

College of Arts, Humanities, and Social Sciences Faculty Success Guide

This manual will help you enter data into Faculty Success 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 *Faculty Success Introduction Guide* at the Office of Institutional Research's website at <u>https://uca.edu/ir/faculty-success/guides/.</u>

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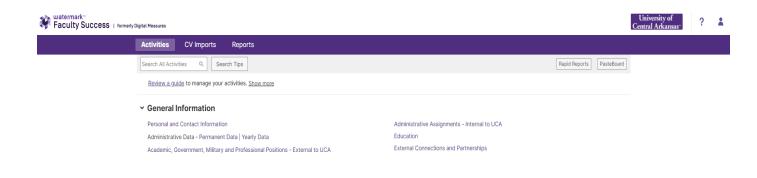
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On the following pages you will find information on what to fill out in each subsection. Fields that are part of the Faculty Annual Self-Evaluation and Planning Report are highlighted in yellow. At the beginning of each subsection, this document will 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

<u>OIR updates the following fields:</u> First Name, Middle Name, Last Name, Suffix, E-mail Address, Date of Birth, Gender, Race/Ethnicity, U.S. Citizen or Permanent Resident?

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ir@uca.edu			Bear Hall
			Bernard Hall
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Tenure Decision Date	
Month 🖶 Day 🚔 Year 🚔	
✤ Ranks Held as UCA (1)	
1st Rank	
Pank A	

Assistant Professor Start Date Month
Month Day Year August 16 2014
End Date

III. Administrative Data – Yearly Data

<u>OIR updates the following fields:</u> 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				Cancel					
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Graduate Faculty ▲ Full									
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February 1 2026 On Leave?									
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Qualified on Tested Experience?									
Explanation of Qualification 🖨									

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

Edit Academic, Government, Military and Professional Positions - External to UCA	Cancel	Save Bave + Add Another
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Month Day Year		

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 <u>and</u> 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., Student Transitions), and associate dean of a college are all examples of administrative assignments.

Edit Administrative Assignments - I	nternal to UCA	Cancel	Save Save	💾 Save + Add Another
Position/Title				
Scope Brief Description of Responsibilities B I U x ² x ₂ O C x ⁴ Start Date			Scope Unive Colleş Depa	ersity
Month Day Year				
Month Day Year				
✤ Accomplishments (1)				
1st Year				Actions 🗸
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VI. Education

<u>OIR updates the following fields:</u> Degree, Explanation of "Other", FICE Code, Institution, Location of Institution, Terminal Degree?, and Year Completed

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VII. External Connections and Partnerships

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		Arts & Culture			-+
Activity:	Type of Activity	Business Development			
Field Trip	•	Community &			
Fundraising	What issue best describes the activity?	Economic			
Recruitment		Development			
Service	Organization	PK-20 Education			
Learning		Human Development			
Speaker	Primary Contact Person	Governance and Policy			
Other		Science and Tech.			
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		Public Relations			
	Street Address (Line 2)	Public Health & Safety			
		Environmental Issues			
	City	Other			
	State				
	Country				
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	Note: For activities that you started but have not yet presently completed, specify the start date and leave the end date blank.				
	Start Date				
	Month Day Year				
	End Date				
	Month Day Year				

Instructional Activities

The Instructional Activities section is the second section under the main menu. This section includes the following subsections:

- I. Scheduled Teaching
- II. Evaluation Results
- III. Reassigned Time
- IV. Academic Advising
- V. Directed Individual Student Learning
- VI. Directed Group Student Learning
- VII. Curriculum Development
- ➤ Instructional Activities

Teaching - Scheduled Teaching | Evaluation Results Reassigned Time Academic Advising Directed Individual Student Learning (e.g., independent study, theses, dissertations) Directed Group Student Learning (e.g., field experience, service learning, study abroad) Curriculum Development

I. Scheduled Teaching

OIR updates all fields on the following screen.

Edit Scheduled Teaching			Cancel
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Term and Year			
TermYearFall2016			
Course Name			
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Course Prefix 🚔 MATH	Course Number 🔒 1491		
CRN 0 12345			
Enrollment a			
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Number of Students Earning a D A			
Number of Students Earning an F			
Number of Students Withdrawing (W/WF/WP)			
Number of Students with an Other Grade 🚔			

II. Evaluation Results

Edit Evaluation Results

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Teaching Methods 🖴			
5			
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Overall Course Effectiveness 🖴			
Course Developed Abilities/Skills			
Course Organized 🚔			
Course Critical Thinking 🖴			
Overall Instructor Effectiveness 角			
Instructor Organized 🖴			
Instructor Concepts Clear 🖴			
Instructor Helpful 🏛			
Instructor Feedback 🚔			
Instructor Student Participation 🚔			
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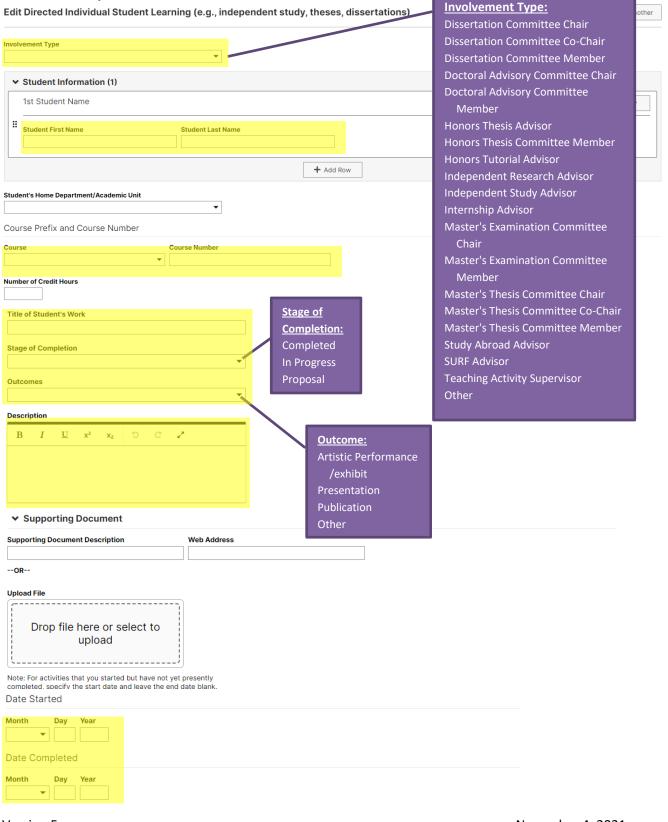
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1st Reassigned Time Type			
Type Administrative Services	Credit Hours Reassigned 3	Official Reassign-time Activities	

IV. Academic Advising

Edit Academic Advising		Cancel	🗎 Save	📙 Save + Add Another
Term and Year Year Spring 2017	<u>Terms:</u> Fall Fall six months			
Number of Undergraduate Advisees 20	Spring Spring six months Summer			
Number of Graduate Advisees	Summer			

Cancel

V. Directed Individual Student Learning (eg. Independent study, thesis, dissertations)



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VI. Directed Group Student Learning (eg. Field experience, service learning, study abroad)

Edit Directed Group Student Learning (e.g.,	field experience, service le	earning, study abroad)	Cancel	🗎 Save 📙	Save + Add Another
Type of Activity		Type of Acti			
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Month Day Year Date Completed					
Month Day Year					

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VII. Curriculum Development

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Describe any new courses, programs, or other curriculum changes you proposed or helped develop.								
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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

Scholarship/Research/Creative Activities

Artistic and Professional Performances and Exhibits

Presentations

Publications

Grants and Contracts

I. Artistic and Professional Performances and Exhibits

Edit Artistic and Professional Performances and Exhibits	Cancel	Save 🗄 Save + Add Another	
Type of Work Art Exhibition Work/Exhibit Title Faces of Arkansas: Selections of Portraiture from RAM's Permanent Col Name of Performing Group		Type of Work: Art Exhibition Film Internet Broadcast Music Radio Broadcast Television Broadcast Theatre Work in Progress	
Sponsor Ft. Smith Regional Art Museum		Other	
Location (City, State, Country) Ft. Smith, Arkansas, USA			
 Performers/Exhibitors/Lecturers (1) Please either select a person from the drop-down list or enter their name in the input fields. 			
1st Performer/Exhibitor/Lecturer			Actions 🗸
People at University of Central Arkansas First Name Test, Test (aabbey) Test	Middle Name/Initial	Last Name Test	
Role If a student, what is his/her level? Cinematographer	Add Row	Role: Actor Announcer	
Was this academic or non-academic? Scope Scope Was this peer-reviewed/refereed? National Regional State Local		Artist Cinematographer Composer Conductor Costume Designer Dancer Designer Director Dramaturg	
Was this by audition, commission, competition or invitation?		Editor Exhibitor Host Interviewer Lecturer Lighting Designer Manager Marketer Performer Producer Reporter Set Designer Sound Editor	
Version 5 https://uca.edu/ir/faculty-success/guides/.		Sound Editor Sound Effects Desig Visual Editor Visual Effects Desig Writer	

I. Artistic and Professional Performances and Exhibits (Continued)

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II. Publications

Contribution Type Options:

<u>contribution rype options:</u>	
Art Works in Publication	Music Composition
Article in Academic Journal	Newsletter
Article in In-House Journal	Newspaper Article
Article in Professional Journal	Newspaper Editorial
Article in Public or Trade Journal	Nonfiction in Anthology
Book Review	Nonfiction in Online Journal
Book, Nonfiction	Nonfiction in Print Journal
Book, Novel	Photography in Publication
Book, Play	Play in Anthology
Book, Poetry	Play in Online Journal
Book, Scholarly-New	Play in Print Journal
Book, Scholarly-Revised	Poetry in Anthology
Book, Short Fiction	Poetry in Online Journal
Book, Textbook-New	Poetry in Print Journal
Book, Textbook-Revised	Regular Column in Journal or Newspaper
Chapter in Scholarly Book-New	Research Report
Chapter in Scholarly Book-Revised	Short Fiction in Anthology
Chapter in Textbook-New	Short Fiction in Online Journal
Chapter in Textbook-Revised	Short Fiction in Print Journal
Conference Proceeding	Software
Instructor's Manual	Software, Instructional
Interview	Study Guide
Law Review	Technical Report
Magazine/Trade Publication	Translation or Transcription
Manuscript	Working Paper
Material Regarding New Courses/Curricula	Written Case with Instructional Material
Monograph	Other

Edit Publications

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~	Authors (1) Please order the authors in the order of authorship. Please either select a person from the drop-down lis fields. 1st Author	st or enter their name in the input				Actions 🗸
	People at University of Central Arkansas	First Name	Middle Name/Initial	Last N	lame	
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	If a student, what is his/her level?					
		<u>Student Level:</u> Undergraduate Graduate	+ Add Row Additional aut added by clicki			

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II. Publications (continued)

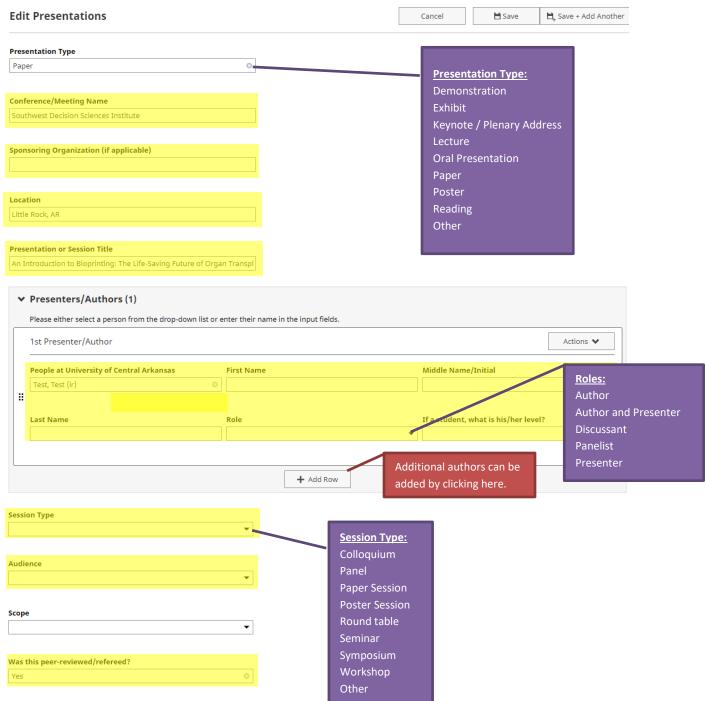
Journal/Publisher/Proceedings Publisher		
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State or Country of Publisher		
Volume		
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		Accepted

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II. Publications (continued)

Date Project Started	
Month Day Year	
Date Project Ended	
Month Day Year	
Date Submitted	
Month Day Year	
Date Accepted	
Month Day Year	
Date Published	
Month Day	Year

III. Presentations



III. Presentations (Continued)

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III. Presentations (Continued) Supporting Document

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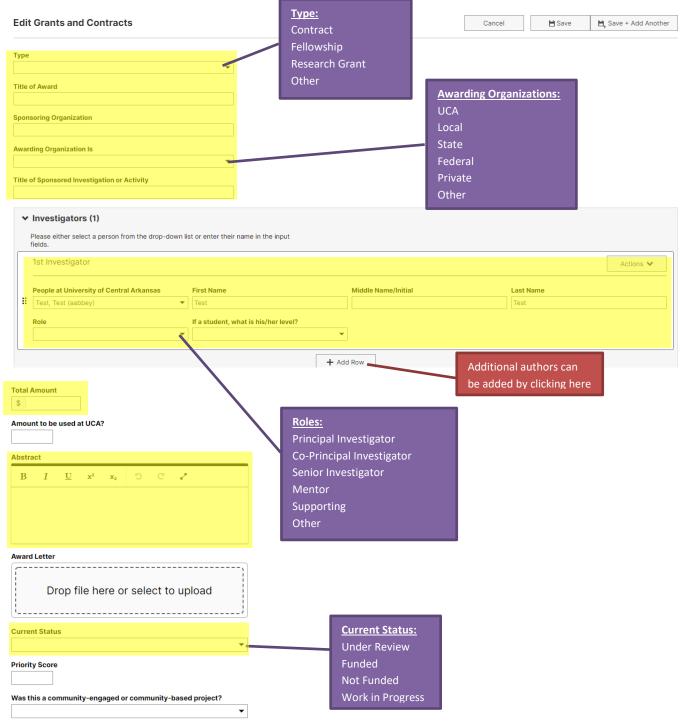
Date Project Started

Month	Day	Year	
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Date Project Ended

Month	Day	Year
•		

IV. Grants and Contracts



IV. Grants and Contracts (Continued) Supporting Document

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Month Day Year	
Date Project Ended	
Month Day Year	
Date Submitted for Funding	
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Start Date of Funding	
Month Day Year	
End Date of Funding	
Month Day Year	

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

Professional Development and Recognition

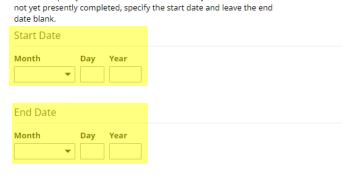
Professional Memberships Faculty Development Activities Attended Awards and Honors Licensures and Certifications

I. Professional Memberships

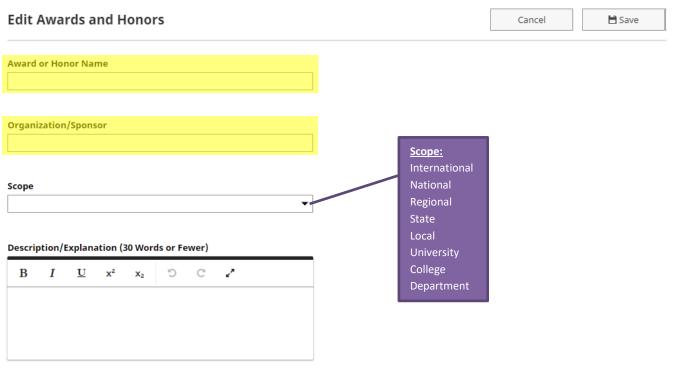
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Abbreviation of Organization		
Scope of Organization		
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Month Year		
End Date		
Month Year		

II. Faculty Development Activities Attended

Edit Faculty Development Activities Att	ended	Cancel	E Save
Activity Type	*		<u>Activity Type:</u> Conference
Title/Course/Conference Name			Continuing Education Program Course Towards a Degree
Course Prefix and Course Number			Course Beyond Last Degree Faculty Fellowship
Course Prefix	Course Number		Faculty Internship
			Medical Fellowship
			Medical Internship
Organization/Institution			Medical Residency
			Self-study Program Seminar
			Tutorial
City			Workshop
			Other
State			
	~		
Country			
Number of Credit Hours	Activity Type Instructiona		
Type of Development	Scholarly Other		
Description			
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Note: For activities that are/were only on one day, leave t blank and specify the end date. For activities that you sta			



III. Awards and Honors

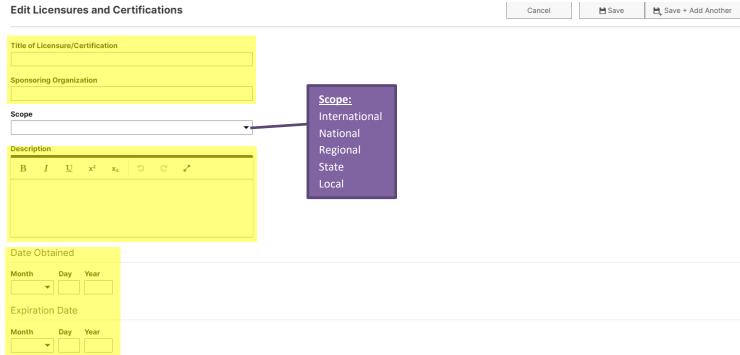


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IV. Licensures and Certifications



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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

Service Activities

University	Professional
College	Non-Credit Instruction Taught
Department/Academic Unit	Public
Student Activities	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 Version 5 https://uca.edu/ir/faculty-success/guides/.

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

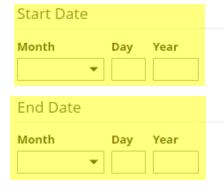
Program Director Secretary Senator Session Chair Vice-President Workshop Organizer Other

> November 4, 2021 Page | 36

I. University (continued)

Edit University	Cancel	🗎 Save	B ₊ Save + Add Another
Committee/Program/Organizatio	n Name	*	Reference
Position/Role		T	page 36 for options.
Were you elected or appointed? Was this compensated or pro bon	o?	•	If your role changes, <u>do</u> <u>not edit</u> the item. Create one with the new role and new start date.
Served Ex-Officio? Responsibilities/Brief Description (30 Words or Fewer)	•	
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Brief Description of Key Accomplish	nments		
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Note: For activities that are/	•		

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.



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. <u>Only</u> if your role changes or you leave and come back at a later date should you create a new item.

Version 5 https://uca.edu/ir/faculty-success/guides/.

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:

CAHSS Committee on Committees CAHSS Curriculum & Assessment Committee CAHSS Diversity Committee CAHSS EDGE (Educating for Diversity and Global Engagement) Committee **CAHSS Recruitment and Retention Committee CAHSS Research Committee CAHSS Tenure & Promotion Committee 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 and Assessment Committee **CHBS Curriculum Committee** CHBS Diversity Committee **CHBS Interprofessional Education Committee** CHBS Research Committee **CHBS Residential College Advisory Committee CHBS Simulation Advisory 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 College Executive Committee**

Position/Role Options:

Committee Chair Event Coordinator Faculty Advisor Faculty Mentor Guest Speaker Member

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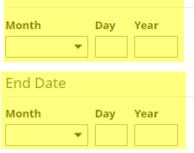
COB Curriculum & Assessment Committee **COB** Diversity Committee COB Faculty Development/Research Committee **COB Faculty Excellence Committee COB** International Programs Committee COB Maintenance of Accreditation Committee **COB Promotion & Tenure Committee COB Strategic Planning Committee COB Syllabus Committee COE Alumni Executive Committee COE** Awards Committee COE Candidate Quality, Recruitment, and Selectivity Committee **COE Clinical Partnerships and Practice Committee** COE Content and Pedagogical Knowledge Committee **COE Curriculum & Assessment Committee COE** Diversity Committee **COE Graduate Program Directors COE Hospitality Committee** COE Introduction to Teaching & Teacher Cadet Committee **COE Professional Education Committee COE Program Impact Committee COE Publicity Committee COE** Research Committee **COE Scholarship Committee - Graduate** COE Scholarship Committee - Undergraduate **COE Technology & Distance Education Committee COE Tenure & Promotion Committee** COE Undergraduate Program Directors Education for Diversity and Global Engagement (EDGE) Committee HPaW Taskforce Interdisciplinary Liberal Studies (ILS) Degree Committee Other

Program Director Secretary Session Chair Workshop Organizer Other

II. College (continued)

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Committee/Program/Organization	n Name	•	Reference page 38 for options.
Were you elected or appointed? Was this compensated or pro bond	o?	•	If your role changes, <u>do</u> <u>not edit</u> the item. Create one with the new role and new start date.
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These dates reflect the time for a specific role and are used in reporting. Dates should reflect service at a certain position/role. If you serve as a member for two years, create one item with a time span of two years and not two separate items for each year. <u>Only</u> if your role changes or you leave and come back at a later date should you create a new item.

III. Department/Academic Unit

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Committee/Program	/Organization Nan	10		If your role changes, <u>d</u> not edit the item. Crea one with the new role and new start date.
Position/Role			-	
Were you elected or a			•	Position/Role: Committee Chair Event Coordinator Faculty Advisor
Was this compensate	d or pro bono?		_	Faculty Mentor
			•	Member
Responsibilities/Brie	f Description (30 W	/ords or Fewer)	_	Program Director / Coordinator
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Start Date



These dates reflect the time for a specific role and are used in reporting. Dates should reflect service at a certain position/role. If you serve as a member for two years, create one item with a time span of two years and not two separate items for each year. <u>Only</u> if your role changes or you leave and come back at a later date should you create a new item.

IV. Student Activities

Edit Student Activities Cancel	🗎 Save	B ₄ Save + Add Another]
Name of Student Activity or Group			-
Type of Activity Position/Role Were you elected or appointed? Was this compensated or pro bono? Responsibilities/Brief Description (30 Words or Fewer) B I I x² x₂ C x [*]		Position/Role: Advisor Chair Co-Chair Coordinator/ Organizer Discussant Facilitator Guest Speaker Judge Leader Lecturer Mentor Moderator Panelist Presenter	Activity: Competition Exhibition Honor Society Learning Community Research Conference Residence Hall Student Organization Other
Brief Description of Key Accomplishments		Sponsor Other	
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V. Professional

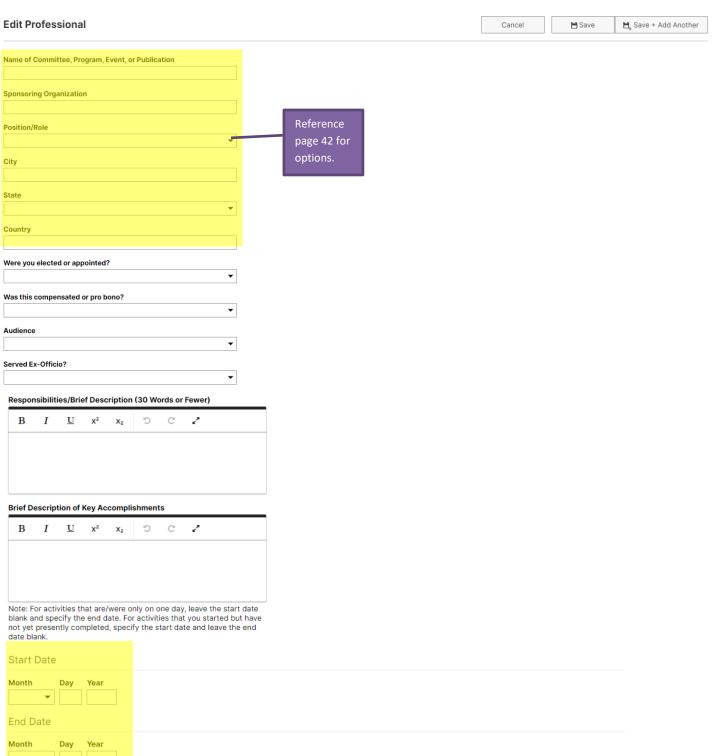
Examples of information to be stored on this screen include service to a professional organization, as an academic program reviewer or member of a program review team, or as an editorial board member.

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)



VI. Non-Credit Instruction Taught

Examples of information stored here could include guest lecturing in a class, teaching a noncredit course, conducting a CPA exam review, and other such activities.

Edit Non-Credit Instruction Taught

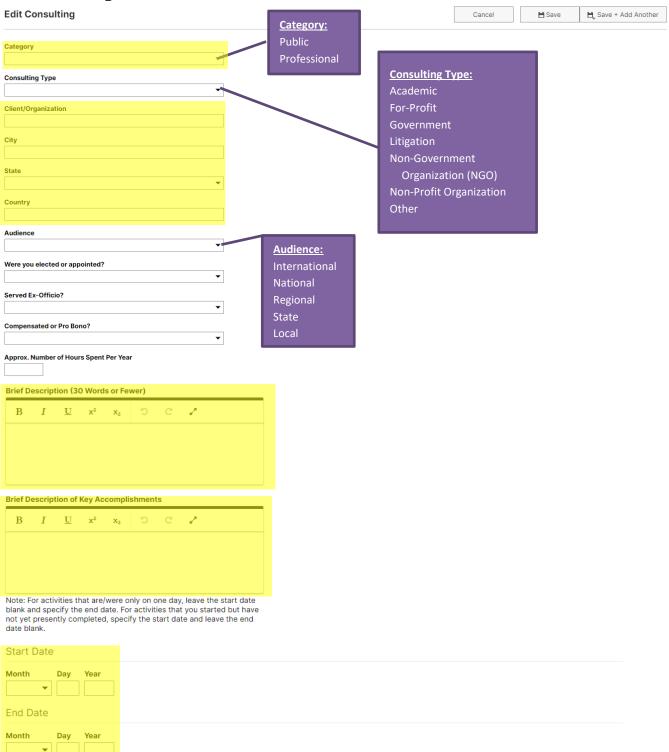
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Number of Participants Academic or Professional?	Tutoring Workshop Other
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Month Day Year	

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.

Edit Public		Cancel	🗎 Save	₿, Save + Add Another
Organization/Committee/Program Name	Position/Role:			
	Advisor			
Position/Role	Board Member			
	Chair			
City	Coordinator/Organizer			
State	Director			
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Country	Guest Speaker			
	Health Care Provider			
Were you elected or appointed?	Judge			
Was this compensated or pro bono?	Member			
· · · · · · · · · · · · · · · · · · ·	President			
Audience	President-Elect			
	President-Past			
Served Ex-Officio?	Secretary			
Responsibilities/Brief Description (30 Words or Fewer)	Session Chair			
$B I \underline{U} x^2 x_2 \mathfrak{I} \mathfrak{I} \mathfrak{C} \mathfrak{c}^*$	Treasurer			
	Trustee			
	Vice President			
	Workshop Organizer			
	Other			
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not yet presently completed, specify the start date and leave the end date blank.				
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Month Day Year				
End Date				
Month Day Year				
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VIII. Consulting



Faculty Annual Self-Evaluation and Planning Reports

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

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

Faculty Annual Self-Evaluation and Planning Reports

Other Instructional, Scholarship, Professional Development, and Service - Not Reported Elsewhere

Annual Teaching Goals

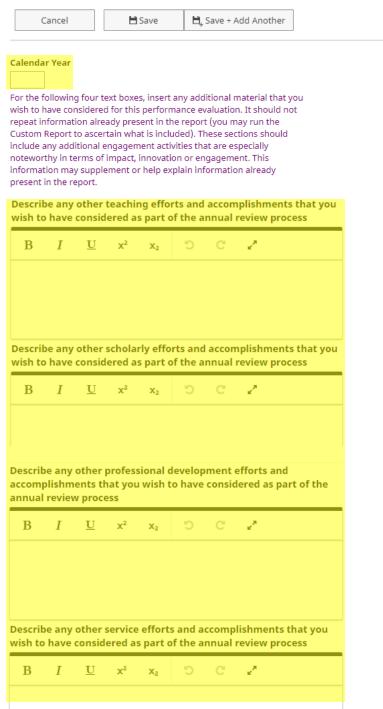
Annual Scholarly Goals

Annual Professional Development Goals Annual Service Goals Archived Reports

I. Other Instructional, Scholarship, Professional Development, and Service – Not Reported Elsewhere

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

Edit Other Instructional, Scholarship, Professional Development, and Service - Not Reported Elsewhere



II. Annual Teaching Goals

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III. Annual Scholarly Goals

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IV Annual Professional Development Goals

Professional goals and their results are stored here and is all entered by faculty.

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VI. Archived Reports

Edit Archived Reports	Cancel	🗎 Save	🗎 Save + Add Another
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Faculty Electronic Signature			
Faculty Signature Date			
Month Day Year			
As the chair/school director, I agree with this document.			
Chair Electronic Signature			
Chair/Director Signature Date			
Month Day Year			

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