Tech Carilion School of Medicine in the spring of 2015. It provides faculty members with a single convenient place to compile data on activities such as teaching, research, and service—information usually compiled for faculty annual reports. This aggregated data can then be used to generate reports such as annual evaluations, personal curriculum vitae, research and scholarly activities reports, and data required for accrediting bodies.

The advantages of the Digital Measures system include:

- Reduced time spent on compiling annual reports
- Integration of data from various sources
- Automated generation of reports
- Improved accuracy of data

What reports do I have access to?

Faculty members have access to the National Institutes of Health Biographical Sketch, VTCSOM Curriculum Vitae, and the ability to create a CSV of any data within the Faculty member's account. Administrative users have the added custom report, Monthly/Quarterly Report, for use of Carilion Clinics Academic Affairs Annual Report needs. Administrative users also have the ability to create various reports as needed.

Will Digital Measures be used for faculty promotions?

Digital Measures is not an academic faculty portfolio at this time. We will, however, evaluate the software capacity and revisit this possibility at a later time.

Will this be used for maintenance of appointment?

Yes. Faculty will be required to update the database and generate a new VTCSOM curriculum vitae.
## Manage Activities

- **Rapid Reports**
- **FastBoard**
- **Manage Data**
- **Run Reports**
- **Usage Statistics**
- **Resource Center**
- **Help**

### General Information

<table>
<thead>
<tr>
<th>Personal and Contact Information</th>
<th>Professional Development/Continuing Medical Education</th>
</tr>
</thead>
<tbody>
<tr>
<td>Administrative Data - Permanent Data</td>
<td>Licenses</td>
</tr>
<tr>
<td>Yearly Data</td>
<td>Certifications</td>
</tr>
<tr>
<td>Employment History</td>
<td>Media Contributions</td>
</tr>
<tr>
<td>Awards and Honors</td>
<td>Professional Memberships</td>
</tr>
<tr>
<td>Consulting</td>
<td>Workload Information</td>
</tr>
<tr>
<td>Education</td>
<td></td>
</tr>
</tbody>
</table>

### Teaching

- Academic Leadership
- Advising and Mentoring
- Directed Learning (e.g., theses, dissertations)

<table>
<thead>
<tr>
<th>Graduate Medical Education Teaching Activities</th>
</tr>
</thead>
<tbody>
<tr>
<td>VTCSOM Courses Taught (Years 1-4)</td>
</tr>
<tr>
<td>Other Teaching Contributions</td>
</tr>
</tbody>
</table>

### Scholarship/Research

- Presentations
- Publications/Scholarly Activities
- Contracts, Grants, and Research

<table>
<thead>
<tr>
<th>NIH Biographical Sketch</th>
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<tbody>
<tr>
<td>Intellectual Property (e.g., copyrights, patents, or trademarks)</td>
</tr>
</tbody>
</table>

### Committees and Other Service

#### Virginia Tech Carilion School of Medicine Committees and Service
- Jefferson College of Health Sciences Committees and Service
- Virginia Tech Carilion Residency and Fellowship Committees and Service
- Virginia Tech Carilion Research Institute Committees and Service

<table>
<thead>
<tr>
<th>Carilion Clinic Departmental and Hospital Committees and Service</th>
</tr>
</thead>
<tbody>
<tr>
<td>Professional Committees and Service (External to VTC and Carilion Clinic)</td>
</tr>
<tr>
<td>Community and Public Service (Community-based)</td>
</tr>
</tbody>
</table>
You are not currently managing data.

Manage Data

Manage Data enables you to manage data for other users or entities within your system. If you are entering a lot of data, it may be faster to load this from CSV files rather than by using this utility. All changes made using this utility are audited. Manage Data sessions open in a new tab.

- **Manage Data for Users**
  - **User**: Select or type a name...
  - **Show**: Enabled Accounts only

Type name of faculty you wish to review

Click continue
Be sure you are managing data for the correct individual

Select Annual Academic Performance Review
Note: Reviewer should review items 1-6, and then complete items 7-10 below.
Items number 7 – 10 constitute the review portion of the faculty annual review process in Digital Measures (see instructions below)

| Reviewer | Role:
<table>
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<tr>
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<th></th>
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<tbody>
<tr>
<td>Select or type a name...</td>
<td>Insert name here</td>
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</table>

7. Reviewer - Professional Conduct
- The faculty member exhibits professional interactions with patients, students, residents, staff and physicians:
  - Meets Expectations
  - Exceeds Expectations
  - Needs Improvement

8. Reviewer - Summary Rating
- The faculty member's teaching evaluations have been reviewed and the quality of teaching is reported to be:
  - Meets Expectations
  - Exceeds Expectations
  - Needs Improvement

9. Reviewer Comments
- Reviewer Comments

10. Chair/Section Chief/Designee Signature
- Date

Select the number of reviewer rows to add: 1 (Add)
After completing steps 7-10, Scroll to the top of the page and select save

You are currently managing data for Example Faculty User.

Edit Annual Academic Performance Review

All full-time academic faculty are evaluated annually. Faculty evaluations coincide with the Carilion Clinic fiscal year (October - September). There is no longer a need to print, photocopy or transmit hard copies of signed evaluations. Instructions

* Faculty Name: Faculty User, Example: nmtorre
* Academic Year: 2016-2017

Select Save to document the reviewer portion

Thank you for your participation in the 2016-2017 faculty annual performance review!