1. **Purpose** – The purpose of the Departmental Metrics dashboard is to provide information on the department's faculty and research staff, faculty achievements, proposal submissions, grants and students, as well as external comparative metrics. Since its creation, additional pages have been added to provide information on doctoral time-to-degree and class enrollment. As the dashboard expands, we plan to add pages on faculty instruction, as well as global education data. The Departmental Metrics dashboard will continue to evolve based on feedback from Deans and Department Chairs.

Data on faculty, staff, students, proposals, and grant expenditures are from university systems HRIS for information through 12-13, PeopleSync beginning with 13-14 (faculty and staff), PeopleSoft Campus Solutions - SIS (students), Cayuse (proposals), and Fame (grant expenditures). This data is refreshed nightly as indicated by the date/time stamp in the upper right corner of each dashboard page.

Additional information is included about the nine science departments for which the dashboard was initially developed. Those departments provide data annually about faculty recruitment and retention, faculty honors and awards, post doc funding and placement, and PhD student funding and placement. Before 13-14, post doc counts were also submitted by departments and beginning in 13-14, the information comes from PeopleSync. External rankings are updated once a year as new data becomes available.

Please note that the following filters have been applied via the loading of the data in the specific analyses that use the UDM-Projects subject area:

- Fund Code in (24, 25) and BU = WSQ01
- Fund Code in (26, 27) and BU = PLT01
- Fund Code in (72, 73) and BU = ADH01
- Project Id starts with F, G, N, R, or S
- Project Id does not start with F9
- Exclude Anticipated Spend
- Exclude Student Aid/Loans

A description of the abbreviations used can be found via the CDV Fund Dictionary.

2. **Target Audience** – This dashboard was originally created for certain academic departments selected by the Provost's Council on Science and Technology. Due to popular demand, the Departmental Metrics dashboard has been expanded and made available to all departments.

3. **Dashboard Pages** –

   - Summary
   - Tenure-Track Faculty
   - All Faculty
   - Publication Data
   - Proposals
   - Grants
   - Research Funding Pipeline
   - Post Docs and Research Staff
   - Students
   - Degree Classification Documentation
   - Program Enrollment Trends
   - Technology Enhanced Education
   - Doctoral Time-to-Degree
   - Instruction: Students
   - Department Course Instructors
   - External Rankings
4. Training and Access – In order to access this dashboard, users must have:

1. Approval from the Dean: Forward his/her approval to askdsg@nyu.edu.
2. Reporting Department Chartfield Access via the Chartfield Access Authorization Form. Please refer to the Instructions to Request Reporting Department Access (different from regular chartfield access) for further detail. If you need assistance with completing the online form, please contact FinanceLink at 212-998-1111 or askfinancelink@nyu.edu.

5. Data Security – The Departmental Metrics dashboard has its own security structure because it synthesizes data from multiple sources into the configuration required to meet reporting needs. Access is controlled at the Departmental Metrics department level. Anyone with access to a subunit within a department has access to data on all of the subunits. Consistent with university data management policy, there is no access limitation on student data. Anyone with access to the dashboard has access to all the student data included.

6. User Notes –

- Reporting Units: To accommodate NYU’s complex structure, the Departmental Metrics dashboard organizes data by school, department, and subunit. The filters at the top of each page permit the selection of the schools, departments, or sub-units to which the user has access. By default, the dashboard is limited to academic (rather than administrative) units. Users with access to multiple units may select a single unit or a group of units.
  - School – School is the highest organizational level within the dashboard and may be an actual school or institute.
  - Department – This is generally an academic department overseen by a chair, typically corresponding to an org in financial data, an HR Department in legacy HRIS, a supervisory organization or academic unit in PeopleSync, or an academic organization in student data. Selected institutes are also included as “departments.”

- Reporting Years: This dashboard shows information for the current and three prior years. For consistency with financial reporting, the selection of years is updated when a fiscal year's financial books are closed, generally in mid-October. For example, the dashboard showed data for 09-10 through 12-13 until the financial close of FY13, at which time it was updated to 10-11 through 13-14. All of the metrics are reported on a September 1 – August 31 year. Academic and fiscal metrics are labeled differently to avoid the potential confusion arising from identifying academic years by the starting calendar year and fiscal years by the ending calendar year. For example, for the period September 1, 2012 through August 31, 2013, academic metrics are labeled 12-13 and fiscal metrics FY13.

- Drill to Detail: Detail supporting many of the graphs is available by clicking on a bar segment. Page metadata specifies where that detail is and is not available.

- Table Reorganization: The column order and sort order of dashboard tables can be reorganized. To rearrange columns, hover above the column to find the shaded bar. Click on the bar, drag it left or right, and drop it where shaded space appears between columns. To organize the table with sections, drop the shaded bar above the table. To sort items in a table column find the arrows to the right of the column heading and choose ascending or descending sort.

- Idle: If the dashboard stays idle for an extended period some components may not load. Log out and in again to solve the problem.

7. Support – If there is an issue that you would like to report or you have questions about UDW+, please contact the Decision Support Group by email at askDSG@nyu.edu or call 212-998-2900 (extension 82900).

8. Additional Resources – Training is recommended for those who are new to UDW+. To schedule a one-on-one training session, contact the Decision Support Group at 212-998-2900 or email askdsg@nyu.edu. The NYU Business Glossary is a living document that contains commonly used NYU business terms for reference.