Faculty Success (formerly Digital Measures) / Activity Insight

Frequently Asked Questions

1. **Why should I enter information into Faculty Success?**

   WPU has chosen to adopt the Faculty Success/Activity Insight software package University-wide for the annual reporting of faculty activity and achievements to replace our past practices of gathering annual information manually through use of MS-Word files.   Faculty achievements are reported to Administration only if they have been entered into Faculty Success. You control your information.

   Faculty may also choose to store their CV information in Faculty Success. Faculty Success can generate an updated CV based on the latest information you have entered.

   The WPU Marketing Department uses Faculty Success to search for faculty activities and achievements for various purposes such as publicizing in newspaper or magazine articles. Please note: the Marketing Department will obtain approval from the faculty member prior to releasing to any outside entity.

   The Library uses Faculty Success to collect citations of recent faculty publications and creative works/projects for the annual Authors' Bibliography. The bibliography includes substantial works, e.g. books, book chapters, journal articles, and films, which have been published and/or distributed.

2. **Is Faculty Success a secure system?**

   Faculty members can view and update only their own information.
   Chairs and Deans can run reports for their respective departments and colleges.

3. How do I get started using Faculty Success?

If you have not attended any Faculty Success "How To" workshops and would like to get started, please watch the Faculty Success Training Video which can be accessed by logging into **WPConnect / Faculty & Advisors tab / Faculty & Academic Admin section / Faculty Success Training Video (formerly Digital Measures).**
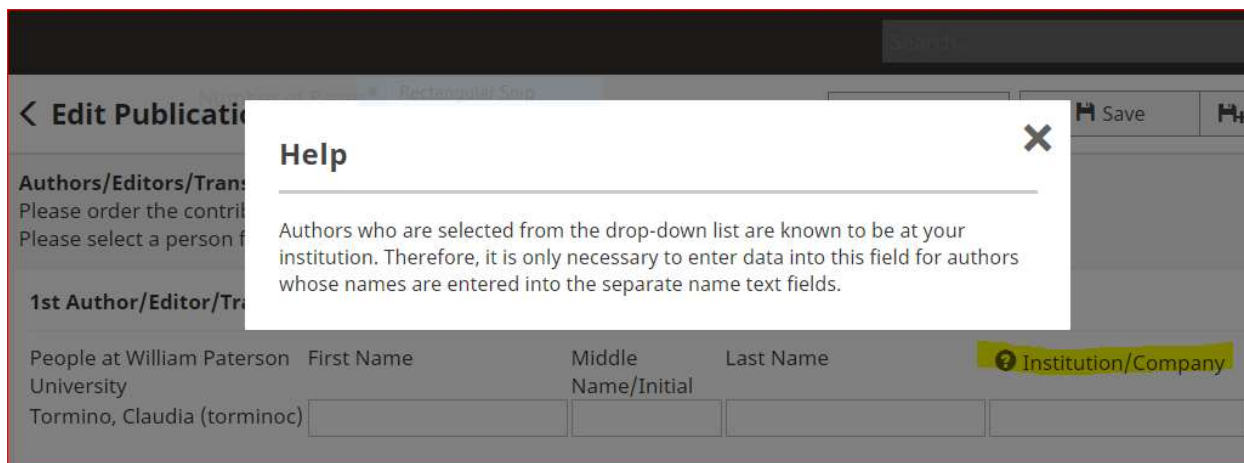

As you navigate through the Faculty Success screens, you may notice a question mark next to certain fields. Clicking the question mark will open a text box with further information about this field.

4. Should ALL Faculty Success screens be filled in?

No, complete only the screens that pertain to the activities that you have completed. Within each screen, fill in as many fields as you have information for (keep in mind that with publications, identifying information, such as volume and issue numbers and dates of publication, is needed). Filling in the date is essential. Reports are generated by date. Your input into Faculty Success provides representation of your departments and college's activities. College reports on faculty activities are now obtained from Faculty Success only. It is vital that you enter your information in a timely manner so that it is reflected in these reports. Note: In some cases, faculty members may be required to enter more detailed information to comply with departmental/college accreditation requirements. Please consult with your specific department or college regarding accreditation questions.

How do I know if a field is "locked"?

Some fields, such as First Name, Last Name, etc. on the Personal and Contact Information screen, are automatically populated using information from the HR Banner System. These "locked" fields cannot be changed by users. The "lock" icon will appear to the left of the non-editable field (see examples below). This information is pre-loaded from the Workday system into Faculty Success. If you notice an error on your information, please send an email to DigitalMeasuresHelp@wpunj.edu. Your issue will be directed to the appropriate person for resolution.

5. How do I enter a "Book Chapter"?

Book Chapters are entered in the "Publications" screen by choosing the "Book Chapter" under "Contribution Type" drop down list. Please note, when you are entering a publication that is part of a larger work, such as a book chapter, remember to enter the title of the larger work along with the names and designated roles of the contributors.

Authors/Editors/Translators
Please order the contributors in the order of contribution and identify their role.
Please select a person from the drop-down list and/or enter their name in the input fields.

1st Author/Editor/Translator	Chapter Author					▼ ▲
People at William Paterson University	First Name	Middle Name/Initial	Last Name	❓ Institution/Company	Role	If a student, what is his/her level?
Berg, Cara E (bergc1)					Author ⊙	▼

2nd Author/Editor/Translator	Book Editor					▼ ▲ 🗑
Select or type a name... ▼	Nancy		Fawley		Editor ⊙	▼

3rd Author/Editor/Translator	Book Editor					▼ ▲ 🗑
Select or type a name... ▼	Nikki		Krysak		Editor ⊙	▼

Select the number of author/editor/translator rows to add: 1 ⊙   **✚Add**

6. How do I enter a Journal Article?

Enter Journal Articles in the "Publications" screen by choosing "Journal Article" from the drop down next to the field, "Contribution Type".

If your article's journal is not listed in the drop-down field for "Journal Name," scroll to the bottom of the journal list and select "Not in List." Then, enter the name of the journal in the text box. Be sure to indicated if the article was peer-reviewed or referred in the box following.

7. Where do I enter "Release Time" or "Awards and Honors"?

Answer 1: Release Time for externally funded awards is entered on the **"Fellowships, Sponsored Projects and Research, and Contracts"** screen.

Answer 2: Awards and honors for other types of leadership, teaching, scholarship/research, community, professional or university honors or external honors (i.e., a Woodrow Wilson or Fulbright) are entered under the screen "**Awards and Honors**."

Answer 3: Administrative release time (chair, program director, etc.) is entered on the "**Administrative Assignments**" screen

8. **Where do I enter student-involved activities that are <u>not</u> part of a course curriculum?**

For activities such as thesis or dissertation assistance, student research or non-course related supervised teaching activities, use the "**Directed Student Learning**" screen.

9. **Can I choose ANY field using the "Create New Report" feature?**

Faculty Success has a selected group of fields from which to choose. This feature is not customizable as all Faculty Success customers use it.

10. **Is there an easier way to enter publications other than manually?**

Yes, there are several options. From the publications screen, click on "Import." Please note: It is highly recommended that you review imported citations to verify they are complete and correct.

Faculty Success has an import feature that allows publication citations to be imported from a BibTex file. Many common resources, including RefWorks, Mendeley, Google Scholar, and Zotero, that you already use may provide BibTex files for your citations. Before importing BibTex files, you should make sure they are properly formatted to ensure the citations are imported correctly. Faculty Success has additional information about exporting BibTex files from a number of resources (see https://www.digitalmeasures.com/activity-insight/docs/bibtex.html).

Faculty Success also allows users to import citations that are indexed by Scopus, Crossref, and PubMed. Select the service that you wish to import from and, if necessary, change the search criteria regarding your name and the publication date range. From the search results, check off the individual publications that are yours and click "Continue" to import them.

‹ Import Publications

Your publications may exist in other systems—and we want to make adding them easy. Import your citations using one of the options below, then follow the prompts to address duplicates, match collaborators, and perform a final review to complete the process.

Import from a BibTeX file ❓

Import publications from other software or databases such as:

- EndNote
- Mendeley
- HeinOnline
- Google Scholar
- RefWorks
- Zotero

Choose File...

Import from a Third Party ❓

Select a service:

⦿ Scopus   ◯ Crossref   ◯ PubMed

Search criteria:

| Author Name ▼ | Klose Hrubes, A | 🗑 |
| Publication Year ▼ | 2013 | to 2018 | 🗑 |

Add search criteria

Search Scopus ›