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.

Table of Contents
General Information ..................................................................................................................................... 3
I. Personal and Contact Information ........................................................................................................................... 4
II. Administrative Data – Permanent Data ..................................................................................................................... 5
III. Administrative Data – Yearly Data........................................................................................................................ 6
IV. Academic, Government, Military and Professional Positions – External to UCA ........................................... 7
V. Administrative Assignments – Internal to UCA ................................................................................................. 8
VI. Education................................................................................................................................................................ ......... 9
VII. External Connections and Partnerships................................................................................................................ 10
Instructional Activities ................................................................................................................................ 11
I. Scheduled Teaching ..................................................................................................................................................... 12
II. Reassigned Time .......................................................................................................................................................... 13
III. Academic Advising ................................................................................................................................................... 13
IV. Directed Individual Student Learning (e.g. independent experience, thesis, dissertations).............................. 14
V. Directed Group Student Learning (e.g. Field experience, service learning, study abroad).............................. 15

Version 3.0 May 25, 2018
http://uca.edu/ir/digital-measures/guides/
VI. Curriculum Development ....................................................................................................................................... 15

Scholarship/Research/Creative Activities ................................................................................................... 16
  I. Artistic and Professional Performances and Exhibits................................................................. 17
  II. Publications ................................................................................................................................................ 18
  III. Presentations ........................................................................................................................................... 21
  IV. Grants and Contracts ......................................................................................................................... 22

Professional Development and Recognition ............................................................................................... 23
  I. Professional Memberships ................................................................................................................... 23
  II. Faculty Development Activities Attended ....................................................................................... 24
  III. Awards and Honors ............................................................................................................................. 24
  IV. Licensures and Certifications ............................................................................................................. 25

Service Activities ......................................................................................................................................... 25
  I. University .................................................................................................................................................. 26
  II. College .................................................................................................................................................... 28
  III. Department/Academic Unit .................................................................................................................. 29
  IV. Student Activities ............................................................................................................................... 31
  V. Professional ......................................................................................................................................... 31
  VI. Non-Credit Instruction Taught .......................................................................................................... 34
  VII. Public ................................................................................................................................................ 35
  VIII. Consulting ....................................................................................................................................... 36

Faculty Annual Self-Evaluation and Planning Reports ................................................................................ 37
  I. Other Instructional, Scholarship, Professional Development, and Service – Not Reported Elsewhere ................................................................................................................................. 38
  III. Annual Teaching Goals .................................................................................................................... 39
  IV. Annual Scholarly Goals ...................................................................................................................... 39
  V. Annual Professional Development Goals ........................................................................................ 40
  VI. Annual Service Goals ........................................................................................................................ 40

Index............................................................................................................................................................ 41
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  
V. Administrative Assignments  
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>Prefix</th>
<th>Dr.</th>
</tr>
</thead>
<tbody>
<tr>
<td>First Name</td>
<td>Patricia</td>
</tr>
<tr>
<td>Preferred First Name</td>
<td></td>
</tr>
<tr>
<td>Middle Name</td>
<td>J</td>
</tr>
<tr>
<td>Last Name</td>
<td>Smith</td>
</tr>
<tr>
<td>Suffix</td>
<td></td>
</tr>
<tr>
<td>Alternative Name You Publish Under</td>
<td>(e.g., an anglicized name), If any</td>
</tr>
<tr>
<td>E-Mail Address</td>
<td><a href="mailto:PSMITH@UCA.EDU">PSMITH@UCA.EDU</a></td>
</tr>
<tr>
<td>Building Where Your Office is Located</td>
<td>McAllister Hall</td>
</tr>
<tr>
<td>Office Room Number</td>
<td>305C</td>
</tr>
<tr>
<td>Office Phone</td>
<td>501-450-5295</td>
</tr>
<tr>
<td>Department Phone</td>
<td></td>
</tr>
<tr>
<td>Fax</td>
<td>501-450-3284</td>
</tr>
<tr>
<td>Date of Birth</td>
<td>May 23, 1979</td>
</tr>
<tr>
<td>Gender</td>
<td>Female</td>
</tr>
<tr>
<td>Race/Ethnicity</td>
<td>White</td>
</tr>
<tr>
<td>U.S. Citizen or Permanent Resident?</td>
<td>Yes</td>
</tr>
<tr>
<td>Brief Biography (30 Words or Fewer)</td>
<td></td>
</tr>
<tr>
<td>Teaching Interest(s)</td>
<td>Administration and governance of higher education and student affairs</td>
</tr>
<tr>
<td>Scholarship/Research Interest(s)</td>
<td>Honors Education and Administration</td>
</tr>
</tbody>
</table>

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
- McAllister 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, Ambe.

Start Date at University of Central Arkansas: July 01, 1991

Tenure Decision Date

<table>
<thead>
<tr>
<th>Ranks Held as UCA</th>
</tr>
</thead>
<tbody>
<tr>
<td>Rank</td>
</tr>
<tr>
<td>Start Date</td>
</tr>
<tr>
<td>Rank</td>
</tr>
<tr>
<td>Start Date</td>
</tr>
<tr>
<td>Rank</td>
</tr>
<tr>
<td>Start Date</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 needed, contact your Digtial Measures Team.

|^ Academic Year | 2015–2016 |

1st College and Department/Academic Unit

|^ College | No college designated |
|^ Department/Academic Unit | Honors College |

2nd College and Department/Academic Unit

|^ Education | Leadership Studies |

|^ Faculty Rank | Assistant Professor |
|^ Tenure Status | Tenure-Track |

If Promotion, Rank Requesting

- On Leave?
- Leave Start Date
- Leave End Date
- Date of Last Rank Promotion: July 1, 2014
IV. Academic, Government, Military and Professional Positions – External to UCA

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

Organization
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, Year Completed

Select "Yes" for all graduate degrees.
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
I. Scheduled Teaching

OIR updates all fields on the following screen.

To store teaching evaluation PDFs here.

<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>Smith, Patricia J.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Delivery Mode</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Traditional</td>
<td></td>
</tr>
</tbody>
</table>

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

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

III. Academic Advising
IV. Directed Individual Student Learning (e.g. independent experience, thesis, 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. 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

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

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

Performers/Exhibitors/Lecturers

Supporting Document

Date Project Started
Date Project Ended
Start Date
End Date
II. Publications

**Contribution Type Options:**

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

<table>
<thead>
<tr>
<th>Current Status</th>
<th>Student Level</th>
</tr>
</thead>
<tbody>
<tr>
<td>Work in Progress</td>
<td>Undergraduate</td>
</tr>
<tr>
<td>Submitted</td>
<td>Graduate</td>
</tr>
<tr>
<td>Revising to</td>
<td></td>
</tr>
<tr>
<td>Resubmit</td>
<td></td>
</tr>
<tr>
<td>Not Accepted</td>
<td></td>
</tr>
<tr>
<td>Accepted</td>
<td></td>
</tr>
<tr>
<td>Published</td>
<td></td>
</tr>
</tbody>
</table>

Reference page 18 for options.

Additional authors can be added by clicking here.

**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.

<table>
<thead>
<tr>
<th>1st Author</th>
</tr>
</thead>
<tbody>
<tr>
<td>People at University of Central Arkansas</td>
</tr>
<tr>
<td>Smith, Patricia J.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>First Name</th>
<th>Middle Name/Initial</th>
<th>Last Name</th>
<th>If a student, what is his/her level?</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Select the number of author rows to add: 1 0  + Add

<table>
<thead>
<tr>
<th>Journal/Publisher/Proceedings Publisher</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>City of Publisher</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>State or Country of Publisher</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Volume</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Issue Number/Edition</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Page Numbers or Number of Pages</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Web Address</th>
<th>Editor(s)</th>
</tr>
</thead>
<tbody>
<tr>
<td>http://</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>ISBN/ISSN Number/Case #</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Audience of Circulation</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>
II. Publications (continued)

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

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

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

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

**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

[Diagram of grants and contracts form]

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

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

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

- **Additional investigators 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 presently completed, specify the start date and leave the end date blank.

- **Start Date of Funding**
- **End Date of Funding**

[Form fields for investigators, amount, abstract, award letter, supporting documents, and dates]
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 >

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

| Start Date |
| End Date |
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
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

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
I. University (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 26 for options.

If your role changes, do not edit the item but create another with the new role and new start date.

Reference page 26 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:**

<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>
<td>Other</td>
</tr>
<tr>
<td>CNSM Tenure &amp; Promotion Committee</td>
<td></td>
</tr>
<tr>
<td>COB Curriculum &amp; Assessment Committee</td>
<td></td>
</tr>
</tbody>
</table>

**Position/Role Options:**

| Committee Chair | Program Director |
| Event Coordinator | Secretary |
| Faculty Advisor | Session Chair |
| Faculty Mentor | Workshop Organizer |
| Guest Speaker | Other |
| Member | |
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.

Reference page 28 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.
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 roles 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
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>
<tr>
<td>President</td>
<td></td>
</tr>
</tbody>
</table>
V. Professional (continued)

Reference page 32 for options.

Note: For activities that 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

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.
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 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.
III. Annual Teaching Goals

Additional goals can be added by clicking here

IV. Annual Scholarly Goals

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

Additional goals can be added by clicking here.

VI. Annual Service Goals

Additional goals can be added by clicking here.
Index
Faculty Annual Self-Evaluation and Planning Reports
Other Instructional, Scholarship, Professional Development, and Service-Not Reported Elsewhere, 38
General Information, 3
Academic, Government, Military and Professional Positions-External to UCA, 7
Administrative Assignments – Internal to UCA, 8
Administrative Data-Permanent Data, 4
Administrative Data-Yearly Data, 5
Education, 9
External Connections and Partnerships, 10
Government, 7
Military, 7
Personal and Contact Information, 3
Instructional Activities
Academic Advising, 13
Annual Professional Development Goals, 40
Annual Teaching Goals, 39
Directed Group Student Learning, 15
Directed Individual Student Learning, 14
Dissertation Committee Member, 14
Doctoral Advisory Member, 14
Field Experience, 15
Group Research, 15
Honors Thesis Advisor, 14
Honors Thesis Committee Member, 14
Honors Tutorial Advisor, 14
Independent Research Advisor, 14
Independent Study Abroad Advisor, 14
Masters Thesis Committee Member, 14
Reassigned Time, 13
Scheduled Curriculum Development, 15
Scheduled Teaching, 12
Service Learning, 15
Study Abroad, 15
Study Abroad Advisor, 14
SURF Advisor, 14
Teaching Activity Supervisor, 14
Professional Development and Recognition
Annual Professional Development Goals, 40
Awards and Honors, 24
Conference, 24
Continuing Education Program, 24
Course Beyond Last Degree, 24
Course Towards Degree, 24
Faculty Development Activities Attended, 24
Faculty Fellowship, 24
Faculty Internship, 24
Licensures and Certifications, 25
Medical Fellowship, 24
Medical Internship, 24
Medical Residency, 24
Professional Memberships, 23
Self-study Program, 24
Seminar, 24
Tutorial, 24
Workshop, 24
Scholarship/Research/Creative Activities
Actor, 17
Announcer, 17
Annual Scholarly Goals, 39
Art Exhibition, 17
Art Works in Publication, 18
Article, 18
Artist, 17
Artistic and Professional Performances and Exhibits, 17
Author, 21
Author, 17
Author and Presenter, 21
Author and Presenter, 17
Book, 18
Book Review, 18
Chapter, 18
Cinematographer, 17
Colloquium Panel, 21, 22
Composer, 17
Conductor, 17
Conference Proceeding, 18
Contract, 17
Costume Designer, 18
Dancer, 17
Demonstrations, 21, 22
Designer, 17
Director, 17
Discussant, 21
Discussant, 17
Dramaturg, 17
Editor, 17
<table>
<thead>
<tr>
<th>Role</th>
<th>Pages</th>
</tr>
</thead>
<tbody>
<tr>
<td>Guest Lecture</td>
<td>34</td>
</tr>
<tr>
<td>Guest Speaker</td>
<td>35</td>
</tr>
<tr>
<td>Health Care Provider</td>
<td>35</td>
</tr>
<tr>
<td>Judge</td>
<td>35</td>
</tr>
<tr>
<td>Leader</td>
<td>32</td>
</tr>
<tr>
<td>Majors Fair</td>
<td>26</td>
</tr>
<tr>
<td>Member</td>
<td>30, 32, 35</td>
</tr>
<tr>
<td>Moderator</td>
<td>32</td>
</tr>
<tr>
<td>Non-Credit Instruction Taught</td>
<td>34</td>
</tr>
<tr>
<td>Planning Committee Member</td>
<td>32</td>
</tr>
<tr>
<td>Prepare/Grade Certification Exams</td>
<td>32</td>
</tr>
<tr>
<td>President</td>
<td>32</td>
</tr>
<tr>
<td>President-Elect</td>
<td>32, 35</td>
</tr>
<tr>
<td>President-Past</td>
<td>32, 35</td>
</tr>
<tr>
<td>Professional</td>
<td>32</td>
</tr>
<tr>
<td>Program Chair</td>
<td>32</td>
</tr>
<tr>
<td>Program Co-Chair</td>
<td>32</td>
</tr>
<tr>
<td>Program Director/Coordinator</td>
<td>30</td>
</tr>
<tr>
<td>Public</td>
<td>35</td>
</tr>
<tr>
<td>Reviewer, Ad Hoc</td>
<td>32</td>
</tr>
<tr>
<td>Reviewer, Book</td>
<td>32</td>
</tr>
<tr>
<td>Reviewer, Conference</td>
<td>32</td>
</tr>
<tr>
<td>Reviewer, Grant Proposal</td>
<td>32</td>
</tr>
<tr>
<td>Reviewer, Journal</td>
<td>32</td>
</tr>
<tr>
<td>Reviewer, Program Proposal</td>
<td>32</td>
</tr>
<tr>
<td>Reviewer, Textbook</td>
<td>32</td>
</tr>
<tr>
<td>Reviewer, Academic Program</td>
<td>32</td>
</tr>
<tr>
<td>Secretary</td>
<td>30, 32, 35</td>
</tr>
<tr>
<td>Session Chair</td>
<td>30, 32, 35</td>
</tr>
<tr>
<td>Student Activities</td>
<td>31</td>
</tr>
<tr>
<td>Treasurer</td>
<td>32, 35</td>
</tr>
<tr>
<td>Trustee</td>
<td>35</td>
</tr>
<tr>
<td>University</td>
<td>26</td>
</tr>
<tr>
<td>Vice President</td>
<td>32, 35</td>
</tr>
<tr>
<td>Workshop Organizer</td>
<td>30, 32, 35</td>
</tr>
</tbody>
</table>