

College of Education Faculty Success Guide

This manual explains how to enter data into Faculty Success and helps determine where to store specific activities. Let us start 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
- Promotion and Tenure

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.

My Profile

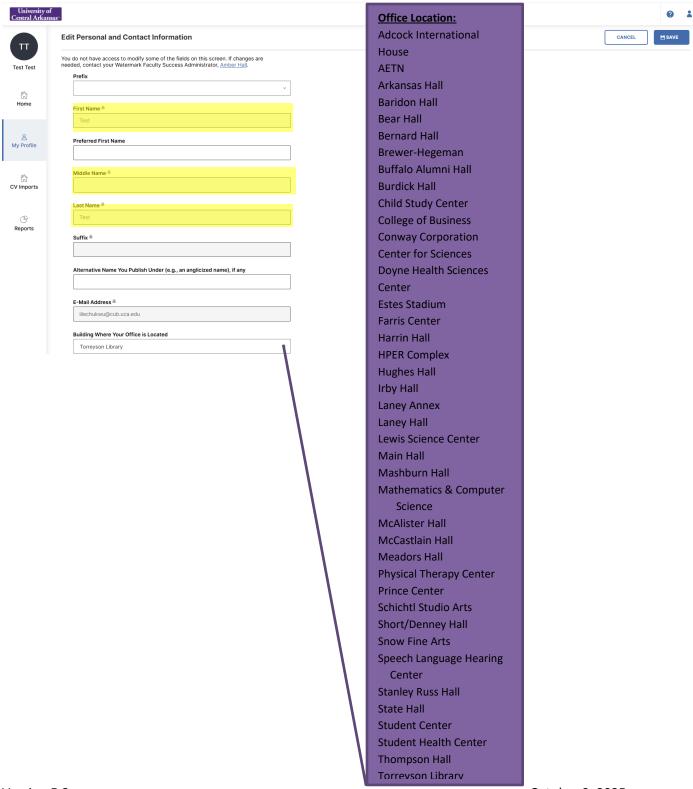
This section comprises subsections not found in the Home Tab "Add Activity". They include:

- Personal and Contact Information ١.
- II. Permanent Data
- III. Yearly Data
- IV. Education
- ٧. **Scheduled Teaching**
- VI. **Evaluation Results**
- VII. Reassigned Time
- VIII. **Summary Evaluation**

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I. Personal and Contact Information

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

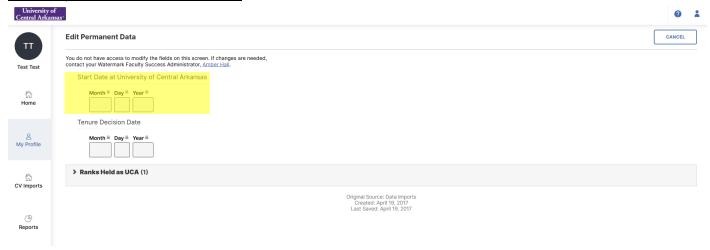


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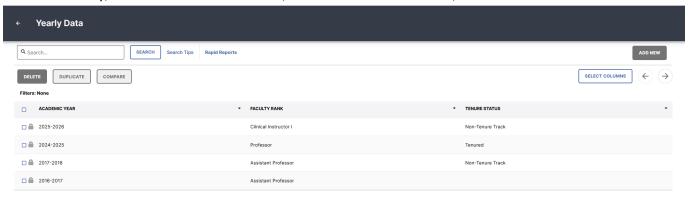
II. Administrative Data - Permanent Data

OIR will update all fields on this screen.



III. Administrative Data - Yearly Data

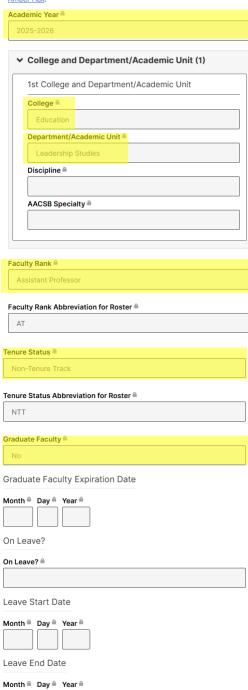
OIR updates the following fields: College, Department/Academic Unit, Faculty Rank, Tenure Status, Graduate Faculty, Date of Last Rank Promotion, On Leave? Leave Start Date, Leave End Date.



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View Activity

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



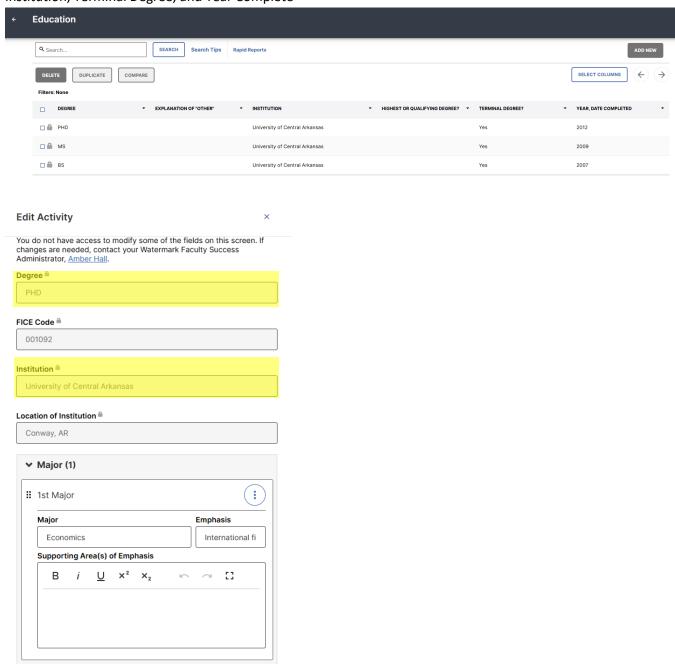
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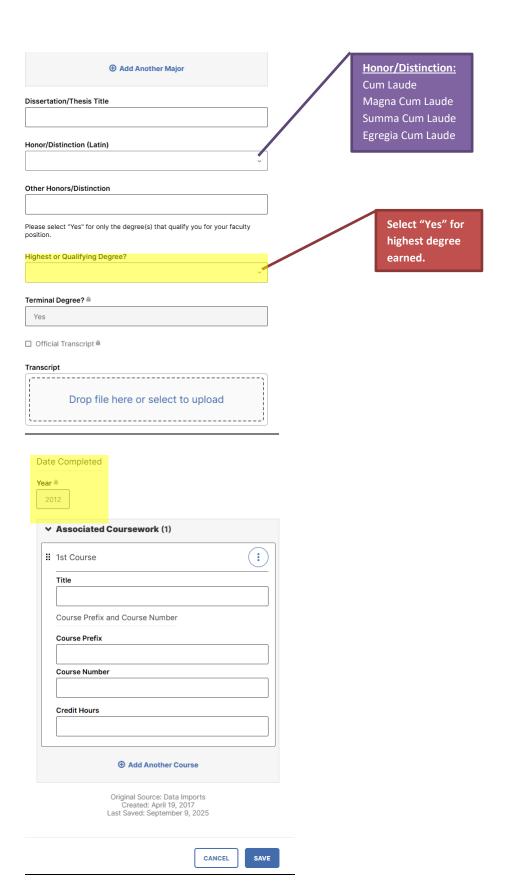
Date of Last R	ank Promotion	
Month Day	Year A	
Qualified on Test	ed Experience?	
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	%	
	Original Source: Data Imports Created: September 30, 2025 Last Saved: September 30, 2025	5
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IV. Education

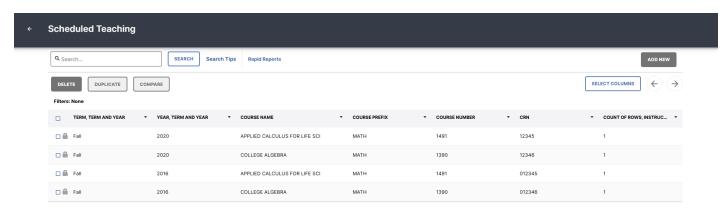
<u>OIR updates the following fields:</u> Degree, Explanation of "Other", FICE Code, Institution, Location of Institution, Terminal Degree, and Year Complete

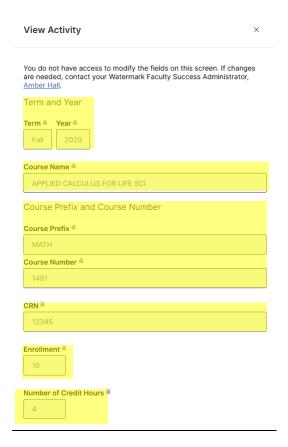




V. Scheduled Teaching

OIR updates all fields on the following screen.

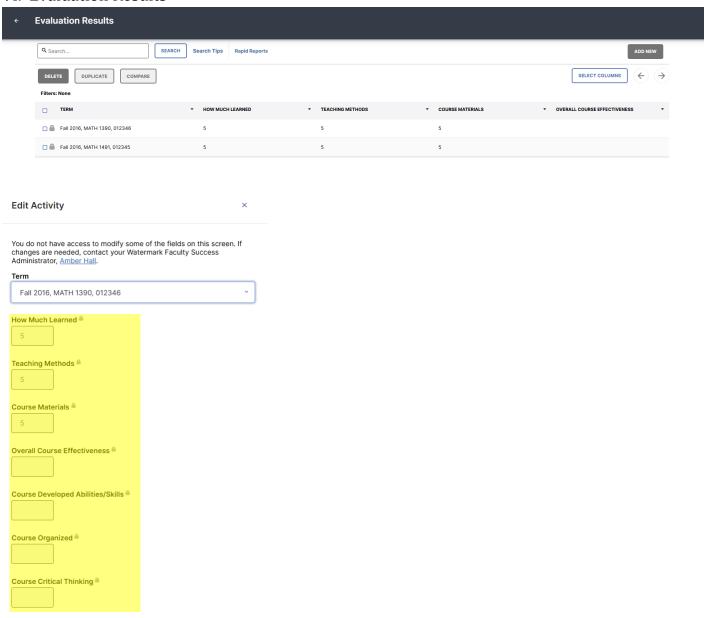




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ourse Depa	rtment =	
Mathemati	es	
✓ Instru	ctors (1)	
1st Ins	ructor	
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elivery Mod	e ^a	
Traditional		
	udents Earning an A 🗎	
6		
	udents Earning a B 🖷	
7		
	udents Earning a C 🗎	
2		
Number of S	rudents Earning a D 🗎	
1		
Number of S	udents Earning an F	
0		
Number of S	udents Withdrawing (W/WF/WP)) 🖴
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Number of S	udents with an Other Grade a	
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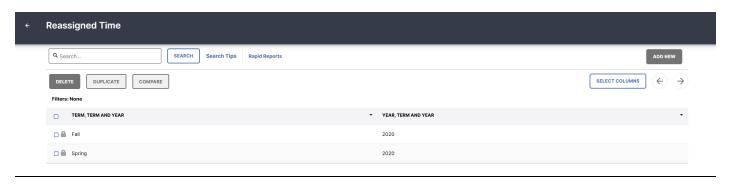
VI. Evaluation Results





VII. Reassigned Time

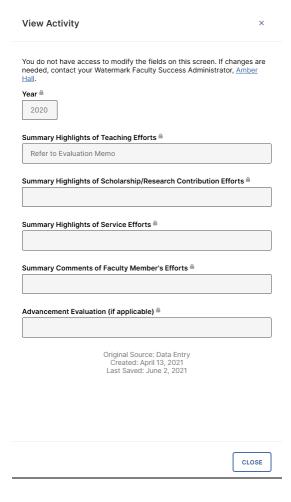
Department Chair/Dean updates all fields (indicated with a red R).





VIII. Summary Evaluation





General Information

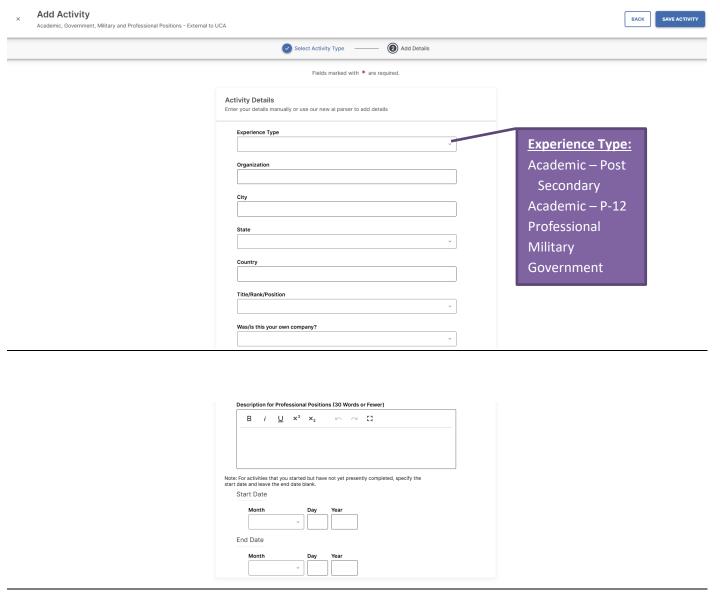
The General Information section is the first section under the main menu. It is navigated by clicking the "Add Activity" button on the Home Menu or by clicking "My Profile" and then selecting "Add Activity" followed by "Single Activity". This section includes the following subsections:

- ١. Academic, Government, Military, and Professional Positions – External to UCA
- II. Administrative Assignments - Internal to UCA
- III. **External Connections and Partnerships**
- IV. Media Appearances and Interviews



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

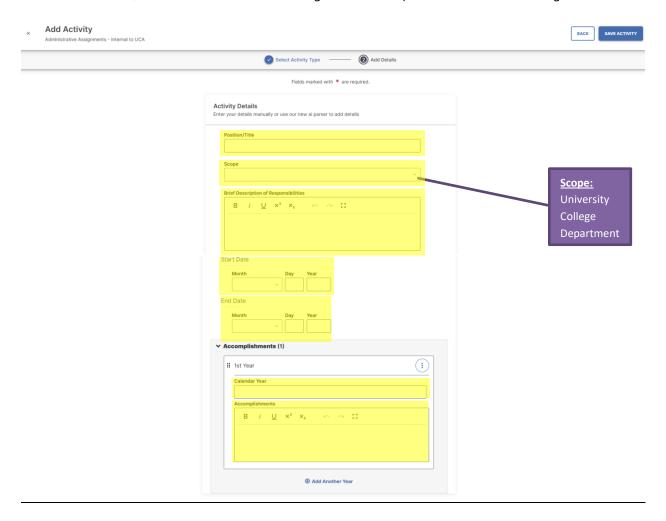


II. Administrative Assignments – Internal to UCA

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.

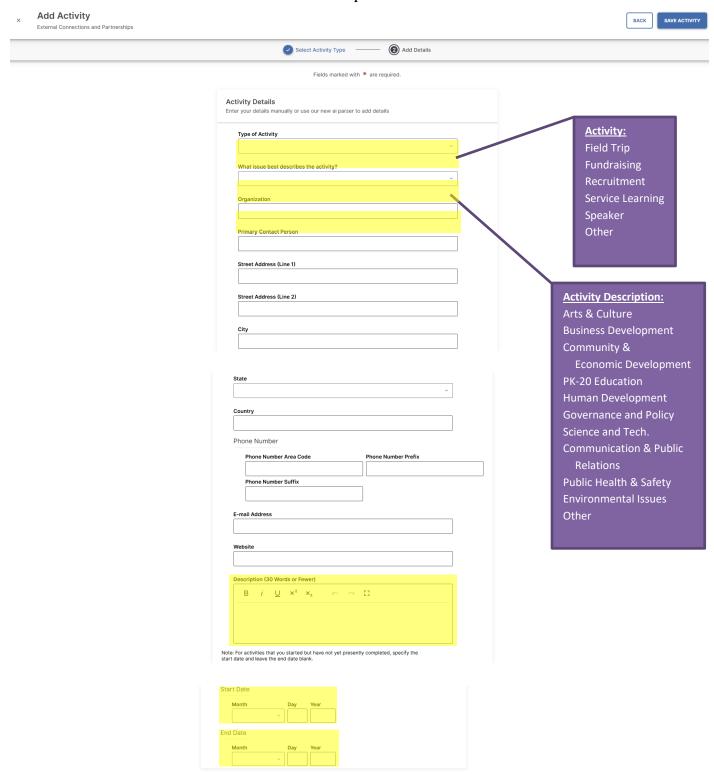
A one-course reassignment to act as coordinator of Freshman Writing or to be a graduate program coordinator in a department would normally be considered a service activity rather than an administrative assignment. Faculty in such roles are normally paid as full-time faculty and most often remain on a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

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

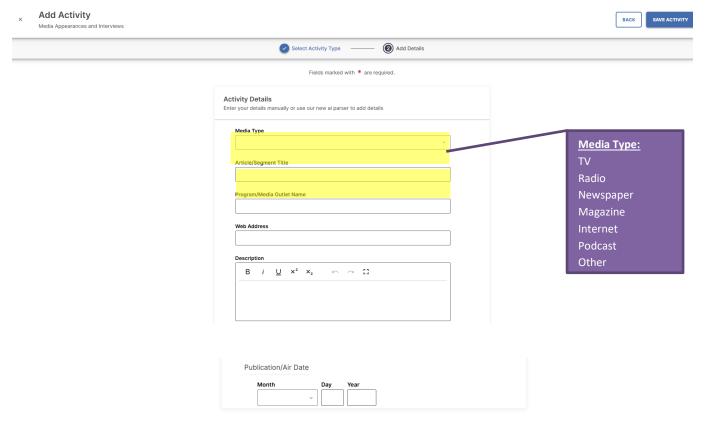


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III. External Connections and Partnerships



IV. Media Appearances and Interviews



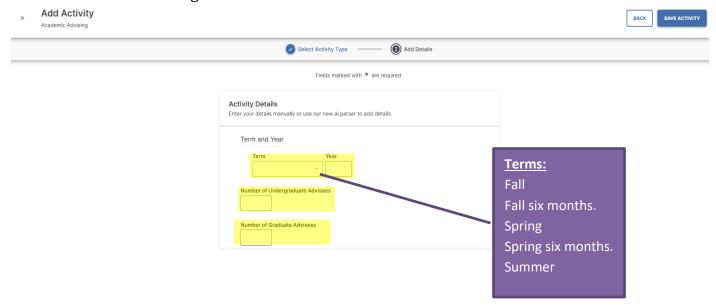
Instructional Activities

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

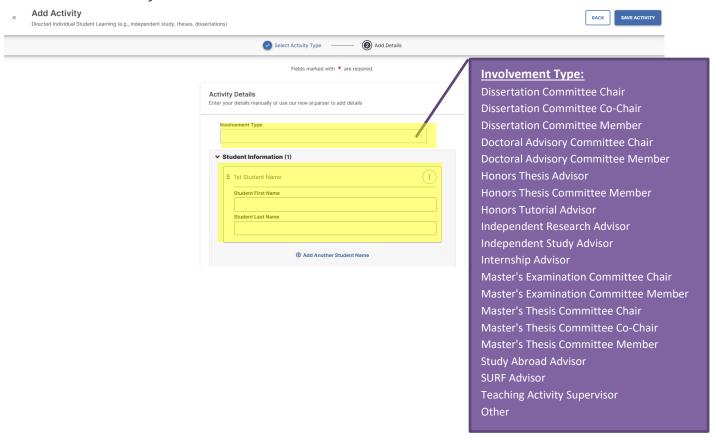
- I. Academic Advising
- II. Directed Individual Student Learning (e.g., independent study, theses, dissertations)
- III. Directed Group Student Learning (e.g., field experience, service learning, study abroad)
- IV. Curriculum Development.

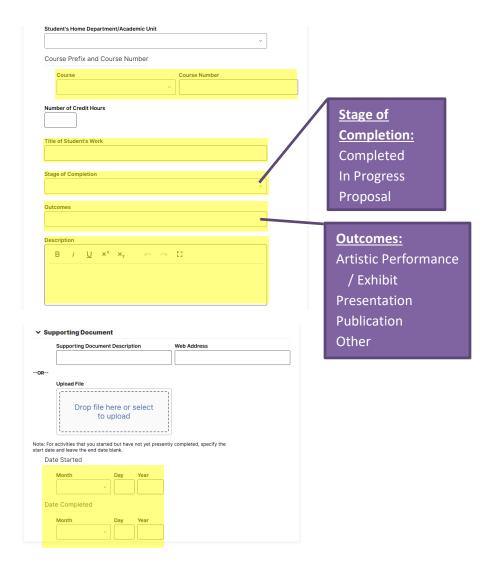


I. Academic Advising

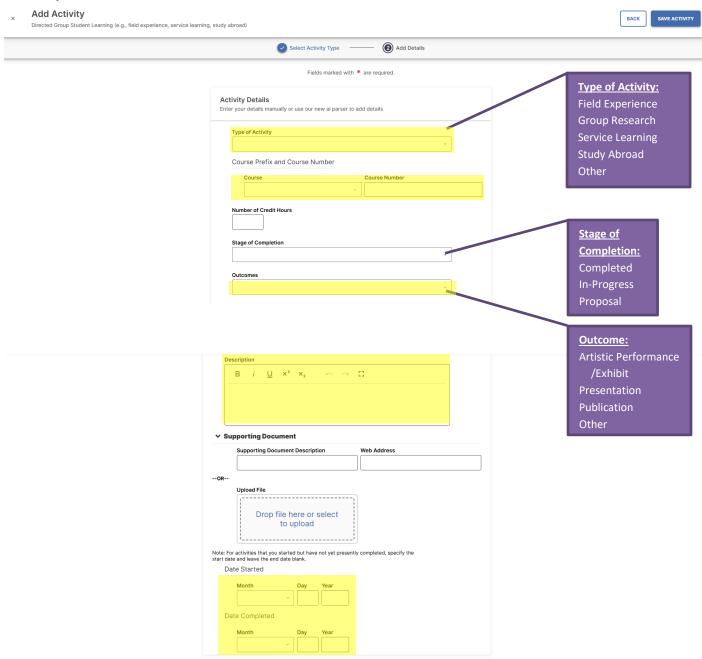


II. Directed Individual Student Learning (e.g., independent study, theses, dissertations)

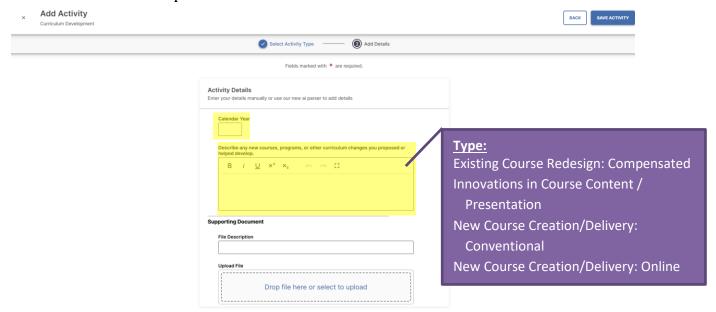




III. Directed Group Student Learning (e.g., field experience, service learning, study abroad)



IV. Curriculum Development



Scholarship/Research/Creative Activities

Scholarship/Research/Creative Activitie	Scholarship/Research/Creative Activities				
Publications	Presentations	Grants and Contracts			

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**

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

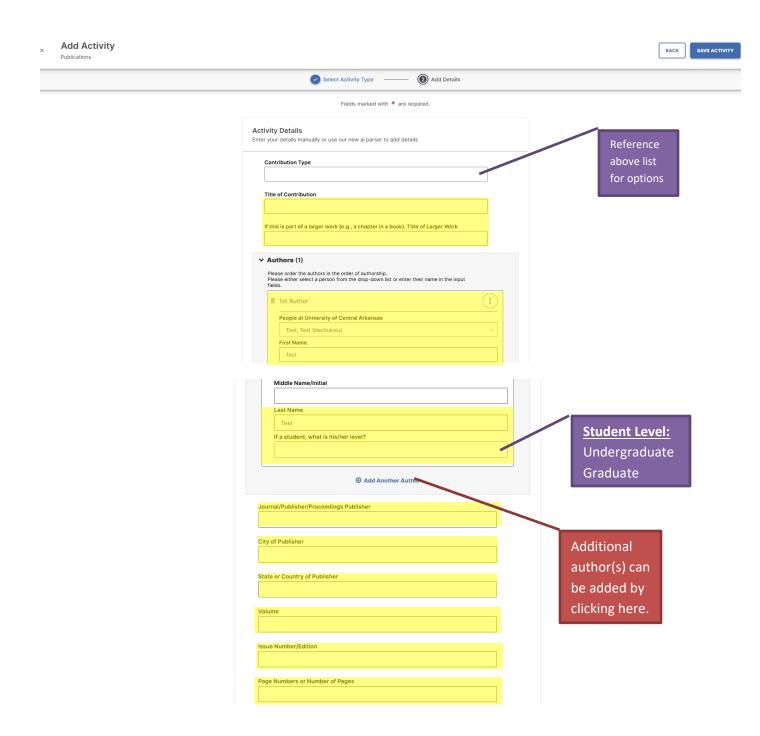
Study Guide **Technical Report**

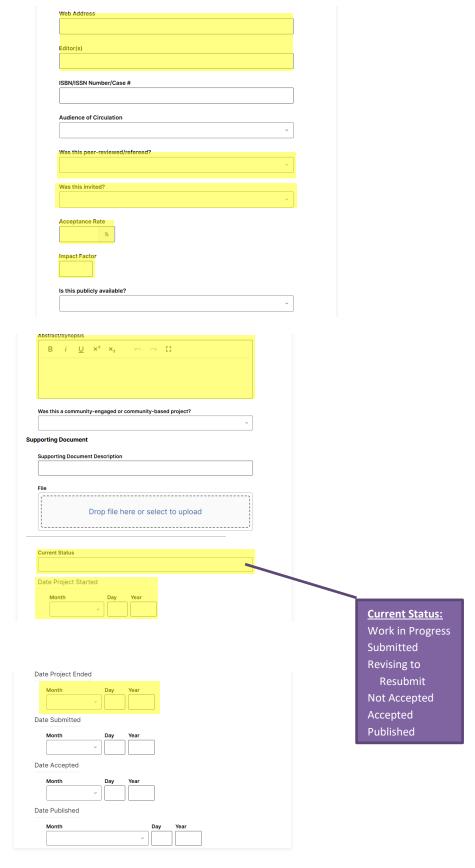
Translation or Transcription

Working Paper

Written Case with Instructional Material

Other



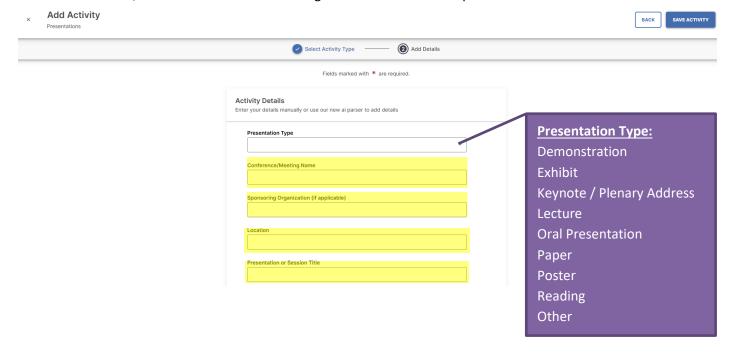


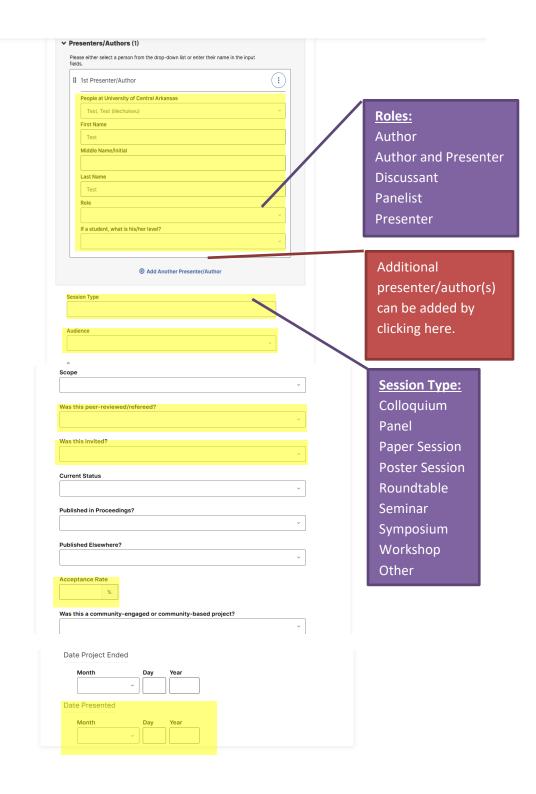
II. Presentations

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

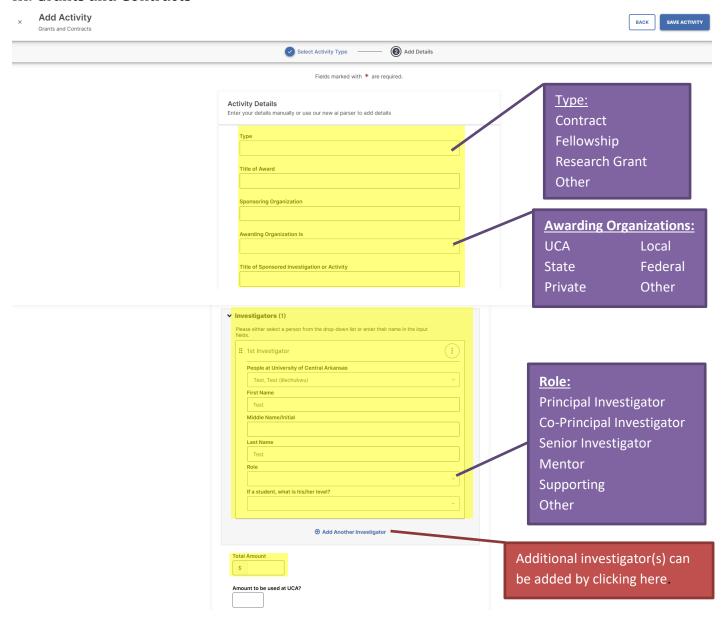
Examples:

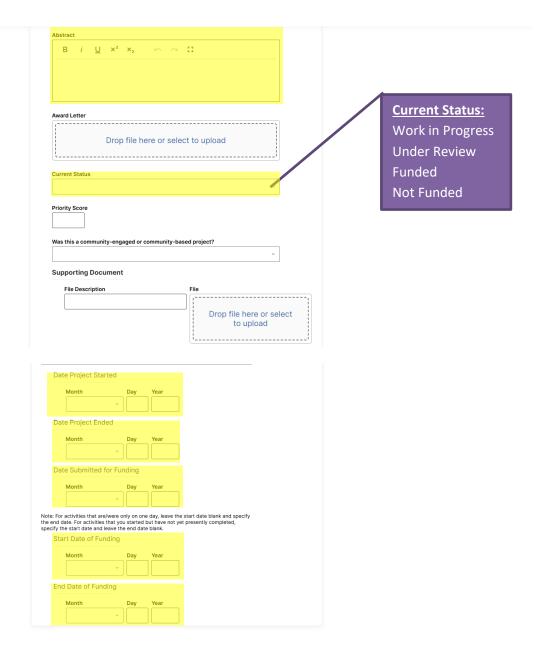
- i. Presentations of applied research study/case to professional audiences are professional engagements that should be an "Oral Presentation" or "Lecture" presentation type.
- ii. Presentation and development of continuing professional education or executive education programs should be "Oral Presentation," "Lecture," or "Demonstration" presentation type, and the appropriate role should be filled out.
- iii. Presentations of referred or invited papers are typically presentation type "Paper." Please fill out the "Published in Proceedings?" field and the "Was this article peer-reviewed/referred?" field.
- iv. Presentations at faculty research seminars should have the session type "Workshop," "Seminar," or "Roundtable." This distinguishes it from a normal presentation.





III. Grants and Contracts





Professional Development and Recognition

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

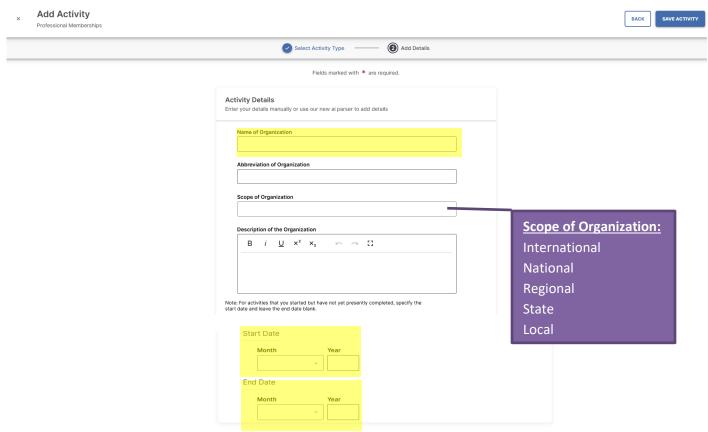
- I. **Professional Memberships**
- Faculty Development Activities Attended II.
- III. Awards and Honors
- **Licensures and Certifications** IV.

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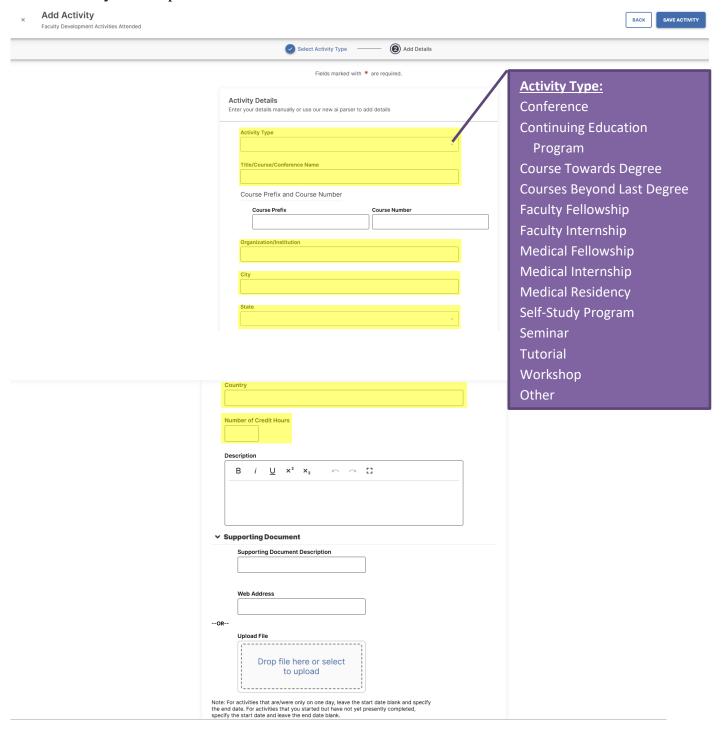
Professional Development and Recognition



I. Professional Memberships



II. Faculty Development Activities Attended

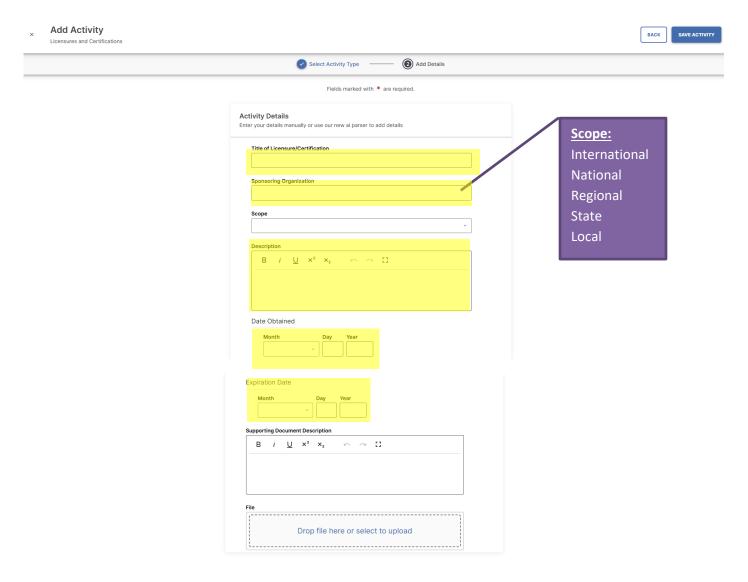




III. Awards and Honors

Add Activity BACK SAVE ACTIVITY Select Activity Type ——— Add Details Fields marked with * are required. **Activity Details** Enter your details manually or use our new ai parser to add details Description/Explanation (30 Words or Fewer) Scope: International National **Supporting Document** File Description File Regional State Drop file here or select to upload Local University Date Received College Department

IV. Licensures and Certifications



Service Activities

The Service Activities section is the fifth 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



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

Committee/Program/Organization Name:

Academic Adjustments and Appeals Committee

Academic Assessment Committee

Academic Integrity and Discipline Committee
Affirmative Action Advisory Committee

Athletic Committee Bear Facts Day/Bear Fair

Career Fair

Committee on Committees
Disabilities Grievance Committee

Distance Education/Extended Learning Advisory

Committee

Diversity Advisory Committee

Employee Benefits Advisory Committee Faculty Development Committee Faculty Emeritus/Emerita Committee

Faculty Grievance Committee
Faculty Handbook Committee
Faculty Hearing Committee
Faculty Salary Review Committee
Faculty Scholars Committee

Faculty Senate

Financial Aid Committee Graduate Council

Health and Wellness Promotion Committee

Honorary Degree Committee

Honors Council

Housing Exemptions Committee

Information Services Advisory Committee Institutional Animal Use and Care Committee

Institutional Review Board

Library Committee

Version

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

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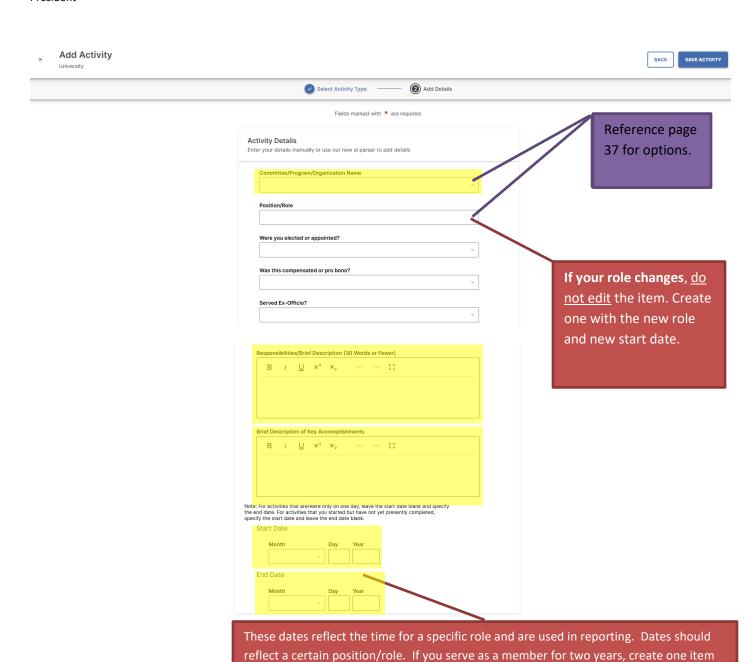
Position/Role Options:

Committee Chair Event Coordinator Faculty Advisor Faculty Mentor Guest Speaker Member

Parliamentarian President

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

Other



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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 Promotion & Tenure Committee CAHSS Curriculum & Assessment Committee COB Strategic Planning Committee

CAHSS Diversity Committee COB Syllabus Committee

CAHSS EDGE (Educating for Diversity and Global COE Alumni Executive Committee

COE Awards Committee Engagement) Committee

CAHSS Recruitment and Retention Committee COE Candidate Quality, Recruitment, and

CAHSS Research Committee Selectivity Committee

CAHSS Tenure & Promotion Committee COE Clinical Partnerships and Practice CFAC Committee on Committees Committee

CFAC Crisis & Security Committee COE Content and Pedagogical Knowledge

CFAC Curriculum & Assessment Committee Committee

COE Curriculum & Assessment Committee CFAC Faculty Awards Committee CFAC Outstanding Student Award Committee COE Diversity Committee

CFAC Research Committee COE Graduate Program Directors

CFAC Tenure & Promotion Committee COE Hospitality Committee

CHBS Assessment Committee COE Introduction to Teaching & Teacher Cadet CHBS Curriculum and Assessment Committee Committee

CHBS Curriculum Committee COE Professional Education Committee CHBS Diversity Committee COE Program Impact Committee

CHBS Interprofessional Education Committee COE Publicity Committee

CHBS Research Committee COE Research Committee

CHBS Residential College Advisory Committee COE Scholarship Committee - Graduate **CHBS Simulation Advisory Committee** COE Scholarship Committee - Undergraduate

CHBS Tenure & Promotion Committee COE Technology & Distance Education

CLA Curriculum & Assessment Committee Committee

CLA Outstanding College Student Committee COE Undergraduate Program Directors

COE Tenure & Promotion Committee

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CLA Research Committee CSE Curriculum & Assessment Committee **CSE Outstanding Student Award Committee CLA Tenure & Promotion Committee**

CNSM Curriculum & Assessment Committee CSE Research Committee CNSM Outstanding Student Award Committee CSE Tenure & Promotion Committee

CNSM Research Committee

Education for Diversity and Global Engagement

CNSM Tenure & Promotion Committee (EDGE) Committee

COB College Executive Committee HPaW Taskforce

COB Curriculum & Assessment Committee Interdisciplinary Liberal Studies (ILS) Degree

COB Diversity Committee Committee

Other COB Faculty Development/Research Committee

COB Maintenance of Accreditation Committee

Version

COB Faculty Excellence Committee COB International Programs Committee

CLA Diversity Committee

Position/Role Options:

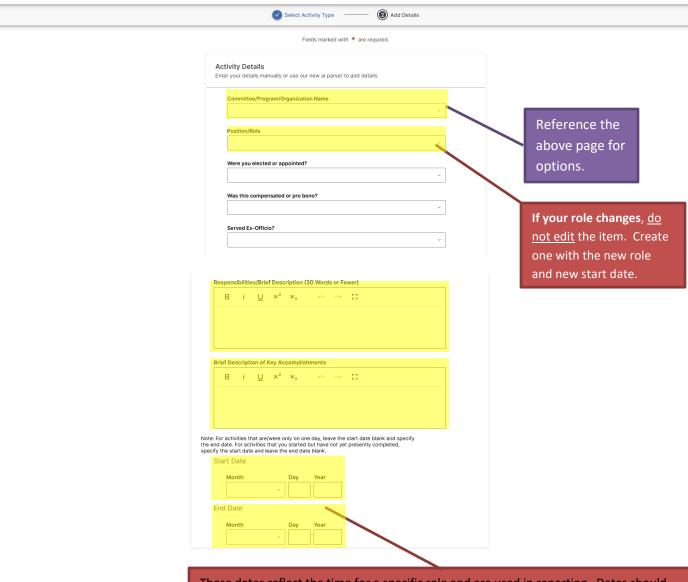
Committee Chair Event Coordinator Faculty Advisor Faculty Mentor Guest Speaker

Add Activity

Member Program Director Secretary Session Chair

Workshop Organizer Other

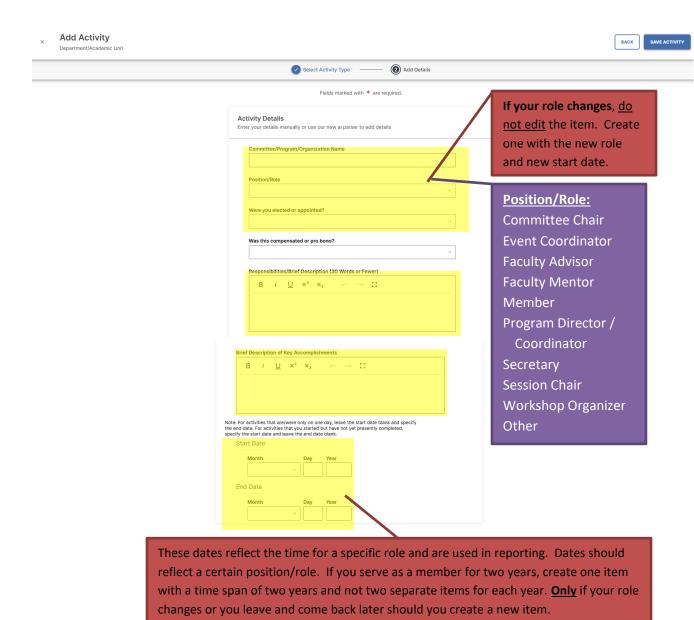
SAVE ACTIVIT



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 later should you create a new item.

III. Department/Academic Unit

Information about Department/Academic Unit-level committees, programs, and organizations can be stored here. It's important to note that if your position/role in a group does not 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.



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IV. **Student Activities**

Add Activity BACK SAVE ACTIVITY Student Activities Select Activity Type — —

Add Details Fields marked with * are required. **Activity Details** Enter your details manually or use our new ai parser to add details Name of Student Activity or Group Type of Activity Were you elected or appointed? Was this compensated or pro bono? Responsibilities/Brief Description (30 Words or Fewer) $B \quad i \quad \underline{U} \quad x^2 \quad x_2 \qquad \bowtie \quad \varnothing \quad \square$ Brief Description of Key Accomplishments B i \underline{U} \times^2 \times_2 \sim \sim \square 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

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

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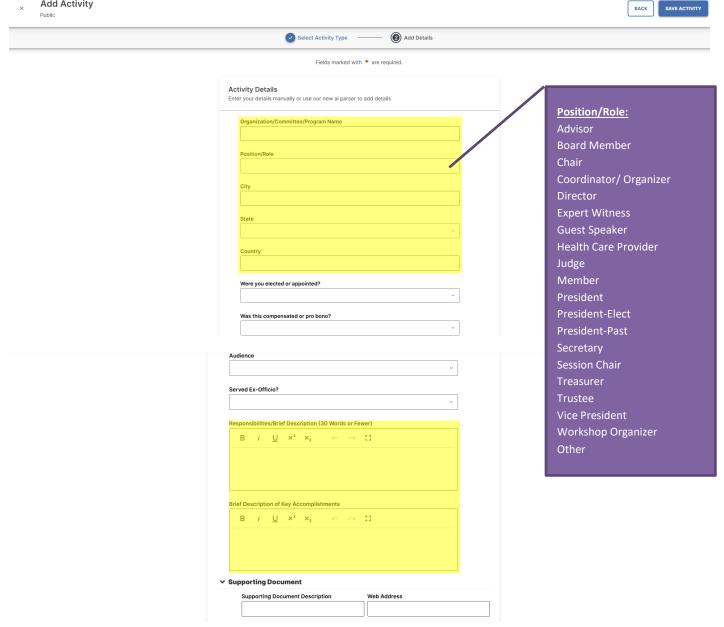
VI. Non-Credit Instruction Taught

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.

✓ Select Activity Type ⑥ Add Details	
Fields marked with * are required.	Instruction Type:
Activity Details	Certification
Enter your details manually or use our new ai parser to add details	Continuing
Instruction Type	Education
Audience:	Faculty
Audience Internal to UCA	Internship
External to UCA	Guest Lecture
Sponsoring Organization Both	Management/
	Executive
Number of Participants	Development
Academic or Professional?	Review Course
Academic of Floresachial:	Seminar
	Tutoring Workshop
Description	Other
$B i \underline{U} \times^2 \times_2 \qquad \qquad \sim \square$	Other
Supporting Document	
Supporting Document Description	
File	
Drop file here or select to upload	
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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 activates 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	

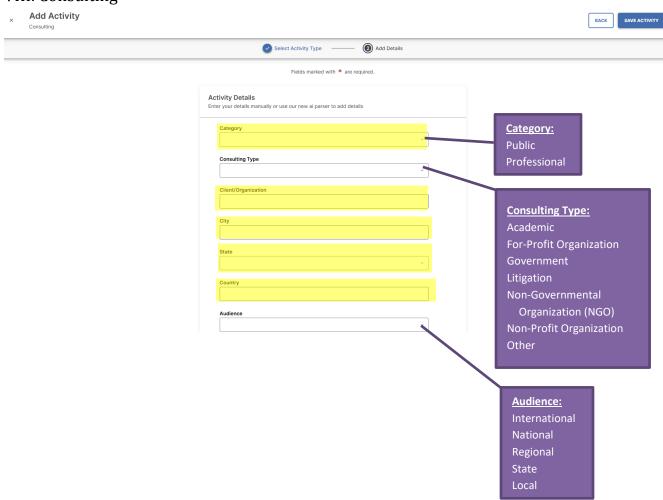
VII. Public

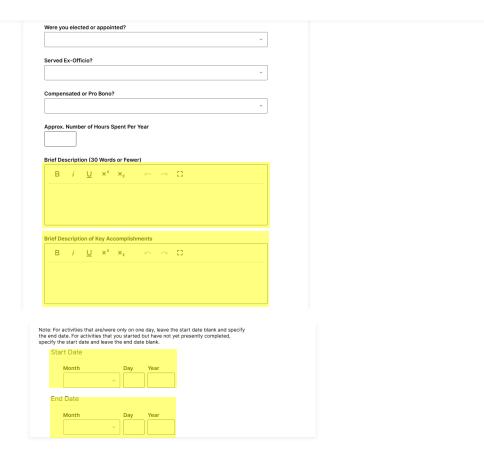
Add Activity





VIII. Consulting





Faculty Annual Self-Evaluation and Planning Reports

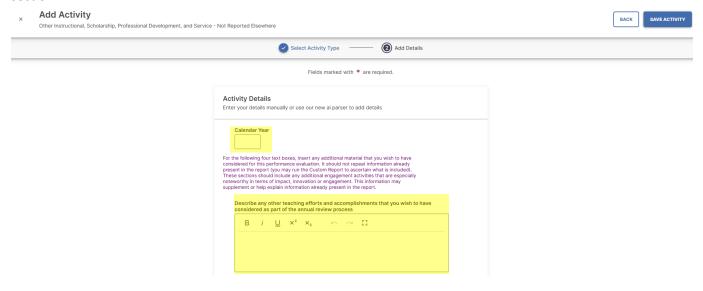
The Faculty Annual Self-Evaluation and Planning Reports section is the sixth under the main menu. This section includes the following subsections:

- 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

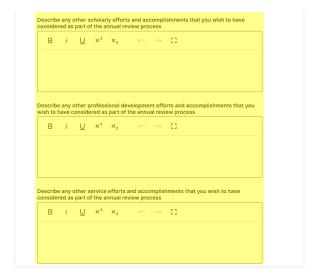


I. Other Instructional, Scholarship, Professional Development, and Service – Not Reported Elsewhere

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



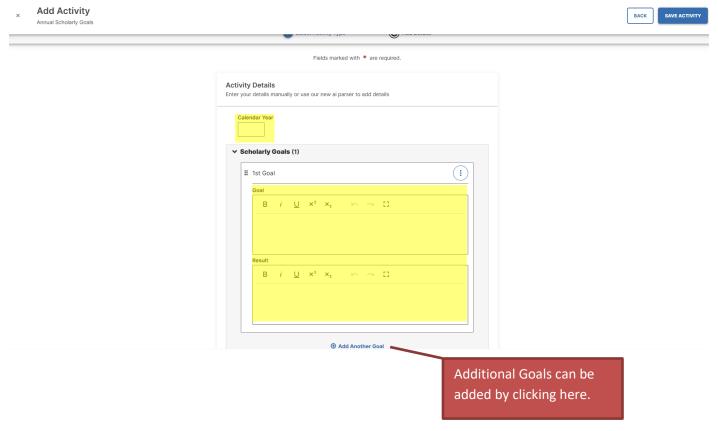
Version
https://uca.edu/ir/faculty-success/guides/



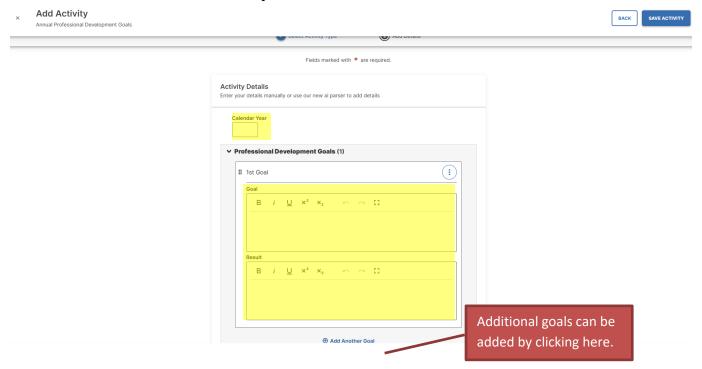
II. Annual Teaching goals



III. Annual Scholarly Goals

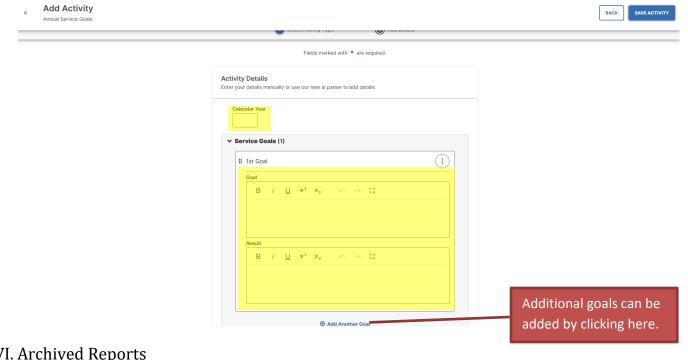


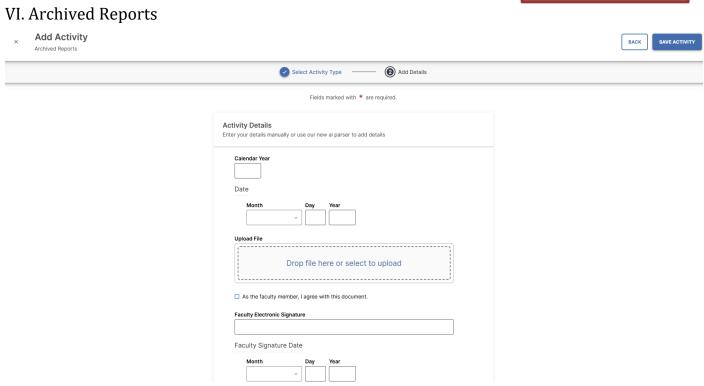
V. Annual Professional Development Goals



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