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

Table of Contents

On the following pages you will find information on what to fill out in each subsection. Fields that are part of the <mark>Faculty Annual Self-Evaluation and Planning Report</mark> are <mark>highlighted in yellow</mark>. 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 <mark>highlighted in green</mark> 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?

E-Mail Address 🔒

ir@uca.edu

Building Where Your Office is Located

[▼]

Office Room Number

[   ]

Office Phone

Office Phone Areacode   **Office Phone Prefix**   **Office Phone Suffix**

[   ]   [   ]   [   ]

Department Phone

Department Phone Areacode   **Department Phone Prefix**   **Department Phone S**

[   ]   [   ]   [   ]

Fax

Fax Areacode   **Fax Prefix**   **Fax Suffix**

[   ]   [   ]   [   ]

Date of Birth

Month 🔒   **Day** 🔒   **Year** 🔒

Gender 🔒

Race/Ethnicity 🔒 ❓

U.S. Citizen or Permanent Resident? 🔒

Brief Biography (30 Words or Fewer)

B	*I*	U̲	x²	x₂	↺	↻	⤢

[   ]

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

Teaching Interest(s)

B	*I*	U	x²	x₂	↺	C	↗

Scholarship/Research Interest(s) ❓

B	*I*	U	x²	x₂	↺	C	↗

II. Administrative Data – Permanent Data

All fields on this screen will be updated by OIR

Edit Permanent Data   [Cancel]

You do not have access to modify the fields on this screen. If changes
are needed, contact your Digital Measures Administrator, Amber Hall.

Start Date at University of Central Arkansas

Month 🔒 Day 🔒 Year 🔒

Tenure Decision Date

Month 🔒 Day 🔒 Year 🔒

▼ **Ranks Held as UCA (1)**

1st Rank

Rank 🔒
Assistant Professor

Start Date

Month * 🔒 **Day** 🔒 **Year** * 🔒
August   16   2014

End Date

Month 🔒 **Day** 🔒 **Year** 🔒

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   Cancel

You do not have access to modify the fields on this screen. If changes are needed,
contact your Watermark Faculty Success Administrator, Amber Hall.

Academic Year 🔒
2021-2022

⌄ College and Department/Academic Unit (1)

1st College and Department/Academic Unit

College	Department/Academic Unit	Discipline	AACSB Specialty
Arts, Humanities, and Social Sciences	English		

Faculty Rank 🔒
Professor

Faculty Rank Abbreviation for Roster 🔒
PR

Tenure Status 🔒
Tenured

Tenure Status Abbreviation for Roster 🔒
TN

Graduate Faculty 🔒
Full

Graduate Faculty Expiration Date

Month 🔒	Day 🔒	Year 🔒
February	1	2026

On Leave?

On Leave? 🔒
None

Leave Start Date

Month 🔒 Day 🔒 Year 🔒

Leave End Date

Month 🔒 Day 🔒 Year 🔒

Date of Last Rank Promotion

Month 🔒 Day 🔒 Year 🔒

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] [💾 Save + Add Another]

Experience Type

[▼]

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

Organization

[ ]

City

[ ]

State

[▼]

Country

[ ]

Title/Rank/Position

[▼]

Was/is this your own company?

[▼]

Description for Professional Positions (30 Words or Fewer)

| **B** | *I* | U̲ | x² | x₂ | ↺ | ↻ | ↗ |

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
[▼]	[ ]	[ ]

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.

VI. Education

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

Edit Education
Cancel   💾 Save

You do not have access to modify some of the fields on this screen. If changes are needed, contact your Watermark Faculty Success Administrator, Amber Hall.

Degree 🔒
PHD

FICE Code 🔒
001092

Institution 🔒
University of Central Arkansas

Location of Institution 🔒
Conway, AR

> Major (1)

Dissertation/Thesis Title
[   ]

Honor/Distinction (Latin)
[▼]

> **Honor/Distinction:**
> Cum Laude
> Magna Cum Laude
> Summa Cum Laude
> Egregia Cum Laude

Other Honors/Distinction
[   ]

Highest or Qualifying Degree?
[▼]

> **Select "Yes" for highest degree earned.**

Terminal Degree? 🔒
Yes

Transcript
```
Drop file here or select to upload
```

Date Completed

Year 🔒
2012

∨ Associated Coursework (1)

1st Course   Actions ∨

Title
[   ]

⠿ Course Prefix and Course Number

Course Prefix   **Course Number**
[   ]   [   ]

Credit Hours
[   ]

➕ Add Row

VII. External Connections and Partnerships

Edit 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

Cancel   Save   Save + Add Another

Type of Activity

What issue best describes the activity?

Organization

Primary Contact Person

Street Address (Line 1)

Street Address (Line 2)

City

State

Country

Phone Number

Phone Number Area Code   **Phone Number Prefix**   **Phone Number Suffix**

E-mail Address

Website

Description (30 Words or Fewer)

B   I   U   x²   x₂

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

You do not have access to modify the fields on this screen. If changes are needed,
contact your Watermark Faculty Success Administrator, Amber Hall.

Term and Year

Term 🔒 **Year** 🔒
Fall   2016

Course Name 🔒
APPLIED CALCULUS FOR LIFE SCI

Course Prefix and Course Number

Course Prefix 🔒   **Course Number** 🔒
MATH   1491

CRN 🔒
012345

Enrollment 🔒
10

Number of Credit Hours 🔒
4

Degree Program 🔒

Course College 🔒
Natural Sciences and Mathematics

Course Department 🔒
Mathematics

⌄ Instructors (1)

1st Instructor

Instructor Name
Test, Test (aabbey)

Delivery Mode 🔒
Traditional

Number of Students Earning an A 🔒
2

Number of Students Earning a B 🔒
2

Number of Students Earning a C 🔒
2

Number of Students Earning a D 🔒
2

Number of Students Earning an F 🔒
2

Number of Students Withdrawing (W/WF/WP) 🔒
1

Number of Students with an Other Grade 🔒

II. Evaluation Results

Edit Evaluation Results

Cancel   Save

You do not have access to modify some of the fields on this screen. If changes are needed, contact your Watermark Faculty Success Administrator, Amber Hall.

Term

Fall 2016, MATH 1390, 012346

How Much Learned 🔒
5

Teaching Methods 🔒
5

Course Materials 🔒
5

Overall Course Effectiveness 🔒

Course Developed Abilities/Skills 🔒

Course Organized 🔒

Course Critical Thinking 🔒

Overall Instructor Effectiveness 🔒

Instructor Organized 🔒

Instructor Concepts Clear 🔒

Instructor Helpful 🔒

Instructor Feedback 🔒

Instructor Student Participation 🔒

Responses Received 🔒
10

Teaching Evaluation

Replace file here or select to upload

Test DM Document-1.pdf (83.05 KB) 🗑

Store teaching evaluation pdfs here

III. Reassigned Time

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

Edit Reassigned Time

Cancel

You do not have access to modify the fields on this screen. If changes are needed, contact your Watermark Faculty Success Administrator, Amber Hall.

Term and Year

Term 🔒 Year 🔒
Fall   2021

∨ Reassigned Time Type (1)

1st Reassigned Time Type

Type	Credit Hours Reassigned	Official Reassign-time Activities
Administrative Services	3	

IV. Academic Advising

Edit Academic Advising

Cancel   💾 Save   💾 Save + Add Another

Term and Year

Term   Year*
Spring   2017

Number of Undergraduate Advisees
20

Number of Graduate Advisees
5

Terms:
Fall
Fall six months
Spring
Spring six months
Summer

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

Edit Directed Individual Student Learning (e.g., independent study, theses, dissertations)

Involvement Type

Student Information (1)

1st Student Name

Student First Name | **Student Last Name**

+ Add Row

Student's Home Department/Academic Unit

Course Prefix and Course Number

Course | **Course Number**

Number of Credit Hours

Title of Student's Work

Stage of Completion

Outcomes

Description

B I U x² x₂

Supporting Document

Supporting Document Description | **Web Address**

--OR--

Upload File

Drop file here or select to upload

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

Date Started

Month **Day** **Year**

Date Completed

Month **Day** **Year**

Involvement Type:
Dissertation Committee Chair
Dissertation Committee Co-Chair
Dissertation Committee Member
Doctoral Advisory Committee Chair
Doctoral Advisory Committee
    Member
Honors Thesis Advisor
Honors Thesis Committee Member
Honors Tutorial Advisor
Independent Research Advisor
Independent Study Advisor
Internship Advisor
Master's Examination Committee
    Chair
Master's Examination Committee
    Member
Master's Thesis Committee Chair
Master's Thesis Committee Co-Chair
Master's Thesis Committee Member
Study Abroad Advisor
SURF Advisor
Teaching Activity Supervisor
Other

Stage of Completion:
Completed
In Progress
Proposal

Outcome:
Artistic Performance
    /exhibit
Presentation
Publication
Other

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

Edit Directed Group Student Learning (e.g., field experience, service learning, study abroad)   Cancel   Save   Save + Add Another

Type of Activity

Course Prefix and Course Number

Course   **Course Number**

Number of Credit Hours

Stage of Completion

Outcomes

Description

B   I   U   x²   x₂   ↺   ↻   ↗

Type of Activity:
Field Experience
Group Research
Service Learning
Study Abroad
Other

Stage of Completion:
Completed
In Progress
Proposal

Outcome:
Artistic Performance
     /Exhibit
Presentation
Publication
Other

∨ Supporting Document

Supporting Document Description   **Web Address**

--OR--

Upload File

Drop file here or select to upload

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

Date Started

Month   **Day**   **Year**

Date Completed

Month   **Day**   **Year**

VII. Curriculum Development

Edit Curriculum Development

Cancel | Save | Save + Add Another

Calendar Year

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

B I U x² x₂ ↺ ↻ ↗

Supporting Document

File Description

Upload File

Drop file here or select to upload

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

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

Work/Exhibit Title
Faces of Arkansas: Selections of Portraiture from RAM's Permanent Col

Name of Performing Group

Sponsor
Ft. Smith Regional Art Museum

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	Middle Name/Initial	Last Name
Test, Test (aabbey)	Test	TT	Test

Role | **If a student, what is his/her level?**
Cinematographer |

+ Add Row

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

Was this academic or non-academic?

Scope

Scope:
International
National
Regional
State
Local

Was this peer-reviewed/refereed?

Invited or Accepted?

Was this by audition, commission, competition or invitation?

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

I. Artistic and Professional Performances and Exhibits (Continued)

Description (50 Words or Fewer)

B   *I*   U   x²   x₂   ↺   ↻   ⤢

Supporting Document

Supporting Document Description

Web Address

--OR--

File

Drop file here or select to upload

Date Project Started

Month	Day	Year

Date Project Ended

Month	Day	Year

Start Date

Month	Day	Year*
January		2013

End Date

Month	Day	Year*
February		2013

II. Publications

Contribution Type Options:

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   Cancel   Save   Save + Add Another

Contribution Type

Reference above list for options

Title of Contribution

If this is part of a larger work (e.g., a chapter in a book), Title of Larger Work

∨ Authors (1)

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

1st Author   Actions ∨

People at University of Central Arkansas   First Name   Middle Name/Initial   Last Name
Test, Test (aabbey)   Test   Test

If a student, what is his/her level?

Student Level:
Undergraduate
Graduate

+ Add Row

Additional authors can be added by clicking here.

II. Publications (continued)

Journal/Publisher/Proceedings Publisher

City of Publisher

State or Country of Publisher

Volume

Issue Number/Edition

Page Numbers or Number of Pages

Web Address

Editor(s)

ISBN/ISSN Number/Case #

Audience of Circulation

▼

Was this peer-reviewed/refereed?

▼

Was this invited?

▼

Acceptance Rate

%

Impact Factor

Is this publicly available?

▼

Abstract/Synopsis

| B | I | U | x² | x₂ | ↺ | ↻ | ↗ |

Was this a community-engaged or community-based project?

▼

Supporting Document

Supporting Document Description

File

Drop file here or select to upload

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

Current Status

▼

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

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

Edit Presentations

[Cancel] [Save] [Save + Add Another]

Presentation Type

Paper

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

Conference/Meeting Name

Southwest Decision Sciences Institute

Sponsoring Organization (if applicable)

Location

Little Rock, AR

Presentation or Session Title

An Introduction to Bioprinting: The Life-Saving Future of Organ Transpl

▼ Presenters/Authors (1)

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

1st Presenter/Author   [Actions ▼]

People at University of Central Arkansas   **First Name**   **Middle Name/Initial**

Test, Test (ir)

Last Name   **Role**   **If a student, what is his/her level?**

Roles:
Author
Author and Presenter
Discussant
Panelist
Presenter

[+ Add Row]

Additional authors can be added by clicking here.

Session Type

Session Type:
Colloquium
Panel
Paper Session
Poster Session
Round table
Seminar
Symposium
Workshop
Other

Audience

Scope

Was this peer-reviewed/refereed?

Yes

III. Presentations (Continued)

Was this invited?

[dropdown]

Current Status

Accepted/Presented

Current Status:
Accepted
Not Accepted
Presented
Under Review
Work in Progress

Published in Proceedings?

[dropdown]

Published Elsewhere?

[dropdown]

Acceptance Rate

[____] %

Was this a community-engaged or community-based project?

[dropdown]

Abstract/Synopsis (30 Words or Fewer)

B I U x^2 x_2 ↺ ↻ ↗

III. Presentations (Continued)

Supporting Document

Supporting Document Description

Web Address

--OR--

File

Drop file here or select to upload

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

Date Project Started

Month	Day	Year

Date Project Ended

Month	Day	Year

Date Presented

Month	Day	Year

IV. Grants and Contracts

Edit Grants and Contracts

Cancel | Save | Save + Add Another

Type

Type:
Contract
Fellowship
Research Grant
Other

Title of Award

Sponsoring Organization

Awarding Organization Is

Awarding Organizations:
UCA
Local
State
Federal
Private
Other

Title of Sponsored Investigation or Activity

Investigators (1)

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

1st Investigator

Actions ⌄

| People at University of Central Arkansas | First Name | Middle Name/Initial | Last Name |
| Test, Test (aabbey) | Test | | Test |

Role

If a student, what is his/her level?

+ Add Row

Additional authors can be added by clicking here

Total Amount
$

Amount to be used at UCA?

Roles:
Principal Investigator
Co-Principal Investigator
Senior Investigator
Mentor
Supporting
Other

Abstract

B *I* U x² x₂ ↺ ↻ ⤢

Award Letter

Drop file here or select to upload

Current Status

Current Status:
Under Review
Funded
Not Funded
Work in Progress

Priority Score

Was this a community-engaged or community-based project?

IV. Grants and Contracts (Continued)

Supporting Document

File Description

File

Drop file here or select to upload

Date Project Started

Month	Day	Year
▼		

Date Project Ended

Month	Day	Year
▼		

Date Submitted for Funding

Month	Day	Year
▼		

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

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   Awards and Honors

Faculty Development Activities Attended   Licensures and Certifications

I. Professional Memberships

Edit Professional Memberships

Cancel   💾 Save

Name of Organization

Abbreviation of Organization

Scope of Organization

Scope of Organization:
International
National
Regional
State
Local

Description of the Organization

B *I* U x² x₂ ↺ ↻ ↗

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   Year

End Date

Month   Year

II. Faculty Development Activities Attended

Edit Faculty Development Activities Attended   [Cancel] [💾 Save]

Activity Type

[▼]

Activity Type:
Conference
Continuing Education
   Program
Course Towards a Degree
Course Beyond Last Degree
Faculty Fellowship
Faculty Internship
Medical Fellowship
Medical Internship
Medical Residency
Self-study Program
Seminar
Tutorial
Workshop
Other

Title/Course/Conference Name

[   ]

Course Prefix and Course Number

Course Prefix   **Course Number**

[   ]   [   ]

Organization/Institution

[   ]

City

[   ]

State

[▼]

Country

[   ]

Number of Credit Hours

[   ]

Activity Type:
Instructional
Scholarly
Other

Type of Development

[▼]

Description

[**B** *I* U̲ x² x₂ ↺ ↻ ⤢]

[   ]

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

Month   **Day** **Year**

[▼]   [   ] [   ]

End Date

Month   **Day** **Year**

[▼]   [   ] [   ]

III. Awards and Honors

Edit Awards and Honors Cancel   Save

Award or Honor Name

Organization/Sponsor

Scope

⌄

Scope:
International
National
Regional
State
Local
University
College
Department

Description/Explanation (30 Words or Fewer)

B *I* U x² x₂ ↺ ↻ ⤢

Supporting Document

File Description   **File**

Drop file here or select to upload

Date Received

Month   **Day**   **Year**
⌄

IV. Licensures and Certifications

Edit Licensures and Certifications

Cancel   Save   Save + Add Another

Title of Licensure/Certification

Sponsoring Organization

Scope

Scope:
International
National
Regional
State
Local

Description

B   I   U x^2 x_2

Date Obtained

Month   Day   Year

Expiration Date

Month   Day   Year

Supporting Document Description

B   I   U x^2 x_2

File

Drop file here or select to upload

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

Majors Fair

Professional Education Council

Public Appearances Committee

Public Art Committee

Public Service Award Committee

Radiation Safety Committee

Research, Scholarship and Creative Activity Award Committee

Sabbatical Leave Review Committee

Scholarship Committee

Sexual Harassment Complaint Committee

SPARC

Sponsored Programs Advisory Committee

Strategic Budget Advisory Committee

Strategic Planning Committee

Student Center Board

Student Evaluation of Teachers Committee

Student Grievance Committee

Student Life Committee

Student Success and Retention Council

Sustainable Environment and Ecological Design Committee

Teaching Excellence Committee

Traffic and Parking Committee

UCA Core Council

Undergraduate Council

University Admissions Committee

University Calendar Committee

University Research Council

University Safety Committee

Other

Position/Role Options:

Committee Chair

Event Coordinator

Faculty Advisor

Faculty Mentor

Guest Speaker

Member

Parliamentarian

President

Program Director

Secretary

Senator

Session Chair

Vice-President

Workshop Organizer

Other

I. University (continued)

Edit University | Cancel | 💾 Save | 💾 Save + Add Another |

Committee/Program/Organization Name
[▼]

Reference page 36 for options.

Position/Role
[▼]

Were you elected or appointed?
[▼]

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

Was this compensated or pro bono?
[▼]

Served Ex-Officio?
[▼]

Responsibilities/Brief Description (30 Words or Fewer)

| B | I | U | x² | x₂ | ↺ | ↻ | ↗ |

Brief Description of Key Accomplishments

| B | I | U | x² | x₂ | ↺ | ↻ | ↗ |

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

| Month | Day | Year |
| [▼] | [ ] | [   ] |

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.

End Date

| Month | Day | Year |
| [▼] | [ ] | [   ] |

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

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

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)

Edit College

| Cancel | 🖫 Save | 🖫 Save + Add Another |

Committee/Program/Organization Name

Reference page 38 for options.

Position/Role

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

Were you elected or appointed?

Was this compensated or pro bono?

Served Ex-Officio?

Responsibilities/Brief Description (30 Words or Fewer)

B I U x² x₂ ↺ ↻ ↗

Brief Description of Key Accomplishments

B I U x² x₂ ↺ ↻ ↗

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

| Month | Day | Year |

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

End Date

| Month | Day | Year |

III. Department/Academic Unit

Edit Department/Academic Unit

Cancel	🖫 Save	🖫 Save + Add Another

Committee/Program/Organization Name

Position/Role

> **If your role changes**, <u>do not edit</u> the item. Create one with the new role and new start date.

> <u>**Position/Role:**</u>
> Committee Chair
> Event Coordinator
> Faculty Advisor
> Faculty Mentor
> Member
> Program Director / Coordinator
> Secretary
> Session Chair
> Workshop Organizer
> Other

Were you elected or appointed?

Was this compensated or pro bono?

Responsibilities/Brief Description (30 Words or Fewer)

B I U x² x₂ ↺ C ↗

Brief Description of Key Accomplishments

B I U x² x₂ ↺ C ↗

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

Month Day Year

End Date

Month Day Year

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

IV. Student Activities

Edit Student Activities   Cancel | 💾 Save | 💾₊ Save + Add Another

Name of Student Activity or Group

[   ]

Type of Activity

[▼]

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

Position/Role

[▼]

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

Were you elected or appointed?

[▼]

Was this compensated or pro bono?

[▼]

Responsibilities/Brief Description (30 Words or Fewer)

B   I   U x^2 x_2 ↺   ↻   ⤢

[   ]

Brief Description of Key Accomplishments

B   I   U x^2 x_2 ↺   ↻   ⤢

[   ]

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

Month   Day   Year
[▼] [ ] [   ]

End Date

Month   Day   Year
[▼] [ ] [   ]

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	President-Elect
Adjudicator	President-Past
Board Member	Program Chair
Chair	Program Co-Chair
Clinician	Reviewer, Academic Program
Co-Chair	Reviewer, Ad Hoc
Conference Chair	Reviewer, Book
Conference Co-Chair	Reviewer, Conference
Coordinator/Organizer	Reviewer, Grant Proposal
Editor	Reviewer, Journal
Editor, Associate	Reviewer, Program Proposal
Editor, Senior	Reviewer, Textbook
Editorial Review Board Member	Secretary
Leader	Session Chair
Member	Treasurer
Moderator	Vice President
Planning Committee Member	Workshop Organizer
Prepare/Grade Certification Exams	Other
President	

V. Professional (continued)

Edit Professional

Cancel | Save | Save + Add Another

Name of Committee, Program, Event, or Publication

Sponsoring Organization

Position/Role

City

State

Country

Were you elected or appointed?

Was this compensated or pro bono?

Audience

Served Ex-Officio?

Responsibilities/Brief Description (30 Words or Fewer)

B I U x² x₂ ↺ ↻ ↗

Brief Description of Key Accomplishments

B I U x² x₂ ↺ ↻ ↗

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

Month Day Year

End Date

Month Day Year

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.

Edit Non-Credit Instruction Taught

Cancel | 💾 Save | 💾 Save + Add Another

Instruction Type

Audience

Audience:
Internal to UCA
External to UCA
Both

Sponsoring Organization

Instruction Type:
Certification
Continuing Education
Faculty Internship
Guest Lecture
Management/ Executive
   Development
Review Course
Seminar
Tutoring
Workshop
Other

Number of Participants

Academic or Professional?

Description

B *I* U x² x₂ ↺ ↻ ↗

Italic (Ctrl+I)

Supporting Document

Supporting Document Description

File

Drop file here or select to upload

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

Month   Day   Year

End Date

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

City

State

Country

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

Were you elected or appointed?

Was this compensated or pro bono?

Audience

Served Ex-Officio?

Responsibilities/Brief Description (30 Words or Fewer)

B   I   U   x²   x₂   ↺   ↻   ↗

Brief Description of Key Accomplishments

B   I   U   x²   x₂   ↺   ↻   ↗

⌄ Supporting Document

Supporting Document Description

Web Address

--OR--

Upload File

Drop file here or select to upload

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

Month   Day   Year

End Date

Month   Day   Year

VIII. Consulting

Edit Consulting

Cancel   💾 Save   💾 Save + Add Another

Category

Category:
Public
Professional

Consulting Type

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

Client/Organization

City

State

Country

Audience

Audience:
International
National
Regional
State
Local

Were you elected or appointed?

Served Ex-Officio?

Compensated or Pro Bono?

Approx. Number of Hours Spent Per Year

Brief Description (30 Words or Fewer)

B   I   U   x²   x₂   ↺   ↻   ↗

Brief Description of Key Accomplishments

B   I   U   x²   x₂   ↺   ↻   ↗

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

Month   Day   Year

End Date

Month   Day   Year

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

Cancel	💾 Save	🖫 Save + Add Another

Calendar Year

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

B I U x^2 x_2 ↺ ↻ ↗

Describe any other scholarly efforts and accomplishments that you wish to have considered as part of the annual review process

B I U x^2 x_2 ↺ ↻ ↗

Describe any other professional development efforts and accomplishments that you wish to have considered as part of the annual review process

B I U x^2 x_2 ↺ ↻ ↗

Describe any other service efforts and accomplishments that you wish to have considered as part of the annual review process

B I U x^2 x_2 ↺ ↻ ↗

II. Annual Teaching Goals

Edit Annual Teaching Goals

Cancel   💾 Save   Save + Add Another

Calendar Year

∨ Teaching Goals (1)

1st Goal   Actions ∨

Goal	Result
B I U x² x₂ ↺ ↻ ⤢	B I U x² x₂ ↺ ↻ ⤢

+ Add Row

> Additional goals can be added by clicking here

III. Annual Scholarly Goals

Edit Annual Scholarly Goals

Cancel   💾 Save   Save + Add Another

Calendar Year

∨ Scholarly Goals (1)

1st Goal   Actions ∨

Goal	Result
B I U x² x₂ ↺ ↻ ⤢	B I U x² x₂ ↺ ↻ ⤢

+ Add Row

> Additional goals can be added by clicking here

IV Annual Professional Development Goals

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

V. Annual Service Goals

VI. Archived Reports

Edit Archived Reports

Cancel   🖫 Save   🖫 Save + Add Another

Calendar Year

Date

Month	Day	Year
▾		

Upload File

Drop file here or select to upload

☐ As the faculty member, I agree with this document.

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
▾		

Index