## OVERVIEW OF ANNUAL/BIENNIAL REVIEW

The evaluation procedures in academic units vary in the compilation of materials required for annual/biennial reviews. The Evaluation section allows units the flexibility to request additional supporting documents based on area review requirements. That said, most academic units require some form of the following:

- A self-evaluation (annual/biennial report), referenced herein as **Narrative**
- A collection of supporting materials for the review period, represented by the **Interactive Vita**, which functions as a digitized dossier (contains embedded links to supporting artifacts)
- Faculty curriculum vita, referred to as **Curriculum Vita**

Faculty are able to submit required documentation through the Evaluation section. Prior to submitting your documents to the Evaluation section, please make sure all of your information and artifacts (i.e. journal articles, syllabus, etc.) in Digital Measures are accurate and all required artifacts are uploaded. The creation of your finalized Interactive Vita and Curriculum Vita as PDF files occurs in preparation to submitting them to the Evaluation section.

If you have not already logged in to Digital Measures go to: http://digitalmeasures.unco.edu or log in to your URSA account, click on the Employee tab and then the Digital Measures link.
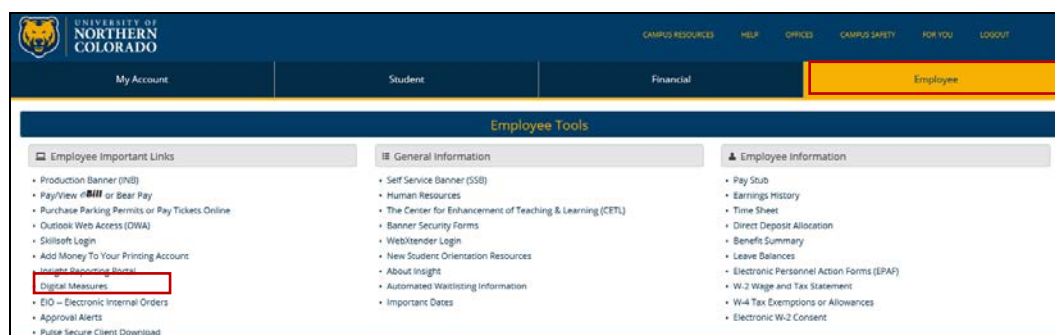
The remaining contents of this document are as follows:

I.   INTERACTIVE VITA REPORT

The Interactive Vita is a version of your vita with embedded links to the artifacts that you have uploaded for review, such as a journal article or syllabus.

To create an Interactive Vita Report:

1. Click on **Run Reports**
2. Select **Interactive Vita**
3. Enter the date range for the period of review (e.g. for a 2016 Annual review enter Jan 01 2016 for the Start Date and Dec 31 2016 for the End Date)
4. Select Citation Style (**APA** or **MLA**)
5. Choose File Format **PDF**
6. Click **Run Report**

After clicking **Run Report**, depending on the browser you are using, the PDF file automatically downloads. Open the file and review your Interactive Vita for accuracy.

If you find inaccurate or missing data, update your information in the appropriate Digital Measures data field(s). Once you have made the necessary changes, run a finalized version of your Interactive Vita and upload it to the Evaluation section for your evaluators.

(For additional information see Digital Measures "How to Add Item & Upload Documents" or "General Information" Documentation.)

II.   CURRICULUM VITA REPORT

The Curriculum Vita report provides a historical context for faculty activities and contributions.

To create and review your Curriculum Vita report:

1. Click on **Run Reports**
2. Select **Curriculum Vita**
3. Change the **Start Date** (to the year that begins your academic history or the last six years)
4. Select Citation Style (**APA** or **MLA**)
5. Choose File Format **PDF**
6. Click **Run Report**

After clicking **Run Report**, the PDF file automatically downloads. Open the file and review your Curriculum Vitae for accuracy.

If you find inaccurate or missing data, update your information in the appropriate Digital Measures data field(s). Once you have made the necessary changes, run a finalized version of your Curriculum Vita and upload it to the Evaluation section for your evaluators.

(For additional information see Digital Measures "How to Add Item & Upload Documents" or "General Information" Documentation.)

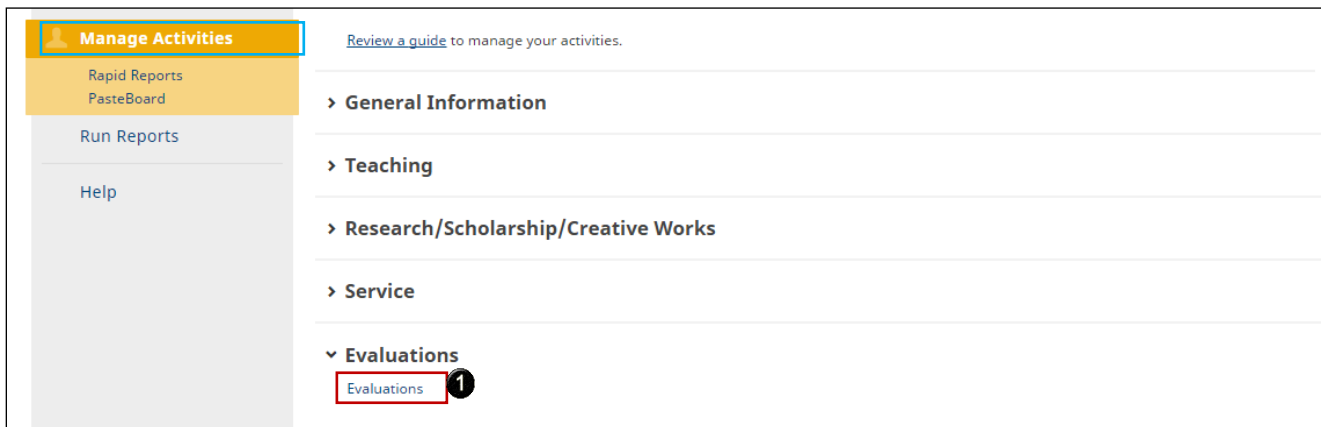## III.   SUBMITTING DOCUMENTATION FOR EVALUATION

Prior to submitting information in the Evaluations screen please prepare and review the following documents:

- Narrative
- Interactive Vita
- Curriculum Vita
- Additional supporting documents (e. g. unit level rubrics, unit level evaluation forms, letters of recommendation)

After logging in to your Digital Measures account, navigate to Manage Activities.

To submit your information and documentation for Annual/Biennial reviews:

1. Click **Evaluations**

The Evaluations summary screen displays.

2. Click **+Add New Item**

Once you click **+Add New Item** the Evaluations Editor screen opens.

3. For **Type** of Evaluation select **Annual** or **Biennial**
4. Enter the **Year** of review (for Biennial enter the second year of review)
5. Upload **Narrative**
6. Upload **Interactive Vita** (only for the period of review)
7. Upload **Curriculum Vita**

If you have additional documents, upload them to the **Supporting Document** section. Moreover, click the **+Add** button to upload multiple additional supporting documents.

8. After reviewing and uploading your documents check the **Confirm and Submit** box
9. Enter the **Date**
10. Click **Save**

Once you click **Save**, your evaluation materials are submitted for review.