PART I:
Entering Data in the General Information Section
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Overview
Digital Measures makes it easy to keep track of the teaching, research, and service activities accomplished and to run reports of this information. Once information is entered just once, many needed reports can be easily prepared.

Getting Started

Helpful Information Sources for Your Faculty Profile
Faculty may find it helpful to gather the following sources of information, if available:
- Most current CV
- Texas Standardized Credentialing Application Form
- Recent T&P forms, such as
  - Tenure and/or Promotion Application
  - Pre-Tenure and/or Promotion Application
  - Comprehensive Post-Tenure Review Application

Designate a Proxy
A faculty member may elect to designate one (1) proxy to assist in the data entry process. Access will be granted to the proxy user (usually an administrative assistant), who will be given rights to view and edit the faculty member’s profile. Faculty must sign an authorization form to grant this access, Faculty members are responsible for the content of their faculty profile, even if a proxy has been designated. Termination of proxy access can be requested in writing by the faculty member.

Accessing Digital Measures
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 cut and paste the link into your browser:
http://elpaso.ttuhsc.edu/digitalmeasures

You can also find the link on the Faculty Affairs website by selecting “Digital measures.” Once at this page, click on the upper right corner titled, “Digital Measures Activity Insight.”

Click here to access the login page.

Online tutorials are available.

Digital Measures

Click here: Digital Measures Activity Insight

Digital Measures Activity Insight completion is mandatory for all TTUHSC El Paso faculty members. Digital Measures is a fully customizable online information management system designed to organize and report faculty members’ teaching, research and service activities. Digital Measures eliminates periodic, recurring requests for information on faculty member’s teaching, research, and service activities. Digital Measures provides a single convenient place for faculty members to maintain their activity data and can be accessed easily to generate reports.

User Guides/Roadmaps
- Part I - General Information
- Part II - Teaching
- Part III - Scholarship and Research
- Part IV - Clinical Service
- Part V - Academically Related Public Service

Proxy Authorization
A faculty member may elect to designate one proxy to assist in the data entry process. Access will be granted to the proxy user (usually an administrative assistant), who will be given rights to view and edit the faculty member’s profile. Faculty must sign an authorization form to grant this access. Faculty members are responsible for the content of their faculty profile even if a proxy has been designated.
- Digital Measures Proxy Authorization Form
Getting Help
If you have any problems or questions concerning Digital Measures/Activity Insight, please contact the PLFSOM Office of Faculty Affairs.

Cindy Camarillo
Digital Measures TTUHSC El Paso Institutional Administrator
cindy.camarillo@ttuhsc.edu
(915) 215-4130

Miranda Alvarez
Digital Measures PLFSOM School Liaison
miranda.alvarez@ttuhsc.edu
(915) 215-4132

Jamal Nava
Lead Analyst, Faculty Information Systems
jamal.nava@ttuhsc.edu
(915) 215-4908
Three sections exist on all Digital Measures pages:
1. Running Banner
2. Left Hand Menu
3. Main Panel
Manage Data
When you first visit this page, it would be good to spend a few minutes looking through the screens accessible from it. To access a screen, click its name. The resulting summary screen displays records that are stored for that screen. There are six possible actions you can take from the resulting screen, although not all of these actions will always be available:

- To add a new record, select the **Add New Item** button.
- To import items in bulk, select the **Import Items** button (available only for the Intellectual Contributions screen).
- To delete a record, select the appropriate check box, then select the **Trash** button.
- To edit or view a record, click anywhere in the record row on the summary screen.
  
  Note: Your Digital Measures Administrator may have added records to the system for you. These records can be viewed, but cannot be edited or deleted. A icon identifies these records. If revisions are needed to the records which have been entered on your behalf, contact your Digital Measures Administrator using the Help link.

- To copy a record, select the appropriate check box, then select the **Duplicate** button.

Saving Data
When working in the system, it is important that you preserve modifications by selecting one of the Save buttons at the top of the screen. If you attempt to navigate away from a screen containing unsaved changes, a warning message will display to determine whether you would like to return to the screen and save your modifications before proceeding.

Expanding Text Boxes
You may see two diagonal lines in the bottom right corner of text boxes. Clicking this area and dragging allows

The Pasteboard
You will find the Pasteboard to be a time-saving feature. The Pasteboard allows you to copy text from another document, such as your vita in Microsoft Word, and paste it into the Pasteboard. After you have pasted text into the Pasteboard, you can then select text from it, click-and-hold on the text you selected, and drag it into a field in the system to have it pasted into the field.

To access the Pasteboard, click the text Pasteboard in the left-hand menu under Manage Activities. The Pasteboard will appear in the bottom right-hand corner of your screen and can be dragged anywhere on the screen as needed. Any text in the Pasteboard upon logging out will remain in the Pasteboard for future sessions.
Spell Check

There is no spell check feature in Activity Insight. Please ensure that information entered or pasted into the site, is checked for spelling errors. Google Toolbar and Yahoo Toolbar are two applications that have spell-check. These applications work with all of the websites you use, not just Activity Insight, allowing you to use the words you add to your custom dictionary with all sites you visit.

Most modern browsers also have settings or preferences which enable the browser to check your spelling as you type across all web applications.

Import Citations from Other Systems

There are two ways for you to bring citations into Activity Insight from other databases.

First, you can load BibTeX files into Activity Insight. BibTeX Imports enable you to import citations from a wide variety of reference managers or databases — for example, EndNote, Google Scholar, Mendeley, RefWorks, Scopus, Web of Science or Zotero. For more information on BibTeX Imports, please visit this page.

Second, you can import citations directly into Activity Insight from PubMed. You can connect to PubMed from within Activity Insight to search for and import your citations, or those of the user for whom you are managing data. Visit this page for details on this feature.
Fonts Recognized by Digital Measures/Activity Insight When Entering Data

**NOTE:** Any font changes need to be made in the CV before pasting them over into Digital Measures. All the formatting for sub/superscripts will be seen in Digital Measures; however, when the report is run the sub/superscripts will appear as they should.

You may copy and paste special characters—such as Greek or Latin characters, accent marks or other dia-critical marks—into the system from another source as long as they are Unicode-compliant.

Unicode is an industry standard set of characters that allows computers to consistently represent and ma-nipulate text expressed in any of the world’s writing systems. For more information about Unicode, please see: [http://www.unicode.org/faq/basic_q.html](http://www.unicode.org/faq/basic_q.html)

Examples of fonts that are Unicode-compliant include Arial and Times New Roman. Examples of fonts that are not Unicode-compliant include Symbol and Wingdings.

If characters are not transferring to the system as you expect, try changing their font in the source software application to Arial or Times New Roman and then copy and paste the text into the system. **Note that sub/superscripts will not accurately transfer over if the numbers are normal-sized numbers with formatting applied to them.**

You may use Character Map (included with Windows) or something similar to pick the appropriate symbol or sub/superscript in a Unicode font (i.e. Arial Unicode MS), then copy and paste the symbol into the web browser. We recommend using the advanced view, group by Unicode subset option to make searching for the special characters easier. If you use the Arial Unicode MS font and copy the characters from the pallet, you should be able to transfer the characters to the various fields in your data entry screens.

**Another option for subscripts and superscripts is to use HTML tags within your entry. Examples:**

**Subscript:**

<sub>(without spaces) and </sub>(without spaces) to open and close the HTML tags for subscripts.

Example:

<sub>Type in Subscript Text</sub>, then normal text

**Resulting text look like:**

Subscript text, compared to normal text.

**Superscript:**

Example:

<sup>Type Superscript Text</sup>, then type normal text

**Resulting text looks like:**

Superscript Text, compared to normal text.
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 General Information Section.

**GENERAL INFORMATION**

- Personal Information and Contact Information
- Interest and Faculty Profile Information
- Administrative Data
- Education
- Post Doctoral Education
- Certification/Recertification
- Licensure
- Positions
- Consulting
- Awards and Honors
- Faculty Development Activities Attended
- Media Contributions
- Professional Membership
- Workload Information
- Mentor Service Information
- Faculty Goals
- Other Information Narrative
Personal and Contact Information

**General Information**

You are currently managing data for John Bartlet.

### Edit Personal and Contact Information

<table>
<thead>
<tr>
<th>Field</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Prefix</td>
<td>Dr. (Optional)</td>
</tr>
<tr>
<td>First Name</td>
<td>John (Required)</td>
</tr>
<tr>
<td>Preferred First Name</td>
<td>John (Required, if applicable)</td>
</tr>
<tr>
<td>Middle Name</td>
<td>Christopher (Optional)</td>
</tr>
<tr>
<td>Last Name</td>
<td>Bartlet (Required)</td>
</tr>
<tr>
<td>Suffix</td>
<td>III (Optional)</td>
</tr>
<tr>
<td>Alternative Name</td>
<td></td>
</tr>
<tr>
<td>Name of Endowed Position</td>
<td>Rick and Ginger Francis Endowed Chair</td>
</tr>
<tr>
<td>E-Mail Address</td>
<td><a href="mailto:jamal.nava@ttuhsc.edu">jamal.nava@ttuhsc.edu</a></td>
</tr>
<tr>
<td>Campus</td>
<td>El Paso (Required)</td>
</tr>
<tr>
<td>Business Street Address</td>
<td>5001 El Paso Dr.</td>
</tr>
<tr>
<td>Business City/State/Zip</td>
<td>El Paso, TX 79905</td>
</tr>
<tr>
<td>Mail Stop</td>
<td></td>
</tr>
<tr>
<td>Building/Office Location</td>
<td>El Paso (Required)</td>
</tr>
<tr>
<td>Office Room Number</td>
<td>ASB 1102 (Required)</td>
</tr>
<tr>
<td>Office Phone</td>
<td>915-555-1111 ext.</td>
</tr>
<tr>
<td>Department Phone</td>
<td>915-555-5555 ext.</td>
</tr>
<tr>
<td>Fax</td>
<td>915-555-5511</td>
</tr>
<tr>
<td>Personal Website</td>
<td><a href="http://www.johnbartlet.com">www.johnbartlet.com</a></td>
</tr>
<tr>
<td>Date of Birth</td>
<td>September 17, 1968</td>
</tr>
<tr>
<td>Gender</td>
<td>Male (Required)</td>
</tr>
</tbody>
</table>

- **Required**
- **Required, if applicable**
- **Optional**

Enter if applicable. For instance, Rick and Ginger Francis Endowed Chair.
### General Information

#### Personal and Contact Information

**Race (AAMC Definitions)**

- **American Indian or Alaska Native**
  - [ ] American Indian or Alaska Native
  - Enrolled or Principal Tribe

- **Asian**
  - Black
  - [ ] Asian Indian
  - [ ] Chinese
  - [ ] Filipino
  - [ ] Japanese
  - [ ] Korean
  - [ ] Pakistani

- **Explanation of "Other Asian"**

- **Black or African American**
  - [ ] Black

- **Native Hawaiian or Other Pacific Islander**
  - [ ] Native Hawaiian
  - [ ] Guamanian or Chamorro
  - [ ] Samoan
  - [ ] Other Pacific Islander

- **Explanation of "Other Pacific Islander"**

- **White**
  - [ ] White

- **Other Race(s) (please specify)**

- **Decline to Respond**

**Hispanic Origin (AAMC Definitions)**

- **Hispanic Origin**
  - [ ] Not Hispanic
  - [ ] Cuban
  - [ ] Mexican, Mexican American, Chicano/Chicana
  - [ ] Puerto Rican
  - [ ] Other

- **Explanation of "Other"**

- **Decline to Respond**

▲ Required  □ Required, if applicable  ● Optional
Personal and Contact Information

U.S. Citizen or Permanent Resident?  Yes  
Alternate Language(s)  
- Afrikaans
- American Sign Language (ASL)
- Arabic
- Azerbaijani
- Bahasa
- Bangla

Brief Biography  

Show on Faculty Profile  

The following brief descriptions of your research and teaching interests will be shown on your faculty profile page.

Areas of Research and/or Clinical Interests
(Please check all that apply.)
- Acne
- Acute care
- ADD/ADHD
- Addiction
- Adolescent care
- Adult reconstruction

Photograph (maximum file size 10 MB)  
No File Stored  Choose File...

Willing to talk to media  

This should be written in 3rd person and include the following components: faculty's education and credentials, notable achievements (publications, research, teaching interests), recognition and/or awards and closing statement (e.g. current interest and/or upcoming projects). No longer than 500 words.

Faculty MUST upload a recent photo. This photo will appear on your faculty profile.
Enter areas of interest using keywords in the fields of Clinical Interests, Research Interest and Teaching Interest. Queries can be created from these fields using keywords.
# General Information

## Administrative Data: Permanent Data | Yearly Data

### Edit Permanent Data

- **Starting Rank at Texas Tech University Health Sciences Center**: Assistant Professor
- **Full-time/Part-time (SACSCOC)**: Permanent Data
- **Start Date at TTUHSC**: July 1, 2001
- **Start Date at Paul L. Foster School of Medicine**: November 1, 2007
- **Date Attained Rank of Assistant Professor at TTUHSC**: July 1, 2001
- **Date Attained Rank of Associate Professor at TTUHSC**: September 1, 2008
- **Date Attained Rank of Full Professor at TTUHSC**: (not specified)
- **Tenure Decision Year**: (not specified)
- **Separation Date**: (not specified)

Please **SKIP** this section.
The Office of Faculty Affairs will populate this section with your data.

### Yearly Data

<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Click on the year to edit Yearly Data Information. Please enter data for year 2014.

- **Required**
- **Required, if applicable**
- **Optional**
**General Information**

**Administrative Data: Permanent Data**

- **Academic Year**: 2015-2016
- **School**: Paul L Foster School of Medicine

**Department**

- **Department**

**Salary Information** is not required, leave this blank.

**Joint Appointment**

- **School Name**
- **Institution**
- **Department/Division/Concentration**

This applies if you have a joint appointment with another school or institution within the TTUHSC System.

---

**Notes**

- This screen is STRICTLY for data from TTUHSC. External Appointments will be entered on the Positions screen.
- List the primary department you are in.
- If you have an appointment in multiple departments at Paul L. Foster School of Medicine, please call the Office of Faculty Affairs at 215-4135.
General Information

Education

**Edit Education**

List all earned and honorary college degrees you have received (BS, MS, MD, PhD, etc.)

- **Degree**: MD
- **Explanation of “Other”**: 
- **Degree Description**: Doctor of Medicine
- **Institution**: University of Texas Southwestern, School of Medicine
- **Location of Institution (City, State, Country if outside US) - Do NOT use abbreviations**: Dallas, Texas
- **Major/Emphasis/Specialty**: 
- **Subspecialty/Supporting Areas of Emphasis**: 
- **Dissertation/Thesis Title**: 
- **Honor/Distinction**: 
- **Explanation of “Other”**: 
- **Highest Degree You Have Earned?**: Yes
- **Highest Degree Rank Order (The ranking will be the order the degrees will print on a report)**: 1st
- **Date Completed**: 1996
- **Transcript (maximum file size 10 MB)**: No File Stored
- **Diploma (maximum file size 10 MB)**: No File Stored

After you have entered education data for one degree, click on “Save and Add Another” to add a different degree.

Dissertation/Thesis Title is only required if entering data for MSc, MPH, Ph.D., etc. degrees, not M.D.

Remember, please complete the field Highest Degree Rank Order if you would like this degree printed after your name in reports. For it to print you MUST set the field “Highest Degree Earned” to Yes (e.g. If you want to have your name on reports as Jane Doe, MD, PhD—put MD as your 1st degree, PhD as 2nd degree and check Yes on Highest Degree Earned for both degrees).

Uploading a diploma or transcript is not required.
**Post-Doctoral Education (Including Residencies and Fellowships)**

List the postdoctoral education that you have completed (including residencies and fellowships):

<table>
<thead>
<tr>
<th>Title of Position</th>
<th>Fellowship</th>
</tr>
</thead>
<tbody>
<tr>
<td>Source of Funding</td>
<td></td>
</tr>
<tr>
<td>Field</td>
<td>Infectious Diseases</td>
</tr>
<tr>
<td>Name of Institution</td>
<td>University of California</td>
</tr>
<tr>
<td>Location of Institution</td>
<td>San Francisco, California</td>
</tr>
<tr>
<td>Was it Peer Reviewed?</td>
<td>Yes</td>
</tr>
</tbody>
</table>

**Mentors**

<table>
<thead>
<tr>
<th>Mentor</th>
</tr>
</thead>
<tbody>
<tr>
<td>First Name</td>
</tr>
<tr>
<td>Merle</td>
</tr>
</tbody>
</table>

Select the number of mentor rows to add: 1

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.

<table>
<thead>
<tr>
<th>Start Date</th>
<th>End Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>July 1, 1999</td>
<td>July 1, 2001</td>
</tr>
</tbody>
</table>

⚠️ Required
⚠️ Required, if applicable
⚠️ Optional
### General Information

#### Certifications/Recertifications

**Edit Certifications/Recertifications**

<table>
<thead>
<tr>
<th>Title of Certification</th>
<th>Infectious Disease</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sponsoring Organization</td>
<td>American Board of Internal Medicine</td>
</tr>
</tbody>
</table>

**Are you Meeting the Requirements for Maintenance of Certification?**

- Yes

**Original Date of Certification**

- June 1, 2001

**Recertification Date**

- January 1, 2009

**Expiration Date**

- December 31, 2019

At a minimum, please list all active Board Certifications on this screen.

#### Licensures

**Edit Licensures**

<table>
<thead>
<tr>
<th>Title of License</th>
<th>Texas Medical Board</th>
</tr>
</thead>
<tbody>
<tr>
<td>State</td>
<td>Texas</td>
</tr>
<tr>
<td>License Issued Date</td>
<td>July 15, 1999</td>
</tr>
<tr>
<td>License #</td>
<td>12345</td>
</tr>
<tr>
<td>Active?</td>
<td>Yes</td>
</tr>
</tbody>
</table>

At a minimum, please list all active licenses on this screen.
This screen is a combination of the previous “Academic, Government, Military and Professional Positions” and “Administrative Assignments” screen. Use this section to enter ALL employment history outside of TTUHSC El Paso. Enter all academic, government, military or professional positions held.

Also, enter any Administrative Assignments here, including, Vice-Chair, Department Chair, Associate Dean, Assistant Dean, etc., including positions at the PLFSOM. This section is NOT for Program Directors, Clerkship Directors, Residency Directors, College Masters, etc. Those assignments will be listed in the Teaching Section, under Education.

Leave this box checked if you would like the position to appear on your faculty profile.
General Information

Consulting

If you’ve had any external consulting activities, complete this section. Consulting activities include activities with private organizations, government, etc.

<table>
<thead>
<tr>
<th>Consulting Type</th>
<th>Non-Profit Organization</th>
</tr>
</thead>
<tbody>
<tr>
<td>Explanation of “Other”</td>
<td></td>
</tr>
<tr>
<td>Client/Organization</td>
<td>Blue Cross Blue Shield of Texas</td>
</tr>
<tr>
<td>Location</td>
<td>Austin, Texas</td>
</tr>
<tr>
<td>Approx. Number of Hours Spent Per Week</td>
<td>2</td>
</tr>
<tr>
<td>Brief Description (30 Words or Less)</td>
<td></td>
</tr>
</tbody>
</table>

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: November 0, 2012
End Date: November 0, 2012

Awards and Honors

Enter awards or honors received. Important to enter data into the Award or Honor Name, Organization/Sponsor, Purpose, Scope, and Date Received field. These are the fields used on reports.

<table>
<thead>
<tr>
<th>Award or Honor Name</th>
<th>President’s Excellence in Teaching Award</th>
</tr>
</thead>
<tbody>
<tr>
<td>Explanation of “Other”</td>
<td></td>
</tr>
<tr>
<td>Show on Faculty Profile</td>
<td>☐</td>
</tr>
<tr>
<td>Organization/Sponsor</td>
<td>Family Medicine Residency Program</td>
</tr>
<tr>
<td>Purpose</td>
<td>Teaching</td>
</tr>
<tr>
<td>Scope</td>
<td>Department</td>
</tr>
<tr>
<td>Description/Explanation (30 Words or Less)</td>
<td>The Best Faculty Teaching Award given by the Residents of the Department of Family Medicine.</td>
</tr>
</tbody>
</table>

Award or Honor (maximum file size 10 MB): No File Stored
Date Received: May 0, 2006
### General Information

#### Faculty Development Activities Attended

**Edit Faculty Development Activities Attended**

<table>
<thead>
<tr>
<th>Activity Type</th>
<th>Conference Attendance</th>
<th>![Check Box]</th>
</tr>
</thead>
<tbody>
<tr>
<td>Explanation of &quot;Other&quot;</td>
<td>![Check Box]</td>
<td></td>
</tr>
<tr>
<td>Title</td>
<td>Teaching Gastroenterology to the Millenial Student</td>
<td>![Check Box]</td>
</tr>
<tr>
<td>Area</td>
<td>Teaching</td>
<td>![Check Box]</td>
</tr>
<tr>
<td>Sponsoring Organization</td>
<td>American Gastroenterology Association</td>
<td>![Check Box]</td>
</tr>
<tr>
<td>City</td>
<td>Toronto</td>
<td>![Check Box]</td>
</tr>
<tr>
<td>State</td>
<td>Ontario</td>
<td>![Check Box]</td>
</tr>
<tr>
<td>Country</td>
<td>Canada</td>
<td>![Check Box]</td>
</tr>
<tr>
<td>Number of Credit Hours</td>
<td>1</td>
<td>![Check Box]</td>
</tr>
<tr>
<td>Description (30 Words or Less)</td>
<td>![Text Box]</td>
<td>![Check Box]</td>
</tr>
</tbody>
</table>

**Description**: Include the CME credits you have earned each year since 2012 to the present. For conferences, include specific workshop or course names attended at the conferences.

**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.

<table>
<thead>
<tr>
<th>Start Date</th>
<th>May 00, 2008</th>
<th>![Check Box]</th>
</tr>
</thead>
<tbody>
<tr>
<td>End Date</td>
<td>May 00, 2008</td>
<td>![Check Box]</td>
</tr>
</tbody>
</table>

#### Media Contributions

**Edit Media Contributions**

<table>
<thead>
<tr>
<th>Media Type</th>
<th>TV</th>
<th>![Check Box]</th>
</tr>
</thead>
<tbody>
<tr>
<td>Explanation of &quot;Other&quot;</td>
<td>![Check Box]</td>
<td></td>
</tr>
<tr>
<td>Media Name</td>
<td>Fox Channel</td>
<td>![Check Box]</td>
</tr>
<tr>
<td>Description</td>
<td>Provided public information on the flu season's impact on the work force.</td>
<td>![Check Box]</td>
</tr>
</tbody>
</table>

**Description**: Enter Media Contributions here, such as written editorial and blog contributions, or interviews on TV or radio, particularly in educating the lay public.

<table>
<thead>
<tr>
<th>Media (maximum file size 10 MB)</th>
<th>No File Stored</th>
<th>Choose File...</th>
<th>![Check Box]</th>
</tr>
</thead>
<tbody>
<tr>
<td>Date</td>
<td>December 00, 2013</td>
<td>![Check Box]</td>
<td>![Required]</td>
</tr>
</tbody>
</table>

![Required] | ![Required, if applicable] | ![Optional]
## General Information

### Professional Memberships

**Edit Professional Memberships**

<table>
<thead>
<tr>
<th>Type of Membership</th>
<th>Non-elected</th>
</tr>
</thead>
</table>

**Explanation of “Other”**

**Name of Organization**

El Paso County Medical Society

**Abbreviation of Organization**

Make certain that you accurately specify if this is an elected or non-elected membership.

**Elective Society** is where a faculty applies or is nominated for a membership and then is elected to join the membership.

**Non-Elected Membership** is where a faculty’s only requirement is to pay dues to become a member.

If you held additional positions with this organization, please add positions here to be able to record all of your roles.

### Workload Information

**Edit Workload Information**

<table>
<thead>
<tr>
<th>Should be determined in consultation with your chair. Percentage must equal 100%.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Calendar Year</td>
</tr>
<tr>
<td>Teaching Workload Percentage</td>
</tr>
<tr>
<td>Scholarship Workload Percentage</td>
</tr>
<tr>
<td>Academically Related Public Service Workload Percentage</td>
</tr>
<tr>
<td>Clinical Service Workload Percentage</td>
</tr>
</tbody>
</table>

This screen will need to be completed every year.

This information should be discussed with your chair during Annual Faculty Evaluations.
**Mentor Service Information**

Complete if you are currently a faculty mentor or interested in serving as a faculty mentor.

### Are you currently involved in mentoring?
- [ ] Yes

**If Yes, in what area(s)?**
- [ ] Mentor/Students
- [ ] Mentor/Faculty
- [ ] Mentor/Post Docs, Residents, Fellows
- [ ] Other

**Explanation of “Other”** [ ]

**If Yes, in what role(s)?**
- [ ] Research
- [ ] Promotion and Tenure
- [ ] Teaching
- [ ] Career
- [ ] New Faculty
- [ ] Other

**Explanation of “Other”** [ ]

### Are you interested in serving as a mentor?
- [ ] Yes

**If Yes, in what area(s) are you interested?**
- [ ] Mentor/Students
- [ ] Mentor/Faculty
- [ ] Mentor/PostDocs, Residents, Fellows
- [ ] Other

**Explanation of “Other”** [ ]

**If Yes, in what role(s) would you be comfortable?**
- [ ] Research
- [ ] Promotion and Tenure
- [ ] Teaching
- [ ] Career
- [ ] New Faculty
- [ ] Other

**Explanation of “Other”** [ ]
Following completion of your Annual Faculty Evaluation with your departmental Chair, please populate your future goals for the upcoming calendar year.

Other Information Narrative

Briefly provide any other information that is pertinent to your professional or public activities. This may include items such as your involvement in religious organizations, former or current military experience or other pertinent information.

Completion of this section not required.