

## Schedule of Administrative Deadlines

Vitae Updates - May 1, 2009 through April 30, 2010		
Date	Event	Who's Responsible
March 9, 2010	Distribute Vitae Update Memo to Deans*	Provost
May 30, 2010	Faculty to have their activity entered into Activity Insight, by Digital Measures. Report time period is May 1, 2009 through April 30, 2010.	Faculty
June 30, 2010	Faculty Vitae Update Report ready to be printed	Provost

\*Paper-copies are no longer required to be forwarded to the Provost's office. The due date will remain the same – May 30, 2010 – but now the due date is for all faculty to have their current year activity entered into Activity Insight, by Digital Measures. To access Activity Insight, use your ISO userid and password at the sign-in prompt found here:

<https://www.digitalmeasures.com/login/mtu/faculty/authentication/showLogin.do>

For a brief (approximately 8 minutes) overview of the Activity Insight Solution, go to [http://www.digitalmeasures.com/activity\\_insight/index.html](http://www.digitalmeasures.com/activity_insight/index.html)

and scroll down to "Watch Demo" button on the right hand side.