

Faculty User Manual for Updating Service Information in



Table of Contents

Log in to Activity Insight.....	2
Service.....	2
University Service.....	2
College Service .....	2
Department Service .....	3
Professional and Public Service .....	3
Print Your Service Report.....	5

## Log in to Activity Insight

via IT Homepage ([www.uhd.edu/computing](http://www.uhd.edu/computing))

Faculty & Staff > Services (More...) > Activity Insight > Log into Activity Insight

## Service

From the “Manage Activities” screen, find the “Service” section:

<b>▼ Service</b>	
Administrative Assignments	University
Department	Professional
College	Public

## University Service

University Committees are made up of a blend of appointed, elected, and ex-officio members. The current committee membership lists are posted on the University Provost’s webpage here:

<https://www.uhd.edu/administration/committees/Pages/committees-index.aspx>

MDCOB staff update University Committee memberships each August when the lists are released by the Provost’s Office. Please review the list of current memberships and roles to assure accurate data entry, especially in known cases where appointments have been changed since August.

The term of the assignment determines the Start Date and End Date on each record.

## College Service

The Associate Dean and Department Chairs determine MDCOB College Committee members. The committee assignments for the 2019-20 academic year have not yet been determined.

MDCOB staff will update College Committee memberships once the lists are available. Please review the list of current memberships and roles to assure accurate data entry.

College Committees include:

- AACSB Maintenance Accreditation – COB
- Faculty Development Grants – COB
- MBA Admissions Committee
- MBA Assessment Committee

- MBA Curriculum Committee
- MDCOB Assessment Committee
- MDCOB Committee on Committees
- MDCOB Scholarship Committee
- MDCOB Search Committee
- MDCOB Strategic Planning Committee
- Organized Research – COB
- Other

The term of the assignment determines the Start Date and End Date on each record.

### Department Service

The Department Chairs determine MDCOB Department Committee members. MDCOB staff have updated the committee assignments for the 2019-20 academic year according to the information provided by the Department Chairs. Please review the list of current memberships and roles to assure accurate data entry.

Department Committees include:

- Dept Curriculum Committee
- Dept Faculty Development Committee
- Dept Organized Research (ORCA) Committee
- Dept Search Committee
- Dept Annual Review Committee
- Dept Rank & Tenure Committee
- Other

The term of the assignment determines the Start Date and End Date on each record.

### Professional and Public Service

<b>▼ Service</b>	
Administrative Assignments	University
Department	Professional
College	Public

Professional and Public are for service you do outside the University.

Activities Reports Tools ? Digital Measures

Search Professional...

Rapid Reports Feedback

< **Professional**

+ Add New Item Duplicate

Item

Activities Reports Tools ? Digital Measures

Search Public...

Rapid Reports Feedback

< **Public**

+ Add New Item Duplicate

Item

UHD Activities Reports Tools

< **Edit Professional**

Organization/Committee/Club

Position/Role

Explanation of "Other"

City

State

Country

Approx. Number of Hours Spent Per Year

Were you elected or appointed?

Was this compensated or pro bono?

Audience

Served Ex-Officio?

AAACSB: If this activity contributes to professional practice standards or public policy, provide a classification

Responsibilities/Brief Description (30 Words or Fewer)

Brief Description of Committee's Key Accomplishments

Note: For activities that you started but have not yet presently completed, specify the start date and leave the end date blank.

Start Date

End Date

UHD Activities Reports Tools

< **Edit Public**

Organization/Committee/Club

Position/Role

Explanation of "Other"

City

State

Country

Approx. Number of Hours Spent Per Year

Were you elected or appointed?

Was this compensated or pro bono?

Audience

Served Ex-Officio?

AAACSB: If this activity contributes to professional practice standards or public policy, provide a classification

Responsibilities/Brief Description (30 Words or Fewer)

Brief Description of Committee's Key Accomplishments

Note: For activities that you started but have not yet presently completed, specify the start date and leave the end date blank.

Start Date

End Date

In each case, use the text field “Responsibilities/Brief Description” and “Brief Description of Committee’s Key Accomplishments” to create a narrative around the benefit of your engagement in this service to your role at UHD.

## Print Your Service Report

From any screen in Activity Insight, select “Rapid Reports” from the upper right-hand corner.



Choose “General Service by Faculty” and appropriate date range (for Annual Review, use calendar year January 2019-December 2019).

### 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:

Start Date:

End Date:

File Format:

Note: Changes to Microsoft Word reports do not change data in the system.

Review the report. See any problems? Go back into the Service record in question, make the correction directly on the record, and then re-run the report. The problem should be fixed.

\*More general instructions can be found by clicking “Review a Guide” at the top left of the screen.

*If you have further questions or want to learn more about Digital Measures and Activity Insight, go to [www.digitalmeasures.com](http://www.digitalmeasures.com).*

*Digital Measures/Activity Insight is a University-level tool that is provided through the UHD Office of the Provost. The following documentation is a description of how the MDCOB uses this tool to provide a consistent mechanism to track faculty activities for Annual Review purposes, Tenure Review purposes, and AACSB Accreditation needs.*