Digital Measures is used to request, approve, report, and evaluate reassigned time. Applications for reassigned time are due as specified in the Procedural Calendar. Before starting the following steps, create a document that describes the duties to be performed for your reassigned time.

STEP 1: LOGGING ON TO DIGITAL MEASURES

2. Click the Log on to Digital Measures link.
3. Enter your MSU Denver NetID and Password. This is the same password that you use to log in to your office computer and email account at MSU Denver.

STEP 2: CREATING A REASSIGNED TIME: TENURE AND TENURE-TRACK FACULTY SCREEN ITEM

1. From the Manage Activities Menu under the General Information section, click Reassigned Time: Tenure and Tenure-Track Faculty.
2. Click Add New Item.
3. Complete the data entry fields in Section I: For Tenure and Tenure-Track Faculty—Request for Reassigned Time.
4. To upload your description of duties document, click Choose File... next to Description of Duties.
5. Navigate to the description of duties document you saved.
6. Click Open. Check to make sure your document was uploaded.
7. Click Save.

DIGITAL MEASURES TIPS

Uploading a file to the Upload Approved Reassigned Time Form or Reduced Teaching Load Form field is not necessary because filling out Section I replaces filling out the paper form.

STEP 3: CHECKING REASSIGNED TIME APPROVALS

The status of your reassigned time application (approved or not) is added to the Reassigned Time screen. Follow these steps to check if your reassigned time was approved:

1. Log on to Digital Measures.
2. From the Manage Activities Menu, click Reassigned Time:
Tenure and Tenure-Track Faculty.

3. Click the reassigned time item you added in Step 2.

4. The status of your application is found in Section II: Application Approval.

After your reassigned time has been completed, add a description of what you accomplished.

1. Log on to Digital Measures.

2. From the Manage Activities Menu, click Reassigned Time: Tenure and Tenure-Track Faculty.

3. Click the reassigned time item you added in Step 2.

4. Add information to the data entry fields in Section III: For Faculty—Reporting of Reassigned Time Activities.

5. Click .

The evaluation of your reassigned time is stored on the Reassigned Time screen item. Follow the steps below to view your evaluation:

1. Log on to Digital Measures.

2. From the Manage Activities Menu, click Reassigned Time: Tenure and Tenure-Track Faculty.

3. Click the reassigned time item you added in Step 2.

4. The evaluation is located in Section IV: For Evaluator—Evaluation of Reassigned Time Activities.

The approvals of your reassigned time evaluation are stored on the Reassigned Time screen item. Follow the steps below to view your evaluation approvals:

1. Log on to Digital Measures.

2. From the Manage Activities Menu, click Reassigned Time: Tenure and Tenure-Track Faculty.

3. Click the reassigned time item you added in Step 2.

4. The approvals are located in Section V: Additional Signatures.