College of Fine Arts and Communication
Digital Measures Guide

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.

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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?

<table>
<thead>
<tr>
<th>Field</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Prefix</td>
<td>Dr.</td>
</tr>
<tr>
<td>First Name</td>
<td>Riva</td>
</tr>
<tr>
<td>Preferred First Name</td>
<td>Riva</td>
</tr>
<tr>
<td>Middle Name</td>
<td>Renee</td>
</tr>
<tr>
<td>Last Name</td>
<td>Brown</td>
</tr>
<tr>
<td>Suffix</td>
<td></td>
</tr>
<tr>
<td>E-Mail Address</td>
<td><a href="mailto:RRBROWN@UCA.EDU">RRBROWN@UCA.EDU</a></td>
</tr>
<tr>
<td>Building Where Your Office Is Located</td>
<td>Thompson Hall</td>
</tr>
<tr>
<td>Office Room Number</td>
<td>207E</td>
</tr>
<tr>
<td>Office Phone</td>
<td>501-450-3655</td>
</tr>
<tr>
<td>Department Phone</td>
<td>501-450-3202</td>
</tr>
<tr>
<td>Fax</td>
<td>501-852-2901</td>
</tr>
<tr>
<td>Date of Birth</td>
<td>June 18, 1971</td>
</tr>
<tr>
<td>Gender</td>
<td>Female</td>
</tr>
<tr>
<td>Race/Ethnicity</td>
<td>Black or African American</td>
</tr>
<tr>
<td>U.S. Citizen or Permanent Resident?</td>
<td>Yes</td>
</tr>
</tbody>
</table>

Brief Biography (30 Words or Fewer)
Dr. Riva Brown is a former newspaper journalist and public relations practitioner who eventually became a college educator. She earned degrees in journalism, public relations and mass communication.

Teaching Interest(s)
News reporting and public relations

Scholarship/Research Interest(s)
online activism, public relations in higher education, service-
II. Administrative Data – Permanent Data

All fields on this screen will be updated by OIR

<table>
<thead>
<tr>
<th>Rank</th>
<th>Start Date</th>
<th>End Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Assistant Professor</td>
<td>July 01, 1991</td>
<td></td>
</tr>
<tr>
<td>Associate Professor</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Professor</td>
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<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

Edit Yearly Data

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

Academic Year 2015–2016

1st College and Department/Academic Unit

College

Department/Academic Unit

Faculty Rank

Assistant Professor

Faculty Rank Abbreviation for Roster

AT

Tenure Status

Tenure-Track

Tenure Status Abbreviation for Roster

TT

Graduate Faculty

No

Review Year?

Type of Review

Promotion

Tenure

If Promotion, Rank Requesting

On Leave?

Leave Start Date

Leave End Date

Date of Last Rank Promotion

August 16, 2013
IV. Academic, Government, Military and Professional Positions – External to UCA

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

Was/is this your own company?

Description for Professional Positions (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
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
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.

Store teaching evaluation pdfs here
II. Reassigned Time

Department Chair/Dean updates ALL fields on the following screen.

III. Academic Advising
IV. Directed Individual Student Learning (eg. Independent study, thesis, dissertations)

**Involvement Type:**
- Dissertation Committee Chair
- Dissertation 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
- Internship Advisor
- Master's Examination Committee Chair
- Master's Examination Committee Member
- Master's Thesis Committee Chair
- Master's Thesis Committee Co-Chair
- Master's Thesis Committee Member
- Study Abroad Advisor
- SURF Advisor
- Teaching Activity Supervisor
- Other

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

**Stage of Completion:**
- Completed
- In Progress
- Proposal

**Student Information**
- Student Name
  - Student First Name
  - Student Last Name
- Select the number of student name rows to add: 1

**Involvement Type:**
- Dissertation Committee Chair
- Dissertation 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
- Internship Advisor
- Master's Examination Committee Chair
- Master's Examination Committee Member
- Master's Thesis Committee Chair
- Master's Thesis Committee Co-Chair
- Master's Thesis Committee Member
- Study Abroad Advisor
- SURF Advisor
- Teaching Activity Supervisor
- Other

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

**Stage of Completion:**
- Completed
- In Progress
- Proposal

**Supporting Document**
- Supporting Document Description
- Web Address

---

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

**Date Started**

**Date Completed**
V. Directed Group Student Learning (eg. 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. Artistic and Professional Performances and Exhibits
II. Publications
III. Presentations
IV. Grants and Contracts
I. Artistic and Professional Performances and Exhibits

Type of Work:
- Art Exhibition
- Film
- Internet Broadcast
- Music
- Radio Broadcast
- Television Broadcast
- Theatre
- Other

Scope:
- International
- National
- Regional
- State
- Local

Role:
- Actor
- Announcer
- Artist
- Cinematographer
- Composer
- Conductor
- Costume Designer
- Dancer
- Designer
- Director
- Dramaturg
- Editor
- Exhibitor
- Host
- Interviewer
- Lecturer
- Lighting Designer
- Manager
- Marketer
- Performer
- Producer
- Reporter
- Set Designer
- Sound Editor
- Sound Effects Designer
- Visual Editor
- Visual Effects Designer
- Writer
- Other
II. 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

**Edit Publications**

<table>
<thead>
<tr>
<th>Contribution Type</th>
<th>Explanation of &quot;Other&quot;</th>
<th>Current Status</th>
<th>Title of Contribution</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Authors**

Please order the authors in the order of authorship. Please either select a person from the drop-down list or enter their name in the input fields.

1st Author

- People at University of Central Arkansas
- Brown, Riva R. RBROWN

Select the number of author rows to add: 1

Additional authors can be added by clicking here.

**Student Level:**

- Undergraduate
- Graduate

Reference above list for options

**Current Status:**

- Work in Progress
- Submitted
- Revising to
- Resubmit
- Not Accepted
- Accepted
- Published
II. Publications (continued)

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

- **Presentation Type:**
  - Demonstration
  - Exhibit
  - Keynote / Plenary
  - Address
  - Lecture
  - Oral Presentation
  - Paper
  - Poster
  - Reading
  - Other

- **Session Type:**
  - Colloquium
  - Panel
  - Paper Session
  - Poster Session
  - Round table
  - Senior Symposium
  - Workshop

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

- **Audience:**
  - Academic
  - Non-Academic

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

- **Supporting Document**

- **Date Project Started**
  - Date Project Ended
  - Date Presented
IV. Grants and Contracts

Type:
- Contract
- Fellowship
- Grant
- Sponsored Research

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

Additional authors can be added by clicking here.

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

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

III. Awards and Honors
IV. Licensures and Certifications

<table>
<thead>
<tr>
<th>Title of Licensure/Certification</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Sponsoring Organization</td>
<td></td>
</tr>
</tbody>
</table>

**Scope**
- International
- National
- Regional
- State
- Local

<table>
<thead>
<tr>
<th>Date Obtained</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Expiration Date</td>
<td></td>
</tr>
</tbody>
</table>
Service Activities

The Service Activities section is the fifth 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
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

**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

http://uca.edu/ir/digital-measures/guides/
I. University (continued)

Reference page 26 for options.

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)

If your role changes, do not edit the item. Create one with the new role and new start date. Reference page 28 for options.

These dates reflect the time for a specific role and are used in reporting. Dates should reflect service at 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 28 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.

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 service at 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

Activity:
- Competition
- Exhibition
- Honor Society
- Learning Community
- Research Conference
- Residence Hall
- Student Organization
- Study Abroad
- Other

Position/Role:
- Advisor
- Chair
- Co-Chair
- Coordinator/Organizer
- Discussant
- Facilitator
- Guest Speaker
- Judge
- Leader
- Lecturer
- Mentor
- Moderator
- Panelist
- Presenter
- Sponsor
- Other

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 presently completed, specify the start date and leave the end date blank.
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:**

Accreditation Team Member  
Adjudicator  
Board Member  
Chair  
Clinician  
Co-Chair  
Conference Chair  
Conference Co-Chair  
Coordinator/Organizer  
Editor  
Editor, Associate  
Editor, Senior  
Editorial Review Board Member  
Leader  
Member  
Moderator  
Planning Committee Member  
Prepare/Grade Certification Exams  
President  
President-Elect  
President-Past  
Program Chair  
Program Co-Chair  
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)

<table>
<thead>
<tr>
<th><strong>Edit Professional</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Name of Committee, Program, Event, or Publication</strong></td>
</tr>
<tr>
<td><strong>Sponsoring Organization</strong></td>
</tr>
<tr>
<td><strong>Position/Role</strong></td>
</tr>
<tr>
<td><strong>Explanation of “Other”</strong></td>
</tr>
<tr>
<td><strong>City</strong></td>
</tr>
<tr>
<td><strong>State</strong></td>
</tr>
<tr>
<td><strong>Country</strong></td>
</tr>
<tr>
<td><strong>Were you elected or appointed?</strong></td>
</tr>
<tr>
<td><strong>Was this compensated or pro bono?</strong></td>
</tr>
<tr>
<td><strong>Audience</strong></td>
</tr>
<tr>
<td><strong>Served Ex-Officio?</strong></td>
</tr>
<tr>
<td><strong>Responsibilities/Brief Description (30 Words or Fewer)</strong></td>
</tr>
<tr>
<td><strong>Brief Description of Key Accomplishments</strong></td>
</tr>
</tbody>
</table>

Reference page 32 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.

| **Start Date** |
| **End Date** |
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.

<table>
<thead>
<tr>
<th>Instruction Type:</th>
<th></th>
</tr>
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<tbody>
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<td>Certification</td>
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<td>Education</td>
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<td>Faculty Internship</td>
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<td>Guest Lecture</td>
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<td>Management/Executive Development</td>
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<td>Review Course</td>
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<td>Seminar</td>
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<td>Tutoring</td>
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<tr>
<td>Workshop</td>
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<tr>
<td>Other</td>
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</tbody>
</table>

| Audience:  |  |
| Internal to UCA |  |
| External to UCA |  |
| Both             |  |

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>
<thead>
<tr>
<th>Start Date</th>
<th></th>
</tr>
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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.

Position/Role:
- Advisor
- Board Member
- Chair
- Consultant
- Coordinator/Organizer
- Director
- Expert Witness
- Guest Speaker
- Health Care Provider
- Judge
- Member
- President
- President-Elect
- President-Past
- Secretary
- Session Chair
- Treasurer
- Trustee
- Vice President
- Workshop Organizer
- Other
VII. Consulting

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

Category:
- Public
- Professional

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

Explanation of "Other":

Client/Organization:

City:

State:

Country:

Audience:

Were you elected or appointed?

Served Ex-Officio?

Compensated or Pro Bono?

Approx. Number of Hours Spent Per Year:

Brief Description (30 Words or Fewer):

Brief Description of Key Accomplishments:

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:
Faculty Annual Self-Evaluation and Planning Reports

The Faculty Annual Self-Evaluation and Planning Reports section is the sixth and final section 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

Faculty Annual Self-Evaluation and Planning Reports

Other Instructional, Scholarship, Professional Development, and Service - Not Reported Elsewhere
Annual Teaching Goals
Annual Scholarly Goals
Annual Professional Development Goals
Annual Service 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.

Edit Other Instructional, Scholarship, Professional Development, and Service - Not Reported Elsewhere
II. Annual Teaching Goals

Additional goals can be added by clicking here

III. Annual Scholarly Goals

Additional goals can be added by clicking here
IV. Annual Professional Development Goals
Professional goals and their results are stored here and is all entered by faculty.

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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