

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/.

Table of Contents

General Information	3
I. Personal and Contact Information	4
II. Administrative Data – Permanent Data	6
III. Administrative Data – Yearly Data	7
IV. Academic, Government, Military and Professional Positions – External to UCA	8
V. Administrative Assignments – Internal to UCA	9
VI. Education	10
VII. External Connections and Partnerships	11
Instructional Activities	12
I. Scheduled Teaching	13
II. Evaluation Results	14
III. Reassigned Time	15
IV. Academic Advising	15

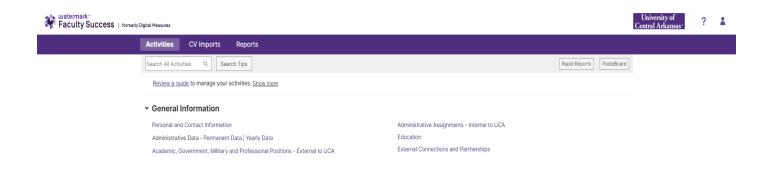
V. Directed Individual Student Learning (eg. Independent study, thesis, dissertations)	16
VI. Directed Group Student Learning (eg. Field experience, service learning, study abroad)	17
VII. Curriculum Development	18
Scholarship/Research/Creative Activities	19
I. Publications	19
II. Presentations	22
III. Grants and Contracts	25
Professional Development and Recognition	27
I. Professional Memberships	28
II. Faculty Development Activities Attended	29
III. Awards and Honors	30
IV. Licensures and Certifications	31
Service Activities	32
I. University	33
II. College	34
III. Department/Academic Unit	37
IV. Student Activities	38
V. Professional	39
VI. Non-Credit Instruction Taught	41
VII. Public	42
VIII. Consulting	43
Faculty Annual Self-Evaluation and Planning Reports	45
I. Other Instructional, Scholarship, Professional Development, and Service – Not Reported Elsev	
II. Annual Teaching Goals	
III. Annual Scholarly Goals	
IV. Annual Professional Development Goals	
V. Annual Service Goals	
VI. Achived Reports	
VII. Summary Evaluation Error! Bookmark not c	lefined.

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:

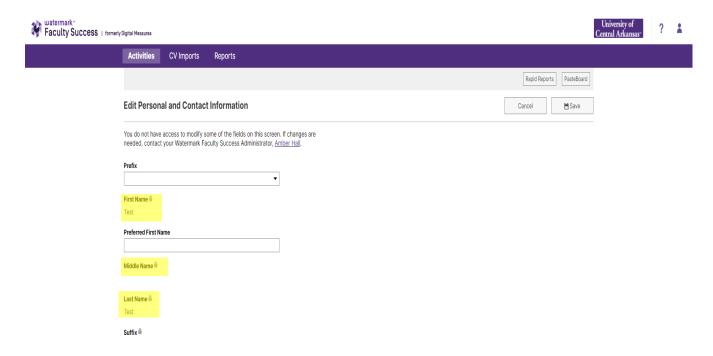
- I. Personal and Contact Info
- II. Administrative Data-Permanent Data
- III. Administrative Data-Yearly Data
- IV. Academic, Government, Military and Professional Positions External to UCA
- V. Administrative Assignments Internal to UCA
- VI. Education
- VII. External Connections and Partnerships

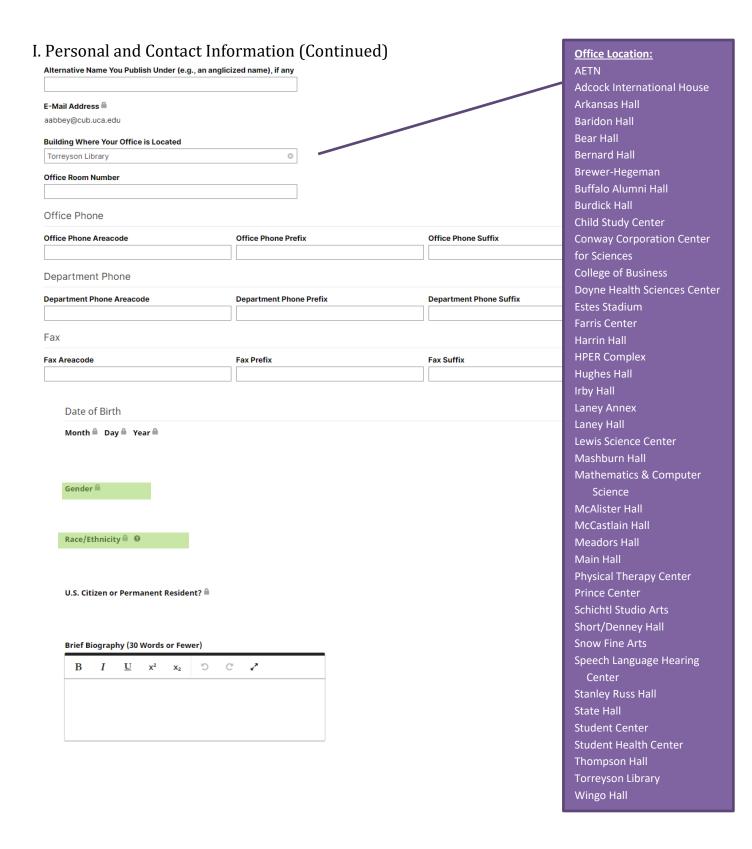


Version 5.1 October 9, 2023 https://uca.edu/ir/faculty-success/guides/. Page | 3

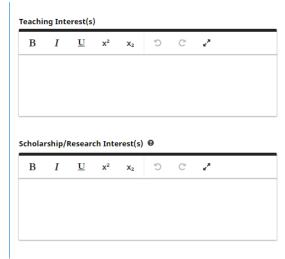
I. Personal and Contact Information

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?

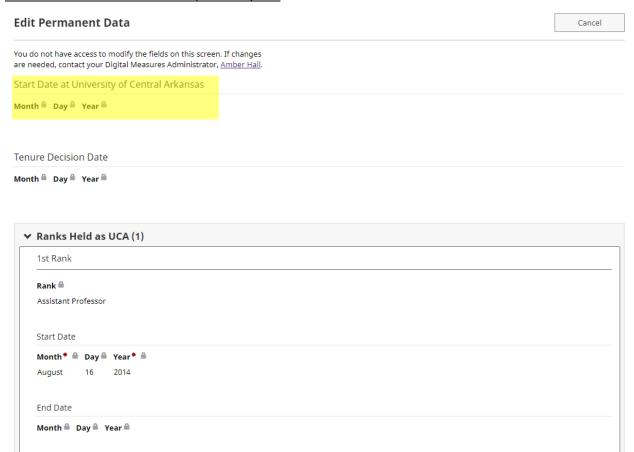




I. Personal and Contact Information (Continued)



II. Administrative Data – Permanent Data All fields on this screen will be updated by OIR



III. Administrative Data - Yearly Data

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

Edit Yearly Data				Cancel
You do not have access to modify the fields on the contact your Watermark Faculty Success Adminis	is screen. If changes are needed, trator, <u>Amber Hall</u> .			
Academic Year a 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 a Tenured				
Tenure Status Abbreviation for Roster TN				
Graduate Faculty and 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				
Date of Last Rank Promotion				
Month				
Qualified on Tested Experience?				
Explanation of Qualification				

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

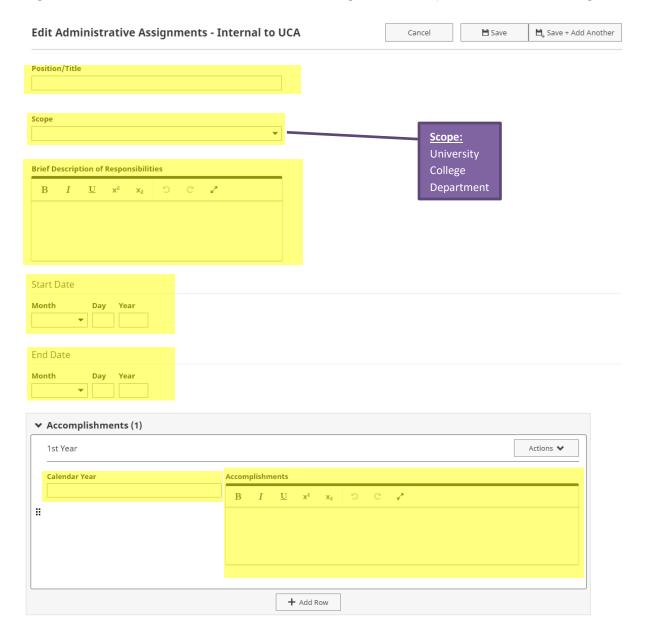
Edit Academic, Government, Military and Professional Positions - External to UCA	Cancel	B Save	B Save + Add Another
Experience Type	Experience Type:		
·	Academic – Post		
Organization	Secondary		
Oit.	Academic – P-12		
City	Professional		
State	Military		
•	Government		
Country			
Title/Rank/Position			
•			
Was/is this your own company? ▼			
Description for Professional Positions (30 Words or Fewer)			
B I U x² x₂ D C z²			
D 1 <u>U</u> X X ₂ J U Y			
Note: For activities that you started but have not yet presently			
completed, specify the start date and leave the end date blank.			
Start Date			
Month Day Year			
▼			
End Date			
Month Day Year			

V. Administrative Assignments – Internal to UCA

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

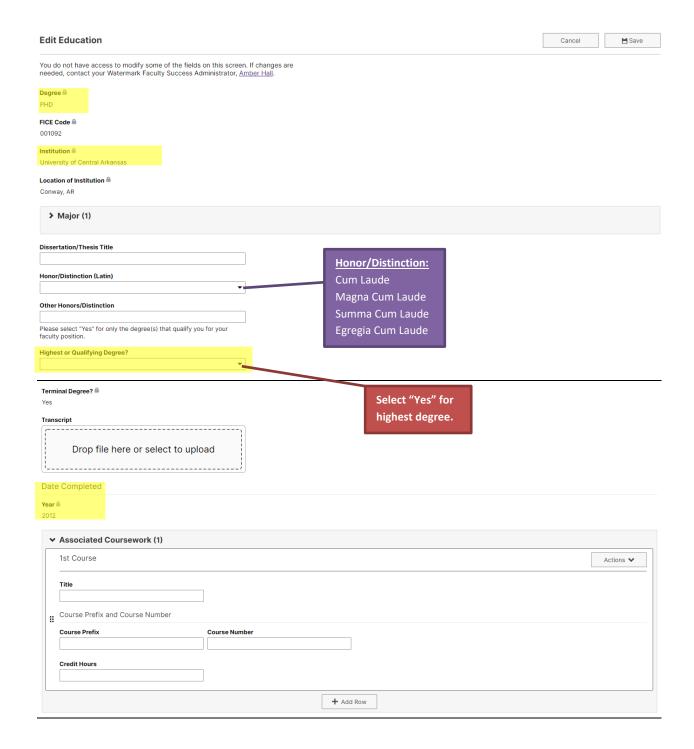
A one-course reassignment to act as coordinator of Freshman Writing or to be graduate program coordinator in a department would normally be considered a service activity rather than an administrative assignment. Faculty in such roles are normally paid as full-time faculty and most often remain on a 9-month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

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

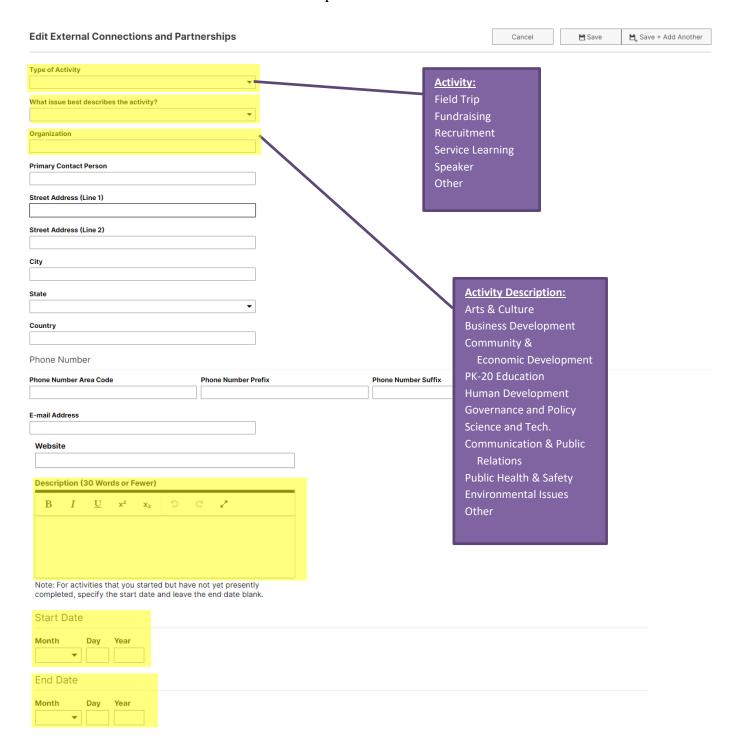


VI. Education

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



VII. External Connections and Partnerships



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
- ٧. **Directed Individual Student Learning**
- VI. **Directed Group Student Learning**
- VII. **Curriculum Development**

Instructional Activities

Teaching - Scheduled Teaching | Evaluation Results

Reassigned Time

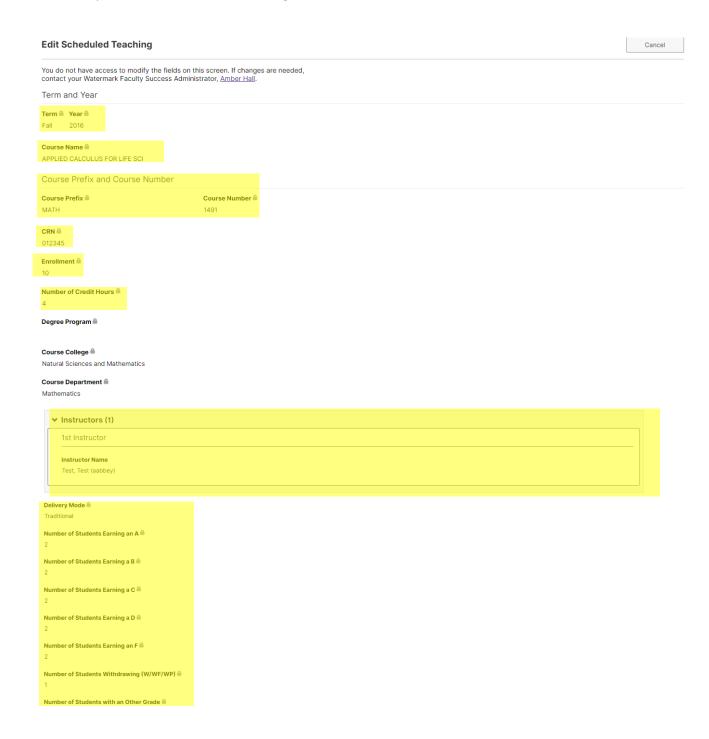
Academic Advising

Directed Individual Student Learning (e.g., independent study, theses, dissertations) Directed Group Student Learning (e.g., field experience, service learning, study abroad) Curriculum Development

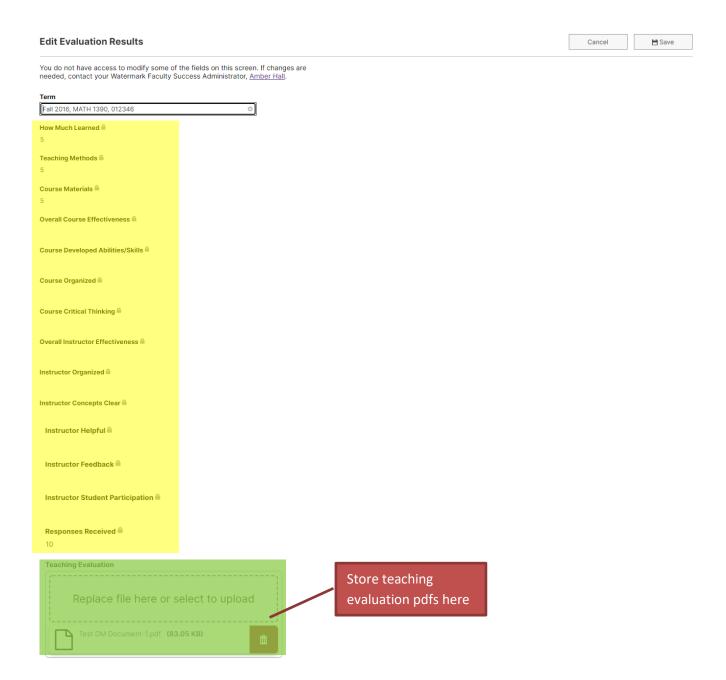
October 9, 2023 Version 5.1 Page | 12

I. Scheduled Teaching

OIR updates all fields on the following screen.

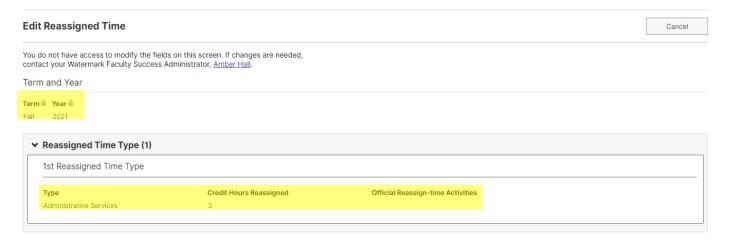


II. Evaluation Results

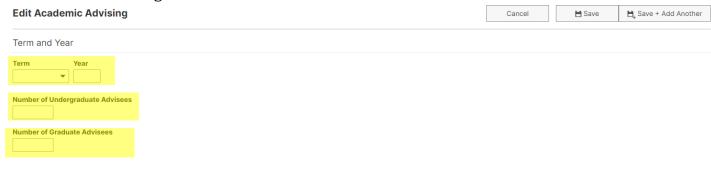


III. Reassigned Time

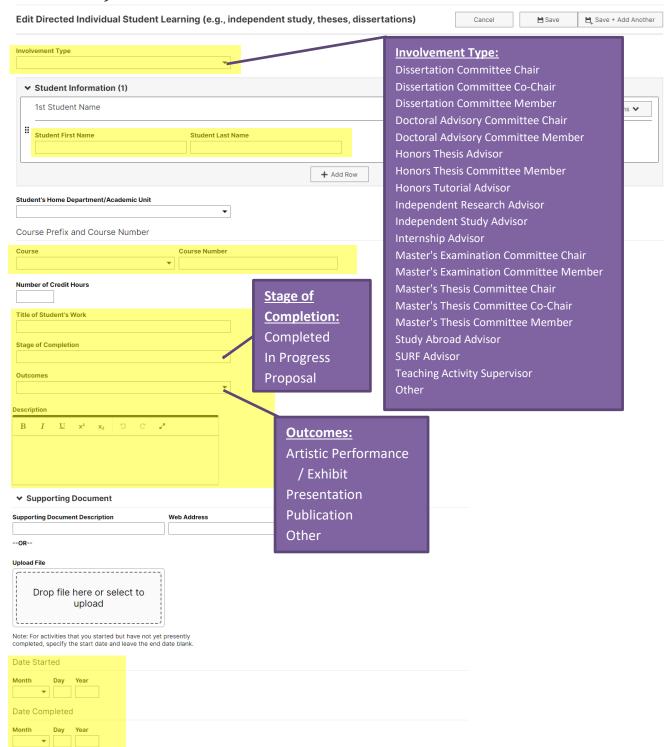
Department Chair/Dean updates ALL fields on the following screen.



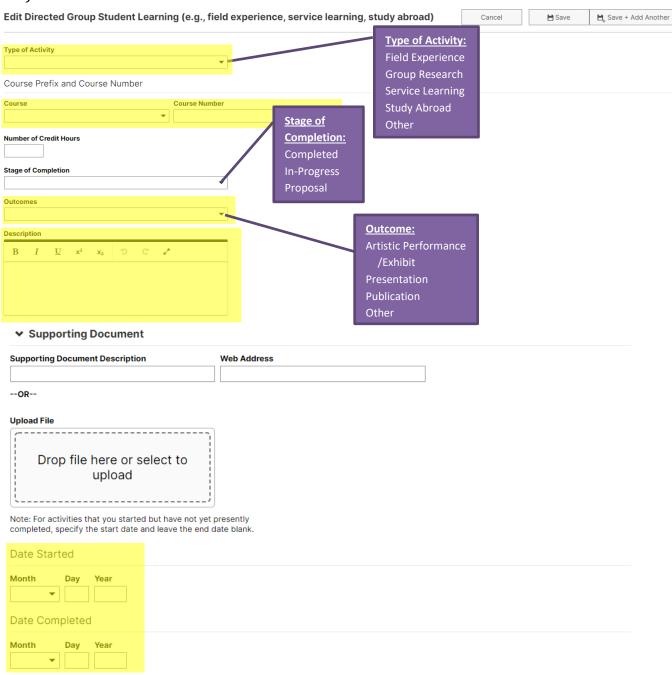
IV. Academic Advising



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



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



VII. Curriculum Development

Edit Curriculum Development

Calenda	ar Year	•							
Describ /ou pro					ıms, or	other	curricul	um change	es
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Version 5.1 October 9, 2023 https://uca.edu/ir/faculty-success/guides/.

Cancel

⊟ Save

⊟₊ Save + Add Another

Scholarship/Research/Creative Activities

The Scholarship/Research/Creative Activities section is the third section under the main menu. This section includes the following subsections:

- ١. **Publications**
- II. Presentations
- III. **Grants and Contracts**

Scholarship/Research/Creative Activities

Publications Grants and Contracts

Presentations

I. Publications

Contribution Type Options:

Art Works in Publication 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

Interview Law Review

Instructor's Manual

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**

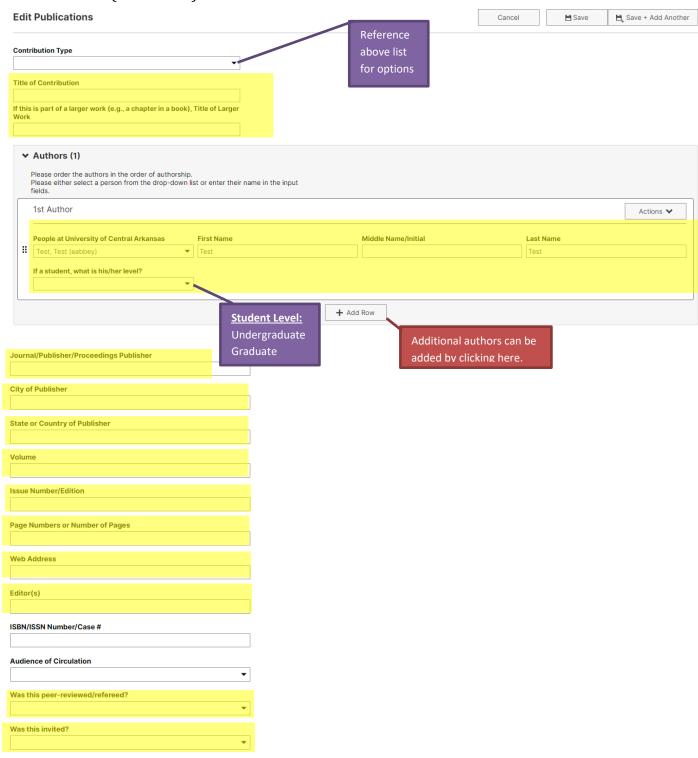
Translation or Transcription

Working Paper

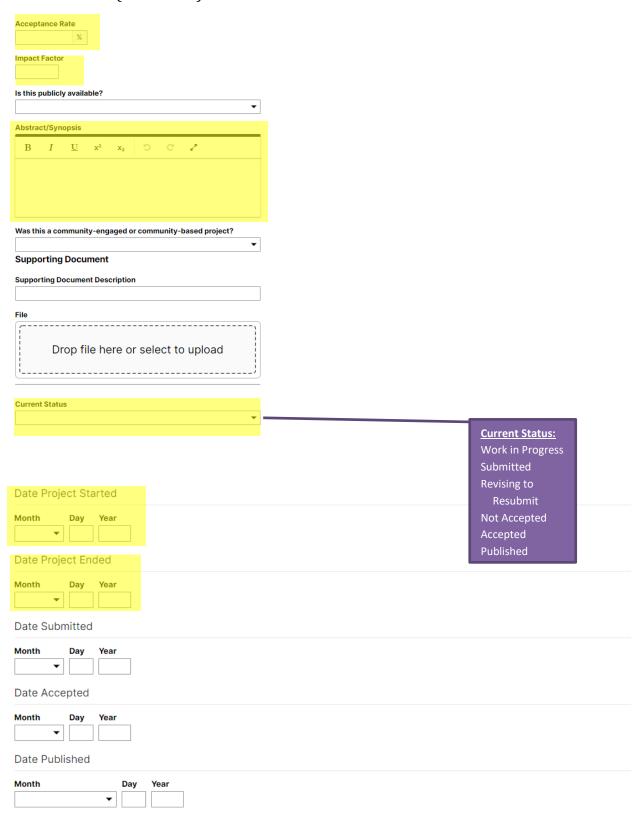
Written Case with Instructional Material

Other

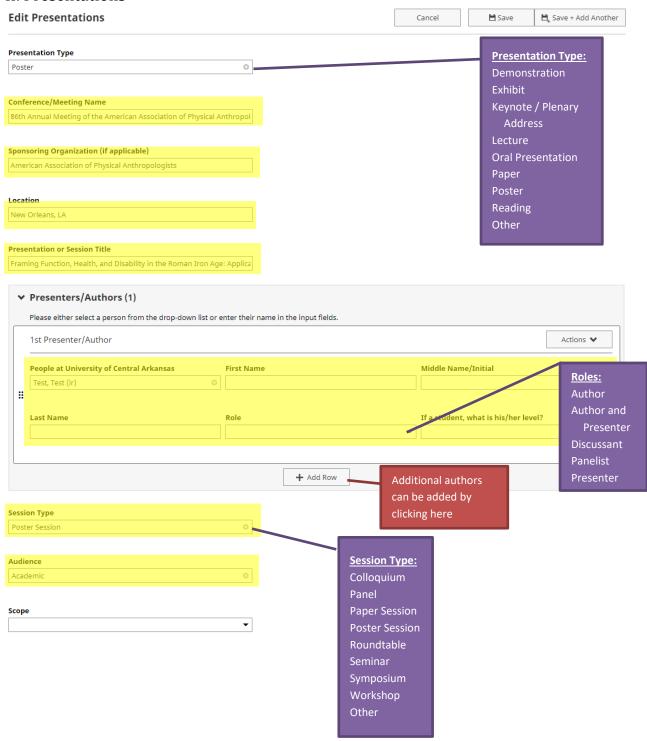
I. Publications (continued)



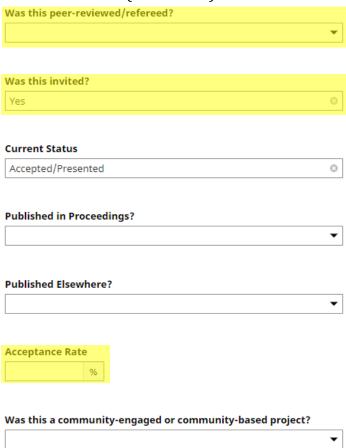
I. Publications (continued)



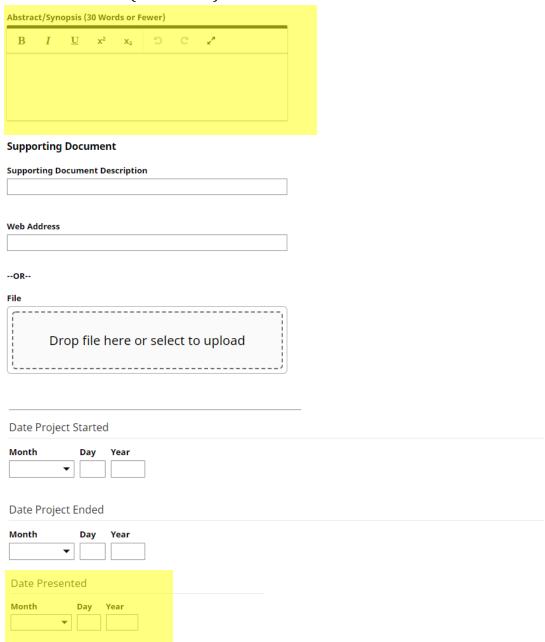
II. Presentations



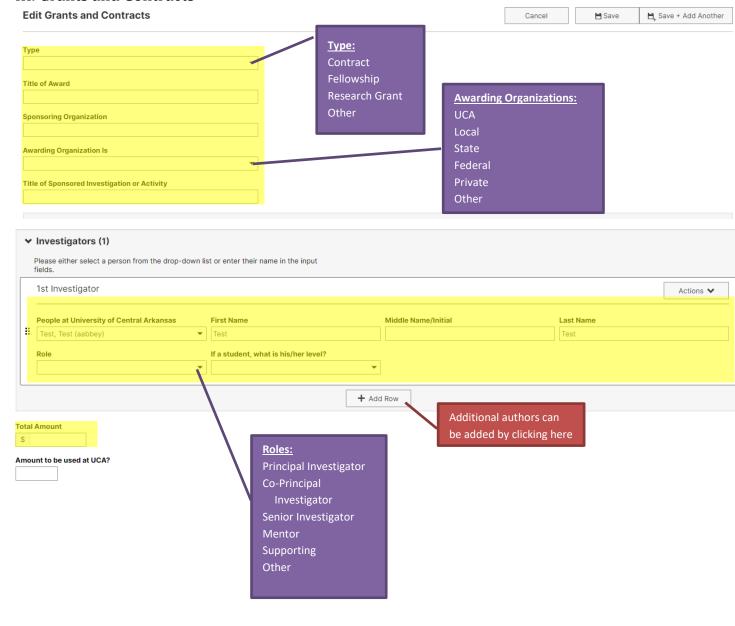
II. Presentations (Continued)



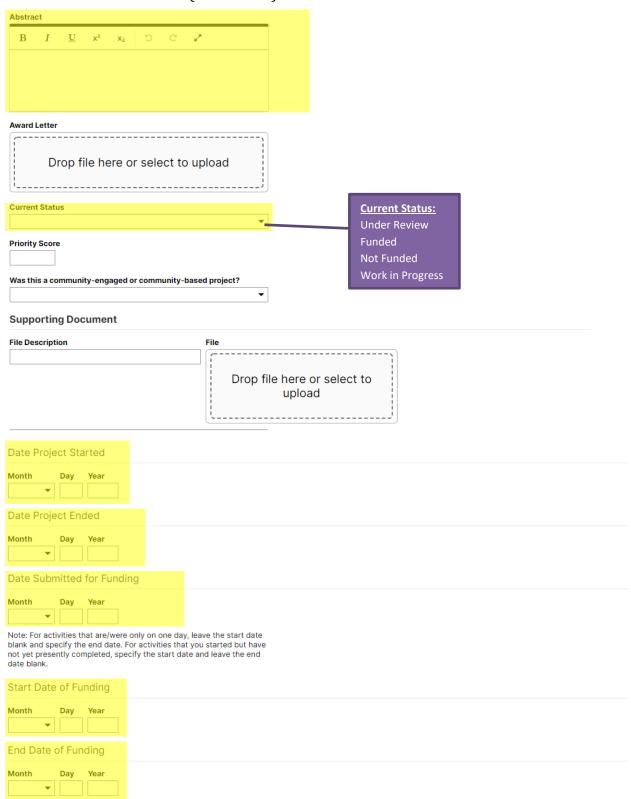
II. Presentations (Continued)



III. Grants and Contracts



III. Grants and Contracts (Continued)



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**
- **Licensures and Certifications** IV.

Professional Development and Recognition

Professional Memberships

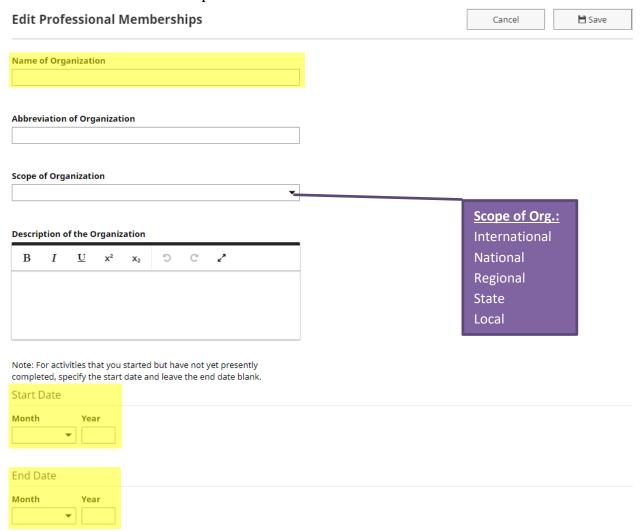
Faculty Development Activities Attended

Awards and Honors

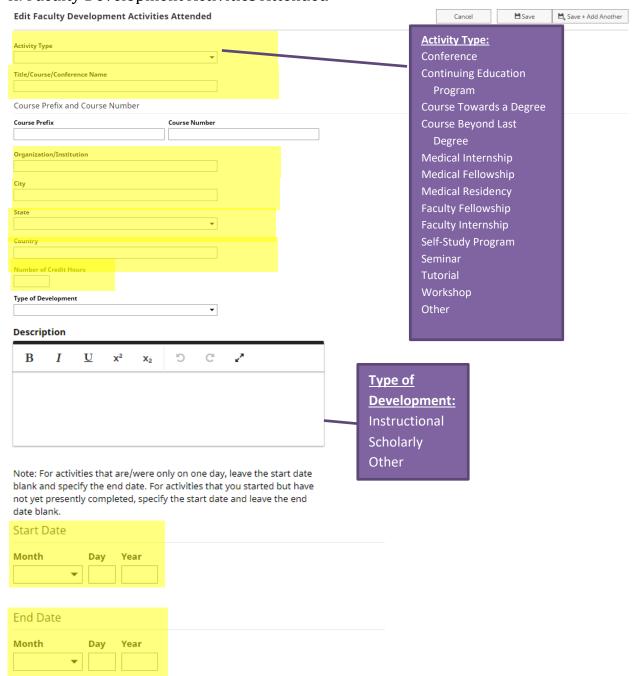
Licensures and Certifications

October 9, 2023 Version 5.1 Page | 27

I. Professional Memberships



II. Faculty Development Activities Attended

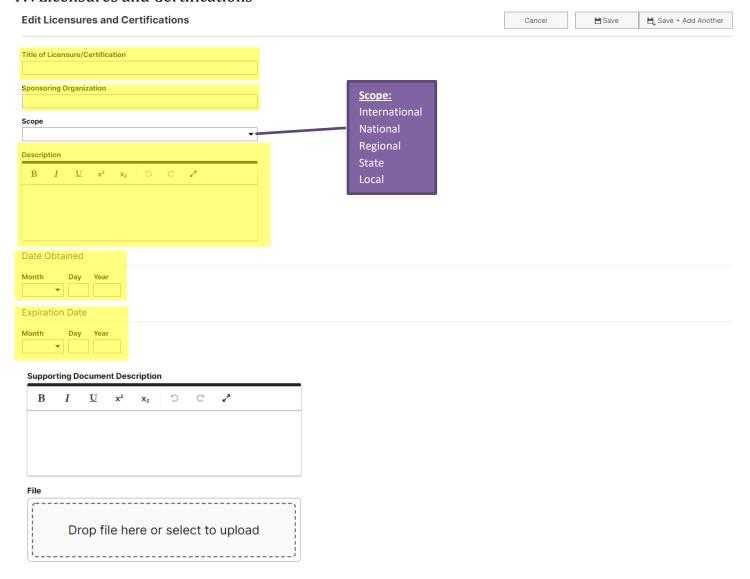


October 9, 2023 Version 5.1 Page | 29

III. Awards and Honors

Edit Awards and Honors Cancel 🗎 Save Award or Honor Name Organization/Sponsor Scope: National Scope Regional Description/Explanation (30 Words or Fewer) College $\mathbf{\underline{U}}$ D C C \mathbf{X}_{2} Department **Supporting Document File Description** File Drop file here or select to upload Date Received Month Day Year

IV. Licensures and Certifications



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**
- ٧. Professional
- VI. Non-Credit Instruction Taught
- VII. Public
- VIII. Consulting

Service Activities

University Professional

College Non-Credit Instruction Taught

Department/Academic Unit Public

Student Activities Consulting

Version 5.1

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 Majors Fair

Academic Assessment Committee Professional Education Council
Academic Integrity and Discipline Committee Public Appearances Committee

Affirmative Action Advisory Committee Public Art Committee

Athletic Committee Public Service Award Committee
Bear Facts Day/Bear Fair Radiation Safety Committee

Career Fair Research, Scholarship and Creative Activity Award

Committee on Committees Committee

Disabilities Grievance Committee Sabbatical Leave Review Committee

Distance Education/Extended Learning Advisory Scholarship Committee

Committee Sexual Harassment Complaint Committee

Diversity Advisory Committee SPARC

Employee Benefits Advisory Committee

Faculty Development Committee

Faculty Emeritus/Emerita Committee

Strategic Budget Advisory Committee

Strategic Planning Committee

Faculty Grievance Committee Student Center Board

Faculty Handbook Committee Student Evaluation of Teachers Committee

Faculty Hearing Committee Student Grievance Committee
Faculty Salary Review Committee Student Life Committee

Faculty Scholars Committee Student Success and Retention Council

Faculty Senate Sustainable Environment and Ecological Design Committee

Financial Aid Committee Teaching Excellence Committee
Graduate Council Traffic and Parking Committee

Health and Wellness Promotion Committee UCA Core Council
Honorary Degree Committee Undergraduate Council

Honors Council

Housing Exemptions Committee

University Admissions Committee

University Calendar Committee

University Passarch Council

Information Services Advisory Committee University Research Council Institutional Animal Use and Care Committee University Safety Committee

Institutional Review Board Other

Library Committee

President

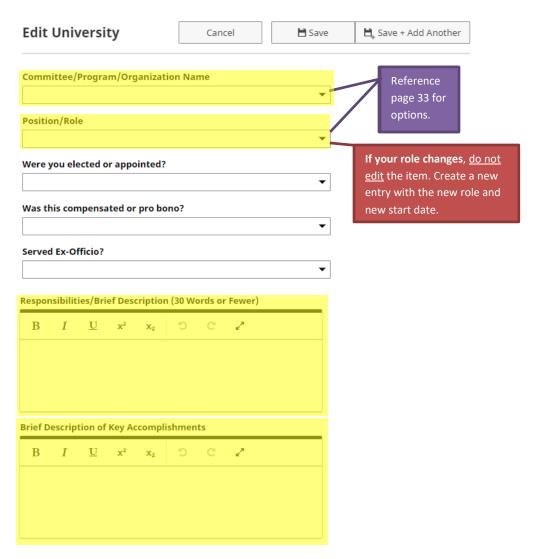
Position/Role Options:

Committee ChairProgram DirectorEvent CoordinatorSecretaryFaculty AdvisorSenatorFaculty MentorSession ChairGuest SpeakerVice-PresidentMemberWorkshop Organizer

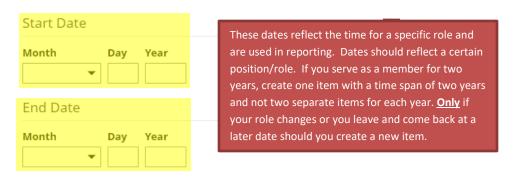
Parliamentarian Other

Version 5.1 https://uca.edu/ir/faculty-success/guides/.

I. University (continued)



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.



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 COB Faculty Excellence Committee Engagement) Committee COB International Programs Committee

CAHSS Recruitment and Retention Committee COB Maintenance of Accreditation Committee

CAHSS Research Committee COB Promotion & Tenure Committee
CAHSS Tenure & Promotion Committee COB Strategic Planning Committee

CFAC Committee on Committees

COB Syllabus Committee

CFAC Crisis & Security Committee

COE Alumni Executive Committee

CFAC Curriculum & Assessment Committee

COE Awards Committee

COE Awards Committee

CFAC Faculty Awards Committee COE Candidate Quality, Recruitment, and Selectivity

CFAC Outstanding Student Award Committee 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 Assessment Committee COE Curriculum & Assessment Committee

CHBS Curriculum and Assessment Committee

CHBS Curriculum Committee

CHBS Diversity 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

CHBS Residential College Advisory Committee

CHBS Residential College Advisory Committee

CHBS Simulation Advisory Committee

CHBS Simulation Advisory Committee

CHBS Simulation Advisory Committee
CHBS Tenure & Promotion Committee
CLA Curriculum & Assessment Committee
CCA Curriculum & COE Research Committee
CCA Curriculum & COE Scholarship 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)

CNSM Outstanding Student Award Committee Committee Committee

CNSM Research Committee HPaW Taskforce

CNSM Tenure & Promotion Committee Interdisciplinary Liberal Studies (ILS) Degree Committee

COB College Executive Committee O

Position/Role Options:

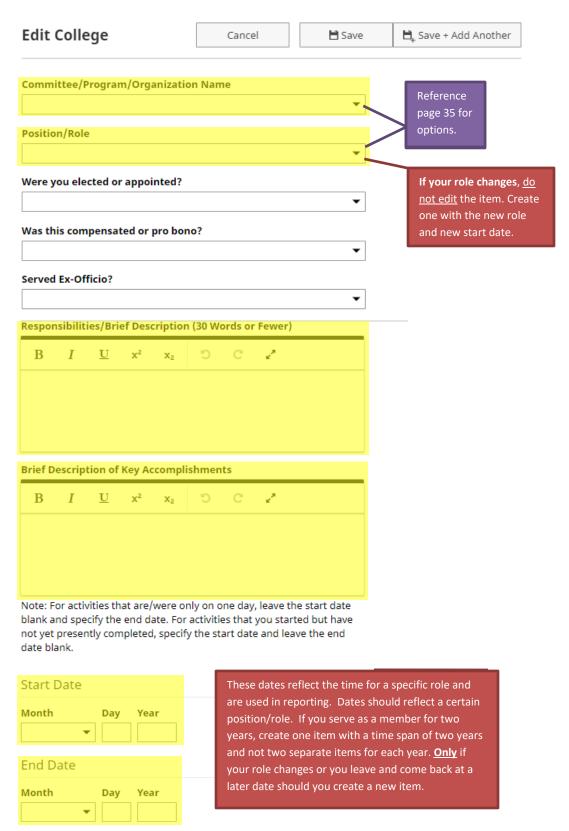
Committee ChairProgram DirectorEvent CoordinatorSecretaryFaculty AdvisorSession ChairFaculty MentorWorkshop Organizer

Guest Speaker Other

Member

Version 5.1 October 9, 2023

II. College (continued)

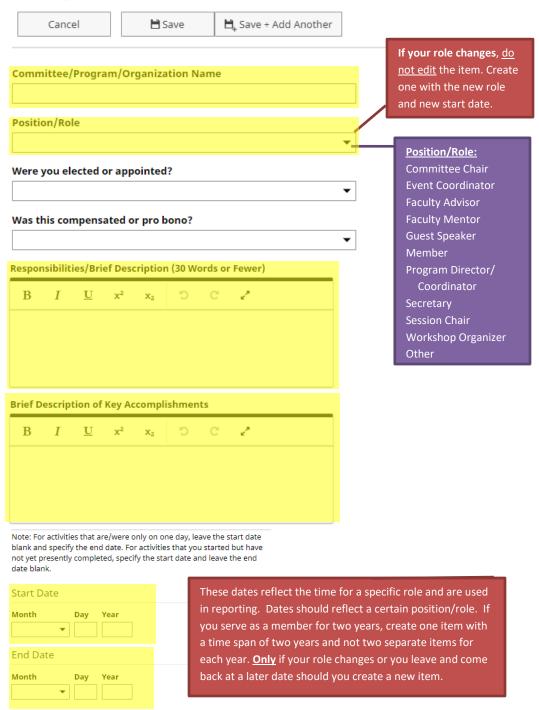


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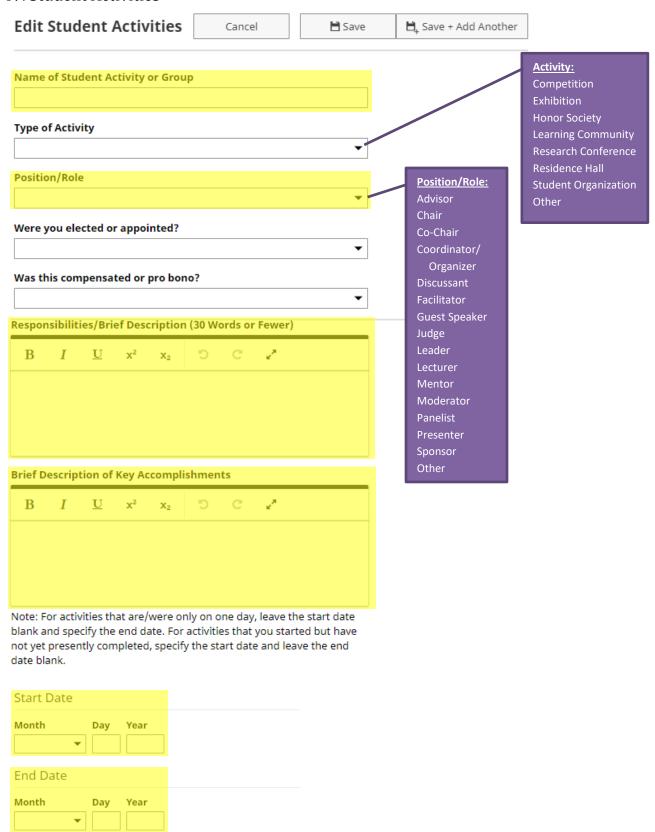
III. Department/Academic Unit

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



IV. Student Activities



Version 5.1 https://uca.edu/ir/faculty-success/guides/.

V. Professional

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

Position/Role Options:

Accreditation Team Member

Adjudicator **Board Member**

Chair Clinician

Co-Chair **Conference Chair** Conference Co-Chair

Coordinator/Organizer

Editor

Editor, Associate Editor, Senior

Editorial Review Board Member

Leader Member Moderator

Planning Committee Member Prepare/Grade Certification Exams

President

President-Elect President-Past **Program Chair** Program Co-Chair

Reviewer, Academic Program

Reviewer, Ad Hoc Reviewer, Book Reviewer, Conference Reviewer, Grant Proposal Reviewer, Journal

Reviewer, Program Proposal

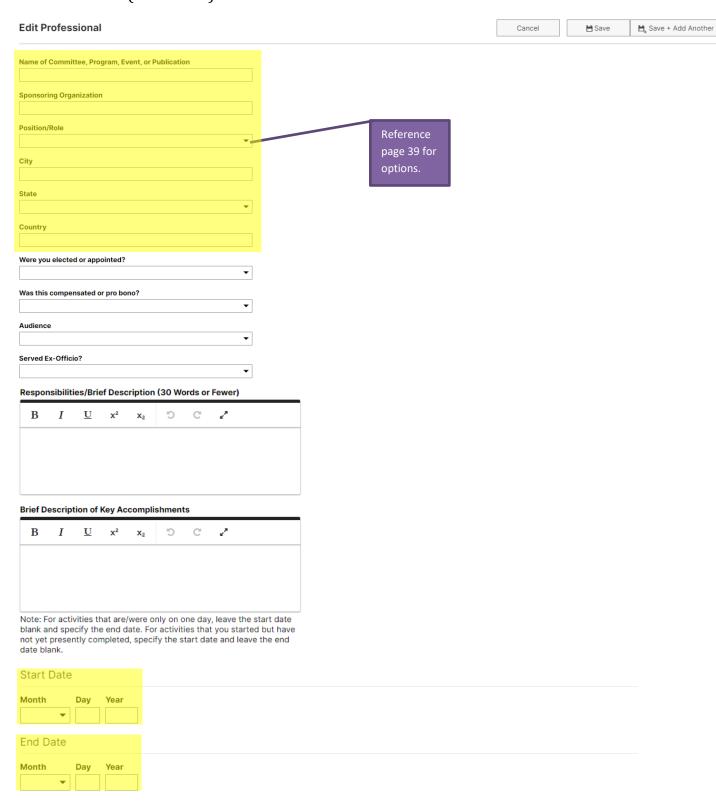
Reviewer, Textbook

Secretary Session Chair Treasurer Vice President Workshop Organizer

Other

October 9, 2023 Version 5.1 Page | 39

V. Professional (continued)



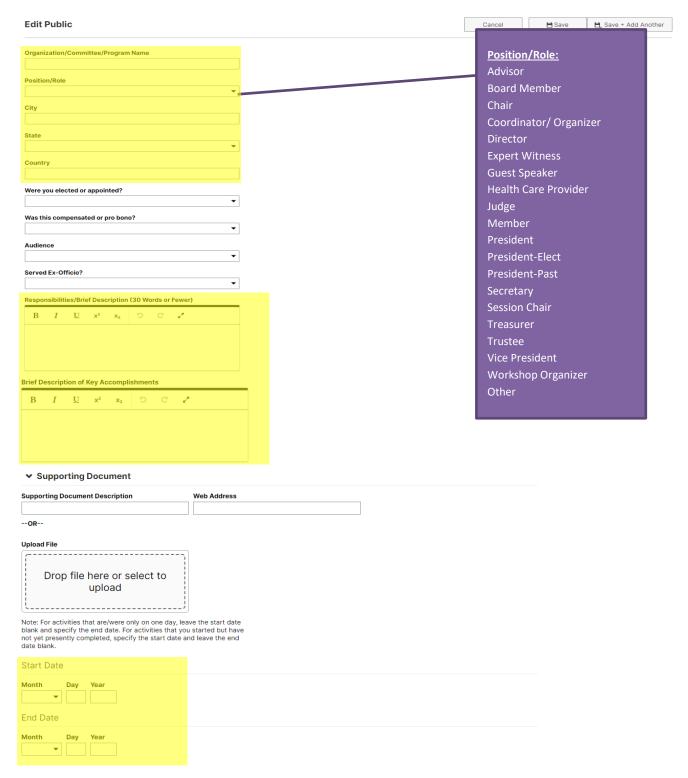
VI. Non-Credit Instruction Taught

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

Edit Non-Credit Instruction Taught	Cancel	∄ Save	B Save + Add And
nstruction Type Instru	uction Type:		
	fication		
	nuing		
Audience: Edu	ucation		
Sponsoring Organization Internal to UCA Facult	ty		
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	t Lecture		
Mana	agement/		
	ecutive		
∨	velopment		
<u>Description</u> Revie	w Course		
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Start Date Month Day Year			
End Date			
Month Day Year			

VII. Public

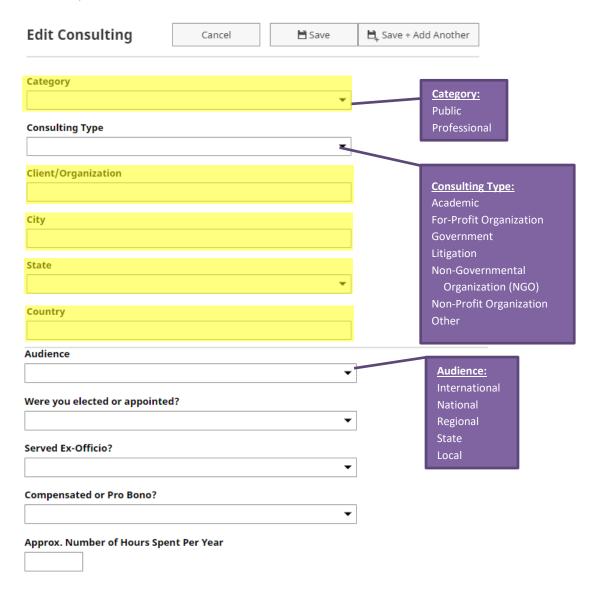
Information to be stored on this screen includes any activity in which the faculty member's professional expertise is used in service to the non-academic community. Normally this would not include personal service activities not related to the faculty member's professional expertise.

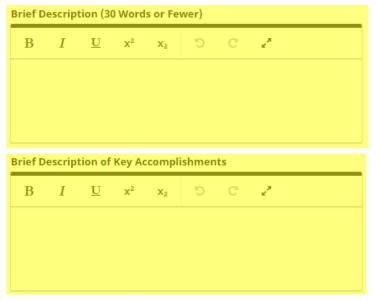


Version 5.1 https://uca.edu/ir/faculty-success/guides/.

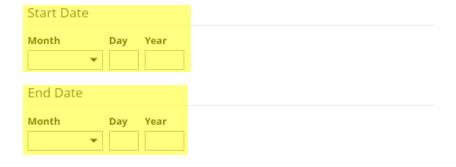
VIII. Consulting

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.





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.



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:

- 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

Version 5.1 October 9, 2023

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

⊟ Save + Add Another

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

⊟ Save

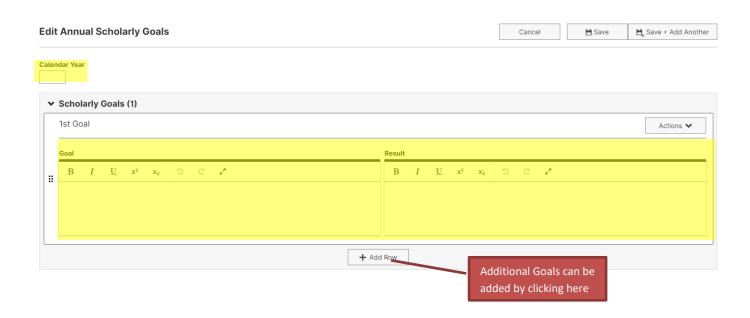
Cancel

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Descri	be any	other t	teachir	ng effo	rts and	accom	nplishr	nents th	nat you
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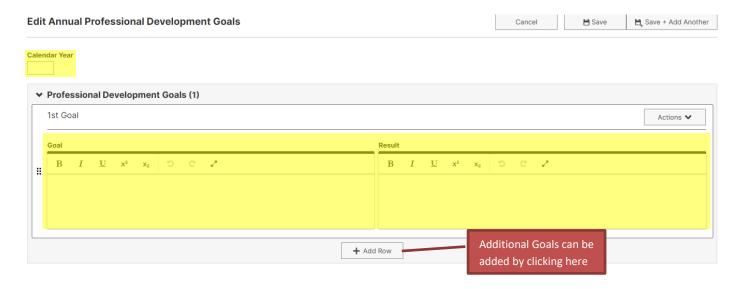
II. Annual Teaching Goals



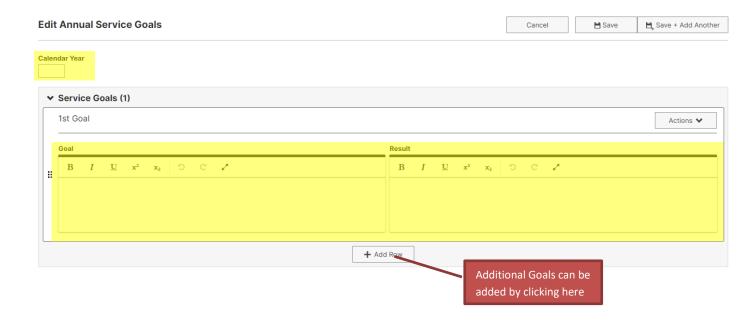
III. Annual Scholarly Goals



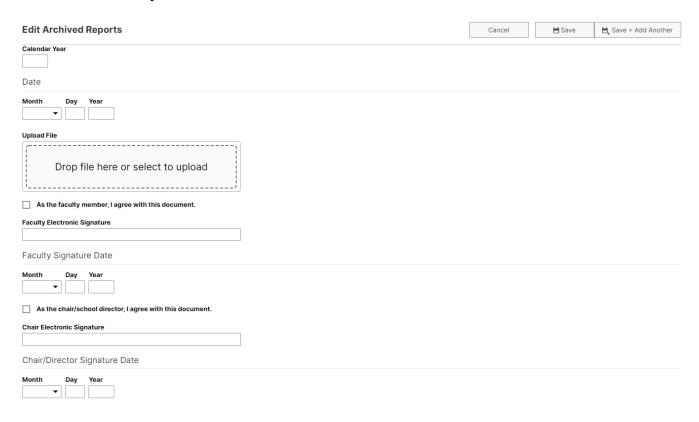
IV. Annual Professional Development Goals



V. Annual Service Goals



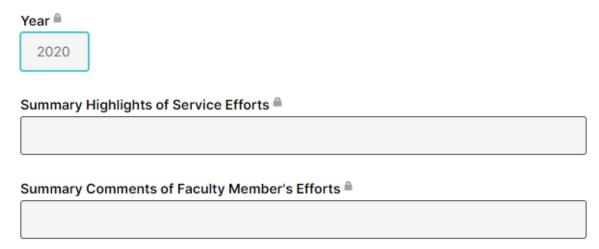
VIII. Archived Reports



IX. Summary Evaluation

Edit Summary Evaluation

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Index

Faculty Annual Self-Evaluation and Planning Reports	Course Beyond Last Degree, 29 Course Towards Degree, 29
Annual Teaching Goals, 47	Faculty Development Activities Attended, 29
General Information, 3	Faculty Development Activities Attended, 29
Academic, Government, Military and	Faculty Internship, 29
Professional Positions-External to UCA, 8	Licensures and Certifications, 31
•	Medical Fellowship, 29
Administrative Assignments – Internal to	Medical Internship, 29
UCA, 9	, ,
Administrative Data, 6 Administrative Data-Yearly Data, 7	Medical Residency, 29 Professional Memberships, 28
Education, 10	Self-study Program, 29
External Connections and Partnerships, 11	Seminar, 29
Government, 8	Tutorial, 29
Military, 8	Workshop, 29
Personal and Contact Information, 4	Scholarship/Research/Creative Activities
Instructional Activities	Annual Scholarly Goals, 47
Presentation, 16	Art Works in Publication, 19
Publication, 16	Article, 19
Instructional Activities	·
Academic Advising, 15	Author, 22 Author and Presenter, 22
Directed Individual Student Learning, 16	Book, 19
Dissertation Committee Member, 16	•
·	Book Review, 19
Doctoral Advisory Member, 16	Chapter, 19
Honors Thesis Advisor, 16	Colloquium Panel, 22
Honors Thesis Committee Member, 16	Conference Proceeding, 19
Honors Tutorial Advisor, 16	Demonstrations, 22
Independent Research Advisor, 16	Discussant, 22
Independent Study Abroad Advisor, 16	Exhibit, 22
Masters Thesis Committee Member, 16	Grants and Contracts, 25
Reassigned Time, 15	Instructor's Manual, 19
Scheduled Teaching, 13	Keynote/Plenary Address, 22
Study Abroad Advisor, 16	Law Review, 19
SURF Advisor, 16	Lecture, 22
Teaching Activity Supervisor, 16	Magazine/Trade Publication, 19
Instructional Activities	Manuscript, 19
Directed Group Student Learning, 17	Material Regarding new Courses, 19
Instructional Activities	Monograph, 19
Curriculum Development, 18	Music Composition, 19
Professional Development and Recognition	Newsletter, 19
Annual Professional Development Goals, 48	Newspaper Article, 19
Annual Service Goals, 48	Newspaper Editorial, 19
Awards and Honors, 30	Nonfiction, 19
Conference, 29	Oral Presentation, 22
Continiung Education Program, 29	Panelist, 22

Version 5.1 https://uca.edu/ir/faculty-success/guides/.

Paper, 22 Editor, 39 Paper Session, 22 Editor, Associate, 39 Editor, Senior, 39 Photography, 19 Play, 19 Editorial Review Board Member, 39 Poetry, 19 Event Coordinator, 37 Poster, 22 Expert Witness, 42 Poster Session, 22 Faculty Advisor, 37 Presentations, 22 Faculty Mentor, 37 Presenter, 22, 25, 26 Guest Speaker, 42 Health Care Provider, 42 Publications, 19 Reading, 22 Judge, 42 Regular Column in Journal or Newspaper, 19 Leader, 39 Research Report, 19 Majors Fair, 33 Member, 37, 39, 42 Round Table, 22 Senior Symposium Workshop, 22 Moderator, 39 Non-Credit Instruction Taught, 41 Short Fiction, 19 Software, 19 Planning Committee Member, 39 Study Guide, 19 Prepare/Grade Certification Exams, 39 Technical Report, 19 President, 39, 42 President-Elect, 39, 42 Translation or Transcription, 19 Working Paper, 19 President-Past, 39, 42 Written Case with Instructional Material, 19 Professional, 39 Service Activities Program Chair, 39 Accreditation Team Memeber, 39 Program Co-Chair, 39 Adjudicator, 39 Program Director/Coordinator, 37 Advisor, 42 Public, 42 Reviewer, Ad Hoc, 39 Bear Facts Day, 33 Bear Fair, 33 Reviewer, Book, 39 Bears Facts Day/Bear Fair, 33 Reviewer, Conference, 39 Board Member, 42 Reviewer, Grant Proposal, 39 Board Member, 39 Reviewer, Journal, 39 Career Fair, 33 Reviewer, Program Proposal, 39 Chair, 39, 42 Reviewer, Textbook, 39 Clinician, 39 Reviewer, Academic Program, 39 Co-Chair, 39 Secretary, 37, 39, 42 College, 35 Session Chair, 37, 39, 42 Committee Chair, 37 Student Services, 38 Conference Chair, 39 Treasurer, 39, 42 Conference Co-Chair, 39 Trustee, 42 Consulting, 43 University, 33 Coordinator/Organizer, 42 Vice President, 39, 42 Coordinator/Organizer, 39 Workshop Organizer, 37, 39, 42

Version 5.1 October 9, 2023 Page | 51

Department/Academic Unit, 37