

The following information is a brief summary about the use of Digital Measures at William & Mary. Additional information is addressed in FAQs and the User's Guide.

WHAT IS DIGITAL MEASURES?

William & Mary has selected the Digital Measures' ActivityInsight system (DMS) to provide a secure, reliable database through which to collect and store information on teaching, research/scholarship, and service activities and accomplishments of the faculty. Data stored in DMS come from Banner and individual faculty members. The College's [Acceptable Use Policy for Information Technology](#) applies to DMS, as does the [Information Security Policy Statement](#) and [Policy](#) that safeguard the collection and storage of data.

WHO HAS ACCESS TO DIGITAL MEASURES?

Faculty members and, if applicable, graduate students and staff, have access to their own accounts and are responsible for reviewing and maintaining their information.

Department chairs and program directors and their designees have access to data on faculty in their respective departments and programs. Likewise, deans and their designees have access to data on faculty in their respective colleges and the provost and staff members with relevant reporting or technology responsibilities have access to data on all instructional faculty.

WHAT IS THE PURPOSE OF DIGITAL MEASURES?

Digital Measures provides a single data source that can be used to quickly aggregate information and generate reports for professional and regional accreditations, sponsored programs, scholarly and creative activity, and other internal and external reporting purposes. DMS eliminates inconsistencies in reports and reduces requests for faculty to provide information related to their scholarship, research, creative activities, and teaching. DMS also provides an efficient and useful tool to assist with annual reviews and allows faculty to create resumes, dossiers, and annual reports in various formats (i.e., Microsoft Word, Adobe PDF, HTML). In addition, the Law School has implemented real-time integration between DMS and online faculty profiles.

WHAT DATA ARE COLLECTED?

DMS is an efficient and reliable way to generate reports on teaching, research/scholarship, and service activities and accomplishments of the faculty. As such, information typically included in a CV is collected, as is information about work with students that is not routinely collected in Banner (e.g., publications with student co-authors, mentored work).

WHAT ABOUT PROPRIETARY INFORMATION OR INTELLECTUAL PROPERTY?

Faculty members determine what information is important and relevant to include in DMS for purposes indicated above. If a project is sensitive or proprietary, a faculty member may opt not to include it in DMS. Similarly, a faculty member may report any work in progress with a general identifying title or not include it at all.

HYPERLINKS:

Acceptable Use Policy for Faculty and Staff:

<http://www.wm.edu/offices/it/about/policiesstandards/acceptableuse/facstaff/index.php>

Security Policy:

<https://www.wm.edu/offices/it/services/security/>

<https://www.wm.edu/offices/ce/policies/it-security/information-security.php>