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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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?

![Edit Personal and Contact Information](image)

<table>
<thead>
<tr>
<th>Prefix</th>
<th>Dr.</th>
</tr>
</thead>
</table>

- **First Name**: Jacque
- **Middle Name**: L
- **Last Name**: Rainey
- **E-Mail Address**: Jacquer@uca.edu
- **Building Where Your Office is Located**: Burdick Hall
- **Office Room Number**: 222E
- **Office Phone**: 501-450-3123
- **Fax**: 501-450-5503
- **Date of Birth**: January 18, 1963
- **Gender**: Female
- **Race/Ethnicity**: White
- **U.S. Citizen or Permanent Resident?**: Yes

**Brief Biography (30 Words or Fewer)**: 

**Teaching Interest(s)**: Research, Health Literacy, Analysis of Data

**Scholarship/Research Interest(s)**: Evaluation of Health Programs, Health Literacy

**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 for Sciences
- 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, Amber Hall.

<table>
<thead>
<tr>
<th>Rank</th>
<th>Start Date at University of Central Arkansas</th>
<th>End Date</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>August 16, 1994</td>
<td></td>
</tr>
</tbody>
</table>

Tenure Decision Date

<table>
<thead>
<tr>
<th>Rank</th>
<th>Start Date</th>
<th>End Date</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Rank</th>
<th>Start Date</th>
<th>End Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Professor</td>
<td></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
IV. Academic, Government, Military and Professional Positions – External to UCA

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

Organizer
City
State
Country
Title/Rank/Position
Explanation of "Other"
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.
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.

*Edit Scheduled Teaching*

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.

<table>
<thead>
<tr>
<th>Field</th>
<th>Value</th>
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<tbody>
<tr>
<td>Term and Year</td>
<td>Spring 2017</td>
</tr>
<tr>
<td>Course Name</td>
<td>DATA ANALYSIS</td>
</tr>
<tr>
<td>Course Prefix and Course Number</td>
<td>EXSS 6316</td>
</tr>
<tr>
<td>CRN</td>
<td>30590</td>
</tr>
<tr>
<td>Enrollment</td>
<td>19</td>
</tr>
<tr>
<td>Number of Credit Hours</td>
<td>3</td>
</tr>
<tr>
<td>Degree Program</td>
<td></td>
</tr>
<tr>
<td>Course College</td>
<td>Health and Behavioral Sciences</td>
</tr>
<tr>
<td>Course Department</td>
<td>Exercise &amp; Sport Science</td>
</tr>
</tbody>
</table>

**Instructors and Evaluation Results**

<table>
<thead>
<tr>
<th>Instructor Name</th>
<th>How Much Learned</th>
<th>Teaching Methods</th>
<th>Course Materials</th>
<th>Responses Received</th>
</tr>
</thead>
<tbody>
<tr>
<td>Rainey, Jacqueline L. Jacquier</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Delivery Mode</th>
<th>Number of Students Earning an A</th>
<th>Number of Students Earning a B</th>
<th>Number of Students Earning a C</th>
<th>Number of Students Earning a D</th>
<th>Number of Students Earning an F</th>
<th>Number of Students Withdrawing (W/WF/WP)</th>
<th>Number of Students with an Other Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>Traditional</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Teaching Evaluation: No File Stored
Choose File...
II. Reassigned Time
Department Chair/Dean updates ALL fields on the following screen.

III. Academic Advising
IV. Directed Individual Student Learning (e.g. independent study, theses, dissertations)

[Diagram of a form for directed individual student learning]

- **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 Abroad 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

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

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

- **Supporting Document:**
  - 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. NIH Biographical Sketch
II. Publications
III. Presentations
IV. Grants and Contracts

Scholarship/Research/Creative Activities

<table>
<thead>
<tr>
<th>NIH Biographical Sketch</th>
<th>Presentations</th>
</tr>
</thead>
<tbody>
<tr>
<td>Publications</td>
<td>Grants and Contracts</td>
</tr>
</tbody>
</table>
I. NIH Biographical Sketch

Edit NIH Biographical Sketch

Your label for this Biographical Sketch (not printed in report)

eRA Commons Username

Personal Statement

Relevant Publications
You may identify up to four peer reviewed publications that specifically highlight your experience and qualifications for this project.

1st Publication

Intellectual Contribution Please select...

Add Another Publication: 1 + Add

Link to full list of your published work

Contributions to Science
Briefly describe up to five of your most significant contributions to science. For each contribution, indicate the historical background that frames the scientific problem; the central finding(s); the influence of the finding(s) on the progress of science or the application of those finding(s) to health or technology; and your specific role in the described work. For each of these contributions, reference up to four peer-reviewed publications that are relevant to that contribution. The description of each contribution should be no longer than one half page including figures and citations.

1st Contribution

Contribution

Relevant Publications

Publication

Intellectual Contribution Please select...

Add Another Publication: 1 + Add

Add Another Contribution: 1 + Add

Linked Records
Include an appendix in the Biographical Sketch report, containing all relevant records to which I have been linked.
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

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

Reference above list for options.

**Student Level:**
- Undergraduate
- Graduate

Additional authors can be added by clicking here.
II. Publications (continued)

<table>
<thead>
<tr>
<th><strong>Publication Information</strong></th>
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<tr>
<td><strong>Journal/Publisher/Proceedings</strong></td>
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<tr>
<td><strong>City of Publisher</strong></td>
</tr>
<tr>
<td><strong>State or Country of Publisher</strong></td>
</tr>
<tr>
<td><strong>Volume</strong></td>
</tr>
<tr>
<td><strong>Issue Number/Edison</strong></td>
</tr>
<tr>
<td><strong>Page Numbers or Number of Pages</strong></td>
</tr>
<tr>
<td><strong>Web Address</strong></td>
</tr>
<tr>
<td><strong>Editor(s)</strong></td>
</tr>
<tr>
<td><strong>ISBN/ISSN Number/Case #</strong></td>
</tr>
<tr>
<td><strong>PubMed Central ID Number</strong></td>
</tr>
<tr>
<td><strong>Audience of Circulation</strong></td>
</tr>
<tr>
<td><strong>Was this peer-reviewed/referred?</strong></td>
</tr>
<tr>
<td><strong>Was this invited?</strong></td>
</tr>
<tr>
<td><strong>Acceptance Rate</strong></td>
</tr>
<tr>
<td><strong>Impact Factor</strong></td>
</tr>
<tr>
<td><strong>Is this publicly available?</strong></td>
</tr>
<tr>
<td><strong>Abstract/Synopsis</strong></td>
</tr>
<tr>
<td><strong>Was this a community-engaged or community-based project?</strong></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>Supporting Document</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Supporting Document Description</strong></td>
</tr>
<tr>
<td><strong>File</strong></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>Publication Timeline</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Date Project Started</strong></td>
</tr>
<tr>
<td><strong>Date Project Ended</strong></td>
</tr>
<tr>
<td><strong>Date Submitted</strong></td>
</tr>
<tr>
<td><strong>Date Accepted</strong></td>
</tr>
<tr>
<td><strong>Date Published</strong></td>
</tr>
</tbody>
</table>
III. Presentations

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

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

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

**Additional presenters/authors can be added by clicking here.**

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

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

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

**Supporting Document**

**File:**
- No File Stored
- Choose File...
IV. Grants and Contracts

Additional investigators can be added by clicking here.
### 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

<table>
<thead>
<tr>
<th>Name of Organization</th>
<th>Abbreviation of Organization</th>
<th>Scope of Organization</th>
<th>Description of the Organization</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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
### 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

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

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I. University (continued)

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

Reference page 26 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.
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:**

<table>
<thead>
<tr>
<th>CFAC Committee on Committees</th>
<th>COB Diversity Committee</th>
</tr>
</thead>
<tbody>
<tr>
<td>CFAC Crisis &amp; Security Committee</td>
<td>COB Faculty Development/Research Committee</td>
</tr>
<tr>
<td>CFAC Curriculum &amp; Assessment Committee</td>
<td>COB Faculty Excellence Committee</td>
</tr>
<tr>
<td>CFAC Faculty Awards Committee</td>
<td>COB International Programs Committee</td>
</tr>
<tr>
<td>CFAC Outstanding Student Award Committee</td>
<td>COB Maintenance of Accreditation Committee</td>
</tr>
<tr>
<td>CFAC Research Committee</td>
<td>COB Promotion &amp; Tenure Committee</td>
</tr>
<tr>
<td>CFAC Tenure &amp; Promotion Committee</td>
<td>COB Strategic Planning Committee</td>
</tr>
<tr>
<td>CHBS Assessment Committee</td>
<td>COE Alumni Executive Committee</td>
</tr>
<tr>
<td>CHBS Curriculum Committee</td>
<td>COE Awards Committee</td>
</tr>
<tr>
<td>CHBS Diversity Committee</td>
<td>COE Curriculum &amp; Assessment Committee</td>
</tr>
<tr>
<td>CHBS Interprofessional Education Committee</td>
<td>COE Hospitality Committee</td>
</tr>
<tr>
<td>CHBS Research Committee</td>
<td>COE Publicity Committee</td>
</tr>
<tr>
<td>CHBS Tenure &amp; Promotion Committee</td>
<td>COE Research Committee</td>
</tr>
<tr>
<td>CLA Curriculum &amp; Assessment Committee</td>
<td>COE Scholarship Committee - Graduate</td>
</tr>
<tr>
<td>CLA Diversity Committee</td>
<td>COE Scholarship Committee - Undergraduate</td>
</tr>
<tr>
<td>CLA Outstanding College Student Committee</td>
<td>COE Technology &amp; Distance Education Committee</td>
</tr>
<tr>
<td>CLA Research Committee</td>
<td>COE Tenure &amp; Promotion Committee</td>
</tr>
<tr>
<td>CLA Tenure &amp; Promotion Committee</td>
<td>Education for Diversity and Global Engagement (EDGE) Committee</td>
</tr>
<tr>
<td>CNSM Curriculum &amp; Assessment Committee</td>
<td>HPaW Taskforce</td>
</tr>
<tr>
<td>CNSM Outstanding Student Award Committee</td>
<td>Interdisciplinary Liberal Studies (ILS) Degree Committee</td>
</tr>
<tr>
<td>CNSM Research Committee</td>
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<tr>
<td>CNSM Tenure &amp; Promotion Committee</td>
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<td>COB Curriculum &amp; Assessment Committee</td>
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**Position/Role Options:**

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<th>Committee Chair</th>
<th>Program Director</th>
</tr>
</thead>
<tbody>
<tr>
<td>Event Coordinator</td>
<td>Secretary</td>
</tr>
<tr>
<td>Faculty Advisor</td>
<td>Session Chair</td>
</tr>
<tr>
<td>Faculty Mentor</td>
<td>Workshop Organizer</td>
</tr>
<tr>
<td>Guest Speaker</td>
<td>Other</td>
</tr>
<tr>
<td>Member</td>
<td>Other</td>
</tr>
</tbody>
</table>
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 28 for options.
III. Department/Academic Unit

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

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

Responsibilities/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. If the activity is presently ongoing, specify the start date and leave the end date blank.

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:**

- 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)

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 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.

<table>
<thead>
<tr>
<th>Audience:</th>
<th>Internal to UCA</th>
<th>External to UCA</th>
<th>Both</th>
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<table>
<thead>
<tr>
<th>Instruction Type:</th>
<th>Certification</th>
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<th>Guest Lecture</th>
<th>Management/Executive</th>
<th>Development</th>
<th>Review Course</th>
<th>Seminar</th>
<th>Tutoring</th>
<th>Workshop</th>
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<tbody>
<tr>
<td>Instruction Type:</td>
<td>Certification</td>
<td>Continuing</td>
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<td>Explanation of “Other”:</td>
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</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: [ ] [ ] [ ]
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
VIII. Consulting

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
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.
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

Additional goals can be added by clicking here.

V. Annual Service Goals

Additional goals can be added by clicking here.

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