# Evidence Inventory Management System (EIMS)

**User Guide** 

**Evidence Name** 

#### **Overview**

This document provides guidance for naming evidence items.

To proceed you must have authorized access to EIMS.

#### **EIMS Support**

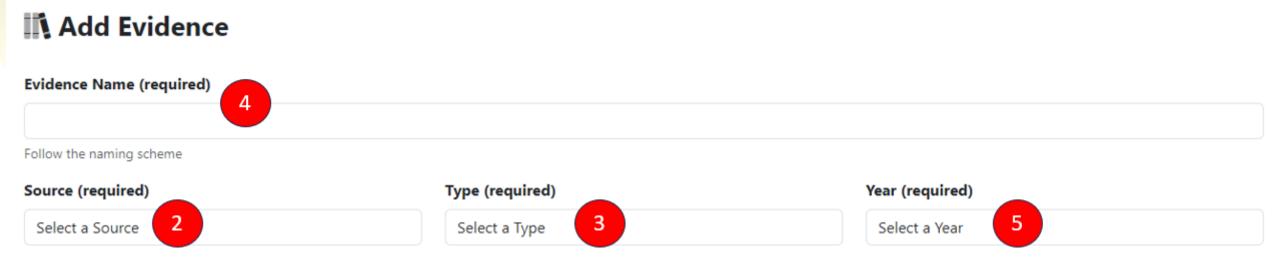
For assistance or questions please send an email to all Members of the EIMS Support team.

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- Michael Brown michaelbrown@umaryland.edu

# **Evidence Naming - 5 Components**

#	Component	Description & Guidance	Source	Examples
1	Standard Number	Middle States Standard of Accreditation	Automatically Filled	I, II, III, IV, V, VI, VII
2	Source	Organization that authored document	Drop-Down Menu	School of Medicine, USM, Office of the Provost
3	Document Type	Type of document	Drop-Down Menu	Policy, Org Chart, Report, Web Page, etc.
4	Evidence Name	Descriptive Short Name  100-character maximum length  Do not include the other components:  Standard Number Source Document Type Year	Provided by Contributor	Evidence Name (required) Faculty Workload
5	Year of Document (Optional)	The year the document was generated	Drop-Down Menu	1981, 1990, 2005, 2023

### **Evidence Naming - 5 Components**



Note: Standard Number is not displayed on Add Evidence screen.

#### **Evidence Naming - Examples**

- OEDI\_Plan\_UMB Diversity Strategic Plan\_2023
- II\_Office Of The Provost\_Policy & Procedures\_UMB Faculty Grievance\_2015
- IV\_Carey School of Law\_Plan\_Academic Achievement Program Webpage
- V\_Office Of The President\_OrgChart\_University Leadership
- VII\_School of Medicine\_Policy\_Faculty Workload\_2022

# **Evidence Naming**

