

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:

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

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?

University of
Central Arkansas

TT

Test Test

Home

My Profile

CV Imports

Reports

Edit Personal and Contact Information

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 *

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

E-Mail Address *

illechukwu@cub.uca.edu

Building Where Your Office is Located

Torreyson Library

CANCEL

SAVE

Office Location:

Adcock International House

AETN

Arkansas Hall

Baridon Hall

Bear Hall

Bernard Hall

Brewer-Hegeman

Buffalo Alumni Hall

Burdick Hall

Child Study Center

College of Business

Conway Corporation

Center for Sciences

Doynes Health Sciences Center

Estes Stadium

Farris Center

Harrin Hall

HPER Complex

Hughes Hall

Irby Hall

Laney Annex

Laney Hall

Lewis Science Center

Main Hall

Mashburn Hall

Mathematics & Computer Science

McAlister Hall

McCastlain Hall

Meadors Hall

Physical Therapy Center

Prince Center

Schichtl Studio Arts

Short/Denney Hall

Snow Fine Arts

Speech Language Hearing Center

Stanley Russ Hall

State Hall

Student Center

Student Health Center

Thompson Hall

Torreyson Library

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	I	<u>U</u>	x ²	x ₂			

Teaching Interest(s)

B	I	<u>U</u>	x ²	x ₂			

Scholarship/Research Interest(s) 

B	I	<u>U</u>	x ²	x ₂			

II. Administrative Data – Permanent Data

OIR will update all fields on this screen.

University of
Central Arkansas

TT
Test Test

Home

My Profile

CV Imports

Reports

Edit Permanent Data

CANCEL

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

Start Date at University of Central Arkansas

Month Day Year

Tenure Decision Date

Month Day Year

Ranks Held as UCA (1)

Original Source: Data Imports
Created: April 19, 2017
Last Saved: April 19, 2017

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.

← Yearly Data

Search...

SEARCH

Search Tips

Rapid Reports

ADD NEW

DELETE

DUPLICATE

COMPARE

SELECT COLUMNS

←

→

Filters: None

ACADEMIC YEAR	FACULTY RANK	TENURE STATUS
2025-2026	Clinical Instructor I	Non-Tenure Track
2024-2025	Professor	Tenured
2017-2018	Assistant Professor	Non-Tenure Track
2016-2017	Assistant Professor	

View Activity



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

Academic Year

2025-2026

▼ College and Department/Academic Unit (1)

1st College and Department/Academic Unit

College

Education

Department/Academic Unit

Leadership Studies

Discipline

AACSB Specialty

Faculty Rank

Assistant Professor

Faculty Rank Abbreviation for Roster

AT

Tenure Status

Non-Tenure Track

Tenure Status Abbreviation for Roster

NTT

Graduate Faculty

No

Graduate Faculty Expiration Date

Month Day Year

----------------------	----------------------	----------------------

On Leave?

On Leave?

Leave Start Date

Month Day Year

----------------------	----------------------	----------------------

Leave End Date

Month Day Year

----------------------	----------------------	----------------------

Date of Last Rank Promotion

Month  Day  Year 

Qualified on Tested Experience? 

Explanation of Qualification 

Percent of Time Dedicated to the School's Mission 

 %

Original Source: Data Imports
Created: September 30, 2025
Last Saved: September 30, 2025

CLOSE

IV. Education

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

←

Education

🔍

Search...

SEARCH

Search Tips

Rapid Reports

ADD NEW

DELETE

DUPLICATE

COMPARE

SELECT COLUMNS

⏪

⏩

Filters: None

☐	DEGREE	EXPLANATION OF "OTHER"	INSTITUTION	HIGHEST OR QUALIFYING DEGREE?	TERMINAL DEGREE?	YEAR, DATE COMPLETED
☐	📎 PHD		University of Central Arkansas		Yes	2012
☐	📎 MS		University of Central Arkansas		Yes	2009
☐	📎 BS		University of Central Arkansas		Yes	2007

Edit Activity



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

Degree

PHD

FICE Code

001092

Institution

University of Central Arkansas

Location of Institution

Conway, AR

Major (1)

1st Major



Major

Economics

Emphasis

International fi

Supporting Area(s) of Emphasis

B *i* U x^2 x_2 ↶ ↷ ↻

Add Another Major

Dissertation/Thesis Title

Honor/Distinction (Latin)

▼

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

☐ Official Transcript ⓘ

Transcript

Drop file here or select to upload

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

Select "Yes" for highest degree earned.

Date Completed

Year ⓘ

2012

▼ Associated Coursework (1)

⋮ 1st Course

⋮

Title

Course Prefix and Course Number

Course Prefix

Course Number

Credit Hours

Add Another Course

Original Source: Data Imports
Created: April 19, 2017
Last Saved: September 9, 2025

CANCEL

SAVE

V. Scheduled Teaching

OIR updates all fields on the following screen.

Scheduled Teaching

Search...

SEARCH

Search Tips

Rapid Reports

ADD NEW

DELETE

DUPLICATE

COMPARE

SELECT COLUMNS

←

→

Filters: None

☐	TERM, TERM AND YEAR	YEAR, TERM AND YEAR	COURSE NAME	COURSE PREFIX	COURSE NUMBER	CRN	COUNT OF ROWS, INSTRU...
☐	☐ Fall	2020	APPLIED CALCULUS FOR LIFE SCI	MATH	1491	12345	1
☐	☐ Fall	2020	COLLEGE ALGEBRA	MATH	1390	12346	1
☐	☐ Fall	2016	APPLIED CALCULUS FOR LIFE SCI	MATH	1491	012345	1
☐	☐ Fall	2016	COLLEGE ALGEBRA	MATH	1390	012346	1

View Activity



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

Term and Year

Term ⓘ Year ⓘ

Fall

2020

Course Name ⓘ

APPLIED CALCULUS FOR LIFE SCI

Course Prefix and Course Number

Course Prefix ⓘ

MATH

Course Number ⓘ

1491

CRN ⓘ

12345

Enrollment ⓘ

10

Number of Credit Hours ⓘ

4

Degree Program ⓘ

Course College ⓘ

Course Department ⓘ

▼ Instructors (1)

1st Instructor

Instructor Name ⓘ

Delivery Mode ⓘ

Number of Students Earning an A ⓘ

Number of Students Earning a B ⓘ

Number of Students Earning a C ⓘ

Number of Students Earning a D ⓘ

Number of Students Earning an F ⓘ

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

Number of Students with an Other Grade ⓘ

Original Source: Data Imports
Created: October 12, 2021
Last Saved: August 28, 2024

CLOSE

VI. Evaluation Results

←

Evaluation Results

SEARCH

Search Tips

Rapid Reports

ADD NEW

DELETE

DUPLICATE

COMPARE

SELECT COLUMNS

←

→

Filters: None

☐	TERM	HOW MUCH LEARNED	TEACHING METHODS	COURSE MATERIALS	OVERALL COURSE EFFECTIVENESS
☐	Fall 2016, MATH 1390, 012346	5	5	5	
☐	Fall 2016, MATH 1491, 012345	5	5	5	

Edit Activity



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

Term

Fall 2016, MATH 1390, 012346

How Much Learned ⓘ

5

Teaching Methods ⓘ

5

Course Materials ⓘ

5

Overall Course Effectiveness ⓘ

Course Developed Abilities/Skills ⓘ

Course Organized ⓘ

Course Critical Thinking ⓘ

Overall Instructor Effectiveness 

Instructor Organized 

Instructor Concepts Clear 

Instructor Helpful 

Instructor Feedback 

Instructor Student Participation 

Responses Received 

Teaching Evaluation

Replace file here or select to upload


Test DM Document-1.pdf (83.05 KB)


Store teaching evaluation pdfs here.

VII. Reassigned Time

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

←
Reassigned Time

SEARCH
Search Tips
Rapid Reports
ADD NEW

DELETE
DUPLICATE
COMPARE
SELECT COLUMNS
←
→

Filters: None

☐ TERM, TERM AND YEAR	☐ YEAR, TERM AND YEAR
☐ Fall	2020
☐ Spring	2020

View Activity ×

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

Term and Year

Term	Year
Fall	2020

▼ Reassigned Time Type (1)

1st Reassigned Time Type

Type	Credit Hours Reassigned
Administrative Services	3

Official Reassign-time Activities

Original Source: Data Entry
Created: September 29, 2021
Last Saved: October 8, 2021

CLOSE

VIII. Summary Evaluation

Summary Evaluation

SEARCH Search Tips Rapid Reports ADD NEW

DELETE DUPLICATE COMPARE SELECT COLUMNS ← →

Filters: None

☐ YEAR

☐ 2020

☐ 2018

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](#).

Year ⓘ

2020

Summary Highlights of Teaching Efforts ⓘ

Refer to Evaluation Memo

Summary Highlights of Scholarship/Research Contribution Efforts ⓘ

Summary Highlights of Service Efforts ⓘ

Summary Comments of Faculty Member's Efforts ⓘ

Advancement Evaluation (if applicable) ⓘ

Original Source: Data Entry
Created: April 13, 2021
Last Saved: June 2, 2021

CLOSE

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:

- I. 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

General Information

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

Administrative Assignments - Internal to
UCA

External Connections and Partnerships

Media Appearances and Interviews

Add Activity
Academic, Government, Military and Professional Positions - External to UCA

SAVE ACTIVITY

2 Add Details

Activity Details

Experience Type

Organization

City

State

Country

Title/Rank/Position

Was/is this your own company?

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

$$B \quad i \quad \underline{U} \quad x^2 \quad x_2 \quad \hookleftarrow \quad \hookrightarrow \quad \llbracket$$

Start Date

Month

Month

3

Day

--	--

Year

--	--

End Date

Month



Day

--	--

Year

--	--

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 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 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.

Add Activity

Administrative Assignments - Internal to UCA

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

Position/Title

Scope

Brief Description of Responsibilities

Start Date

End Date

▼ Accomplishments (1)

1st Year
Calendar Year Accomplishments

Scope:
University
College
Department

⊕ Add Another Year

III. External Connections and Partnerships

×

Add Activity

External Connections and Partnerships

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

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)

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

Start Date

End Date

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

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

October 9, 2025
Page | 20

IV. Media Appearances and Interviews

× **Add Activity**
Media Appearances and Interviews

BACKSAVE ACTIVITY

Select Activity TypeAdd Details

Fields marked with * are required.

Activity Details
Enter your details manually or use our new ai parser to add details

Media Type

Article/Segment Title

Program/Media Outlet Name

Web Address

Description

B *i* U x^2 x_2 ↶ ↷ ↺

Media Type:

TV

Radio

Newspaper

Magazine

Internet

Podcast

Other

Publication/Air Date

Month

Day

Year

Instructional Activities

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

- I. 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.

Instructional Activities

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. Academic Advising

×

Add Activity

Academic Advising

BACK

SAVE ACTIVITY

✓ Select Activity Type

2 Add Details

Fields marked with * are required.

Activity Details

Enter your details manually or use our new ai parser to add details

Term and Year

Term

Year

Number of Undergraduate Advisees

Number of Graduate Advisees

Terms:

Fall

Fall six months.

Spring

Spring six months.

Summer

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

Add Activity

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

BACKSAVE ACTIVITY

Select Activity TypeAdd Details

Fields marked with * are required.

Activity Details

Enter your details manually or use our new ai parser to add details

Involvement Type

Student Information (1)

1st Student Name

Student First Name

Student Last Name

Add Another Student Name

Involvement Type:

Dissertation Committee Chair

Dissertation Committee Co-Chair

Dissertation Committee Member

Doctoral Advisory Committee Chair

Doctoral Advisory Committee Member

Honors Thesis Advisor

Honors Thesis Committee Member

Honors Tutorial Advisor

Independent Research Advisor

Independent Study Advisor

Internship Advisor

Master's Examination Committee Chair

Master's Examination Committee Member

Master's Thesis Committee Chair

Master's Thesis Committee Co-Chair

Master's Thesis Committee Member

Study Abroad Advisor

SURF Advisor

Teaching Activity Supervisor

Other

Student's Home Department/Academic Unit

Course Prefix and Course Number

Course

Course Number

Number of Credit Hours

Title of Student's Work

Stage of Completion

Outcomes

Description

B i U x² x₂

Stage of Completion:
Completed
In Progress
Proposal

Outcomes:
Artistic Performance / Exhibit
Presentation
Publication
Other

Supporting Document

Supporting Document Description

Web Address

--OR--

Upload File

Drop file here or select to upload

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

Date Started

Month
Day
Year

Date Completed

Month
Day
Year

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

×

Add Activity

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

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

Type of Activity

▼

Course Prefix and Course Number

Course

▼

Course Number

Number of Credit Hours

Stage of Completion

▼

Outcomes

▼

Description

B

i

U

x²

x₂

↶

↷

↺

▼ Supporting Document

Supporting Document Description

Web Address

--OR--

Upload File

Drop file here or select to upload

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

Date Started

Month

▼

Day

Year

Date Completed

Month

▼

Day

Year

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

×

Add Activity
Curriculum Development

BACK SAVE ACTIVITY

1 Select Activity Type 2 Add Details

Fields marked with * are required.

Activity Details
Enter your details manually or use our new ai parser to add details

Calendar Year

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

B I U x² x₃ link unlink insert link insert image

Supporting Document

File Description

Upload File

Drop file here or select to upload

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

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

Scholarship/Research/Creative Activities

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:

- I. 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

Fields marked with * are required.

Activity Details

Enter your details manually or use our new ai parser to add details

Contribution Type

Title of Contribution

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

▼ Authors (1)

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

⋮ 1st Author



People at University of Central Arkansas

Test, Test (ilechukwu)

First Name

Test

Middle Name/Initial

Last Name

If a student, what is his/her level?

⊕ Add Another Author

Journal/Publisher/Proceedings Publisher

City of Publisher

State or Country of Publisher

Volume

Issue Number/Edition

Page Numbers or Number of Pages

Reference
above list
for options

Student Level:
Undergraduate
Graduate

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

Web Address

Editor(s)

ISBN/ISSN Number/Case #

Audience of Circulation

Was this peer-reviewed/refereed?

Was this invited?

Acceptance Rate
 %

Impact Factor

Is this publicly available?

Abstract/Synopsis

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

Supporting Document

Supporting Document Description

File

Current Status

Date Project Started
 Month Day Year

Date Project Ended
 Month Day Year

Date Submitted
 Month Day Year

Date Accepted
 Month Day Year

Date Published
 Month Day Year

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

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.

×

Add Activity

Presentations

BACK

SAVE ACTIVITY

✓ Select Activity Type

② Add Details

Fields marked with * are required.

Activity Details

Enter your details manually or use our new ai parser to add details

Presentation Type

Conference/Meeting Name

Sponsoring Organization (if applicable)

Location

Presentation or Session Title

Presentation Type:

Demonstration

Exhibit

Keynote / Plenary Address

Lecture

Oral Presentation

Paper

Poster

Reading

Other

Add Activity

Grants and Contracts

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

Type

Contract

Fellowship

Research Grant

Other

Title of Award

Sponsoring Organization

Awarding Organization Is

UCA

Local

State

Federal

Private

Other

Title of Sponsored Investigation or Activity

Investigators (1)

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

1st Investigator

People at University of Central Arkansas

Test, Test (illechukwu)

First Name

Test

Middle Name/Initial

Last Name

Test

Role

Principal Investigator

Co-Principal Investigator

Senior Investigator

Mentor

Supporting

Other

If a student, what is his/her level?

Add Another Investigator

Total Amount

\$

Amount to be used at UCA?

The screenshot shows a web form for faculty success. It includes sections for an abstract, award letter, current status, priority score, community-engaged project status, supporting documents, and various dates. A callout box points to the 'Current Status' dropdown menu.

Abstract

Award Letter

Drop file here or select to upload

Current Status

Work in Progress
Under Review
Funded
Not Funded

Priority Score

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

Supporting Document

File Description File

Drop file here or select to upload

Date Project Started

Month Day Year

Date Project Ended

Month Day Year

Date Submitted for Funding

Month Day Year

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

Start Date of Funding

Month Day Year

End Date of Funding

Month Day Year

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

×

Add Activity

Professional Memberships

BACK

SAVE ACTIVITY

1 Select Activity Type

2 Add Details

Fields marked with * are required.

Activity Details

Enter your details manually or use our new ai parser to add details

Name of Organization

Abbreviation of Organization

Scope of Organization

Description of the Organization

B*i*Ux²x₂

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

Start Date

Month

Year

End Date

Month

Year

Scope of Organization:

International

National

Regional

State

Local

II. Faculty Development Activities Attended

Add Activity

Faculty Development Activities Attended

BACKSAVE ACTIVITY

Select Activity TypeAdd Details

Fields marked with * are required.

Activity Details

Enter your details manually or use our new ai parser to add details

Activity Type

Title/Course/Conference Name

Course Prefix and Course Number

Course Prefix

Course Number

Organization/Institution

City

State

Country

Number of Credit Hours

Description

B*i*Ux²x₂

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.

Activity Type:

Conference

Continuing Education Program

Course Towards Degree

Courses Beyond Last Degree

Faculty Fellowship

Faculty Internship

Medical Fellowship

Medical Internship

Medical Residency

Self-Study Program

Seminar

Tutorial

Workshop

Other

Start Date

Month

Day

Year

End Date

Month

Day

Year

III. Awards and Honors

Add Activity
Awards and Honors

BACK
SAVE ACTIVITY

1 Select Activity Type
2 Add Details

Fields marked with * are required.

Activity Details
Enter your details manually or use our new ai parser to add details

Award or Honor Name

Organization/Sponsor

Scope

Description/Explanation (30 Words or Fewer)

Supporting Document

File Description
File

Date Received

Drop file here or select to upload

Scope:
International
National
Regional
State
Local
University
College
Department

IV. Licensures and Certifications

× **Add Activity**
Licensures and Certifications

BACK SAVE ACTIVITY

✓ Select Activity Type ② Add Details

Fields marked with * are required.

Activity Details
Enter your details manually or use our new ai parser to add details

Title of Licensure/Certification

Sponsoring Organization

Scope

Description

Date Obtained

Expiration Date

Supporting Document Description

File

Drop file here or select to upload

Scope:
International
National
Regional
State
Local

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

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 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	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
Committee on Committees	Sabbatical Leave Review Committee
Disabilities Grievance Committee	Scholarship Committee
Distance Education/Extended Learning Advisory Committee	Sexual Harassment Complaint Committee
Diversity Advisory Committee	SPARC
Employee Benefits Advisory Committee	Sponsored Programs Advisory Committee
Faculty Development Committee	Strategic Budget Advisory Committee
Faculty Emeritus/Emerita 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	University Admissions Committee
Housing Exemptions Committee	University Calendar Committee
Information Services Advisory Committee	University Research Council
Institutional Animal Use and Care Committee	University Safety Committee
Institutional Review Board	Other
Library Committee	

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

Program Director
Secretary
Senator
Session Chair
Vice-President
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.

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

Position/Role Options:

Committee Chair
Event Coordinator
Faculty Advisor
Faculty Mentor
Guest Speaker

Member
Program Director
Secretary
Session Chair
Workshop Organizer Other

x Add Activity
College

BACK

SAVE ACTIVITY

1 Select Activity Type

2 Add Details

Fields marked with * are required.

Activity Details

Enter your details manually or use our new ai parser to add details

Committee/Program/Organization Name

Position/Role

Were you elected or appointed?

Was this compensated or pro bono?

Served Ex-Officio?

Reference the
above page 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 x² x₂ ↶ ↷ ↺ ↻

Brief Description of Key Accomplishments

B i U x² x₂ ↶ ↷ ↺ ↻

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

Start Date

Month Day Year

End Date

Month Day Year

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

×

Add Activity

Department/Academic Unit

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

Committee/Program/Organization Name

Position/Role

Were you elected or appointed?

Was this compensated or pro bono?

Responsibilities/Brief Description (30 Words or Fewer)

B i U x² x₂

Brief Description of Key Accomplishments

B i U x² x₂

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

Start Date

Month

Day

Year

End Date

Month

Day

Year

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

Position/Role:

Committee Chair

Event Coordinator

Faculty Advisor

Faculty Mentor

Member

Program Director / Coordinator

Secretary

Session Chair

Workshop Organizer

Other

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

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IV. Student Activities

×

Add Activity

Student Activities

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

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*Ux²x₂↵↶↷↲↳

Brief Description of Key Accomplishments

B*i*Ux²x₂↵↶↷↲↳

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

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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

Fields marked with * are required.

Activity Details

Enter your details manually or use our new ai parser to add details

Name of Committee, Program, Event, or Publication

Sponsoring Organization

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)

B *i* U ^{x²} _{x₂} ↶ ↷ ↺

Brief Description of Key Accomplishments

B *i* U ^{x²} _{x₂} ↶ ↷ ↺

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

Start Date

Month

Day

Year

End Date

Month

Day

Year

Reference
the above
page for
options.

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.

×

Add Activity

Non-Credit Instruction Taught

BACK

SAVE ACTIVITY

1 Select Activity Type

2 Add Details

Fields marked with * are required.

Activity Details

Enter your details manually or use our new ai parser to add details

Instruction Type

Audience

Sponsoring Organization

Number of Participants

Academic or Professional?

Description

B i U x² x₂ ↶ ↷ ↺

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

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

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VII. Public

× **Add Activity**
Public

SAVE ACTIVITY

② Add Details

Fields marked with * are required.

Activity Details

Enter your details manually or use our new ai parser to add details

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)

$$B \quad i \quad \underline{U} \quad x^2 \quad x_2 \quad \hookleftarrow \quad \hookrightarrow \quad \square$$

Brief Description of Key Accomplishments

$$B \quad i \quad \underline{U} \quad x^2 \quad x_2 \quad \hookleftarrow \quad \hookrightarrow \quad \square$$

▼ **Supporting Document**

Supporting Document Description

Web Address

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

--OR--

Upload File

Drop file here or select to upload

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

Start Date

Month	Day	Year

End Date

Month	Day	Year

VIII. Consulting

x **Add Activity**

Consulting

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

Category

Consulting Type

Client/Organization

City

State

Country

Audience

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

Were you elected or appointed?

Served Ex-Officio?

Compensated or Pro Bono?

Approx. Number of Hours Spent Per Year

Brief Description (30 Words or Fewer)

B i U x² x₂ ↶ ↷ ↲ ↳

Brief Description of Key Accomplishments

B i U x² x₂ ↶ ↷ ↲ ↳

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

Start Date

Month	Day	Year

End Date

Month	Day	Year

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

Faculty Annual Self-Evaluation and Planning 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.

×

Add Activity

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

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

Calendar Year

For the following four text boxes, insert any additional material that you wish to have considered for this performance evaluation. It should not repeat information already present in the report (you may run the Custom Report to ascertain what is included). These sections should include any additional engagement activities that are especially noteworthy in terms of impact, innovation or engagement. This information may supplement or help explain information already present in the report.

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

B*i*u x^2 x_2 $\leftarrow$ $\rightarrow$ $\leftrightarrow$

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

B i U x² x₂ ↶ ↷ ↺

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

B i U x² x₂ ↶ ↷ ↺

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

B i U x² x₂ ↶ ↷ ↺

II. Annual Teaching goals

× Add Activity
Annual Teaching Goals

BACK

SAVE ACTIVITY

Fields marked with * are required.

Activity Details

Enter your details manually or use our new ai parser to add details

Calendar Year

▼ Teaching Goals (1)

1st Goal

Goal

B i U x² x₂ ↶ ↷ ↺

Result

B i U x² x₂ ↶ ↷ ↺

+ Add Another Goal

Additional Goals can be added by clicking here.

III. Annual Scholarly Goals

×

Add Activity

Annual Scholarly Goals

BACKSAVE ACTIVITY

Fields marked with * are required.

Activity Details

Enter your details manually or use our new ai parser to add details

Calendar Year

▼ Scholarly Goals (1)

1st Goal

Goal

B / x² x₂ ~ ~ []

Result

B / x² x₂ ~ ~ []

⊕ Add Another Goal

Additional Goals can be added by clicking here.

V. Annual Professional Development Goals

×

Add Activity

Annual Professional Development Goals

BACKSAVE ACTIVITY

Fields marked with * are required.

Activity Details

Enter your details manually or use our new ai parser to add details

Calendar Year

▼ Professional Development Goals (1)

1st Goal

Goal

B / x² x₂ ~ ~ []

Result

B / x² x₂ ~ ~ []

⊕ Add Another Goal

Additional goals can be added by clicking here.

VI. Annual Service Goals

×

Add Activity

Annual Service Goals

BACKSAVE ACTIVITY

Fields marked with * are required.

Activity Details

Enter your details manually or use our new ai parser to add details

Calendar Year

▼ Service Goals (1)

1st Goal

Goal

B*U*x²x₂

Result

B*U*x²x₂

⊕ Add Another Goal

Additional goals can be added by clicking here.

VI. Archived Reports

×

Add Activity

Archived Reports

BACKSAVE ACTIVITY

Fields marked with * are required.

Activity Details

Enter your details manually or use our new ai parser to add details

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

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