

FAR, Tenure, and Promotion Dossiers in Digital Measures

The following represents the minimum required documentation to be included in a faculty member's application for tenure and/or promotion per [HOP Policy 6-300](#). Please refer to your college/department guidelines for tenure and promotion for additional requirements.

Items to be completed using Manage Activities tool in Digital Measures:

Item	DM Screen navigation	Dossier section	Required
Candidate's full CV	<i>Administrative Data>Personal and Contact Information (at the bottom of the screen)</i>	G	y
Academic Employment History	<i>Administrative Data>Work History</i>	A	y
Areas of Specialty	<i>Administrative Data>Biography & Expertise</i>	A	n
Statements on Teaching, Research, and Service	<i>Administrative Data> Statements></i>	C, D, E	y
Annual Reviews (one for each of the last 6 years) - or- a letter from your chair/program director or dean explaining why one is missing	<i>Administrative Data>Annual Review</i>	B	y
Awards and Honors	<i>Credentials/Expertise>Awards & Honors</i>	C, D, E	y
Syllabi	<i>Teaching>Scheduled Teaching>Select course and add syllabus</i>	C	y
Student Feedback Survey Results	<i>Teaching>Scheduled Teaching>Select course, scroll to bottom and enter number of students in survey, average scores, and full report including comments.</i>	C	y
Innovative teaching Methods Developed or Used	<i>Teaching>Scheduled Teaching>Select course, enter relevant information in Pedagogical Innovations, New Teaching Material, and/or Enhanced Student Learning Activities fields.</i>	C	y
Students Supervised (thesis/dissertation committees, etc.)	<i>Teaching>Directed Student Learning</i>	C	y
Advising Activities	<i>Teaching>Academic Advising</i>	C	n
Non-Credit Instruction	<i>Teaching>Non-UTA/Non-Credit Instruction Taught</i>	C	n
Peer Observations of Teaching	<i>Teaching>Peer Observations</i>	C	y
Funded Contracts, Grants, & Sponsored Research	<i>Scholarship/Research>Sponsored Projects (through UTA) and/or Scholarship/Research>Other Funding</i>	D	y

Publications	<i>Scholarship/Research>Publications & Intellectual Contributions</i>	D	y
Field Work	<i>Scholarship/Research>Field Work</i>	D	n
Artistic & Professional Performances & Exhibits (Required in some disciplines)	<i>Creative Scholarship>Performances/Exhibits and/or Creative Scholarship>Creative Works</i>	D	If applicable
Intellectual Property	<i>Scholarship/Research>Intellectual Property</i>	D	n
Presentations	<i>Scholarship/Research>Presentations</i>	D	y
Media Contributions	<i>Credentials/Expertise>Media Engagement</i>	D	n
Research Currently in Progress	<i>Scholarship/Research>Research Currently in Progress</i>	D	n
UT System Service	<i>Service>University Service</i>	E	y
University Service	<i>Service>University Service</i>	E	y
College Service	<i>Service>University Service</i>	E	y
Department or Program Service	<i>Service>University Service</i>	E	y
Professional Service	<i>Service>Professional Service</i>	E	y
Public Service	<i>Service>Public/Community Service</i>	E	y
External Connections and Partnerships	<i>Service>External Connections & Partnerships</i>	E	n

Running the Faculty Activity Report in Digital Measures:

1. Log into DM
2. Navigate to Rapid Reports (button in top right hand corner)
3. Select the Faculty Activity Report (NT, TT, Tenured, CPE)
4. Set the date range as appropriate for your review. For example, faculty running the report as part of their annual review for AY 2017-18 would select September 1, 2017-August 31, 2018. Faculty running a report for their 3rd year review would select September 1, 2015-August 31, 2018.
5. Click Run
6. The report will download to your computer and can be opened, saved, and/or sent via email as an attachment.
7. If any changes are needed, make the change in Digital Measures and run the report again using steps 2-6 above to see the updated information.

Using the Workflow tool in Digital Measures:

Task	Required
Once the review cycle is launched, navigate to Workflow>Tasks. Open your task and review the attached dossier. Make any corrections or changes using the Manage Activities tool in DM. The dossier can be refreshed to include the most recent updates by clicking the "refresh report" link next to the PDF icon.	y

Include a link to a shared file of Supplemental Materials	n
Include an index of materials included in Supplemental Materials folder	n
Upload Departmental Guidelines for Tenure and Promotion	y
Upload College Guidelines for Tenure and Promotion	y
Initial to indicate that everything, including the PDF dossier, is correct and complete	y
Click Route and select the Submit to Department Administrator option	y