PCATS Statement:

PCATS REPORTING SYSTEM

The College of Human Ecology implemented a web-based activity reporting system called PCATS (powered by Digital Measures©). This document provides guidelines related to maintaining and managing information on faculty activities and accomplishments associated with research, scholarship, creative activity, design, teaching, engagement, extension, and service. Faculty with appointments .5 and above are required to maintain their profiles and activities through this web-based activity reporting system. Designated professional staff and graduate students employed by the College of Human Ecology will also be eligible to maintain their profiles through this system.

Intended uses

PCATS supports the management of faculty data to promote the College and its units as well as provide data output in various printable formats, including monthly accomplishments reports, annual evaluations and building reports for higher education program specific accrediting bodies. Implementation of PCATS serves to reduce the number of requests that faculty, departments, and the college receive for the same data. It also serves to increase the accuracy and consistency of reported data.

PCATS may interface with some of the existing K-State systems so that information may be easily added (e.g., KSIS, Registrar). Faculty can auto populate their information with publications stored within systems such as PubMed or use BibTex files to upload files from Google Scholar, EndNote, Web of Science, etc. Publications entered into the PCATS reporting system may be summarized in a report and reviewed for inclusion in our institutional repository, K-State Research Exchange (K-REx), where appropriate. *Faculty members who do not want any or single items included within K-REx can opt-out of participation by emailing cads@k-state.edu.*

Access and reports generated

Data are stored on secure servers through the web-based activity reporting system. Users will be able to access their account on the Faculty and Staff page of the College of Human Ecology website using the university single sign-in method.

Faculty and staff members are able to run reports on their individual data. Department heads or their appointed staff member will be able to run annual faculty evaluation reports and other reports that summarize activities and accomplishments of faculty and staff in their department. The Dean and Associate Deans or their designees will be able to run reports to obtain information for activities and accomplishments reports on faculty and staff or departments and within the college.

Data retention

All data provided by and collected for the College of Human Ecology by the web-based reporting system, are solely owned by the College. Per the terms of the service agreement the College of Human Ecology has with Digital Measures, user data cannot be disclosed, disseminated, sold, or reused in any way by Digital Measures. When no longer employed by the College of Human Ecology, faculty accounts will be deactivated. Data are important for preparing accurate historical and longitudinal reports on college productivity and accomplishments; thus, data are retained by the College of Human Ecology. Faculty joining the College from other institutions that use Digital Measures© may request that their data be transferred into our system. Likewise, faculty who relocate to programs using AI may request their data be copied to their new institution's system.

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