Introduction to Reporting Using Digital Measures Activity Insight

Last Updated- September 14, 2020

Getting Started With Activity Insight for Faculty

1. Login using the quick link at https://www.njit.edu/facultyreport/ with your University Computing ID (UCID).

2. Data for your annual report is collected on screens organized in four general areas: Click Manage Your Activities for the following menu which has been annotated with further explanations.

<table>
<thead>
<tr>
<th>Activities Database - University Main Menu</th>
<th>Explanation or Examples</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>General Information</strong></td>
<td></td>
</tr>
<tr>
<td>• Personal and Contact Information</td>
<td>• Name, Office Building, e-mail address &amp; office address</td>
</tr>
<tr>
<td>• Administrative Data - Permanent Data</td>
<td>Yearly Data</td>
</tr>
<tr>
<td>• Academic, Government, Military and Professional Positions</td>
<td>• Appointments outside NJIT</td>
</tr>
<tr>
<td>• Administrative Assignments</td>
<td>• NJIT administrative assignments (e.g. Chairperson, Graduate Advisor, Program Director, Research Center Administration)</td>
</tr>
<tr>
<td>• Awards and Honors</td>
<td>• Awards and Honors received.</td>
</tr>
<tr>
<td>• Consulting</td>
<td>• All Consulting (paid and pro bono) within and outside academe</td>
</tr>
<tr>
<td>• Education</td>
<td>• Earned Degrees and other formal education.</td>
</tr>
<tr>
<td>• External Connections and Partnerships</td>
<td>• Speaking, field trips, fund raising, recruiting activities and other not of a scholarship/research or service nature.</td>
</tr>
<tr>
<td>• Faculty Development Activities Attended</td>
<td>• Conference or seminar attendance, continuing education, internships, fellowships for faculty development purpose and not research/scholarship or service.</td>
</tr>
<tr>
<td>• Licensures and Certifications</td>
<td></td>
</tr>
<tr>
<td>• Media Contributions</td>
<td>• Examples: TV, radio, newspaper, magazine, etc.</td>
</tr>
<tr>
<td>• Professional Memberships</td>
<td></td>
</tr>
<tr>
<td>• Workload Information</td>
<td>• Reserved for future use.</td>
</tr>
<tr>
<td><strong>Teaching</strong></td>
<td></td>
</tr>
<tr>
<td>• Academic Advising</td>
<td></td>
</tr>
<tr>
<td>• Directed Student Learning (e.g., theses, dissertations)</td>
<td>• Also includes independent study, project, and co-op advisement.</td>
</tr>
<tr>
<td>• Non-Credit Instruction Taught</td>
<td></td>
</tr>
<tr>
<td>• Scheduled Teaching</td>
<td>• Courses assigned to teach. Data will be pre-loaded for the fall and spring terms. Annotate entries to indicate pedagogical innovations, new activities or other activities to enhance student learning.</td>
</tr>
</tbody>
</table>
### Scholarship/Research

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Research Areas, Methods, and Tools</strong></td>
<td>List of the research areas, description of Research Methods and tools</td>
</tr>
<tr>
<td><strong>Artistic and Professional Performances and Exhibits</strong></td>
<td></td>
</tr>
<tr>
<td>**Biographical Sketch – NIH</td>
<td>NSF**</td>
</tr>
<tr>
<td><strong>Contracts, Grants and Sponsored Research</strong></td>
<td>Proposal and grants</td>
</tr>
<tr>
<td><strong>Intellectual Contributions</strong></td>
<td>Book Reviews, Book Chapters, Conference Proceedings, Journal Article, Manuscript, Software, etc.</td>
</tr>
<tr>
<td><strong>Intellectual Property (e.g., copyrights, patents)</strong></td>
<td>Title patent, patent #, etc.</td>
</tr>
<tr>
<td><strong>Presentations</strong></td>
<td>Presentations at conferences and meetings of a scholarly nature</td>
</tr>
<tr>
<td><strong>Research Currently in Progress</strong></td>
<td></td>
</tr>
</tbody>
</table>

### Service

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<table>
<thead>
<tr>
<th></th>
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</thead>
<tbody>
<tr>
<td><strong>Department</strong></td>
<td>Meetings, committees, advisement, etc. for home department.</td>
</tr>
<tr>
<td><strong>College</strong></td>
<td>Meetings, committees, advisement, etc. for home college/school.</td>
</tr>
<tr>
<td><strong>University</strong></td>
<td>University-wide service</td>
</tr>
<tr>
<td><strong>Professional</strong></td>
<td>Examples: Advisor to a company, journal or textbook editor, professional society officer, other service to one’s profession</td>
</tr>
<tr>
<td><strong>Public</strong></td>
<td>Examples: board member, speaker, officer in an organization and other service activities outside of the university and one’s profession.</td>
</tr>
</tbody>
</table>

3. Be sure you have reviewed the Faculty Staff Guide at https://www.digitalmeasures.com/activity-insight/docs/guide.html#left-menu that provides navigation instructions.

4. There are several places in Activity Insight for Faculty where you are given the option to upload a file. This feature is not available at this time.

5. Printed copies of your annual report in Microsoft Word format are easily generated. From the Left-Hand Menu, Select Run Custom Reports. Select the Annual Faculty Report and run it for the appropriate reporting period. The academic year starts with the fall semester and includes the following spring and summer terms. Annual reports should be run for activities that begin on September 1 and conclude on August 31 of the following calendar year. Additional Templates for Reports have been designed for NJIT specific purposes such as Curriculum Vitae for Promotion and Tenure, and Curriculum Vitae for Sabbatical. Future updated/new templates will be announced as they are developed.