Faculty Annual Report
(FAR)
Using Digital Measures

Faculty New Hires, August 2020
Faculty Annual Report Using Digital Measures

- All faculty members are required to complete a Faculty Annual Report (FAR) and these reports are due each spring.

- You will receive an e-mail reminding you the due date.

- At UMBC, we use the software tool Digital Measures to enter information to complete the FAR. In myUMBC, go to the “Personal Links Menu” and select “Guide” to access the Faculty Annual Report using the Digital Measures link.

- Digital Measures FAQs are located under the link.

- The data you provide is essential. The Faculty Annual Report informs multiple processes, including the dean’s merit review process, annual and comprehensive review of tenured faculty, and the USM Non-Instructional Productivity reporting. Recent attention by the Board of Regents to issues of faculty workload and productivity underscores the importance of this data.

- **NEW FOR 2021** - The Board of Regents approved changes to the USM Policy on Faculty Workload and Responsibilities in late spring 2020. While most of the data will remain the same, the biggest change occurs with additional questions that better help measure Research and Scholarly/Creative Productivity, “non-instructional productivity”. These additional changes will be added to Digital Measures in the coming months.
Getting Started

- At UMBC, we use the software tool Digital Measures to enter information to complete the FAR. In myUMBC, go to the “Personal Links Menu” and select “Guide” to access the Faculty Annual Report using the Digital Measures link.

- If you have any questions regarding how to complete the FAR using Digital Measures, please use Digital Measures FAQs located under the Digital Measures link.
Digital Measures - Home Page

- **College/Affiliate Information** is *pre-populated* from Human Resource frozen data when available.

- **Scheduled Teaching** is *pre-populated* from the Student Administration System (SA) and uses official 10th day numbers.

- **Mandatory State Requirements** – Data collected in the “Mandatory State Requirements” page of Digital Measures are required for state reporting, dean’s merit review process, annual and comprehensive review of tenured faculty, and the USM Non-Instructional Productivity reporting in the Faculty Workload Report.
New for Reporting Cycle 2021 – for Calendar Year 2020

The Faculty Annual Report (FAR) informs multiple processes, including the dean’s merit review process, annual and comprehensive review of tenured faculty, and the USM Non-Instructional Productivity reporting of the Faculty Workload Report.

The Board of Regents approved changes to the USM Policy on Faculty Workload. Though most of the data will remain the same, the main change occurs with a couple of additional categories to better capture the nature of faculty’s workload with regards to non-instructional activity. These changes will be reflected in Digital Measures later in January 2021.

- # Juried Creative Works - Number of juried creative works (non-verbal scholarly/creative activity) completed or in which the faculty member had meaningful participation, including artistic (musical, theatrical and dance) performances, art exhibits, recitals, concerts, and the like
- # Non-juried Creative Works - Number of non-juried creative works (non-verbal scholarly/creative activity) completed or in which the faculty member had meaningful participation, including artistic (musical, theatrical and dance) performances, art exhibits, recitals, concerts, and the like.
- # Patents Awarded to Faculty - Number of patents awarded to faculty in the reporting year.
Need Help

- Click “?” to submit an RT ticket to request help, report data errors or technical issues.
RT Ticket Request

➢ Your request will be routed through the RT system for resolution by your UMBC Digital Measures Administrators.

➢ Verify your contact information, do not choose “remain anonymous”.

➢ Enter your request with detailed information.

➢ Be sure you click “SEND”.

Get Help

Please complete the form below, providing as much detail as possible.

Your Contact Information

- Name: Nora Bye
- E-mail: MF26771@umbc.edu

☐ I want to remain anonymous

Note: If you need a response, do not select this option

Your Question or Issue *

[Text box for question or issue]

[Buttons: Cancel, Send]
Digital Measures Support Administrators

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