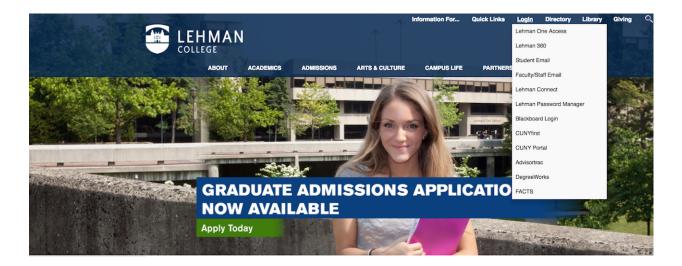# Tenure, Promotion & CCE Screen Instructions for Digital Measures (DM)

Lehman 360

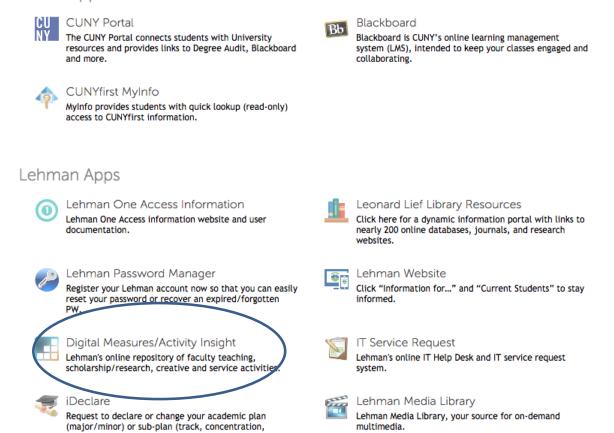1. You can access Digital Measures through Lehman 360 via the Lehman home page.

2. Use your Lehman email username and password.

3. Click on the Digital Measures/Activity Insight app and you will be taken to the Digital Measures Welcome/Landing Page (see page 3 of 11 of these instructions).
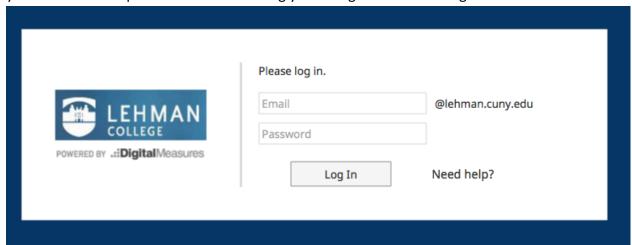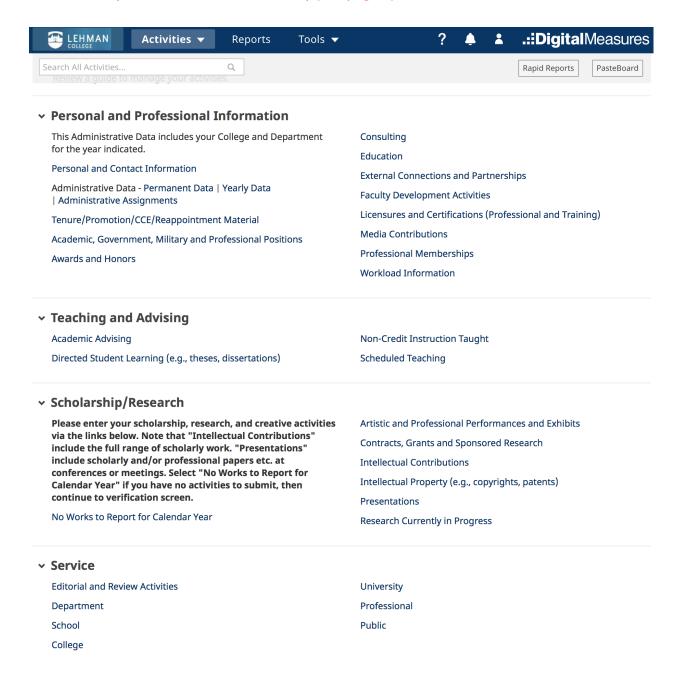
CUNY Apps

CUNY Portal
The CUNY Portal connects students with University resources and provides links to Degree Audit, Blackboard and more.

Blackboard
Blackboard is CUNY's online learning management system (LMS), intended to keep your classes engaged and collaborating.

CUNYfirst MyInfo
MyInfo provides students with quick lookup (read-only) access to CUNYfirst information.

Lehman Apps

Lehman One Access Information
Lehman One Access information website and user documentation.

Leonard Lief Library Resources
Click here for a dynamic information portal with links to nearly 200 online databases, journals, and research websites.

Lehman Password Manager
Register your Lehman account now so that you can easily reset your password or recover an expired/forgotten PW.

Lehman Website
Click "Information for…" and "Current Students" to stay informed.

Digital Measures/Activity Insight
Lehman's online repository of faculty teaching, scholarship/research, creative and service activities.

IT Service Request
Lehman's online IT Help Desk and IT service request system.

iDeclare
Request to declare or change your academic plan (major/minor) or sub-plan (track, concentration, specialization) online.

Lehman Media Library
Lehman Media Library, your source for on-demand multimedia.

Note:

If Lehman 360 takes you to the Lehman College Digital Measures Login Screen, please re-enter your username & password. This will bring you to Digital Measures login.
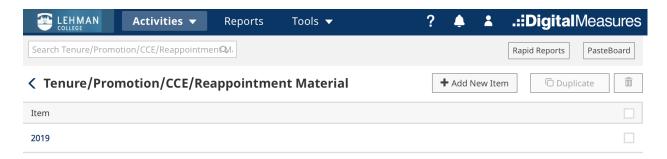
LEHMAN COLLEGE
POWERED BY .::DigitalMeasures

Please log in.

Email   @lehman.cuny.edu

Password

Log In   Need help?

Digital Measures Welcome Screen:

Please note: Chairs, Department P&B members and administrators will see a slightly different screen as they have additional functionality **(see page 9).**

Personal and Professional Information

This Administrative Data includes your College and Department for the year indicated.

Personal and Contact Information

Administrative Data - Permanent Data | Yearly Data | Administrative Assignments

Tenure/Promotion/CCE/Reappointment Material

Academic, Government, Military and Professional Positions

Awards and Honors

Consulting

Education

External Connections and Partnerships

Faculty Development Activities

Licensures and Certifications (Professional and Training)

Media Contributions

Professional Memberships

Workload Information

Teaching and Advising

Academic Advising

Directed Student Learning (e.g., theses, dissertations)

Non-Credit Instruction Taught

Scheduled Teaching

Scholarship/Research

Please enter your scholarship, research, and creative activities via the links below. Note that "Intellectual Contributions" include the full range of scholarly work. "Presentations" include scholarly and/or professional papers etc. at conferences or meetings. Select "No Works to Report for Calendar Year" if you have no activities to submit, then continue to verification screen.

No Works to Report for Calendar Year

Artistic and Professional Performances and Exhibits

Contracts, Grants and Sponsored Research

Intellectual Contributions

Intellectual Property (e.g., copyrights, patents)

Presentations

Research Currently in Progress

Service

Editorial and Review Activities

Department

School

College

University

Professional

Public

4. **On the Manage Activities Welcome Screen, under Personnel and Professional Information, click on Tenure/Promotion/CCE Reappointment Material link.**

- This will bring you to the Tenure/Promotion/CCE/Reappointment screen.

Tenure.Promotion Screen Instructions Digital Measures Rev. 19.November.2018_Lehman One.docx
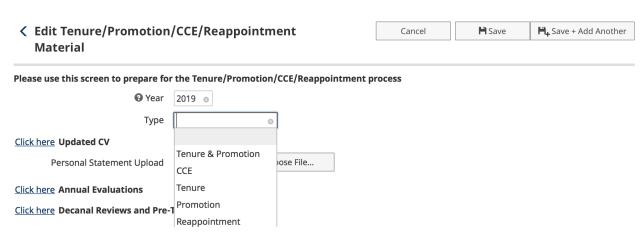
- **TENURE/PROMOTION/CCE/REAPPOINTMENT MATERIAL SCREEN**

5. **To create your file, click on +Add New Item.**
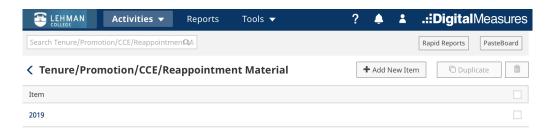   - This will open the Tenure/Promotion/CCE/ Reappointment file. – see screenshot.

Tenure.Promotion Screen Instructions Digital Measures Rev. 19.November.2018_Lehman One.docx

6. In the dropdown for Year, SELECT year for the personnel action under consideration.

‹ **Edit Tenure/Promotion/CCE/Reappointment Material**

Cancel | Save | Save + Add Another

Please use this screen to prepare for the Tenure/Promotion/CCE/Reappointment process

❓ Year [⊗]

Type [ntment   ⊗]

2025

Click here **Updated CV**   2024

Personal Statement Upload   2023   ored | Choose File… |

2022

Click here **Annual Evaluations**   2021

Click here **Decanal Reviews and Pre-T** 2020 eview

Click here **Chair's Report Upload** :Confi 2019 dministrative File

Click here **Reviewers' and Reference Le** 2018 nfidential Administrative File

7. In the dropdown for Type, SELECT the personnel action under consideration.

‹ **Edit Tenure/Promotion/CCE/Reappointment Material**

Cancel | Save | Save + Add Another

Please use this screen to prepare for the Tenure/Promotion/CCE/Reappointment process

❓ Year [2019 ⊗]

Type [⊗]

Click here **Updated CV**

Personal Statement Upload | Tenure & Promotion | ose File… |

CCE

Click here **Annual Evaluations**   Tenure

Click here **Decanal Reviews and Pre-T**   Promotion

Reappointment

8. Click on **SAVE** to create your file (Box). ==**NOTE:** In this screen as you add documents, do **NOT click on** Save + Add Another as this will create a second file (two boxes). On the Tenure/Promotion/CCE/Reappointment Materials screen you will ONLY click on **Save**.==

LEHMAN COLLEGE | **Activities** ▾ | Reports | Tools ▾ | ? ⚪ 👤 | .::**Digital**Measures

Search Tenure/Promotion/CCE/Reappointmen 🔍 M. | Rapid Reports | PasteBoard

‹ **Tenure/Promotion/CCE/Reappointment Material**   ➕ Add New Item | 📋 Duplicate | 🗑

Item   ☐

2019   ☐

==After you select **Save** you will be returned to the top screen for Tenure, Promotion, CCE, Reappointment Materials and you will see you file (box) has been created.==

9. **To add documents to the file, you will DOUBLE – CLICK ON THE 2019 and your box will open to the < Edit function for the Tenure, Promotion, CCE, Reappointment Material screen.**

- REMINDER: When you want to add documents to your file, **DO NOT** click on **+ ADD NEW ITEM** on the **Tenure, Promotion, CCE, Reappointment Material** screen as this will create a second file (like having two boxes). You should only have one file (box).

Note: Chairs and Department Administrative Assistants who are accessing faculty files should also DOUBLE – CLICK ON THE 2019 (or the applicable year created by faculty member) to open the file.

10. **When you click on Click here for an item, a dialog box will open for you to upload documents.**

			Rapid Reports	PasteBoard

‹ Edit Tenure/Promotion/CCE/Reappointment Material   [Cancel]   [💾 Save]   [◫ Save + Add Another]

Please use this screen to prepare for the Tenure/Promotion/CCE/Reappointment process

❓ Year   2019 ⊗

Type   Reappointment ⊗

Click here **Updated CV**

Personal Statement Upload   No File Stored   [Choose File...]

Click here **Annual Evaluations**

Click here **Decanal Reviews and Pre-Tenure Review**

:Confidential Administrative File

:Confidential Administrative File

Click here **Reappointment (Concurrence) Letters**

Click here **Fellowship and Scholar Incentive Award Materials**

Click here **Observations**

Click here **Evidence and Examples of Teaching Materials**

Click here **Student Evaluations**

Statement of Teaching Philosophy   No File Stored   [Choose File...]

Please confirm (check box) that you have filled out the following screens (scroll down dialog box for more screens) in Digital Measures:

☐ Awards and Honors
☐ Contracts, Grants and Sponsored Research
☐ Artistic and Professional Performances and Exhibits
☐ Intellectual Contributions
☐ Intellectual Property
☐ Media Contributions
☐ Presentations

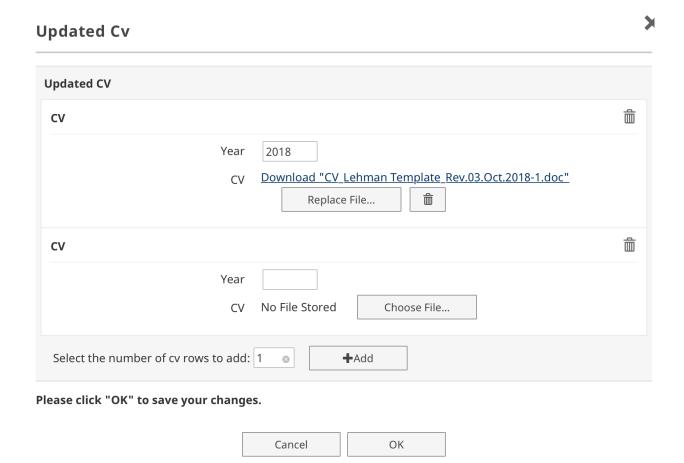**After you have entered your activities in the screens listed above (go back to the Activities Database Main Menu to do so), use the Run Custom Reports screen to generate your Faculty Digital Box Checklist (FBDC) to view the content of Digital Measures files.**
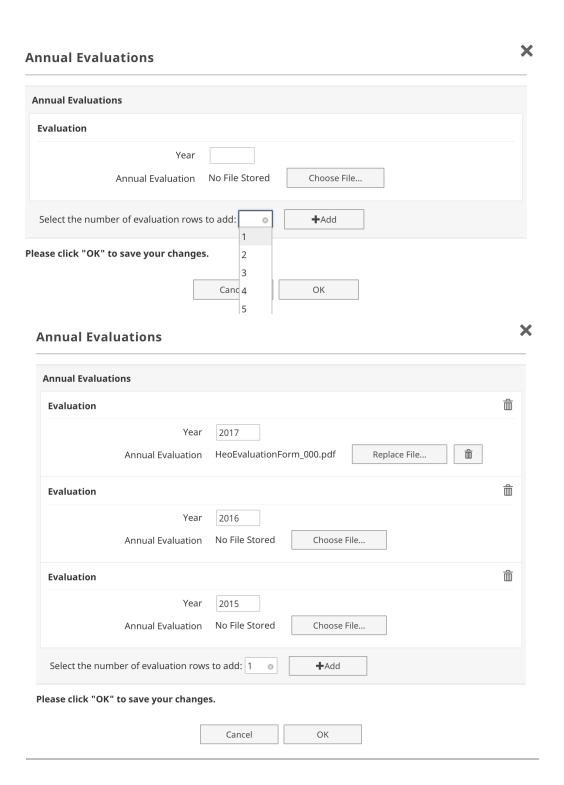
Note:

Please upload a pdf of your Lehman Formatted CV into DM.

At this time DM can also create a DM template CV (not Lehman CV format) for you if you have entered all of you scholarship, creative activities and service on the Main Database. This will create a word document with you entries in DM.

11. **In the dialog box, type or use the "dropdown" for the descriptive for the item you are updating. If you have multiple documents to add, select the number of items and click on ==+Add== and the system will create space for them. After you have uploaded all your files click "OK".**

Updated Cv ✖

Updated CV

CV 🗑

Year [2018]

CV   Download "CV_Lehman Template_Rev.03.Oct.2018-1.doc"

[Replace File...]   [🗑]

CV 🗑

Year [   ]

CV   No File Stored   [Choose File...]

Select the number of cv rows to add: [1] ⊗   [**+**Add]

Please click "OK" to save your changes.

[Cancel]   [OK]

IMPORTANT: Clicking **"OK"** only uploads the file. When the dialog box closes and returns to the main page, to ensure that the upload is saved to DM you must hit **SAVE** on the Tenure, Promotion, CCE, Reappointment screen.

Annual Evaluations ✕

Annual Evaluations

Evaluation

Year	
Annual Evaluation	No File Stored [Choose File…]

Select the number of evaluation rows to add: [⊗] [**+**Add]

1
2
3
4
5

Please click "OK" to save your changes.

[Canc4] [OK]

Annual Evaluations ✕

Annual Evaluations

Evaluation 🗑

Year	2017
Annual Evaluation	HeoEvaluationForm_000.pdf [Replace File…] [🗑]

Evaluation 🗑

Year	2016
Annual Evaluation	No File Stored [Choose File…]

Evaluation 🗑

Year	2015
Annual Evaluation	No File Stored [Choose File…]

Select the number of evaluation rows to add: [1 ⊗] [**+**Add]

Please click "OK" to save your changes.

[Cancel] [OK]

Remember: Clicking **OK** only uploads the file. When the dialog box closes and returns to the main page, to ensure that the upload is saved to DM you must hit **SAVE** on the Tenure, Promotion, CCE, Reappointment screen.

12. As noted on page 3, Chairs and Department P&B members will see additional items on the Tenure, Promotion, CCE, Reappointment Material screen.

- On this screen the Chair's Report and the Reviewers' and Reference can be uploaded by the Chair and **should not** be accessed by the faculty member.

‹ **Edit Tenure/Promotion/CCE/Reappointment Material**   [Cancel] [⊞ Save] [⊞ Save + Add Another]

Please use this screen to prepare for the Tenure/Promotion/CCE/Reappointment process

❓ Year	2019 ⊗
Type	Reappointment ⊗

Click here **Updated CV**

Personal Statement Upload   No File Stored   [Choose File...]

Click here **Annual Evaluations**

Click here **Decanal Reviews and Pre-Tenure Review**

Click here **Chair's Report Upload** :Confidential Administrative File

Click here **Reviewers' and Reference Letters** :Confidential Administrative File

Click here **Reappointment (Concurrence) Letters**

Click here **Fellowship and Scholar Incentive Award Materials**

Click here **Observations**

Click here **Evidence and Examples of Teaching Materials**

Click here **Student Evaluations**

Statement of Teaching Philosophy   No File Stored   [Choose File...]

Please confirm (check box) that you have filled out the following screens (scroll down dialog box for more screens) in Digital Measures:
- ☐ Awards and Honors
- ☐ Contracts, Grants and Sponsored Research
- ☐ Artistic and Professional Performances and Exhibits
- ☐ Intellectual Contributions
- ☐ Intellectual Property
- ☐ Media Contributions
- ☐ Presentations

After you have entered your activities in the screens listed above (go back to the Activities Database Main Menu to do so), use the Run Custom Reports screen to generate your Faculty Digital Box Checklist (FBDC) to view the content of Digital Measures files.

13. As with the Annual Evaluations (see p. 8) you will have the ability to add your Observations, Evidence of Teaching Materials (syllabi, etc.), SETL's (student evals) and Concurrence/Reappointment Letters.

Observations

Observations		
Observation		
Upload File	No File Stored	Choose File...

Select the number of observation rows to add: 1   ⊘   ✚Add

Please click "OK" to save your changes.

Cancel   OK

Evidence And Examples Of Teaching Materials ✕

Evidence and Examples

Example

Description   [ ]

Upload File   No File Stored   Choose File...

Select the number of example rows to add: 1   ⊘   ✚Add

Please click "OK" to save your changes.

Cancel   OK

☐ Intellectual Contributions

Tenure.Promotion Screen Instructions Digital Measures Rev. 19.November.2018_Lehman One.docx

14. **The instruction to:**

Please confirm that you have filled out the following screens in Digital Measures: should be completed. By checking the boxes you are indicating you have entered data into the specific screens on the main screen Manage Activities.
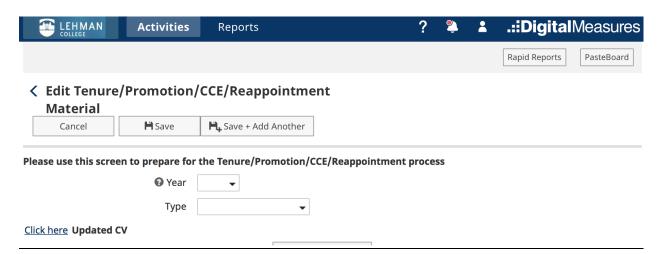
Click here **Student Evaluations**

Statement of Teaching Philosophy   No File Stored   [Choose File...]

Please confirm (check box) that you have filled out the following screens (scroll down dialog box for more screens) in Digital Measures:

☐ Awards and Honors
☐ Contracts, Grants and Sponsored Research
☐ Artistic and Professional Performances and Exhibits
☐ Intellectual Contributions
☐ Intellectual Property
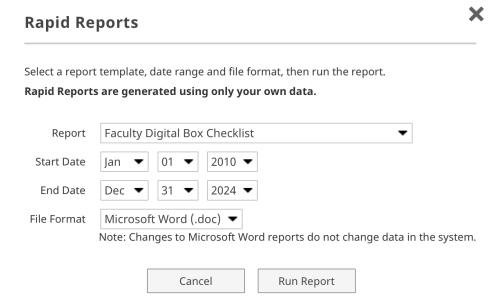☐ Media Contributions
☐ Presentations

After you have entered your activities in the screens listed above (go back to the Activities Database Main Menu to do so), use the Run Custom Reports screen to generate your Faculty Digital Box Checklist (FBDC) to view the content of Digital Measures files.

15. Faculty can run the **"Faculty Digital Box Checklist (FDBC) for File Materials"** report or a "**Vita**". **Please Note:** The Vita is a DM template **not** the Lehman CV.

Note:
- ✓ To review your own files you should run the FDBC only.
- ✓ A faculty member should **NOT** run the Tenure.Promtion Checklist Report for their personal file.
- ✓ The Tenure.Promtion Checklist Report is only for use by the P&B members, Chairs, Deans and the F P&B to review the files of candidates (**not** your personal file) for personnel actions.

LEHMAN COLLEGE	**Activities**	Reports	? 🔔 👤	.::DigitalMeasures

       [Rapid Reports]   [PasteBoard]

‹ **Edit Tenure/Promotion/CCE/Reappointment Material**

[Cancel]   [💾 Save]   [💾 Save + Add Another]

Please use this screen to prepare for the Tenure/Promotion/CCE/Reappointment process

    ❓ Year   [▾]

    Type   [▾]

Click here **Updated CV**

Rapid Reports ✕

Select a report template, date range and file format, then run the report.
Rapid Reports are generated using only your own data.

Report	Faculty Digital Box Checklist ▼
Start Date	Jan ▼ 01 ▼ 2010 ▼
End Date	Dec ▼ 31 ▼ 2024 ▼
File Format	Microsoft Word (.doc) ▼
	Note: Changes to Microsoft Word reports do not change data in the system.

Cancel   Run Report

- Click on Rapid Reports and select Faculty Digital Box Checklist.
- Clcik on the dropdown and select a year for the Start Date and an End Date.
- The **FDBC** which will show you everything you have entered into DM. Records entered into the Tenure/Promotion/CCE/Reappointment screen will appear approximately on pp. 1 – 4, (will vary for each fauclty member). The rest of the the report will list the records you submitted in the screens under the headings of Scholarship/Research and Service on the Activties Database screen (landing page).

Note: A separate set of instructions "Digital Measure Instructions: The Scholarship and Creative Activity Report" details how to enter data into these screens. These instructions can be sent to you upon request and are sent to you at the beginning of the semester to assist you with entering your scholarship for the annual CUNY report.