



UNIVERSITY OF
TEXAS
ARLINGTON

Division of Faculty Affairs

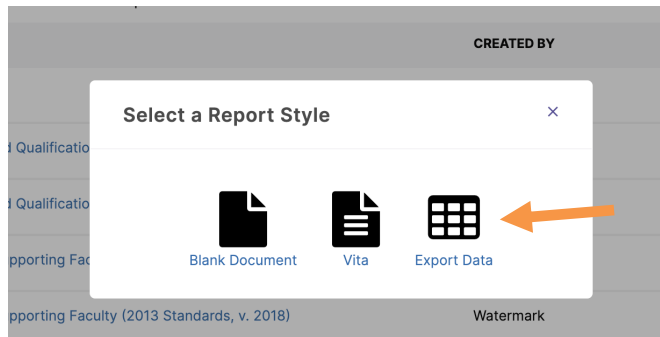
How to Run the Annual Review Reports (Orange & Blue Report)

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How to Run the Yearly Unit Data Report

1. Login to [DM](#)
2. Select Reports across the top menu
3. Click on **Create a New Report** and select **Export Data**



4. **Date Range:** select the dates for the current academic year
5. **Whom to Include:** You can either select your faculty members or skip this field
6. **Data to Include:**
 - a. Uncheck the box that includes all data
 - b. **System Details:** you can select if you want the faculty's first, middle, last name and email or if you leave this unchecked you will get NetID
 - c. **Common Items:** select Yearly Unit Data and this will check everything in that category
 - d. Hit **Save**
7. Click on **Run Report**

[← Create a New Report](#)

1 Date Range
 All Dates

Start Date:

End Date:

2 Whom to Include

Groups to Include: **Department (1)**
[Change Selection](#)

Individuals to Include: **0 Individuals selected**
[Change Selection](#)

Include These Accounts:

3 Data To Include

Fields Selected from: **Common Items (9)**
[Change Selection](#)

8. Open the report and check to make sure that the faculty listed are indeed in your department.
 - a. If a faculty member has joint appointments, they will be listed in both
 - b. You can sort this list by Review Type to categorize your faculty to know who needs which Annual Review (Orange & Blue Report)

How to Run the Annual Review Report in DM

1. Get a list of the tenured faculty, tenure track faculty, and the academic professional track (formerly non-tenure track) faculty in your department.

Note: faculty who applied for promotion will not have data in Digital Measures for this report. They can upload a copy of the letter from the President or Dean regarding the results of the promotion request.

2. Login to [DM](#)
3. Select Reports across the top menu

4. Scroll through the list and select either:
 - a. Tenure Track Faculty Evaluation (Orange & Blue Report) for tenure track faculty
 - b. Tenured Faculty Evaluation (Orange & Blue Report) for tenured faculty
 - c. Academic Professional Track Evaluation (Orange & Blue Report)

Tenure and Promotion Dossier

a [Tenure Track Faculty Evaluation \(Orange & Blue Report\)](#)

b [Tenured Faculty Evaluation \(Orange & Blue Report\)](#)

Vita

c [Academic Professional Track Evaluation \(Orange & Blue Report\)](#)

- Change the dates to the fiscal year for the report that you want. For the current 2023-24 academic year, you will need to select these dates for your report: 09/01/2022-08/31/2023.

1 **Date Range**

Start Date

End Date

- Click on **Change Selection** for Individuals to Include

2 **Whom to Include**

Groups to Include **0 groups selected**
[Change Selection](#)
 Users must be enrolled in all selected groups to be in this report.

Individuals to Include **1 Individual selected**
[Change Selection](#)

Include These Accounts

- Either type the faculty members name in the search box, or search for them in the drop-down menu.
 - You can select more than one individual during this step

Individuals to Include ×

- Hamzehei, Samira (hamzeheis)**
- Heise, Elizabeth A (heiseea)**

Start by searching for the individual you want to select. You can search multiple times and select as many individuals as you want.

- Click on **Save** at the bottom right corner

1 Selected

- Optional: You can change the **File Format** to automatically download as a Word Doc or a PDF. This is personal preference.
- Click on the top right **“run report”**

[Download this report's template](#)

Run Academic Professional Track Evaluation (Orange & Blue Report) **RUN REPORT**

1 Date Range

Start Date: 9/1/2022

End Date: 8/31/2023

2 Whom to Include

Groups to Include: **0 groups selected**
[Change Selection](#)
 Users must be enrolled in all selected groups to be in this report.

Individuals to Include: **1 Individual selected**
[Change Selection](#)

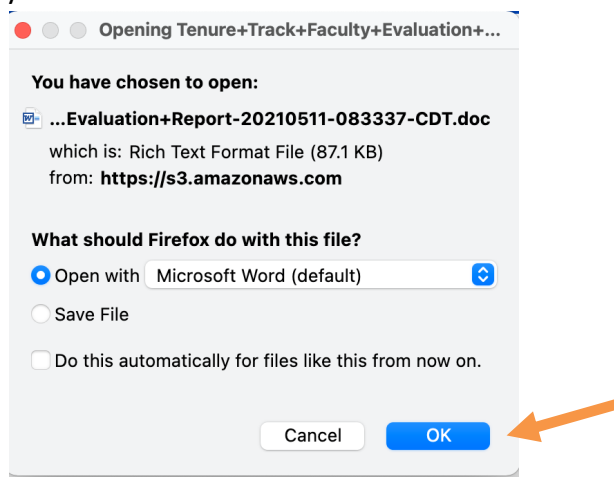
Include These Accounts: Enabled Only

3 File Format

File Format: PDF

Page Size: Letter

11. You might be prompted to click **OK** on the download box, or if you are using Google it will automatically go to your downloads folder.



12. Open the report:

- a. The top will have the report name in the blue bar, and the evaluation period should be 2022-2023.



Part A: Faculty Data
Academic Professional Track Annual Review

Evaluation Period: 2022 through 2023

- b. Save the report (I like to change the name to the faculty member’s last name and the year of the report. EX. Banda 2022-23 AR)
- 13. Email a copy of the PDF file to the individual faculty member and copy the department chair on the email
 - a. Please remind the faculty member to upload this file into their Digital Measures account so it will be there for future evaluations
 - i. Activities > Administrative Data > Annual Review > Academic Year Under Review and then drag and drop PDF

Administrative Data

Personal and Contact Information
 Biography and Expertise
 Yearly Unit Data
 Tenure Tracking
 Workload Allocation

Work History
 Social Media
 Annual Review
 Statements of Research/Service/Teaching/Administration



▼ **Annual Review (1)**

1st Annual Review

Academic Year	File
<div style="display: flex; align-items: center;"> ⋮ <div style="border: 1px solid #ccc; padding: 2px 5px; flex-grow: 1;">2022-2023</div> ▼ </div>	<div style="border: 2px dashed #ccc; padding: 10px; text-align: center; color: #4a7ebb;"> Drop file here or select to upload </div>

+ ADD ROW

14. Repeat steps 4b-13 for the other two review types.

Note: Not every type of review will have comments from the Provost and that is okay

If you need any assistance or have any questions, please email dmhelp@uta.edu