The Pitt Business Faculty Evaluation System: Digital Measures

Log in to Digital Measures

1. Using Internet Explorer, go to http://biznet.katz.pitt.edu
   a. Log in with your Katz e-mail address and password
2. Click on the Faculty tab at the top of the page
3. Select the Faculty Evaluations button
4. Click on the Log in to Digital Measures... link
   Log in to Digital Measures to complete your Faculty Evaluations
   http://www.katz.pitt.edu/facultyreview/
5. Enter your Katz user name, which is the first part of your Katz email address
6. Enter your Digital Measures password.
   This may not be the same as your Katz password
   a. If you have forgotten your password, click on the Request Your Password link
   b. Enter your Katz user name and click Submit
   c. Your password will be emailed to you
Managing Information for Others
If you need to input activities or data for someone other than yourself, follow these steps:

1. Follow the directions above to log in to Digital Measures using your own email address
2. From the welcome screen, click on the Manage Data link in the upper left
3. Under Manage Data for Users, select the faculty member you’d like to enter information for from the drop-down list
4. Click Continue
5. Manage activities as laid out in the rest of this handout

Digital Measures General Guidelines
Once you have logged in, click the Manage Your Activities option on the left menu. You will then see the various categories. Some information in these categories may have been preloaded from last year’s faculty review and/or your CV.

Proceed through the list of categories, and complete forms or create new items for any of your accomplishments or activities in the previous calendar year.

The General Information Category

Contact Information and Permanent Data: Please review this information each year. It will most likely not change.

Administrative Data – Yearly Data: Click add a new item, and complete the questions to the best of your ability. If you need more information on AACSB definitions, please visit https://biznet.katz.pitt.edu/Administration/AACSB/.

Additional Information: If you would like to comment on any issues or activities not addressed elsewhere in the system, please use this area. Click the Add a New Item button to start.

A Note on Dates: If an activity item has a date range (Start Date and End Date) and you continue to do the item, simply leave the End Date blank.
**Intellectual Contributions: To Add a Publication**

1. Scroll down to the Scholarship/Research heading
2. Select Intellectual Contributions
3. Click on the Add a New Item button at the top of the page

You may edit, update copy, or delete any of these entries at any time.

**Running Custom Reports**

If you would like to save a copy of your annual report for your records, click the Run Custom Reports option on the left navigation bar. You can select from a vita format, or an annual review format. After you choose which report to run in the drop-down list, you must click the Select Report button.

**To Submit Your Annual Faculty Evaluation**

Once all items have been added for a calendar year, you will need to submit your evaluation for review:

1. Click on Manage Your Activities on the top left menu
2. Scroll to the bottom of the page and look for Ready for Review
3. Click on Review Completion
4. Click the Add a New Item button
5. Select the previous calendar year
6. Check the box next to “I have entered all relevant information…”
7. Click the Save and Return button