

The University of Texas at San Antonio

Office of Institutional Effectiveness

Digital Measures

Instructions for Viewing Dept. Chair's Evaluations of Faculty Members and Acknowledging the Annual Evaluation

Revised: 8/17/17

Viewing Department Chair's Evaluations of Faculty Members and Acknowledging/Signing the Annual Evaluation

In this manual you will find:

- How to **log in** to Digital Measures.
- How to **view the annual evaluation prepared by your department chair** in Digital Measures.
- How to **acknowledge, comment on (if desired), and sign your annual evaluation** in Digital Measures.

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Viewing a Department Chair's Evaluation of Faculty Members

Introduction

Faculty members may view their annual evaluations completed by the department chair by running the appropriate custom report: "UTSA Annual Report: Department Chair's Evaluation." *Please note that this report is not available to faculty members during the time that department chairs are preparing annual evaluations, usually from February 1 – March 31.*

Faculty should acknowledge and sign their annual reports by using the Faculty Acknowledgement of Evaluation/Comments screen in Digital Measures.

Log in to Digital Measures

- In the address field of your preferred browser, type: <http://my.utsa.edu>.
- Click on **Digital Measures** under **Faculty/Staff Resources**.
- You will be taken to the UTSA Digital Measures site. (You may wish to save this page to your Favorites or Bookmarks in your preferred browser.)
- From the landing page, click on the orange **UTSA Digital Measures** button on the upper right side of the page to reach the Digital Measures log-in page:



- Log in using your **myUTSA ID (abc123)** and **passphrase**.

How to View the Annual Evaluation Prepared by Your Department Chair

Click on the **Run Reports** link in the gray area on the left side of your screen. All of the reports that are available to you will be displayed. Locate and click on "UTSA Annual Report – Department Chair's Evaluation" (or "UTSA Annual Report – College Dean's Evaluation," if appropriate). *Please note: There is a period of time while chairs are completing their evaluations (approximately February 1 through April 15) that this report will not be available to faculty. During this time, you will not see it on your list of available reports.*

Step 1: Date Range.

The “Start Date” and “End Date” should encompass the report year, so to view the evaluation for 2016, for example, you would enter a “Start Date” of January 1, 2016, and an “End Date” of December 31, 2016. Be sure to check the dates before proceeding, as they will automatically default to the current year.

Step 2: File Format.

The default File Format setting is Microsoft Word. You may also chose to run the report as a PDF or HTML file. The default Page Size setting is letter.

When you have completed all of the steps above, click  on the top right side of the screen. The annual evaluation prepared by your department chair will open in the format you have selected. You may view, save, and/or print the document.

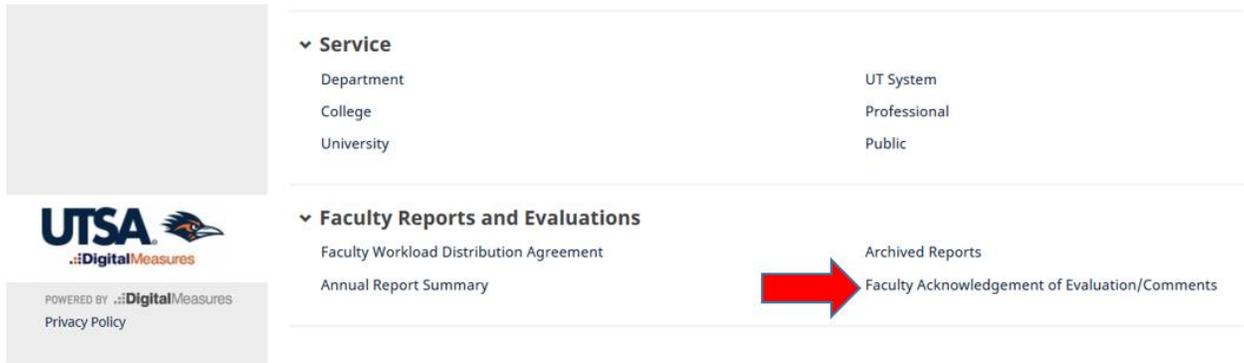
If the file that opens is blank, there are two likely possibilities. First, check to insure that you have selected the correct date parameters for the year that was evaluated. If your dates are correct and the report is blank, your department chair may not have completed the evaluation yet. Please check with your department administrative staff or chair to confirm that the evaluation has been entered in Digital Measures.

Faculty Acknowledgement of Evaluation/Comments

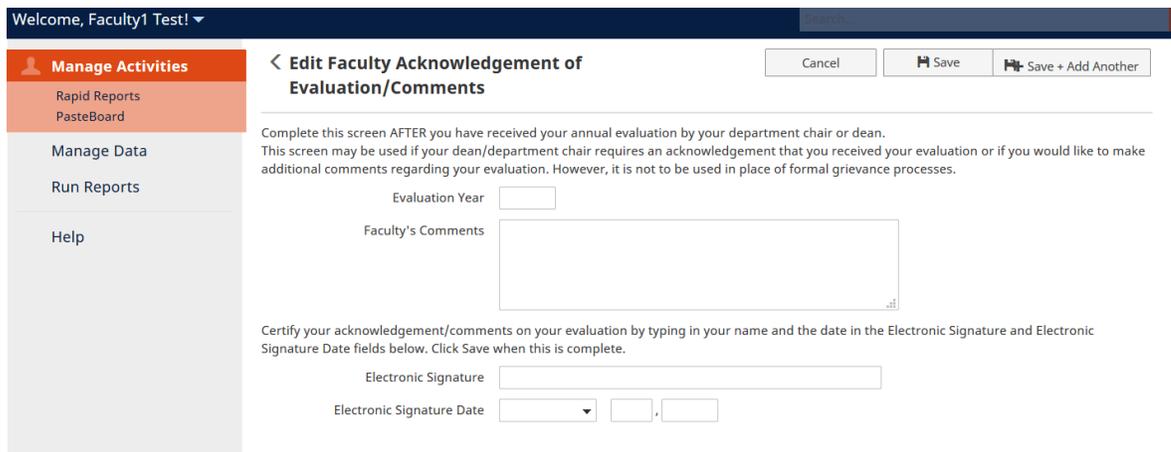
Once you have reviewed the evaluation provided by your chair (or dean, if you are a department chair) in Digital Measures, you may be requested by your chair or dean to provide an acknowledgement of your evaluation. The deadline for faculty acknowledgement of evaluations and comments is determined by the Office of the Vice Provost for Academic and Faculty Support, and is generally on or about April 22.

You may also use this screen to provide comments about the evaluation. This is not required but is an available option. (If you do so, please keep in mind that this screen is not to be used as part of, or in place of, formal grievance processes. Refer to the Handbook of Operating Procedures 2.34 “Faculty Grievance Procedures” for the appropriate process and timeline.)

- Click on the “**Faculty Acknowledgement of Evaluation/Comments**” link under “Faculty Reports and Evaluations” at the bottom of the Activities Database Main Menu.



- Click **[+Add New Item]** on the top right portion of the screen.
- The screen below will appear:



- Enter the Evaluation Year at the top of the screen.
- Type your acknowledgement/comments (if any) in the “Faculty’s Comments” text field.
- Type in your name and the date of your acknowledgement/comments in the “Electronic Signature” and “Electronic Signature Date” fields.
- Click **[Save]** on the top right side of screen.
- If you wish to amend or make further comments or edits to your acknowledgement after saving this record, return to the ‘Faculty Acknowledgement of Evaluation/Comments’ screen and click the record for the appropriate year. The record will open and you can edit/add to it. There should be only one record per evaluation year; you should not create multiple records for the same year. Once you have edited the record, remember to click **[Save]** before exiting.
- You may view, save and/or print a copy of your acknowledgement by running the custom report ‘UTSA Annual Report – Faculty Acknowledgement of Evaluation/Comments,’ following the same steps outlined on page 1 of this document.