

# Digital Measures: Faculty Annual Review & Progress Report

The LSUHSC School of Public Health Faculty Annual Review and Progress Report is available through the Digital Measures portal for Academic Year 2019-2020.

## [How to run a Faculty Annual Review & Progress Report in Digital Measure:](#)

The first step is to watch the short video available below on how to run a Faculty Annual Report in Digital Measures. *Clicking on the image to access the video link. (Please note that your user has limited permissions and may not reflect all the options seen in this video.)*

*LSUHSC credential or user/password are required to access Digital Measures.*



Digital Measures will generate a report in MS Word that to be downloaded and completed. This Faculty Annual Review and Progress Report is formatted specifically for the School of Public Health. It should be completed with the additional information that is required of the annual faculty review process for review.

### Tips:

- When logging into Digital Measures remotely or away from campus it may direct you to log-on to remote.lsuhschool.edu first to access it.
- Date Range: Ensure that the correct date range is selected for the year to be reviewed (current review dates are July 31, 2019 – June 30, 2020). If you do not change the date range it will run the report using the default dates, resulting in a blank document.

- Whom to include: Click on the “Change Selection” text to display the list of names. Selected your name from the available list. *The list displayed is limited to the individual faculty user and any direct faculty reports restricted by the department/program for those in administrative positions.*
- If your Annual Review and Progress Report does not open and is displayed automatically as a Word document – check and follow the usual path to downloaded documents from the internet for your internet browser. *(Open/display downloads is determined by the internet browser setting you use to access Digital Measures)*

Other Notes: This report will populate the fields provided and required by the SPH Business Office and available in Digital Measures. They including the Funding Summary, Teaching Summary and Advising Summary. All other sections under the heading “Faculty Annual Review Rating” should be completed as directed and should be modified as needed. The corresponding individual’s name will be displayed automatically in the header section of the Word document. The FY year will need to be edited to reflect the current year in review (currently 2019-2020).

*Please note that the formatting of the generated document is not locked and may shift as the form is completed.*

**Sample Report in Word**

Louisiana State University Health Sciences Center  
School of Public Health  
Faculty Annual Review and Progress Report  
2018-19

Appointment (Date) Date: \_\_\_\_\_ Program: \_\_\_\_\_  
Title Rank: \_\_\_\_\_

**Funding Summary (to be provided by the business office)**

Workload	% of Total Funding (one-year average)
Teaching Workload Percentage	
Administrative Workload Percentage	
Service Workload Percentage	
Research Workload Percentage	
Workload Total	

**Teaching Summary (to be provided by the business office)**

Total	0	1	2	3	4	5

\* Independent study counted at 1/3 of credits to student; dissertation, thesis, exam only student classes not counted in this summary. Contact hours are adjusted credit hours X the number of students.

**Advising Summary (to be provided by the business office)**

Number of PhD Student Advises	Number of MS/MPH Student Advises

**Instructions:** All full-time faculty members must complete all pages of the annual review and progress report form. Additionally, an up-to-date CV must be submitted. The completed form and CV should be sent to the evaluator one week prior to the scheduled evaluation meeting. Faculty evaluators shall use pages 2-3 of this document to complete the annual review for each faculty member. After faculty members and evaluators have met and finalized the documents all completed documents must be submitted to the business office for storage in each faculty member’s personnel records. Please submit the up-to-date CV in electronic form.

**Faculty Annual Review Rating**

**Scale:**

Highly Effective	Consistently Effective	Needs Development	Not Effective	Not Applicable
Outstanding performance that exceeds all job requirements	Consistent performance that satisfies all job requirements	Performance that sometimes meets job requirements	Performance does not meet job requirements	Does not apply

**To what degree was job performance effective in each area?**

**I. Teaching**

self rating: \_\_\_\_\_ evaluator rating: \_\_\_\_\_

Self Comments: \_\_\_\_\_

Briefly list goals and objectives for next year: \_\_\_\_\_

**II. Research, Scholarly, and Practice Activity**

self rating: \_\_\_\_\_ evaluator rating: \_\_\_\_\_

Self Comments: \_\_\_\_\_

Briefly list goals and objectives for next year: \_\_\_\_\_

**III. Service Activities**

self rating: \_\_\_\_\_ evaluator rating: \_\_\_\_\_

Self Comments: \_\_\_\_\_

Briefly list goals and objectives for next year: \_\_\_\_\_