College of Business Faculty Success Guide

This guide will explain how to enter data into Faculty Success and help determining where to store specific activities. The sections of this guide mirror the main sections of Faculty Success (excluding the Promotion and Tenure section):

- 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 is broken down into subsections and contains screen shots and instructions for entering the specific type of activity. For a basic overview of the different screen types 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
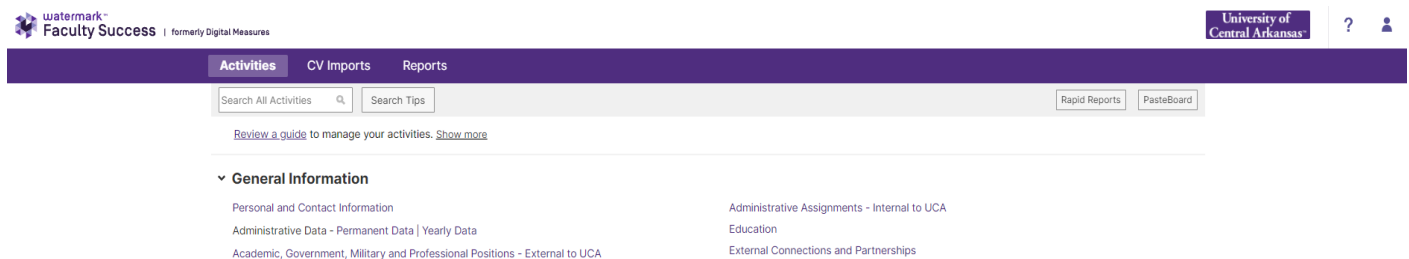
I. Personal and Contact Information

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

Office Location:

- Adcock International House
- AETN
- Arkansas Hall
- Baridon Hall
- Bear Hall
- Bernard Hall
- Brewer-Hegeman
- Buffalo Alumni Hall
- Burdick Hall
- Child Study Center
- College of Business
- Conway Corporation Center for Sciences
- Doyne Health Sciences Center
- Estes Stadium
- Farris Center
- Harrin Hall
- HPER Complex
- Hughes Hall
- Irby Hall
- Laney Annex
- Laney Hall
- Lewis Science Center
- Main Hall
- Mashburn Hall
- Mathematics & Computer Science
- McAlister Hall
- McCastlain Hall
- Meadors 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

I. Personal and Contact Information (continued)

Office Room Number

Office Phone

Office Phone Areacode

Office Phone Prefix

Office Phone Suffix

Department Phone

Department Phone Areacode

Department Phone Prefix

Department Phone Suffix

Fax

Fax Areacode

Fax Prefix

Fax Suffix

Date of Birth

Month 🔒 **Day** 🔒 **Year** 🔒

Gender 🔒

Race/Ethnicity 🔒 ❓

U.S. Citizen or Permanent Resident? 🔒

I. Personal and Contact Information (continued)

Brief Biography (30 Words or Fewer)

B	*I*	<u>U</u>	x²	x₂	↺	↻	↗

Teaching Interest(s)

B	*I*	<u>U</u>	x²	x₂	↺	↻	↗

Scholarship/Research Interest(s) ❓

B	*I*	<u>U</u>	x²	x₂	↺	↻	↗

II. Administrative Data – Permanent Data

OIR updates all fields on the following screen.

Edit Permanent 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.

Start Date at University of Central Arkansas

Month 🔒 Day 🔒 Year 🔒

Tenure Decision Date

Month 🔒 Day 🔒 Year 🔒

Separation 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

Department Chair/Dean updates the following fields (indicated with a red R): AACSB: Normal Professional Responsibility (check all that apply), AACSB: Percent of Time Dedicated to the School's Mission, AACSB: Qualification (2003 Standards), AACSB: Sufficiency, AACSB: Teaching Classification, AACSB: Does this faculty member have a join appointment with another department or another institution? AACSB: Qualification, Brief Description for Basis of Qualification

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
Business	Computer Information Systems and Analytics		

Faculty Rank 🔒
Professor

Faculty Rank Abbreviation for Roster 🔒
PR

Tenure Status 🔒
Tenured

Tenure Status Abbreviation for Roster 🔒
TN

Graduate Faculty 🔒
Full

III. Administrative Data – Yearly Data (continued)

Graduate Faculty Expiration Date

Month 🔒 **Day** 🔒 **Year** 🔒

On Leave?

On Leave? 🔒

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

| **B** | *I* | <u>U</u> | x² | x₂ | ↺ | ↻ | ↗ |

III. Administrative Data – Yearly Data (continued)

AACSB: Normal Professional Responsibility (check all that apply) 🔒

- ☐ Administration
- ☐ Master's Level Teaching
- ☐ Research
- ☐ Service and Outreach Responsibilities
- ☐ Undergraduate Teaching

AACSB: Percent of Time Dedicated to the School's Mission 🔒

%

AACSB: Qualification (2003 Standards) 🔒

AACSB: Sufficiency 🔒

AACSB: Teaching Classification 🔒

AACSB: Does this faculty member have a joint appointment with another department or with another institution? 🔒

Fields Supporting AACSB 2013 Standards

AACSB: Qualification 🔒

Brief Description for Basis 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

[▼]

Organization

[   ]

City

[   ]

State

[▼]

Country

[   ]

Title/Rank/Position

[▼]

Was/is this your own company?

[▼]

Description for Professional Positions (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
[▼]	[ ]	[ ]

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

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)**

1st Major   Actions ▾

Major   **Emphasis**   **Supporting Area(s) of Emphasis**

⠿ [   ]   [   ]   B   I   U   x²   x₂   ↺   ↻   ↗

＋ Add Row

VI. Education(continued)

Dissertation/Thesis Title

Honor/Distinction (Latin)

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

Other Honors/Distinction

Please select "Yes" for only the degree(s) that qualify you for your faculty position.

Highest or Qualifying Degree?

Terminal Degree? 🔒
Yes

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

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

Cancel | Save | Save + Add Another

Type of Activity
[dropdown]

What issue best describes the activity?
[dropdown]

Engagement Activity Type *
[dropdown]

Engagement in *
- ☐ the academic community
- ☐ the business community (local, regional, national, and global)
- ☐ the campus community
- ☐ the classroom
- ☐ the local community
- ☐ other ways
- ☐ none of the above

If you marked an Engagement Activity Classification, describe and/or quantify the activity

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

Innovation in *
- ☐ the classroom
- ☐ academic programs
- ☐ scholarly activity
- ☐ service activities
- ☐ business
- ☐ other ways
- ☐ none of the above

If you marked an Innovation Activity Classification, describe and/or quantify the activity

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

Impact by *
- ☐ creating knowledge
- ☐ encouraging study
- ☐ providing financial benefit
- ☐ providing opportunities
- ☐ transferring knowledge
- ☐ other ways
- ☐ none of the above

If you marked an Impact Activity Classification, describe and/or quantify the activity

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

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

VII. External Connections and Partnerships(continued)

College of Business Strategic Plan *

- ☐ 1a: To prepare graduates for a career in business by providing technical skills and core competencies as part of a relevant curriculum
- ☐ 1b: To provide experiential education as part of a relevant curriculum
- ☐ 1c: To prepare students who are ready for careers in business
- ☐ 1d: To prepare students for further education and licensure
- ☐ 2a: To support faculty excellence in teaching

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 (e.g., independent study, theses, dissertations)
    VI.   Directed Group Student Learning (e.g., field experience, service learning, study abroad)
    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 🔒
COLLEGE ALGEBRA

Course Prefix and Course Number

Course Prefix 🔒   **Course Number** 🔒
MATH   1390

CRN 🔒
012346

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 (indicated with a red R).

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

Terms:
Fall
Fall six months
Spring
Spring six months
Summer

Number of Undergraduate Advisees

Number of Graduate Advisees

Description of Advising Activities

B *I* <u>U</u> x² x₂ ↺ ↻ ↗

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

Edit Directed Individual Student Learning (e.g., independent study, theses, dissertations)   Cancel   Save   Save + Add Another

Involvement Type

Student Information (1)

1st Student Name

Student First Name   Student Last Name

+ Add Row

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

Student's Home Department/Academic Unit

Course Prefix and Course Number

Course   Course Number

Number of Credit Hours

Stage of Completion:
Completed
In Progress
Proposal

Title of Student's Work

Stage of Completion

Outcomes

Outcomes:
Artistic Performance
/ Exhibit
Presentation
Publication
Other

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

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

VI. Directed Group Student Learning (e.g., 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

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

Stage of Completion:
Completed
In-Progress
Proposal

Outcomes

Description

B I U x² x₂ ↺ ↻ ↗

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

Type

Type:
Existing Course Redesign: Compensated
Innovations in Course Content / Presentation
New Course Creation/Delivery: Conventional
New Course Creation/Delivery: Online

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

B   I   U x^2 x_2

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.   Publications
   II.   Presentations
  III.   Grants and Contracts

∨ Scholarship/Research/Creative Activities

Publications   Grants and Contracts

Presentations

I. 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

I. Publications (continued)

Edit Publications

Cancel | 🖫 Save | 🖫 Save + Add Another

Contribution Type
[dropdown]

Reference page 25 for options.

Engagement Activity Type *
[dropdown]

Engagement Activity Type:
Professional Engagement Activity
Academic Engagement Activity

Engagement in *
- ☐ the academic community
- ☐ the business community (local, regional, national, and global)
- ☐ the campus community
- ☐ the classroom
- ☐ the local community
- ☐ other ways
- ☐ none of the above

Red star means field is required for this activity to display in reports

If you marked an Engagement Activity Classification, describe and/or quantify the activity

B	*I*	U	x²	x₂	↺	↻	↗

Innovation in *
- ☐ the classroom
- ☐ academic programs
- ☐ scholarly activity
- ☐ service activities
- ☐ business
- ☐ other ways
- ☐ none of the above

If you marked an Innovation Activity Classification, describe and/or quantify the activity

B	*I*	U	x²	x₂	↺	↻	↗

Impact by *
- ☐ creating knowledge
- ☐ encouraging study
- ☐ providing financial benefit
- ☐ providing opportunities
- ☐ transferring knowledge
- ☐ other ways
- ☐ none of the above

If you marked an Impact Activity Classification, describe and/or quantify the activity

B	*I*	U	x²	x₂	↺	↻	↗

I. Publications (continued)

Edit Publications

Cancel | Save | Save + Add Another

College of Business Strategic Plan *

- [ ] 1a: To prepare graduates for a career in business by providing technical skills and core competencies as part of a relevant curriculum
- [ ] 1b: To provide experiential education as part of a relevant curriculum
- [ ] 1c: To prepare students who are ready for careers in business
- [ ] 1d: To prepare students for further education and licensure
- [ ] 2a: To support faculty excellence in teaching

AACSB Classification ⓘ

AACSB Classification:
Basic or Discovery Scholarship
Applied or Integration / Application Scholarship
Teaching and Learning Scholarship

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
Watson, Stephanie F (swatson)	Stephanie	F	Watson

Institution/Company ⓘ	If a student, what is his/her level?

+ Add Row

Student Level:
Undergraduate
Graduate

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

Journal/Publisher/Proceedings Publisher

City of Publisher

State or Country of Publisher

Volume

Issue Number/Edition

Page Numbers or Number of Pages

I. Publications (continued)

Web Address

Editor(s)

ISBN/ISSN Number/Case #

Audience of Circulation

Was this peer-reviewed/refereed?

For PRJs this should be marked "Yes", other publications should be marked as appropriate.

AACSB: Was this contribution editorially reviewed?

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

Current Status

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

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

II. Presentations

This screen contains similar information as publications but pertains to any presentations given.

Examples:

i. Presentations of applied research study/case to professional audiences are professional engagements which should be "Oral Presentation" or "Lecture" presentation type.

ii. Presentation and development of continuing professional education or executive education programs should be "Oral Presentation," "Lecture," or "Demonstration" presentation type and the appropriate role should be filled out.

iii. Presentations of referred or invited papers are typically presentation type "Paper." Please fill out the "Published in Proceedings?" field and "Was this article peer-reviewed/refereed?" field.

iv. Presentations at faculty research seminars should have the session type "Workshop," "Seminar," or "Roundtable." This distinguishes it from a normal presentation.

Edit Presentations

Presentation Type

Conference/Meeting Name

Sponsoring Organization (if applicable)

Location

Presentation or Session Title

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

Cancel | Save | Save + Add Another

▼ 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	Last Name
Hargis, Michael (mhargis)	Michael		Hargis

Role

If a student, what is his/her level?

+ Add Row

Roles:
Author
Author and Presenter
Discussant
Panelist
Presenter

Additional presenter/author(s) can be added by clicking here.

II. Presentations (continued)

Session Type

Audience

Scope

Was this peer-reviewed/refereed?

Was this invited?

Current Status

Published in Proceedings?

Published Elsewhere?

Acceptance Rate %

Engagement Activity Type *

Engagement in *
- the academic community
- the business community (local, regional, national, and global)
- the campus community
- the classroom
- the local community
- other ways
- none of the above

If you marked an Engagement Activity Classification, describe and/or quantify the activity

B I U x² x₂ ↺ ↻ ⤢

Innovation in *
- the classroom
- academic programs
- scholarly activity
- service activities
- business
- other ways
- none of the above

If you marked an Innovation Activity Classification, describe and/or quantify the activity

B I U x² x₂ ↺ ↻ ⤢

Session Type:
Colloquium
Panel
Paper Session
Poster Session
Roundtable
Seminar
Symposium
Workshop
Other

Audience:
Academic
Non-Academic

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

If the presentation is about an article or other publication, then this should be marked "Yes".

Red star means field is required for activity to display in COB Engagement Activities reports

II. Presentations (continued)

Impact by *

- ☐ creating knowledge
- ☐ encouraging study
- ☐ providing financial benefit
- ☐ providing opportunities
- ☐ transferring knowledge
- ☐ other ways
- ☐ none of the above

If you marked an Impact Activity Classification, describe and/or quantify the activity

| B | I | U | x² | x₂ | ↺ | ↻ | ⤢ |

College of Business Strategic Plan *

- ☐ 1a: To prepare graduates for a career in business by providing technical skills and core competencies as part of a relevant curriculum
- ☐ 1b: To provide experiential education as part of a relevant curriculum
- ☐ 1c: To prepare students who are ready for careers in business
- ☐ 1d: To prepare students for further education and licensure

AACSB Classification ⓘ

[dropdown]

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

[dropdown]

Abstract/Synopsis (30 Words or Fewer)

| B | I | U | x² | x₂ | ↺ | ↻ | ⤢ |

Supporting Document

Supporting Document Description

[text field]

Web Address

[text field]

--OR--

File

Drop file here or select to upload

Date Project Started

Month | Day | Year

Date Project Ended

Month | Day | Year

Date Presented

Month | Day | Year

III. 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 Organizations:

UCA	Local
State	Federal
Private	Other

Awarding Organization Is

Title of Sponsored Investigation or Activity

Engagement Activity Type *

Red star means field is required for activity to display in COB Engagement Activities reports

Engagement in *
- [ ] the academic community
- [ ] the business community (local, regional, national, and global)
- [ ] the campus community
- [ ] the classroom
- [ ] the local community
- [ ] other ways
- [ ] none of the above

If you marked an Engagement Activity Classification, describe and/or quantify the activity

B I U x² x₂ ↺ ↻ ⤢

Innovation in *
- [ ] the classroom
- [ ] academic programs
- [ ] scholarly activity
- [ ] service activities
- [ ] business
- [ ] other ways
- [ ] none of the above

If you marked an Innovation Activity Classification, describe and/or quantify the activity

B I U x² x₂ ↺ ↻ ⤢

Impact by *
- [ ] creating knowledge
- [ ] encouraging study
- [ ] providing financial benefit
- [ ] providing opportunities
- [ ] transferring knowledge
- [ ] other ways
- [ ] none of the above

If you marked an Impact Activity Classification, describe and/or quantify the activity

B I U x² x₂ ↺ ↻ ⤢

III. Grants and Contracts (continued)

College of Business Strategic Plan *

- [ ] 1a: To prepare graduates for a career in business by providing technical skills and core competencies as part of a relevant curriculum
- [ ] 1b: To provide experiential education as part of a relevant curriculum
- [ ] 1c: To prepare students who are ready for careers in business
- [ ] 1d: To prepare students for further education and licensure

AACSB Classification ⓘ

∨ Investigators (1)

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

1st Investigator				Actions ∨

People at University of Central Arkansas	First Name	Middle Name/Initial	Last Name
Hargis, Michael (mhargis)	Micha		Hargis

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

+ Add Row

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

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

Total Amount
$

Amount to be used at UCA?

Abstract

B I U x² x₂ ↺ ↻ ⤢

Award Letter

Drop file here or select to upload

Current Status

Priority Score

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

Supporting Document

File Description   **File**

Drop file here or select to upload

Current Status:
Work in Progress
Under Review
Funded
Not Funded

III. Grants and Contracts (continued)

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   💾 Save + Add Another

Name of Organization

Abbreviation of Organization

Scope of Organization

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

Scope of Organization:
International
National
Regional
State
Local

II. Faculty Development Activities Attended

Edit Faculty Development Activities Attended

Cancel | Save | Save + Add Another

Activity Type

Title/Course/Conference Name

Course Prefix and Course Number

Course Prefix | **Course Number**

Organization/Institution

City

State

Country

Number of Credit Hours

Scope

Engagement Activity Type *

Engagement in *
- [ ] the academic community
- [ ] the business community (local, regional, national, and global)
- [ ] the campus community
- [ ] the classroom
- [ ] the local community
- [ ] other ways
- [ ] none of the above

If you marked an Engagement Activity Classification, describe and/or quantify the activity

B   I   U x^2 x_2 ↺   ↻   ↗

Innovation in *
- [ ] the classroom
- [ ] academic programs
- [ ] scholarly activity
- [ ] service activities
- [ ] business
- [ ] other ways
- [ ] none of the above

If you marked an Innovation Activity Classification, describe and/or quantify the activity

B   I   U x^2 x_2 ↺   ↻   ↗

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

Scope:
International
National
Regional
State
Local

Red star means field is required for activity to display in COB Engagement Activities reports

II. Faculty Development Activities Attended (continued)

Impact by *

- [ ] creating knowledge
- [ ] encouraging study
- [ ] providing financial benefit
- [ ] providing opportunities
- [ ] transferring knowledge
- [ ] other ways
- [ ] none of the above

If you marked an Impact Activity Classification, describe and/or quantify the activity

B	I	U	x^2	x_2	↺	↻	↗

College of Business Strategic Plan *

- [ ] 1a: To prepare graduates for a career in business by providing technical skills and core competencies as part of a relevant curriculum
- [ ] 1b: To provide experiential education as part of a relevant curriculum
- [ ] 1c: To prepare students who are ready for careers in business
- [ ] 1d: To prepare students for further education and licensure

Description

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
▼		

III. Awards and Honors

Edit Awards and Honors

Cancel | Save | Save + Add Another

Type

Nominated or Received?

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

Engagement Activity Type *

Engagement in *
- ☐ the academic community
- ☐ the business community (local, regional, national, and global)
- ☐ the campus community
- ☐ the classroom
- ☐ the local community
- ☐ other ways
- ☐ none of the above

If you marked an Engagement Activity Classification, describe and/or quantify the activity

B *I* U x² x₂

Innovation in *
- ☐ the classroom
- ☐ academic programs
- ☐ scholarly activity
- ☐ service activities
- ☐ business
- ☐ other ways
- ☐ none of the above

If you marked an Innovation Activity Classification, describe and/or quantify the activity

B *I* U x² x₂

III. Awards and Honors (continued)

Impact by *

☐ creating knowledge
☐ encouraging study
☐ providing financial benefit
☐ providing opportunities
☐ transferring knowledge
☐ other ways
☐ none of the above

If you marked an Impact Activity Classification, describe and/or quantify the activity

| B | I | U | x² | x₂ | ↺ | ↻ | ↗ |

College of Business Strategic Plan *

☐ 1a: To prepare graduates for a career in business by providing technical skills and core competencies as part of a relevant curriculum
☐ 1b: To provide experiential education as part of a relevant curriculum
☐ 1c: To prepare students who are ready for careers in business
☐ 1d: To prepare students for further education and licensure

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

Description

B I U x² x₂ ↺ ↻ ↗

Scope:
International
National
Regional
State
Local

Date Obtained

Month Day Year

Expiration Date

Month Day Year

Supporting Document Description

B I U x² x₂ ↺ ↻ ↗

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:

- 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

Position/Role

Reference page 42 for options.

Were you elected or appointed?

Was this compensated or pro bono?

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

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

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

II. College

Information about college level committees, programs, and organizations can be stored here. It's important to note that if your position/role in a group doesn't change and your service dates cover multiple years, do not make a separate item for each year in service to that group while in the same role. If your role changes, then a separate item should be created.

Committee/Program/Organization Name:

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

Position/Role

Reference page 44 for options.

Were you elected or appointed?

Was this compensated or pro bono?

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

Served Ex-Officio?

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

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.

Edit Department/Academic Unit

Committee/Program/Organization Name

Position/Role

Were you elected or appointed?

Was this compensated or pro bono?

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

Cancel Save Save + Add Another

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

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

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

IV. Student Activities

Edit Student Activities

Cancel | Save | 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 U x² x₂

Brief Description of Key Accomplishments

B I U x² x₂

Engagement Activity Type *

Engagement in *
- [ ] the academic community
- [ ] the business community (local, regional, national, and global)
- [ ] the campus community
- [ ] the classroom
- [ ] the local community
- [ ] other ways
- [ ] none of the above

If you marked an Engagement Activity Classification, describe and/or quantify the activity

B I U x² x₂

Innovation in *
- [ ] the classroom
- [ ] academic programs
- [ ] scholarly activity
- [ ] service activities
- [ ] business
- [ ] other ways
- [ ] none of the above

If you marked an Innovation Activity Classification, describe and/or quantify the activity

B I U x² x₂

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

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

IV. Student Activities (continued)

Edit Student Activities

Cancel | Save | Save + Add Another

Impact by *
- ☐ creating knowledge
- ☐ encouraging study
- ☐ providing financial benefit
- ☐ providing opportunities
- ☐ transferring knowledge
- ☐ other ways
- ☐ none of the above

If you marked an Impact Activity Classification, describe and/or quantify the activity

B I U x² x₂ ↺ ↻ ⤢

College of Business Strategic Plan *
- ☐ 1a: To prepare graduates for a career in business by providing technical skills and core competencies as part of a relevant curriculum
- ☐ 1b: To provide experiential education as part of a relevant curriculum
- ☐ 1c: To prepare students who are ready for careers in business
- ☐ 1d: To prepare students for further education and licensure

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:

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

V. Professional (continued)

Edit Professional   Cancel   Save   Save + Add Another

Name of Committee, Program, Event, or Publication

Sponsoring Organization

Engagement Activity Type *

Red star means field is required for activity to display in COB Engagement Activities reports

Engagement in *
- [ ] the academic community
- [ ] the business community (local, regional, national, and global)
- [ ] the campus community
- [ ] the classroom
- [ ] the local community
- [ ] other ways
- [ ] none of the above

If you marked an Engagement Activity Classification, describe and/or quantify the activity

B I U x² x₂ ↺ ↻ ⤢

Innovation in *
- [ ] the classroom
- [ ] academic programs
- [ ] scholarly activity
- [ ] service activities
- [ ] business
- [ ] other ways
- [ ] none of the above

If you marked an Innovation Activity Classification, describe and/or quantify the activity

B I U x² x₂ ↺ ↻ ⤢

Impact by *
- [ ] creating knowledge
- [ ] encouraging study
- [ ] providing financial benefit
- [ ] providing opportunities
- [ ] transferring knowledge
- [ ] other ways
- [ ] none of the above

If you marked an Impact Activity Classification, describe and/or quantify the activity

B I U x² x₂ ↺ ↻ ⤢

V. Professional (continued)

College of Business Strategic Plan *

- [ ] 1a: To prepare graduates for a career in business by providing technical skills and core competencies as part of a relevant curriculum
- [ ] 1b: To provide experiential education as part of a relevant curriculum
- [ ] 1c: To prepare students who are ready for careers in business
- [ ] 1d: To prepare students for further education and licensure

Position/Role

City

State

Country

Approx. Number of Hours Spent Per Year

Were you elected or appointed?

Was this compensated or pro bono?

Audience

Served Ex-Officio?

AACSB: If this activity contributes to professional practice standards or public policy, provide a classification ❶

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

Engagement Activity Type *

Red star means field is required for activity to display in COB Engagement Activities reports

Engagement in *
- ☐ the academic community
- ☐ the business community (local, regional, national, and global)
- ☐ the campus community
- ☐ the classroom
- ☐ the local community
- ☐ other ways
- ☐ none of the above

If you marked an Engagement Activity Classification, describe and/or quantify the activity

B I U x² x₂ ↺ ↻ ↗

Innovation in *
- ☐ the classroom
- ☐ academic programs
- ☐ scholarly activity
- ☐ service activities
- ☐ business
- ☐ other ways
- ☐ none of the above

If you marked an Innovation Activity Classification, describe and/or quantify the activity

B I U x² x₂ ↺ ↻ ↗

Impact by *
- ☐ creating knowledge
- ☐ encouraging study
- ☐ providing financial benefit
- ☐ providing opportunities
- ☐ transferring knowledge
- ☐ other ways
- ☐ none of the above

If you marked an Impact Activity Classification, describe and/or quantify the activity

B I U x² x₂ ↺ ↻ ↗

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

VI. Non-Credit Instruction Taught (continued)

College of Business Strategic Plan *

- [ ] 1a: To prepare graduates for a career in business by providing technical skills and core competencies as part of a relevant curriculum
- [ ] 1b: To provide experiential education as part of a relevant curriculum
- [ ] 1c: To prepare students who are ready for careers in business
- [ ] 1d: To prepare students for further education and licensure

Audience

Sponsoring Organization

Number of Participants

Academic or Professional?

Description

B I U x² x₂ ↺ ↻ ↗

Audience:
Internal to UCA
External to UCA
Both

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

Were you elected or appointed?

Was this compensated or pro bono?

Audience

Served Ex-Officio?

AACSB: If this activity contributes to professional practice standards or public policy, provide a classification

Engagement Activity Type *

Engagement in *
- ☐ the academic community
- ☐ the business community (local, regional, national, and global)
- ☐ the campus community
- ☐ the classroom
- ☐ the local community
- ☐ other ways
- ☐ none of the above

If you marked an Engagement Activity Classification, describe and/or quantify the activity

B　I　U　x²　x₂　↺　↻　↗

Innovation in *
- ☐ the classroom
- ☐ academic programs
- ☐ scholarly activity
- ☐ service activities
- ☐ business
- ☐ other ways
- ☐ none of the above

If you marked an Innovation Activity Classification, describe and/or quantify the activity

B　I　U　x²　x₂　↺　C　↗

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

VII. Public (continued)

Impact by

- [ ] creating knowledge
- [ ] encouraging study
- [ ] providing financial benefit
- [ ] providing opportunities
- [ ] transferring knowledge
- [ ] other ways
- [ ] none of the above

If you marked an Impact Activity Classification, describe and/or quantify the activity

B I U x^2 x_2 ↺ ↻ ⤢

College of Business Strategic Plan

- [ ] 1a: To prepare graduates for a career in business by providing technical skills and core competencies as part of a relevant curriculum
- [ ] 1b: To provide experiential education as part of a relevant curriculum
- [ ] 1c: To prepare students who are ready for careers in business
- [ ] 1d: To prepare students for further education and licensure

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 ↺ ↻ ⤢

⌄ 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

This screen is used to keep track of consulting activities ranging from academic, for profit, and government consulting. This screen should be filled out for substantial consulting activities and subject matter experts with documented service at local, state, national or international levels.

Edit Consulting

Category:
Public
Professional

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

Audience:
International
National
Regional
State
Local

Category
Consulting Type
Client/Organization
City
State
Country
Audience
Were you elected or appointed?

Engagement Activity Type *

Engagement in *
- the academic community
- the business community (local, regional, national, and global)
- the campus community
- the classroom
- the local community
- other ways
- none of the above

If you marked an Engagement Activity Classification, describe and/or quantify the activity

B I U x² x₂

Red star means field is required for activity to display in COB Engagement Activities reports

Innovation in *
- the classroom
- academic programs
- scholarly activity
- service activities
- business
- other ways
- none of the above

If you marked an Innovation Activity Classification, describe and/or quantify the activity

B I U x² x₂

VIII. Consulting (continued)

Impact by *
- ☐ creating knowledge
- ☐ encouraging study
- ☐ providing financial benefit
- ☐ providing opportunities
- ☐ transferring knowledge
- ☐ other ways
- ☐ none of the above

If you marked an Impact Activity Classification, describe and/or quantify the activity

B	I	U	x^2	x_2	↺	↻	↙

College of Business Strategic Plan *
- ☐ 1a: To prepare graduates for a career in business by providing technical skills and core competencies as part of a relevant curriculum
- ☐ 1b: To provide experiential education as part of a relevant curriculum
- ☐ 1c: To prepare students who are ready for careers in business
- ☐ 1d: To prepare students for further education and licensure

Served Ex-Officio?
[▼]

Compensated or Pro Bono?
[▼]

Approx. Number of Hours Spent Per Year
[ ]

AACSB: If this activity contributes to professional practice standards or public policy, provide a classification ❓
[▼]

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
[▼]	[ ]	[ ]

Faculty Annual Self-Evaluation and Planning Reports

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

Summary Evaluation

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

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 | x² | x₂ | ↺ | ↻ | ↗ |

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

| B | I | U | x² | x₂ | ↺ | ↻ | ↗ |

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

| B | I | U | x² | x₂ | ↺ | ↻ | ↗ |

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

| B | I | U | x² | x₂ | ↺ | ↻ | ↗ |

Distribution of Effort (must add to 100%)

Teaching (55% - 75%)

[   ] %

Intellectual Contributions (20% - 35%)

[   ] %

Service (5% - 25%)

[   ] %

II. Annual Teaching Goals

Additional Goals can be added by clicking here.

III. Annual Scholarly Goals

Additional Goals can be added by clicking here.

IV. Annual Professional Development Goals

Edit Annual Professional Development Goals

Cancel | Save | Save + Add Another

Calendar Year

Professional Development 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.

V. Annual Service Goals

Edit Annual Service Goals

Cancel | Save | Save + Add Another

Calendar Year

Service 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.

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**

VII. Summary Evaluation

Edit Summary Evaluation   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.

Year 🔒
2020

Summary Highlights of Teaching Efforts 🔒
Refer to Evaluation Memo

Summary Highlights of Intellectual Contribution Efforts 🔒

Summary Highlights of Service Efforts 🔒

Summary Comments of Faculty Member's Efforts 🔒

Teaching Evaluation 🔒

Intellectual Contributions Evaluation 🔒

Service Evaluation 🔒

Overall Evaluation 🔒

Tenure Evaluation (if applicable) 🔒

Promotion Evaluation (if applicable) 🔒

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