Instructions to Run Faculty Evaluation Self-Report from Faculty Success

(formerly known as Digital Measures)

- Open a Chrome browser
- Link for Faculty Success https://app4.ttuhsc.edu/DigitalMeasuresShim
- Enter your eRaider ID and password
- Click on Rapid Reports in the upper right corner:

Watermark - Faculty Success formerly Dig	Ial Measures			TEXAS TECH UNIVERSITY HEALTH SCIENCES CENTER.
	Activities CV Imports			Managing Data for
	Search All Activities Q		Rapid Reports PasteBoard	
	Review a guide to manage your activities.			
	General Information Personal and Contact Information Interests and Faculty Profile Information	Awards and Honors Faculty Development Activities Attended	T	
		Managing Data for:	ß	
	Rapid Reports PasteBoard			

Choose SOM Faculty Evaluation Self-Report:

tapid Re	ports	
elect a report	template, date range and file format, then run the report.	
apid Report	are generated using data only from the user you are c	urrently managin
Report	SOM Faculty Evaluation Self-Report	•
Start Date	Faculty Profile Report Faculty/Staff Directory	•
End Date	General Service by Faculty GSBS Graduate Faculty Status - Activities Report	
File Format	Intellectual Contributions by Faculty	
	Licensures and Certifications	in the system.
	NIH Biographical Sketch (2015) Presentations by Faculty	
	Research Compliance Summary	
	SACS Faculty Roster SACS Faculty Roster (Old)	
	COM Curriculum Vites for Tenurs and/or Promotion	
	SOM Curriculum vitae for fenure and/or Promotion SOM Faculty Activities Report	
	SOM Faculty Evaluation Self-Report	
	SOM Faculty Goals Report SOM Faculty Research and Scholarly Activity Report	

- Make sure to change the date range to fit the fiscal year you are being evaluated:
 - Please use a start date of Sept 1, YYYY and an end date of Aug 31, YYYY.

elect a repor	t template, date range and file format, then run	the report.
apid Report	s are generated using data only from the use	er you are currently managing
Report	SOM Faculty Evaluation Self-Report	•
Start Date	Sept 🔻 01 👻 YYYY 👻	The year you choose will be the
End Data		fiscal year you are
End Date		evaluated. Please see email for
File Format	Microsoft Word (.doc) 🔻	specific dates.
	Note: Changes to Microsoft Word reports do n	ot change data in the system.

- Select Run Report
- The report will open in a Word document.
 - **If you have not entered all of your updates into Faculty Success**, you can add additional information directly to your report since it is a word document. Then, save to your computer and email it as necessary.

***NOTE:** This report is run **from** the data entered in the Faculty Success database. If you edit the word document, it **will NOT** change the information already in Faculty Success.