UNIVERSITY OF CENTRAL ARKANSAS™

ACADEMIC AFFAIRS
INSTITUTIONAL RESEARCH

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/.

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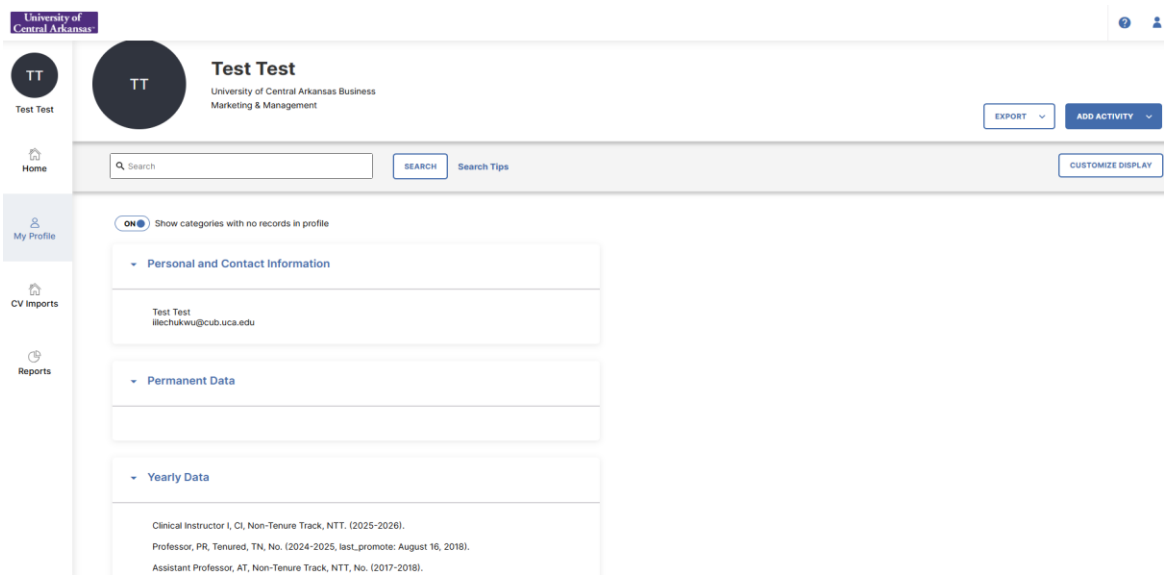
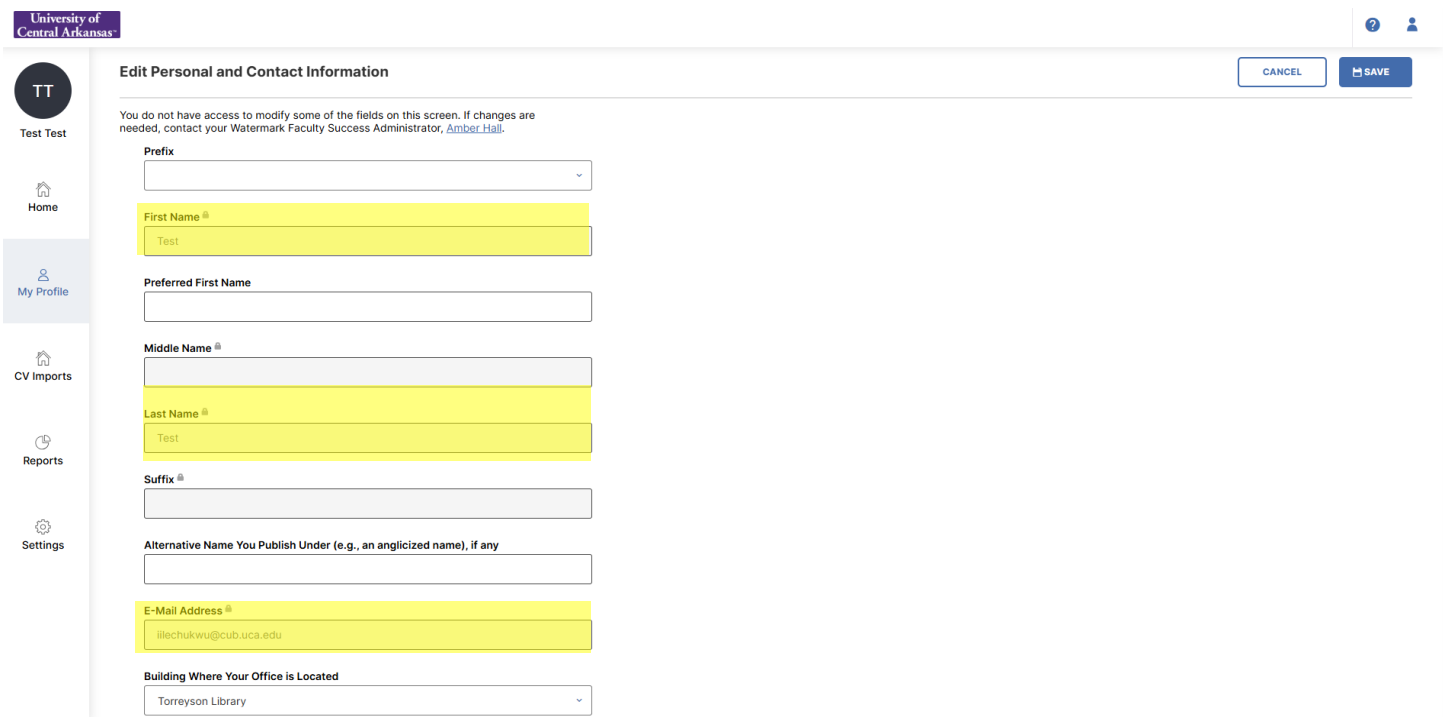
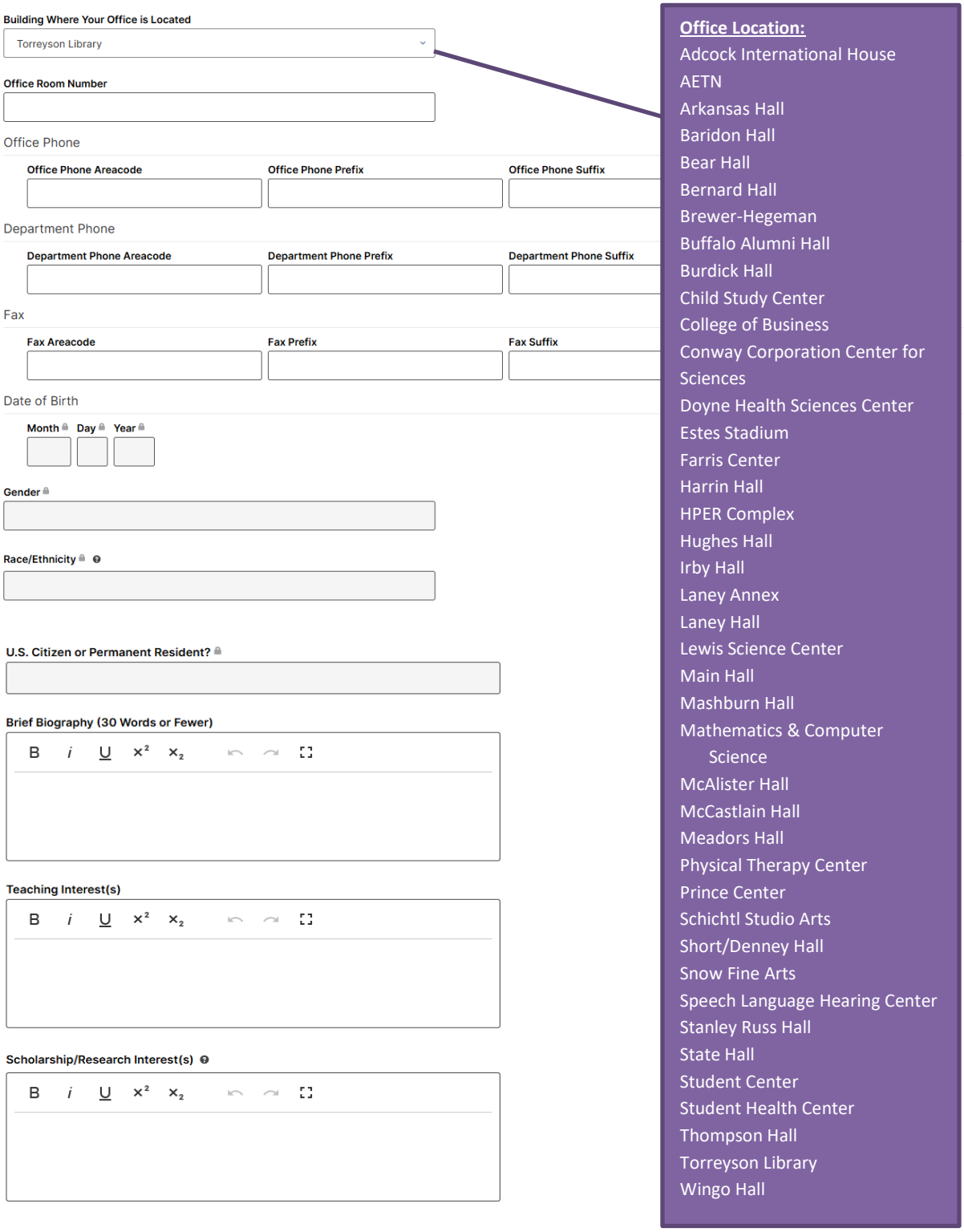
On the following pages you will find information on what to fill out in each subsection. Fields that are part of the Faculty Annual Self-Evaluation and Planning Report are highlighted in yellow. At the beginning of each subsection, this document will list any fields in the screen that are updated by the Office of Institutional Research (OIR) or by your department chair/ dean. Fields highlighted in green are fields that your college specifically collects on various reports, such as for accreditation agencies.



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?



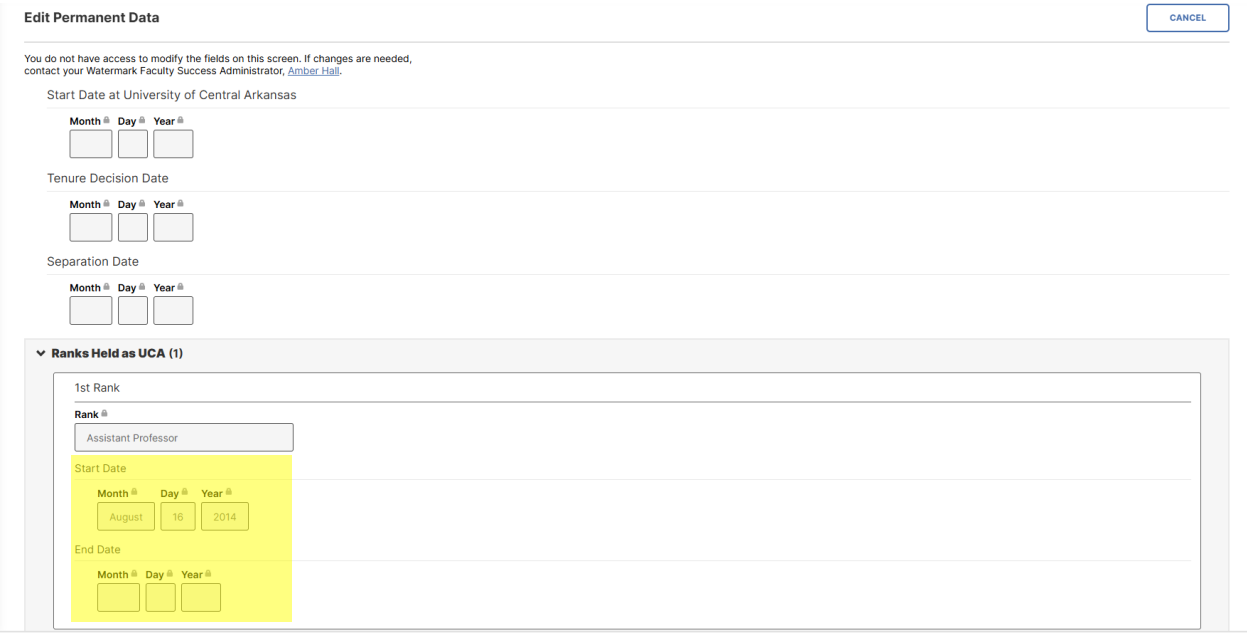


Office Location:

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

Permanent Data

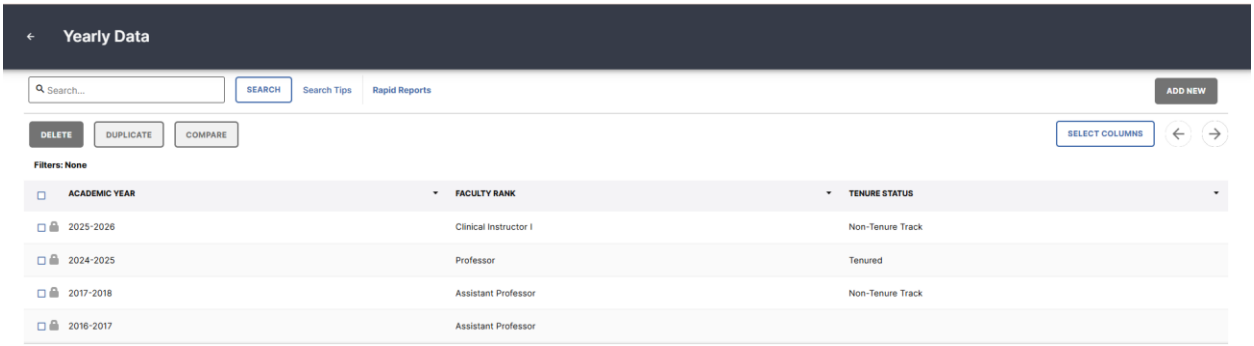
OIR updates all fields on the following screen.

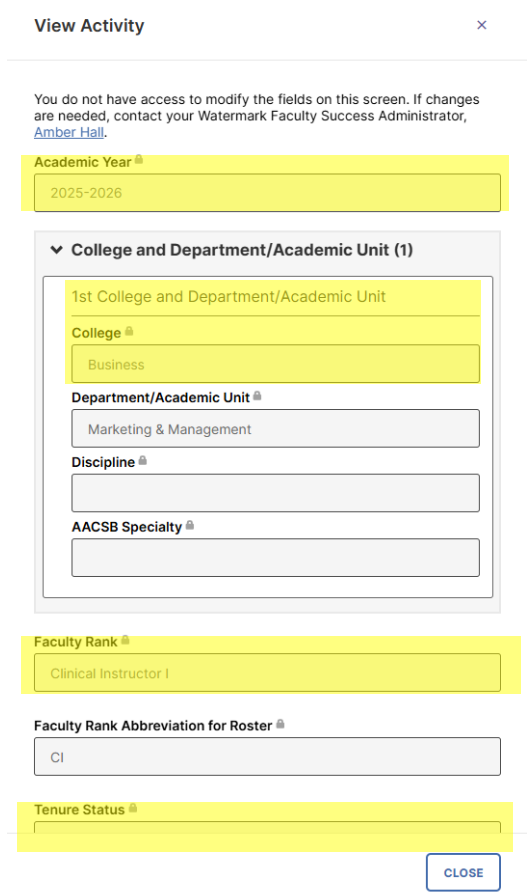


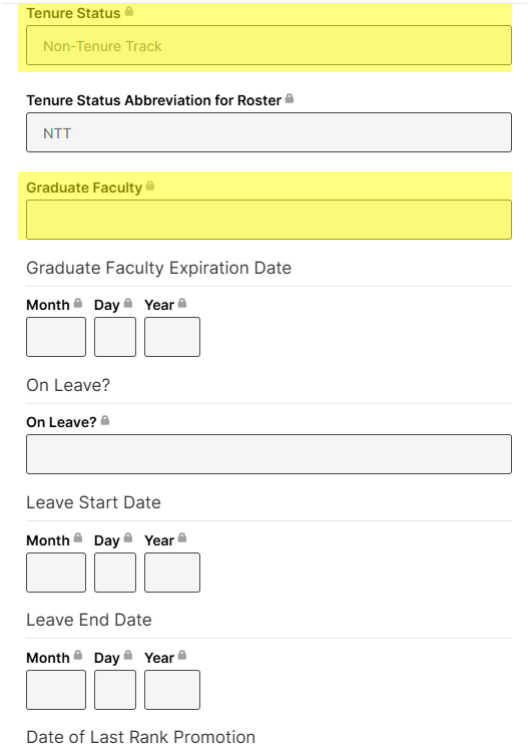
Yearly Data

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.




View Activity
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
2025-2026
College and Department/Academic Unit (1)
1st College and Department/Academic Unit
College
Business
Department/Academic Unit
Marketing & Management
Discipline
AACSB Specialty
Faculty Rank
Clinical Instructor I
Faculty Rank Abbreviation for Roster
CI
Tenure Status
CLOSE


Tenure Status
Non-Tenure Track
Tenure Status Abbreviation for Roster
NTT
Graduate Faculty
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

Date of Last Rank Promotion

Month Day Year

Qualified on Tested Experience?

Explanation of Qualification

AACSB: Normal Professional Responsibility (check all that apply)

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

Percent of Time Dedicated to the School's Mission

%

AACSB: Qualification (2003 Standards)

AACSB: Sufficiency

AACSB: Teaching Classification

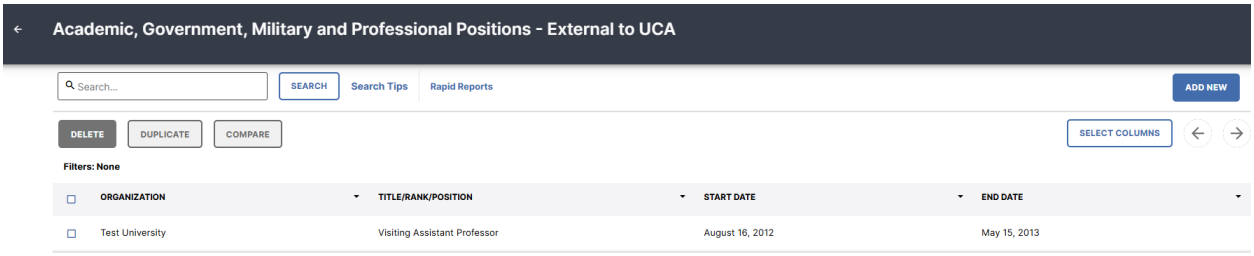
AACSB: Does this faculty member have a joint appointment with another department or with another institution?

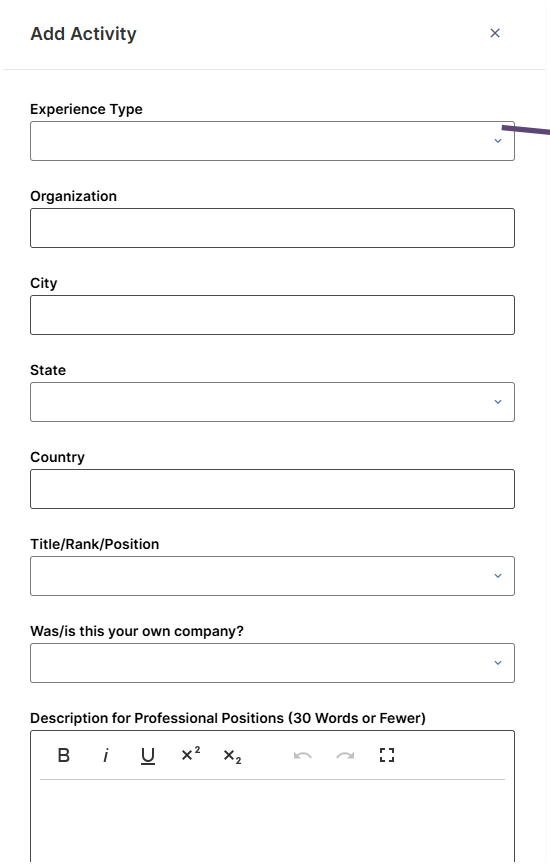
Fields Supporting AACSB 2013 Standards

AACSB: Qualification

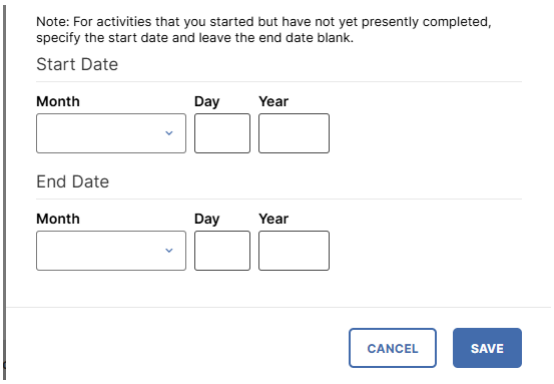
Brief Description for Basis of Qualification

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





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

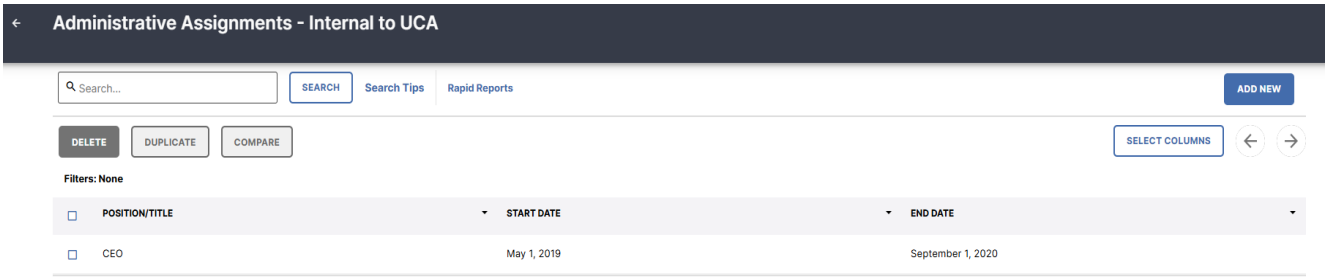


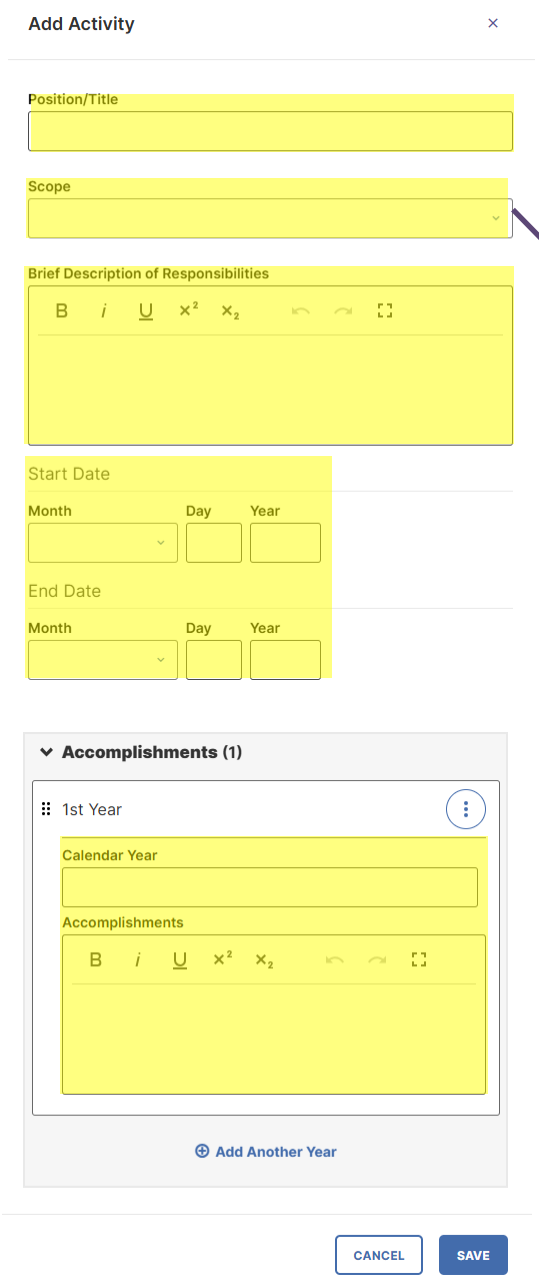
Administrative Assignments – Internal to UCA

Administrative assignments are those for which a faculty member is paid all or part of her/his salary from an administrative salary line and which take the place of at least half of her/his normal instructional load. A 12-month appointment is also often associated with such an assignment.

A one-course reassignment to act as coordinator of Freshman Writing or to be graduate program coordinator in a department would normally be considered a service activity rather than an administrative assignment. Faculty in such roles are normally paid as full-time faculty and most often remain on a 9-month contract.

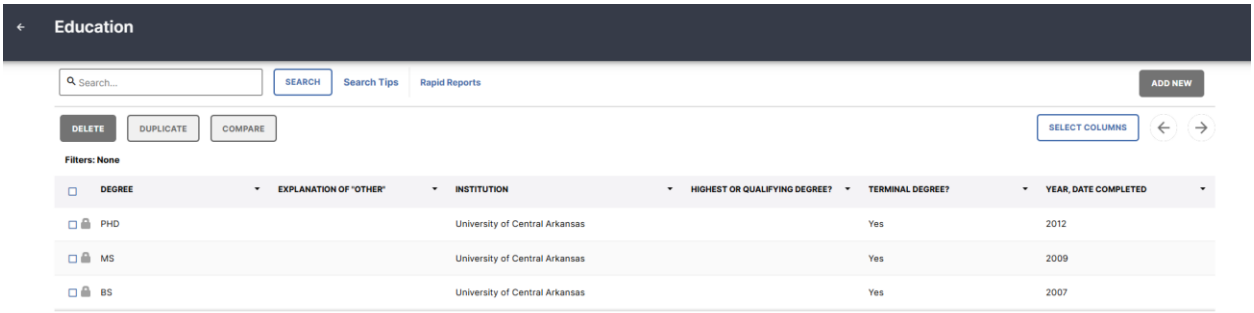
Academic department chair, director of a university program (e.g., UCA Core) or other academic unity (e.g., Student Transitions), and associate dean of a college are all examples of administrative assignments.

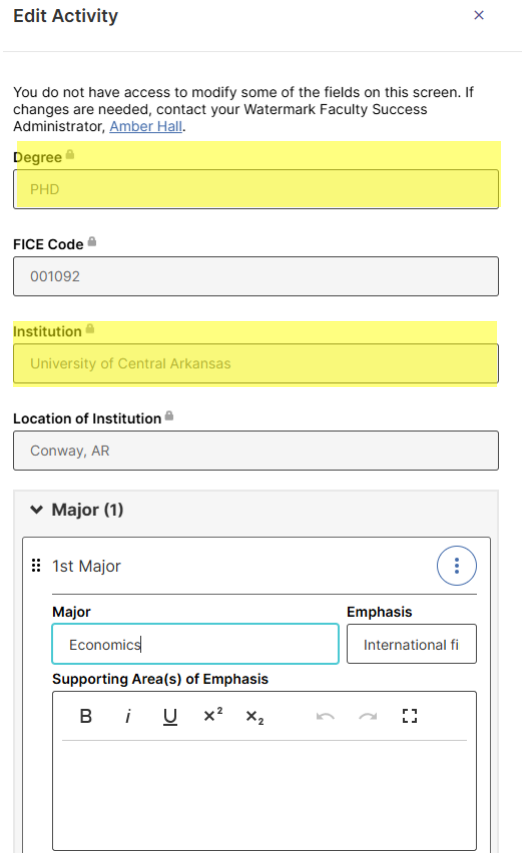


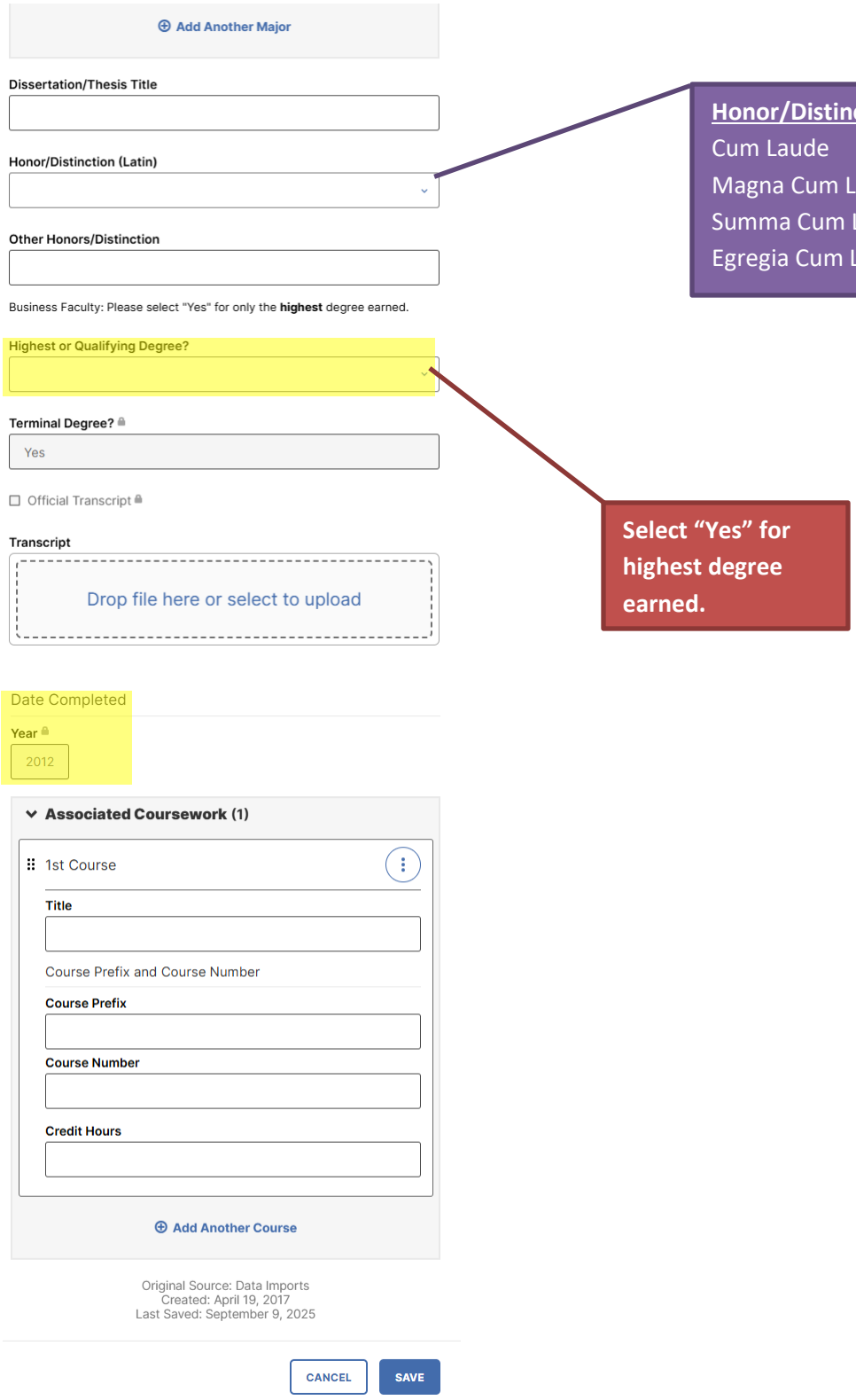


Scope:
College
Department
University

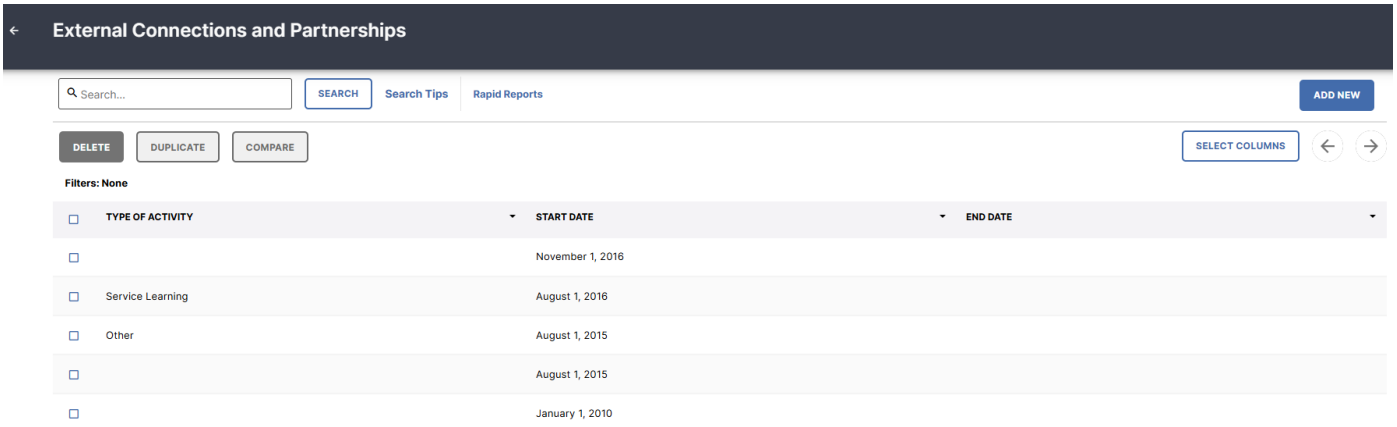
Education

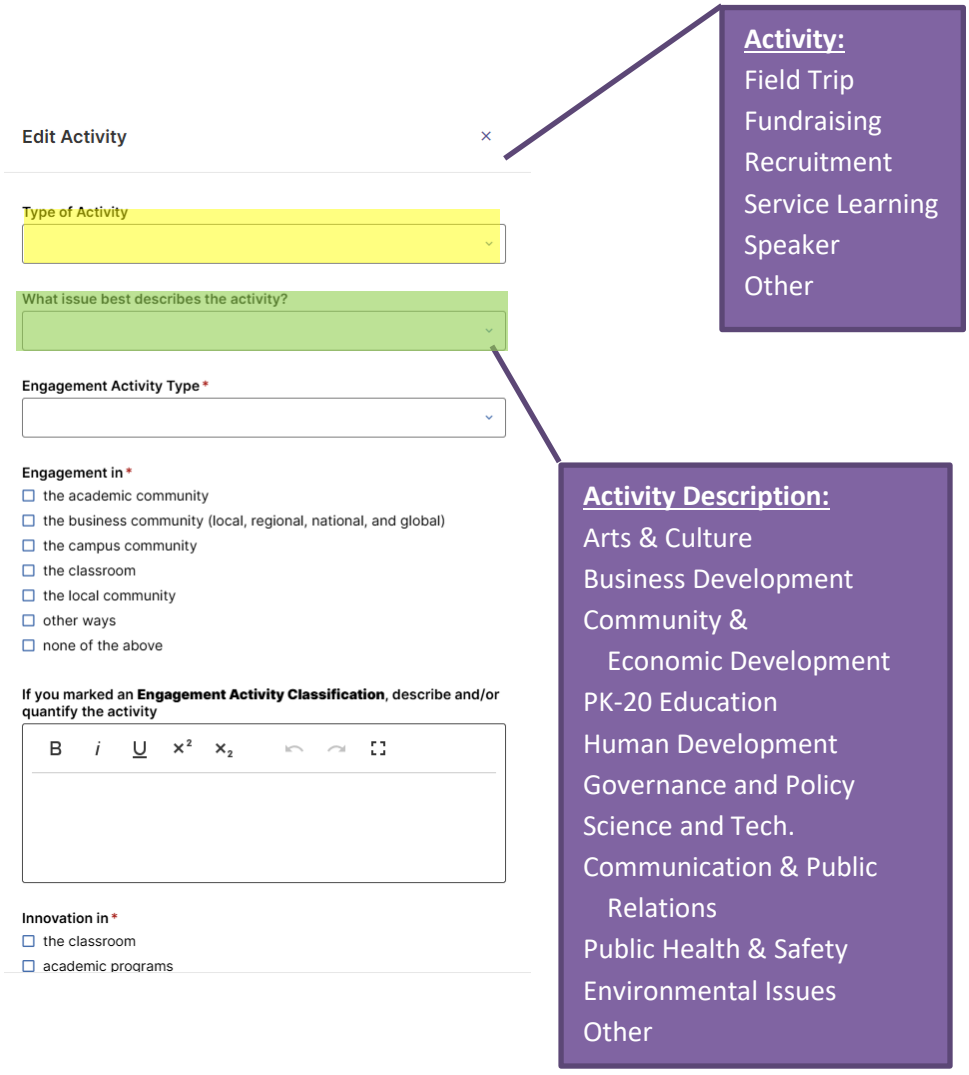

Education
Search...
SEARCH
Search Tips
Rapid Reports
ADD NEW
DELETE
DUPLICATE
COMPARE
SELECT COLUMNS
Filters: None
DEGREE
EXPLANATION OF "OTHER"
INSTITUTION
HIGHEST OR QUALIFYING DEGREE?
TERMINAL DEGREE?
YEAR, DATE COMPLETED
PHD
University of Central Arkansas
Yes
2012
MS
University of Central Arkansas
Yes
2009
BS
University of Central Arkansas
Yes
2007


Edit Activity
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
Major
Economics
Emphasis
International fi
Supporting Area(s) of Emphasis


Add Another Major
Dissertation/Thesis Title
Honor/Distinction (Latin)
Other Honors/Distinction
Business Faculty: Please select "Yes" for only the highest degree earned.
Highest or Qualifying Degree?
Terminal Degree?
Yes
Official Transcript
Transcript
Drop file here or select to upload
Date Completed
Year
2012
Associated Coursework (1)
1st Course
Title
Course Prefix and Course Number
Course Prefix
Course Number
Credit Hours
Add Another Course
Original Source: Data Imports
Created: April 19, 2017
Last Saved: September 9, 2025
CANCEL
SAVE
Honor/Distinction:
Cum Laude
Magna Cum Laude
Summa Cum Laude
Egregia Cum Laude
Select "Yes" for highest degree earned.

External Connections and Partnerships





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

B *i* U x^2 x_2

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 curricul
- ☐ 1b: To provide experiential education as part of a relevant curriculur
- ☐ 1c: To prepare students who are ready for careers in business

Organization

Arkansas Tobacco Settlement Commission (ATSC)

Primary Contact Person

Street Address (Line 1)

Street Address (Line 2)

City

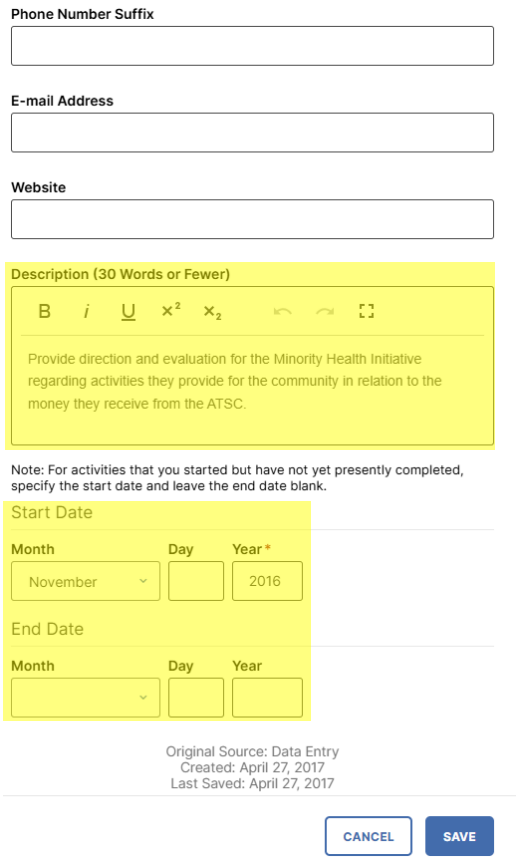
State

Country

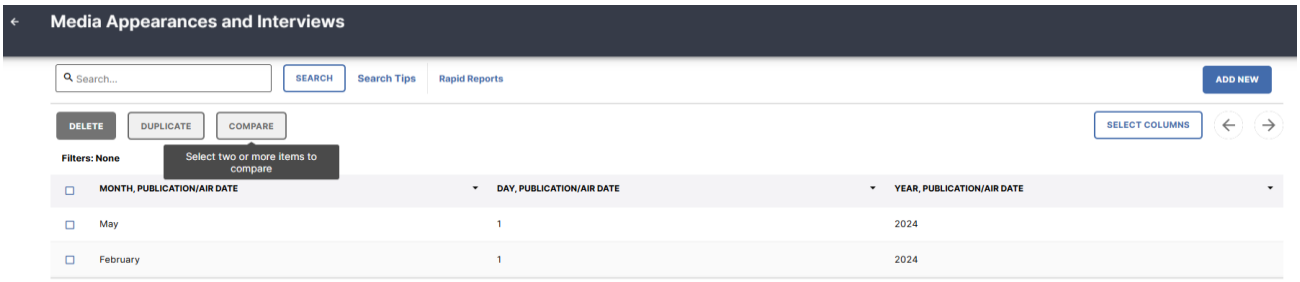
Phone Number

Phone Number Area Code

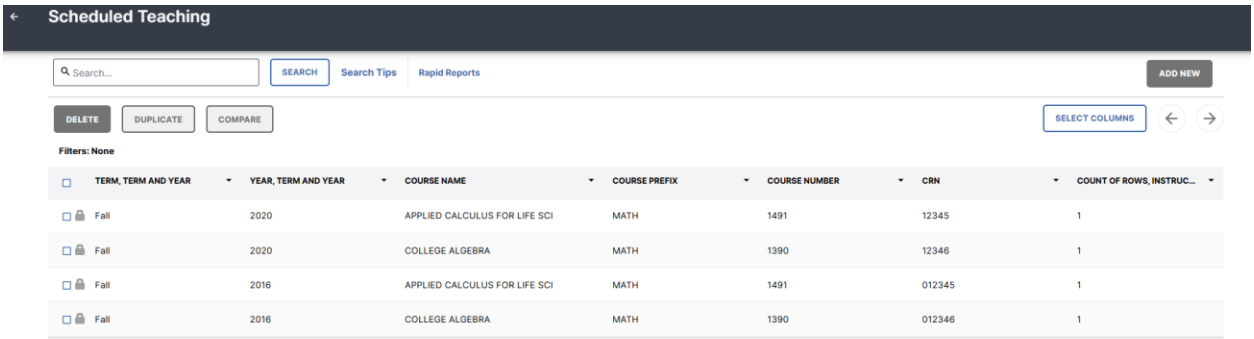
Phone Number Prefix

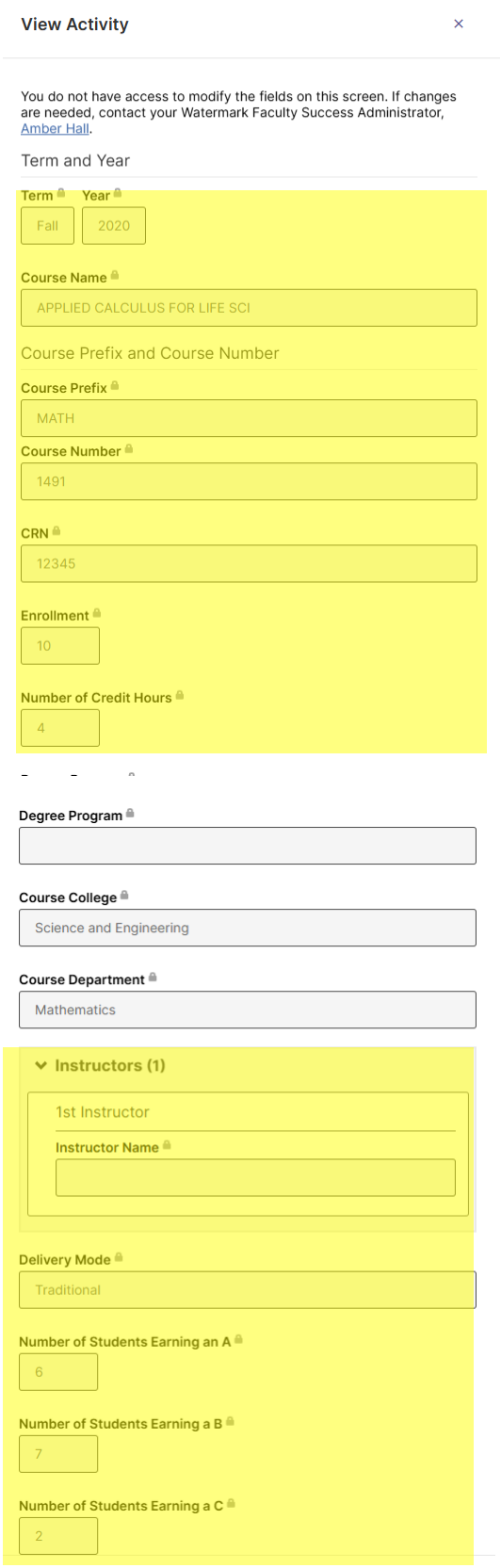


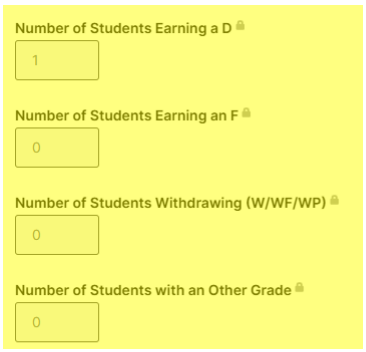
Media Appearances and Interviews



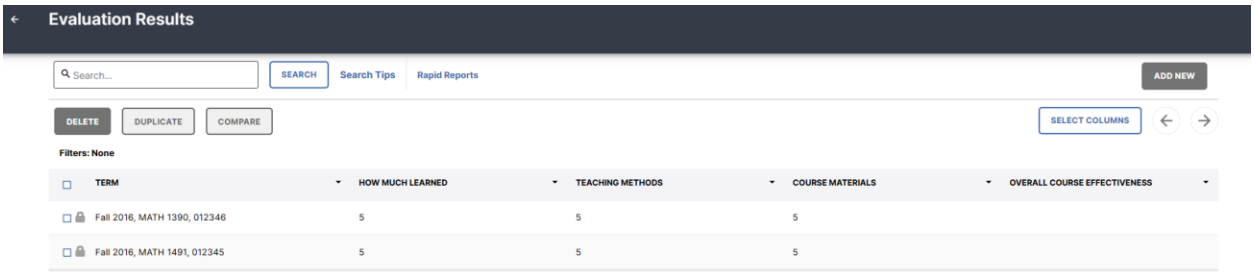
Scheduled Teaching

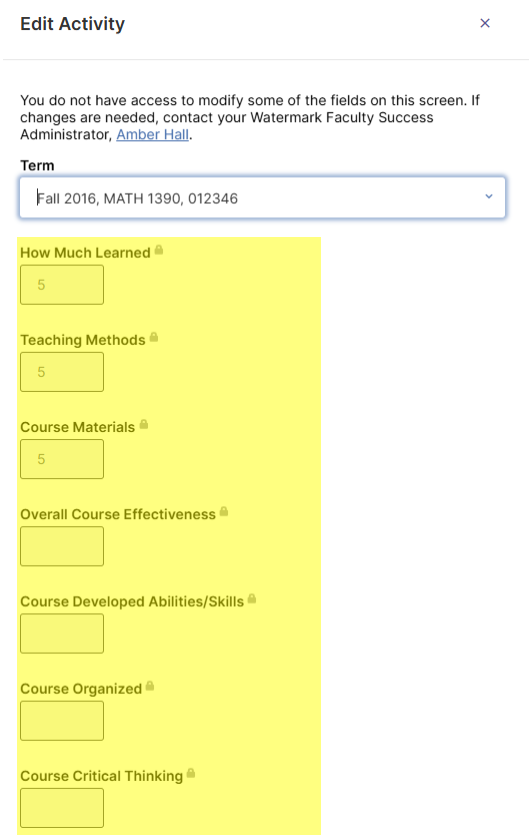


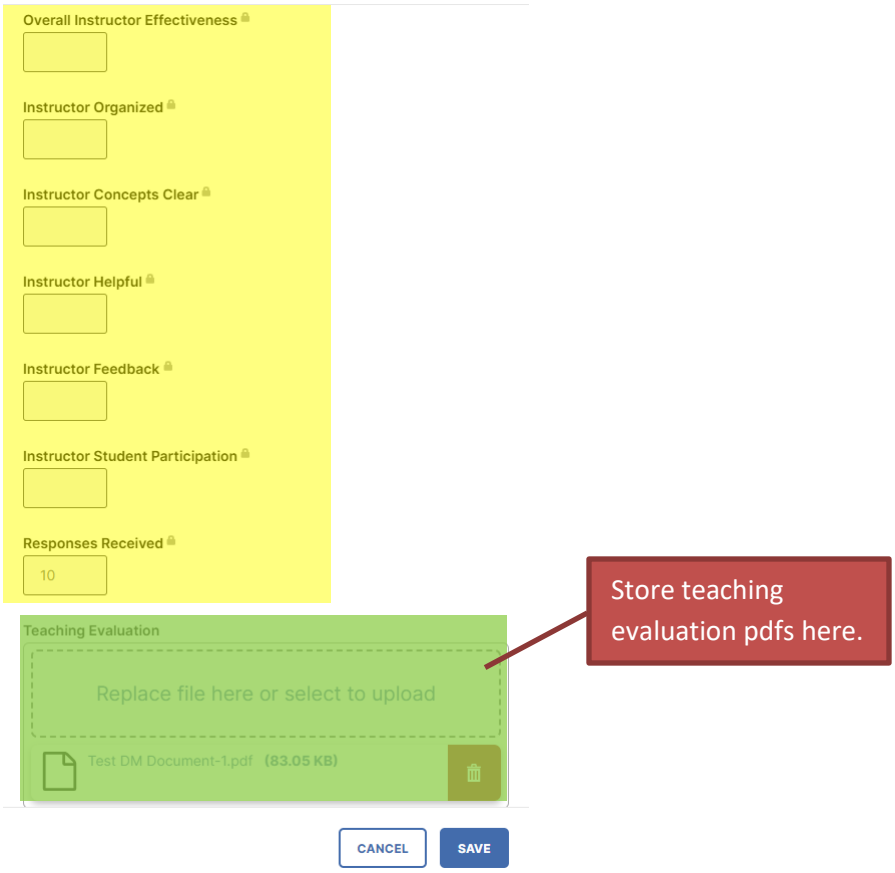

View Activity
You do not have access to modify the fields on this screen. If changes are needed, contact your Watermark Faculty Success Administrator, Amber Hall.
Term and Year
Term
Fall
Year
2020
Course Name
APPLIED CALCULUS FOR LIFE SCI
Course Prefix and Course Number
Course Prefix
MATH
Course Number
1491
CRN
12345
Enrollment
10
Number of Credit Hours
4
Degree Program
Course College
Science and Engineering
Course Department
Mathematics
Instructors (1)
1st Instructor
Instructor Name
Delivery Mode
Traditional
Number of Students Earning an A
6
Number of Students Earning a B
7
Number of Students Earning a C
2



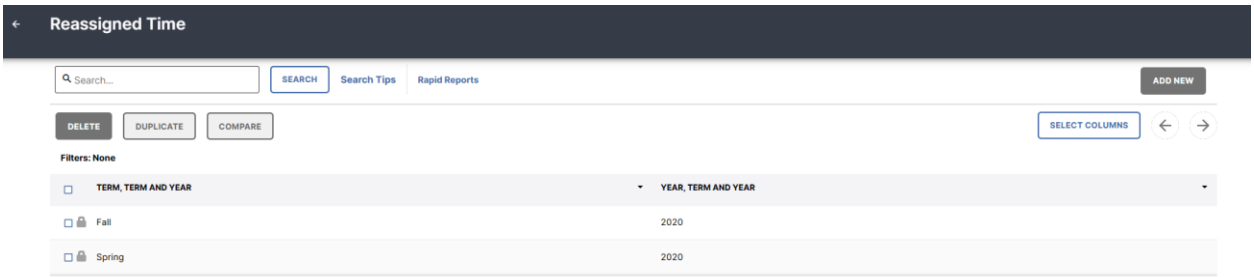
Evaluation Results

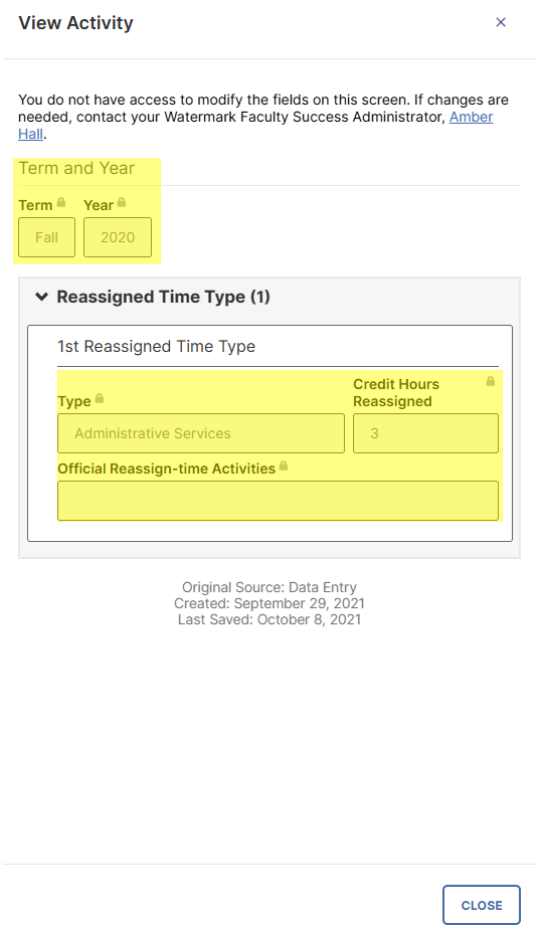



Edit Activity
You do not have access to modify some of the fields on this screen. If changes are needed, contact your Watermark Faculty Success Administrator, Amber Hall.
Term
Fall 2016, MATH 1390, 012346
How Much Learned
5
Teaching Methods
5
Course Materials
5
Overall Course Effectiveness
Course Developed Abilities/Skills
Course Organized
Course Critical Thinking

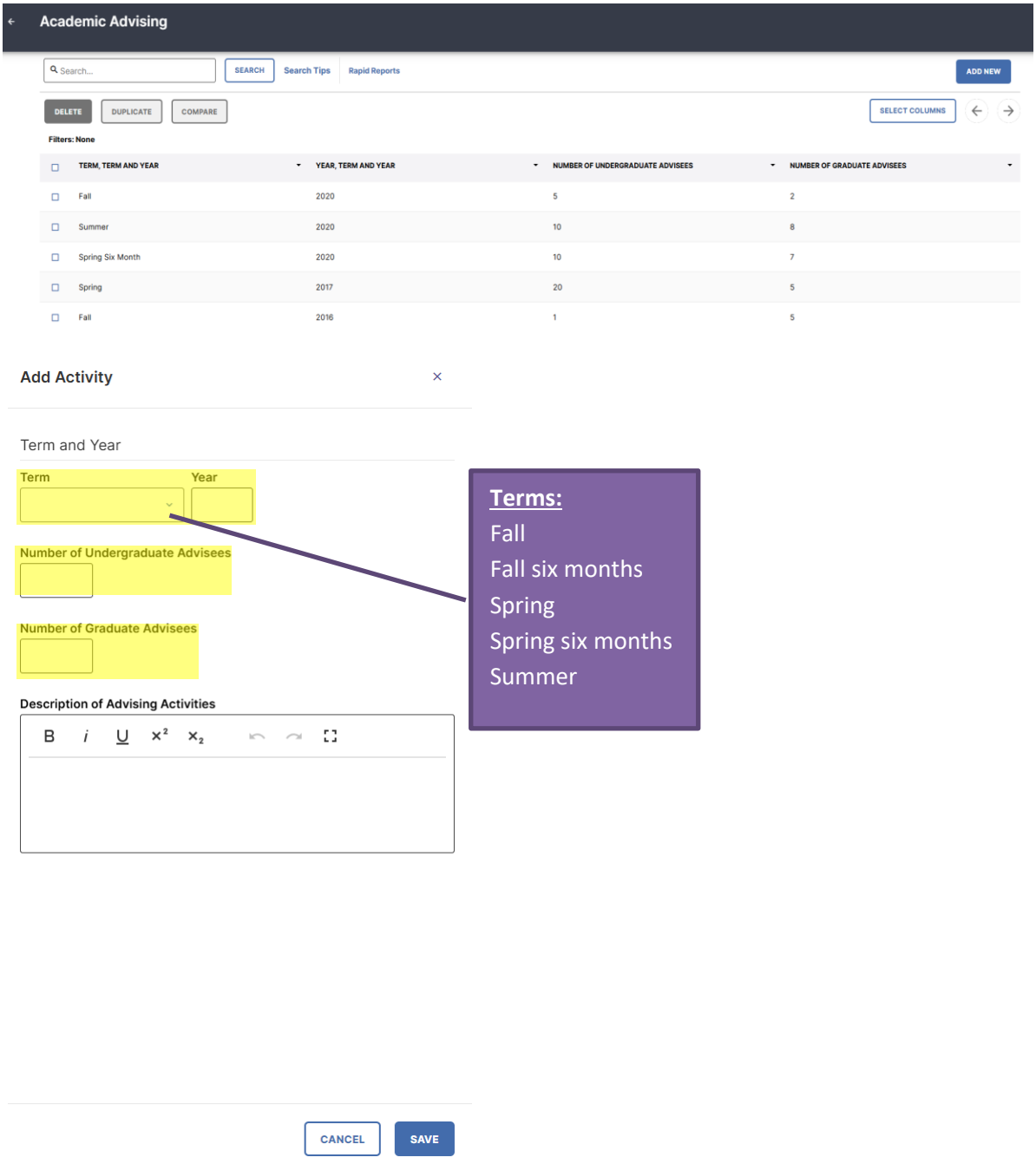


Reassigned Time

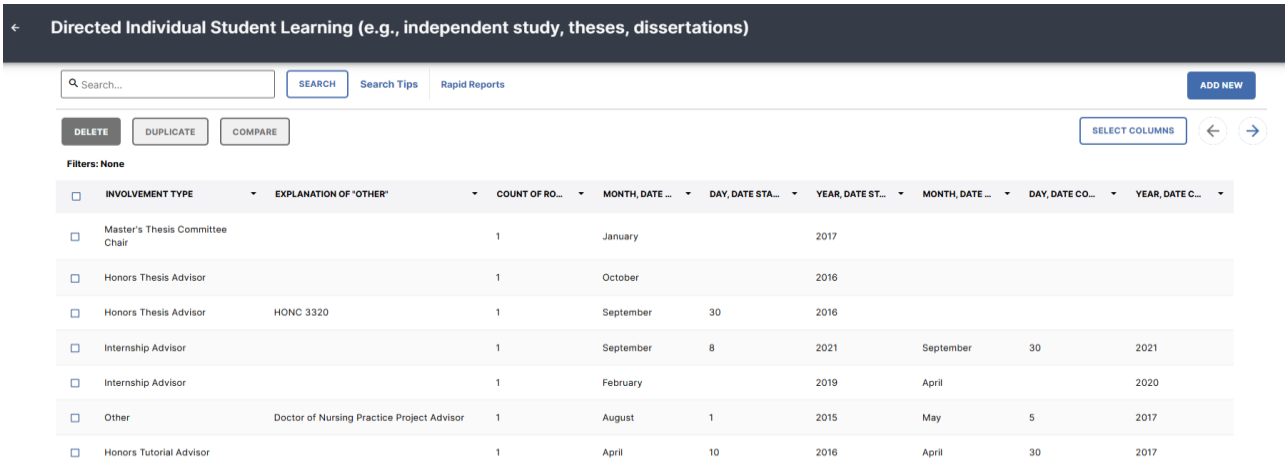


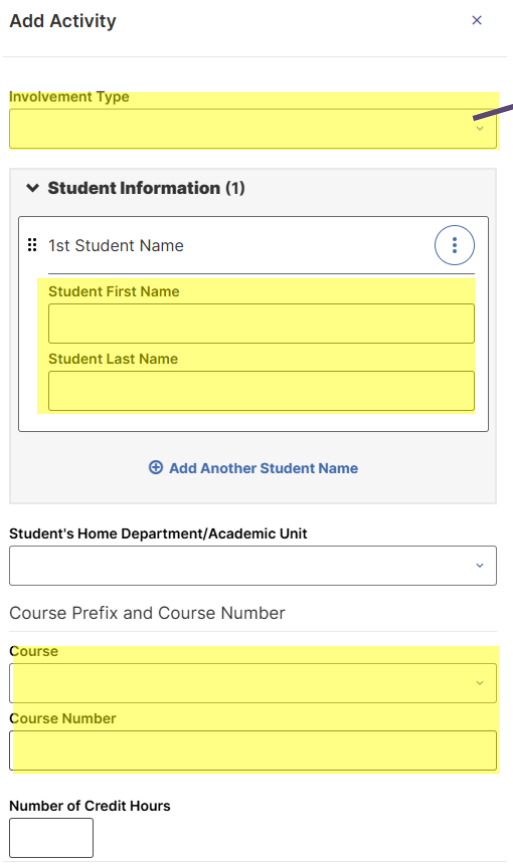

View Activity
You do not have access to modify the fields on this screen. If changes are needed, contact your Watermark Faculty Success Administrator, Amber Hall.
Term and Year
Term
Year
Fall
2020
Reassigned Time Type (1)
1st Reassigned Time Type
Type
Credit Hours Reassigned
Administrative Services
3
Official Reassign-time Activities
Original Source: Data Entry
Created: September 29, 2021
Last Saved: October 8, 2021
CLOSE

Academic Advising



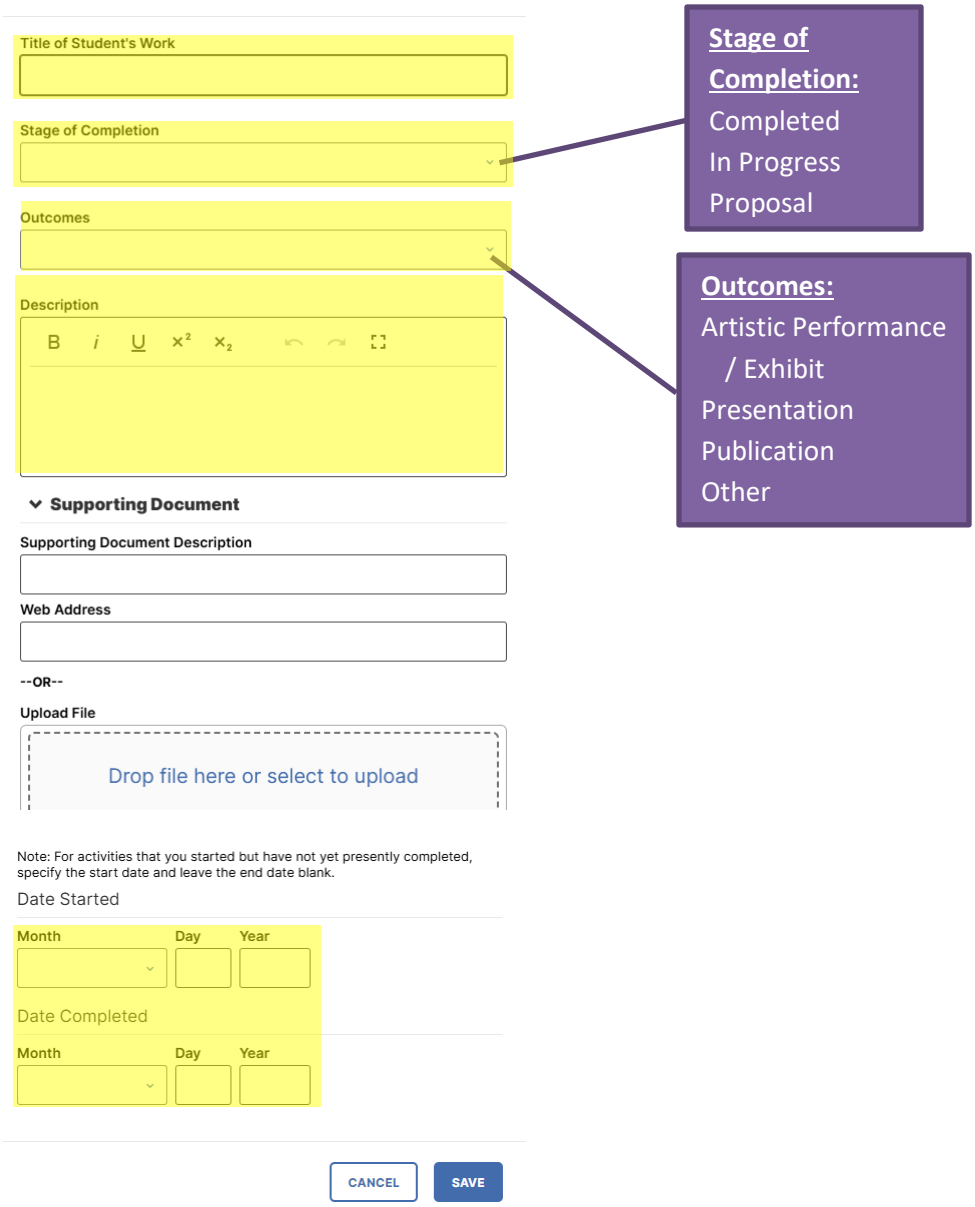
Directed Individual Student Learning (e.g., independent study, theses, dissertations)



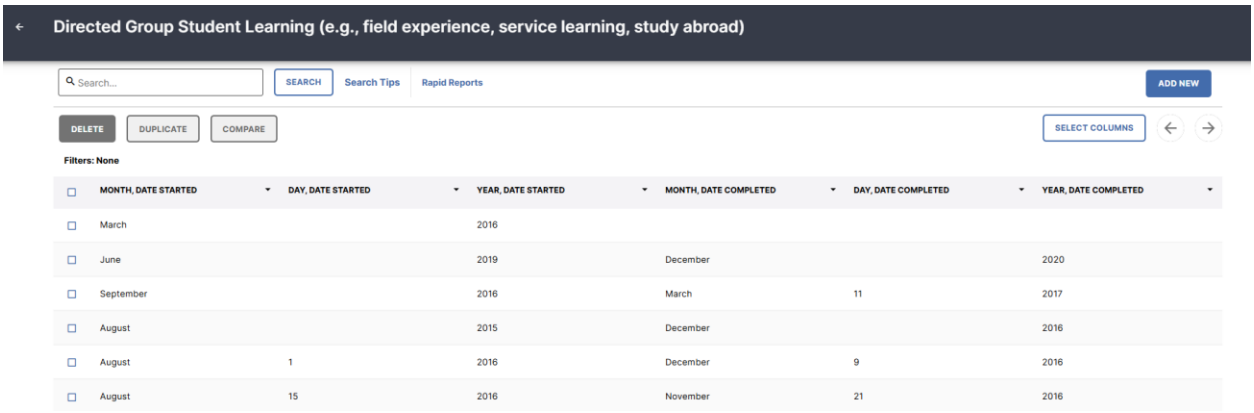


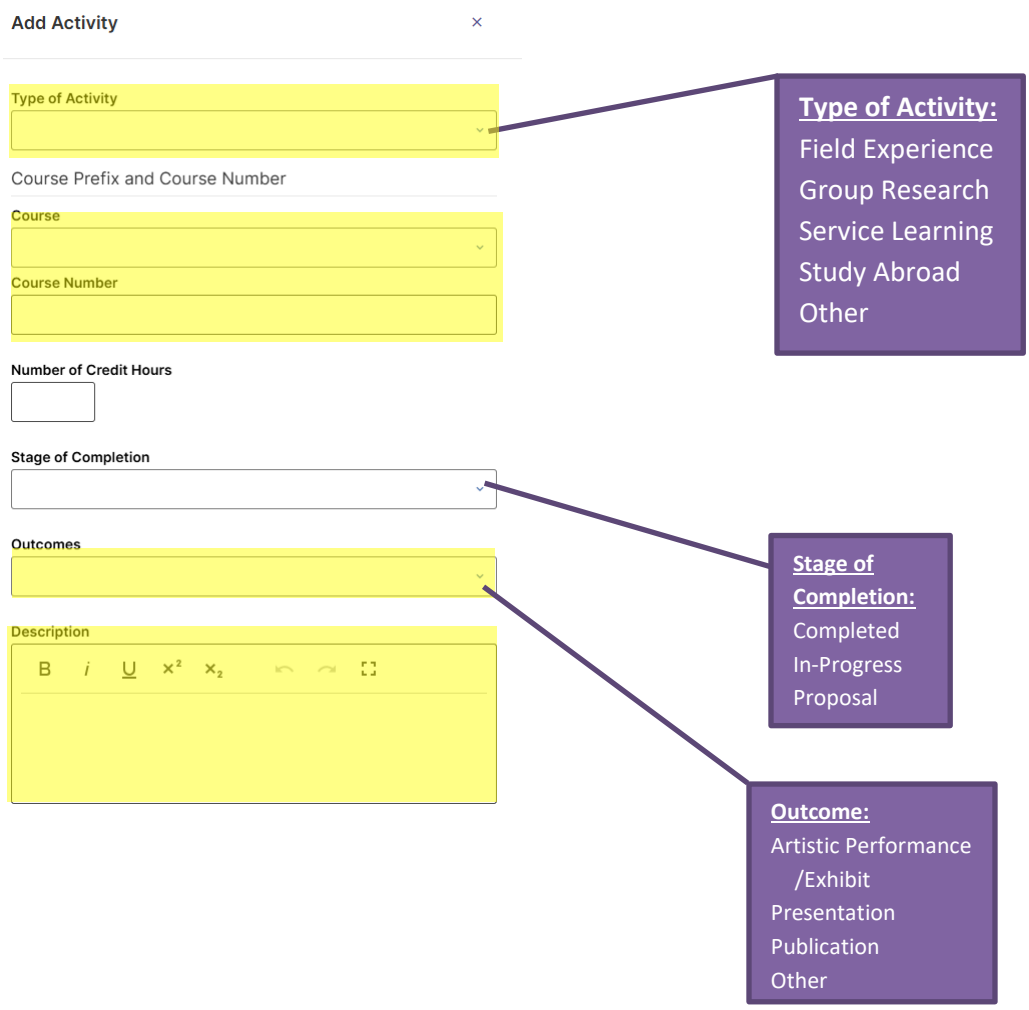
Involvement Type:

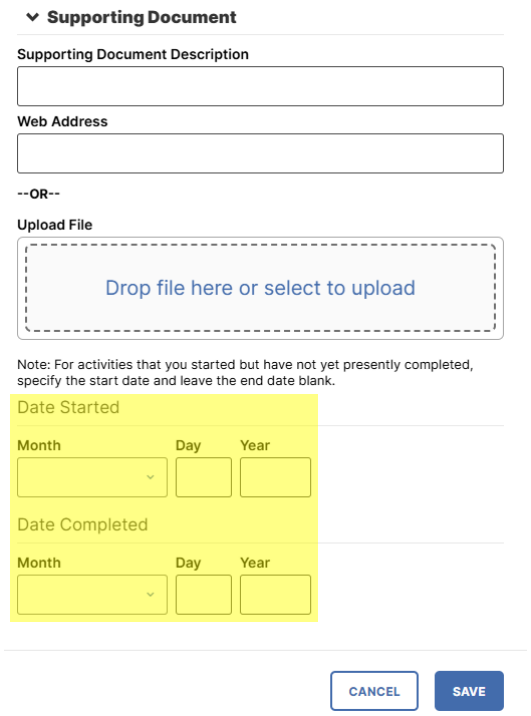
Dissertation Committee Chair
Dissertation Committee Co-Chair
Dissertation Committee Member
Doctoral Advisory Committee Chair
Doctoral Advisory Committee Member
Honors Thesis Advisor
Honors Thesis Committee Member
Honors Tutorial Advisor
Independent Research Advisor
Independent Study Advisor
Internship 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


Title of Student's Work
Stage of Completion
Outcomes
Description
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
CANCEL
SAVE
Stage of Completion:
Completed
In Progress
Proposal
Outcomes:
Artistic Performance / Exhibit
Presentation
Publication
Other

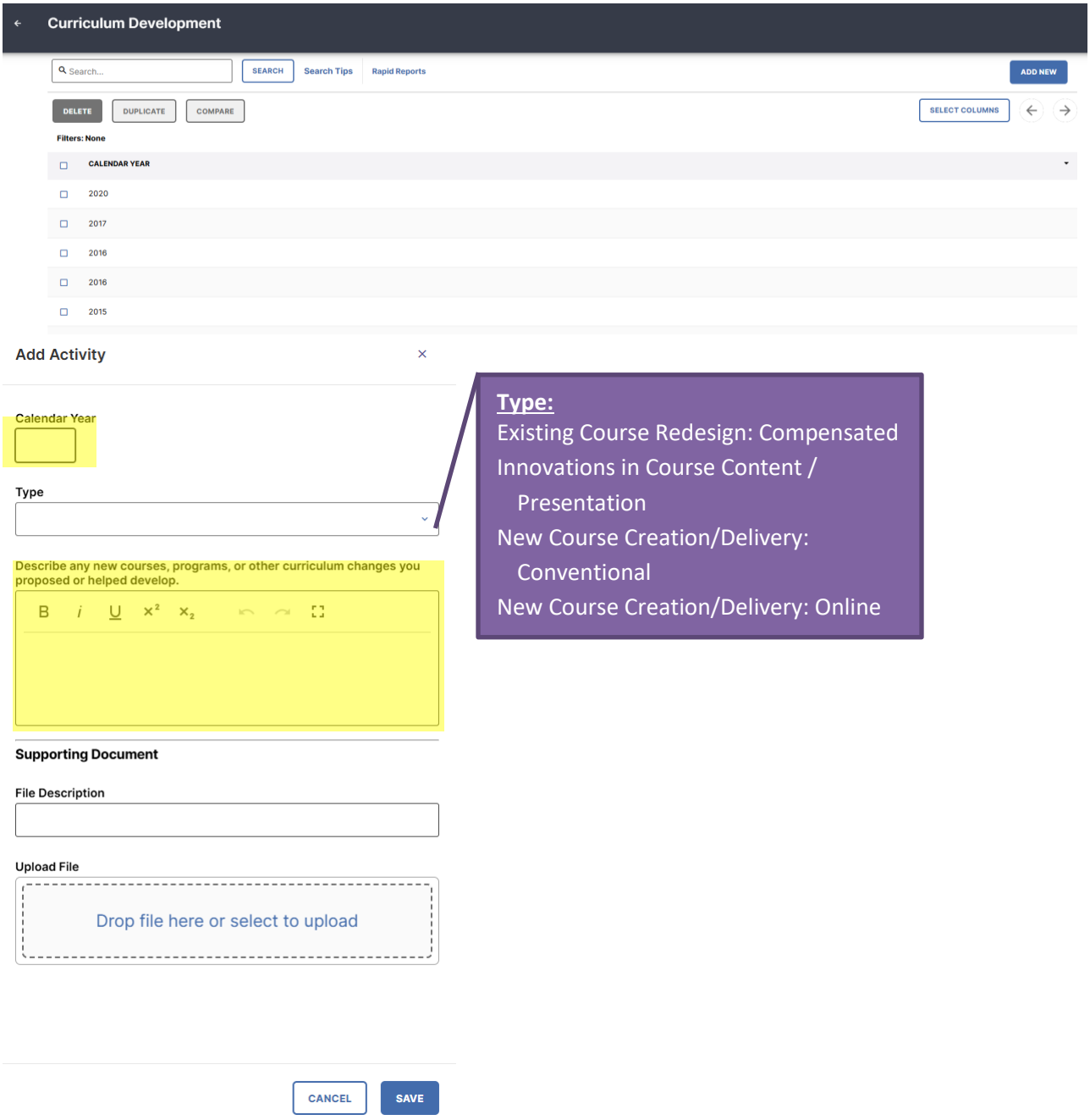
Directed Group Student Learning (e.g., field experience, service learning, study abroad).






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
CANCEL
SAVE

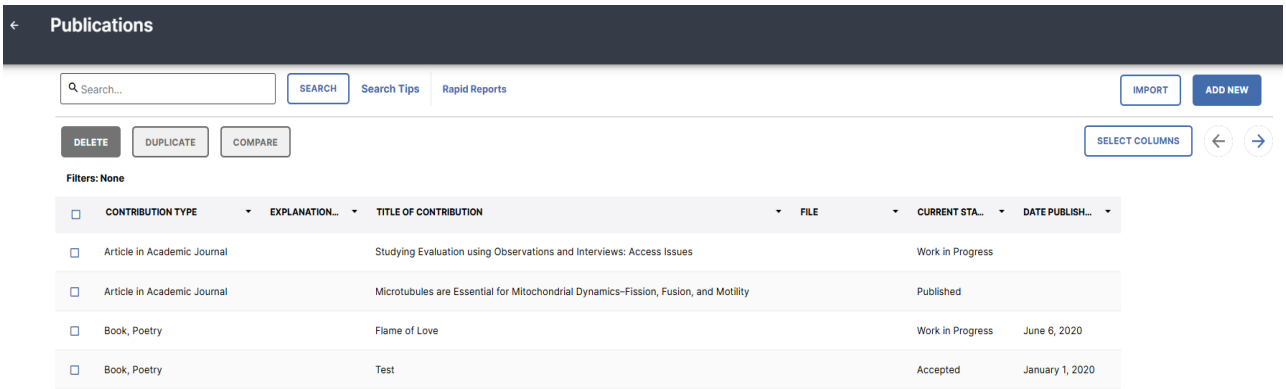
Curriculum Development

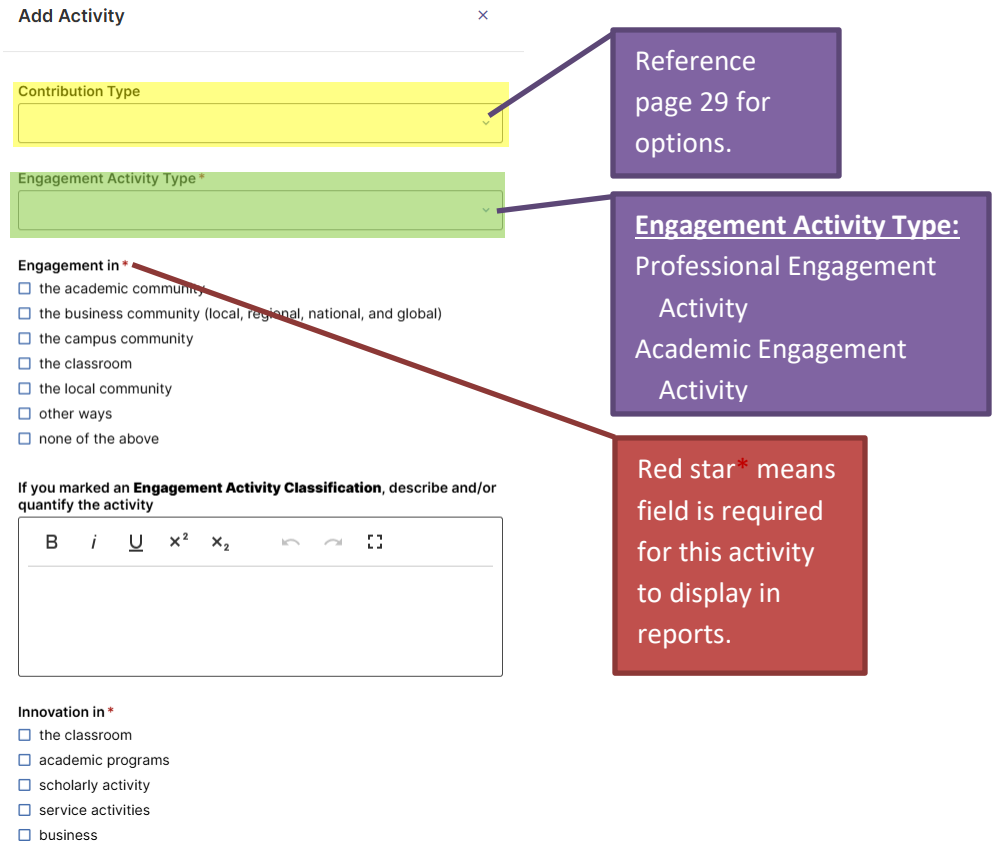


Publications

Contribution Type Options:

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




Add Activity
Contribution Type
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
Innovation in *
the classroom
academic programs
scholarly activity
service activities
business
Reference page 29 for options.
Engagement Activity Type:
Professional Engagement Activity
Academic Engagement Activity
Red star* means field is required for this activity to display in reports.

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

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

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 curricul
- 1b: To provide experiential education as part of a relevant curriculur
- 1c: To prepare students who are ready for careers in business

AACSB Classification

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

People at University of Central Arkansas

Test, Test (iilechukwu)

First Name

Test

Middle Name/Initial

Last Name

Test

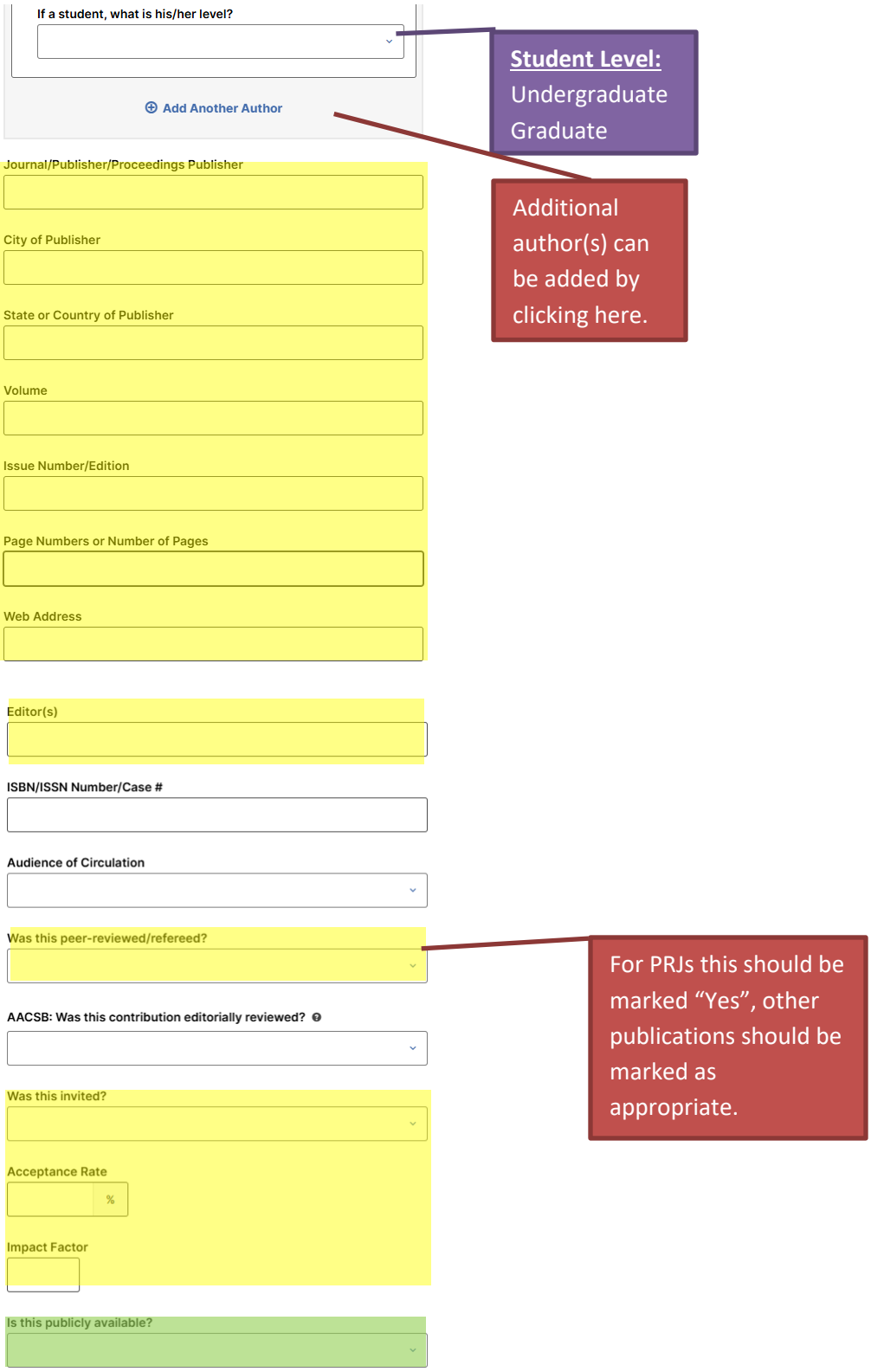
Institution/Company

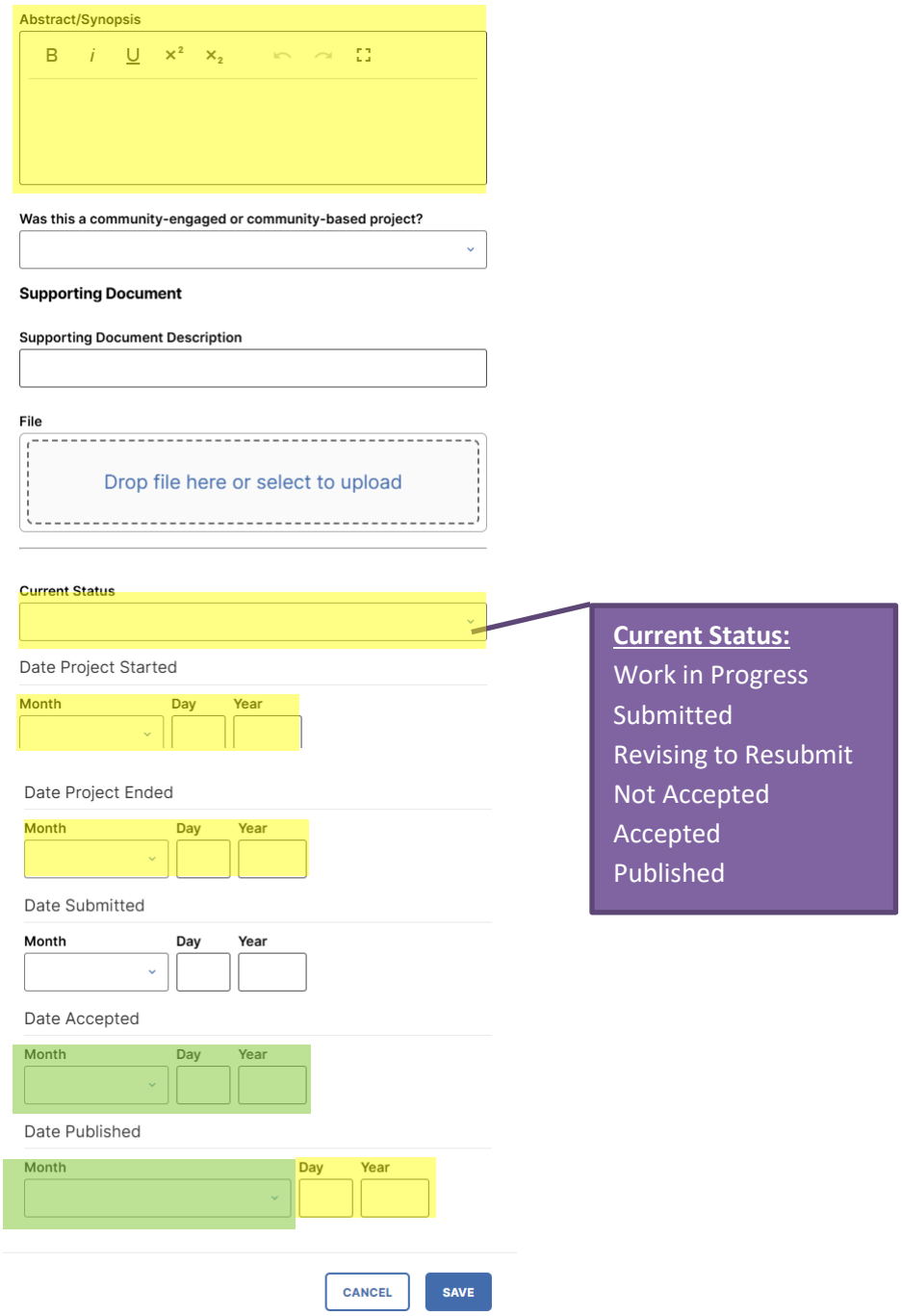
AACSB Classification:

Basic or Discovery Scholarship

Applied or Integration / Application Scholarship

Teaching and Learning Scholarship


If a student, what is his/her level?
Add Another Author
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?
AACSB: Was this contribution editorially reviewed?
Was this invited?
Acceptance Rate
%
Impact Factor
Is this publicly available?
Student Level:
Undergraduate
Graduate
Additional author(s) can be added by clicking here.
For PRJs this should be marked “Yes”, other publications should be marked as appropriate.



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

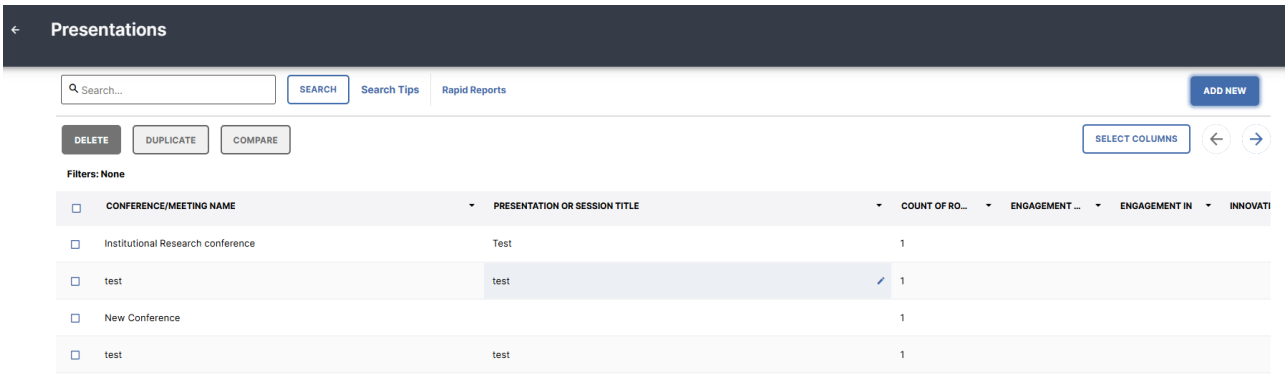
Presentations

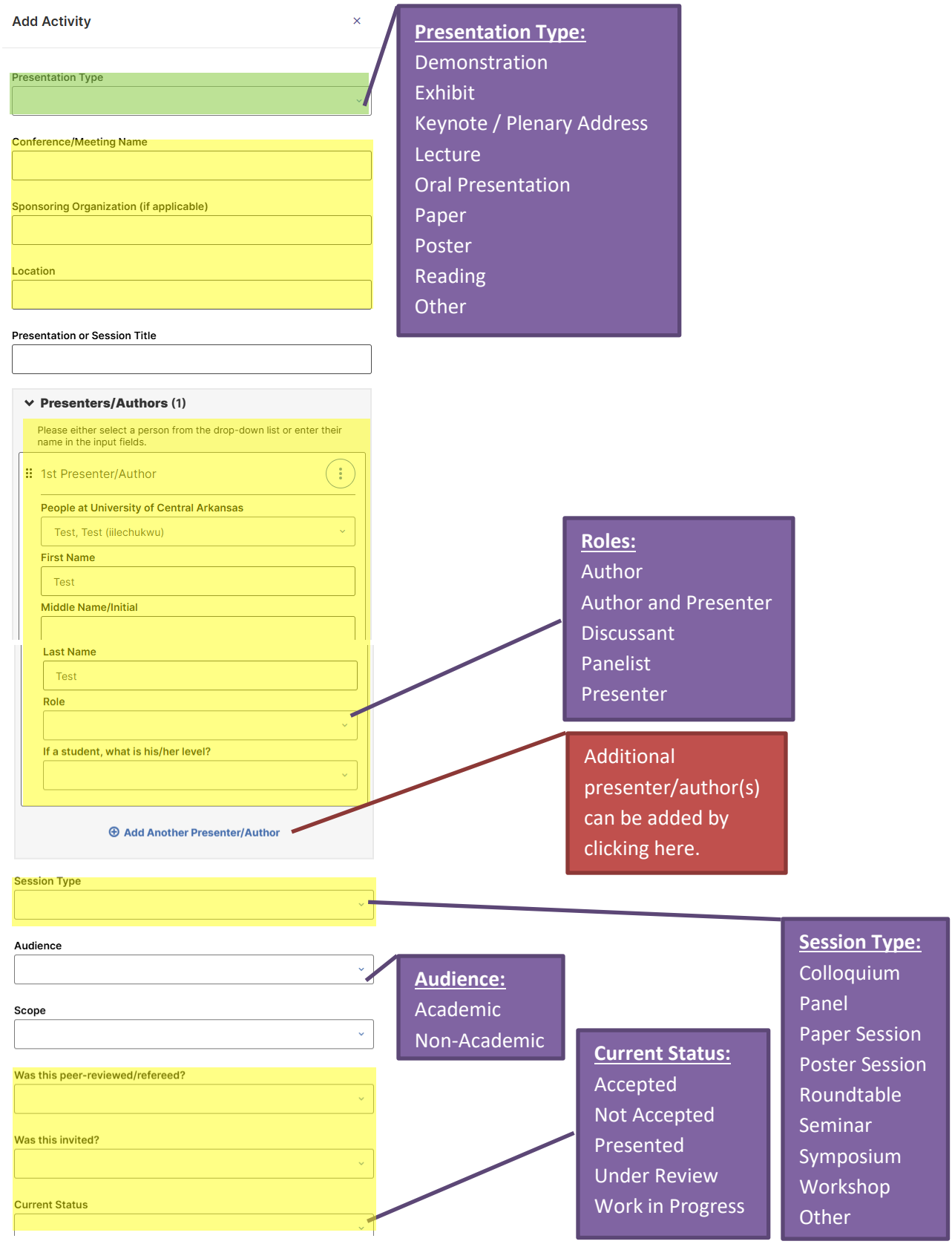
This screen contains similar information as publications but pertains to any presentations given.

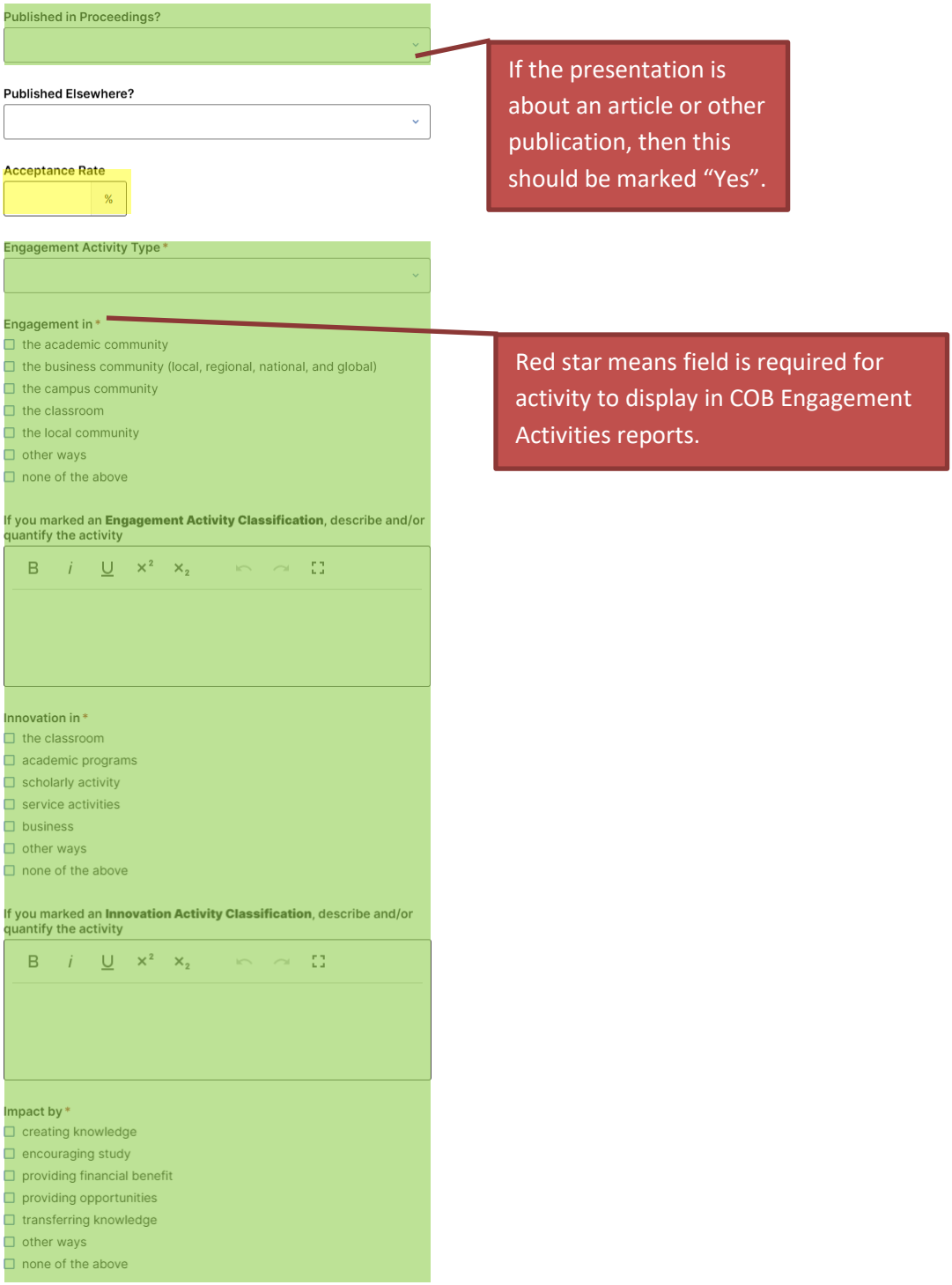
Examples:

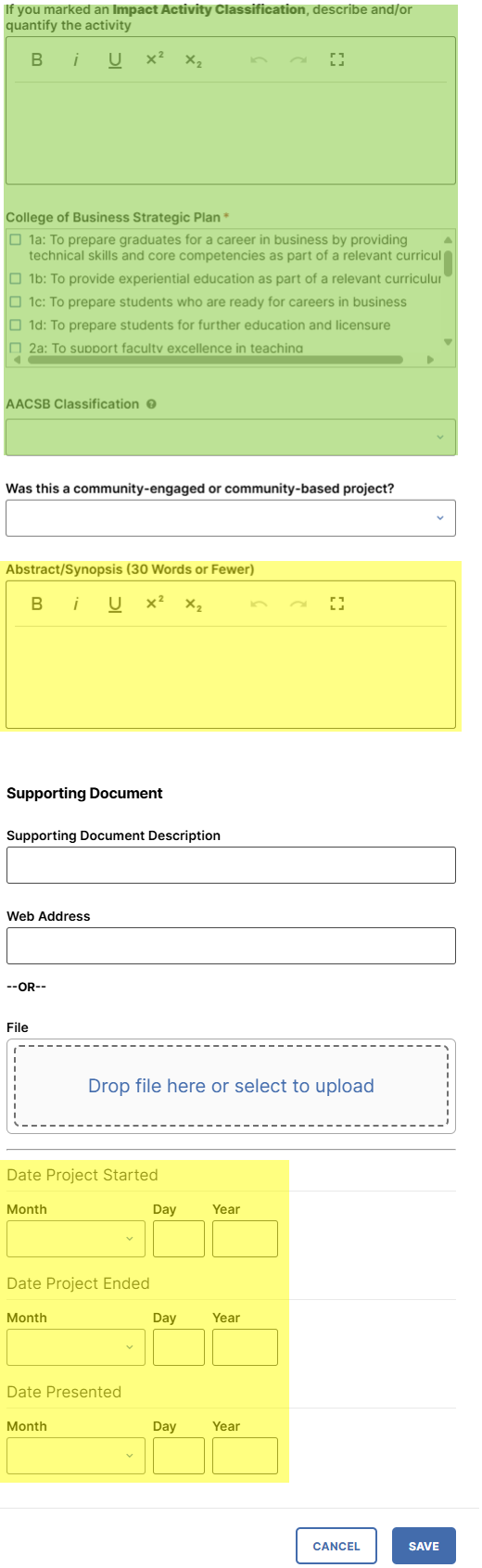
i. Presentations of applied research study/case to professional audiences are professional engagements which should be “Oral Presentation” or “Lecture” presentation type.
ii. Presentation and development of continuing professional education or executive education programs should be “Oral Presentation,” “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.

Presentations (Contd)

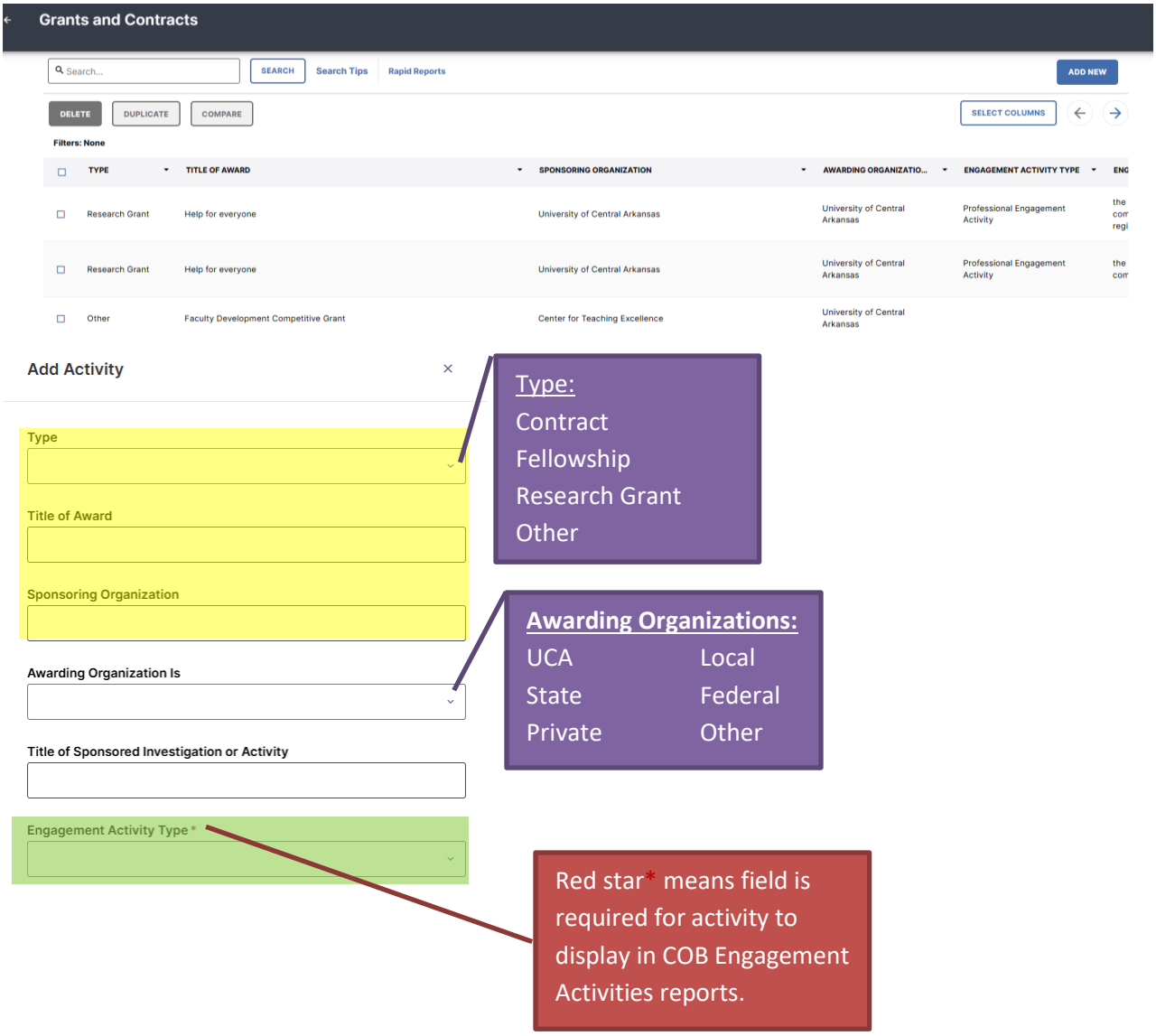



Add Activity
Presentation Type
Conference/Meeting Name
Sponsoring Organization (if applicable)
Location
Presentation or Session Title
Presenters/Authors (1)
Please either select a person from the drop-down list or enter their name in the input fields.
1st Presenter/Author
People at University of Central Arkansas
Test, Test (iilechukwu)
First Name
Test
Middle Name/Initial
Last Name
Test
Role
If a student, what is his/her level?
Add Another Presenter/Author
Session Type
Audience
Scope
Was this peer-reviewed/refereed?
Was this invited?
Current Status
Presentation Type:
Demonstration
Exhibit
Keynote / Plenary Address
Lecture
Oral Presentation
Paper
Poster
Reading
Other
Roles:
Author
Author and Presenter
Discussant
Panelist
Presenter
Additional presenter/author(s) can be added by clicking here.
Audience:
Academic
Non-Academic
Current Status:
Accepted
Not Accepted
Presented
Under Review
Work in Progress
Session Type:
Colloquium
Panel
Paper Session
Poster Session
Roundtable
Seminar
Symposium
Workshop
Other


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


If you marked an **Impact Activity Classification**, describe and/or quantify the activity
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 curricul
1b: To provide experiential education as part of a relevant curriculur
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
Was this a community-engaged or community-based project?
Abstract/Synopsis (30 Words or Fewer)
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
Date Presented
Month
Day
Year
CANCEL
SAVE

Grants and Contracts



Engagement in *

- [ ] the academic community
- [ ] the business community (local, regional, national, and global)
- [x] 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

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

Impact by *

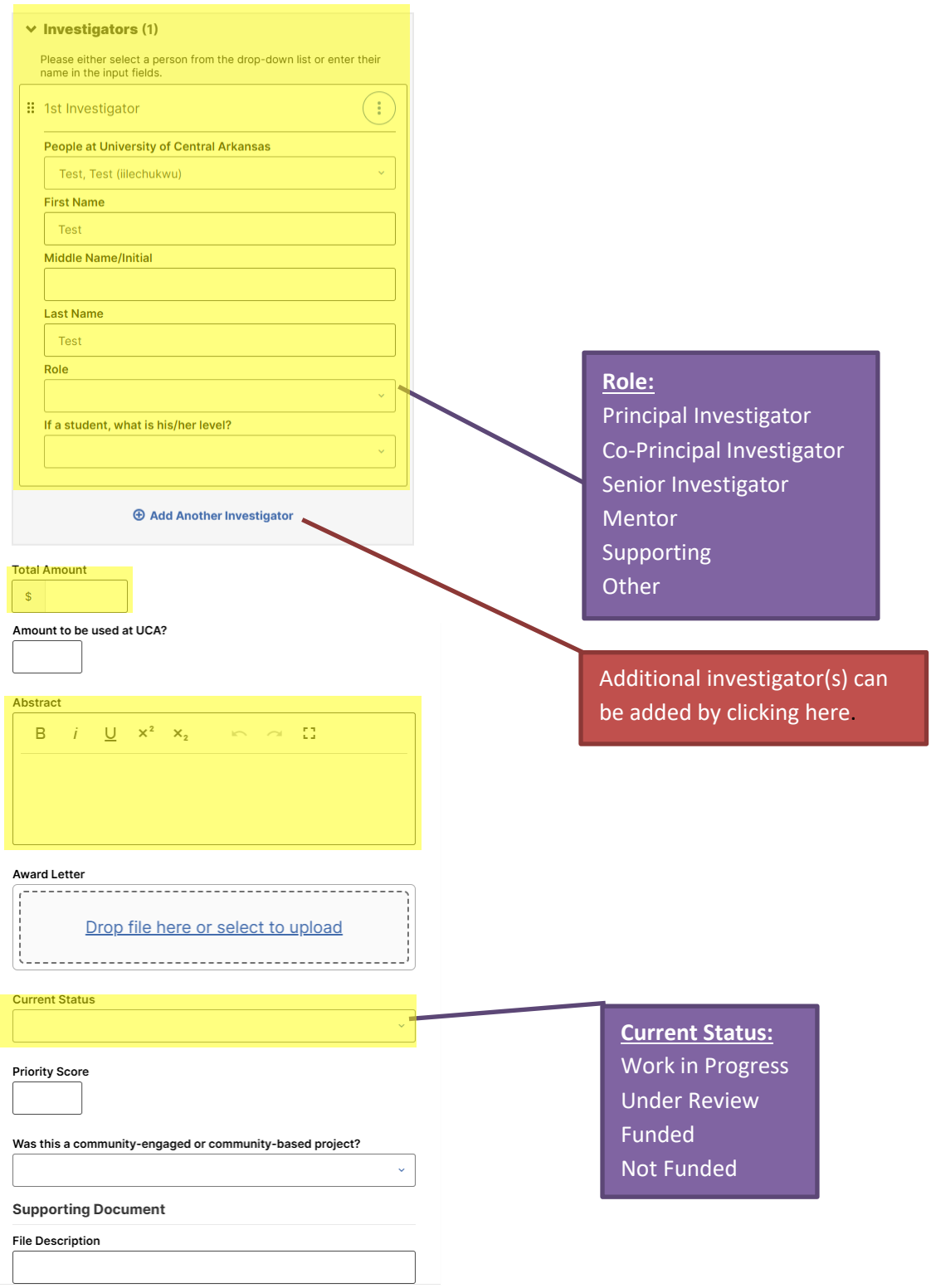
- [ ] creating knowledge
- [ ] encouraging study
- [ ] providing financial benefit
- [ ] providing opportunities
- [ ] transferring knowledge
- [ ] other ways
- [ ] none of the above

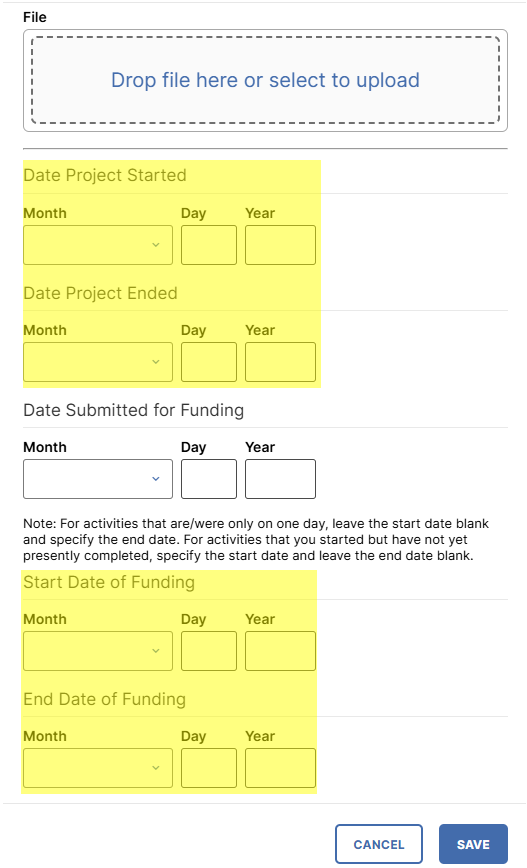
If you marked an **Impact Activity Classification**, describe and/or quantify the activity

College of Business Strategic Plan *

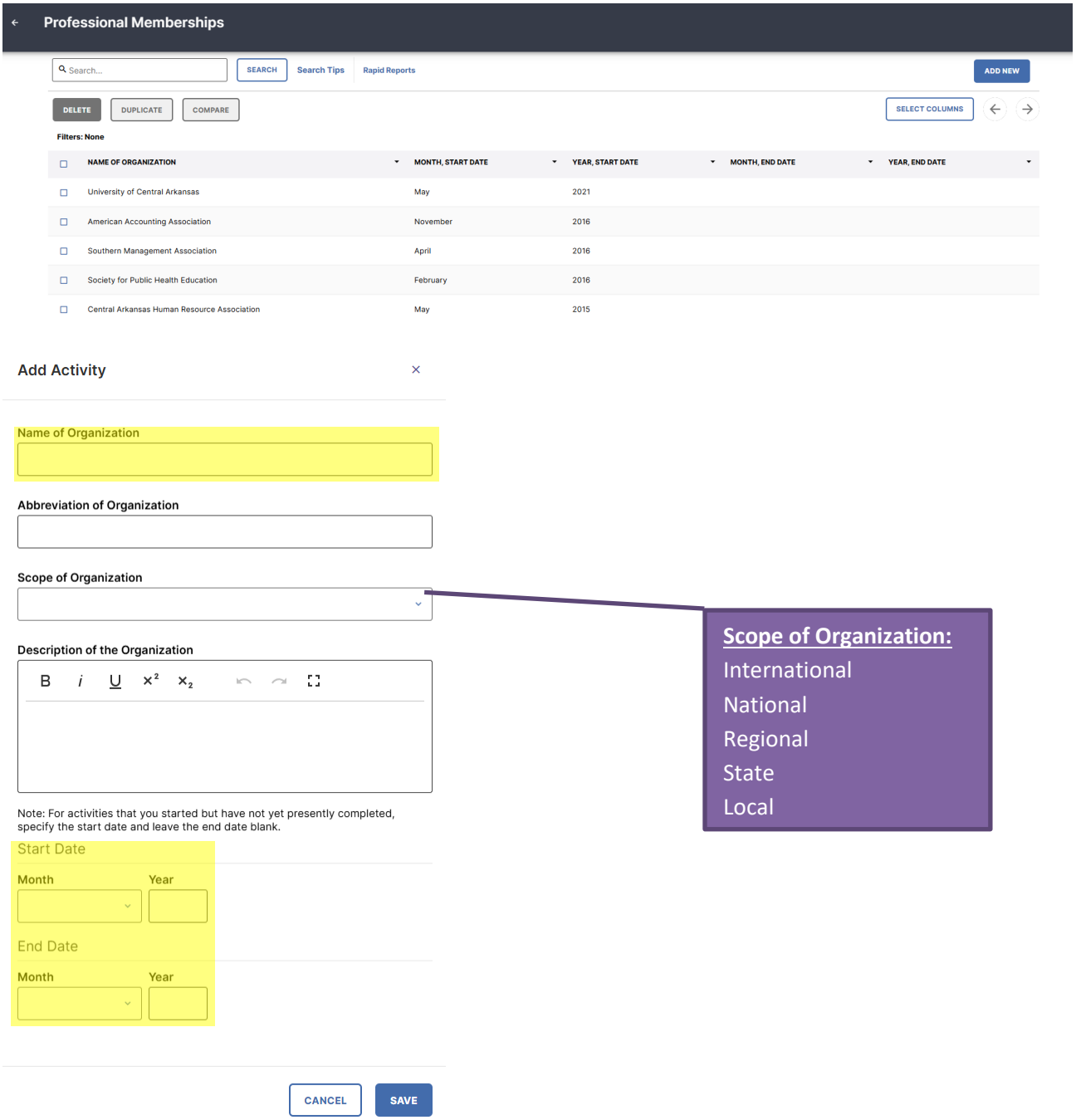
- [ ] 1a: To prepare graduates for a career in business by providing technical skills and core competencies as part of a relevant curricul
- [ ] 1b: To provide experiential education as part of a relevant curriculur
- [ ] 1c: To prepare students who are ready for careers in business
- [ ] 1d: To prepare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

AACSB Classification

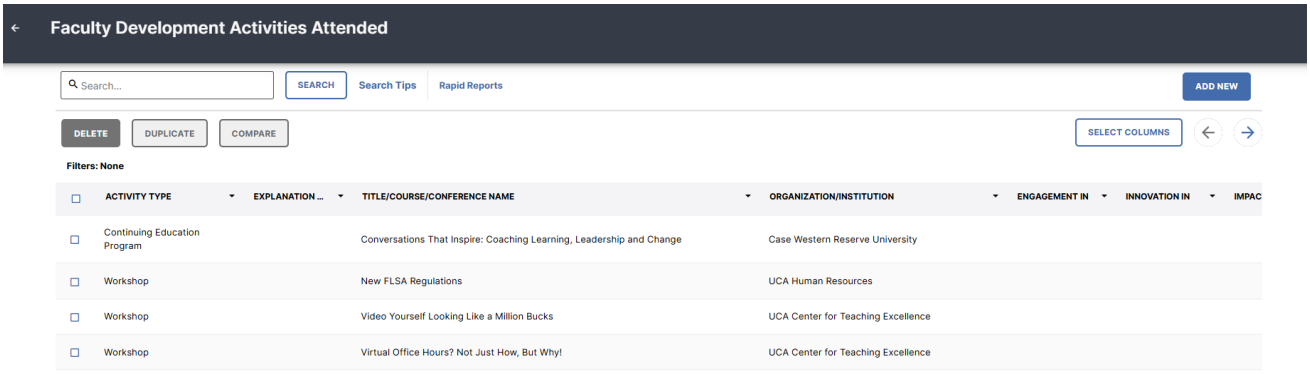

Investigators (1)
Please either select a person from the drop-down list or enter their name in the input fields.
1st Investigator
People at University of Central Arkansas
Test, Test (iilechukwu)
First Name
Test
Middle Name/Initial
Last Name
Test
Role
If a student, what is his/her level?
Add Another Investigator
Total Amount
$
Amount to be used at UCA?
Abstract
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
Role:
Principal Investigator
Co-Principal Investigator
Senior Investigator
Mentor
Supporting
Other
Additional investigator(s) can be added by clicking here.
Current Status:
Work in Progress
Under Review
Funded
Not Funded

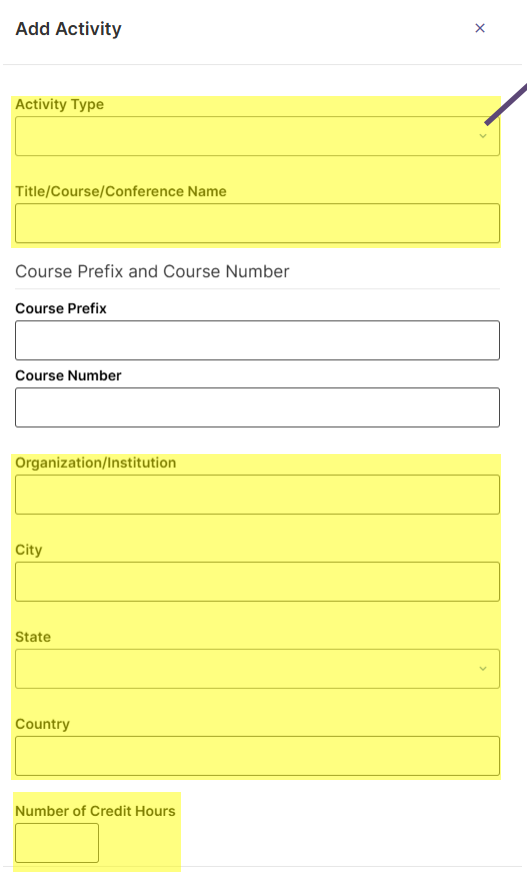

File
Drop file here or select to upload
Date Project Started
Month
Day
Year
Date Project Ended
Month
Day
Year
Date Submitted for Funding
Month
Day
Year
Note: For activities that are/were only on one day, leave the start date blank and specify the end date. For activities that you started but have not 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
CANCEL
SAVE

Professional Memberships



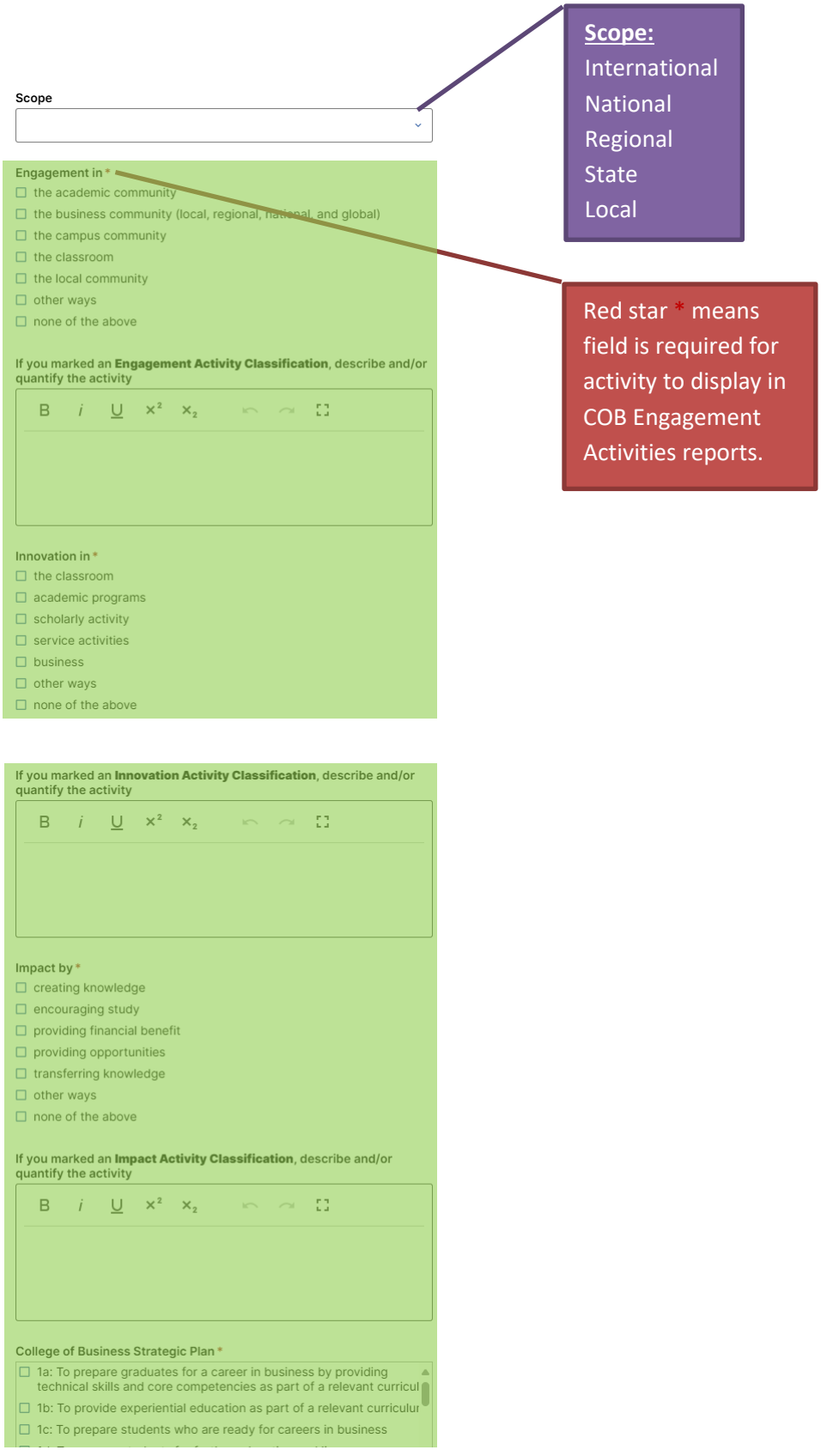
Faculty Development Activities Attended

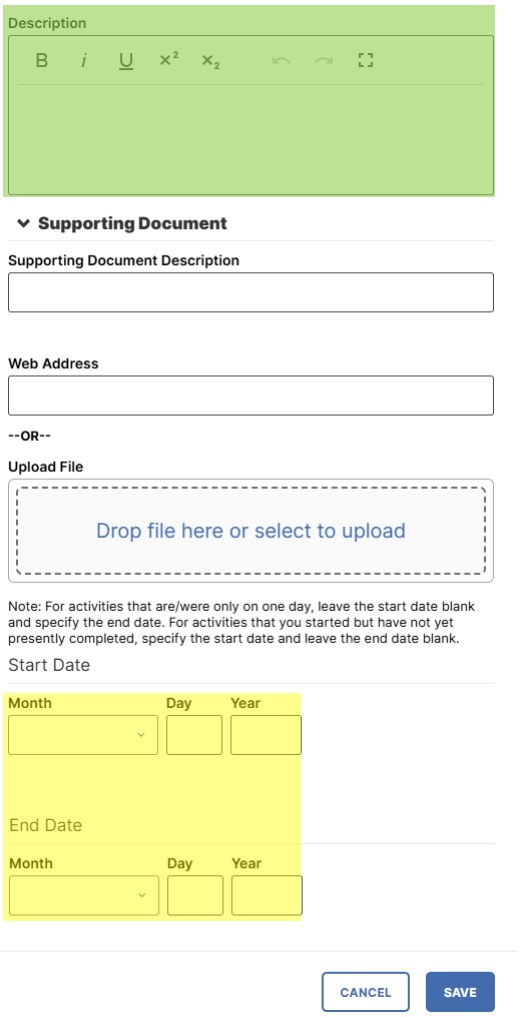




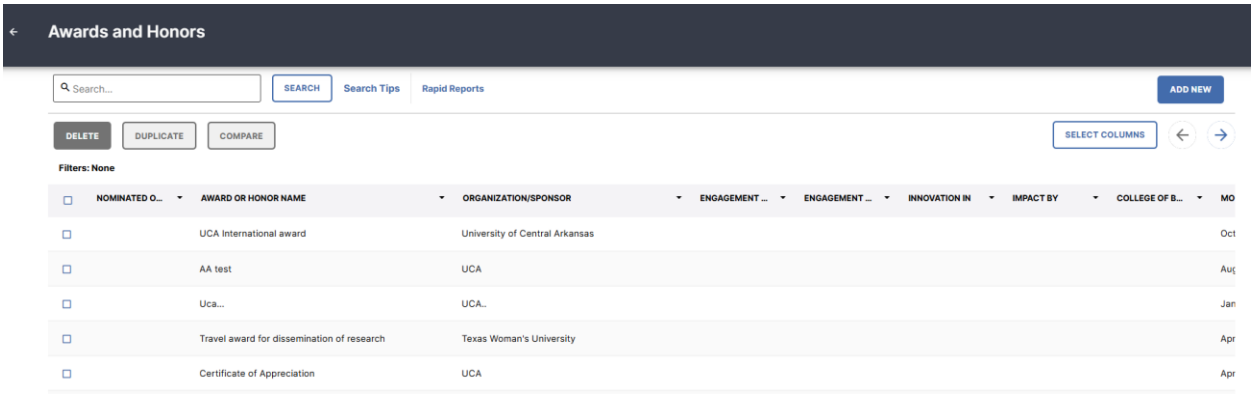
Activity Type:

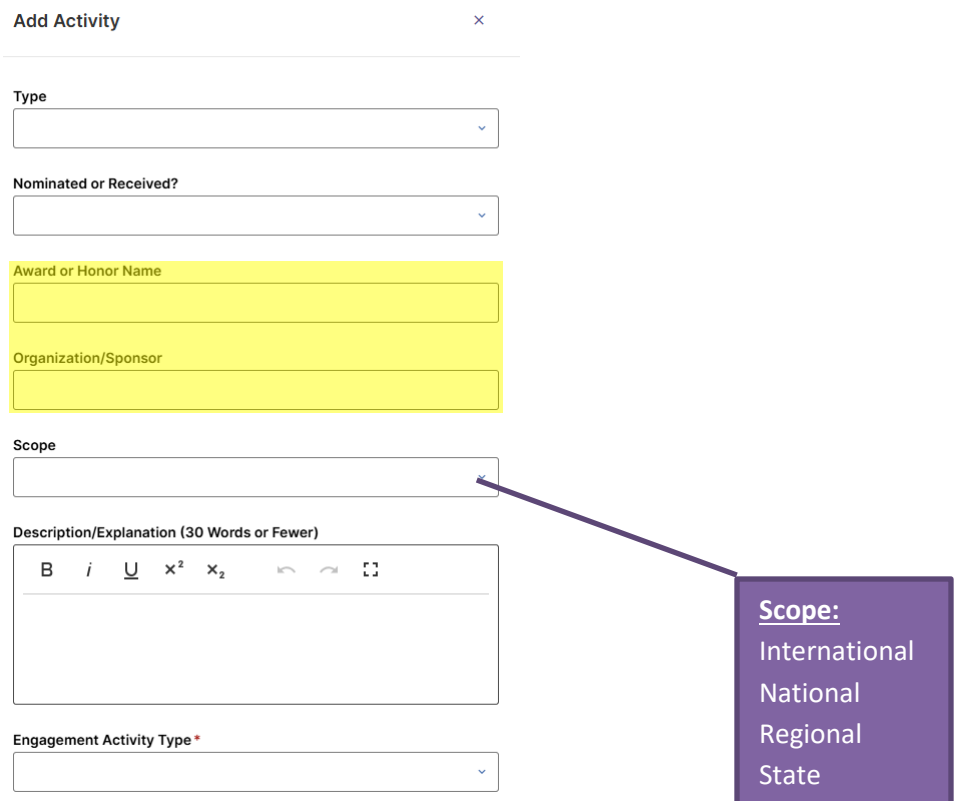
Conference
Continuing Education Program
Course Towards Degree
Courses Beyond Last Degree
Faculty Fellowship
Faculty Internship
Medical Fellowship
Medical Internship
Medical Residency
Self-Study Program
Seminar
Tutorial
Workshop
Other


Scope
Scope:
International
National
Regional
State
Local
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 activity to display in COB Engagement Activities reports.
If you marked an Engagement Activity Classification, describe and/or quantify the activity
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
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
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 curricul
1b: To provide experiential education as part of a relevant curriculur
1c: To prepare students who are ready for careers in business


Description
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
CANCEL
SAVE

Awards and Honors





Scope:
International
National
Regional
State
Local
University
College
Department

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

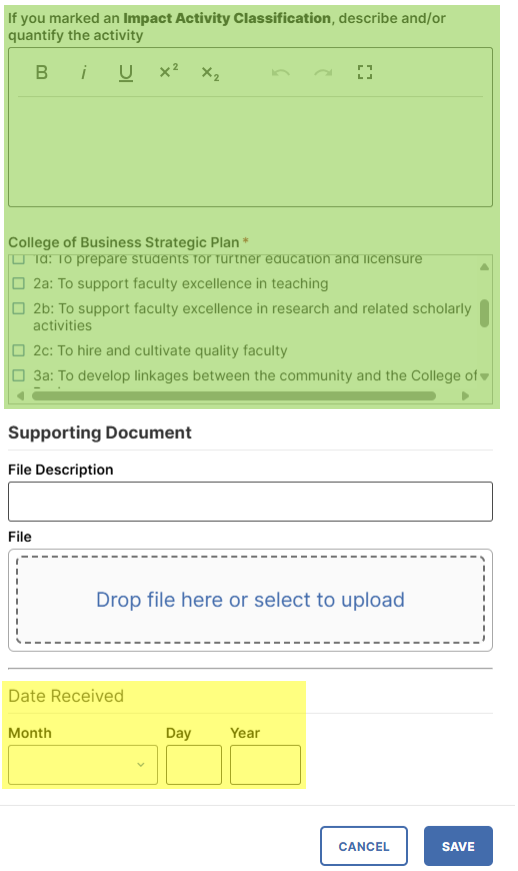
Innovation in *
- ☐ the classroom
- ☐ academic programs
- ☐ scholarly activity
- ☐ service activities
- ☐ business
- ☐ other ways
- ☐ none of the above

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

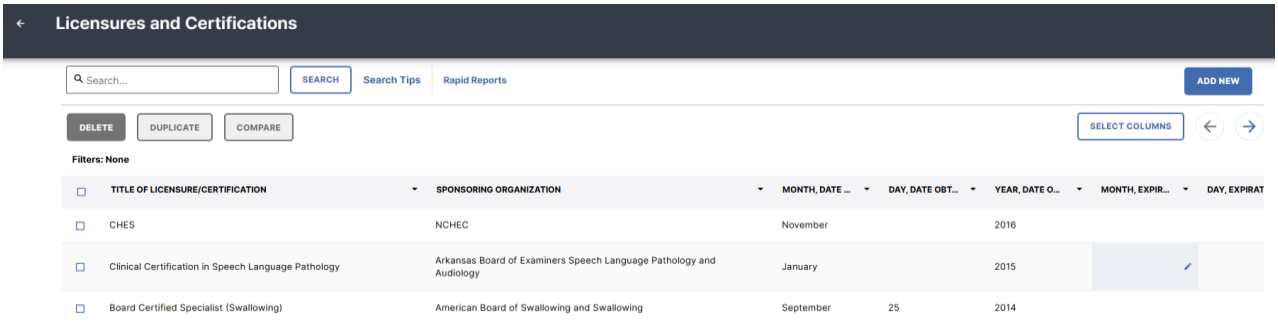
Innovation in *
- ☐ the classroom
- ☐ academic programs
- ☐ scholarly activity
- ☐ service activities
- ☐ business
- ☐ other ways
- ☐ none of the above

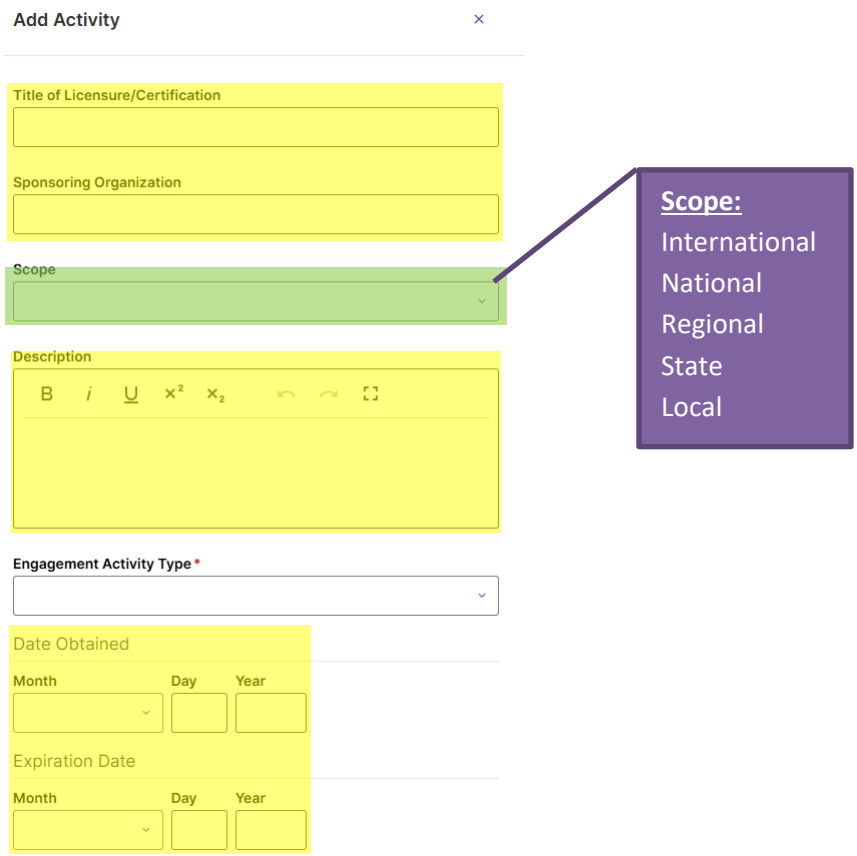
If you marked an **Innovation Activity Classification**, describe and/or quantify the activity

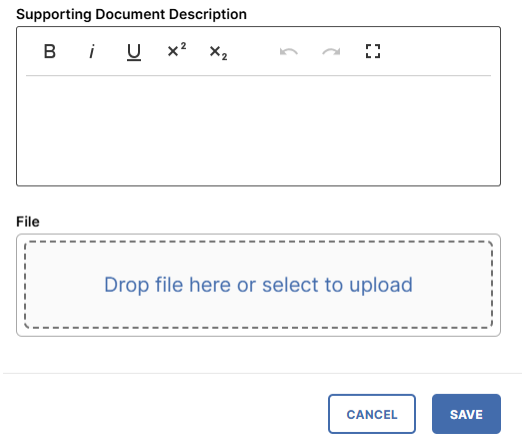
Impact by *
- ☐ creating knowledge
- ☐ encouraging study
- ☐ providing financial benefit
- ☐ providing opportunities


If you marked an **Impact Activity Classification**, describe and/or quantify the activity
College of Business Strategic Plan *
1d: To prepare students for further education and licensure
2a: To support faculty excellence in teaching
2b: To support faculty excellence in research and related scholarly activities
2c: To hire and cultivate quality faculty
3a: To develop linkages between the community and the College of
Supporting Document
File Description
File
Drop file here or select to upload
Date Received
Month
Day
Year
CANCEL
SAVE

Licensures and Certifications







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 is 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.

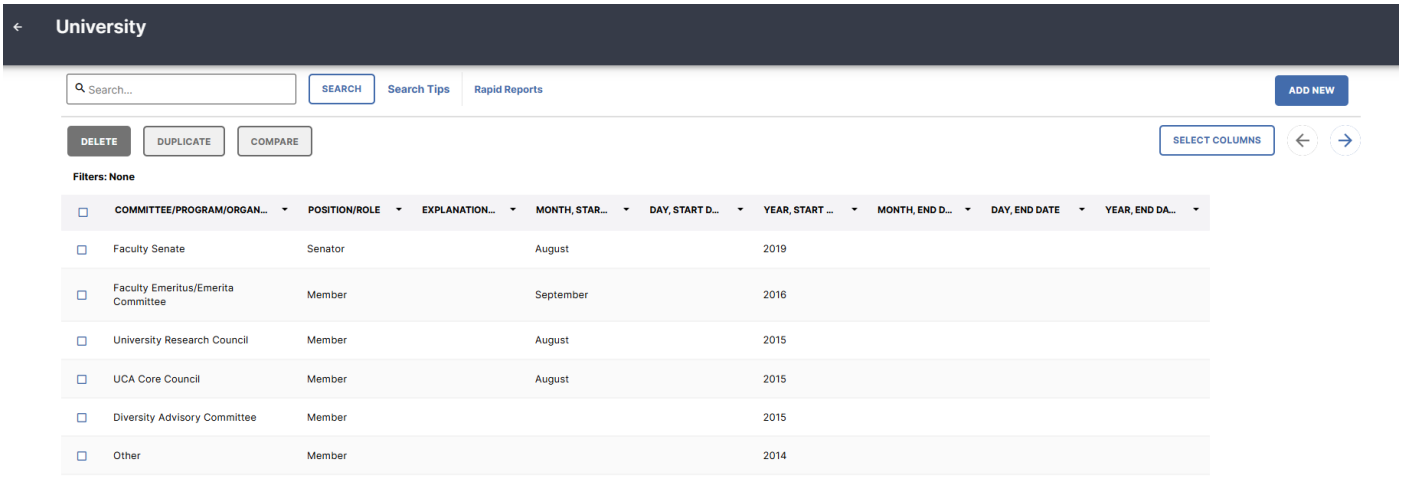
Committee/Program/Organization Name:

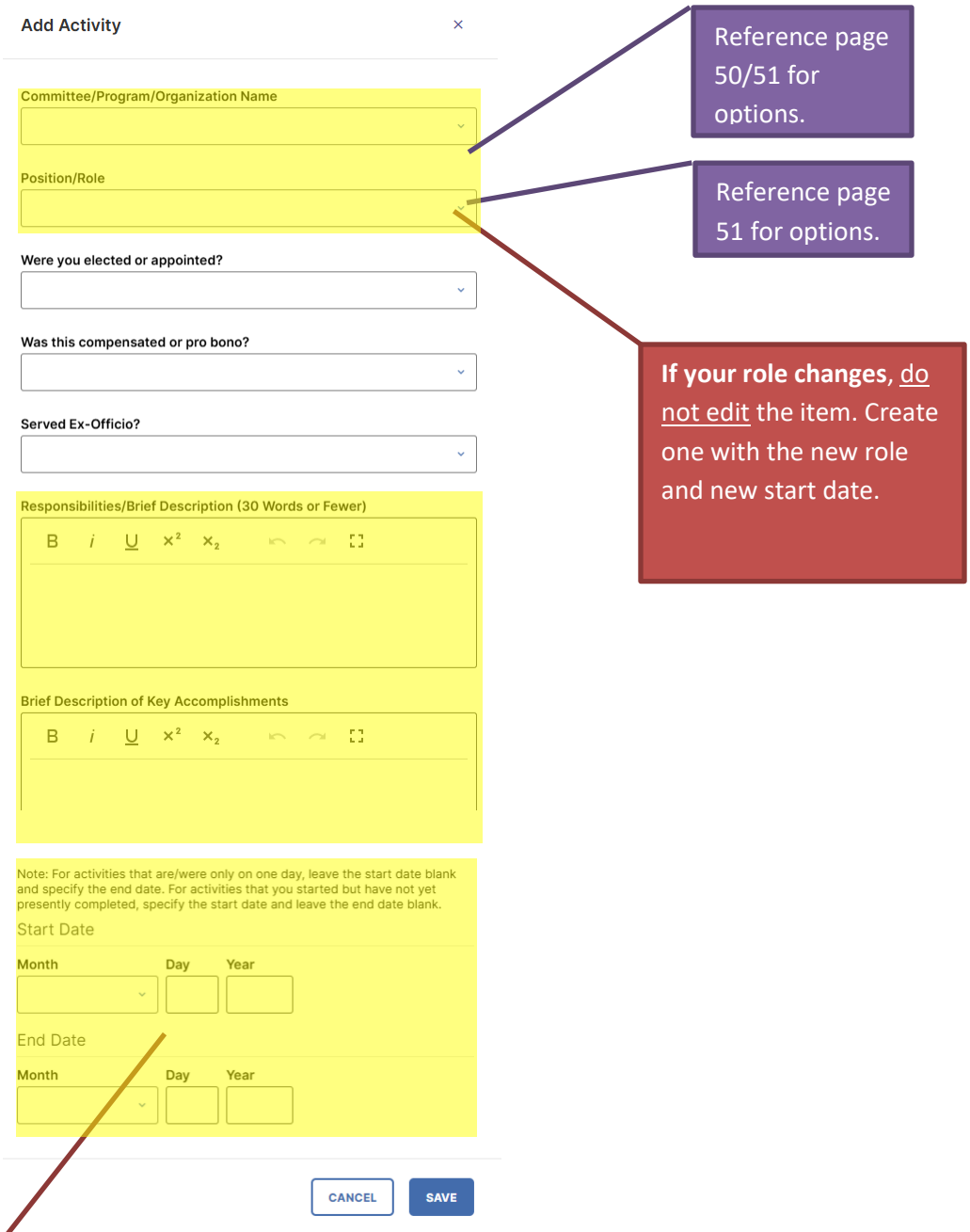
- Academic Adjustments and Appeals Committee
- Academic Assessment Committee
- Academic Integrity and Discipline Committee
- Affirmative Action Advisory Committee
- Athletic Committee
- Bear Facts Day/Bear Fair
- Career Fair
- Committee on Committees
- Disabilities Grievance Committee
- Distance Education/Extended 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




Add Activity
Committee/Program/Organization Name
Position/Role
Were you elected or appointed?
Was this compensated or pro bono?
Served Ex-Officio?
Responsibilities/Brief Description (30 Words or Fewer)
Brief Description of Key Accomplishments
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
Reference page 50/51 for options.
Reference page 51 for options.
If your role changes, do not edit the item. Create one with the new role and new start date.
These dates reflect the time for a specific role and are used in reporting. Dates should reflect a certain position/role. If you serve as a member for two years, create one item with a time span of two years and not two separate items for each year. Only if your role changes or you leave and come back at a later date should you create a new item.

College

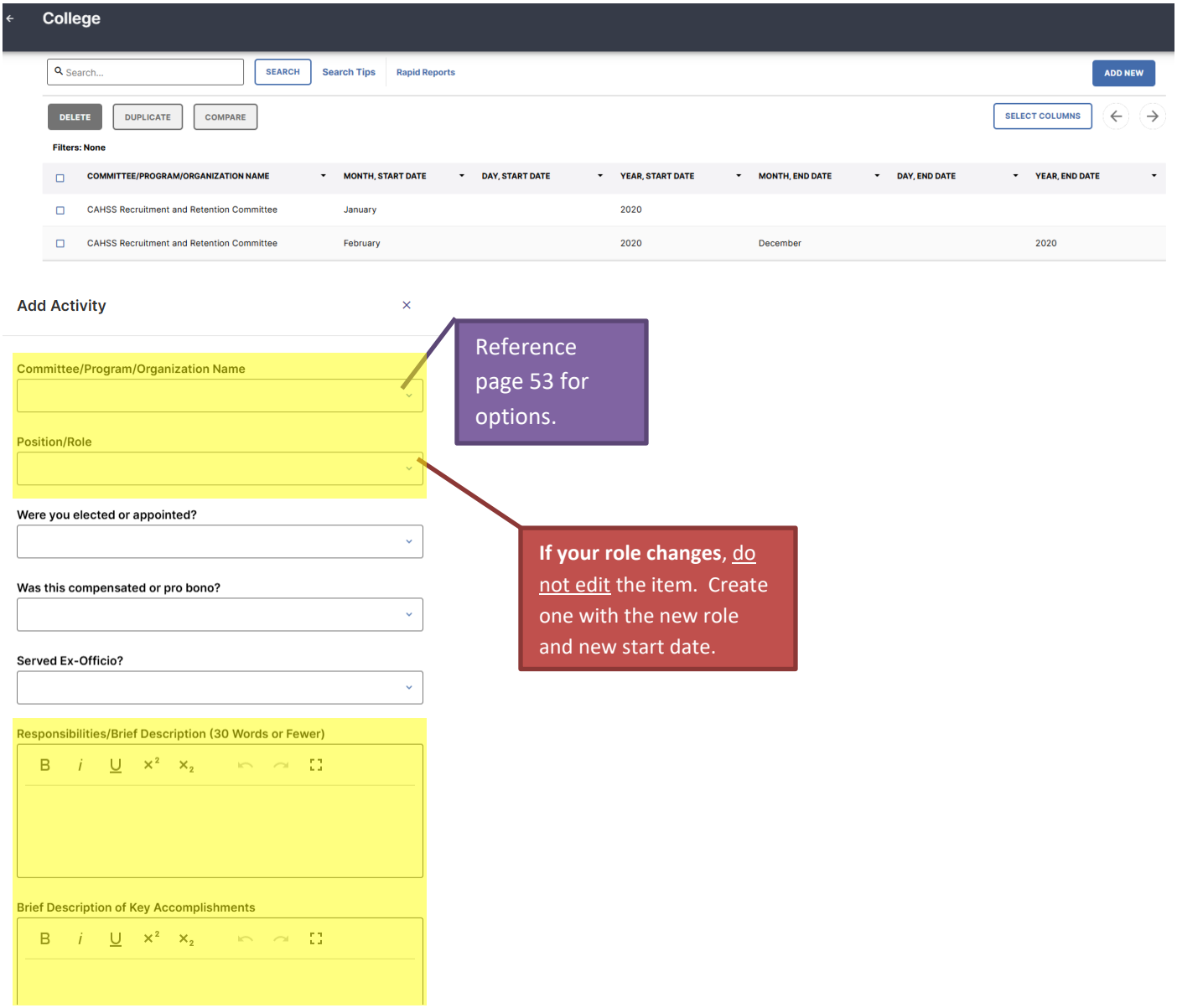
Information about college level committees, programs, and organizations can be stored here. It is important to note that if your position/role in a group doesn't change and your service dates cover multiple years, do not make a separate item for each year in service to that group while in the same role.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

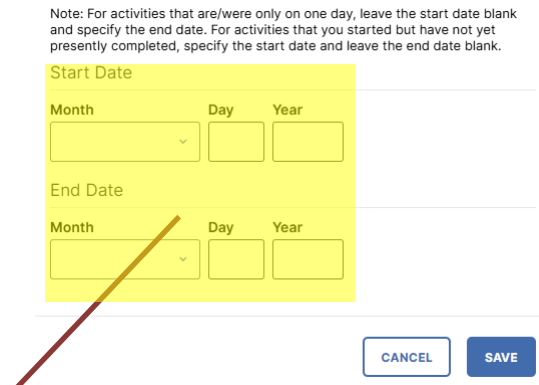
Committee/Program/Organization Name:

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
CSE Curriculum & Assessment Committee
CSE Outstanding Student Award Committee
CSE Research Committee
CSE Tenure & Promotion committee
Education for Diversity and Global Engagement (EDGE) Committee
HPaW Taskforce
Interdisciplinary Liberal Studies (ILS) Degree Committee
Other

Position/Role Options:

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

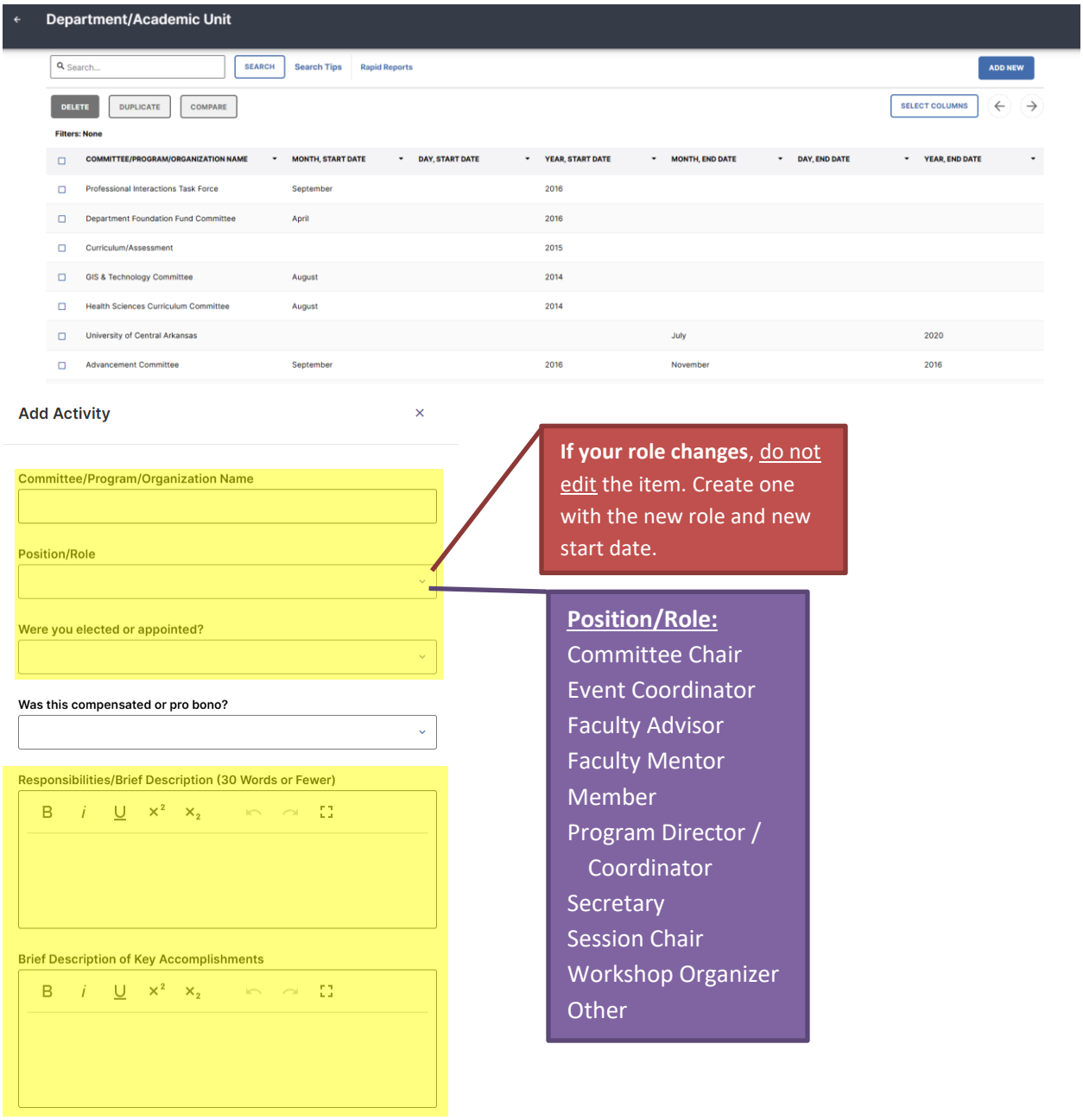

College
Search...
SEARCH
Search Tips
Rapid Reports
ADD NEW
DELETE
DUPLICATE
COMPARE
SELECT COLUMNS
Filters: None
COMMITTEE/PROGRAM/ORGANIZATION NAME
MONTH, START DATE
DAY, START DATE
YEAR, START DATE
MONTH, END DATE
DAY, END DATE
YEAR, END DATE
CAHSS Recruitment and Retention Committee
January
2020
CAHSS Recruitment and Retention Committee
February
2020
December
2020
Add Activity
Committee/Program/Organization Name
Position/Role
Were you elected or appointed?
Was this compensated or pro bono?
Served Ex-Officio?
Responsibilities/Brief Description (30 Words or Fewer)
Brief Description of Key Accomplishments
Reference page 53 for options.
If your role changes, do not edit the item. Create one with the new role and new start date.

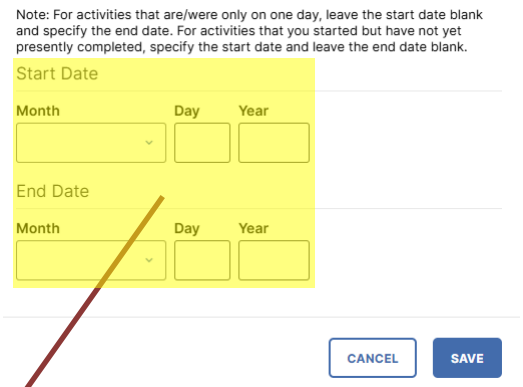


These dates reflect the time for a specific role and are used in reporting. Dates should reflect a certain position/role. If you serve as a member for two years, create one item with a time span of two years and not two separate items for each year. **Only** if your role changes or you leave and come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

Department/Academic Unit

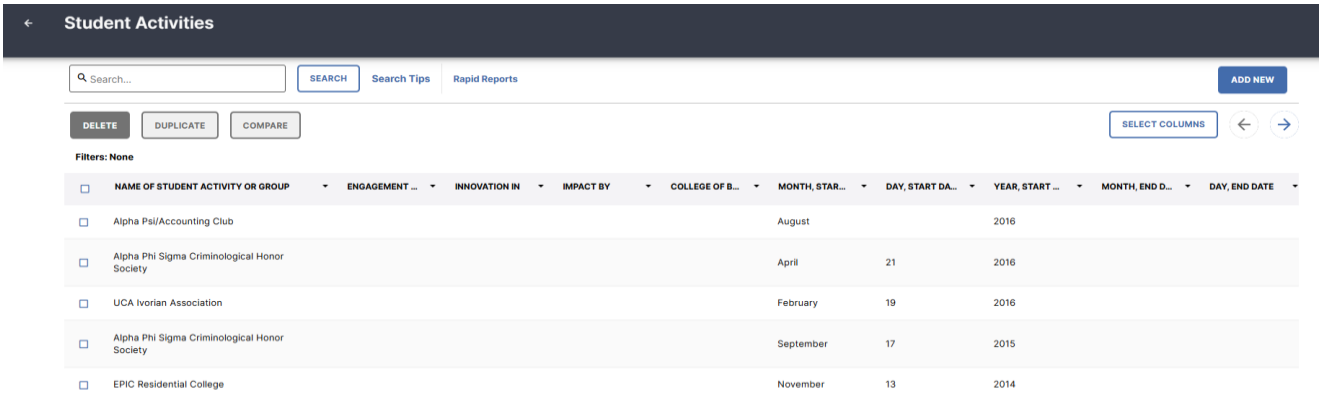
Information about Department/Academic Unit level committees, programs, and organizations can be stored here. It's important to note that if your position/role in a group doesn't change and your service dates cover multiple years do not make a separate item for each year in service to that group while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

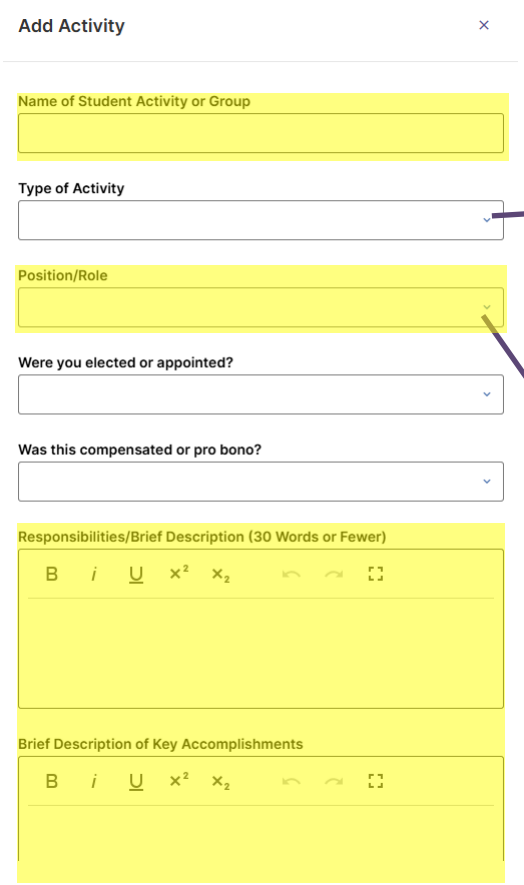




These dates reflect the time for a specific role and are used in reporting. Dates should reflect a certain position/role. If you serve as a member for two years, create one item with a time span of two years and not two separate items for each year. **Only** if your role changes or you leave and come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

Student Activities





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

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

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

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

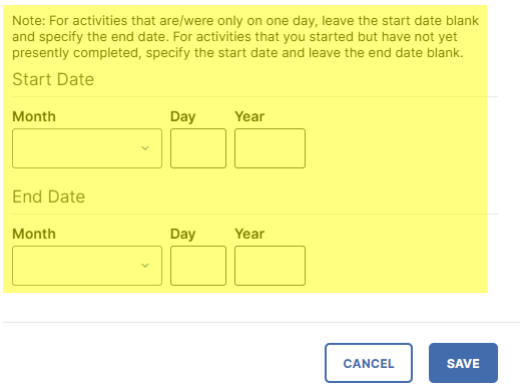
Impact by *

- ☐ 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

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 curricul
- ☐ 1b: To provide experiential education as part of a relevant curriculur
- ☐ 1c: To prepare students who are ready for careers in business


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

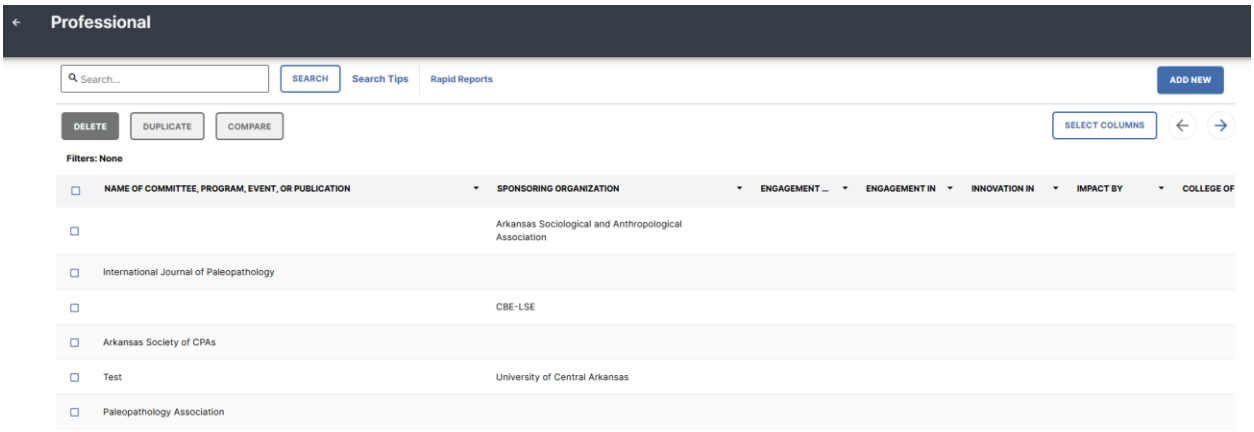
Professional

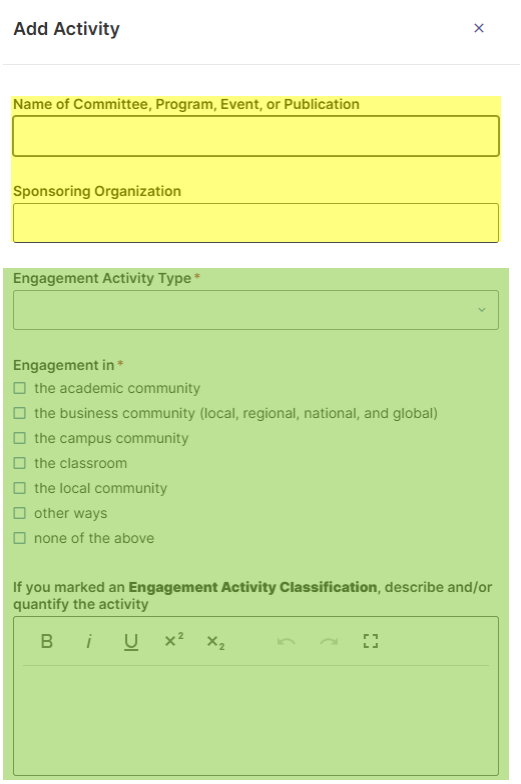
Examples of information to be stored on this screen include service to a professional organization, as an academic program reviewer or member of a program review team, or as an editorial board member.

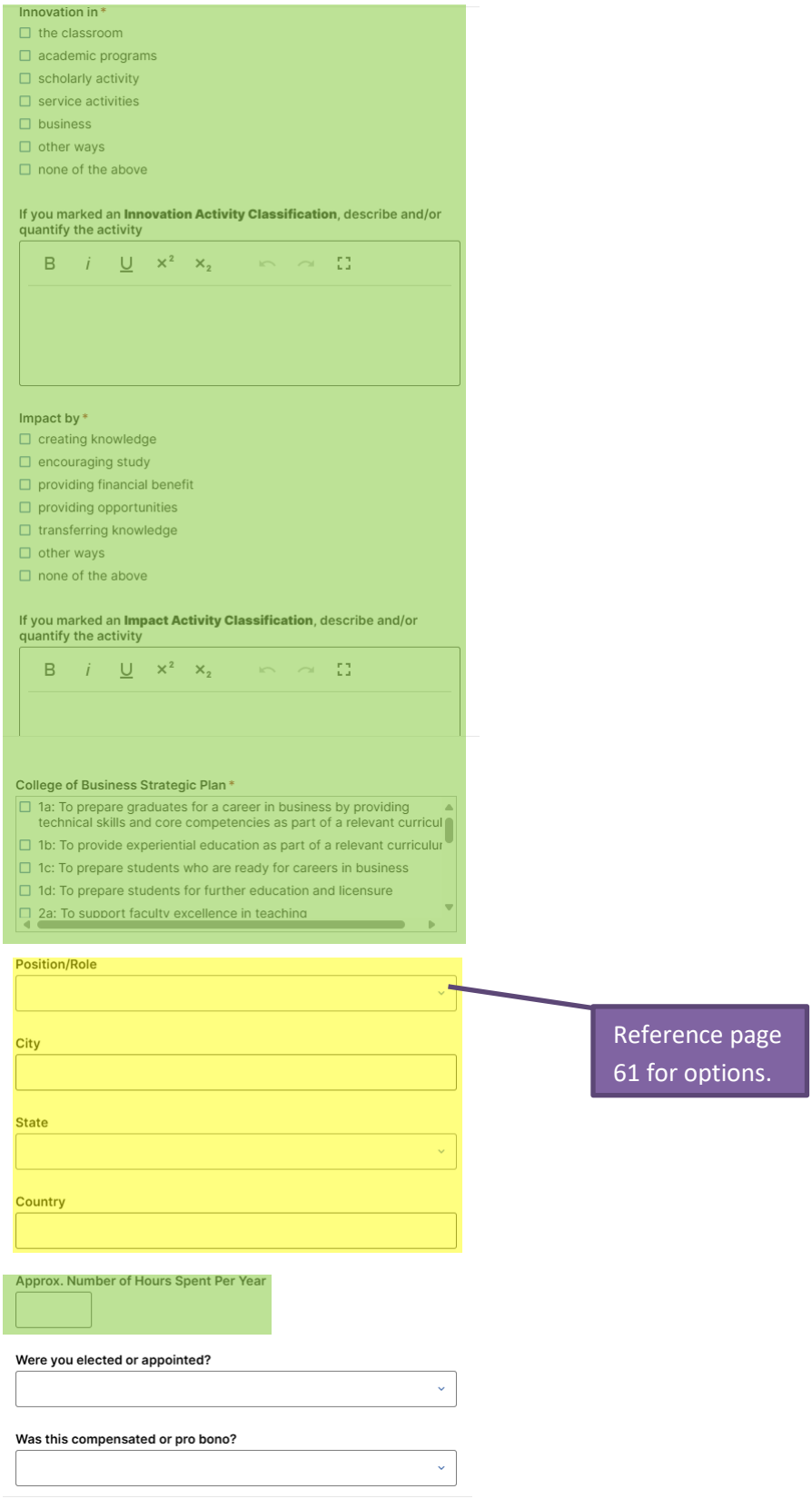
Position/Role:

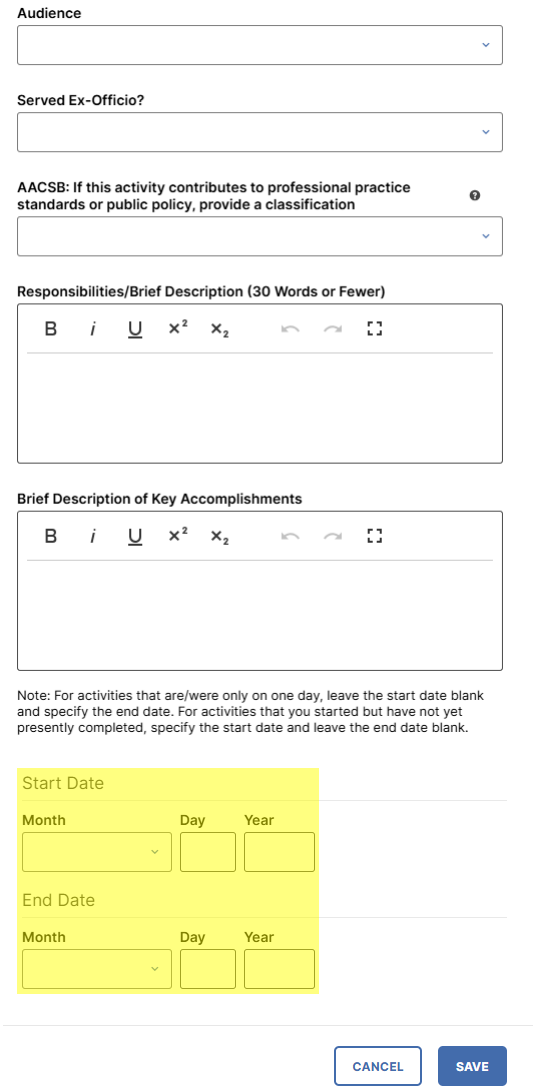
- Accreditation Team Member
- Adjudicator
- Board Member
- Chair
- Clinician
- Co-Chair
- Conference Chair
- Conference Co-Chair
- Coordinator/Organizer
- Editor
- Editor, Associate
- Editor, Senior
- Editorial Review Board Member
- Leader
- Member
- Moderator
- Planning Committee Member
- Prepare/Grade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

Professional (continued)



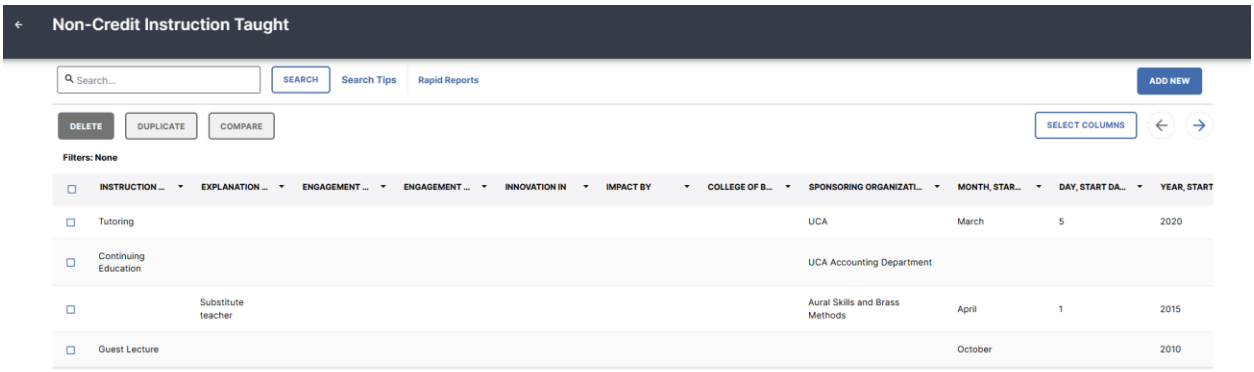


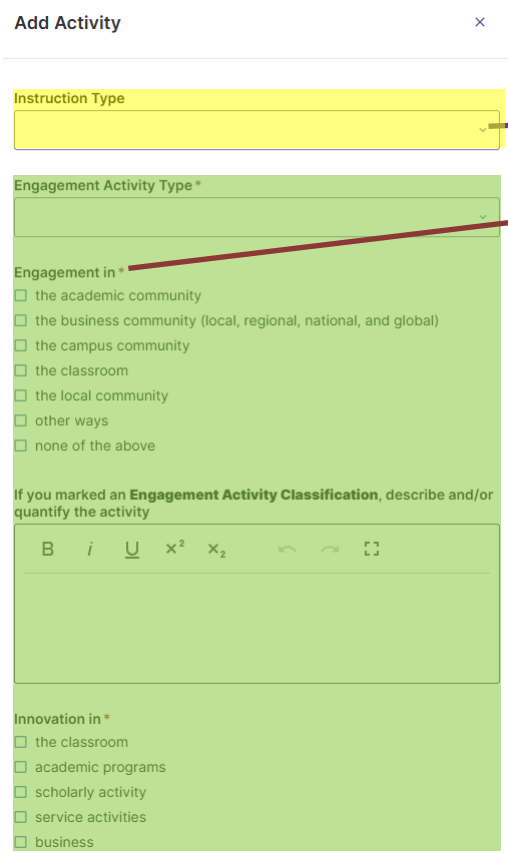

Innovation in *
the classroom
academic programs
scholarly activity
service activities
business
other ways
none of the above
If you marked an Innovation Activity Classification, describe and/or quantify the activity
Impact by *
creating knowledge
encouraging study
providing financial benefit
providing opportunities
transferring knowledge
other ways
none of the above
If you marked an Impact Activity Classification, describe and/or quantify the activity
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 curricul
1b: To provide experiential education as part of a relevant curriculur
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
Position/Role
City
State
Country
Approx. Number of Hours Spent Per Year
Were you elected or appointed?
Was this compensated or pro bono?
Reference page 61 for options.


Audience
Served Ex-Officio?
AACSB: If this activity contributes to professional practice standards or public policy, provide a classification
Responsibilities/Brief Description (30 Words or Fewer)
Brief Description of Key Accomplishments
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

Non-Credit Instruction Taught

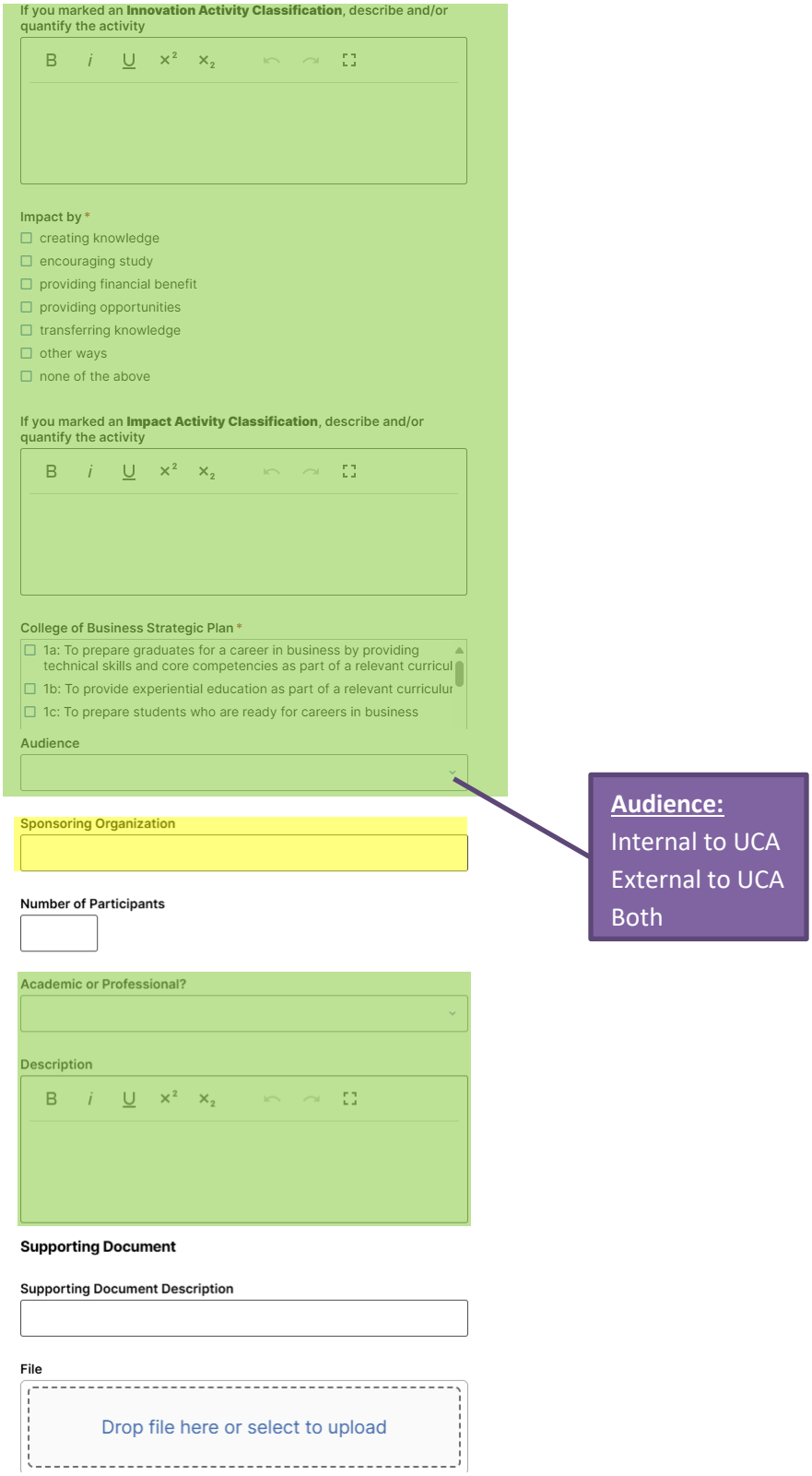
Examples of information stored here could include guest lecturing in a class, teaching a non-credit course, conducting a CPA exam review, and other such activities.

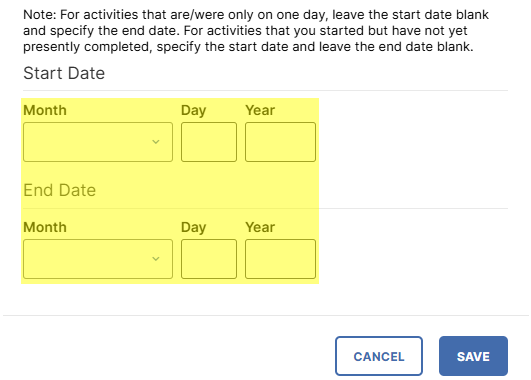




Red star* means field is required for activity to display in COB Engagement Activities reports.

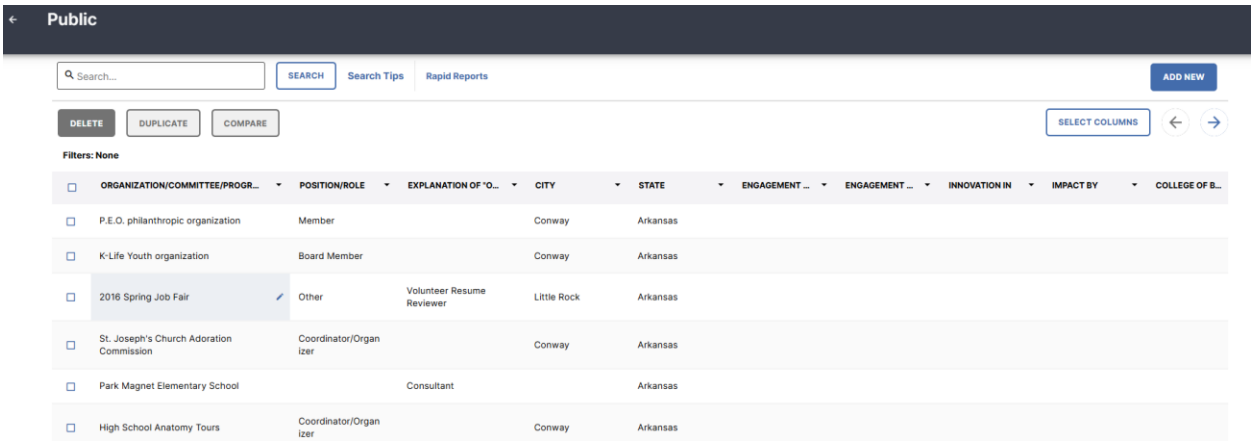
Instruction Type:
Certification
Continuing Education
Faculty Internship
Guest Lecture
Management/ Executive Development
Review Course
Seminar
Tutoring
Workshop
Other

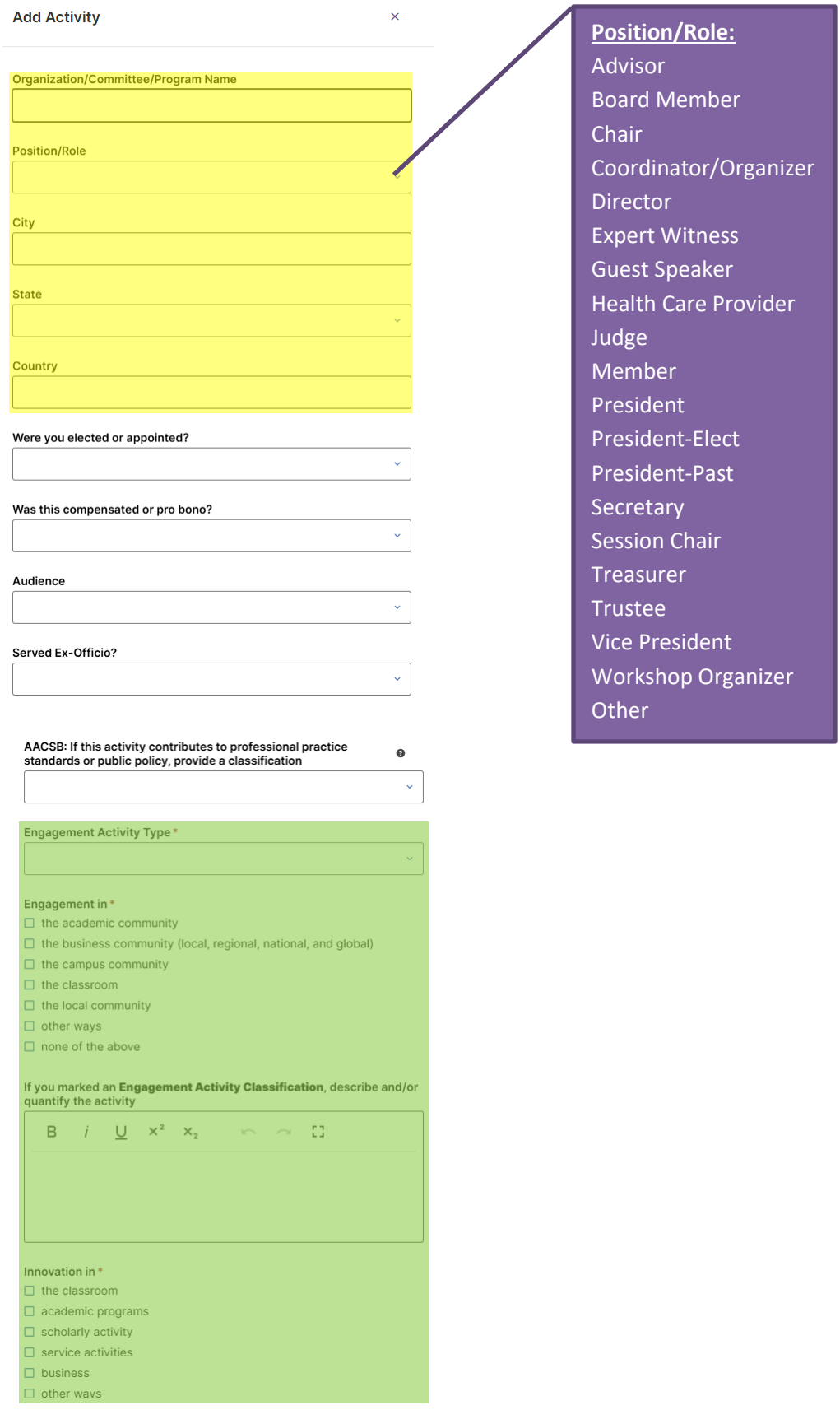

If you marked an **Innovation Activity Classification**, describe and/or quantify the activity
Impact by *
creating knowledge
encouraging study
providing financial benefit
providing opportunities
transferring knowledge
other ways
none of the above
If you marked an **Impact Activity Classification**, describe and/or quantify the activity
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 curricul
1b: To provide experiential education as part of a relevant curriculur
1c: To prepare students who are ready for careers in business
Audience
Sponsoring Organization
Number of Participants
Academic or Professional?
Description
Supporting Document
Supporting Document Description
File
Drop file here or select to upload
Audience:
Internal to UCA
External to UCA
Both



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.




Add Activity
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
Innovation in *
the classroom
academic programs
scholarly activity
service activities
business
other ways
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

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

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

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 curricul
- ☐ 1b: To provide experiential education as part of a relevant curriculur
- ☐ 1c: To prepare students who are ready for careers in business

Responsibilities/Brief Description (30 Words or Fewer)

Brief Description of Key Accomplishments

Supporting Document

Supporting Document Description

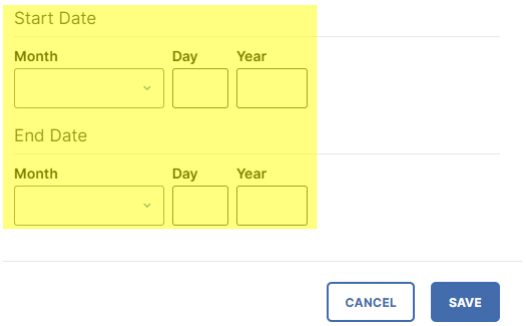
Web Address

--OR--

Upload File

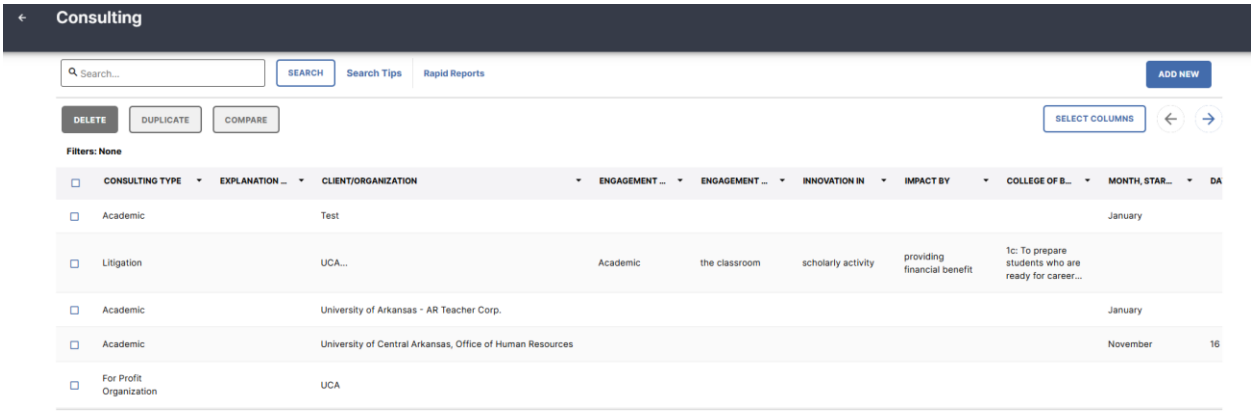
Drop file here or select to upload

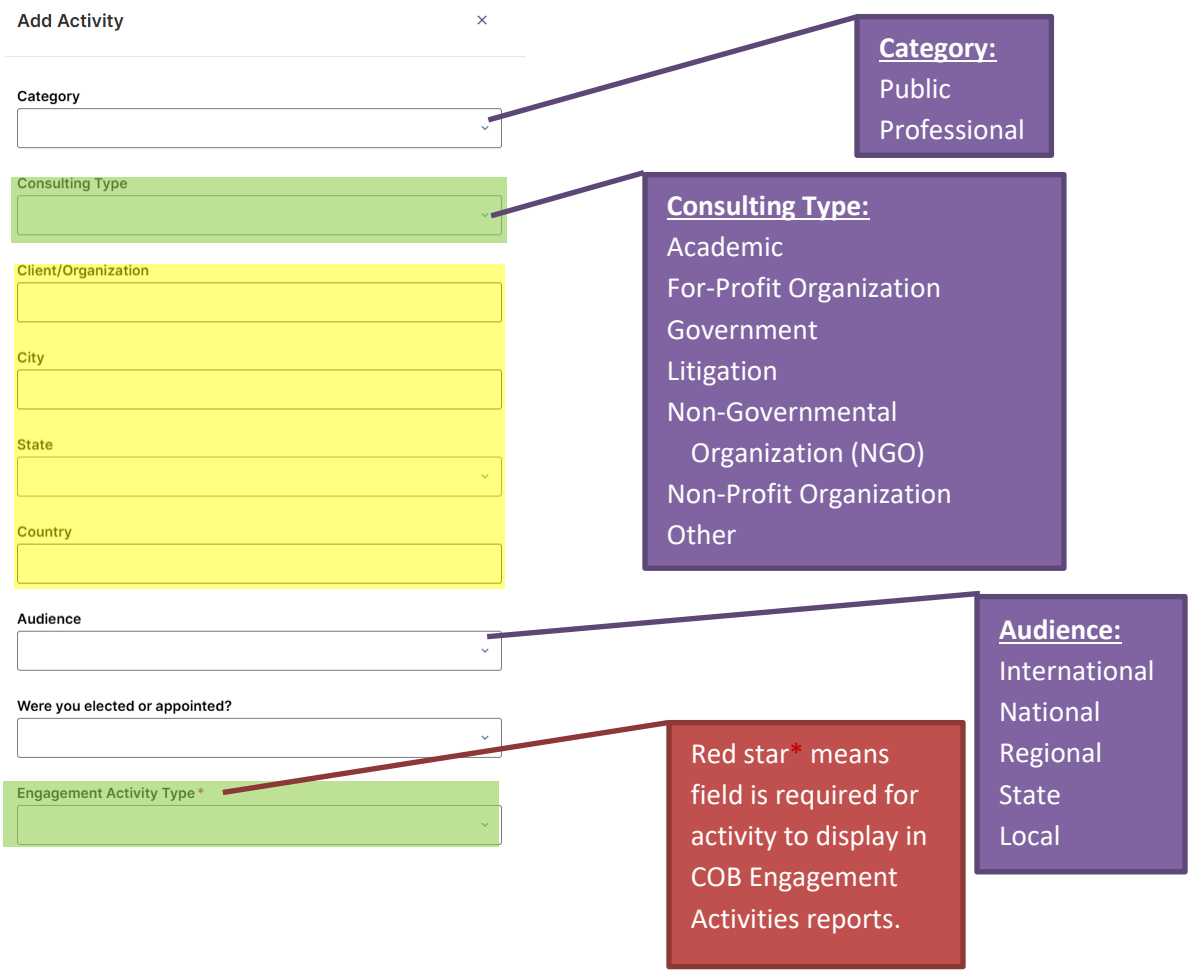
Note: For activities that are/were only on one day, leave the start date blank and specify the end date. For activities that you started but have not yet presently completed, specify the start date and leave the end date blank.


Start Date
Month
Day
Year
End Date
Month
Day
Year
CANCEL
SAVE

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.





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

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

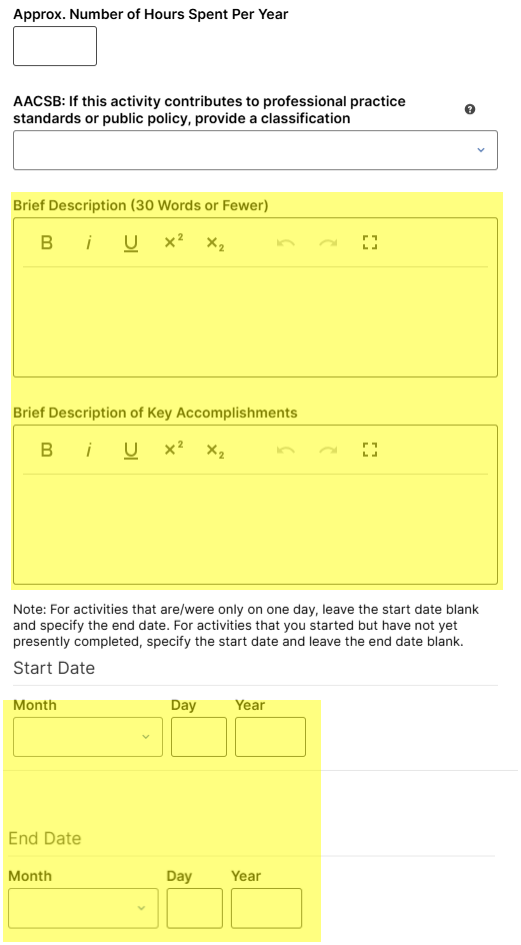
B *i* U x^2 x_2

College of Business Strategic Plan *

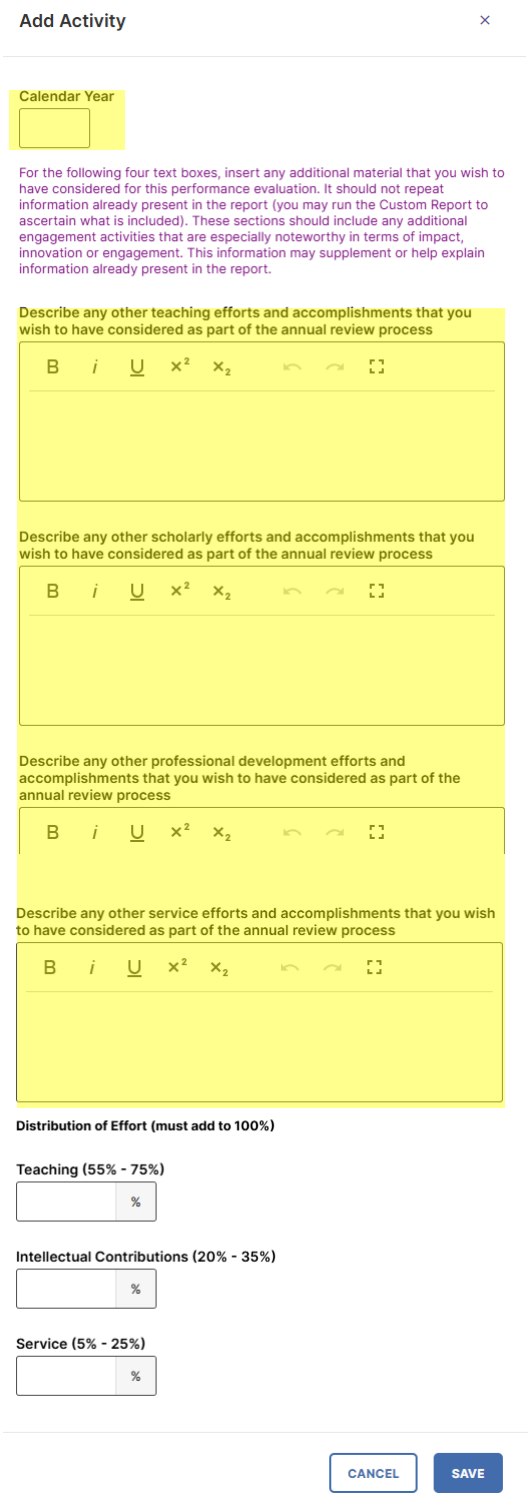
- ☐ 1a: To prepare graduates for a career in business by providing technical skills and core competencies as part of a relevant curricul
- ☐ 1b: To provide experiential education as part of a relevant curriculur
- ☐ 1c: To prepare students who are ready for careers in business
- ☐ 1d: To prepare students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

Served Ex-Officio?

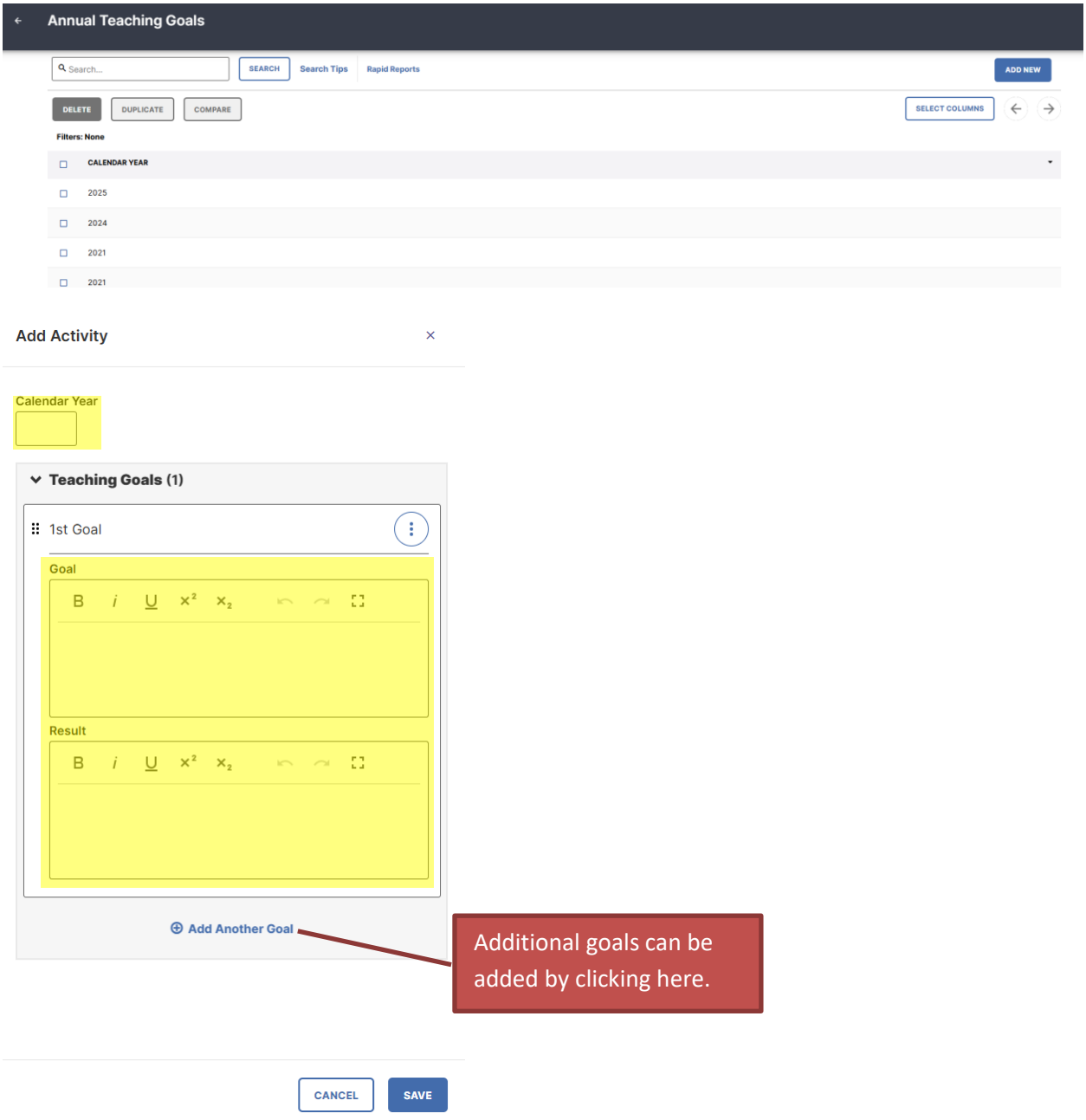
Compensated or Pro Bono?



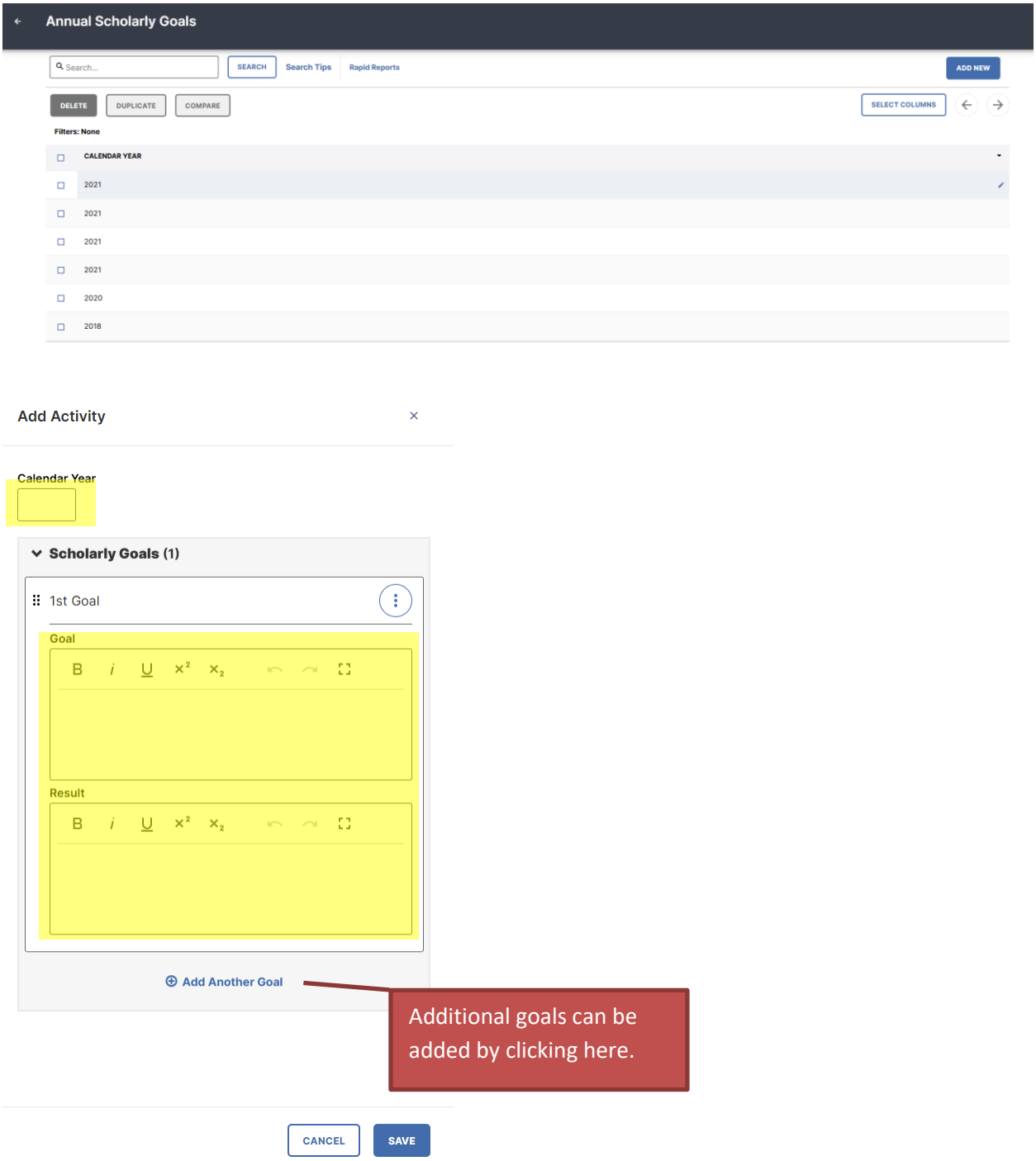
Other Instructional, Scholarship, Professional Development, and Service – Not Reported Elsewhere


Add Activity
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
Describe any other scholarly efforts and accomplishments that you wish to have considered as part of the annual review process
Describe any other professional development efforts and accomplishments that you wish to have considered as part of the annual review process
Describe any other service efforts and accomplishments that you wish to have considered as part of the annual review process
Distribution of Effort (must add to 100%)
Teaching (55% - 75%)
%
Intellectual Contributions (20% - 35%)
%
Service (5% - 25%)
%
CANCEL
SAVE

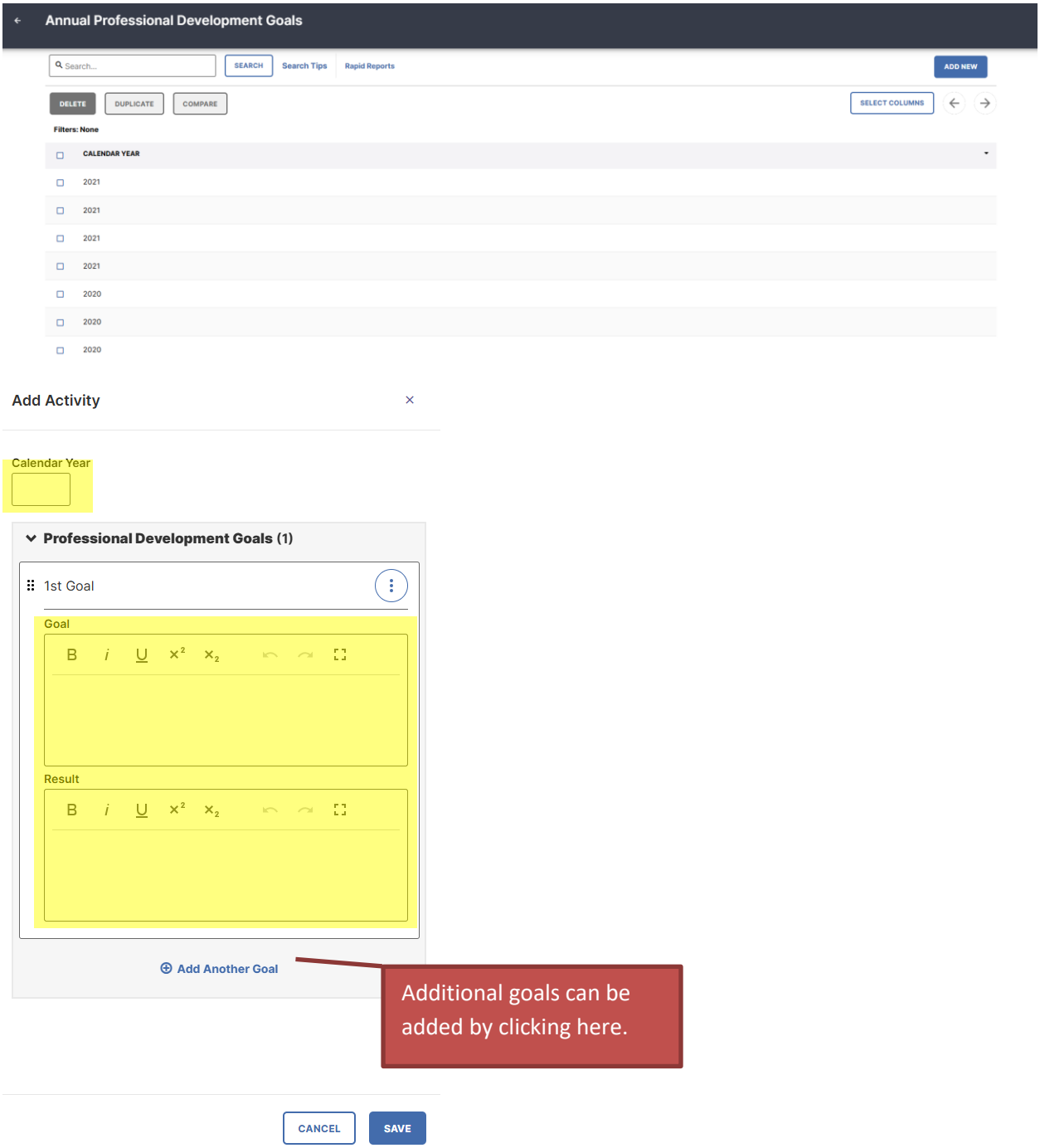
Annual Teaching Goals



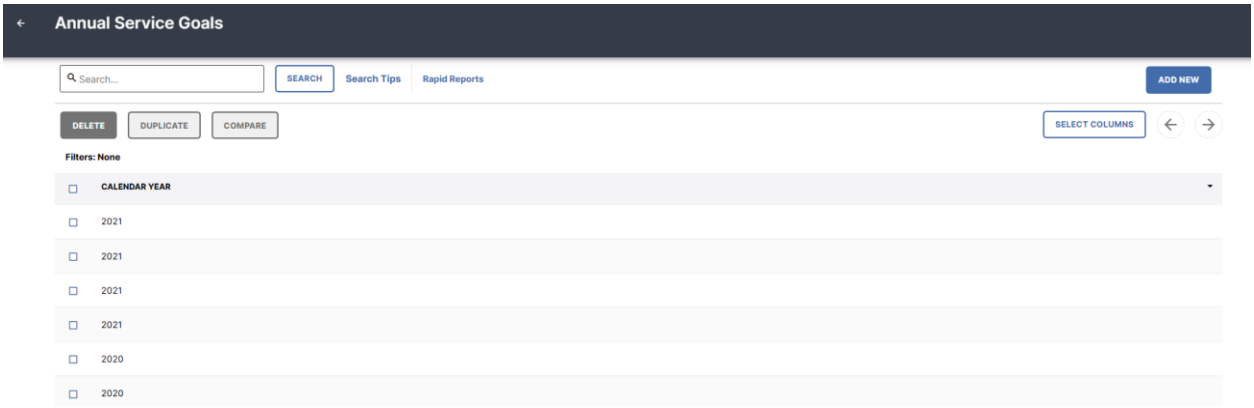
Annual Scholarly Goals

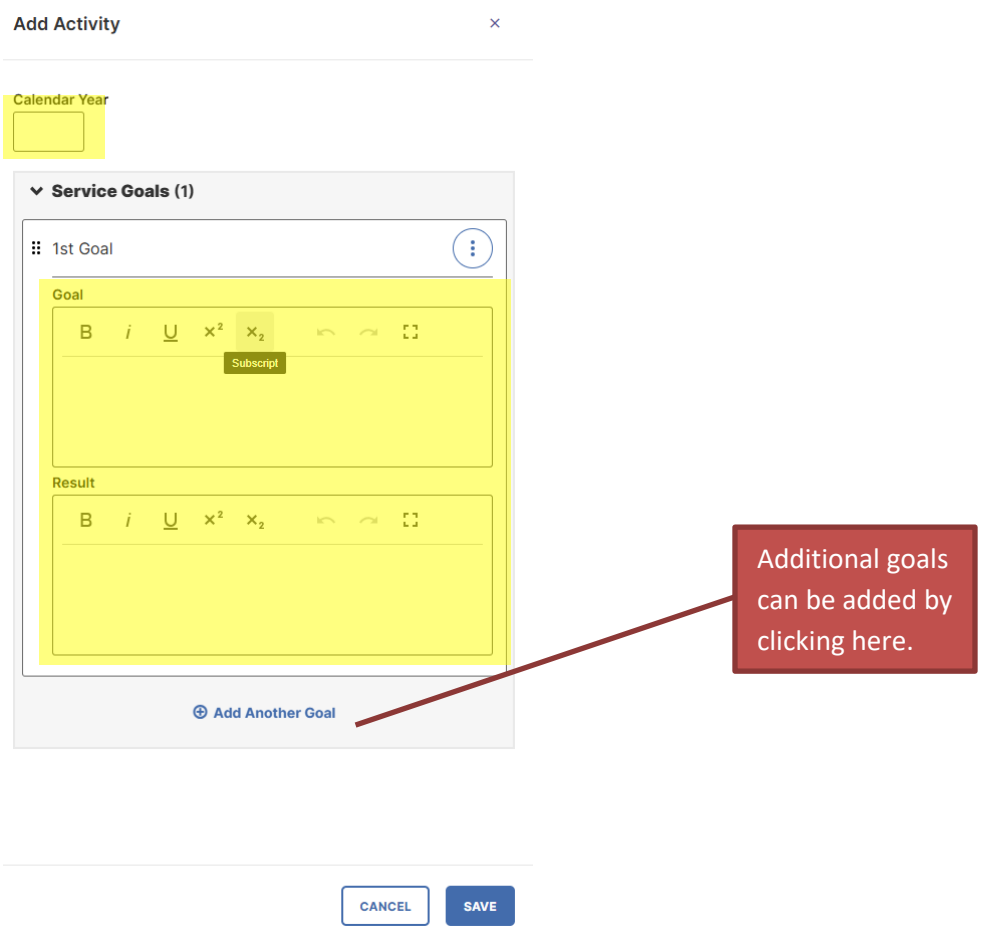


Annual Professional Development Goals

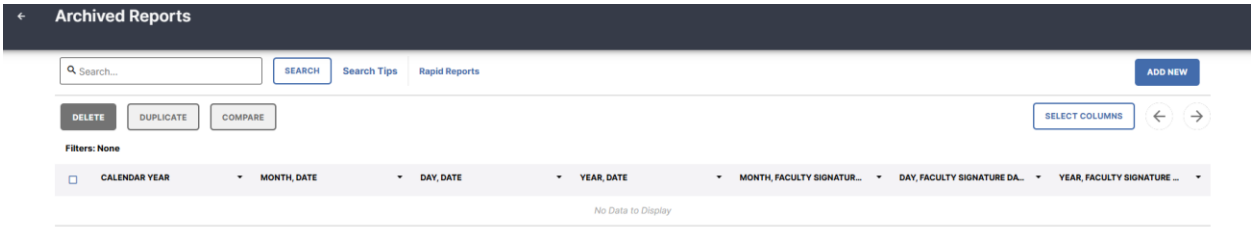


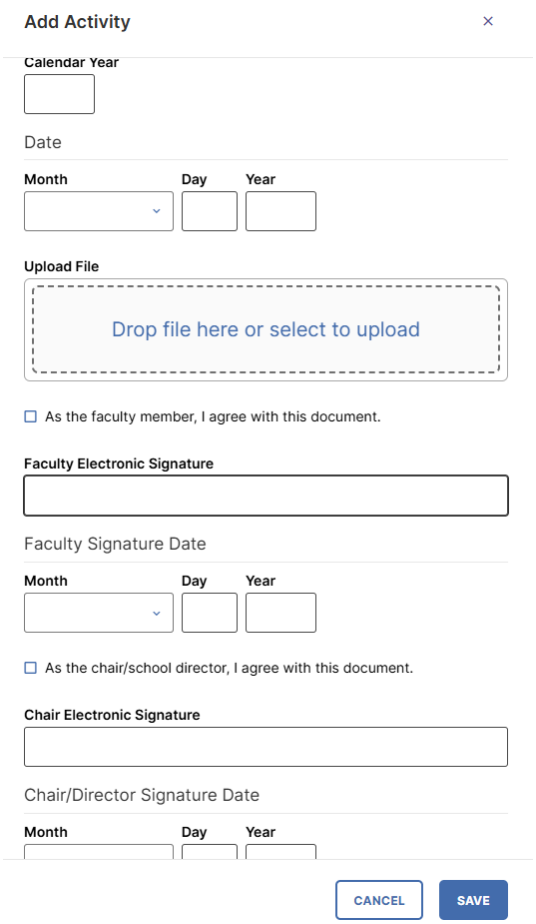
Annual Service Goals



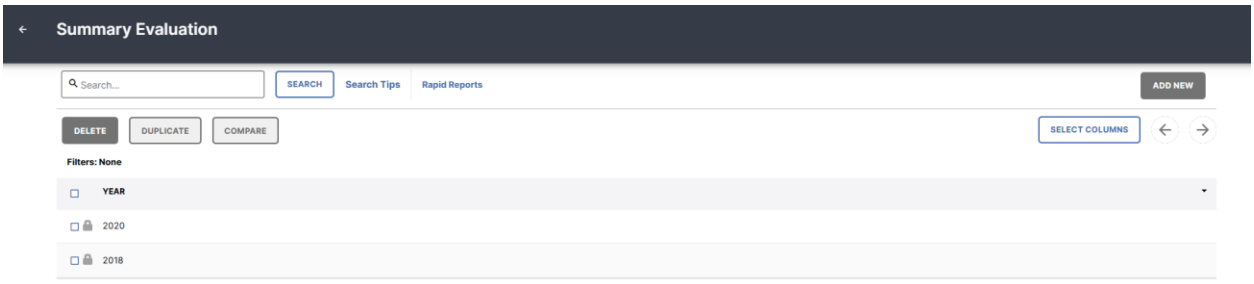


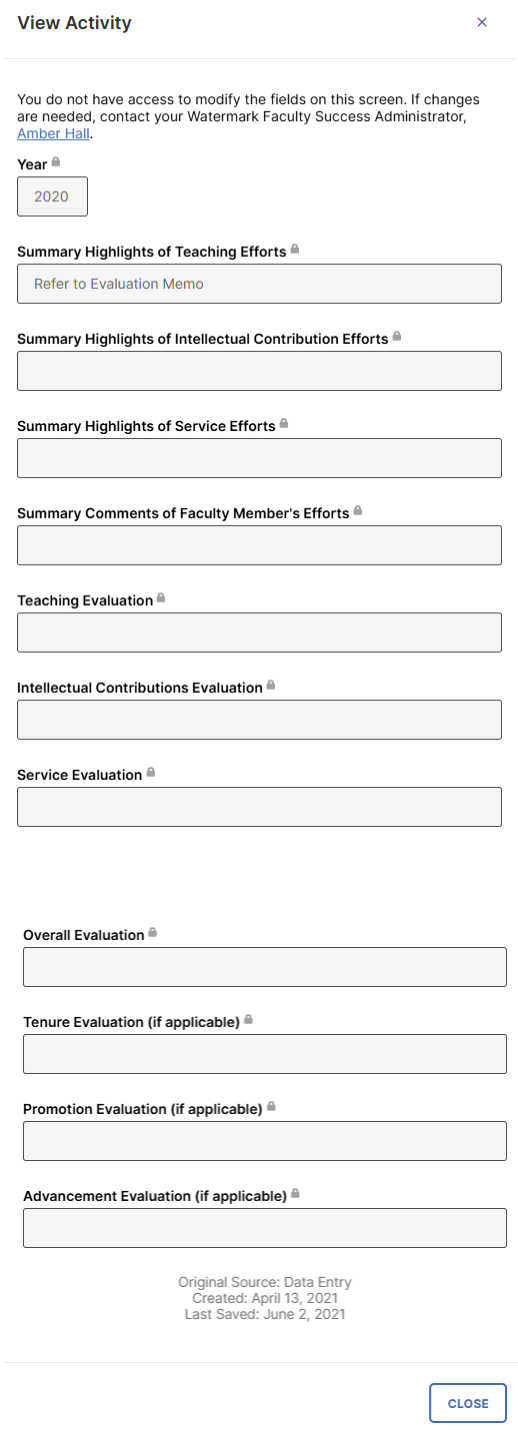
Archived Reports





Summary Evaluation

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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)
Advancement Evaluation (if applicable)
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