Instructions for completing 2017-2018 Faculty Annual Evaluation (Reviewer’s Portion)

Preliminary instructions:

- Log-in link and all supporting materials for Digital Measures are located on the VTCSOM Digital Measures webpage

- If you do not know your username or password, please email digitalmeasures@carilionclinic.org

- Further information regarding the faculty annual review can be found on the VTCSOM Faculty Annual Review webpage

- For further assistance, or to schedule a training session, please contact Nicholas Torre, VTCSOM Faculty Affairs Coordinator / Digital Measures Administrator, at nmtorre@vt.edu or 540-526-2564.
Log-in to Digital Measures
Go to https://medicine.vtc.vt.edu/faculty-affairs/digital-measures.html and select Digital Measures Login
Or go to https://www.digitalmeasures.com/login/org-carilionclinic/faculty/authentication/showLogin.do

Digital Measures is an online information management system implemented at the Virginia Tech Carilion School of Medicine in the spring of 2015. It provides faculty members with a single convenient place to compile data on activities such as teaching, research, and service—information usually compiled for faculty annual reports. This stored data can then be used to generate reports such as annual evaluations, personal curriculum vitae, research and scholarly activities reports, and data required for accrediting bodies.

The advantages of the Digital Measures system include:

- Anywhere, anytime access
- Time savings
- Record maintenance
- Data security
Select Manage Data

<table>
<thead>
<tr>
<th>Manage Activities</th>
</tr>
</thead>
<tbody>
<tr>
<td>Rapid Reports</td>
</tr>
<tr>
<td>FastBoard</td>
</tr>
<tr>
<td>Manage Data</td>
</tr>
<tr>
<td>Run Reports</td>
</tr>
<tr>
<td>Usage Statistics</td>
</tr>
<tr>
<td>Resource Center</td>
</tr>
<tr>
<td>Help</td>
</tr>
</tbody>
</table>

**Welcome, Example Faculty User!**

Review a guide to manage your activities. [Show more]

To access the User Guide click [here].

**General Information**

- Personal and Contact Information
- Administrative Data - Permanent Data | Yearly Data
- Employment History
- Awards and Honors
- Consulting
- Education
- Professional Development/Continuing Medical Education
- Licenses
- Certifications
- Media Contributions
- Professional Memberships
- Workload Information

**Teaching**

- Academic Leadership
- Advising and Mentoring
- Directed Learning (e.g., theses, dissertations)
- Graduate Medical Education Teaching Activities
- VTCSOM Courses Taught (Years 1-4)
- Other Teaching Contributions

**Scholarship/Research**

- Presentations
- Publications/Scholarly Activities
- Contracts, Grants, and Research
- NIH Biographical Sketch
- Intellectual Property (e.g., copyrights, patents, or trademarks)

**Committees and Other Service**

- Virginia Tech Carilion School of Medicine Committees and Service
- Jefferson College of Health Sciences Committees and Service
- Virginia Tech Carilion Residency and Fellowship Committees and Service
- Virginia Tech Carilion Research Institute Committees and Service
- Carilion Clinic Departmental and Hospital Committees and Service
- Professional Committees and Service (External to VT and Carilion Clinic)
- Community and Public Service (Community-based)
Type name of faculty you wish to review

Click continue
Be sure you are managing data for the correct individual.

Select Annual Academic Performance Review.
Be sure you are managing data for the correct individual

**Note:** Reviewer should review items 1-6, and then complete items 7-10 below
Items number 7 – 10 constitute the review portion of the faculty annual review process in Digital Measures (see instructions below).

<table>
<thead>
<tr>
<th>Reviewer</th>
<th>Select or type a name...</th>
<th>Insert name here</th>
</tr>
</thead>
<tbody>
<tr>
<td>Role</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**7. Reviewer - Professional Conduct**
- The faculty member exhibits professional interactions with patients, students, residents, staff and physicians:
  - Meets Expectations
  - Exceeds Expectations
  - Needs Improvement

**8. Reviewer - Summary Rating**
- The faculty member's teaching evaluations have been reviewed and the quality of teaching is reported to be:
  - Meets Expectations
  - Exceeds Expectations
  - Needs Improvement

**9. Reviewer Comments**
- Reviewer Comments
- Review Date

**10. Chair/Section Chief/Designee Signature**
- Date

Select this option to add multiple reviewers.
After completing steps 7-10, Scroll to the top of the page and select save

Thank you for your participation in the 2017-2018 faculty annual performance review!