College of Business
Digital Measures Guide

This guide will explain how to enter data into Digital Measures and help determine where to store specific activities. The sections of this guide mirror the main sections of Digital Measures (excluding the Promotion and Tenure section):

- General Information
- Instructional Activities
- Scholarship/Research/Creative Activities
- Professional Development and Recognition
- Service Activities
- Faculty Annual Self Evaluation and Planning Reports

Each of these main sections is broken down into subsections and contains screen shots and instructions for entering the specific type of activity. For a basic overview of the different screen types and buttons, consult the Digital Measures Introduction Guide at the Office of Institutional Research’s website at http://uca.edu/ir/digital-measures/guides.

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On the following pages you will find information on what to fill out in each subsection. Fields that are part of the *Faculty Annual Self-Evaluation and Planning Report* are highlighted in yellow. At the beginning of each subsection, this document will list any fields in the screen that are updated by the Office of Institutional Research (OIR) or by your department chair/dean. Fields highlighted in green are fields that your college specifically collects on various reports, such as for accreditation agencies.

**General Information**

The General Information section is the first section under the main menu. This section includes the following subsections:

I. Personal and Contact Info
II. Administrative Data - Permanent Data
III. Administrative Data - Yearly Data
IV. Academic, Government, Military, and Professional Positions – External to UCA
V. Administrative Assignments – Internal to UCA
VI. Education
VII. External Connections and Partnerships
I. Personal and Contact Information

OIR updates the following fields: First Name, Middle Name, Last Name, Suffix, E-mail Address, Date of Birth, Gender, Race/Ethnicity, U.S. Citizen or Permanent Resident?

Office Location:
- AETN
- Adcock International House
- Arkansas Hall
- Baridon Hall
- Bear Hall
- Bernard Hall
- Brewer-Hegeman
- Buffalo Alumni Hall
- Burdick Hall
- Child Study Center
- College of Business
- Conway Corporation Center for Sciences
- Doyle Health Sciences Center
- Estes Stadium
- Farris Center
- Harrin Hall
- HPER Complex
- Hughes Hall
- Irby Hall
- Laney Annex
- Laney Hall
- Lewis Science Center
- Mashburn Hall
- Mathematics & Computer Science
- McAlister Hall
- McCastlain Hall
- Meadors Hall
- Main Hall
- Physical Therapy Center
- Prince Center
- Schichtl Studio Arts
- Short/Denney Hall
- Snow Fine Arts
- Speech Language Hearing Center
- Stanley Russ Hall
- State Hall
- Student Center
- Student Health Center
- Thompson Hall
- Torreyson Library
- Wingo Hall
II. Administrative Data – Permanent Data

OIR updates all fields on the following screen.

View Permanent Data

You do not have access to modify the fields on this screen. If changes are needed, contact your Digital Measures Administrator, Amber Hall.

Start Date at University of Central Arkansas
Tenure Decision Date 2010
Separation Date

Ranks Held as UCA

<table>
<thead>
<tr>
<th>Rank</th>
<th>Start Date</th>
<th>End Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Assistant Professor</td>
<td>August 16, 2004</td>
<td>August 15, 2010</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Rank</th>
<th>Start Date</th>
<th>End Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Associate Professor</td>
<td>August 16, 2010</td>
<td></td>
</tr>
</tbody>
</table>
III. Administrative Data – Yearly Data

OIR updates the following fields: College, Department/Academic Unit, Faculty Rank, Tenure Status, Graduate Faculty, Date of Last Rank Promotion, On Leave?, Leave Start Date, Leave End Date

Department Chair/Dean updates the following fields (indicated with a red R): AACSB: Normal Professional Responsibility (check all that apply), AACSB: Percent of Time Dedicated to the School’s Mission, AACSB: Qualification (2003 Standards), AACSB: Sufficiency, AACSB: Teaching Classification, AACSB: Does this faculty member have a joint appointment with another department or another institution?, AACSB: Qualification, Brief Description for Basis of Qualification

You do not have access to modify some of the fields on this screen. If changes are needed, contact your Digital Measures Administrator, Amber Hall.

1st College and Department/Academic Unit

- College: Business
- Department/Academic Unit: Econ. Fin. Ins. & Risk Mgmt.

- Faculty Rank: Assoc/Professor
- Faculty Rank Abbreviation for Roster: AS
- Tenure Status: Tenured
- Tenure Status Abbreviation for Roster: TN
- Graduate Faculty: Full
- Graduate Faculty Expiration Date: March 1, 2021
- On Leave?
- Leave Start Date
- Leave End Date
- Date of Last Rank Promotion
- Qualified on Tested Experience?
- Explanation of Qualification
II. Administrative Data – Yearly Data (continued)

IV. Academic, Government, Military and Professional Positions – External to UCA
V. Administrative Assignments – Internal to UCA
Administrative assignments are those for which a faculty member is paid all or part of her/his salary from an administrative salary line and which take the place of at least half of her/his normal instructional load. A 12-month appointment is also often associated with such an assignment.

A one-course reassignment to act as coordinator of Freshman Writing or to be graduate program coordinator in a department would normally be considered a service activity rather than an administrative assignment. Faculty in such roles are normally paid as full-time faculty and most often remain on a 9-month contract.

Academic department chair, director of a university program (e.g., UCA Core) or other academic unity (e.g., University College), and associate dean of a college are all examples of administrative assignments.
VI. Education

**OIR updates the following fields:** Degree, Explanation of “Other”, FICE Code, Institution, Location of Institution, Terminal Degree, and Year Completed

Select “Yes” for highest degree earned.

**Honor/Distinction:**
- Cum Laude
- Magna Cum Laude
- Summa Cum Laude
- Egregia Cum Laude
VII. External Connections and Partnerships

Activity:
- Field Trip
- Fundraising
- Recruitment
- Service
- Learning
- Speaker
- Other

Activity Description:
- Arts & Culture
- Business Development
- Community & Economic Development
- PK-20 Education
- Human Development
- Governance and Policy
- Science and Tech.
- Communication & Public Relations
- Public Health & Safety
- Environmental Issues
- Other

Note: For activities that you started but have not yet presently completed, specify the start date and leave the end date blank.
Instructional Activities
The Instructional Activities section is the second section under the main menu. This section includes the following subsections:

I. Scheduled Teaching
II. Reassigned Time
III. Academic Advising
IV. Directed Individual Student Learning (e.g., independent study, theses, dissertations)
V. Directed Group Student Learning (e.g., field experience, service learning, study abroad)
VI. Curriculum Development
I. Scheduled Teaching

OIR updates all fields on the following screen.

You do not have access to modify some of the fields on this screen. If changes are needed, contact your Digital Measures Administrator, Amber Hall.

II. Reassigned Time

Department Chair/Dean updates all fields (indicated with a red R).

Additional Reassigned time for the term can be added by clicking here.
III. Academic Advising

Terms:
- Fall
- Spring
- Summer
IV. Directed Individual Student Learning (e.g., independent study, theses, dissertations)

<table>
<thead>
<tr>
<th>Involvement Type</th>
<th>Dissertation Committee Chair</th>
<th>Dissertation Committee Co-Chair</th>
<th>Dissertation Committee Member</th>
<th>Doctoral Advisory Chair</th>
<th>Doctoral Advisory Member</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Honors Thesis Advisor</td>
<td>Honors Thesis Committee Member</td>
<td>Honors Tutorial Advisor</td>
<td>Independent Research Advisor</td>
<td>Independent Study Abroad Advisor</td>
</tr>
<tr>
<td></td>
<td>Master’s Thesis Committee Chair</td>
<td>Master’s Thesis Committee Co-Chair</td>
<td>Master’s Thesis Committee Member</td>
<td>Master’s Thesis Committee Chair</td>
<td>Master’s Examination Committee Chair</td>
</tr>
<tr>
<td></td>
<td>Master’s Examination Committee Chair</td>
<td>Study Abroad Advisor</td>
<td>SURF Advisor</td>
<td>Teaching Activity Supervisor</td>
<td>Other</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Student Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>Student Name</td>
</tr>
<tr>
<td>Student First Name</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Stage of Completion</th>
</tr>
</thead>
<tbody>
<tr>
<td>Completed</td>
</tr>
<tr>
<td>In Progress</td>
</tr>
<tr>
<td>Proposal</td>
</tr>
</tbody>
</table>

| Outcomes: |
| Artistic Performance / Exhibit Presentation Publication Other |

<p>| Document |</p>
<table>
<thead>
<tr>
<th>Document Description</th>
<th>Web Address</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Date Started</th>
<th>Date Completed</th>
</tr>
</thead>
</table>
V. Directed Group Student Learning (e.g., field experience, service learning, study abroad)

VI. Curriculum Development
Scholarship/Research/Creative Activities

The Scholarship/Research/Creative Activities section is the third section under the main menu. This section includes the following subsections:

I. Publications
II. Presentations
III. Grants and Contracts

I. Publications

**Contribution Type Options:**

- Art Works in Publication
- Article in Academic Journal
- Article in In-House Journal
- Article in Professional Journal
- Article in Public or Trade Journal
- Book Review
- Book, Nonfiction
- Book, Novel
- Book, Play
- Book, Poetry
- Book, Scholarly-New
- Book, Scholarly-Revised
- Book, Short Fiction
- Book, Textbook-New
- Book, Textbook-Revised
- Chapter in Scholarly Book-New
- Chapter in Scholarly Book-Revised
- Chapter in Textbook-New
- Chapter in Textbook-Revised
- Conference Proceeding
- Instructor’s Manual
- Law Review
- Magazine/Trade Publication
- Manuscript
- Material Regarding New Courses/Curricula
- Monograph
- Music Composition
- Newsletter
- Newspaper Article
- Newspaper Editorial
- Nonfiction in Anthology
- Nonfiction in Online Journal
- Nonfiction in Print Journal
- Photography in Publication
- Play in Anthology
- Play in Online Journal
- Play in Print Journal
- Poetry in Anthology
- Poetry in Online Journal
- Poetry in Print Journal
- Regular Column in Journal or Newspaper
- Research Report
- Short Fiction in Anthology
- Short Fiction in Online Journal
- Short Fiction in Print Journal
- Software
- Software, Instructional
- Study Guide
- Technical Report
- Translation or Transcription
- Working Paper
- Written Case with Instructional Material
- Other
I. Publications (continued)

Reference page 15 for options.

Red star means field is required for this activity to display in reports.

Engagement Activity Type:
- Professional Engagement Activity
- Academic Engagement Activity

AACSB Classification:
- Basic or Discovery Scholarship
- Applied or Integration / Application Scholarship
- Teaching and Learning Scholarship

Student Level:
- Undergraduate
- Graduate

Additional author(s) can be added by clicking here.
I. Publications (continued)

For PRJs this should be marked “Yes”, other publications should be marked as appropriate.
II. Presentations

This screen contains similar information as publications but pertains to any presentations given.

Examples:

i. Presentations of applied research study/case to professional audiences are professional engagements which should be “Oral Presentation” or “Lecture” presentation type.

ii. Presentation and development of continuing professional education or executive education programs should be “Oral Presentation,” “Lecture,” or “Demonstration” presentation type and the appropriate role should be filled out.

iii. Presentations of referred or invited papers are typically presentation type “Paper.” Please fill out the “Published in Proceedings?” field and “Was this article peer-reviewed/refereed?” field.

iv. Presentations at faculty research seminars should have the session type “Workshop,” “Seminar,” or “Roundtable.” This distinguishes it from a normal presentation.
II. Presentations (continued)

Roles:
- Author
- Author and Presenter
- Discussant
- Panelist
- Presenter

Additional presenter/author(s) can be added by clicking here.

Session Type:
- Colloquium
- Panel
- Paper
- Session
- Poster
- Roundtable
- Seminar
- Symposium
- Workshop
- Other

Audience:
- Academic
- Non-Academic

If the presentation is about an article or other publication, then this should be marked “Yes”.

Current Status:
- Work in Progress
- Under Review
- Accepted
- Not Accepted

Red star means field is required for activity to display in COB Engagement Activities reports.

Supporting Document Description
Web Address

Date Project Started
Date Project Ended
Date Presented
III. Grants and Contracts

Type:
- Contract
- Fellowship
- Grant
- Sponsored
- Research

Awarding Organizations:
- UCA
- Local
- State
- Federal
- Private
- Other

Red star means field is required for activity to display in COB Engagement Activities reports.

Investigator:
Please either select a person from the drop-down list or enter their name in the input fields.

- Total Amount
- Amount to be used at UCA?
- Abstract
- Award Letter
- Current Status
- Priority Score
- Was this a community-engaged or community-based project?

Supporting Document:
- File Description
- File

Date Project Started
Date Project Ended
Date Submitted for Funding
Start Date of Funding
End Date of Funding

Note: For activities that are/were only on one day, leave the start date blank and specify the end date. For activities that you started but have not yet presently completed, specify the start date and leave the end date blank.

Current Status:
- Work in Progress
- Under Review
- Funded
- Not Funded

Additional investigator(s) can be added by clicking here.

Role:
- Author
- Author & Presenter
- Discussant
- Panelist
- Presenter
Professional Development and Recognition

The Professional Development and Recognition section is the fourth section under the main menu. This section includes the following subsections:

I. Professional Memberships
II. Faculty Development Activities Attended
III. Awards and Honors
IV. Licensures and Certifications

I. Professional Memberships

Edit Professional Memberships

Name of Organization
Abbreviation of Organization
Scope of Organization
Description of the Organization

Note: For activities that you started but have not yet presently completed, specify the start date and leave the end date blank.

Start Date
End Date

Scope of Org.: International National Regional State Local
II. Faculty Development Activities Attended

<table>
<thead>
<tr>
<th>Scope</th>
<th>Activity Type</th>
</tr>
</thead>
<tbody>
<tr>
<td>International</td>
<td>Conference</td>
</tr>
<tr>
<td>National</td>
<td>Continuing Education Program</td>
</tr>
<tr>
<td>Regional</td>
<td>Course Towards Degree</td>
</tr>
<tr>
<td>State</td>
<td>Courses Beyond Last Degree</td>
</tr>
<tr>
<td>Local</td>
<td>Faculty Fellowship</td>
</tr>
<tr>
<td></td>
<td>Faculty Internship</td>
</tr>
<tr>
<td></td>
<td>Medical Fellowship</td>
</tr>
<tr>
<td></td>
<td>Medical Internship</td>
</tr>
<tr>
<td></td>
<td>Medical Residency</td>
</tr>
<tr>
<td></td>
<td>Self-Study Program</td>
</tr>
<tr>
<td></td>
<td>Seminar</td>
</tr>
<tr>
<td></td>
<td>Tutorial</td>
</tr>
<tr>
<td></td>
<td>Workshop</td>
</tr>
<tr>
<td></td>
<td>Other</td>
</tr>
</tbody>
</table>

Red star means field is required for activity to display in COB Engagement Activities reports.

<table>
<thead>
<tr>
<th>Activity Type</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Conference</td>
<td>If the activity is a conference, please provide the name of the conference and the location.</td>
</tr>
<tr>
<td>Continuing Education Program</td>
<td>Include the name of the program and the location.</td>
</tr>
<tr>
<td>Course Towards Degree</td>
<td>Include the name of the degree and the location.</td>
</tr>
<tr>
<td>Courses Beyond Last Degree</td>
<td>Include the name of the degree and the location.</td>
</tr>
<tr>
<td>Faculty Fellowship</td>
<td>Include the name of the fellowship and the location.</td>
</tr>
<tr>
<td>Faculty Internship</td>
<td>Include the name of the internship and the location.</td>
</tr>
<tr>
<td>Medical Fellowship</td>
<td>Include the name of the fellowship and the location.</td>
</tr>
<tr>
<td>Medical Internship</td>
<td>Include the name of the internship and the location.</td>
</tr>
<tr>
<td>Medical Residency</td>
<td>Include the name of the residency and the location.</td>
</tr>
<tr>
<td>Self-Study Program</td>
<td>Include the name of the self-study program and the location.</td>
</tr>
<tr>
<td>Seminar</td>
<td>Include the name of the seminar and the location.</td>
</tr>
<tr>
<td>Tutorial</td>
<td>Include the name of the tutorial and the location.</td>
</tr>
<tr>
<td>Workshop</td>
<td>Include the name of the workshop and the location.</td>
</tr>
<tr>
<td>Other</td>
<td>Include any other type and the location.</td>
</tr>
</tbody>
</table>

Number of Credit Hours: [ ]

Red star indicates that the field is required for the activity to display in COB Engagement Activities reports.

Start Date: [ ]
End Date: [ ]
III. Awards and Honors

IV. Licensures and Certifications
**Service Activities**

The Service Activities section is the fifth section under the main menu. This section includes the following subsections:

1. University
2. College
3. Department/Academic Unit
4. Student Activities
5. Professional
6. Non-Credit Instruction Taught
7. Public
8. Consulting

<table>
<thead>
<tr>
<th>Service Activities</th>
<th>University</th>
<th>Professional</th>
</tr>
</thead>
<tbody>
<tr>
<td>College</td>
<td>College</td>
<td>Non-Credit Instruction Taught</td>
</tr>
<tr>
<td>Department/Academic Unit</td>
<td>Department/Academic Unit</td>
<td>Public</td>
</tr>
<tr>
<td>Student Activities</td>
<td>Student Activities</td>
<td>Consulting</td>
</tr>
</tbody>
</table>
I. University

This screen holds information on involvement in university wide committees, programs, and organizations. The service is considered “University” if representatives from other colleges are participating or you are representing the entire university and not just your college or department.

It’s important to note that if your position/role in a group doesn’t change and your service dates cover multiple years do not make a separate item for each year in service to that group while in the same role. If your role changes, then a separate item should be created.

Committee/Program/Organization Name:

- Academic Adjustments and Appeals Committee
- Academic Assessment Committee
- Academic Integrity and Discipline Committee
- Affirmative Action Advisory Committee
- Athletic Committee
- Bear Facts Day/Bear Fair
- Career Fair
- Committee on Committees
- Disabilities Grievance Committee
- Distance Education/Extended Learning Advisory Committee
- Diversity Advisory Committee
- Employee Benefits Advisory Committee
- Faculty Development Committee
- Faculty Emeritus/Emerita Committee
- Faculty Grievance Committee
- Faculty Handbook Committee
- Faculty Hearing Committee
- Faculty Salary Review Committee
- Faculty Scholars Committee
- Faculty Senate
- Financial Aid Committee
- Graduate Council
- Health and Wellness Promotion Committee
- Honorary Degree Committee
- Honors Council
- Housing Exemptions Committee
- Information Services Advisory Committee
- Institutional Animal Use and Care Committee
- Institutional Review Board
- Library Committee
- Majors Fair
- Professional Education Council
- Public Appearances Committee
- Public Art Committee
- Public Service Award Committee
- Radiation Safety Committee
- Research, Scholarship and Creative Activity Award Committee
- Sabbatical Leave Review Committee
- Scholarship Committee
- Sexual Harassment Complaint Committee
- SPARC
- Sponsored Programs Advisory Committee
- Strategic Budget Advisory Committee
- Strategic Planning Committee
- Student Center Board
- Student Evaluation of Teachers Committee
- Student Grievance Committee
- Student Life Committee
- Student Success and Retention Council
- Sustainable Environment and Ecological Design Committee
- Teaching Excellence Committee
- Traffic and Parking Committee
- UCA Core Council
- Undergraduate Council
- University Admissions Committee
- University Calendar Committee
- University Research Council
- University Safety Committee
- Other

Position/Role:

- Committee Chair
- Event Coordinator
- Faculty Advisor
- Faculty Mentor
- Guest Speaker
- Member
- Parliamentarian
- President
- Program Director
- Secretary
- Senator
- Session Chair
- Vice-President
- Workshop Organizer
- Other
I. University (continued)

If your role changes, do not edit the item. Create one with the new role and new start date.

These dates reflect the time for a specific role and are used in reporting. Dates should reflect a certain position/role. If you serve as a member for two years, create one item with a time span of two years and not two separate items for each year. Only if your role changes or you leave and come back at a later date should you create a new item.
II. College

Information about college level committees, programs, and organizations can be stored here. It’s important to note that if your position/role in a group doesn’t change and your service dates cover multiple years, do not make a separate item for each year in service to that group while in the same role. If your role changes, then a separate item should be created.

**Committee/Program/Organization Name:**

- CFAC Committee on Committees
- CFAC Crisis & Security Committee
- CFAC Curriculum & Assessment Committee
- CFAC Faculty Awards Committee
- CFAC Outstanding Student Award Committee
- CFAC Research Committee
- CFAC Tenure & Promotion Committee
- CHBS Assessment Committee
- CHBS Curriculum Committee
- CHBS Diversity Committee
- CHBS Interprofessional Education Committee
- CHBS Research Committee
- CHBS Tenure & Promotion Committee
- CLA Curriculum & Assessment Committee
- CLA Diversity Committee
- CLA Outstanding College Student Committee
- CLA Research Committee
- CLA Tenure & Promotion Committee
- CNSM Curriculum & Assessment Committee
- CNSM Outstanding Student Award Committee
- CNSM Research Committee
- CNSM Tenure & Promotion Committee
- COB Curriculum & Assessment Committee
- COB Diversity Committee
- COB Faculty Development/Research Committee
- COB Faculty Excellence Committee
- COB International Programs Committee
- COB Maintenance of Accreditation Committee
- COB Promotion & Tenure Committee
- COB Strategic Planning Committee
- COB Syllabus Committee
- COE Alumni Executive Committee
- COE Awards Committee
- COE Curriculum & Assessment Committee
- COE Hospitality Committee
- COE Publicity Committee
- COE Research Committee
- COE Scholarship Committee - Graduate
- COE Scholarship Committee - Undergraduate
- COE Technology & Distance Education Committee
- COE Tenure & Promotion Committee
- Education for Diversity and Global Engagement (EDGE) Committee
- HPaW Taskforce
- Interdisciplinary Liberal Studies (ILS) Degree Committee
- Other

**Position/Role Options:**

- Committee Chair
- Event Coordinator
- Faculty Advisor
- Faculty Mentor
- Guest Speaker
- Member
- Program Director
- Secretary
- Session Chair
- Workshop Organizer
- Other
II. College (continued)

These dates reflect the time for a specific role and are used in reporting. Dates should reflect a certain position/role. If you serve as a member for two years, create one item with a time span of two years and not two separate items for each year. **Only** if your role changes or you leave and come back at a later date should you create a new item.

**If your role changes, do not edit the item. Create one with the new role and new start date.**

Reference page 27 for options.

Reference page 30 for options.
III. Department/Academic Unit

Information about Department/Academic Unit level committees, programs, and organizations can be stored here. It's important to note that if your position/role in a group doesn’t change and your service dates cover multiple years do not make a separate item for each year in service to that group while in the same role. If your role changes, then a separate item should be created.

These dates reflect the time for a specific role and are used in reporting. Dates should reflect a certain position/role. If you serve as a member for two years, create one item with a time span of two years and not two separate items for each year. Only if your role changes or you leave and come back at a later date should you create a new item.
# IV. Student Activities

![Edit Student Activities Form](image)

<table>
<thead>
<tr>
<th>Name of Student Activity or Group</th>
</tr>
</thead>
<tbody>
<tr>
<td>Type of Activity</td>
</tr>
<tr>
<td>Explanation of &quot;Other&quot;</td>
</tr>
<tr>
<td>Position/Role</td>
</tr>
<tr>
<td>Explanation of &quot;Other&quot;</td>
</tr>
<tr>
<td>Were you elected or appointed?</td>
</tr>
<tr>
<td>Was this compensated or pro bono?</td>
</tr>
<tr>
<td>Responsibilities/Brief Description (30 Words or Fewer)</td>
</tr>
<tr>
<td>Brief Description of Key Accolishments</td>
</tr>
</tbody>
</table>

**Activity:**
- Competition
- Exhibition
- Honor Society
- Learning
- Community
- Research
- Conference
- Residence Hall
- Student
- Other

**Position/Role:**
- Committee
- Chair
- Event Coordinator
- Faculty
- Advisor
- Faculty Mentor
- Member
- Program Director / Coordinator
- Secretary
- Session Chair
- Workshop Organizer
- Other
V. Professional

Examples of information to be stored on this screen include service to a professional organization, as an academic program reviewer or member of a program review team, or as an editorial board member.

**Position/Role:**

- Accreditation Team Member
- Adjudicator
- Board Member
- Chair
- Clinician
- Co-Chair
- Conference Chair
- Conference Co-Chair
- Editor
- Editor, Associate
- Editor, Senior
- Editorial Review Board Member
- Leader
- Member
- Moderator
- Planning Committee Member
- Prepare/Grade Certification Exams
- Resident
- President-Elect
- President-Past
- Program Chair
- Program Co-Chair
- Reviewer
- Reviewer, Academic Program
- Reviewer, Ad Hoc
- Reviewer, Book
- Reviewer, Conference
- Reviewer, Grant Proposal
- Reviewer, Journal
- Reviewer, Program Proposal
- Reviewer, Textbook
- Secretary
- Session Chair
- Treasurer
- Vice President
- Workshop Organizer
- Other
V. Professional (continued)

Red star means field is required for activity to display in COB Engagement Activities reports.

Reference page 31 for options.
VI. Non-Credit Instruction Taught

Examples of information stored here could include guest lecturing in a class, teaching a non-credit course, conducting a CPA exam review, and other such activities.

Instruction Type:
- Certification
- Continuing Education
- Faculty
- Internship
- Guest Lecture
- Management/Executive Development
- Review Course
- Seminar
- Tutoring
- Workshop
- Other

Red star means field is required for activity to display in COB Engagement Activities reports.

Audience:
- Internal to UCA
- External to UCA
- Both

Supporting Document Description

Note: For activities that are/were only on one day, leave the start date blank and specify the end date. For activities that you started but have not yet presently completed, specify the start date and leave the end date blank.
VII. Public

Information to be stored on this screen includes any activity in which the faculty member's professional expertise is used in service to the non-academic community. Normally this would not include personal service activities not related to the faculty member's professional expertise.
VIII. Consulting

This screen is used to keep track of consulting activities ranging from academic, for profit, and government consulting. This screen should be filled out for substantial consulting activities and subject matter experts with documented service at local, state, national or international levels.

Red star means field is required for activity to display in COB Engagement Activities reports

Consulting Type:
- Academic
- For Profit Org.
- Government
- Litigation
- Non-Gov’t Org.
- Other

Category:
- Public
- Professional

Audience:
- International
- National
- Regional
- State
- Local

Note: For activities that are/were only on one day, leave the start date blank and specify the end date. For activities that you started but have not yet presently completed, specify the start date and leave the end date blank.
I. Other Instructional, Scholarship, Professional Development, and Service – Not Reported Elsewhere

For the following four text boxes, insert any additional material that you wish to have considered for this performance evaluation. It should not repeat information already present in the report (you may run the Custom Report to ascertain what is included). These sections should include any additional engagement activities that are especially noteworthy in terms of impact, innovation or engagement. This information may supplement or help explain information already present in the report.

Describe any other teaching efforts and accomplishments that you wish to have considered as part of the annual review process

Describe any other scholarly efforts and accomplishments that you wish to have considered as part of the annual review process

Describe any other professional development efforts and accomplishments that you wish to have considered as part of the annual review process

Describe any other service efforts and accomplishments that you wish to have considered as part of the annual review process

Distribution of Effort (must add to 100%)

- Teaching (50% - 75%)
- Intellectual Contributions (20% - 35%)
- Service (5% - 25%)
### II. Annual Teaching Goals

*Edit Annual Teaching Goals*

<table>
<thead>
<tr>
<th>Calendar Year</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Teaching Goals</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Goal</strong></td>
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<tr>
<td><a href="#">Add Another Goal</a></td>
</tr>
</tbody>
</table>

Additional Goals can be added by clicking here.

### III. Annual Scholarly Goals

*Edit Annual Scholarly Goals*

<table>
<thead>
<tr>
<th>Calendar Year</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Scholarly Goals</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Goal</strong></td>
</tr>
<tr>
<td><a href="#">Add Another Goal</a></td>
</tr>
</tbody>
</table>

Additional Goals can be added by clicking here.
IV. Annual Professional Development Goals

Additional goals can be added by clicking here.

V. Annual Service Goals

Additional goals can be added by clicking here.
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