

# College of Education

## Faculty Success Guide

This manual will help you enter data into Faculty Success and find where it should be stored. Let's start off by looking at the main menu. The main sections of the menu are as follows:

- General Information
- Instructional Activities
- Scholarship/Research/Creative Activities
- Professional Development and Recognition
- Service Activities
- Faculty Annual Self Evaluation and Planning Reports

Each of these main sections has subsections that contain the information that needs to be filled out. These subsections are listed below the section and in the **Table of Contents** below. For a basic overview of the different screens and buttons consult the *Faculty Success Introduction Guide* at the Office of Institutional Research's website at <https://uca.edu/ir/faculty-success/guides/>.

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

## General Information


The General Information section is the first section under the main menu. This section includes the following subsections:

- I. Personal and Contact Info
- II. Administrative Data-Permanent Data
- III. Administrative Data-Yearly Data
- IV. Academic, Government, Military and Professional Positions – External to UCA
- V. Administrative Assignments – Internal to UCA
- VI. Education
- VII. External Connections and Partnerships

The screenshot shows the Faculty Success web application interface. At the top, there is a header with the 'watermark Faculty Success' logo on the left and the 'University of Central Arkansas' logo on the right. Below the header is a navigation bar with tabs for 'Activities', 'CV Imports', and 'Reports'. Under the 'Activities' tab, there are search boxes for 'Search All Activities' and 'Search Tips', along with buttons for 'Rapid Reports' and 'PasteBoard'. A link to 'Review a guide to manage your activities, Show more' is also present. The main content area is titled 'General Information' and lists several subsections: 'Personal and Contact Information', 'Administrative Data - Permanent Data | Yearly Data', 'Academic, Government, Military and Professional Positions - External to UCA', 'Administrative Assignments - Internal to UCA', 'Education', and '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?

 watermark  
Faculty Success | formerly Digital Measures

University of  
Central Arkansas

?



ActivitiesCV ImportsReports

Rapid ReportsPasteBoard

Edit Personal and Contact InformationCancelSave

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](#).

Prefix

First Name ⓘ  
Test

Preferred First Name


Middle Name ⓘ

Last Name ⓘ  
Test

Suffix ⓘ

## I. Personal and Contact Information (Continued)

Alternative Name You Publish Under (e.g., an anglicized name), if any

E-Mail Address 

aabbey@cub.uca.edu

Building Where Your Office is Located

Office Room Number

Office Phone

Office Phone Areacode

Office Phone Prefix

Office Phone Suffix

Department Phone

Department Phone Areacode

Department Phone Prefix

Department Phone Suffix




Fax

Fax Areacode



Fax Prefix


Fax Suffix

Date of Birth

Month  Day  Year 

Gender 

Race/Ethnicity  

U.S. Citizen or Permanent Resident? 

Brief Biography (30 Words or Fewer)

|          |          |          |       |       |                                                                                     |                                                                                     |                                                                                     |
|----------|----------|----------|-------|-------|-------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------|
| <b>B</b> | <b>I</b> | <b>U</b> | $x^2$ | $x_2$ |  |  |  |
|          |          |          |       |       |                                                                                     |                                                                                     |                                                                                     |

### Office Location:

AETN  
Adcock International House  
Arkansas Hall  
Baridon Hall  
Bear Hall  
Bernard Hall  
Brewer-Hegeman  
Buffalo Alumni Hall  
Burdick Hall  
Child Study Center  
Conway Corporation Center  
for Sciences  
College of Business  
Doyne Health Sciences Center  
Estes Stadium  
Farris Center  
Harrin Hall  
HPER Complex  
Hughes Hall  
Irby Hall  
Laney Annex  
Laney Hall  
Lewis Science Center  
Mashburn Hall  
Mathematics & Computer  
Science  
McAlister Hall  
McCastlain Hall  
Meadors Hall  
Main Hall  
Physical Therapy Center  
Prince Center  
Schichtl Studio Arts  
Short/Denney Hall  
Snow Fine Arts  
Speech Language Hearing  
Center  
Stanley Russ Hall  
State Hall  
Student Center  
Student Health Center  
Thompson Hall  
Torreyson Library  
Wingo Hall

## I. Personal and Contact Information (Continued)

### Teaching Interest(s)

|          |          |          |       |       |   |   |   |
|----------|----------|----------|-------|-------|---|---|---|
| <b>B</b> | <b>I</b> | <b>U</b> | $x^2$ | $x_2$ | ↺ | ↻ | ↗ |
|          |          |          |       |       |   |   |   |

### Scholarship/Research Interest(s) ⓘ

|          |          |          |       |       |   |   |   |
|----------|----------|----------|-------|-------|---|---|---|
| <b>B</b> | <b>I</b> | <b>U</b> | $x^2$ | $x_2$ | ↺ | ↻ | ↗ |
|          |          |          |       |       |   |   |   |

## II. Administrative Data – Permanent Data

All fields on this screen will be updated by OIR

### Edit Permanent Data

Cancel

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

Start Date at University of Central Arkansas

Month ⓘ Day ⓘ Year ⓘ

Tenure Decision Date

Month ⓘ Day ⓘ Year ⓘ

### ▼ Ranks Held as UCA (1)

1st Rank

Rank ⓘ

Assistant Professor

Start Date

Month \* ⓘ Day ⓘ Year \* ⓘ

August 16 2014

End Date

Month ⓘ Day ⓘ Year ⓘ

### III. Administrative Data – Yearly Data

OIR updates the following fields: College, Department/Academic Unit, Faculty Rank, Tenure Status, Graduate Faculty, Date of Last Rank Promotion, On Leave?, Leave Start Date, Leave End Date

#### Edit Yearly Data

Cancel

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

#### Academic Year

2021-2022

#### College and Department/Academic Unit (1)

1st College and Department/Academic Unit

College  
Education

Department/Academic Unit  
Leadership Studies

Discipline

AACSB Specialty

#### Faculty Rank

Professor

#### Faculty Rank Abbreviation for Roster

PR

#### Tenure Status

Tenured

#### Tenure Status Abbreviation for Roster

TN

#### Graduate Faculty

Full

Graduate Faculty Expiration Date

Month Day Year

February 1 2026

On Leave?

On Leave?

None

Leave Start Date

Month Day Year

Leave End Date

Month Day Year

Date of Last Rank Promotion

Month Day Year

Qualified on Tested Experience?

Explanation of Qualification

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

Edit Academic, Government, Military and Professional Positions - External to UCA

Cancel

Save

Save + Add Another

Experience Type

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.

### Experience Type:

Academic – Post  
Secondary  
Academic – P-12  
Professional  
Military  
Government

Start Date

Month

Day

Year

End Date

Month

Day

Year



## V. Administrative Assignments – Internal to UCA

Administrative assignments are those for which a faculty member is paid all or part of her/his salary from an administrative salary line 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.

**Edit Administrative Assignments - Internal to UCA**

CancelSaveSave + Add Another

Position/Title

Scope

Brief Description of Responsibilities

B I U x² x₂ ↺ ↻ ↗

Start Date

MonthDayYear

End Date

MonthDayYear

▼ Accomplishments (1)

1st Year

Calendar Year

Accomplishments

B I U x² x₂ ↺ ↻ ↗

⋮

+ Add Row

Scope:

University

College

Department

## VI. Education

OIR updates the following fields: Degree, Explanation of “Other”, FICE Code, Institution, Location of Institution, Terminal Degree?, and Year Completed

**Edit Education**

CancelSave

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

**Degree**  
PHD

**FICE Code**  
001092

**Institution**  
University of Central Arkansas

**Location of Institution**  
Conway, AR

**> Major (1)**

**Dissertation/Thesis Title**

**Honor/Distinction (Latin)**  

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

**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

What issue best describes the activity?

Organization

Primary Contact Person

Street Address (Line 1)

Street Address (Line 2)

City

State

Country

Phone Number

Phone Number Area Code

Phone Number Prefix

Phone Number Suffix

E-mail Address

Website

Description (30 Words or Fewer)

B I U x<sup>2</sup> x<sub>2</sub> ↺ ↻ ↶

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

#### 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

## Instructional Activities

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

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

### ▼ Instructional Activities

Teaching - Scheduled Teaching | Evaluation Results

Reassigned Time

Academic Advising

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

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

Curriculum Development

## I. Scheduled Teaching

OIR updates all fields on the following screen.

### Edit Scheduled Teaching

Cancel

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

#### Term and Year

Term ⓘ Year ⓘ  
Fall 2016

#### Course Name ⓘ

APPLIED CALCULUS FOR LIFE SCI

#### Course Prefix and Course Number

Course Prefix ⓘ Course Number ⓘ  
MATH 1491

CRN ⓘ  
012345

#### Enrollment ⓘ

10

Number of Credit Hours ⓘ  
4

#### Degree Program ⓘ

#### Course College ⓘ

Natural Sciences and Mathematics

#### Course Department ⓘ

Mathematics

#### ▼ Instructors (1)

1st Instructor

#### Instructor Name

Test, Test (aabbey)

#### Delivery Mode ⓘ

Traditional

#### Number of Students Earning an A ⓘ

2

#### Number of Students Earning a B ⓘ

2

#### Number of Students Earning a C ⓘ

2

#### Number of Students Earning a D ⓘ

2

#### Number of Students Earning an F ⓘ

2

#### Number of Students Withdrawing (W/WF/WP) ⓘ

1

#### Number of Students with an Other Grade ⓘ

## II. Evaluation Results

### Edit Evaluation Results

Cancel

Save

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

#### Term

Fall 2016, MATH 1390, 012346

How Much Learned 📊

5

Teaching Methods 📊

5

Course Materials 📊

5

Overall Course Effectiveness 📊

Course Developed Abilities/Skills 📊

Course Organized 📊

Course Critical Thinking 📊

Overall Instructor Effectiveness 📊

Instructor Organized 📊

Instructor Concepts Clear 📊

Instructor Helpful 📊

Instructor Feedback 📊

Instructor Student Participation 📊

Responses Received 📊

10

#### Teaching Evaluation

Replace file here or select to upload



Test DM Document-1.pdf (83.05 KB)



Store teaching  
evaluation pdfs here

### III. Reassigned Time

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

#### Edit Reassigned Time

Cancel

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

Term and Year

Term Year  
Fall 2021

#### ▼ Reassigned Time Type (1)

1st Reassigned Time Type

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

### IV. Academic Advising

#### Edit Academic Advising

Cancel

Save

Save + Add Another

Term and Year

Term Year  
▼

Number of Undergraduate Advisees

Number of Graduate Advisees

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

Student's Home Department/Academic Unit

Course Prefix and Course Number

Course Course Number

Number of Credit Hours

Title of Student's Work

Stage of Completion

Outcomes

Description

**Supporting Document**

Supporting Document Description Web Address

--OR--

Upload File

Drop file here or select to upload

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

**Date Started**

Month Day Year

**Date Completed**

Month Day Year

**Involvement Type:**

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

**Stage of Completion:**

- Completed
- In Progress
- Proposal

**Outcomes:**

- Artistic Performance / Exhibit
- Presentation
- Publication
- Other



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

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

---

**Type of Activity**

**Course Prefix and Course Number**  
**Course**  **Course Number**

**Number of Credit Hours**

**Stage of Completion**

**Outcomes**

**Description**  

**B** **I** **U** **x<sup>2</sup>** **x<sub>2</sub>** **↺** **↻** **↗**

**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**

### Type of Activity:

Field Experience  
Group Research  
Service Learning  
Study Abroad  
Other

### Stage of Completion:

Completed  
In-Progress  
Proposal

### Outcome:


Artistic Performance  
/Exhibit  
Presentation  
Publication  
Other

## VII. Curriculum Development

### Edit Curriculum Development




Cancel

 Save

 Save + Add Another

Calendar Year

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

**B** **I** **U**  $x^2$   $x_2$    

### 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

Presentations

Grants and Contracts

## I. 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

## I. Publications (continued)

### Edit Publications

Cancel

Save

Save + Add Another

Contribution Type

Title of Contribution

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

Reference  
above list  
for options

#### ▼ Authors (1)

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

1st Author

Actions ▼

People at University of Central Arkansas

First Name

Middle Name/Initial

Last Name

Test, Test (aabbey)

Test

Test

If a student, what is his/her level?

Student Level:  
Undergraduate  
Graduate

+ Add Row

Additional authors can be  
added by clicking here.

Journal/Publisher/Proceedings Publisher

City of Publisher

State or Country of Publisher

Volume

Issue Number/Edition

Page Numbers or Number of Pages

Web Address

Editor(s)

ISBN/ISSN Number/Case #

Audience of Circulation

Was this peer-reviewed/refereed?

Was this invited?

## I. Publications (continued)

Acceptance Rate

 %

Impact Factor

Is this publicly available?

Abstract/Synopsis

**B** **I** **U**  $x^2$   $x_2$  ↺ ↻ ↲

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                 |
|----------------------|----------------------|----------------------|
| <input type="text"/> | <input type="text"/> | <input type="text"/> |

Date Project Ended

| Month                | Day                  | Year                 |
|----------------------|----------------------|----------------------|
| <input type="text"/> | <input type="text"/> | <input type="text"/> |

Date Submitted

| Month                | Day                  | Year                 |
|----------------------|----------------------|----------------------|
| <input type="text"/> | <input type="text"/> | <input type="text"/> |

Date Accepted

| Month                | Day                  | Year                 |
|----------------------|----------------------|----------------------|
| <input type="text"/> | <input type="text"/> | <input type="text"/> |

Date Published

| Month                | Day                  | Year                 |
|----------------------|----------------------|----------------------|
| <input type="text"/> | <input type="text"/> | <input type="text"/> |

## II. Presentations

### Edit Presentations

Cancel

Save

Save + Add Another

#### Presentation Type

Poster

#### Presentation Type:

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

#### Conference/Meeting Name

86th Annual Meeting of the American Association of Physical Anthropol

#### Sponsoring Organization (if applicable)

American Association of Physical Anthropologists

#### Location

New Orleans, LA

#### Presentation or Session Title

Framing Function, Health, and Disability in the Roman Iron Age: Appli

#### ▼ Presenters/Authors (1)

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

1st Presenter/Author

Actions ▼

People at University of Central Arkansas

First Name

Middle Name/Initial

Test, Test (lr)

Last Name

Role

If a student, what is his/her level?

#### Roles:

Author  
Author and  
Presenter  
Discussant  
Panelist  
Presenter

+ Add Row

Additional authors  
can be added by  
clicking here

#### Session Type

Poster Session

#### Session Type:

Colloquium  
Panel  
Paper Session  
Poster Session  
Roundtable  
Seminar  
Symposium  
Workshop  
Other

#### Audience

Academic

#### Scope

## II. Presentations (Continued)

Was this peer-reviewed/refereed?

Was this invited?

Current Status

Published in Proceedings?

Published Elsewhere?

Acceptance Rate

%

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

## II. Presentations (Continued)

Abstract/Synopsis (30 Words or Fewer)

|          |          |                 |       |       |   |   |   |
|----------|----------|-----------------|-------|-------|---|---|---|
| <b>B</b> | <b>I</b> | <b><u>U</u></b> | $x^2$ | $x_2$ | ↺ | ↻ | ↗ |
|          |          |                 |       |       |   |   |   |

### Supporting Document

Supporting Document Description

Web Address

--OR--

File

Drop file here or select to upload

---

Date Project Started

|                                |                      |                      |
|--------------------------------|----------------------|----------------------|
| Month                          | Day                  | Year                 |
| <input type="text" value="▼"/> | <input type="text"/> | <input type="text"/> |

Date Project Ended

|                                |                      |                      |
|--------------------------------|----------------------|----------------------|
| Month                          | Day                  | Year                 |
| <input type="text" value="▼"/> | <input type="text"/> | <input type="text"/> |

Date Presented

|                                |                      |                      |
|--------------------------------|----------------------|----------------------|
| Month                          | Day                  | Year                 |
| <input type="text" value="▼"/> | <input type="text"/> | <input type="text"/> |



### III. Grants and Contracts

#### Edit Grants and Contracts

Cancel

Save

Save + Add Another

Type

Title of Award

Sponsoring Organization

Awarding Organization Is

Title of Sponsored Investigation or Activity

#### Type:

Contract  
Fellowship  
Research Grant  
Other

#### Awarding Organizations:

UCA  
Local  
State  
Federal  
Private  
Other

#### ▼ Investigators (1)

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

1st Investigator

Actions ▼

People at University of Central Arkansas

Test, Test (aabbey)

First Name

Test

Middle Name/Initial

Last Name

Test

Role

If a student, what is his/her level?

+ Add Row

Additional authors can be added by clicking here

Total Amount

\$

Amount to be used at UCA?

#### Roles:

Principal Investigator  
Co-Principal Investigator  
Senior Investigator  
Mentor  
Supporting  
Other

### III. Grants and Contracts (Continued)

|                                                                                                                                                                                                                                                    |                                               |             |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------|-------------|
| <b>Abstract</b>                                                                                                                                                                                                                                    |                                               |             |
| <div><b>B</b> <b>I</b> <b>U</b> <math>x^2</math> <math>x_2</math> ↺ ↻ ↗</div> <div></div>                                                                                                                                                          |                                               |             |
| <b>Award Letter</b>                                                                                                                                                                                                                                |                                               |             |
| <div>Drop file here or select to upload</div>                                                                                                                                                                                                      |                                               |             |
| <b>Current Status</b>                                                                                                                                                                                                                              |                                               |             |
| <div>Under Review<br/>Funded<br/>Not Funded<br/>Work in Progress</div>                                                                                                                                                                             |                                               |             |
| <b>Priority Score</b>                                                                                                                                                                                                                              |                                               |             |
| <div></div>                                                                                                                                                                                                                                        |                                               |             |
| <b>Was this a community-engaged or community-based project?</b>                                                                                                                                                                                    |                                               |             |
| <div></div>                                                                                                                                                                                                                                        |                                               |             |
| <b>Supporting Document</b>                                                                                                                                                                                                                         |                                               |             |
| <b>File Description</b>                                                                                                                                                                                                                            | <b>File</b>                                   |             |
| <div></div>                                                                                                                                                                                                                                        | <div>Drop file here or select to upload</div> |             |
| <b>Date Project Started</b>                                                                                                                                                                                                                        |                                               |             |
| <b>Month</b>                                                                                                                                                                                                                                       | <b>Day</b>                                    | <b>Year</b> |
| <div></div>                                                                                                                                                                                                                                        | <div></div>                                   | <div></div> |
| <b>Date Project Ended</b>                                                                                                                                                                                                                          |                                               |             |
| <b>Month</b>                                                                                                                                                                                                                                       | <b>Day</b>                                    | <b>Year</b> |
| <div></div>                                                                                                                                                                                                                                        | <div></div>                                   | <div></div> |
| <b>Date Submitted for Funding</b>                                                                                                                                                                                                                  |                                               |             |
| <b>Month</b>                                                                                                                                                                                                                                       | <b>Day</b>                                    | <b>Year</b> |
| <div></div>                                                                                                                                                                                                                                        | <div></div>                                   | <div></div> |
| <small>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.</small> |                                               |             |
| <b>Start Date of Funding</b>                                                                                                                                                                                                                       |                                               |             |
| <b>Month</b>                                                                                                                                                                                                                                       | <b>Day</b>                                    | <b>Year</b> |
| <div></div>                                                                                                                                                                                                                                        | <div></div>                                   | <div></div> |
| <b>End Date of Funding</b>                                                                                                                                                                                                                         |                                               |             |
| <b>Month</b>                                                                                                                                                                                                                                       | <b>Day</b>                                    | <b>Year</b> |
| <div></div>                                                                                                                                                                                                                                        | <div></div>                                   | <div></div> |

## Professional Development and Recognition

The Professional Development and Recognition section is the fourth section under the main menu. This section includes the following subsections:

- I. Professional Memberships
- II. Faculty Development Activities Attended
- III. Awards and Honors
- IV. Licensures and Certifications

### ▼ Professional Development and Recognition

Professional Memberships

Faculty Development Activities Attended

Awards and Honors

Licensures and Certifications

# I. Professional Memberships

## Edit Professional Memberships

Cancel

Save

Name of Organization

Abbreviation of Organization

Scope of Organization

### Scope of Org.:

International  
National  
Regional  
State  
Local

Description of the Organization

|                      |          |          |                |                |   |   |   |
|----------------------|----------|----------|----------------|----------------|---|---|---|
| <b>B</b>             | <i>I</i> | <u>U</u> | x <sup>2</sup> | x <sub>2</sub> | ↶ | ↷ | ↗ |
| <br><br><br><br><br> |          |          |                |                |   |   |   |

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

|                      |                      |
|----------------------|----------------------|
| <input type="text"/> | <input type="text"/> |
|----------------------|----------------------|

End Date

Month

Year

|                      |                      |
|----------------------|----------------------|
| <input type="text"/> | <input type="text"/> |
|----------------------|----------------------|

## II. Faculty Development Activities Attended

### Edit Faculty Development Activities Attended

Activity Type

Title/Course/Conference Name

Course Prefix and Course Number

Course Prefix

Course Number

Organization/Institution

City

State

Country

Number of Credit Hours

Type of Development

Description

|          |          |          |       |       |   |   |   |
|----------|----------|----------|-------|-------|---|---|---|
| <b>B</b> | <b>I</b> | <b>U</b> | $x^2$ | $x_2$ | ↶ | ↷ | ↻ |
|          |          |          |       |       |   |   |   |

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

Cancel

Save

Save + Add Another

#### Activity Type:

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

#### Type of Development:

Instructional  
Scholarly  
Other

### III. Awards and Honors

#### Edit Awards and Honors

Cancel

Save

Award or Honor Name

Organization/Sponsor

Scope

Scope:

International  
National  
Regional  
State  
Local  
University  
College  
Department

Description/Explanation (30 Words or Fewer)

**B**

***I***

**U**

**x<sup>2</sup>**

**x<sub>2</sub>**

**↺**

**↻**

**↗**

#### 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

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

Date Obtained

MonthDayYear

Expiration Date

MonthDayYear

Supporting Document Description

File

Drop file here or select to upload

## Service Activities

The Service Activities section is the fifth and last 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

College

Department/Academic Unit

Student Activities

Professional

Non-Credit Instruction Taught

Public

Consulting



## I. University

This screen holds information on involvement in university wide committees, programs, and organizations. The service is considered “University” if representatives from other colleges are participating or you are representing the entire university and not just your college or department.

It’s important to note that if your position/role in a group doesn’t change and your service dates cover multiple years do not make a separate item for each year in service to that group while in the same role. If your role changes then a separate item should be created.

### **Committee/Program/Organization Name:**

Academic Adjustments and Appeals Committee  
Academic Assessment Committee  
Academic Integrity and Discipline Committee  
Affirmative Action Advisory Committee  
Athletic Committee  
Bear Facts Day/Bear Fair  
Career Fair  
Committee on Committees  
Disabilities Grievance Committee  
Distance Education/Extended Learning Advisory Committee  
Diversity Advisory Committee  
Employee Benefits Advisory Committee  
Faculty Development Committee  
Faculty Emeritus/Emerita Committee  
Faculty Grievance Committee  
Faculty Handbook Committee  
Faculty Hearing Committee  
Faculty Salary Review Committee  
Faculty Scholars Committee  
Faculty Senate  
Financial Aid Committee  
Graduate Council  
Health and Wellness Promotion Committee  
Honorary Degree Committee  
Honors Council  
Housing Exemptions Committee  
Information Services Advisory Committee  
Institutional Animal Use and Care Committee  
Institutional Review Board  
Library Committee

Majors Fair  
Professional Education Council  
Public Appearances Committee  
Public Art Committee  
Public Service Award Committee  
Radiation Safety Committee  
Research, Scholarship and Creative Activity Award Committee  
Sabbatical Leave Review Committee  
Scholarship Committee  
Sexual Harassment Complaint Committee  
SPARC  
Sponsored Programs Advisory Committee  
Strategic Budget Advisory Committee  
Strategic Planning Committee  
Student Center Board  
Student Evaluation of Teachers Committee  
Student Grievance Committee  
Student Life Committee  
Student Success and Retention Council  
Sustainable Environment and Ecological Design Committee  
Teaching Excellence Committee  
Traffic and Parking Committee  
UCA Core Council  
Undergraduate Council  
University Admissions Committee  
University Calendar Committee  
University Research Council  
University Safety Committee  
Other

### **Position/Role Options:**

Committee Chair  
Event Coordinator  
Faculty Advisor  
Faculty Mentor  
Guest Speaker  
Member  
Parliamentarian  
President

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

## I. University (continued)

### Edit University

Cancel

Save

Save + Add Another

Committee/Program/Organization Name

Position/Role

Were you elected or appointed?

Was this compensated or pro bono?

Served Ex-Officio?

Reference  
page 33 for  
options.

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

Responsibilities/Brief Description (30 Words or Fewer)

B I U x<sup>2</sup> x<sub>2</sub> ↺ ↻ ↗

Brief Description of Key Accomplishments

B I U x<sup>2</sup> x<sub>2</sub> ↺ ↻ ↗

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                                        | COB Curriculum & Assessment Committee                          |
| CAHSS Curriculum & Assessment Committee                              | COB Diversity Committee                                        |
| CAHSS Diversity Committee                                            | COB Faculty Development/Research Committee                     |
| CAHSS EDGE (Educating for Diversity and Global Engagement) Committee | COB Faculty Excellence Committee                               |
| CAHSS Recruitment and Retention Committee                            | COB International Programs Committee                           |
| CAHSS Research Committee                                             | COB Maintenance of Accreditation Committee                     |
| CAHSS Tenure & Promotion Committee                                   | COB Promotion & Tenure Committee                               |
| CFAC Committee on Committees                                         | COB Strategic Planning Committee                               |
| CFAC Crisis & Security Committee                                     | COB Syllabus Committee                                         |
| CFAC Curriculum & Assessment Committee                               | COE Alumni Executive Committee                                 |
| CFAC Faculty Awards Committee                                        | COE Awards Committee                                           |
| CFAC Outstanding Student Award Committee                             | COE Candidate Quality, Recruitment, and Selectivity Committee  |
| CFAC Research Committee                                              | COE Clinical Partnerships and Practice Committee               |
| CFAC Tenure & Promotion Committee                                    | COE Content and Pedagogical Knowledge Committee                |
| CHBS Assessment Committee                                            | COE Curriculum & Assessment Committee                          |
| CHBS Curriculum and Assessment Committee                             | COE Diversity Committee                                        |
| CHBS Curriculum Committee                                            | COE Graduate Program Directors                                 |
| CHBS Diversity Committee                                             | COE Hospitality Committee                                      |
| CHBS Interprofessional Education Committee                           | COE Introduction to Teaching & Teacher Cadet Committee         |
| CHBS Research Committee                                              | COE Professional Education Committee                           |
| CHBS Residential College Advisory Committee                          | COE Program Impact Committee                                   |
| CHBS Simulation Advisory Committee                                   | COE Publicity Committee                                        |
| CHBS Tenure & Promotion Committee                                    | COE Research Committee                                         |
| CLA Curriculum & Assessment Committee                                | COE Scholarship Committee - Graduate                           |
| CLA Diversity Committee                                              | COE Scholarship Committee - Undergraduate                      |
| CLA Outstanding College Student Committee                            | COE Technology & Distance Education Committee                  |
| CLA Research Committee                                               | COE Tenure & Promotion Committee                               |
| CLA Tenure & Promotion Committee                                     | COE Undergraduate Program Directors                            |
| CNSM Curriculum & Assessment Committee                               | Education for Diversity and Global Engagement (EDGE) Committee |
| CNSM Outstanding Student Award Committee                             | HPaW Taskforce                                                 |
| CNSM Research Committee                                              | Interdisciplinary Liberal Studies (ILS) Degree Committee       |
| CNSM Tenure & Promotion Committee                                    | Other                                                          |
| COB College Executive Committee                                      |                                                                |

### **Position/Role Options:**

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

## II. College (continued)

### Edit College

Cancel

Save

Save + Add Another

#### Committee/Program/Organization Name

#### Position/Role

#### Were you elected or appointed?

#### Was this compensated or pro bono?

#### Served Ex-Officio?

Reference  
page 35 for  
options.

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

#### 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                 |
|----------------------|----------------------|----------------------|
| <input type="text"/> | <input type="text"/> | <input type="text"/> |

#### End Date

| Month                | Day                  | Year                 |
|----------------------|----------------------|----------------------|
| <input type="text"/> | <input type="text"/> | <input type="text"/> |

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

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

CancelSaveSave + Add Another

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 x<sup>2</sup> x<sub>2</sub> ↺ ↻ ↗

Brief Description of Key Accomplishments

B I U x<sup>2</sup> x<sub>2</sub> ↺ ↻ ↗

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

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  
Guest Speaker  
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

x<sup>2</sup>

x<sub>2</sub>

↺

↻

↗

Brief Description of Key Accomplishments

**B**

*I*

U

x<sup>2</sup>

x<sub>2</sub>

↺

↻

↗

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

**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

## V. Professional

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

### **Position/Role Options:**

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

## V. Professional (continued)

### Edit Professional

[Cancel](#)[Save](#)[Save + Add Another](#)

Name of Committee, Program, Event, or Publication

Sponsoring Organization

Position/Role

City

State

Country

Reference  
page 39 for  
options.

Were you elected or appointed?

Was this compensated or pro bono?

Audience

Served Ex-Officio?

Responsibilities/Brief Description (30 Words or Fewer)

**B** *I* U  $x^2$   $x_2$  ↺ ↻ ↗

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                 |
|----------------------|----------------------|----------------------|
| <input type="text"/> | <input type="text"/> | <input type="text"/> |

End Date

| Month                | Day                  | Year                 |
|----------------------|----------------------|----------------------|
| <input type="text"/> | <input type="text"/> | <input type="text"/> |



## VI. Non-Credit Instruction Taught

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

### Edit Non-Credit Instruction Taught

[Cancel](#)[Save](#)[Save + Add Another](#)

Instruction Type

Audience

Sponsoring Organization

Number of Participants

Academic or Professional?

Description

**B** **I** **U**  $x^2$   $x_2$  ↺ ↻ ↗

#### Instruction Type:

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

#### 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**

CancelSaveSave + 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?

Responsibilities/Brief Description (30 Words or Fewer)

Brief Description of Key Accomplishments

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

▼ 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

MonthDayYear

End Date

MonthDayYear

## 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**

Cancel

Save

Save + Add Another

---

Category

Consulting Type

Client/Organization

City

State

Country

Audience

Were you elected or appointed?

Served Ex-Officio?

Compensated or Pro Bono?

Approx. Number of Hours Spent Per Year

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

**Brief Description (30 Words or Fewer)**

B
I
U
x<sup>2</sup>
x<sub>2</sub>
↶
↷
↗

**Brief Description of Key Accomplishments**

B
I
U
x<sup>2</sup>
x<sub>2</sub>
↶
↷
↗

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

**Start Date**

Month Day Year

**End Date**

Month Day Year

## Faculty Annual Self-Evaluation and Planning Reports

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

- I. Other Instructional, Scholarship, Professional Development, and Service – Not Reported Elsewhere
- II. Annual Teaching Goals
- III. Annual Scholarly Goals
- IV. Annual Professional Development Goals
- V. Annual Service Goals
- VI. Archived Reports
- VII. Summary Evaluation

### ▼ 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

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

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

#### 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

## II. Annual Teaching Goals

### Edit Annual Teaching Goals

Cancel

Save

Save + Add Another

Calendar Year

#### ▼ Teaching Goals (1)

1st Goal

Actions ▼

Goal

Result



B I U x<sup>2</sup> x<sub>2</sub> ↺ ↻ ↗

B I U x<sup>2</sup> x<sub>2</sub> ↺ ↻ ↗

+ Add Row

Additional goals can be added by clicking here

## III. Annual Scholarly Goals

### Edit Annual Scholarly Goals

Cancel

Save

Save + Add Another

Calendar Year

#### ▼ Scholarly Goals (1)

1st Goal

Actions ▼

Goal

Result



B I U x<sup>2</sup> x<sub>2</sub> ↺ ↻ ↗

B I U x<sup>2</sup> x<sub>2</sub> ↺ ↻ ↗

+ Add Row

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                                                              |
|---------------------------------------------------------------------------------|---------------------------------------------------------------------|
| <div><div>⋮</div><div>B I U x<sup>2</sup> x<sub>2</sub> ↺ ↻ ↶ ↷ ↸ ↹</div></div> | <div><div>B I U x<sup>2</sup> x<sub>2</sub> ↺ ↻ ↶ ↷ ↸ ↹</div></div> |

[+ 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                                                              |
|---------------------------------------------------------------------------------|---------------------------------------------------------------------|
| <div><div>⋮</div><div>B I U x<sup>2</sup> x<sub>2</sub> ↺ ↻ ↶ ↷ ↸ ↹</div></div> | <div><div>B I U x<sup>2</sup> x<sub>2</sub> ↺ ↻ ↶ ↷ ↸ ↹</div></div> |

[+ Add Row](#)

Additional Goals can be added by clicking here



## VIII. 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

## IX. Summary Evaluation

### Edit Summary Evaluation

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 Service Efforts

Summary Comments of Faculty Member's Efforts

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