

Annual Activities Submission for Annual Review

There are five distinct steps to preparing your annual activities for the annual report submission using Clemson University's Faculty Success (formerly Digital Measures). Click on the section headings below to move through this guide.

- 1) [Check pre-loaded data.](#)
- 2) [Add additional data and activities.](#)
- 3) [Add reflections to goals.](#)
- 4) [Preview Report](#)
- 5) [Go to Workflow and Submit Report](#)

Faculty who need assistance should use this link to schedule a support appointment that fits their availability:

<https://outlook.office365.com/owa/calendar/DMAAdminCalendar@Clemson.onmicrosoft.com/bookings/>

Schedule

The Provost Office maintains an official calendar of dates and deadlines for all faculty review processes. Here is a direct link to the comprehensive calendar, followed by a summary of general annual review dates for annual review:

<https://www.clemson.edu/provost/faculty-affairs/deadlines.html>

- Mid-May – Spring course evaluation results are loaded into Faculty Success the day after grades are due for spring term. **Do not submit before this date** to ensure that evaluation results are loaded properly.
- May 15 – Academic Calendar ends.
- Mid-July - Annual activity reports are due in the system. Your department chairs may have an earlier date, so please check with them to confirm the due date.
- Mid-September – Annual reviews are released to faculty, with a ten-day faculty response window.
- End of October – Dean review should be complete with a ten-day faculty response window.
- Mid-December – All annual review processes complete.

1. Check Pre-Loaded Data

The first step to submitting your annual activities report is to check the data and activities that were loaded on your behalf by the system. These areas are listed below in the order they appear in Faculty Success (DM)*.

General Credentials/Expertise: Personal and Contact Information

When user records were created, the preferred name you have established at Clemson was used. This is a one-time load, so if you make changes to your name in the system, you would have to let the university know. If you would like your name to appear differently, please email dmadmin@clemson.edu.

General Credentials/Expertise: Degrees

If you are a relatively new faculty or have earned a recent degree, check the degrees entered for you in the system. This information comes from our faculty credential system, which are maintained to comply with SACS requirements. If you are missing degrees, please email dmadmin@clemson.edu. If you have earned a terminal degree, (such as PhD, EdD, MFA, etc.), please make sure it is listed. Many metrics track the percentage of faculty with terminal degrees.

Complete other sections in General Credentials/Expertise as appropriate. The faculty development activities section is important for accrediting bodies, so please complete that as well.

Teaching/Mentoring: Directed Student Learning (Graduate Committees)

Graduate student committees are loaded into the system from iRoar. Committees have been loaded through mid-April and another batch will be loaded the last week in April.

If you do not see a committee by the start of May, it is recommended that you enter the committee as “prior to plan of study,” which is in the OTHER ROLE field on that screen. You may also submit a missing committee form to dmadmin@clemson.edu, but the research for this may take a while.

Here is a link to the form (one form should be submitted for each missing committee to better track them.) <https://clemson.box.com/s/8a6jusaghju9mhp6dq28zjy2ag3nfr0t>

Other Role

▼
Master's Student Prior to Plan of Study
Doctoral Student Prior to Plan of Study
Thesis or Dissertation Committee (Not Clemson)
Master's Thesis Committee (Not Clemson)
Dissertation Committee (Not Clemson)
Directed Individual/Independent Study
Internship Advisor
Postdoctoral Research Supervision
Supervised Research
Supervised Teaching Activity
Undergraduate Honors Thesis
Other

* Digital Measures is now known as Faculty Success.


Teaching/Mentoring: Scheduled Teaching

Scheduled teaching is loaded directly from iRoar based on courses where you are listed as instructor of record. If any courses should be added, you should be in iRoar as the instructor before they can be added to the Faculty Success system. If any courses should be deleted, email dmadmin@clermson.edu.

Evaluation reports are loaded at the end of the term. Please verify that evaluation reports have been loaded before you submit your annual review report.

Course evaluation reports are now being loaded **WITH COMMENTS** and **WITHOUT COMMENTS**. To display comments in the reports linked in the annual report, you must click inside each section record to enable comments.

Open each student teaching record and scroll down to the bottom. Click the highlighted checkbox to enable comments.

 **Click here to automatically enable comments**

If you would prefer to download your results and also load them separately in the annual review, this link provides directions to find reports in EvaluationKit:

<https://clermson.box.com/s/8z54jfw5sp0g89duwq1x46mznmducuyy>

Verify that evaluation reports are included as expected. Once you have clicked the “enable comments” button as shown above, verify that the links are working as expected. Run the annual report with the correct dates (May 16 – May 15) and scroll down to scheduled teaching. Links will show either with comments or without. Below is an example from a faculty member who loaded comments and who also added a syllabus and other information file. The links display for each course where a file was loaded.

Course	Title	Enrollment	SCH	Files
HLTH 2020 003	Introduction to Public Health	32	96	Course Evaluation With Comments Syllabus Additional Course Information
HLTH 2020 004	Introduction to Public Health	31	93	Course Evaluation With Comments Course Evaluation With Comments
HLTH 2980 001	Human Health and Disease	30	90	Course Evaluation With Comments Syllabus Additional Course Information

InfoED Imports

Scholarship/Research: Contracts, Fellowships, Grants and Sponsored Research

Sponsored projects entered in InfoED are loaded on a quarterly basis once data has been verified by the Vice President for Research. The pre-loaded Research Expenditures Report will include the prior fiscal year plus at least two quarters of the current fiscal year, quarters ending in September and December. This section will continue to update expenditures as they are verified by the VPR office. If you are missing a project that has had expenditures in the first two quarters of FY2024 or had expenditures in Fy2023, please complete the form here: <https://clemsun.box.com/s/lgum8q0v740qyahu7mss6c7vduziygh4>

Email completed forms separately to dmadmin@clemsun.edu. Submit one completed form per missing project. This helps us track them.

Scholarship/Research: Proposals

Data for proposals are tracked on a fiscal year basis, which runs July 1 – June 30. Proposals are loaded automatically each Thursday from information in InfoEd. (same form as above)

<https://clemsun.box.com/s/lgum8q0v740qyahu7mss6c7vduziygh4>

Email completed forms separately to dmadmin@clemsun.edu Submit one completed form per missing proposal.

2. Add additional data and activities.

The following sections represent main areas where faculty enter data. Depending on your faculty appointment, you may not have any information in some of these sections.

Teaching/Mentoring: Evidence of Teaching Effectiveness

This section was added to allow faculty to upload exhibits or examples to demonstrate their teaching effectiveness.

Scholarship/Research: Publications

Enter published or pending publications. If you have a large number of publications, you may import from google scholar or another reference source. Note that for this process, the focus is on the past year, so keep that in mind. (Details are provided in Appendix 1, Importing Publications)

Make sure another faculty did not tag you in a publication that you did not co-author. If someone did tag you incorrectly, contact dmadmin@clemsun.edu and give the name of the publication. You can do a quick snapshot and paste it into the email.

Scholarship/Research: Other Research

If you have funded research that is not routed through Infoed, you can add it here. Please do not add Infoed projects here, as they would be double-counted.

Complete additional sections as appropriate, including **Extension, Librarianship, and Service.**

3. Enter Reflections for the prior year

Before submitting your report, you should reflect on the goals established for the year just ended. You should have a goal entry for under **Administrative Data: Workload/Goals**.

If you have been at Clemson a while, you may have several years of goals and reflections in the Faculty Success system. Please choose the correct one to edit. See an example:

<input type="checkbox"/>	ACADEMIC YEAR	SUBMISSION DATE
<input type="checkbox"/>	2022-2023	January 10, 2022
<input type="checkbox"/>	2021-2022	January 10, 2022

Open the goals, (click on the current year) and enter **actual percentages** in the appropriate columns.

Do not change the submission date, and make sure it is between May 16 and May 15. If it is not, it will not display correctly in the report. Enter your reflections stating what happened this year.

You are not adding new goals yet. See <https://www.clemson.edu/provost/digital-measures/resources.html> for tips on entering next year's goals.

Once you are finished, at the top click SAVE. This concludes the goals process.

4. Preview Report:

It is important to preview the report to ensure that everything entered is showing up as expected.

Click Rapid Reports in the top right corner, choose **Annual Activity Report**. Change the date range to May 16 of the prior year through May 15 of the current year.

Make sure all of the activities you entered, and the goal reflections, are showing up. If they are not, it may be a date issue. Activity dates must be between May 16 – May 15 to appear on the report. Activities with a June date (of the current year) would show up in the next year.

5. Submit Report

Now that you have entered your activities, you must submit them in the WORKFLOW section of Faculty Success. You will find an active task under Workflow/Inbox. The step name should be Faculty Submits Activities. If you are a full-time faculty and do not have this process, email dmin@clmson.edu.

You will see a statement that reports have been run and auto-attached. It's important to REFRESH the report. Click the "refresh all" button, and that will pull in the latest version of the report. **This is critical.**

▼ Reports Have Been Run and Auto-Attached

The following reports have been attached to this submission on your behalf.

- Annual Activity Report - Last updated April 22, 2022 at 12:55 PM


To ensure that the data included for your submission is current, we recommend that you refresh these reports. You can do this by selecting the "Refresh Report" button next to each individual report below, or you can use the "Refresh All" button here to refresh the reports listed above.

[Refresh All](#)

The annual review process begins when you certify that the documents you are submitting are complete and ready for review. Prior to

Once you refresh it, you can view it by scrolling down to find this:

Make sure and click the refresh report button to ensure it captures the most recent data entered.

Annual Activity Report  Last Updated April 22, 2022 at 12:55 PM [Refresh Report](#)

Preview the file again to make sure it is what you expect.

If you are missing anything, save your progress and go back and fix issues in Activities.










If you are ready, you may also add additional files requested by the department chair. That area looks like this:

The space below is for additional files that you want to be included in your annual review materials. If course evaluations did not populate in the annual report you may load them here.

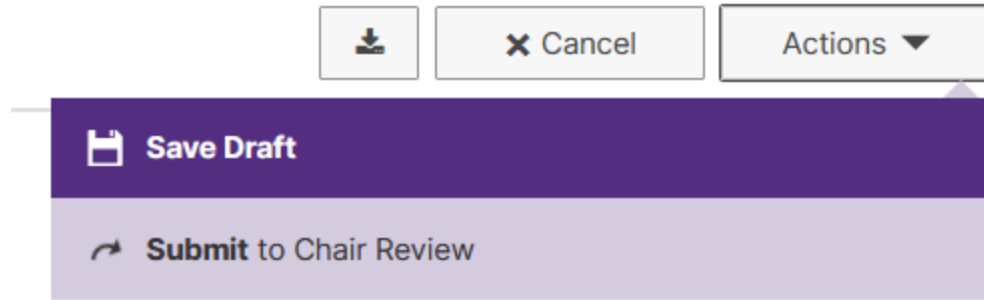
Any other Files Requested by Chair

[Drop files here or click to upload](#)

Comments

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Once you are ready to submit, scroll back up to Actions. You can either save the draft or **SUBMIT TO Chair Review. If you do not submit, the chair will not see it.**



Faculty may request a support appointment using this link:

<https://outlook.office365.com/owa/calendar/DMAAdminCalendar@Clemson.onmicrosoft.com/bookings/>

Appendix 1: Importing Publications

A BibTeX file listing faculty publications can be exported from multiple information systems, including Google Scholar, EndNote, Mendeley Desktop, RefWorks, Scopus, Web of Science, and Zotero. This BibTeX file, which can be saved as a simple text file, can be uploaded into Faculty Success using the *Import* tab on the *Publications* screen.

- The Faculty Success (DM) import program will ask you to confirm the presence of duplicate articles if data is already entered on the *Publications* screen.
- The software will also try to identify the presence of other Clemson faculty on the articles and enter the references on their Faculty Success page.
- Additionally, you can manually assign co-authors to current Clemson faculty accounts if the spelling of their name on the published article did not exactly match Clemson Faculty Success (DM) records (e.g., J. Doe instead of John Doe or a name change due to marriage).
- Be careful to not accidentally tag existing faculty if they were not co-authors.

BibTeX file from Google Scholar:

1. Navigate to Google Scholar (scholar.google.com). If you do not already have a profile created in Google Scholar, then set one up using the information at the website <https://scholar.google.com/intl/en/scholar/citations.html>.
2. Select *My Profile* in the upper left.
3. If you are not yet logged in, enter your credentials to sign in. Upon signing in you should land on your profile page where you will see a list of your “articles.” You may need to select *show more* multiple times at the bottom of the page to make all of your article visible.
4. If the articles are listed according to their times *Cited*, you may find it more convenient to list them according to the year of publication by selecting *Year* just above the list of articles. Click on the check box next to each article you would like to export to Faculty Success, to select all articles simply click on the checkbox at the top left of the page.
5. Once you’ve made your selections, select the *Export* option and choose *BibTeX* as your file format. This will convert your articles into BibTeX format.
6. Next, you will need to save the BibTeX text from the webpage into a text file. For Google Chrome and Firefox browsers, right click on the mouse and select *Save As*.

BibTex file from Web of Science:

1. Navigate to Web of Science (webofknowledge.com). Conduct a Basic Search to find your published articles. List the search as “Doe J*” for the name Jane Doe and replace the *Topic* option with *Author* from the scroll down menu. If your name is more common, you may need to refine the search results using additional search criteria. For example, use the + *Add Row* feature to add another criterion. Often an Address location is helpful. For example, in the newly added search row type “Clemson or Georgia” for someone who teaches at Clemson and attended graduate school in Georgia. Also, replace the topic option with *Address* from the scroll down menu. You can further refine your search using other criteria, including a specific *Timespan*. To select just the publications in the Year 2020, use a *Custom Timespan* and enter “2020” in both beginning and ending dates. When all criteria are finalized, select the *Search* button.
2. The search results page should now be visible. If undesired publications appear in the results, you can select the publications for inclusion in Faculty Success using the check box adjacent to each item. Now select the *Export* tab (located just above the first article listed) and scroll down to the *other file formats* option.
3. On the *Export Records to File* screen, select the appropriate option for articles to include (e.g., *All records on page* or *Records x to y*). Using the *File Format* button, select “BibTex” from the scroll down menu. Finally, select the *Export* button, and save the resulting .bib file to your preferred location.
4. For more information please see the [Web of Science support materials](#).