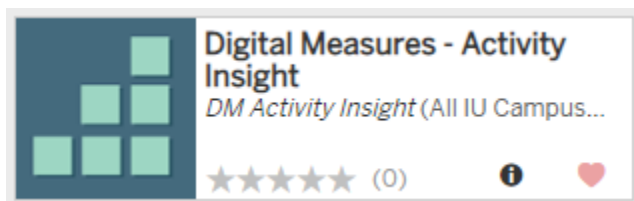


DMAI at IUPUI



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Use

Digital Measures Activity Insights (aka DMAI or “Digital Measures”) is used for two purposes at IUPUI:

- Annual reviews. Each January, faculty complete recording the prior calendar year’s activities; then, chairs use the information in the annual review process.
- P&T CVs. DMAI can create an IUPUI-formatted CV. This is called **IUPUI Vita** in the drop down Rapid Reports box. This will be *incomplete* but will provide a framework for the required full CV.
 - You can also use it as an archive of documentation by attaching syllabi, course evaluations, letters from co-authors, or other materials in several areas.

First-time users

- Import your citations (see appendix)
- If you used DMAI at another institution, contact Rachel Applegate at acadhr@iupui.edu , requesting us to obtain your data from your previous institution.
- Set aside some time to include historical data from your CV.

Key points

- Make sure all items have **dates**. A beginning date is required; the end date can be left blank. *If you do not include dates, the items will not be exported into reports.*
- For publications, choose the **area**: Teaching, Research, Service, or Other. If you are undecided, choose Other. *Do not leave blank. This will omit that item from some reports.*
- For committee membership, include IUPUI or IU or School Name in the title:
 - IUPUI Budgetary Affairs Committee
 - IUPUI School of Science Department of Psychology Search Committee
 - IUPUI School of Education Appointments Promotion and Tenure Committee
 - IU University Faculty Council
- For professional development **you attend**, place it in the section: General Information / Professional Development. For professional development **you present**, place it in the section: Teaching / Non-Credit Instruction Taught.
- Work in the form of an actual publication should go into Research/Creative Activity / Publications/Scholarship of Discovery; work that is ongoing or has non-traditional formats can go into Scholarship of Application/Engagement. Label each individual item with the IUPUI area (teaching, research or service.)
- Use “Rapid Reports” / scroll to the top, to *Annual/Multi-Year Report and generate. Check for missing items and problems. *This is what your chair will use.*
- IU School of Medicine users have a separate [guide](#) defining some specialized activities such as types of medical education.
- More generic (e.g. how to add and delete items) and more details can be found at this [guide](#)

Report Areas

Personal and Contact Information

NOT auto-loaded

If you change location, make a change here.

Biography and Expertise

NOT auto-loaded

Includes: Brief Biography, Teaching Interests, Research Interests, Languages (and degree of fluency). Not needed for annual report. Might be used on some reports

Unit Affiliation

AUTO-LOADED. Report errors via link

This is only updated once per year; fall assignments are not included.

Prior Work Experience

NOT auto-loaded; take from CV

Include all academic and non-academic posts; not needed for annual report.

IU Appointment Data

AUTO-LOADED. Report errors to acadhr@iupui.edu

Awards and Honors

NOT auto-loaded; take from CV

National awards are listed in a drop-down box. For all others, include the name in the Other box, but the names will not appear on the summary display.

Education

NOT auto-loaded; take from CV

This is degrees only, not institutes, post-docs, or other.

You will check ONE as your “highest degree earned.” Not needed for annual report.

Graduate/Post-Graduate Training

NOT auto-loaded; take from CV

Fellowships, postdocs, internships, etc. Not usually needed for annual report.

Professional Development

NOT auto-loaded; may or may not be listed on CV

These are events which **you attend**, not at which you present¹. Important for annual report.

Licensures

NOT auto-loaded; take from CV. Not usually needed for annual report unless new.

Media Appearances and Interviews

NOT auto-loaded; may or may not be listed on CV

These can be important to demonstrate impact and regional or national reputation; needed for annual report.

Professional Memberships

NOT auto-loaded; take from CV. Not generally needed for annual report.

Teaching

Directed Learning (e.g. theses, dissertations)

NOT auto-loaded; take from CV

Include also undergraduate student research experiences and similar items.

Non-Credit Instruction Taught

NOT auto-loaded; take from CV

This is professional development and other forms of instruction that you present. Generally place conference presentations into Research / Presentations. Important for annual report.

Courses

AUTO-LOADED.

Add courses for which you had a role but were not in the system as an instructor. "Exclude from reports" zero-enrollment sections².

Upload syllabi to serve as an archive.

Add: Level (undergraduate, graduate, post-graduate); Delivery mode (clinical, hybrid, online, classroom); new course preparation Y/N; new format for existing course Y/N; check: service learning, diversity, civic engagement.

Ask your chair if more is needed for the annual report: discussion, description, evaluations.

Teaching Innovation and Curricular Development

Not auto-loaded. Does not appear on CV.

Ask your chair for what is needed here. Possibilities: work on program proposals, coordination of courses, new course or program design. Attending workshops *about* innovation goes in the Personal / Professional Development section.

Librarian Performance

Consists of brief descriptions with dates; does not allow attachments.

Archive a copy of your position description in the Supplemental section.

¹ Attending professional development is important for new faculty. It becomes less important the more senior you are. Clarify with chair what is important to list.

² Courses that were cancelled before beginning may be listed as taught, but with zero enrollment.

Research/Creative Activity

Note about Teaching, Research and Service for publications and presentations

IUPUI requires all publications and presentations to be tagged with an “area” (teaching, research, service, or other). The DMAI screens and categories are used at many institutions and do not make these distinctions.

For research or creative activity or scholarship of teaching or scholarship of service use any of these as appropriate; ask in your department or school which to use. Label each item as to its ‘area’ and it will appear correctly on the Vita.

Artistic and Professional Performances and Exhibits

Publications/Scholarship of Discovery

Scholarship of Application/Engagement

Digital Scholarship

Any presentation goes here; in your department or school it may count as a ‘peer reviewed publication.’ Label it as to the area.

Presentations

Performances

Not auto-loaded; cannot be imported; take from CV.

Important for annual report. This assumes that the performance has been completed. For a work in progress, put in the separate Work in Progress section. No attachments are allowed; consider including a web address with information about the item.

Contracts, Fellowships and Grants

Auto-loaded from 2016 on, for items in the IU research administration system; others can be added.

% effort refers to the percentage of your salary that will be covered by the grant (not the percent of the grant which you are responsible for).

For reviewed but unfunded grants, archive grant reviews in the Award Letter area (grant reviews are required for P&T).

Publications/Scholarship of Discovery

Not auto-loaded; can be imported, or take from CV.

Choose the Import button at the top right of the screen

Indicate area (teaching, research, service, or other) as well as student co-authors. Look for missing information if you use import.

Published conference proceedings can go here.

Scholarship of Application/Discovery

Not auto-loaded; cannot be imported. Take from CV.

Drop down box has examples such as: strategic plan for community group; technical paper; white paper; panel/commission report.

Digital Scholarship

Not auto-loaded; cannot be imported. Take from CV.

Drop down box has examples such as: Curation, Database, Data Visualization. Includes digital humanities products.

Biographical Sketch – NIH NSF

Not auto-loaded

Provide the biosketch exactly as is used for grant proposals. Not needed for annual reports or Vita.

Intellectual Property (e.g. copyrights, patents).

Not auto-loaded; take from CV

Presentations

Not auto-loaded; cannot be imported. Take from CV.

Published conference proceedings can be listed in Publications.

Work in Progress

Not auto-loaded; cannot be imported.

Ask your chair what kind of detail is needed here. Works that have completed and submitted (but not yet accepted) can go in Publications. Important for annual review; not included in Vita.

Service/Engagement

Institutional Service

Not auto-loaded; cannot be imported. Take from CV.

Committee membership or leadership; for department, program, school, campus, or IU as a whole. Be sure to close out completed memberships.

Professional Service

Not auto-loaded; cannot be imported. Take from CV.

Activities which benefit your academic discipline: association work, article refereeing.

Public Service

Not auto-loaded; cannot be imported. Take from CV or other.

Activities connected to community organizations: “non-academic communities and agencies.”

Clinical Service

For IUSM, some data will be imported, otherwise, must be manually entered.

Provision of professional services to community clients.

Supplemental

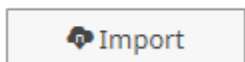
Annual Reports: Supporting Comments/Attachments

For users of “FAR” your previous annual reports have been archived here (2015 and before).

Ask your chair what information is required or expected in this section.

Appendix: Importing Citations

Within Research/Creative Activity, and Publications/Scholarship of Discovery, click the button for Import



DMAI works with two different types of sources.

With these, you need to export the items into BibTeX format, then import into DMAI:

HeinOnline

Google Scholar

EndNote

Mendeley
 RefWorks
 Zotero

With these, you can import directly from the database (Import from a Third Party)

Scopus
 Web of Science
 Crossref
 ORCID
 PubMed

Establish a unique author identification with ORCID or with Google Scholar to prevent confusion if your name is common. For example, this is not me:

Early and Late Bioresorbable Vascular Scaffold Thrombosis: Size Matters.
 Alvarez, M; Applegate, R
 December 11, 2017

Make sure all items have dates, and “areas” (teaching, research or service).

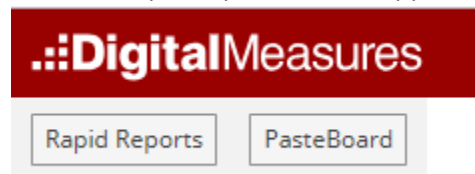
Appendix: Annual Reporting

At least one person in each School has full capacity to run reports on people by department and the school as a whole.

Individuals can also run their own annual reports

For individual faculty to run their own reports:

Choose “Rapid Reports” in the upper right.



From the drop-down box choose Annual/Multi-Year Report
 Provide the right date range.