Faculty Portfolio/Digital Measures

To access Digital Measures, log in to your myUVU account and click on the Faculty tab. Select Retention, Tenure and Promotion from the drop down list. Click on Faculty Portfolios & Digital Measures and you will be taken to your Digital Measures account.

On the main page, you will find many links to the following areas:

**Portfolio Information**

- General Information
  - This category contains personal information, education, awards and honors, memberships, and various other personal data. You will also find under the Administrative Data heading, a link to fill out Yearly Data. Your information will not show up on reports pulled by the Department Chair if the Yearly Data section is not filled out.

- Teaching
  - This category allows you to show your teaching experience. Scheduled teaching, Dissertations, and Non-Credit Instruction. We are working on having Banner send your Scheduled teaching, workload, and SRI information directly into Digital Measures but you will need to enter the information manually for now.

- Scholarships/Research
  - You should include any scholarly work or research you have completed, or are currently working on in this category. It also includes areas to enter any professional presentations or intellectual contributions (books, published articles, etc.).

- Service
  - In this area, you may add any public, school, or professional service (including committees).

- Plans
  - This category allows you to share any future scholarly or professional plans.

**Who can see and use the information in my portfolio?**

Department Chairs, Deans, and Academic Administration have access to run reports and view individual faculty portfolios. The portfolio system is secured and not searchable on the internet so that your information is protected.

**Why is the portfolio important?**

The portfolio will be used for accreditation and other institutional reporting as well as rank and tenure file preparation.

**Who can I ask for help?**

To get help with Digital Measures, please contact one of the following:

Michelle Tukuafu  Ext. 8405  michellet@uvu.edu
Laura Busby  Ext. 8456  laura.busby@uvu.edu
IT Help Desk  Ext. 8888  helpdesk@uvu.edu

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