HuskyDM User Manual

Spring 2016

University of Connecticut

Prepared by
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Office of Institutional Research and Effectiveness
Storrs, CT 06269
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I. Introduction

The intent of HuskyDM is to assist faculty in creating their necessary reports effectively and efficiently while also forming a database with complete and valuable information regarding how UConn positively impacts the local and extended community. There will no longer be a need for faculty to submit information for multiple reports such as Provost Annual Report, Merit, PTR (Promotion Tenure and Reappointment), etc... The data collected will also provide information for Accreditation, Ranking Report Periodicals, Delaware Studies, Outreach/Community involvement, Economic Impact Reports and may serve for many other reporting purposes. The HuskyDM system is managed with the Digital Measures product Activity Insight. [Digital Measures Activity Insight Website](#).

![Digital Measures Activity Insight](image)

The * in the screenshot above indicates screens related to the Provost’s Annual Report (PAR) information.
II. Sections of HuskyDM

Teaching
- Scheduled Teaching - Peoplesoft Reported | Self-Reported
- Teaching Innovations and other Pedagogical Activities
- Academic Advising - Undergraduate | Graduate
- Other Support Activities for Student – Undergraduate | Graduate
- Mentoring for Post Doctorates, Visiting Scholars/Fellowships, or Residents
- Other Instructional Activities
- Teaching Interests

Scholarship: Publications, Conferences, Creative Activity, and Research
- Intellectual Contributions
- Scholarly Presentations/Conferences
- Artistic and Professional Performances and Exhibits
- Contracts, Grants and Sponsored Research - Through OSP | Outside OSP (e.g. Foundation)
- Other Internal Support Activity (Including Summer Grants)
- Intellectual Property and Patents
- Innovations and Other Synergistic Activities - Research
- Interest and Specialties

Scholarship: Scholarly Reputation
- Awards and Honors
- Ad Hoc Reviews, Grant Agency/Peer Review Committees
- Editorship Activities
- Senior Position in Professional Organization
- Media and Public Relations
- Consulting
- Technical or Expert Assistance/Technology Transfer/Fee for Service
- Visiting Professorships

Service and Professional Affiliations/Memberships
- Membership of Professional or Voluntary Organizations
- University, School/College, Regional Campus, Department Service
- Public and Community Service
- Global Activities
- Other Industry/Faculty Collaboration
- Entrepreneurship
- Professional Development

Data Entry Completion Status
- Please click here when you have completed this year’s data entry
III. Teaching

Subsections
- Scheduled Teaching - Peoplesoft Reported | Self-Reported
- Teaching Innovations and other Pedagogical Activities
- Academic Advising - Undergraduate | Graduate
- Other Support Activities for Student – Undergraduate | Graduate
- Mentoring for Post Doctorates, Visiting Scholars/Fellowships, or Residents
- Other Instructional Activities
- Teaching Interests

Sample Teaching Summary Screen

Use Duplicate to make data entry easy. Then make any edits necessary.
### Sample Teaching Detail Screen

**Edit Graduate**

- **Start Date**: September 1, 2014
- **End Date**: May 15, 2016
- **Provost Annual Report Item #**: Current Major Advisees - PhD (PAR.16a)
- **Student First Name**: Steven
- **Student Last Name**: Douglas
- **Level**: Doctorate
- **Diversity (PAR 18)**: International
- **Field Advisement?**: No
- **Year Admitted**: 2012
- **Title of Thesis/Dissertation**: Essays on Social Responsibility
- **Source?**: Not Applicable
- **Explanation**
- **Will this student graduate within this academic year? (PAR 15)**: Yes
- **If Not, Expected Grad Year**

**You and Other Advisors Information**

<table>
<thead>
<tr>
<th>Advisor</th>
<th>People at University First Name of Connecticut</th>
<th>Middle Name/Initial</th>
<th>Last Name</th>
<th>Institution (if not UConn)</th>
<th>Advisor Type</th>
</tr>
</thead>
<tbody>
<tr>
<td>Husky, Joe</td>
<td>Joe.Husky</td>
<td></td>
<td></td>
<td></td>
<td>Major</td>
</tr>
</tbody>
</table>

Select the number of advisor rows to add: 1 [Add]
IV. Scholarship: Publications, Conferences, Creative Activity, and Research

Subsections
- Intellectual Contributions
- Scholarly Presentations/Conferences
- Artistic and Professional Performances and Exhibits
- Contracts, Grants and Sponsored Research - Through OSP | Outside OSP (e.g. Foundation)
- Other Internal Support Activity (Including Summer Grants)
- Intellectual Property and Patents
- Innovations and Other Synergistic Activities - Research
- Interest and Specialties

Sample Scholarly Productivity Summary Screen

Note that only one author needs to enter information for co-authored work.

Your co-author has already entered information on the item. If you want to make edits, please contact co-author.
Sample Scholarly Productivity Detail Screen

**Edit Intellectual Contributions**

Complete this form if you are the corresponding author, or if the corresponding author is not at the University of Connecticut.

- **Title of Larger Work**
- **Digital Object Identifier (DOI)**
- **Title of This Contribution**
- **Provost Annual Report Item #**
- **Type of Contribution**
- **Explanation of "Other"**
- **Current Publication Status**

**If In Preparation, Expected Date of Submission**
- **If Under Review, Date Submitted**
- **If Accepted, Date Accepted**

**If Published, Date of Publication**
- **Volume**
- **Issue Number/Edition**
- **Page Numbers or Number of Pages**

**Authors**

Please either select a person from the drop-down list or enter their name in the input fields; and list the authors in the order of authorship as determined by your School or College.

<table>
<thead>
<tr>
<th>1st Author</th>
<th>2nd Author</th>
<th>3rd Author</th>
</tr>
</thead>
<tbody>
<tr>
<td>People at University of Connecticut</td>
<td>People at University of Connecticut</td>
<td>People at University of Connecticut</td>
</tr>
<tr>
<td>Joe Husky</td>
<td>del Campo, Alexander</td>
<td>Select or type a name</td>
</tr>
<tr>
<td>First Name</td>
<td>Middle Name/Initial</td>
<td>Last Name</td>
</tr>
<tr>
<td>Joe</td>
<td>ade</td>
<td>Jones</td>
</tr>
<tr>
<td>Institution (If not UConn)</td>
<td>Institution (If not UConn)</td>
<td>Institution (If not UConn)</td>
</tr>
<tr>
<td>UC Berkeley</td>
<td>University of Connecticut</td>
<td>UC Berkeley</td>
</tr>
<tr>
<td>If a student, what is his/her level?</td>
<td>If a student, what is his/her level?</td>
<td>If a student, what is his/her level?</td>
</tr>
</tbody>
</table>

- Enter month and year to be listed in annual reports properly.
- Use arrows to promote or demote co-author order.
- Delete author, if necessary.
- If co-author is from UConn, select from drop-down list.
- If co-author is from outside UConn, please enter Name and Affiliation.
V. Scholarship: Scholarly Reputation

Subsections
- Awards and Honors
- Ad Hoc Reviews, Grant Agency/Peer Review Committees
- Editorship Activities
- Senior Position in Professional Organization
- Media and Public Relations
- Consulting
- Technical or Expert Assistance/Technology Transfer/Fee for Service
- Visiting Professorships

Sample Scholarly Reputation Summary Screen
Sample Scholarly Reputation Detail Screen

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**: May 2007
- **End Date**: Blank

- **Provost Annual Report Item #**: Member of other national/international peer review committees (PAR 63)
- **Name of the Organization**: IEEE Transactions on Engineering Management
- **Type of Review**: Grant Agency Peer Review
- **Position Held**: Review Board Member
- **Scope of Organization**: International

If international, indicate country or region

- **Country or Region**: Blank

Select the number of country or region rows to add: 1

- **Is this a voluntary service organization?**: Blank
- **Description of the Organization or Activity**: Blank

Blank end-date means continuing activity
VI. Service and Professional Affiliations/Memberships

Subsections
- Membership of Professional or Voluntary Organizations
- University, School/College, Regional Campus, Department Service
- Public and Community Service
- Global Activities
- Other Industry/Faculty Collaboration
- Entrepreneurship
- Professional Development

Sample Service Summary Screen

< University, School/College, Regional Campus, Department Service *

<table>
<thead>
<tr>
<th>Item</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Department Recruiting Committee, Member&lt;br&gt;September 10, 2011 - Present</td>
<td></td>
</tr>
<tr>
<td>ddsdas, Advisor&lt;br&gt;April 4, 2005 - Present</td>
<td></td>
</tr>
</tbody>
</table>
Sample Service Detail Screen

List all ongoing responsibilities or one-time activities that are either undertaken to support a committee, club, or program at UConn or involving community service or engagement that are part of your departmental responsibilities. 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>Field</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Start Date</td>
<td>September 10, 2011</td>
</tr>
<tr>
<td>End Date</td>
<td>Blank</td>
</tr>
</tbody>
</table>

Blank end-date means continuing activity.

If this is an international activity/service, indicate country or region

<table>
<thead>
<tr>
<th>Field</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Country or Region</td>
<td>Blank</td>
</tr>
</tbody>
</table>

Select the number of country or region rows to add: 1

Position/Role: Member

Explanation of "Other":

Did you do this as part of your professional position at the University of Connecticut?: Yes

Program/Activity Audience:
- Undergraduate Students
- Graduate Students
- Faculty
- Staff
- External to UConn
- Other
VII. Data Entry Completion Status

Subsection
Please click here when you have completed this year’s entry

Sample Data Entry Completion Status Summary Screen

Sample Data Entry Completion Status Detail Screen