Contents

Purpose ........................................................................................................................................2
Getting Started..........................................................................................................................2
Entering Data into Digital Measures .........................................................................................5
General Information: Personal Information ............................................................................5
General Information: Administrative – Permanent Data | Yearly Data ......................................8
General Information: Awards and Honors ...............................................................................8
General Information: Education ...............................................................................................9
Scholarship/Research: Intellectual Contributions .....................................................................10
Service: Professional ...............................................................................................................12
Service: Other ...........................................................................................................................12
Deleting Entries.........................................................................................................................13
Purpose
Faculty have an on-line presence in the form of a Faculty Bio. Digital Measures will allow faculty to edit his/her own information to populate the online bio. Your Digital Measures account is created for you upon hire by the Dean’s office. Using the information in the following sections, you may enter/edit content directly.

In Digital Measures, focus will be in the three sections:
- General Information
- Scholarship/Research, and
- Service

Cross reference the color-coded screen shots in the bio sample (Figure 1) and in the main menu of Digital Measures (Figure 2) give you a reference of how the data you enter displays on the screen. Use these images throughout the guide.

Getting Started
Links to your Bio are found here: https://olin.wustl.edu/EN-US/Faculty-Research/Faculty/Pages/default.aspx

To have your information display you must do one of the following:
1. Share your vitae with the Dean’s office for assistance in entering data, or, more directly you may
2. Enter your own data as instructed in this guide.
Todd T. Milbourn

Senior Associate Dean of Faculty and Research and Hubert C. & Dorothy R. Moog Professor of Finance

Area of Expertise:
Corporate Finance

Research Interests:
Corporate finance, managerial career concerns, management compensation, and economics of asymmetric information

Selected Publications:
- "Duration of Executive Compensation", Journal of Finance, with R. Gopalan, P. Song, A. Thakor
- "Strategic Flexibility and the Optimality of Fee for Sector Performance", Review of Financial Studies, Issue 1, 2076-2098, with R. Gopalan, P. Song, 2010
- "Asymmetric Information and Performance: Executives are Paved for Good Luck, but Not Punished for Bad", Journal of Finance, 197-225, with G. Garvey, 2008
- "Credit Ratings as Coordination Mechanisms", Review of Financial Studies / Oxford University Press on behalf of the Society for Financial Studies, Issue 1, 80-130, with A. Bad, A. Schmidts, 2006

View More Publications

Academic/Professional Activities:
- Member Western Finance Association, Financial Management Association, American Finance Association and American Economic Association
- Board Member, St. Louis Military Officer Support Foundation

Awards/Honors:
- Marcie and James Reid Chair, Washington University in St. Louis, 2002
- Fellow, American Finance Association, 2000

Professor Milbourn previously taught at the London Business School and the University of Chicago before coming to Olin.

Todd T. Milbourn’s Home Page
Todd T. Milbourn’s Curriculum Vitae
Email: milbourn@wustl.edu
Phone: (314) 935-6392
PhD 1995, Indiana University
BA 1991, Augustana College

Figure 1 Faculty online bio example
The items listed below will produce content to your bio. While there are additional fields available to enter data, only the described fields are displayed – extra entries beyond this document are excluded.

**General Information**

Personal and Contact Information
- Display in Bio *(Check this box to make your bio available to the public)*
- First Name
- Preferred Name *(This will override First Name and display in your bio)*
- Last Name
- E-Mail Address
- Personal Website
- CV URL
- Research Interest(s)
- Personal Interests
- Brief Biography

Administrative – Permanent Data | **Yearly Data**.
- Display in Bio *(must be selected for content to display in your bio)*
- Department
- Faculty/Staff Rank *(Full Professor or Adjunct Faculty)*

Awards and Honors
- Display in Bio *(must be selected for content to display in your bio)*
- Award or Honor Name
• Organization/Sponsor
• Date Received (*REQUIRED for accurate display*)

Education
• Display in Bio (*must be selected for content to display in your bio*)
• Degree
• Explanation of "Other" (If Other is selected in the Degree field, this will override the Institution field)
• Institution
• Year Completed

Scholarship & Research
Intellectual Contributions
• Display in Bio (*must be selected for content to display in your bio*)
• Rank in your Top 10 Publications?
• Title of Contribution
• Authors (1st Author, 2nd Author, etc.)
• Journal/Publisher/Proceedings Publisher
• Issue Number/Edition
• Page Numbers or Number of Pages
• Date Published

Service
Professional
• Display in Bio (*must be selected for content to display in your bio*)
• Organization/Committee/Club
• Position/Role

Other
• Describe any graduation ceremonies, Olin faculty meetings, and/or other School/University events attended.
• Date (will not display)

Entering Data into Digital Measures
Login to Digital Measures with your WUSTLkey username and password.

- [https://www.digitalmeasures.com/login/wustl/faculty](https://www.digitalmeasures.com/login/wustl/faculty)

Select your record for data entry and make content edits using the details below.

General Information: Personal Information
1. Click Personal and Contact Information (item #1 in Figure 1).
2. Data entered into the Personal and Contact Information section will populate the majority of the areas in your bio as noted by the numbered items in the sample bio. Key data includes: First, Middle and Last Name (refer to numbered item 1 in Figure 1 and Figure 3); Academic Title and Endowed Position (if applicable); Research Interests, a brief biography snippet, and your email and office phone number.
3. Username - The Username field is used to capture your stored image. Do not alter this field in any way. Digital measures will allow you to upload a photo in this screen, however, this will not display on your bio. It is for internal use only.
4. Personal Website – Enter the URL of your personal site to display a link in your profile. The Link will read: [Your Name]'s Home Page.
5. CV URL - To add your CV to the profile (optional):
   a. Save your CV as a PDF to the web-enabled location of your own choosing:
      i. Google Docs
      ii. Google Site
      iii. Linked in profile
      iv. Via your own domain
6. In Digital Measures enter the URL associated with your CV into the appropriate field in Digital Measures.
   (Personal and Contact Information > CV URL)

   NEW: CV storage location can be arranged for on an Olin location. Details pending.....

   - If you are attempting to access your CV from a device NOT physically on campus AND using Washington University’s Ethernet connection you MUST connect via Washington University’s VPN client. Attempting to gain access using any other method will be unsuccessful.
   - The process of accessing the CV folder is different on a MAC vs PC. To connect on a MAC:
     i. Connect to the VPN
     ii. From the Finder click Command+K to open the Connect to Server window
     iii. Enter the path to map to in this format: smb://wubstaff.olin.wustl.edu/departments/web-cv/faculty
     iv. Click Connect
     v. When prompted to logon, enter “olin\username” for an Olin account along with the Olin password, or “accounts\username” for a WUSTL Key account with WUSTL Key password.

7. Once you have entered your personal and contact information, you need to make it display on the web. Check the box labeled “Display on Web” at the top and click Save *.
Figure 3 - Digital Measures Personal and Contact Information Detail
General Information: Administrative – Permanent Data | Yearly Data

The Yearly Data section is used to store information about your student status for the academic year. Enter information as explained below for your bio to be displayed.

1. Select the Academic Year.
2. Select the Department this applies to.
3. In the Faculty/Staff Rank select Full Professor or Adjunct Faculty depending on your status.
4. Click Save.
5. Repeat for each item you wish to add.

![Edit Yearly Data](image)

*Figure 4 - Digital Measures Admin-Permanent Data/Yearly Data*

General Information: Awards and Honors

The Awards and Honors section is used to store a list of your achievements. Enter your “Awards and Honors” as separate entries to be displayed in your bio.

1. Click Awards and Honors.
2. Click the Add New Item bottom.
3. Check Display on Bio if you want this visible in your bio.
4. Enter the Award or Honor Name.
   a. For custom content, combine the information for Award or Honor name and Organization/Sponsor along with any custom content into the Award or Honor Name field, leaving other fields blank.
5. Enter the Organization/Sponsor.
6. Enter the Date Received.
7. Click Save.
8. Repeat these steps for each award/honor you want.
General Information: Education

The **Education** section is used to store information about your education. Enter your education information as separate entries to be displayed in your bio.

1. Click Education.
2. Check the Display on Bio box if you want this to be visible on your bio.
3. Enter the degree. If you enter Other, you will need to fill in the Explanation of “Other” field.
   a. If you want to display a degree that you are currently pursuing (refer to number 3 in Figure 1). Combine the information for Institution, Location, Major, Supporting Areas of Emphasis, etc. and enter it into the Institution field.
4. Enter the institution.
5. Enter the Year Completed.
6. Click Save.
7. Repeat these steps as needed for each education item you want.
8. Click Save.
Scholarship/Research: Intellectual Contributions

The Intellectual Contributions section is used to store information about papers you’ve co-authored/authored. Enter information about your papers as separate entries to be displayed in your bio.

1. Under Scholarship/Research click Intellectual Contributions.
2. Click Add Item.
3. Check Display on Bio to make this visible in the bio.
4. Select the rank order of this contribution. This will alter the order they display on your bio.
5. Enter the Title of Contribution.
6. Enter any additional authors.
7. Enter the Journal/Publisher/Proceedings Publisher.
9. Enter the Date Published.
10. Click Save.
11. Repeat these steps for each item you want to add.
Figure 7 - Digital Measures Intellectual Contributions
Service: Professional

The Professional section is used to store information about your academic and professional activities. Enter information about your academic and professional as separate entries to be displayed in your bio.

1. Under Service click Professional.
2. Click the Add New Item button.
3. Check the Display on Bio if you want this visible in your bio.
4. Enter the Organization/Committee/Club.
5. Enter the Position/Role.
6. Click Save.
7. Repeat these steps for each professional item you want.

Figure 8 - Digital Measures Professional

Service: Other

The Other section is used to store information about your Other Professional Experience. Enter information about your Other Professional Experience as separate entries to be displayed in your bio.

1. Under Service click Other.
2. Click the Add New Item button.
3. There is no Display on Bio check box. If you don’t want this visible in your bio, do not complete an entry.
4. Describe any graduation ceremonies, Olin faculty meetings, and/or other School/University events attended.
5. Click Save.

Repeat these steps for each “Other” item you want.

Figure 9 - Digital Measures Other
Deleting Entries

To delete an entry.

1. Check one or all entries on the right side of the page.

2. Click the Trash Can icon above the check boxes in the top right corner.

*Figure 10 - Digital Measures Entry Deletion*