

Digital Measures - Faculty Profiles Frequently Asked Questions


Digital Measures is Fairfield's Official Faculty-maintained Database for Personal CV Information and used to create Faculty Profiles.

Faculty Profiles and Faculty Listings

Faculty Profiles are specific pages generated by the data from Digital Measures and can be found by searching facultyprofile.fairfield.edu.

Faculty Profile Example

Faculty Profile



Vice Provost for Academic Affairs
Instructor of Management
Charles F. Dolan School of Business

Primary Email: dgibson@fairfield.edu
Office Phone: 203 254 4000 x 2819
Office Location: Canisius Hall Rm: 300
Personal Website: <http://www.donaldegibson.com/>
Link to profile: [Profile Link](#)

[Overview](#) [Teaching](#) [Publications](#)

[Honors/Awards](#)

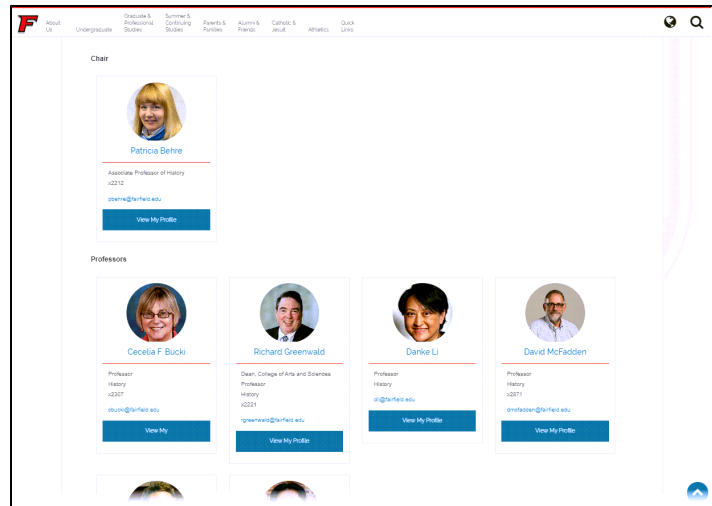
Biography

Donald E. Gibson is Vice Provost for Academic Affairs and Professor of Management at Fairfield University. He was formerly Dean of the Charles F. Dolan School of Business. Professor Gibson's research examines organizational role models, emotions in management, anger in the workplace, and conflict management. He has articles published in *Organization Science*, *Journal of Management*, *Journal of Vocational Behavior*, *Academy of Management Perspectives*, *Current Directions in Psychological Science*, and *Journal of Business Ethics* among others, and a book for practicing managers, *Managing Anger in the Workplace*.

Dr. Gibson received his MBA and Ph.D. from UCLA and was previously a professor in Organizational Behavior at Yale. He also has served as Program Chair and Executive Director of the International Association for Conflict Management, a professional organization whose mission is to understand and improve conflict management in family, organizational, societal, and international settings. Prior to entering academia, Dr. Gibson worked in the entertainment industry in Los Angeles, managing post-production and distribution for television shows and motion pictures at Lorimar Productions.

Faculty Listings are departmental listings of faculty members located on fairfield.edu. These pages are managed by marketing.

Faculty Listing Example



Getting Started

Please follow these steps to make sure your Faculty Profile is visible and accessible from www.fairfield.edu.

1. **Update your information (Biography, Work History, Publications, etc.) in Digital Measures**
2. **Enable your Faculty Profile to be Visible**

Enable Your Faculty Profile

Showing/Hiding Your Profile

1. Each faculty member is required to make their faculty profile public and searchable. To turn your profile on, scroll down on your Manage Activities page to the Faculty Profile and click on Manage your Faculty Profile.
2. Set the *Do you want to have a Faculty Profile?* option to Yes. If you want your office location and phone number to be visible on your profile then choose 'Yes' on the *Show my office location and phone on my faculty profile*.
3. Make certain you click the SAVE button in the upper right-hand corner to save your selection.

You are currently managing data for **Faculty Profiles**.

Edit Manage your Faculty Profile

Faculty profiles contain information from your biography and expertise, research articles, and teaching. They will be available on both the Fairfield University website and to external sites and searches.

Do you want to have a Faculty Profile?

Yes

Show my office location and phone on my faculty profile page?

Yes

No

3. **Contact your marketing IMM letting them know your Digital Measures profile is active**

Faculty Profiles FAQ

How Do I Access My Digital Measures Account?

To Log Into Digital Measures

Visit my.fairfield.edu, log in with your **Fairfield Net ID** and current password, then search for and choose the **Digital Measures** Task.

The screenshot shows the my.fairfield.edu search interface. The search bar contains 'digital measures' and the search button is highlighted. Below the search bar, the search results are displayed under the heading 'Search Results: Tasks'. The results include:

- Digital Measures Activity Insight**: This result is highlighted with a blue box. It features a blue and orange icon, an information icon (i), and a star icon.
- Design and Digital Print Services Website**: Features a blue and white icon, an information icon (i), and a plus icon (+).
- Net Price Calculator Website**: Features a blue and white icon, an information icon (i), and a plus icon (+).
- Library Databases Library**: Features a red and white icon, the word 'LIBRARY' in a blue box, and the text 'Library Databases Library'.
- E-Copy Printing & Graphics Services E-Cop...**: Features a blue and white icon, an information icon (i), and a plus icon (+).

Faculty Profiles: Current Known Issues

Formatting

~~There is currently an issue preventing formatted text to appear properly. You may see things like:~~

- ~~text~~

- biological Science,
in <i>UCLA</i>,
management a n

- ~~

~~

- coaching teachers

D
proponent of the c

~~We are aware of this issue and are working to resolve it.~~

~~This was fixed on 5/27/20.~~

Link to Profile Doesn't Work

~~Faculty members who have a dot (.) in their NetID username (firstname.lastname) will find that links to their profiles will not work (i.e. profile page will not display). However, the profile can be viewed by searching on the main Faculty Profile ([facultyprofile.fairfield.edu](#)) page.~~

~~This was fixed on 5/27/20.~~

What Information does Faculty Profiles Display

At this time only the following types of data from Digital Measures is displayed on a faculty profile:

- Overview
 - Biography
 - Teaching Interests
 - Research Interests

- **Teaching**
 - **Current Term Courses***
 - *Data in this field is not user accessible as it is provided directly from Banner*
 - **Notable Courses Taught**
 - *User must select course(s) from teaching history (or manually added courses from a previous institution) to be listed).*
 - **Publications**
 - **Honors & Awards**
-

We are aware that your profiles may not display your information in the way that you would like. As such we have started compiling new feature request for future updates to the Faculty Profile website.

This list currently includes the following:

1. **Display of Contracts, Grants, Fellowships and Sponsored Research**
2. **Display of Notable Publications**
3. **Provide Link to Digital Commons entries**
4. **Rank 'Work History' entries**
5. **Artistic and Professional Performances and Exhibits**
6. **Residencies**
7. **Provide choice for publication style (i.e. APA, Chicago, etc.)**
8. **Scholarship Listing**
9. **Allow Linking to online publications**
10. **Display Work History**

If you want to suggest a new feature not listed here, please go to the [ITS Support Portal](#) and submit a service request detailing your request (screen shots are appreciated).

These will provide a more comprehensive listing of your activities in Faculty Profile. But for now it is suggested that you not try to list these items under the Publications or Honors & Awards fields as you would then be required to correct them once these added fields do become available. Please continue to use the appropriate Digital Measures fields for your data even if they are not displaying at this time.

How Do I Use Digital Measures?

How-To Guide:

Digital Measures has a resource guide on their website for additional assistance: [Faculty/Staff Guide](#)

How Do I Update My Picture?

Please have your Dean or yourself contact your department's [Marketing IMM](#) to assist.

Why is My Faculty Listing Missing/Wrong/Bad or is Missing Profile Link on fairfield.edu?

Please have your Dean or yourself contact your department's [Marketing IMM](#) to assist.

How Can I Change my Name or Current Title?

Your displayed name and current title are taken directly from Workday. Please contact Human Resources if you want to have your name officially changed.

How Can I Remove Incorrect Titles/Jobs?

How to Update your title if it is incorrect or there are multiple listed.

You are able to update your profile if your title is wrong or there are duplicates titles:

Assistant Professor of Marketing

Associate Professor of Marketing

1. Log into Digital Measures via [my.Fairfield](#)
2. Click on the Activities button (upper left)
3. Under the 'General' section click on *Work History*

This is a list of all specific jobs that were listed on your resume/CV when it was imported into Digital Measures.

4. Look for and then click on the position the item that is not currently true

< Work History + Add New Item Duplicate 🗑️

Item	<input type="checkbox"/>
Assistant Professor of Marketing Charles F. Dolan School of Business, Fairfield University 2013 - 2016	<input type="checkbox"/>
Teaching Fellow and Lecturer College of Business, University of North Texas 2009 - 2013	<input type="checkbox"/>
Business Consultant Parsina Modern Strategy Co. 2008 - 2009	<input type="checkbox"/>
Senior Researcher Center for Technology Studies, Sharif U. of Technology 2006 - 2007	<input type="checkbox"/>

5. Scroll down to the bottom, to the Start/End Date Fields

Start Date

Month	Day	Year
<input type="text"/>	<input type="text"/>	<input type="text" value="2013"/>

End Date

Month	Day	Year
<input type="text"/>	<input type="text"/>	<input type="text" value="2016"/>

6. Make sure that all 'End Date' fields are filled out (Month, Day, Year) with a date prior to today.
7. Click Save
8. That 'Job' will, after about an hour or so no longer show up on your faculty profile
9. Repeat steps 1 - 9 for any other 'Titles' or 'Jobs' that are incorrectly showing up on your faculty profile.

How Do I Add Authors for Publications?

Click **Add** to add another author row

Authors/Editors/Translators
Please order the contributors in the order of contribution.
Please either select a person from the drop-down list or enter their name in the input fields.

1st Author

People at Fairfield University First Name Middle Name/Initial Last Name Institution/Company Role If a student, what is his/her level?

Test, Faculty (facultytest) Author

Select the number of author rows to add:

1.

2. Click the **Up or Down Arrow** on the right-hand side to move your record down or another's up.

Authors/Editors/Translators
Please order the contributors in the order of contribution.
Please either select a person from the drop-down list or enter their name in the input fields.

1st Author

People at Fairfield University First Name Middle Name/Initial Last Name Institution/Company Role If a student, what is his/her level?

Test, Faculty (facultytest) Author

2nd Author

Select or type a name... Author

Select the number of author rows to add:

3. You can then select the 1st Author/Primary Author as someone other than yourself.

Authors/Editors/Translators
Please order the contributors in the order of contribution.
Please either select a person from the drop-down list or enter their name in the input fields.

1st Author

People at Fairfield University First Name Middle Name/Initial Last Name Institution/Company Role If a student, what is his/her level?

Select or type a name... Author

2nd Author

Test, Faculty (facultytest) Author

Select the number of author rows to add:

Maiden/Pen Name

Only enter the First or Last Name of an Author if the Publication was under the Pen Name or Maiden Name or the Author is not from Fairfield University.

How Do I Display my Awards/Honors?

1. After having logged into Digital Measures you should have options for all your data separated by categories (General Information, Teaching, Scholarship/Research, Service, Merit Review, Faculty Profile, CV Entry

Project).

2. Click on the Awards and Honors subheading under 'General Information'

3. Once there you will see all Awards and Honors as individual records.

4. Click on any of the records/items that are not currently showing up on your faculty profile.

5. You must now choose an item in the drop-down menu labeled 'Nominated or Received'?

6. Click the 'Save' button in the upper right of the screen.

7. You will return to the list of Awards and Honor records.

8. Repeat steps 1 – 7 for each item/record you would like to have displayed on your faculty profile.

How Do I Edit Data In Digital Measures?

[Click Here for Information on how to Edit your Data](#)

How Do I Search/View My Faculty Profile?

- **Faculty Profiles** are directly linked from your Department Page on www.fairfield.edu
- You can search the **Faculty Profiles Search** page to find any faculty's profile (if enabled)

Can I View Merit Review Information?

- **CAS Merit Review Application Instructions**
- **GSEAP Merit Review Application Instructions**
- **Egan School of Nursing and Health Sciences Merit Review Instructions**

For further assistance, please visit the ITS4U Help Desk located in NYS 230 or call 203-254-4069 during business hours.

Hours can be found here: [ITS4U Help Desk Hours of Operation](#)