



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.

- Greg Spengler - gspengler@umaryland.edu
- 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	<p>Descriptive Short Name</p> <p>100-character maximum length</p> <p>Do not include the other components:</p> <ul style="list-style-type: none"> • Standard Number • Source • Document Type • Year 	Provided by Contributor	<p>Evidence Name (required)</p> <p>Faculty Workload</p>
5	Year of Document (Optional)	The year the document was generated	Drop-Down Menu	1981, 1990, 2005, 2023

Evidence Naming - 5 Components

Add Evidence

Evidence Name (required)

4

Follow the naming scheme

Source (required)

Select a Source

2

Type (required)

Select a Type

3

Year (required)

Select a Year

5

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

Evidence Naming - Examples

- I_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

