TEXAS TECH UNIVERSITY
HEALTH SCIENCES CENTER.
EL PASO

Paul L. Foster School *of* Medicine

..:DigitalMeasures
ActivityInsight

Faculty Reference Guide

PART V:
Entering Data in the Academically-Related
Public Service Section

Office of Faculty Affairs

Table of Contents

Getting Help

If you have any questions, comments, or concerns, regarding Digital Measures - Activity Insight, please contact the Paul L. Foster School of Medicine Office of Faculty Affairs.

Office of Faculty Affairs

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Digital Measures TTUHSC El Paso Institutional Administrator
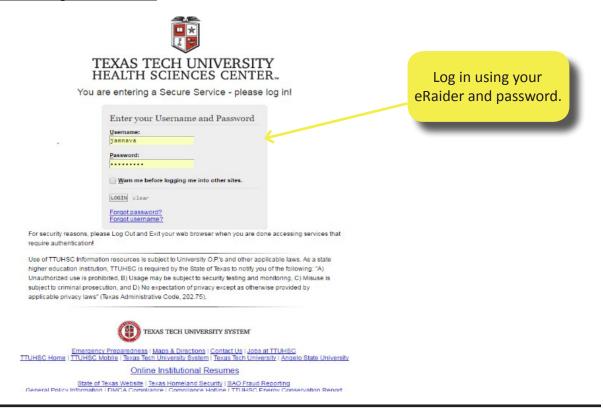cindy.camarillo@ttuhsc.edu
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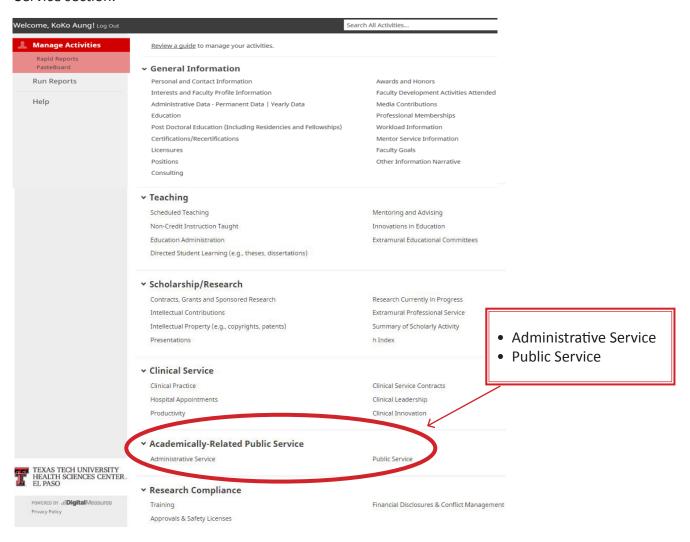Lead Analyst, Faculty Information Systems
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Logging On

Accessing Digital Measures/Activity Insight
Activity Insight is a web-based application compatible with most modern browsers for PC and Mac, including Internet Explorer, Mozilla Firefox and Apple Safari. Please cute and paste the link into your browser:
http://elpaso.ttuhsc.edu/digitalmeasures

Once you are logged on, you will see the Main Menu page. To enter data, click on a link on this page to open the data entry screen. This reference guide covers entry of information in the Academically - Related Public Service section.

Manage Activities
Rapid Reports
PasteBoard

Run Reports

Help

Review a guide to manage your activities.

∨ General Information

Personal and Contact Information
Interests and Faculty Profile Information
Administrative Data - Permanent Data | Yearly Data
Education
Post Doctoral Education (Including Residencies and Fellowships)
Certifications/Recertifications
Licensures
Positions
Consulting

Awards and Honors
Faculty Development Activities Attended
Media Contributions
Professional Memberships
Workload Information
Mentor Service Information
Faculty Goals
Other Information Narrative

∨ Teaching

Scheduled Teaching
Non-Credit Instruction Taught
Education Administration
Directed Student Learning (e.g., theses, dissertations)

Mentoring and Advising
Innovations in Education
Extramural Educational Committees

∨ Scholarship/Research

Contracts, Grants and Sponsored Research
Intellectual Contributions
Intellectual Property (e.g., copyrights, patents)
Presentations

Research Currently in Progress
Extramural Professional Service
Summary of Scholarly Activity
h Index

- Administrative Service
- Public Service

∨ Clinical Service

Clinical Practice
Hospital Appointments
Productivity

Clinical Service Contracts
Clinical Leadership
Clinical Innovation

∨ Academically-Related Public Service

Administrative Service

Public Service

∨ Research Compliance

Training
Approvals & Safety Licenses

Financial Disclosures & Conflict Management

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< **Edit Administrative Service**

[Cancel] [🖫 Save] [🖫₊ Save + Add Another]

List any departmental, school, institutional or hospital organizations, task forces, committees, subcommittees or programs on which you served.

▲ * Category `TTUHSC-SOM  ⊗`

Identify name of department/other
▲ institution/hospital `[                    ]`

▲ Committee Name `SOM - Peer Review Committee`

🟧 Explanation of "Other" `[                    ]`

* Is this an Education Committee? `No  ⊗`

* Is this a Clinical Committee? `[        ▾]`
▲

This screen is for any departmental, school, institutional or hospital organizations, task force, committees, subcommittees, or programs on which you have served.

Enter data for information from July 2012 to present.

Position/Role

Position/Role 🟧 Explanation of "Other"
`Committee Member  ⊗` `[                    ]`

▲ Position Start Date `January  ⊗` `[    ] , 2013`

🟧 Position End Date `[        ▾]  [    ] , [    ]`

Select the number of position/role rows to add: `1  ⊗` [➕Add]

Subcommittees listed as follows:
In the "Committee Name" field select "Other". For the explanation of the field "Other" follow this format:
School or Institution Name - Committee Name - Name of Subcommittee

Example - TTUHSC-IACUC- Violations Subcommittee

Were you elected, appointed, or
▲ volunteered? `Appointed  ⊗`

Was this compensated or pro bono? `[        ▾]`

Served Ex-Officio? `[        ▾]`

Was this a self-initiated committee,
▲ organization, etc.? `No  ⊗`

If yes, Date of Establishment `[        ▾]  [    ] , [    ]`

Responsibilities/Brief Description (30
Words or Less) `[                    ]`
▲

Multiple Positions can be added one at a time by clicking on the ADD but-

Note: For activities that are/were only on one day, leave the start date blank and specify the end date. For activities that you started but have not yet presently completed, specify the start date and leave the end date blank.

▲ Start Date `January  ⊗` `[    ] , 2013`

🟧 End Date `[        ▾]  [    ] , [    ]`

▲ Required   🟧 Required, if applicable   🔵 Optional

Edit Public Service

Cancel　　Save　　Save + Add Another

List any **non-institutional** organizations, task forces, committees or programs on which you served.

Organization/Committee Name: El Paso Medical Society

* Category: Local

* Is this a Clinical Committee? No

Position/Role

Position/Role: Member　　Explanation of "Other"

Position Start Date

Position End Date

Select the number of position/role rows to add: 1　　+Add

City: El Paso

State: Texas

Country: US

Were you elected, appointed, or volunteered? Volunteered

Was this compensated or pro bono? Pro Bono

Served Ex-Officio? No

Was this a self-initiated committee, organization, etc.? No

If yes, Date of Establishment

Responsibilities/Brief Description (30 Words or Less)

Note: For activities that are/were only on one day, leave the start date blank and specify the end date. For activities that you started but have not yet presently completed, specify the start date and leave the end date blank.

Start Date: March, 2011

End Date

This screen is for any non-institutional organizations, task forces, committees or programs on which you have served.

Enter data for information July 2012 to present.

DO NOT enter departmental, school, institutional or hospital organizations, task force, committees, subcommittees, or programs. These are to be entered on the Administrative Service screen.

Multiple Positions can be added one at a time by clicking on the ADD button.

▲ Required　■ Required, if applicable　● Optional