This manual will help you enter data into Digital Measures and find where it should be stored. Let’s start off by looking at the main menu. The main sections of the menu are as follows:

- 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 has subsections that contain the information that needs to be filled out. These subsections are listed below the section and in the Table of Contents below. For a basic overview of the different screens 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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<td>Service – Not Reported Elsewhere</td>
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</table>
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:

1. Personal and Contact Info
2. Administrative Data-Permanent Data
3. Administrative Data-Yearly Data
5. Administrative Assignments – Internal to UCA
6. Education
7. 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?

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<thead>
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<th>Value</th>
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</tr>
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<td>First Name</td>
<td>Terry</td>
</tr>
<tr>
<td>Preferred First Name</td>
<td></td>
</tr>
<tr>
<td>Middle Name</td>
<td>L</td>
</tr>
<tr>
<td>Last Name</td>
<td>James</td>
</tr>
<tr>
<td>Alternative Name</td>
<td><a href="mailto:TERRY@UCA.EDU">TERRY@UCA.EDU</a></td>
</tr>
<tr>
<td>Building Where Your Office Is Located</td>
<td>Mashburn Hall</td>
</tr>
<tr>
<td>Office Room Number</td>
<td>230</td>
</tr>
<tr>
<td>Office Phone</td>
<td>501 - 450 3254</td>
</tr>
<tr>
<td>Department Phone</td>
<td>501 - 450 3282</td>
</tr>
<tr>
<td>Fax</td>
<td>501 - 852 2826</td>
</tr>
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</tr>
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<td>Race/Ethnicity</td>
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<tr>
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Office Location:
- AETN
- Adcock International House
- Arkansas Hall
- Baridon Hall
- Bear Hall
- Bernard Hall
- Brewer-Hegeman
- Buffalo Alumni Hall
- Burdick Hall
- Child Study Center
- Conway Corporation Center
- College of Business
- Doyne 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

All fields on this screen will be updated by OIR

View Permanent Data

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

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<th>Rank</th>
<th>Start Date at University of Central Arkansas</th>
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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

Edit Yearly Data

You do not have access to modify some of the fields on this screen. If changes

- Academic Year 2014–2015

1st College and Department/Academic Unit

- College Education
- Department/Academic Unit Leadership Studies

- Faculty Rank Professor
- Tenure Status Tenured
- Tenure Status Abbreviation for Roster TN
- Graduate Faculty No

- Review Year?
- Type of Review
  - Promotion
  - Tenure

- If Promotion, Rank Requesting

- On Leave? None
- Leave Start Date
- Leave End Date
- Date of Last Rank Promotion
IV. Academic, Government, Military and Professional Positions – External to UCA

Experience Type:
- Academic – Post Secondary
- Academic – P-12
- Professional
- Military
- Government

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
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

- Honor/Distinction:
  - Cum Laude
  - Magna Cum Laude
  - Summa Cum Laude
  - Egregia Cum Laude

Select “Yes” for highest degree.
VII. External Connections and Partnerships

Edit External Connections and Partnerships

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

Type of Activity

What Issue best describes the activity?

Explanation of "Other"

Organization

Primary Contact Person

Street Address (Line 1)

Street Address (Line 2)

City

State

Country

Phone Number

E-mail Address

Website http://

Description (30 Words or Fewer)

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

Activity Description:
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
V. Directed Group Student Learning
VI. Curriculum Development

• Instructional Activities
  Scheduled Teaching
  Reassigned Time
  Academic Advising
  Directed Individual Student Learning (e.g., independent study, theses, dissertations)
  Directed Group Student Learning (e.g., field experience, service learning, study abroad)
  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.

- Term and Year: Spring 2017
- Course Name: SCHOOL-COMMUNITY RELATIONS
- Course Prefix and Course Number: EDLP 6325
- CRN: 31073
- Enrollment: 4
- Number of Credit Hours: 3

Degree Program:
- Course College: Education
- Course Department: Leadership Studies

Instructors and Evaluation Results:
- Instructor Name: [Instructor Name]
- How Much Learned
- Teaching Methods
- Course Materials
- Responses Received

Delivery Mode: Distance Education Synchronous

- Number of Students Earning an A
- Number of Students Earning a B
- Number of Students Earning a C
- Number of Students Earning a D
- Number of Students Earning an F
- Number of Students Withdrawing (W/WF/WP)
- Number of Students with an Other Grade

Teaching Evaluation:
- No File Stored
- Choose File...

Store teaching evaluation pdfs here
II. Reassigned Time
Department Chair/Dean updates ALL fields on the following screen.

III. Academic Advising

Version 3.0
http://uca.edu/ir/digital-measures/guides/

May 25, 2018
Page | 13
IV. Directed Individual Student Learning (e.g. independent study, theses, dissertations)

Involvement
Type:
- Dissertation
  - Committee Chair
  - Committee Co-Chair
- Dissertation Committee
  - Member
- Doctoral Advisory Chair
- Doctoral Advisory Member
- Honors Thesis Advisor
- Honors Thesis Committee
  - Member
- Honors Tutorial Advisor
- Independent Research Advisor
- Independent Study Advisor
- Abroad Advisor
- Internship Advisor
- Master’s Examination Committee
  - Chair
  - Member
- Master’s Thesis Committee
  - Chair
  - Co-Chair
  - Member
- Study Abroad Advisor
- SURF Advisor
- Teaching Activity Supervisor
- Other

Stage of Completion:
- Completed
- In Progress
- Proposal

Outcome:
- Artistic Performance/exhibit
- Presentation
- Publication
- Other

Supporting Document Description
Web Address

Date Started:
Date Completed:

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

Additional authors can be added by clicking here.

Reference page 16 for options.

Current Status:
Work in Progress
Submitted
Revising to
Resubmit
Not Accepted
Accepted
Published

Student Level:
Undergraduate
Graduate
I. Publications (continued)

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A digital copy can be stored in Digital Measures by clicking here and selecting the file on your computer.
II. Presentations

[Diagram showing the interface for editing presentations with fields for presentation type, audience, roles, session type, supporting document, and dates.

Presentation Type: Demonstration, Exhibit, Keynote / Plenary, Address, Lecture, Oral Presentation, Paper, Poster, Reading, Other.

Roles: Author, Author and Presenter, Discussant, Panelist, Presenter.

Session Type: Colloquium, Panel, Paper Session, Poster, Session, Round table, Senior Symposium, Workshop, Other.

Current Status: Work in Progress, Under Review, Accepted, Not Accepted.

Additional authors can be added by clicking here.

Audience: Academic, Non-Academic.

Current Status: Work in Progress, Under Review, Accepted, Not Accepted.

Supporting Document Description and Web Address.

Date Project Started, Date Project Ended, Date Presented.

File: Choose File.
III. Grants and Contracts

![Diagram of a form for editing grants and contracts]

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

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

**Roles:**
- Principal Investigator
- Co-Principal Investigator
- Senior Investigator
- Mentor
- Supporting
- Other

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

**Additional authors can be added by clicking here**

**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 paid, and leave the end date blank.

**Date Project Started:**
- **Date Project Ended:**
- **Date Submitted for Funding:**
- **Start Date of Funding:**
- **End Date of Funding:**
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

Start Date
End Date

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

<table>
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<th>Course Beyond Last Degree</th>
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<th>Medical Fellowship</th>
<th>Medical Residency</th>
<th>Faculty Fellowship</th>
<th>Faculty Internship</th>
<th>Self-Study Program</th>
<th>Seminar</th>
<th>Tutorial</th>
<th>Workshop</th>
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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.

<table>
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</tr>
</thead>
<tbody>
<tr>
<td>End Date</td>
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</table>


III. Awards and Honors

IV. Licensures and Certifications
**Service Activities**

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

I. University
II. College
III. Department/Academic Unit
IV. Student Activities
V. Professional
VI. Non-Credit Instruction Taught
VII. Public
VIII. Consulting

- **Service Activities**
  - University
  - College
  - Department/Academic Unit
  - Student Activities
  - Professional
  - Non-Credit Instruction Taught
  - Public
  - Consulting
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 Options:**
- 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 a new entry with the new role and new start date.

Reference page 25 for options.

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.

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.
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.

Reference page 27 for options.

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

Reference page 27 for options.

<table>
<thead>
<tr>
<th>Committee/Program/Organization Name</th>
</tr>
</thead>
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<td>Explanation of &quot;Other&quot;</td>
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<tr>
<td>Position/Role</td>
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<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>Served Ex-Officio?</td>
</tr>
<tr>
<td>Responsibilities/Brief Description (30 Words or Fewer)</td>
</tr>
<tr>
<td>Brief Description of Key Accomplishments</td>
</tr>
</tbody>
</table>

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.

Start Date

End Date
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.

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

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

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

<table>
<thead>
<tr>
<th>Activity</th>
<th>Position/Role</th>
</tr>
</thead>
<tbody>
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<td>Advisor</td>
</tr>
<tr>
<td>Exhibition</td>
<td>Chair</td>
</tr>
<tr>
<td>Honor Society</td>
<td>Co-Chair</td>
</tr>
<tr>
<td>Learning Community</td>
<td>Coordinator/Organizer</td>
</tr>
<tr>
<td>Research</td>
<td>Discussant</td>
</tr>
<tr>
<td>Conference</td>
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</tr>
<tr>
<td>Residence Hall</td>
<td>Guest Speaker</td>
</tr>
<tr>
<td>Student Organization</td>
<td>Judge</td>
</tr>
<tr>
<td>Study Abroad</td>
<td>Leader</td>
</tr>
<tr>
<td>Other</td>
<td>Lecturer</td>
</tr>
<tr>
<td>Other</td>
<td>Mentor</td>
</tr>
<tr>
<td>Other</td>
<td>Moderator</td>
</tr>
<tr>
<td>Other</td>
<td>Panelist</td>
</tr>
<tr>
<td>Other</td>
<td>Presenter</td>
</tr>
<tr>
<td>Other</td>
<td>Sponsor</td>
</tr>
</tbody>
</table>

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.

### Edit Student Activities

#### Name of Student Activity or Group

#### Type of Activity

#### Explanation of "Other"

#### Position/Role

#### Explanation of "Other"

#### Were you elected or appointed?

#### Was this compensated or pro bono?

#### Responsibilities/Brief Description (30 Words or Fewer)

#### Brief Description of Key Accomplishments

#### Start Date

#### End Date
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 Options:**

<table>
<thead>
<tr>
<th>Position/Role Options</th>
<th>Position/Role Options</th>
</tr>
</thead>
<tbody>
<tr>
<td>Accreditation Team Member</td>
<td>President-Elect</td>
</tr>
<tr>
<td>Adjudicator</td>
<td>President-Past</td>
</tr>
<tr>
<td>Board Member</td>
<td>Program Chair</td>
</tr>
<tr>
<td>Chair</td>
<td>Program Co-Chair</td>
</tr>
<tr>
<td>Clinician</td>
<td>Reviewer, Academic Program</td>
</tr>
<tr>
<td>Co-Chair</td>
<td>Reviewer, Ad Hoc</td>
</tr>
<tr>
<td>Conference Chair</td>
<td>Reviewer, Book</td>
</tr>
<tr>
<td>Conference Co-Chair</td>
<td>Reviewer, Conference</td>
</tr>
<tr>
<td>Coordinator/Organizer</td>
<td>Reviewer, Grant Proposal</td>
</tr>
<tr>
<td>Editor</td>
<td>Reviewer, Journal</td>
</tr>
<tr>
<td>Editor, Associate</td>
<td>Reviewer, Program Proposal</td>
</tr>
<tr>
<td>Editor, Senior</td>
<td>Reviewer, Textbook</td>
</tr>
<tr>
<td>Editorial Review Board Member</td>
<td>Secretary</td>
</tr>
<tr>
<td>Leader</td>
<td>Session Chair</td>
</tr>
<tr>
<td>Member</td>
<td>Treasurer</td>
</tr>
<tr>
<td>Moderator</td>
<td>Vice President</td>
</tr>
<tr>
<td>Planning Committee Member</td>
<td>Workshop Organizer</td>
</tr>
<tr>
<td>Prepare/Grade Certification Exams</td>
<td>Other</td>
</tr>
</tbody>
</table>

V. Professional (continued)

Reference page 31 for options.

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.
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.
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

Consulting Type:
- Academic
- For-Profit
- Government
- Litigation
- Non-Government Organization (NGO)
- Other

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

Category:
- Public
- Professional

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.
Faculty Annual Self-Evaluation and Planning Reports

The Faculty Annual Self-Evaluation and Planning Reports section is the sixth under the main menu. This section includes the following subsections:

I. Other Instructional, Scholarship, Professional Development, and Service – Not Reported Elsewhere
II. Annual Teaching Goals
III. Annual Scholarly Goals
IV. Annual Professional Development Goals
V. Annual Service Goals
VI. Archived Reports

Faculty Annual Self-Evaluation and Planning Reports

| Other Instructional, Scholarship, Professional Development, and Service - Not Reported Elsewhere | Annual Professional Development Goals |
| Annual Teaching Goals | Annual Service Goals |
| Annual Scholarly Goals | Archived Reports |
I. Other Instructional, Scholarship, Professional Development, and Service – Not Reported Elsewhere

The Annual Summary Report screen takes the place of the four summary screens that were previously in each section.

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
II. Annual Teaching Goals

III. Annual Scholarly Goals
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.

VI. Archived Goals
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