



Tenure, Promotion & CCE Screen Instructions for Digital Measures (DM)

Note:

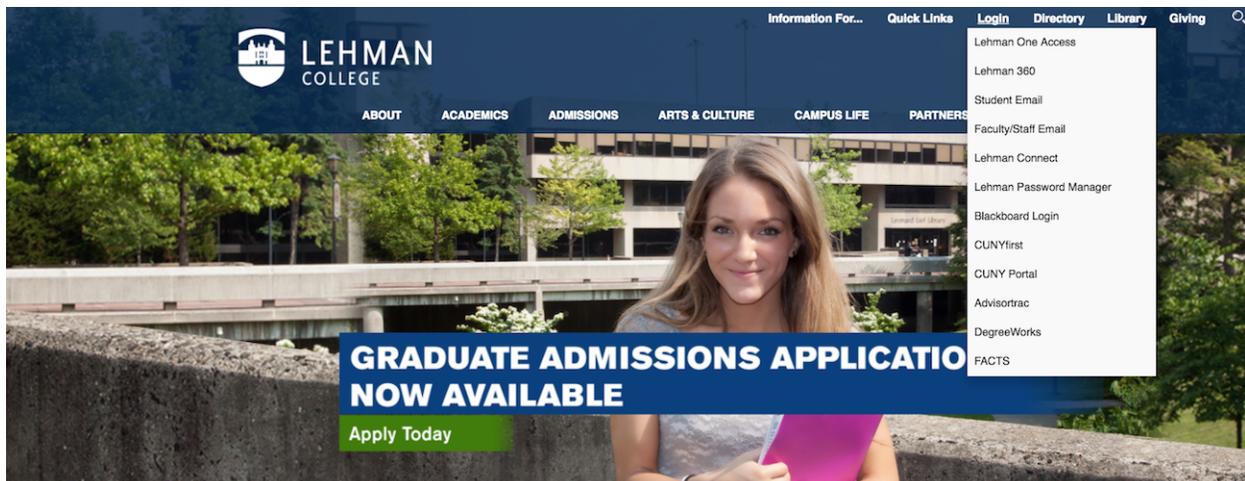
You can access Digital Measures through Lehman One Access or via the direct links below. We recommend you bookmark & log in via the direct link to run reports.

<https://www.digitalmeasures.com/login/lehman-cuny/faculty/>

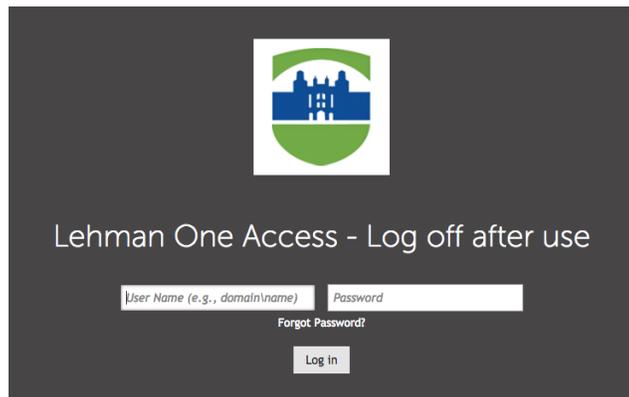
Or

Lehman One Access

1. Log onto Lehman One Access via the Lehman home page.



2. Use your Lehman email username and password.



3. Click on the Digital Measures/Activity Insight app and you will be taken to the Digital Measures Welcome/Landing Page (see page 4 of 12 of these instructions).

CUNY Apps



CUNY Portal

The CUNY Portal connects students with University resources and provides links to Degree Audit, Blackboard and more.



Blackboard

Blackboard is CUNY's online learning management system (LMS), intended to keep your classes engaged and collaborating.



CUNYfirst MyInfo

MyInfo provides students with quick lookup (read-only) access to CUNYfirst information.

Lehman Apps



Lehman One Access Information

Lehman One Access information website and user documentation.



Leonard Lief Library Resources

Click here for a dynamic information portal with links to nearly 200 online databases, journals, and research websites.



Lehman Password Manager

Register your Lehman account now so that you can easily reset your password or recover an expired/forgotten PW.



Lehman Website

Click "Information for..." and "Current Students" to stay informed.



Digital Measures/Activity Insight

Lehman's online repository of faculty teaching, scholarship/research, creative and service activities.



IT Service Request

Lehman's online IT Help Desk and IT service request system.



iDeclare

Request to declare or change your academic plan (major/minor) or sub-plan (track, concentration, specialization) online.

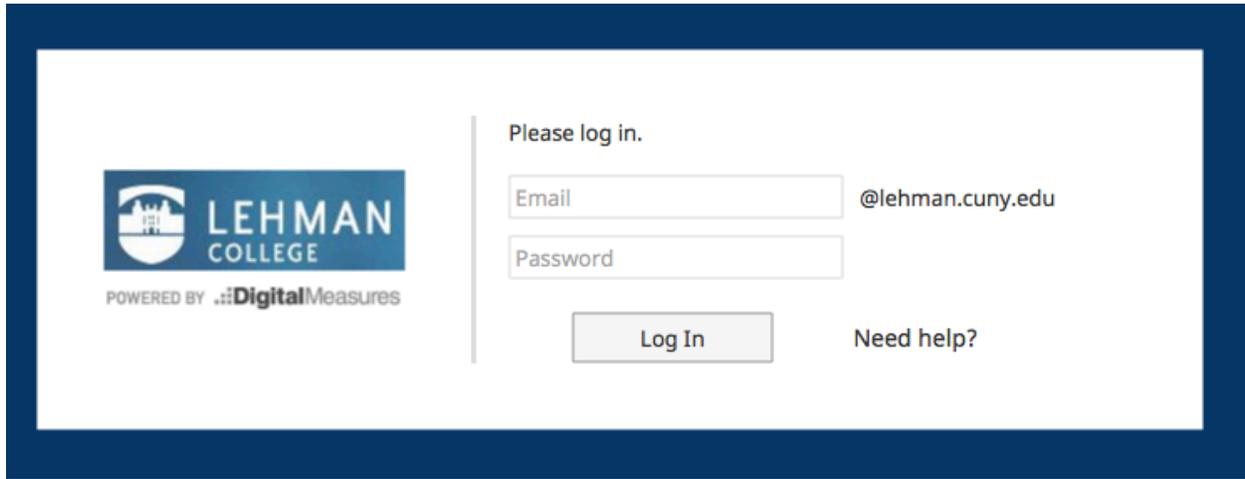


Lehman Media Library

Lehman Media Library, your source for on-demand multimedia.

Note:

If Lehman One takes you to the Lehman College Digital Measures Login Screen, please re-enter your username & password. This will bring you to Digital Measures login.



The image shows a login screen for Lehman College Digital Measures. On the left is the Lehman College logo, which includes a shield with a building and the text "LEHMAN COLLEGE" and "POWERED BY DigitalMeasures". To the right of the logo, the text "Please log in." is displayed. Below this text are two input fields: "Email" and "Password". The "Email" field has a placeholder "@lehman.cuny.edu". Below the input fields is a "Log In" button and a "Need help?" link.

Digital Measures Welcome Screen:

Please note: Chairs, Department P&B members and administrators will see a slightly different screen as they have additional functionality (see page 10).

Please IGNORE the instruction [SETUP INCOMPLETE] if it appears in the left-hand navigation bar.

Welcome, TPfaculty Test! Search All Activities...

Manage Activities

- Rapid Reports
- PasteBoard
- Run Reports
- Help

[Review a guide](#) to manage your activities.

Personal and Professional Information

This Administrative Data includes your College and Department for the year indicated.

Personal and Contact Information

Administrative Data - Permanent Data | Yearly Data | Administrative Assignments

Tenure/Promotion/CCE/Reappointment Material

Academic, Government, Military and Professional Positions

Awards and Honors

Consulting

Education

External Connections and Partnerships

Faculty Development Activities

Licensures and Certifications

Media Contributions

Professional Memberships

Workload Information

Teaching and Advising

Academic Advising

Directed Student Learning (e.g., theses, dissertations)

Non-Credit Instruction Taught

Scholarship/Research

Please enter your scholarship, research, and creative activities via the links below. Note that "Intellectual Contributions" include the full range of scholarly work. "Presentations" include scholarly and/or professional papers etc. at conferences or meetings. Select "No Works to Report for Calendar Year" if you have no activities to submit, then continue to verification screen.

Intellectual Contributions

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

Presentations

Research Currently in Progress

No Works to Report for Calendar Year

Artistic and Professional Performances and Exhibits

Contracts, Grants and Sponsored Research

Service

Editorial and Review Activities

Department

School

College

University

Professional

Public

 LEHMAN COLLEGE

POWERED BY  DigitalMeasures

[Privacy Policy](#)

TENURE/PROMOTION/CCE/REAPPOINTMENT MATERIAL SCREEN

- 4. On the Manage Activities Welcome Screen, under Personnel and Professional Information, click on Tenure/Promotion/CCE Reappointment Material link.**
 - This will bring you to the Tenure/Promotion/CCE/Reappointment screen.

Welcome, TPfaculty Test! Search Tenure/Promotion/CCE/Reappointment Material...

Manage Activities
Rapid Reports
PasteBoard
Run Reports
Help

< Tenure/Promotion/CCE/Reappointment Material

+ Add New Item Duplicate

Item

No items have been added

- 5. To create your file, click on +Add New Item.**

- This will open the Tenure/Promotion/CCE/ Reappointment file. – see screenshot.

< Edit Tenure/Promotion/CCE/Reappointment Material

Cancel Save Save + Add Another

Please use this screen to prepare for the Tenure/Promotion/CCE/Reappointment process

Year 2017

Type Tenure & Promotion

Updated CV No File Stored Choose File...

Personal Statement Upload No File Stored Choose File...

[Click here Annual Evaluations](#)

[Click here Decanal Reviews](#)

[Click here Reappointment \(Concurrence\) Letters](#)

[Click here Fellowship and Scholar Incentive Award Materials](#)

[Click here Observations](#)

[Click here Evidence and Examples of Teaching Materials](#)

[Click here Student Evaluations](#)

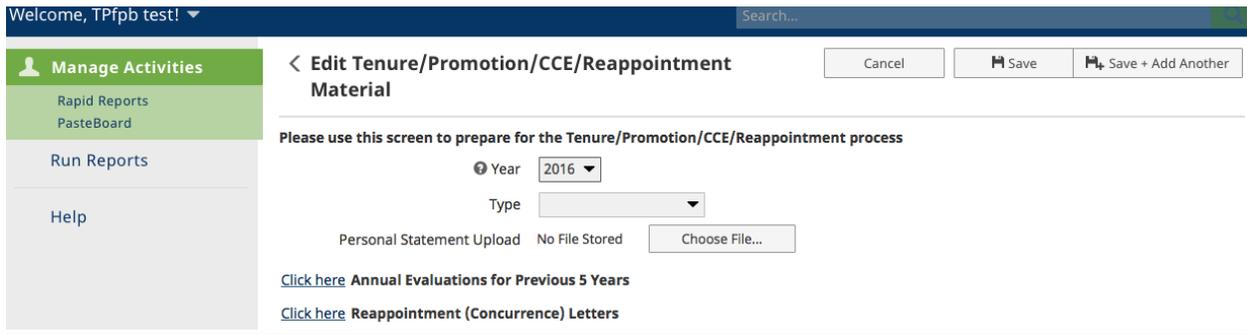
Statement of Teaching Philosophy No File Stored Choose File...

Please confirm (check box) that you have filled out the following screens (scroll down dialog box for more screens) in Digital Measures:

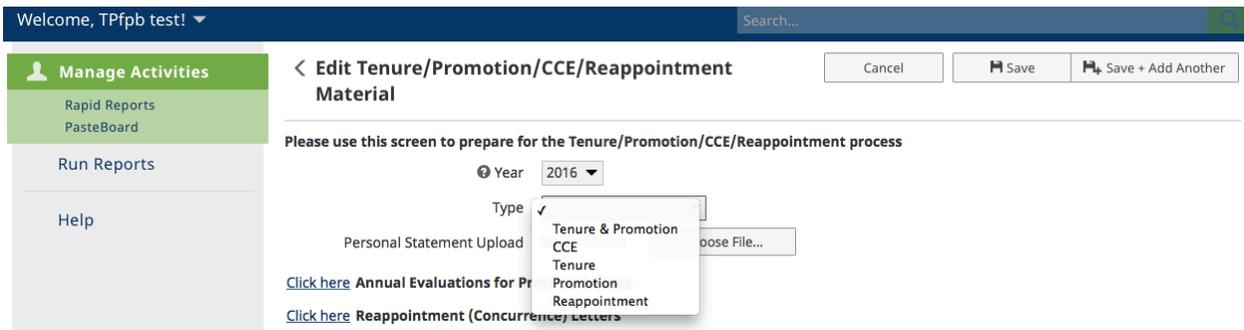
- Awards and Honors
- Contracts, Grants and Sponsored Research
- Artistic and Professional Performances and Exhibits
- Intellectual Contributions
- Intellectual Property
- Media Contributions

After you have entered your activities in the screens listed above (go back to the Activities Database Main Menu to do so), use the Run Custom Reports screen to generate your Faculty Digital Box Checklist (FBDC) and/or the Digital Measures Vita template.

6. In the dropdown for Year, SELECT year for the personnel action under consideration.

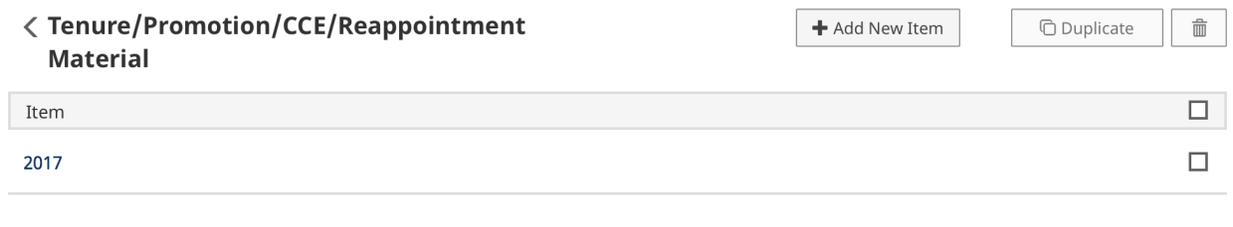


7. In the dropdown for Type, SELECT the personnel action under consideration.



8. Click on **SAVE** to create your file (Box). **NOTE:** In this screen as you add documents, do **NOT click on Save + Add Another** as this will create a second file (two boxes). On the Tenure/Promotion/CCE/Reappointment Materials screen you will **ONLY** click on **SAVE**.

After you select Save you will be returned to the top screen for Tenure, Promotion, CCE, Reappointment Materials and you will see you file (box) has been created.



9. To add documents to the file, you will DOUBLE – CLICK ON THE 2017 and your box will open to the < Edit function for the Tenure, Promotion, CCE, Reappointment Material screen.

- REMINDER: When you want to add documents to your file, **DO NOT** click on + **ADD NEW ITEM** on the **Tenure, Promotion, CCE, Reappointment Material** screen as this will create a second file (like having two boxes). You should only have one file (box).

Note: Chairs and Department Administrative Assistants who are accessing faculty files should also DOUBLE – CLICK ON THE 2017 open the file.

10. When you click on [Click here](#) for an item, a dialog box will open for you to upload documents.

< Edit Tenure/Promotion/CCE/Reappointment Material

Cancel Save Save + Add Another

Please use this screen to prepare for the Tenure/Promotion/CCE/Reappointment process

Year 2017

Type Tenure & Promotion

Updated CV No File Stored Choose File...

Personal Statement Upload No File Stored Choose File...

[Click here Annual Evaluations](#)

[Click here Decanal Reviews](#)

[Click here Reappointment \(Concurrence\) Letters](#)

[Click here Fellowship and Scholar Incentive Award Materials](#)

[Click here Observations](#)

[Click here Evidence and Examples of Teaching Materials](#)

[Click here Student Evaluations](#)

Statement of Teaching Philosophy No File Stored Choose File...

Please confirm (check box) that you have filled out the following screens (scroll down dialog box for more screens) in Digital Measures:

- Awards and Honors
- Contracts, Grants and Sponsored Research
- Artistic and Professional Performances and Exhibits
- Intellectual Contributions
- Intellectual Property
- Media Contributions

After you have entered your activities in the screens listed above (go back to the Activities Database Main Menu to do so), use the Run Custom Reports screen to generate your Faculty Digital Box Checklist (FBDC) and/or the Digital Measures Vita template.

Note: **Please upload a pdf of your Lehman Formatted CV into DM.**

At this time DM can also create a DM template CV (not Lehman CV format) for you if you have entered all of you scholarship, creative activities and service on the Main Database.

11. In the dialog box type or use the “dropdown” for the descriptive for the item you are updating. If you have multiple documents to add, select the number of items and click on +Add and the system will create space for them. After you have uploaded all your files click “OK”.

IMPORTANT: Clicking “OK” only uploads the file. When the dialog box closes and returns to the main page, to ensure that the upload is saved to DM you must hit **SAVE** on the Tenure, Promotion, CCE, Reappointment screen.

Annual Evaluations For Previous 5 Years [X]

Annual Evaluations for Previous 5 Years

Evaluation

Year: 2015

Annual Evaluation No File Stored [Choose File...]

Select the number of evaluation rows to add: [1] [2] [3] [4] [5] [6] [7] [8] [9] [10] [+Add]

Please click "OK" to save your changes.

[Cancel] [OK]

Please confirm that you have filled out the following screen in Digital Measures and Honors

Annual Evaluations For Previous 5 Years

| Annual Evaluations for Previous 5 Years | | | |
|---|----------------|---|---|
| Evaluation | | |  |
| | Year | <input type="text" value="2015"/> | |
| Annual Evaluation | No File Stored | <input type="button" value="Choose File..."/> | |
| Evaluation | | |  |
| | Year | <input type="text" value="2014"/> | |
| Annual Evaluation | No File Stored | <input type="button" value="Choose File..."/> | |
| Evaluation | | |  |
| | Year | <input type="text" value="2013"/> | |
| Annual Evaluation | No File Stored | <input type="button" value="Choose File..."/> | |
| Evaluation | | |  |
| | Year | <input type="text" value="2012"/> | |
| Annual Evaluation | No File Stored | <input type="button" value="Choose File..."/> | |
| Evaluation | | |  |
| | Year | <input type="text" value="2012"/> | |
| Annual Evaluation | No File Stored | <input type="button" value="Choose File..."/> | |

Remember: Clicking **OK** only uploads the file. When the dialog box closes and returns to the main page, to ensure that the upload is saved to DM you must hit **SAVE** on the Tenure, Promotion, CCE, Reappointment screen.

“Chairs and Department P&B” Screenshots

12. As noted on page 4, Chairs and Department P&B members will see additional items on the Tenure, Promotion, CCE, Reappointment Material screen.

- On this screen the Chair’s Report and the Reviewers’ and Reference can be uploaded by the Chair and are **not** accessible to the faculty members.

Welcome, TPchair Test! Search...

Manage Activities
Rapid Reports
PasteBoard
Manage Data
Run Reports
Help

< Edit Tenure/Promotion/CCE/Reappointment Material

Cancel Save Save + Add Another

Please use this screen to prepare for the Tenure/Promotion/CCE/Reappointment process

Year: 2017
Type: [Dropdown]
Updated CV: No File Stored [Choose File...]
Personal Statement Upload: No File Stored [Choose File...]

[Click here Annual Evaluations](#)
[Click here Decanal Reviews](#)
[Click here Chair's Report Upload](#)
[Click here Reviewers' and Reference Letters](#)
[Click here Reappointment \(Concurrence\) Letters](#)
[Click here Fellowship and Scholar Incentive Award Materials](#)
[Click here Observations](#)
[Click here Evidence and Examples of Teaching Materials](#)
[Click here Student Evaluations](#)

Statement of Teaching Philosophy: No File Stored [Choose File...]

Please confirm (check box) that you have filled out the following screens (scroll down dialog box for more screens) in Digital Measures:

- Awards and Honors
- Contracts, Grants and Sponsored Research
- Artistic and Professional Performances and Exhibits
- Intellectual Contributions
- Intellectual Property
- Media Contributions

After you have entered your activities in the screens listed above (go back to the Activities Database Main Menu to do so), use the Run Custom Reports screen to generate your Faculty Digital Box Checklist (FBDC) and/or the Digital Measures Vita template.

LEHMAN COLLEGE
POWERED BY DigitalMeasures

13. As with the Annual Evaluations (see p. 8) you will have the ability to add your Observations, Evidence of Teaching Materials (syllabi, etc.), SETL's (student evals) and Concurrence/Reappointment Letters.

Observations

Observations

Observation

Upload File No File Stored Choose File...

Select the number of observation rows to add:

Please click "OK" to save your changes.

Evidence And Examples Of Teaching Materials ✕

Evidence and Examples

Example

Description

Upload File No File Stored Choose File...

Select the number of example rows to add:

Please click "OK" to save your changes.

Intellectual Contributions

14. **The instruction to:** Please confirm that you have filled out the following screens in Digital Measures: must be completed in order to run the **Faculty Digital Box Checklist (FDBC)** report and the DM Templated CV. By checking the boxes you are indicating you have entered data into the specific screens on the main screen Manage Activities.

Please contact Academic.Personnel@lehman.cuny.edu for a copy of Instructions on How to Run Reports.

Statement of Teaching Philosophy No File Stored

Please confirm that you have filled out the following screens in Digital Measures:

- Awards and Honors
- Contracts, Grants and Sponsored Research
- Artistic and Professional Performances and Exhibits
- Intellectual Contributions
- Intellectual Property
- Presentations

After you have entered your activities in the screens listed above (go back to the Activities Database Main Menu to do so), use the Run Custom Reports screen to generate your Vita. Store it here.

Updated CV No File Stored

Note: A separate set of instructions “Digital Measure Instructions: The Scholarship and Creative Activity Report” details how to enter data into these screens. These instructions were sent to you at the beginning of the semester to assist you with entering your scholarship for the annual CUNY report.