



THE UNIVERSITY
OF IOWA

..:DigitalMeasures

The Academic and Professional Record (APR)
Project Charter
Version 0.1
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Background

The Academic and Professional Record (APR) project is a collaborative initiative of the Office of the Provost, ITS-Administrative Information Services, and the University colleges to capture and tell the story of faculty excellence on campus. The APR is a web-based faculty activities database that maintains up-to-date records of traditional curriculum vitae information (e.g., teaching, research, service), as well as information about additional professional accomplishments and interests. APR enables efficient collecting, aggregating, and reporting on faculty accomplishments by individual faculty members, departments, colleges, and central offices. UI contracts with an external vendor, Digital Measures, to provide this service to campus. Digital Measures is a national leader in academic information management and its software, Activity Insight, has been implemented on 60% of the 500 largest U.S. campuses of higher education as their faculty activity reporting solution.

Vision

The Academic and Professional Record (APR) promotes faculty excellence, achievement, collaboration, and engagement by maintaining a comprehensive electronic portfolio of faculty academic and professional activities.

The APR will...

- Establish the APR database as the definitive source for faculty activities in each college.
- Integrate APR data in faculty-related administrative processes (e.g., promotion, reviews, awards, accreditation reports).
- Provide accurate and up-to-date APR data to support collegiate and departmental processes (e.g., faculty web profiles, biosketches, accreditation).
- Integrate faculty information across UI operational systems (e.g., APR, Registrar, HRIS, MAUI, UIRIS).

APR Milestones

Stakeholders	Milestone	Target
University	Complete all collegiate migrations into singular APR-U tool	February 2017
	Add NIH and NSF Bio Sketch	August 2016
	Faculty Public Engagement – Location Search and Reports	August 2016
	Define Library APR Service	August 2016
	Develop APR User Guide	August 2016
	AAU Metrics Report	TBD
	Faculty Expertise Search	TBD
	Faculty Public Engagement – Courses Taught	TBD
	Faculty Productivity: Context for EAB course loads	TBD
	Integrate with authoritative source: UIRIS	TBD
	Integrate with authoritative source: MAUI	TBD
	Integrate with authoritative source: HR/FacStat	TBD
	Integrate with authoritative source: ACE scores	TBD
	Integrate with authoritative source: PTEAP	TBD
	Faculty Web Profile	TBD
Carver College of Medicine	Migrate college data to University APR	October 2016
	Review LCME accreditation reports provided by Digital Measures	August 2016
	Implement Clinical faculty web profiles	TBD
	NIH/NSF Biosketches	See University
	Annual faculty review screen and report	TBD
	UIP Central Provider Database	TBD
	CCOM Research Interest Search	September 2016
College of Dentistry	Migrate college data to University APR	Complete
	Update faculty web profiles to use University APR	TBD
College of Education	Migrate college data to University APR	Complete
	Update faculty web profiles to use University APR & Drupal	July 2016
College of Engineering	Work with DEOs to understand needs for annual review process	October 2016
	Migrate college data to University APR	February 2017
	Implement college summary report	TBD
	Add DOD and DOE bio sketches?	TBD
	Admin Info autoloader for faculty administrative information (HR/Fac Stat)	TBD
	Data kept at Provost's Office that autoloader: Career Development Award, Old Gold, May Brodbeck, promotion/tenure confirmations, etc.	TBD
	Ability for faculty to add ACE course survey data/comments— autoloader?	TBD
College of Law	Migrate college data to University APR	September 2016
College of Liberal Arts and Sciences	Implement processes to require use of APR for Promotion and Tenure documents	July 2016
	Improve the performance and exhibit experience	July 2016
	Reports for School of Music accreditation	TBD
	Update faculty web profiles to use University APR	TBD

	The ability to transfer information about ACE scores from the UI database to APR, perhaps even allowing CLAS to determine how many and which ACE questions should be listed on APR. That is, perhaps initially all ACE questions are downloaded, and then CLAS can have a report where some specific questions appear on the Rapid Report. At a minimum, we think that the three questions in the so-called CLAS Core should be entered: http://clas.uiowa.edu/faculty/teaching-policies-resources-student-evaluation-teaching	TBD
	The ability to transfer information from the PTEA database to APR. These effort distributions are quite significant in our college, and we use them to determine teaching loads, merit raises, generation of SCH, and so on. Thus, it would be terrific to have a report comparable to the MAUI one (which, if I may say, rocks!).	TBD
College of Nursing	Annual Review Form	TBD
	Update Annual Administrative Review Form – include Diversity Stmt and Effort Allocation from prior year	TBD
	Integrate with authoritative source: ACE Scores (for admin reviews)—IT needs to combine quantitative and qualitative components into one document	TBD
	Use Library APR Service to update publications	See University
	Integrate with authoritative source: ACE Scores (for admin reviews)—IT needs to combine quantitative and qualitative components into one document	TBD
	Update faculty web profiles to use University APR (August 2016)	TBD
	Add NIH Biosketches	See University
	Use APR for Promotion and Tenure Documents	TBD
	Public Engagement through teaching, outreach, other	TBD
	CV formatted to replace individual faculty versions? (January 2017)	TBD
College of Pharmacy	Update faculty web profiles	TBD
	Develop APR User Guide	See University
College of Public Health	Public Engagement – Courses Taught Pilot	TBD
Graduate College	Migrate college data to University APR	August 2016
Tippie College of Business	Migrate college data to University APR	November 2016
	Faculty Public Engagement Location Search and Reports	TBD
	Faculty Expertise Search	See University
	AAU Metrics Reports	TBD
	Biosketches	See University
	Promotion and Tenure dossiers.	TBD

Resource Requirements/Roles

A. Digital Measures Level Resource Requirements: Digital Measures will support the University of Iowa in achieving the objectives articulated in this charter by providing two ongoing resources:

- A Digital Measures Solution Specialist to help plan UI's implementation, identify new ways to leverage APR on campus, work through challenges encountered, find answers to technical questions, and consult as UI customizes Activity Insight to meet its goals
- Digital Measures Developers will implement screen and report customizations needed to achieve success with APR and provide technical guidance on best practices, where beneficial, to assist in designing the best possible structure to meet UI goals

B. Provost's Office/ITS Level Resource Requirements

1) **APR Administrative Team** (Kevin Kregel, Diane Finnerty, Mike Noel, Suzanne Malo)

- Sets the vision, strategy and objectives for the development and use of APR, including what outputs are in-scope and APR data use and security
- Prioritizes objectives for the APR Project
- Communicates information about the use of APR, including goals, deadlines and training, to faculty and administration
- Ensures the project team(s) have the time, resources and buy-in they need to be successful
- Convenes a faculty advisory group, the Committee on Access and Use of Faculty Data (CAUFD), to advise on the procedures for and appropriate use of faculty data

2) **Faculty Administrative Applications Group** (Suzanne Malo, Chris Manjoine)

- Manages implementation and maintenance projects for APR
- Coordinates migrations from individual instances of APR to the university database
- Incorporates library experts into the management of publications
- Ensures consistent use of APR fields by providing centralized tools, documentation, and definitions
- Integrates other campus authoritative sources with APR
- Conducts analysis to identify gaps between university and college data collection and reporting needs and what APR currently supports
- Identifies and educates stakeholders and users on best practices for using APR
- Integrates APR into faculty web profiles
- Convenes APR Core Team and other collegiate stakeholders
- Administers APR instrument
 - Strategizes and request customizations to screens and reports
 - Manipulates data files and import records
 - Maintains user accounts and security access
 - Coordinates with technical representatives
 - Facilitates testing
- Responds to APR Core Team inquiries as they support their collegiate faculty
- Provides central educational documents and trains on APR

3) Committee on Access and Use of Faculty Data (AUFD)

- The Provost Office will convene a Committee on Access and Use of Faculty Data (CAUFD) made up of representatives from the Faculty Senate, collegiate leadership, Provost Office, ITS-AIS, UI Libraries, Information and Resource Management, and General Counsel. The CAUFD committee will advise the Office of the Provost on the ethical and appropriate use of faculty data consistent with the mission and values of the University of Iowa. The Office of the Provost convenes the AUFD at least once per semester, or more as necessary. The committee's focus includes, but is not limited to, the development of procedures for requesting reports from the APR faculty activities database.

C. College Level Resource Requirements

1) Collegiate Executive Sponsor (Associate Dean for Faculty)

- Advocates for the college's reporting needs
- Communicates the university's and the college's objectives for APR to the college's faculty
- Champions use of the system among the faculty in the college
- Participates in project-specific work groups

2) Collegiate Data Specialist (APR Core Team member)

- Advises APR-Admin Group on centralized data definitions and implications, if any, on the college's uses of APR
- Serves as first line of support in the college
 - Train and support faculty in data entry into APR
 - Respond to faculty inquiries
 - Maintain user accounts and security access
- Tests the configurations of data collection screens and reports in APR to ensure they align with the college's needs and definitions
- Monitors and takes action to ensure the integrity of the data for the college
- Represents the college at working meetings of the APR Core Team

D. Faculty Resource Requirements

Faculty members, or parties appointed or approved by the faculty members, are responsible for updating and maintaining their individual data and for reviewing the accuracy of these data. Faculty members should be mindful to keep information up-to-date since the APR may serve as the basis for real-time displays on department or collegiate websites and may contribute to the creation of faculty review documents and promotion and tenure dossiers

Acknowledgements and Authorization

Executive Sponsors (APR Admin)

Kevin Kregel	Associate Provost for Faculty
Diane Finnerty	Assistant Provost for Faculty
Mike Noel	Director, ITS-Administrative Information
Suzanne Malo	APR Project Lead, Provost/ITS-Administrative Information

Digital Measure Executives

Matt Bartel	Chief Executive Officer & Founder
Kate Kaczmarczik	Strategic Project Coordinator

The following key stakeholders have been informed of and offered the opportunity to provide input into this Project Charter.

Provost and Council of Deans

P. Barry Butler	Executive Vice President and Provost
Jean Robillard	Vice-President for Medical Affairs and Dean, Carver College of Medicine
David C. Johnsen	Dean, College of Dentistry
Nick Colangelo	Dean, College of Education
Alec B. Scranton	Dean, College of Engineering
Gail B. Agrawal	Dean, College of Law
Chaden Djalali	Dean, College of Liberal Arts and Sciences
Rita A. Frantz	Dean, College of Nursing
Don Letendre	Dean, College of Pharmacy
Susan J. Curry	Dean, College of Public Health
Sarah F. Gardial	Dean, Tippie College of Business
John C. Keller	Dean, Graduate College

College Executive Sponsors (Associate Deans for Faculty)

Lois Geist	Carver College of Medicine
Galen Schneider	College of Dentistry
David Bills	College of Education
Keri Hornbuckle	College of Engineering
Emily Hughes	College of Law
Raúl Curto	College of Liberal Arts and Sciences
Keela Herr	College of Nursing
Bernard Sorofman	College of Pharmacy
Jeffrey Dawson	College of Public Health
Kurt Anstreicher	Tippie College of Business
John Keller	Graduate College

College Data Specialist (APR Core Team)

Lori Posey	Carver College of Medicine
Trish Duffel	Carver College of Medicine
Chris White	College of Dentistry
Michelle Yu	College of Education
Natalie Potter	College of Engineering
Gordon Tribbey	College of Law
Wendy Danger	College of Liberal Arts and Sciences
Kay Geguzis	College of Nursing
Jennifer Barnes	College of Pharmacy
Becky Toner	College of Public Health
Carol Buettner	Tippie College of Business
Donna Welter	Graduate College

APR Support

Suzanne Malo	Provost/ITS-Administrative Information
Chris Manjoine	Provost/ITS-Administrative Information
Sarah Andrews	Hardin Library for the Health Sciences
Megan Sullivan	Digital Measures