College of Liberal Arts
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 entered. 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.

**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
- 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

Prefix: [Dropdown]

First Name: Justin

Last Name: Holstead

E-mail Address: holstead@uca.edu

Building Where Your Office is Located: [Dropdown]

Office Room Number: [Dropdown]

Office Phone: [Dropdown]

Department Phone: [Dropdown]

Fax: [Dropdown]

Date of Birth: September 26, 1990

Gender: Male

U.S. Citizen or Permanent Resident: Yes

Brief Biography (30 Words or Fewer): [Dropdown]

Teaching Interest(s): [Dropdown]

Scholarship/Research Interest(s): [Dropdown]
II. Administrative Data – Permanent Data

OIR updates the following screen.

<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>
<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, Graduate Faculty, Date of Last Rank Promotion, On Leave?, Leave Start Date, Leave End Date

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>Academic Year</th>
<th>2014-2015</th>
</tr>
</thead>
</table>

1st College and Department/Academic Unit

<table>
<thead>
<tr>
<th>College</th>
<th>Department/Academic Unit</th>
</tr>
</thead>
<tbody>
<tr>
<td>Liberal Arts</td>
<td>History</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Faculty Rank</th>
<th>Associate Professor</th>
</tr>
</thead>
<tbody>
<tr>
<td>Faculty Rank Abbreviation for Roster</td>
<td>AS</td>
</tr>
<tr>
<td>Tenure Status</td>
<td>Tenured</td>
</tr>
<tr>
<td>Tenure Status Abbreviation for Roster</td>
<td>TN</td>
</tr>
<tr>
<td>Graduate Faculty</td>
<td>Full</td>
</tr>
<tr>
<td>Review Year?</td>
<td></td>
</tr>
<tr>
<td>Type of Review</td>
<td>Promotion, Tenure</td>
</tr>
<tr>
<td>If Promotion, Rank Requesting</td>
<td></td>
</tr>
<tr>
<td>On Leave?</td>
<td>None</td>
</tr>
<tr>
<td>Leave Start Date</td>
<td></td>
</tr>
<tr>
<td>Leave End Date</td>
<td></td>
</tr>
<tr>
<td>Date of Last Rank Promotion</td>
<td>August 16, 2010</td>
</tr>
</tbody>
</table>
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.
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.

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 (e.g., independent study, theses, dissertations)
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 16 for options.

Student Level: Undergraduate Graduate

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

<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
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</thead>
<tbody>
<tr>
<td>Web Address</td>
<td>URL of the publication</td>
</tr>
<tr>
<td>Editor(s)</td>
<td>Names of the editors of the publication</td>
</tr>
<tr>
<td>ISBN/ISSN Number/Case #</td>
<td>Unique identification number for the publication</td>
</tr>
<tr>
<td>Audience of Circulation</td>
<td>Target audience of the publication</td>
</tr>
<tr>
<td>Was this peer-reviewed/refereed?</td>
<td>For PRJs this should be marked “Yes”, other publications should be marked as appropriate.</td>
</tr>
<tr>
<td>Was this invited?</td>
<td>Identification of whether the publication was invited</td>
</tr>
<tr>
<td>Acceptance Rate</td>
<td>Percentage of acceptance of the publication</td>
</tr>
<tr>
<td>Impact Factor</td>
<td>Impact factor of the publication</td>
</tr>
<tr>
<td>Is this publicly available?</td>
<td>Indication of whether the publication is publicly available</td>
</tr>
<tr>
<td>Abstract/Synopsis</td>
<td>Abstract or synopsis of the publication</td>
</tr>
<tr>
<td>Was this a community-engaged or community-based project?</td>
<td>Indication of whether the publication is a community-engaged or community-based project</td>
</tr>
</tbody>
</table>

**Supporting Document**

- **Supporting Document Description**: Description of the supporting material.
- **File**: Options to choose or upload a file related to the publication.

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

<table>
<thead>
<tr>
<th>Session Type:</th>
<th>Colloquium</th>
<th>Panel</th>
<th>Paper</th>
<th>Session</th>
<th>Poster</th>
<th>Session Roundtable</th>
<th>Seminar</th>
<th>Symposium</th>
<th>Workshop</th>
<th>Other</th>
</tr>
</thead>
</table>

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

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

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

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

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

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

<table>
<thead>
<tr>
<th>Abstract/Synopsis (30 Words or Fewer)</th>
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</table>

**Supporting Document**

<table>
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<tr>
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<th>Web Address</th>
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</table>

**OR**

<table>
<thead>
<tr>
<th>File</th>
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<th>Choose File...</th>
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</thead>
</table>

<table>
<thead>
<tr>
<th>Date Project Started</th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Date Project Ended</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Date Submitted</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Date Presented</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
III. Grants and Contracts

Type:
- Contract
- Fellowship
- Grant
- Sponsored Research

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

Role:
- Author
- Author & Presenter
- Discussant
- Panelist
- Presenter

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

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

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.
# Professional Development and Recognition

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

<table>
<thead>
<tr>
<th>Professional Development and Recognition</th>
<th>Awards and Honors</th>
<th>Licensures and Certifications</th>
</tr>
</thead>
<tbody>
<tr>
<td>Professional Memberships</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Faculty Development Activities Attended</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

## I. Professional Memberships

[Image: Edit Professional Memberships]

**Scope of Org.:**  
- International  
- National  
- Regional  
- State  
- Local

Note: 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>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>

Start Date:  
End Date:  

[Image: Scope of Org.:]

International  
National  
Regional  
State  
Local
II. Faculty Development Activities Attended

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
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
- Program Director
- Secretary
- Session Chair
- 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.

Reference page 24 for options.
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)

Reference page 30 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.
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.

Activity:
- Competition
- Exhibition
- Honor Society
- Learning Community
- Research Conference
- Residence Hall
- Student Organization
- 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.

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

Reference page 30 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.
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.

<table>
<thead>
<tr>
<th>Position/Role:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Advisor</td>
</tr>
<tr>
<td>Board Member</td>
</tr>
<tr>
<td>Chair</td>
</tr>
<tr>
<td>Coordinator/Organizer</td>
</tr>
<tr>
<td>Director</td>
</tr>
<tr>
<td>Expert Witness</td>
</tr>
<tr>
<td>Guest Speaker</td>
</tr>
<tr>
<td>Health Care Provider</td>
</tr>
<tr>
<td>Judge</td>
</tr>
<tr>
<td>Member</td>
</tr>
<tr>
<td>President</td>
</tr>
<tr>
<td>President-Elect</td>
</tr>
<tr>
<td>President-Past</td>
</tr>
<tr>
<td>Secretary</td>
</tr>
<tr>
<td>Session Chair</td>
</tr>
<tr>
<td>Treasurer</td>
</tr>
<tr>
<td>Trustee</td>
</tr>
<tr>
<td>Vice President</td>
</tr>
<tr>
<td>Workshop Organizer</td>
</tr>
<tr>
<td>Other</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 pres-
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.

<table>
<thead>
<tr>
<th>Category:</th>
<th>Public Professional</th>
</tr>
</thead>
<tbody>
<tr>
<td>Consulting Type:</td>
<td>Academic For Profit Org. Government Litigation Non-Gov't Org. Other</td>
</tr>
<tr>
<td>Audience:</td>
<td>International National Regional State Local</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Category</th>
<th>Consulting Type</th>
<th>Audience</th>
</tr>
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<tbody>
<tr>
<td></td>
<td></td>
<td></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 are/were 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

<table>
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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

Add Additional Goals by clicking here.

III. Annual Scholarly Goals

Add Additional Goals by clicking here.
### IV. Annual Professional Development Goals

**Edit Annual Professional Development Goals**

| Calendar Year: |  |

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**Add Another Goal:**

- 1
  - ![Add button](Image)

Additional goals can be added by clicking here.

### V. Annual Service Goals

**Edit Annual Service Goals**

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**Add Another Goal:**

- 1
  - ![Add button](Image)

Additional Goals can be added by clicking here.
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