Managing your Data in Digital Measures

Use this sheet to find out what information to place in each field

Activities Database - University Main Menu

General Information

- ▶ Personal and Contact Information ⟶ Name, address, bio, photo
- ▶ Administrative Data - Permanent Data | Yearly Data ⟶ Information pre-loaded from Banner
- ▶ Office Hours ⟶ Office Hours
- ▶ Academic, Government, Military and Professional Positions ⟶ Professional positions (location, job title, description, dates)
- ▶ Administrative Assignments ⟶ Dean/Department Chairperson/ Director positions
- ▶ Awards and Honors ⟶ Leadership/service award name, organization/sponsor
- ▶ Consulting ⟶ Type, client/organization, location, description
- ▶ Education ⟶ Degree, institution, major, dissertation/thesis, transcript
- ▶ External Connections and Partnerships ⟶ Speaker/field trip/funding/recruitment
- ▶ Faculty Development Activities Attended ⟶ Conference attended, continuing ed program, workshop
- ▶ Licensures and Certifications ⟶ license info, sponsoring organization, scope, description
- ▶ Media Contributions ⟶ TV, radio, newspaper, magazine, internet contribution
- ▶ Professional Memberships ⟶ Organization, leadership position held, scope, dates
- ▶ Workload Information ⟶ Teaching/service/research/administrative workloads
- ▶ Practice ⟶ Position/role, clinical agency, specialty, contact information
- ▶ International ⟶ Country, partnering agency, photo, URL, description
- ▶ Dyson College of Arts & Sciences Annual Faculty Performance ⟶ Student evaluation results, awards, HIEPS, new courses

Teaching

- ▶ Academic Advising ⟶ Describe advising activities and student information
- ▶ Directed Student Learning (e.g., theses, dissertations) ⟶ Involvement type, student information
- ▶ Non-Credit Instruction Taught ⟶ Certification leader, continuing ed, guest lecturer, seminar
- ▶ Scheduled Teaching ⟶ Information pre-loaded from Banner

Scholarship/Research

- ▶ Artistic and Professional Performances and Exhibits ⟶ Art/dance/poetry/nonfiction/theatre/drama/novel
- ▶ Contracts, Fellowships, Grants and Sponsored Research ⟶ Contract/fellowship/grant/sponsored research
- ▶ Intellectual Contributions ⟶ Publications
- ▶ Intellectual Property (e.g., copyrights, patents) ⟶ Patent title, copyright number/ID, abstract
- ▶ Presentations ⟶ Demonstration, exhibit, keynote, lecture, poster, paper
- ▶ Research Currently in Progress ⟶ Title, description, status, research type

Service

- ▶ Department ⟶ Committee name, position/role
- ▶ College ⟶ Committee name, position/role
- ▶ University ⟶ Pace University committee activity
- ▶ Professional ⟶ Professional committee activity
- ▶ Public ⟶ External committee activity