



Input of Information into Digital Measures for UM CV Guide sheet

Basic and Important Information for Digital Measures Input on ALL Sections:

Link to Log In:

<https://www.digitalmeasures.com/login/miami/faculty/authentication/authenticateShibboleth.do>

Note: Link should re-direct to UM Single Sign-On page

Adding a New Entry:

To add a new entry to the system, click on the “+ Add New Item” box at the top right of the page.

Deleting Entries:

To delete an entry – or multiple entries – select the entry by checking it off in the box at the right of the entry and click on the trash bin box at the top right of the page. You will be prompted to confirm deletion of the entry.

Saving an Entry:

Once the desired information is inputted in a data entry, you must click the “Save” box; pressing the return arrow will delete any information inputted (you will be prompted to confirm leaving a page). You may also save an entry by clicking, “Save + Add Another” box.

Dates:

Every entry needs a date to be saved into the system. If no date is available for the entry, input “1925” and the output UM CV will display no date for that entry.

If an entry continues into the present, input a “Start Date” and leave the “End Date” blank.

Duplicating an Entry:

To duplicate an entry, select the entry by checking it off in the box at the right of the entry and click on the “Duplicate” box at the top right of the page. Doing so will open a new entry identical to the original entry. Edits can be made before saving the new, duplicated entry. To save the entry, click on the “Save” box at the top right of the page.

“Linked” Entries in Publications and Contracts, Grants and Sponsored Research:

Professors from other Colleges and Schools – within UM – (e.g., Medical Campus) may have inputted entries in the *Publications* and *Contracts, Grants and Sponsored Research* sections in their Digital Measures account, registering you as an author/investigator by selecting your name from a drop-down list instead of typing in your name. This “links” their entry to your page. You will see this entry in your Digital Measures account; however, the UM CV outputted will NOT include these entries. If you want to have these entries to appear in the outputted UM CV, duplicate the entry (see above). Please note that “linked” entries cannot be edited or deleted by anyone but the author of the entry.

Miscellaneous:

Opening xml in a Word Document:

To open an xml file to a word document – or using another program – save the file on your computer. Once saved, right click on the file, and select “Open with...”. This will prompt you to choose which program you may want to use. Choose Word Document or whichever program you desire.

Biography and Research Interests on Faculty Directory Page:

On the College of Engineering page, each faculty member has a page dedicated to her or his information, containing a faculty member’s Biography, Research Interests, Higher Education, Experience, and Publications. This information is pulled directly from Digital Measures. To see how to edit, add and/or delete entries from Higher Education, Experience, and Publications, see below.

1. To add, edit, or delete the Biography section on the web page:
Under “General Information” tab; in “Personal and Contact Information”
 - Scroll down to “Brief Biography” and enter the information in the space provided

2. To add, edit, or delete the Research Interests section on the web page:
Under “General Information” tab; in “Personal and Contact Information”
 - Scroll down to “Research Interests” and enter the information in the space provided

CURRICULUM VITAE

1. *Last CV Date Confirmed:*
Under “Confirmation” tab; in “Confirmation Page”

I. PERSONAL

2. *Name:*
Under “General Information” tab; in “Personal and Contact Information”
3. *Personal Phone:*
Under “General Information” tab; in “Personal and Contact Information”
4. *Office Phone:*
Under “General Information” tab; in “Personal and Contact Information”
- A. *Email:*
Under “General Information” tab; in “Personal and Contact Information”
5. *Address:*
Under “General Information” tab; in “Personal and Contact Information”
6. *Current Academic Rank:*
Under “General Information” tab; in “Administrative Data - Yearly Data”
 - Always Input: Academic Year, Primary College, Primary Department (takes care of entry # 8), Track (takes care of entry # 7), Rank
 - Input Additional Appointments if necessary (takes care of entry # 9)
- A. *Current Track of Appointment:*
See entry # 6
7. *Primary Department:*
See entry # 6
8. *Secondary or Joint Appointment:*
See entry # 6
9. *Citizenship:*
Under “General Information” tab; in “Personal and Contact Information”

10. *Visa Type:*

Under “General Information” tab; in “Personal and Contact Information”

- If not applicable, leave blank

II. HIGHER EDUCATION

11. *Institutional:*

Under “General Information” tab; in “Education - Degrees Earned”

- Always Input: Degree, Institution, Emphasis/Major, select “Yes” under “Highest Degree You Have Earned?” if entry is highest degree earned, Date Completed
- If the “Degree” is something other than what is in the dropdown menu, select “Other” and type in the desired degree type

12. *Non-Institutional (Further Certification):*

Under “General Information” tab; in “Faculty Development”

- Always input: Organization, Activity Type, Brief Description, Date(s)
- For Activity Type: Select the category that fits, if none fit (e.g., 3-Day Course), choose “Other” and type in the desired Activity Type
- Always input in Brief Description: Type in “UM Internal” for any entry performed in UM; Type in “External” for any entry performed outside of UM; Non-categorized information should also be inputted in “Brief Description”

13. *Certification and Licensure:*

Under “General Information” tab; in “Licensures and Certifications”

- Always Input: Licensure or Certification, Title of Licensure/Certification, Sponsoring Organization, “Date Obtained” OR “Expiration Date”
- Non-categorized information should also be inputted in “Description” (e.g., License Number)

III. EXPERIENCE

14. *Academic:*

Under “General Information” tab; in “Work History”

- Always: Choose “Academic” for “Experience Type”
- Always Input: Organization/Institution, Title/Rank/Position, and Dates
- Data that doesn't fit any category goes under “Brief Description”

Sabbatical Leaves and Visits:

Under “General Information” tab; in “Work History”

- Always: Choose “Academic” for “Experience Type”; Type in “Sabbatical” for “Division”
- Always Input: Organization/Institution, Title/Rank/Position, and Dates
- Non-categorized information should be inputted in “Brief Description”
- Note: “Sabbatical” must be typed with exact capitalization

15. *Non-Academic*

Industrial:

Under “General Information” tab; in “Work History”

- Always: Choose “Non-Academic Professional” for “Experience Type”
- Always Input: Organization/Institution, Title/Rank/Position, and Dates
- Non-categorized information should be inputted in “Brief Description”

Consulting:

Under “General Information” tab; in “Consulting”

- Always Input: Consulting Type, Client/Organization, and Dates
- Non-categorized information should be inputted in “Brief Description”

16. *Military:*

Under “General Information” tab; in “Work History”

- Always: Choose “Military” for “Experience Type”
- Always Input: Organization/Institution, Title/Rank/Position, and Dates
- Non-categorized information should be inputted in “Brief Description”

IV. PUBLICATIONS

17. *Books and Monographs Published*

Books:

Under “Scholarship/Research” tab; in “Publications”

- Always: Choose “Book” for “Contribution Type”
- Always Input: “Was this peer-reviewed/refereed?”, Title of Contribution, Current Status, Journal/Publisher/Proceedings Publisher, Dates
- Note: One or more of the following entries suffices for Dates: Expected Date of Submission, Date Submitted, Date Accepted, and/or Date Published
- To add Authors/Editors/Translators, select the number of author/editor/translator rows to add and press “+Add”; the order of the Authors/Editors/Translators can be manipulated to the right of the entry with up and down arrows
 - o Always Input: First Name, Last Name, and Role
 - o Do NOT select the Author/Editor/Translator using the drop-down menu

Book Chapters:

Under “Scholarship/Research” tab; in “Publications”

- Always: Choose “Book Chapter” for “Contribution Type”
- Always Input: “Was this peer-reviewed/refereed?”, Title of Contribution, “If this is part of a larger work (e.g., a chapter in a book), Title of Larger Work”, Current Status, Journal/Publisher/Proceedings Publisher, Dates
- Note: One or more of the following entries suffices for Dates: Expected Date of Submission, Date Submitted, Date Accepted, and/or Date Published
- To add Authors/Editors/Translators, select the number of author/editor/translator rows to add and press “+Add”; the order of the Authors/Editors/Translators can be manipulated to the right of the entry with up and down arrows
 - o Always Input: First Name, Last Name, and Role
 - o Do NOT select the Author/Editor/Translator using the drop-down menu

18. *Juried or Refereed Journal Articles or Exhibitions:*

Under “Scholarship/Research” tab; in “Publications”

- Always: Choose “Journal Article” for “Contribution Type”
- Always Input: “Was this peer-reviewed/refereed?”, Title of Contribution, Current Status, Journal/Publisher/Proceedings Publisher, Dates
- Note: One or more of the following entries suffices for Dates: Expected Date of Submission, Date Submitted, Date Accepted, and/or Date Published
- To add Authors/Editors/Translators, select the number of author/editor/translator rows to add and press “+Add”; the order of the Authors/Editors/Translators can be manipulated to the right of the entry with up and down arrows
 - o Always Input: First Name, Last Name, and Role
 - o Do NOT select the Author/Editor/Translator using the drop-down menu

19. *Other Works, Publications and Abstracts*

Conference Proceedings:

Under “Scholarship/Research” tab; in “Publications”

- Always: Choose “Conference Proceedings” for “Contribution Type”
- Always Input: “Was this peer-reviewed/refereed?”, Title of Contribution, Current Status, Journal/Publisher/Proceedings Publisher, Dates
- Note: One or more of the following entries suffices for Dates: Expected Date of Submission, Date Submitted, Date Accepted, and/or Date Published
- To add Authors/Editors/Translators, select the number of author/editor/translator rows to add and press “+Add”; the order of the Authors/Editors/Translators can be manipulated to the right of the entry with up and down arrows
 - o Always Input: First Name, Last Name, and Role
 - o Do NOT select the Author/Editor/Translator using the drop-down menu

Abstracts:

Under “Scholarship/Research” tab; in “Publications”

- Always: Choose “Abstract” for “Contribution Type”
- Always Input: “Was this peer-reviewed/refereed?”, Title of Contribution, Current Status, Journal/Publisher/Proceedings Publisher, Dates
- Note: One or more of the following entries suffices for Dates: Expected Date of Submission, Date Submitted, Date Accepted, and/or Date Published
- To add Authors/Editors/Translators, select the number of author/editor/translator rows to add and press “+Add”; the order of the Authors/Editors/Translators can be manipulated to the right of the entry with up and down arrows
 - o Always Input: First Name, Last Name, and Role
 - o Do NOT select the Author/Editor/Translator using the drop-down menu

Other:

Under “Scholarship/Research” tab; in “Publications”

- Always: Choose “Other” for “Contribution Type”
- Always Input: “Was this peer-reviewed/refereed?”, Explanation of “Other”, Title of Contribution, Current Status, Journal/Publisher/Proceedings Publisher, Dates
- Note: One or more of the following entries suffices for Dates: Expected Date of Submission, Date Submitted, Date Accepted, and/or Date Published
- To add Authors/Editors/Translators, select the number of author/editor/translator rows to add and press “+Add”; the order of the Authors/Editors/Translators can be manipulated to the right of the entry with up and down arrows
 - o Always Input: First Name, Last Name, and Role
 - o Do NOT select the Author/Editor/Translator using the drop-down menu

20. *Works Accepted for Publication:*

See items 17, 18, and/or 19.

V. PROFESSIONAL

21. *Funded Research Performed:*

Under "Scholarship/Research" tab; in "Contracts, Grants and Sponsored Research"

- Always Input: Type, Explanation of "Other" (if applicable), Title, Funding Agency, Current Status, Dates
- To add Investigators, select the number of author/editor/translator rows to add and press "+Add"
 - o Always Input: First Name, Last Name, and Role
 - o Do NOT select the Investigator using the drop-down menu
- Non-categorized information should be inputted in "Abstract"

22. *Editorial Responsibilities*

Reviewed articles for the following journals:

Under "Service" tab; in "Professional Activities"

- Always Input: Organization/Committee/Journal and Dates
- Always Choose: "Reviewer/Referee" for Position/Role
- Always Type In: "Journal Article" for Explanation of "Other"
- Note: "Journal Article" must be typed with exact capitalization
- Non-categorized information should be inputted in "Responsibilities/Brief Description"

Reviewed proposals and reports for the following government agencies and professional organizations:

Under "Service" tab; in "Professional Activities"

- Always Input: Organization/Committee/Journal and Dates
- Always Choose: "Reviewer/Referee" for Position/Role
- Always Type In: "Proposal" for Explanation of "Other"
- Note: "Proposal" must be typed with exact capitalization
- Non-categorized information should be inputted in "Responsibilities/Brief Description"

Reviewed books for the following publishers:

Under "Service" tab; in "Professional Activities"

- Always Input: Organization/Committee/Journal and Dates
- Always Choose: "Reviewer/Referee" for Position/Role
- Always Type In: "Book" for Explanation of "Other"
- Note: "Book" must be typed with exact capitalization
- Non-categorized information should be inputted in "Responsibilities/Brief Description"

Editorships:

Under “Service” tab; in “Professional Activities”

- Always Input: Organization/Committee/Journal and Dates
- Always Choose: “Editor” for Position/Role
- Non-categorized information should be inputted in “Responsibilities/Brief Description”

23. *Professional and Honorary Organizations:*

Under “General Information” tab; in “Professional and Honorary Organizations”

- Always Input: Name of Organization, Position Held and Dates
- Non-categorized information should be inputted in “Description of the Organization”

24. *Honors and Awards:*

Under “General Information” tab; in “Honors and Awards”

- Always Input: Award or Honor Name, Organization/Sponsor and Date Received
- Non-categorized information should be inputted in “Brief Description/Explanation”

25. *Post-Doctoral Fellowships:*

Under “General Information” tab; in “Post Graduate Training and Fellowship Appointments”

- Always Choose: “Post-Doctoral Fellowship” for Training Type
- Always Input: Institution, and Dates
- Non-categorized information should be inputted in “Additional Details”

26. *Other Professional Activities*

Presentations:

Under “Scholarship/Research” tab; in “Presentations”

- Always Input: Presentation Type, Conference/Meeting Name, Sponsoring Organization, Presentation Title, and Dates
- Non-categorized information should be inputted in “Additional Details”
- Non-categorizable information should be inputted into “Abstract/Synopsis”
- To add Presenters/Authors, select the number of author/editor/translator rows to add and press “+Add”; the order of the Presenters/Authors can be manipulated to the right of the entry with up and down arrows
 - o Always Input: First Name, Last Name, and Role
 - o Do NOT select the Author/Editor/Translator using the drop-down menu

Copyrights and Patents: Under “Scholarship/Research” tab; in “Copyrights and Patents”

- Always Choose: Patent or Copyright
- Always Input: Patent Title, Patent/Copyright Number/ID, Inventors, and Dates

- Non-categorized information should be inputted in “If Patent Cooperation Treaty, List Nations”
- To add Inventors, select the number of Inventors to add and press “+Add
 - o Always Input: First Name and Last Name

Invention Disclosure: Under “Scholarship/Research” tab; in “Copyrights and Patents”

Note: Temporary Work Around

- Always Choose: Patent
- Always Input: Patent Title, and Dates
- Always Type-in: For the “Patent/Copyright Number/ID” entry, type in “Invention Disclosure”
- Non-categorized information should be inputted in “If Patent Cooperation Treaty, List Nations”

Media Appearances and Interviews: Under “General Information” tab; in “Media Appearances and Interviews”

- Always Choose: Media Type
- Always Input: Media Name, Description, and Date

Faculty Development: Under “General Information” tab; in “Faculty Development”

- Always Choose: Activity Type
- Always Input: Title, Sponsoring Organization, and Date
- Non-categorized information should be inputted in “Brief Description”

VI. TEACHING

27. *Teaching Awards Received:*

Under “General Information” tab; in Honors and Awards”

- Always Input: Award or Honor Name, Organization/Sponsor and Date
- Always Choose: “Teaching” for Specialization
- Non-categorized information should be inputted in “Brief Description/Explanation”

28. *Teaching Specialization:*

HOLD OFF ON THIS ENTRY FOR NOW.

29. *Thesis and Dissertation Advising/Post-doctoral Student Supervision*

Postdoctoral Research Supervision:

Under “Teaching” tab; in “Directed Student Learning (e.g., theses, dissertations)”

- Always Choose: “Postdoctoral Research Supervision” for Involvement Type
- Always Input: Student Last Name, Title of Student's Work, Stage of Completion, Student Educational Level, and Dates
- To add Student Names, select the number of Student Names to add and press “+Add”;
 - o Always Input: Student First Name and Student Last Name
- Non-categorized information should be inputted in “Comments”

Dissertation Committee Chair:

Under “Teaching” tab; in “Directed Student Learning (e.g., theses, dissertations)”

- Always Choose: “Dissertation Committee Chair” for Involvement Type
- Always Input: Student Last Name, Title of Student's Work, Stage of Completion, Student Educational Level, and Dates
- To add Student Names, select the number of Student Names to add and press “+Add”;
 - o Always Input: Student First Name and Student Last Name
- Non-categorized information should be inputted in “Comments”

Dissertation Committee Member:

Under “Teaching” tab; in “Directed Student Learning (e.g., theses, dissertations)”

- Always Choose: “Dissertation Committee Member” for Involvement Type
- Always Input: Student Last Name, Title of Student's Work, Stage of Completion, Student Educational Level, and Dates
- To add Student Names, select the number of Student Names to add and press “+Add”;
 - o Always Input: Student First Name and Student Last Name
- Non-categorized information should be inputted in “Comments”

Master's Thesis Committee Chair:

Under “Teaching” tab; in “Directed Student Learning (e.g., theses, dissertations)”

- Always Choose: “Master's Thesis Committee Chair” for Involvement Type
- Always Input: Student Last Name, Title of Student's Work, Stage of Completion, Student Educational Level, and Dates
- To add Student Names, select the number of Student Names to add and press “+Add”;
 - o Always Input: Student First Name and Student Last Name
- Non-categorized information should be inputted in “Comments”

Master's Thesis Committee Member:

Under “Teaching” tab; in “Directed Student Learning (e.g., theses, dissertations)”

- Always Choose: “Master's Thesis Committee Member” for Involvement Type
- Always Input: Student Last Name, Title of Student's Work, Stage of Completion, Student Educational Level, and Dates
- To add Student Names, select the number of Student Names to add and press “+Add”;
 - o Always Input: Student First Name and Student Last Name
- Non-categorized information should be inputted in “Comments”

Master's Non-Thesis Advisor:

Under “Teaching” tab; in “Directed Student Learning (e.g., theses, dissertations)”

- Always Choose: “Graduate Student Advisor” for Involvement Type
- Always Input: Student Last Name, Stage of Completion, Student Educational Level, and Dates
- Always Type-in: “non-thesis” for Title of Student's Work
- To add Student Names, select the number of Student Names to add and press “+Add”;
 - o Always Input: Student First Name and Student Last Name
- Non-categorized information should be inputted in “Comments”

Visiting Scholar:

Under “Teaching” tab; in “Directed Student Learning (e.g., theses, dissertations)”

- Always Choose: “Other” for Involvement Type
- Always Type In: “Visiting Scholar” for Explanation of “Other”
- Always Input: Student Last Name, Title of Student's Work, Stage of Completion, Student Educational Level, and Dates
- To add Student Names, select the number of Student Names to add and press “+Add”;

- o Always Input: Student First Name and Student Last Name
- Non-categorized information should be inputted in “Comments”

Undergraduate Honors Thesis:

Under “Teaching” tab; in “Directed Student Learning (e.g., theses, dissertations)”

- Always Choose: “Undergraduate Honors Thesis” for Involvement Type
- Always Input: Student Last Name, Title of Student's Work, Stage of Completion, Student Educational Level, and Dates
- To add Student Names, select the number of Student Names to add and press “+Add”;
 - o Always Input: Student First Name and Student Last Name
- Non-categorized information should be inputted in “Comments”

Supervised Research:

Under “Teaching” tab; in “Directed Student Learning (e.g., theses, dissertations)”

- Always Choose: “Supervised Research” for Involvement Type
- Always Input: Student Last Name, Title of Student's Work, Stage of Completion, Student Educational Level, and Dates
- To add Student Names, select the number of Student Names to add and press “+Add”;
 - o Always Input: Student First Name and Student Last Name
- Non-categorized information should be inputted in “Comments”

VII. SERVICE

30. *University Committee and Administrative Responsibilities:*

Under “Service” tab; in “University Service”

- Always Choose: “Supervised Research” for Involvement Type
- Always Input: Service Scope, Position/Role, Organization/Committee, and Dates
- Non-categorized information should be inputted in “Responsibilities/Brief Description”

31. *Community Activities:*

Under “Service” tab; in “Community Service”

- Always Choose: “Supervised Research” for Involvement Type
- Always Input: Organization/Committee/Club, Position/Role, and Dates
- Non-categorized information should be inputted in “Responsibilities/Brief Description”