

# **College of Health**

and

# **Behavioral Sciences**

# **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 <u>https://uca.edu/ir/faculty-success/guides/.</u>

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

## **General Information**

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

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

watermark" Faculty Success   formerly Digital Measures				University of Central Arkansas <sup>*</sup>	?	
Activities	CV Imports Reports					
Search All Activ	vities Q Search Tips	I	Rapid Reports PasteBoard			_
<u>Review a gu</u>	uide to manage your activities. Show more					
✓ General I	Information					
Personal and	d Contact Information	Administrative Assignments - Internal to UCA				
Administratio	ive Data - Permanent Data   Yearly Data	Education				
Academic, G	Government, Military and Professional Positions - External to UCA	External Connections and Partnerships				

## 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?

itermark≃ Iculty Success   formerly Digital Measures	University of Central Arkansas <sup>-</sup>
Activities CV Imports Reports	
	Rapid Reports PasteBoard
Edit Personal and Contact Information	Cancel 🗎 Save
You do not have access to modify some of the fields on this screen. If changes are needed, contact your Watermark Faculty Success Administrator, <u>Amber Hall</u> .	
Prefix	
First Name 🕯	
Test	
Preferred First Name	
Middle Name 🔒	
Last Name 🔒	
Test	

			Office Location:
			Adcock International House
E-Mail Address 🖴			AETN
ir@uca.edu	Arkansas Hall		
			Baridon Hall
Building Where Your Office is Located			Bear Hall
			Bernard Hall
			Brewer-Hegeman
Office Room Number			Buffalo Alumni Hall
			Burdick Hall
			Child Study Center
Office Phone			Conway Corporation Center for
Office Phone Areacode	Office Phone Prefix	Office Phone S	Sciences
			College of Business
			Doyne Health Sciences Center
Department Phone			Estes Stadium
	Department Dhene Drefix	Department D	Farris Center
Department Phone Areacode	Department Phone Prefix	Department Pl	Harrin Hall
			HPER Complex
Fax			Hughes Hall
Fax			Irby Hall
Fax Areacode	Fax Prefix	Fax Suffix	Laney Annex
			Laney Hall
			Lewis Science Center
Date of Birth			Mashburn Hall
Month 🗎 Day 🚔 Year 🚔			Mathematics & Computer
-			Science
			McAlister Hall
			McCastlain Hall
Gender 🚔			Meadors Hall
			Main Hall
Provide the State R. O.			Physical Therapy Center
Race/Ethnicity 🚔 🤨			Prince Center
			Schichtl Studio Arts
		Short/Denney Hall	
U.S. Citizen or Permanent Resident? 🔒		Snow Fine Arts	
			Speech Language Hearing Center Stanley Russ Hall
			State Hall
Brief Biography (30 Words or Fewer)			State Hall Student Center
$\begin{array}{cccccccccccccccccccccccccccccccccccc$	2		Student Center Student Health Center
			Thompson Hall
			Torreyson Library
			Wingo Hall

nolarship/Research Interest(s) $\Theta$ B I U x <sup>2</sup> x <sub>2</sub> $\heartsuit$ C x <sup>*</sup>						
$\mathbf{D} \mathbf{I} \mathbf{\underline{U}} \mathbf{x}^{-} \mathbf{x}_{2} = \mathbf{J} \mathbf{\underline{U}} \mathbf{x}^{-}$				C	2	

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

u do not have access to modify the fields on this screen. If changes the needed, contact your Digital Measures Administrator, <u>Amber Hall</u> . art Date at University of Central Arkansas onth  Day Year v Ranks Held as UCA (1) 1st Rank Rank Rank Rank Rank Rank Rank Rank Rank	it Permanent Data	Cancel
art Date at University of Central Arkansas onth  Day Year  rure Decision Date onth Day Year		
anth Day   Pay Year     anth Day   Pay Year     V Ranks   Held as UCA (1)     1st Rank   Rank   Assistant Professor     Start Date   Month* Day   Year*   August   16   2014		
Ist Rank   Rank A   Assistant Professor     Start Date   Month A   Day A   Year A		
Ist Rank   Rank @   Assistant Professor     Start Date   Month* @ Day @   Year* @   August 16	auro Docicion Dato	
Ranks Held as UCA (1)   1st Rank   Rank A   Assistant Professor     Start Date   Month A   Day A   Year A   August   16   2014		
1st Rank         Rank         Assistant Professor             Start Date             Month       Day       Year       A         August       16       2014	ith 🕷 Day 🕷 Year 📾	
1st Rank         Rank A         Assistant Professor         Start Date         Month A       Day A         Year A         August       16         2014		
1st Rank         Rank         Assistant Professor             Start Date             Month       Day       Year       A         August       16       2014		
Rank   Assistant Professor     Start Date     Month   Day   Year   August   16   2014	/ Ranks Held as UCA (1)	
Assistant Professor Start Date Month Day Year A August 16 2014	1st Rank	
Assistant Professor Start Date Month Day Year August 16 2014		
Start Date Month <sup>®</sup> Day Pear <sup>®</sup> August 16 2014		
Month <sup>•</sup> Day Year <sup>•</sup> August 16 2014	Assistant Professor	
Month <sup>•</sup> Day Year <sup>•</sup> August 16 2014	Start Date	
August 16 2014		
End Date	August 16 2014	
End Date		
	End Date	

## 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 this contact your Watermark Faculty Success Administra	screen. If changes are needed, ator, <u>Amber Hall</u> .									
Academic Year 2017-2018										
College and Department/Academic Unit (1)										
1st College and Department/Academic L	Jnit									
College No college designated	Department/Academic Unit Academic Affairs	Discipline	AACSB Specialty							
Faculty Rank										
Faculty Rank Abbreviation for Roster A										
Tenure Status 🔒 Non-Tenure Track										
Tenure Status Abbreviation for Roster 🖨 NTT										
Graduate Faculty A										
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										

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

Edit Academic	, Governme	ent, Militar	y and Pro	fessi	onal Positi	ons - Externa	al to UCA		Cancel	🗎 Save	₿ Save + Add Another
Experience Type Organization				•				Experien Academic Second	c – Post ary		
City								Academic Professio Military Governm	nal		
State				•							
Country											
Title/Rank/Position				•							
Was/is this your own				•							
Description B I		ional Posi ² x <sub>2</sub>	tions (30 ්ට	C C	ds or Few	er)					
Note: For act completed, s 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.

Edit Administrative Assignments	- Internal to UCA	Cancel	🗎 Save	🖣 Save + Add Another
Position/Title Scope Brief Description of Responsibilities B I U x <sup>2</sup> x <sub>2</sub> O C .			Scope Unive Colle Depa	ersity
Start Date       Month     Day     Year       T     T     T				
End Date Month Day Year				
✓ Accomplishments (1)				
1st Year			Actions 🗸	
Calendar Year	Accomplishments			_

		в	I	$\underline{\mathbf{U}}$	x <sup>2</sup>	x <sub>2</sub>	Ċ	C	1
+ Add Row									

## VI. Education

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

Edit Education	Cancel	🗎 Save
You do not have access to modify some of the fields on this screen. If changes are needed, contact your Watermark Faculty Success Administrator, <u>Amber Hall</u> .		
Degree 📾 PHD		
FICE Code A		
Institution Central Arkansas		
Location of Institution Conway, AR		
> Major (1)		
Dissertation/Thesis Title Cum Laude Magna Cum Laude		
Honor/Distinction (Latin) Summa Cum Laude Egregia Cum Laude		
Other Honors/Distinction	•	
Please select "Yes" for only the degree(s) that qualify you for your faculty position.		
Highest or Qualifying Degree? Select	t "Yes" for	
Terminal Degree? A higher	est degree e	arned.
Transcript		
Drop file here or select to upload		
Date Completed		
Month Year 2012		

# VI. Education (continued)

1st Course		Actions 🗸
Title		
Course Prefix and Course Numb	r	
Course Prefix	Course Number	
Credit Hours		
	+ Add Row	

# VII. External Connections and Partnerships

Edit External Connections and Partners	ships		Cancel	E Save	e 📙 Save + Add Another
Type of Activity			Activity		
What issue best describes the activity?				sing nent Learning	
Primary Contact Person			Speaker Other		
Street Address (Line 1)	$\neg$				
Street Address (Line 2)		Activity Description: Arts & Culture Business Development			
City		Community & Economic Developme	ent		
State	•	PK-20 Education Human Development Governance and Policy			
Country		Science and Tech. Communication & Publi	c		
Phone Number		Relations Public Health & Safety			
Phone Number Area Code	Phone Number Prefix	Environmental Issues Other			
E-mail Address					
Website					
Description (30 Words or Fewer)					
Note: For activities that you started but have not yet pr completed, specify the start date and leave the end dar Start Date Month Day Year	resently te blank.				
End 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. Scheduled Teaching
- II. Evaluation Results
- III. Reassigned Time
- IV. Academic Advising
- V. Directed Individual Student Learning (e.g. independent study, theses, dissertations)
- VI. Directed Group Student Learning (e.g. field experience, service learning, study abroad)
- VII. Curriculum Development

#### Instructional Activities

Scheduled Teaching	Directed Individual Student Learning (e.g., independent study, theses, dissertations)
Reassigned Time	Directed Group Student Learning (e.g., field experience, service
Academic Advising	learning, study abroad)
	Curriculum Development

## I. Scheduled Teaching <u>OIR updates all fields on the following screen.</u>

#### Edit Scheduled Teaching

You do not have access to modify the fields on th contact your Watermark Faculty Success Adminis Term and Year	is screen. If changes are needed, trator, <u>Amber Hall</u> .		
Term A Year A Fall 2020			
Course Name  APPLIED CALCULUS FOR LIFE SCI			
Course Prefix and Course Number			
<b>Course Prefix                                    </b>	Course Number A 1491		
CRN			
Enrollment A			
Number of Credit Hours a			
Degree Program 🖴			
Course College A Natural Sciences and Mathematics Course Department A Mathematics			
Watternauts			
♥ Instructors (1)			
1st Instructor			
Instructor Name			
Delivery Mode 🖴 Traditional			
Number of Students Earning an A 🔒			
Number of Students Earning a B 角 7			
Number of Students Earning a C 🚔 2			
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 🖴			

Cancel

# II. Evaluation Results

#### **Edit Evaluation Results**

🗎 Save

Cancel

Term			
Fall 2016, MATH 1390, 012346	٢		
How Much Learned 🖴			
5			
Teaching Methods 🔒			
5			
Course Materials 🚔			
5			
Overall Course Effectiveness 🔒			
Course Developed Abilities/Skills 🚔			
Course Organized 🕯			
oourse organized =			
Course Critical Thinking 🚔			
Overall Instructor Effectiveness 🚔			
Instructor Organized 🔒			
Instructor Concepts Clear 🖴			
Instructor Helpful 🖴			
instructor Feedback 🚔			
Instructor Student Participation 🔒			
Responses Received 🖴			
10			
Teaching Evaluation			
·		Store te	aching
Doplooo filo harro ar cala	at to uplocal		ion pdfs here
Replace file here or selec	to upload	evaluat	on puis nere

## III. Reassigned Time Department Chair/Dean updates ALL fields on the following screen.

Edit Reassigned Time			Cancel			
You do not have access to modify the fields on this screen. If changes are needed, contact your Watermark Faculty Success Administrator, <u>Amber Hall</u> .						
Term and Year						
Year       Fall     2021						
✓ Reassigned Time Type (1)						
1st Reassigned Time Type						
Type Administrative Services	Credit Hours Reassigned 3	Official Reassign-time Activities				

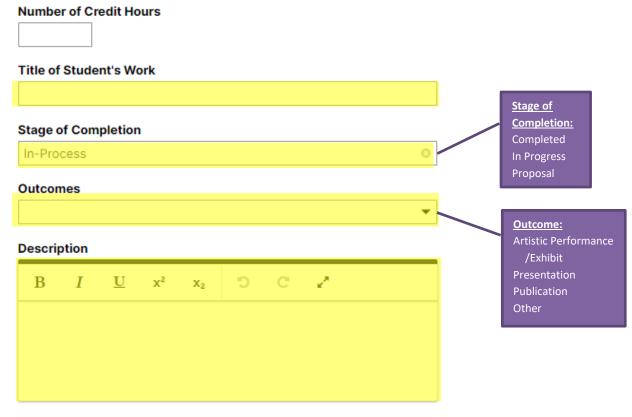
## IV. Academic Advising

Edit Academic Advising		Cancel	🗎 Save	B <sub>4</sub> Save + Add Another
Term and Year				
Term Year*	<u>Terms:</u>			
Spring 2017	Fall			
	Fall six months			
Number of Undergraduate Advisees	Spring			
20	Spring six months			
Number of Graduate Advisees       5	Summer			

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

Edi	t Directed Individual Student Le	arning (e.g., independent study, theses, di	ssertations)	Cancel	H Save	🗎 Save + Add Another		
				Involvement Ty	ype:			
Invo	lvement Type			Dissertation Comm	nittee Chair			
Ma	ster's Thesis Committee Chair	•		Dissertation Comm	nittee Co-Chai	r		
				Dissertation Comm	nittee Membe	r		
~	Student Information (1)			Doctoral Advisory	Chair			
Г	1st Student Name			Doctoral Advisory	Member			
	ist student Name			Honors Thesis Adv	isor			
8				Honors Thesis Com	nmittee Meml	ber		
	Student First Name		Student Last Name		Honors Tutorial Advisor			
	FirstName	LastName		Independent Resea	arch Advisor			
_				Independent Study Advisor				
		+ Add Row	_	Internship Advisor				
				Master's Examinat	ion Committe	e Chair		
stuc	lent's Home Department/Academic Unit			Master's Examinat	ion Committe	e Member		
		•		Master's Thesis Co	mmittee Chai	r		
Со	Irse Prefix and Course Number			Master's Thesis Co	mmittee Co-C	Chair		
~			_	Master's Thesis Co	mmittee Men	nber		
_	purse Course Number		_	Study Abroad Advi	sor			
HS	C · ·	6380		SURF Advisor				
				Teaching Activity S	upervisor			
				Other				

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



### > Supporting Document

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

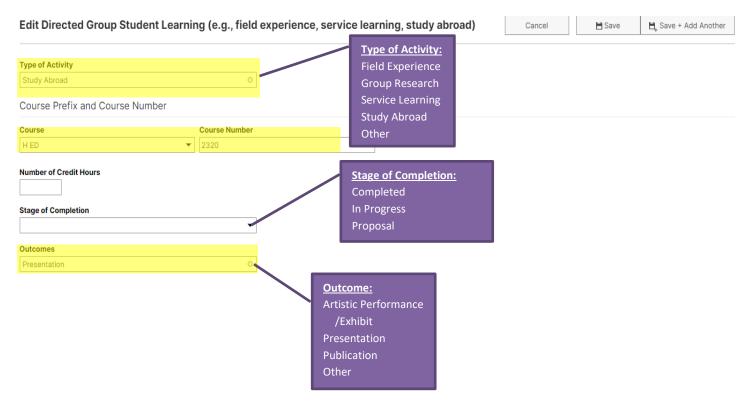
#### Date Started



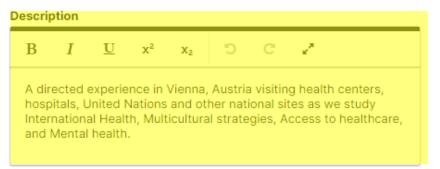
#### Date Completed



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



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

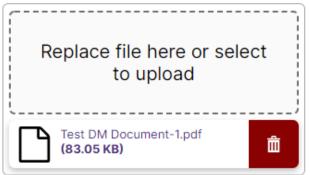


# Supporting Document

Supporting Document Description	Web Address
Trip Itinerary	

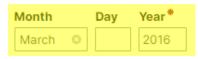
--OR---

#### Upload File

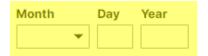


Note: For activities that you started but have not yet presently completed, specify the start date and leave the end date blank.

#### Date Started



#### Date Completed



# VII. Curriculum Development

Edit Curriculum Development	Cancel	🗎 Save	📙 Save + Add Another

# Describe any new courses, programs, or other curriculum changes you proposed or helped develop. B I U x<sup>2</sup> x<sub>2</sub> O C e<sup>\*</sup>

#### Supporting Document

File Description

Calendar Year

## Upload File

Drop file here or select to upload

# Scholarship/Research/Creative Activities

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

- I. NIH Biographical Sketch
- II. Publications
- III. Presentations
- IV. Grants and Contracts

# Scholarship/Research/Creative Activities

NIH Biographical Sketch Publications Presentations

Grants and Contracts

## I. NIH Biographical Sketch

Edit NIH Biographical Sketch	Cancel	🗎 Save	📙 Save + Add Another
Your label for this Biographical Sketch (not printed in report) 🛛			
eRA Commons Username			
Personal Statement 🛛			
$\begin{array}{c ccccccccccccccccccccccccccccccccccc$			
<ul> <li>Relevant Publications (1)</li> <li>You may identify up to four peer reviewed publications that specifically highlight your experience and query</li> </ul>	alifications for this oroie	et.	
1st Publication			Actions 🗸
Intellectual Contribution <ul> <li>✓</li> </ul>			
+ Add Row			
Link to full list of your published work 🛛			

#### **Contributions to Science**

Briefly describe up to five of your most significant contributions to science. For each contribution, indicate:

- the historical background that frames the scientific problem;
- the central finding(s);
- the influence of the finding(s) on the progress of science or the application of those finding(s) to health or technology;
- and your specific role in the described work.

#### **⋎** 1st Contribution and Relevant Activities

#### Contribution



*	✔ Relevant Publications or Non-Publication Research Products for 1st Contribution (1)									
_	Reference up to four publications <b>or</b> research products that are relevant to this contribution.									
	1st Publication/Research Product	Actions 🗸								
:	Intellectual Contribution 🔮									
	+ Add Row									

#### ✤ 2nd Contribution and Relevant Activities

Contribution	
--------------	--

В	Ι	U	X <sup>2</sup>	x <sub>2</sub>	Ċ	G	2

~	▼ Relevant Publications or Non-Publication Research Products for 2nd Contribution (1)										
_	Reference up to four publications <b>or</b> research products that are relevant to this contribution.										
	1st Publication/Research Product	Actions 🗸									
:	Intellectual Contribution 🛛										
	+ Add Row										
>	> 3rd Contribution and Relevant Activities										

#### > 4th Contribution and Relevant Activities

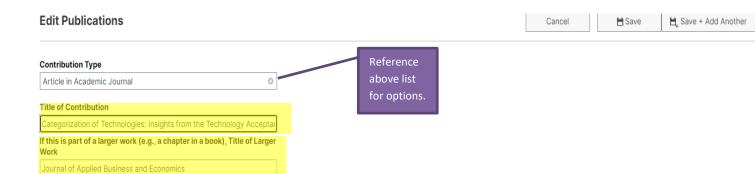
> 5th Contribution and Relevant Activities

## II. 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



•	Aut	thors (1)					
		se order the authors in the order of authorship. se either select a person from the drop-down li s.	st or enter their r	name in the input			
	1st	Author					Actions 💙
:		ple at University of Central Arkansas	First Name		Middle Name/Initial	Last Name	
		itution/Company <sup>®</sup>	If a student, wh	hat is his/her level?		<u>Student Level:</u> Undergraduate	
				+ Add	l Row	Graduate	
Jou	rnal/Pi	ublisher/Proceedings Publisher			Additional au be added by d		
City	of Pul	blisher					
Stat	te or C	ountry of Publisher					
Vol	ume						

Issue Number/Edition

18(4)

Page Numbers or Number of Pages

Web Address

Editor(s)

ISBN/ISSN Number/Case #

Audience of Circulation

•

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Ψ.

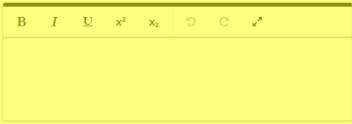
Was this peer-reviewed/refereed?

Was this invited?



#### Is this publicly available?

Abstract/Synopsis



Ŧ

•

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

#### **Supporting Document**

**Supporting Document Description** 



Date Project	Started	I
Month	Day	Year
Date Project	Ended	
Month	Day	Year

#### Date Submitted

Month	Day	Year	
•			

## Date Accepted

Month	Day	Year	
-			

### Date Published

Month	Day	Year
•		2016

## **III.** Presentations

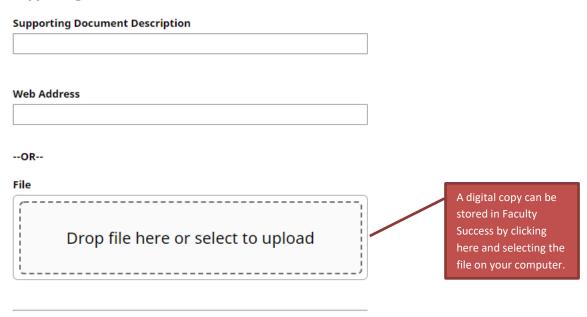
Edi	t Presentations			Cancel	🗎 Save	₿ <sub>+</sub> Save + Add Another
Pres Pap	entation Type	0				
Cont Sou	ference/Meeting Name thwest Decision Sciences Institute nsoring Organization (if applicable)				Lecture Oral Presen	tion lenary Address
Loca Littl	i <b>tion</b> e Rock, AR				Paper Poster Reading Other	
_	entation or Session Title ntroduction to Bioprinting: The Life-Saving Future of Orga	n Transpl				
•	Presenters/Authors (1) Please either select a person from the drop-down list or e 1st Presenter/Author	nter their name	e in the input fields.			Actions 🗙
:	People at University of Central Arkansas Test, Test (ir) Cast Name	First Name		Middle Name	/Initial vhat is his/her level	Roles: Author Author and Presenter Discussant Panelist
			+ Add Row	Additional presenters/auth		Presenter
Sess	ion Type	*		be added by clic		
Audi Scop		•	<u>Audience:</u> Academic Non-Academic	Session Typ Colloquium Panel Paper Sessi Poster Sess Roundtable	on ion	
Was Yes	this peer-reviewed/refereed?	0		Seminar Symposium Workshop Other	1	

# III. Presentations (Continued)

Was this invited?					
				-	
Current Status				•	Current Status: Accepted
Published in Proceedi	ings?			•	Not Accepted Presented Under Review Work in Progress
Published Elsewhere?	?			•	work in ridgiess
Acceptance Rate %	y-engaged or o	community-	based proje	ct?	
Abstract/Synopsis (3				•	
B I U			2		

# III. Presentations (Continued)

#### Supporting Document



Date Project Started

Month	Day	Year	
•			

#### Date Project Ended

Month	Day	Year
•		

Date Submitted

Month	Day	Year
	-	

Date Accepted

Month	Day	Year
Date Present	ed	
Month	Day	Year

# IV. Grants and Contracts



# IV. Grants and Contracts (Continued)

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	Day Year* 25 2016 Inding					
Month*	Day         Year*           29         2016					

# **Professional Development and Recognition**

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

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

### Professional Development and Recognition

Professional Memberships Faculty Development Activities Attended Awards and Honors Licensures and Certifications

# I. Professional Memberships

Edit Professional Memberships	Cancel	🗎 Save
Name of Organization		
Abbreviation of Organization		
Scope of Organization		
Description of the Organization B I U x <sup>2</sup> x <sub>2</sub> つ C x <sup>*</sup>	<u>Scope of Organization:</u> International National Regional State Local	
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		

## II. Faculty Development Activities Attended

Edit Faculty Development Activities Attended	Cancel		🗎 Save	
Activity Type			<b>ivity Type:</b> Iference	
▼		Cor	ntinuing Educati	ion
		F	rogram	
Title/Course/Conference Name		Cοι	irse Towards a	Degree
		Cοι	irse Beyond Las	it
		C	Degree	
Course Prefix and Course Number		Me	dical Internship	
Course Prefix Course Number		Me	dical Fellowship	C
		Me	dical Residency	
	_	Fac	ulty Fellowship	
Organization/Institution		Fac	ulty Internship	
		Self	-Study Program	
		Sen	ninar	
City			orial	
		Wo	rkshop	
	I	Oth	ier	
State	_			
▼				
Country				

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.

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Number of Credit Hours

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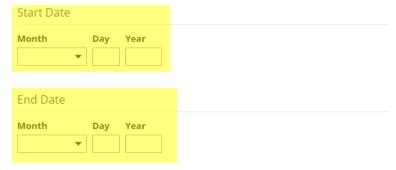
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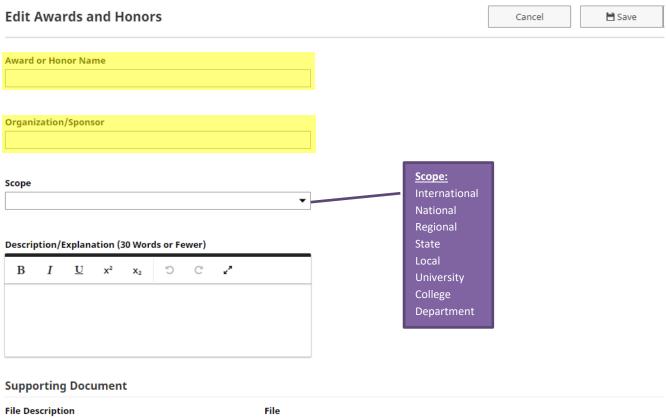
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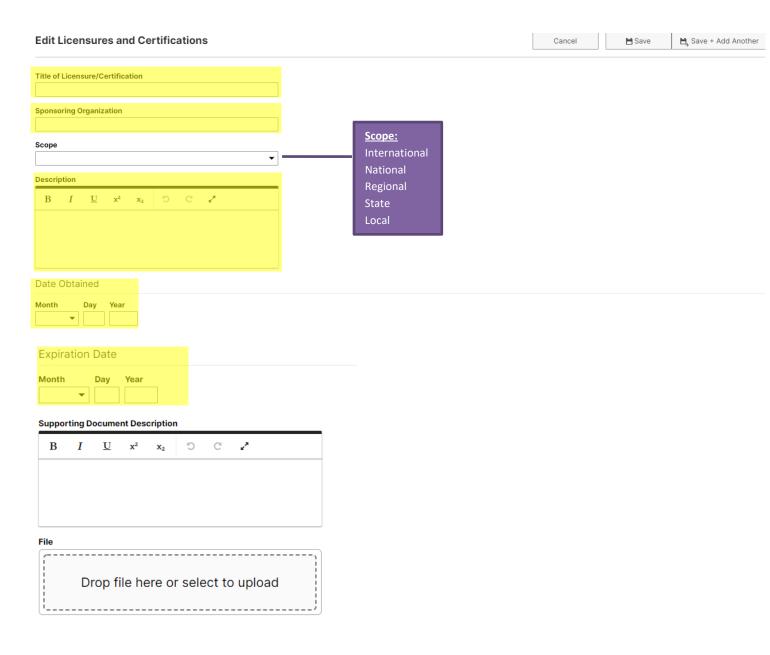
C

## III. Awards and Honors





# IV. Licensures and Certifications



# **Service Activities**

The Service Activities section is the fifth section under the main menu. This section includes the following subsections:

- I. University
- II. College
- III. Department/Academic Unit
- IV. Student Activities
- V. Professional
- VI. Non-Credit Instruction Taught
- VII. Public
- VIII. Consulting

### · Service Activities

University	Professional
College	Non-Credit Instruction Taught
Department/Academic Unit	Public
Student Activities	Consulting

#### I. University

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

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

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

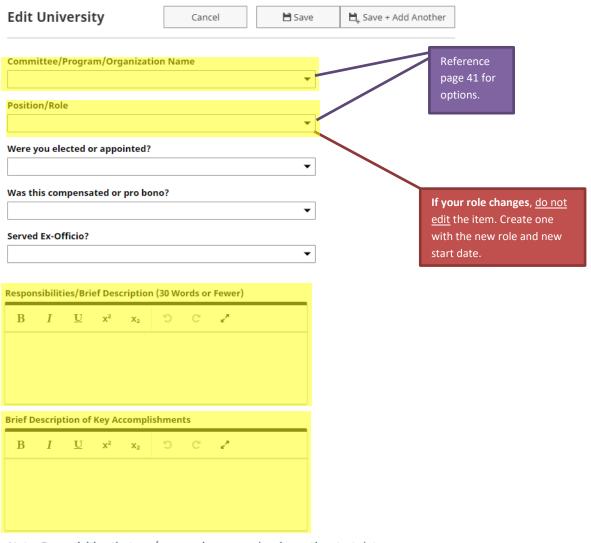
Academic Adjustments and Appeals Committee Academic Assessment Committee Academic Integrity and Discipline Committee Affirmative Action Advisory Committee Athletic Committee Bear Facts Day/Bear Fair Career Fair **Committee on Committees Disabilities Grievance Committee** Distance Education/Extended Learning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

Committee Chair Event Coordinator Faculty Advisor Faculty Mentor Guest Speaker Member Parliamentarian President Version 5 https://uca.edu/ir/faculty-success/guides/.

**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

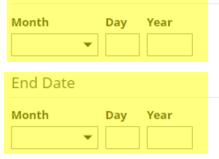
Program Director Secretary Senator Session Chair Vice-President Workshop Organizer Other

## 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.

### Start Date



These dates reflect the time for a specific role and are used in reporting. Dates should reflect a certain position/role. If you serve as a member for two years, create one item with a time span of two years and not two separate items for each year. <u>Only</u> 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 CAHSS Curriculum & Assessment Committee CAHSS Diversity Committee** CAHSS EDGE (Educating for Diversity and Global Engagement) Committee **CAHSS Recruitment and Retention Committee CAHSS Research Committee CAHSS Tenure & Promotion Committee CFAC Committee on Committees CFAC Crisis & Security Committee** CFAC Curriculum & Assessment Committee **CFAC Faculty Awards Committee** CFAC Outstanding Student Award Committee **CFAC Research Committee CFAC Tenure & Promotion Committee** CHBS Assessment Committee CHBS Curriculum and Assessment Committee **CHBS Curriculum Committee** CHBS Diversity Committee **CHBS Interprofessional Education Committee** CHBS Research Committee **CHBS Residential College Advisory Committee CHBS Simulation Advisory Committee CHBS Tenure & Promotion Committee CLA Curriculum & Assessment Committee CLA Diversity Committee** CLA Outstanding College Student Committee **CLA Research Committee CLA Tenure & Promotion Committee CNSM Curriculum & Assessment Committee CNSM Outstanding Student Award Committee CNSM Research Committee CNSM Tenure & Promotion Committee COB College Executive Committee** 

#### Position/Role Options:

Committee Chair Event Coordinator Faculty Advisor Faculty Mentor Guest Speaker Member

Version 5 https://uca.edu/ir/faculty-success/guides/.

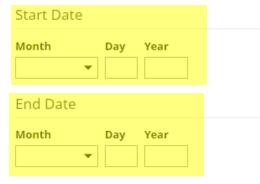
COB Curriculum & Assessment Committee **COB** Diversity Committee COB Faculty Development/Research Committee **COB Faculty Excellence Committee COB** International Programs Committee COB Maintenance of Accreditation Committee **COB Promotion & Tenure Committee COB Strategic Planning Committee COB Syllabus Committee COE Alumni Executive Committee COE** Awards Committee COE Candidate Quality, Recruitment, and Selectivity Committee **COE Clinical Partnerships and Practice Committee** COE Content and Pedagogical Knowledge Committee **COE Curriculum & Assessment Committee COE** Diversity Committee **COE Graduate Program Directors COE Hospitality Committee** COE Introduction to Teaching & Teacher Cadet Committee **COE Professional Education Committee COE Program Impact Committee COE Publicity Committee COE** Research Committee **COE Scholarship Committee - Graduate** COE Scholarship Committee - Undergraduate **COE Technology & Distance Education Committee COE Tenure & Promotion Committee** COE Undergraduate Program Directors Education for Diversity and Global Engagement (EDGE) Committee HPaW Taskforce Interdisciplinary Liberal Studies (ILS) Degree Committee Other

Program Director Secretary Session Chair Workshop Organizer Other

# II. College (continued)

Edit College	Cancel	🗎 Save	😫 Save + Add Another
Committee/Program/Organizatio	n Name	•	Reference page 43 for options.
Position/Role Were you elected or appointed?		•	If your role changes, <u>do not</u> <u>edit</u> the item. Create one with the new role and new
Was this compensated or pro bone	o?	•	start date.
Served Ex-Officio?		•	
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Brief Description of Key Accomplis	hments		
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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 date and leave the end date blank.



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. <u>Only</u> if your role changes or you leave and come back at a later date should you create a new item.

## III. Department/Academic Unit

## Edit Department/Academic Unit

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Committee/Program	/Organization Nan	10			one with the
				new role start da	e and new
Position/Role				start da	te.
			-		1
Warner and a start and				Position/Role: Committee Chair	
Were you elected or a	appointed?			Event Coordinator	
			•	Faculty Advisor	
Was this compensate	d or pro bono?			Faculty Mentor	
	· ·		<b>-</b>	Member	
				Program Director /	
Responsibilities/Brie	f Description (30 W	/ords or Fewer)		Coordinator	
BIU	x <sup>2</sup> x <sub>2</sub> D	a		Secretary	
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				Workshop Organizer	
				Other	
Brief Description of k	(ey Accomplishme	nts			
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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. <u>Only</u> if your role changes or you leave and come back at a later date should you create a new item.

# IV. Student Activities

Edit Student Activities	Cancel	🗎 Save	🛱 Save + Add Another	
Name of Student Activity or Group				<u>Activity:</u> Competition Exhibition
Type of Activity Position/Role		•	<u>Position/Role:</u> Advisor	Honor Society Learning Community Research Conference Residence Hall Student Organization Other
Were you elected or appointed? Was this compensated or pro bono?		•	Chair Co-Chair Coordinator/Organizer Discussant Facilitator Guest Speaker Judge	
Responsibilities/Brief Description (3	30 Words or Fewer)		Leader Lecturer Mentor Moderator Panelist Presenter Sponsor Other	
Brief Description of Key Accomplish	iments			
B I U x <sup>2</sup> x <sub>2</sub>	5 C 2			
Note: For activities that are/were only blank and specify the end date. For ac not yet presently completed, specify t date blank.	tivities that you start	ted but have		
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End Date				

Year

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Month

### 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

# V. Professional (continued)

Edit Professional	Cancel	🗎 Save	📙 Save + Add Another
Name of Committee, Program	n, Event, or Publication	1	
sponsoring Organization			
Position/Role			Deferment
Other		0	Reference page 47 for
xplanation of "Other"			options.
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# V. Professional (continued)

#### Responsibilities/Brief Description (30 Words or Fewer)

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Brief Description of Key Accomplishments

В	Ι	U	X2	<b>x</b> <sub>2</sub>	C	C	27	

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
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End Date		
Month	Day	Year
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### 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 🗄 Save + Add Another	
		Instruction Type:
Audience:	Instruction Type	Certification
Internal to UCA	· · · · · · · · · · · · · · · · · · ·	Continuing Education
External to UCA	Audience	Faculty Internship
Both	· ·	Guest Lecture
	Sponsoring Organization	Management/
		Executive
	Number of Participants	Development
		Review Course
	Academic or Professional?	Seminar
		Tutoring
		Workshop
	Description	Other
	B I U x <sup>2</sup> x <sub>2</sub> O C x <sup>*</sup>	
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	Supporting Document	
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	Drop file here or select to upload	
	Note: For activities that are/were only on one day, leave the start date	
	blank and specify the end date. For activities that you started but have	
	not yet presently completed, specify the start date and leave the end date blank.	
	Start Date	
	Month Day Year	
	End Date	
	Month Day Year	

### VII. Public

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

Edit Public	Position/Role:	🗎 Save	₿, Save + Add Another
	Advisor		
Organization/Committee/Program Name	Board Member		
	Chair		
Position/Role	Coordinator/Organizer		
★	Director		
City	Expert Witness		
	Guest Speaker		
State	Health Care Provider		
▼	Judge		
Country	Member		
	President		
	President-Elect		
Were you elected or appointed?	President-Past		
▼	Secretary		
Was this compensated or pro bono?	Session Chair		
	Treasurer		
<b>▼</b>	Trustee		
Audience	Vice President		
▼	Workshop Organizer		
	Other		
Served Ex-Officio?		l	
▼			
Responsibilities/Brief Description (30 Words or Fewer)			
B $I \perp x^2 \times x_2$ $\Box \subset x^n$			

В	Brief Description of Key Accomplishments									
	В	Ι	U	x²	<b>x</b> 2	5	C	27		
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#### ♥ Supporting Document

Supporting Document Description	Web Address		

--OR--

#### **Upload File**



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
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End Date		
Month	Day	Year
•		

# VIII. Consulting

Edit Consulting	Cancel	🗎 Save	📙 Save + Add Anoth	er
Category Consulting Type		•	Catego Public Profes	
Client/Organization		•		<u>Consulting Type:</u> Academic For-Profit Organization Government
City State				Litigation Non-Governmental Organization (NGO) Non-Profit
Country		•		Organization Other
Audience		•	Aud	ience:
Were you elected or appointe	ed?	•		rnational onal
Served Ex-Officio?		•	State Loca	e
Compensated or Pro Bono?		•		
Approx. Number of Hours Spe	ent Per Year			

Brier D	escrip	tion (3	) Word	s or Fe	ver)			
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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 date and leave the end date blank.

Start Date	9		
Month		Day	Year
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End Date			
Month		Day	Year
	•		

# **Faculty Annual Self-Evaluation and Planning Reports**

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

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

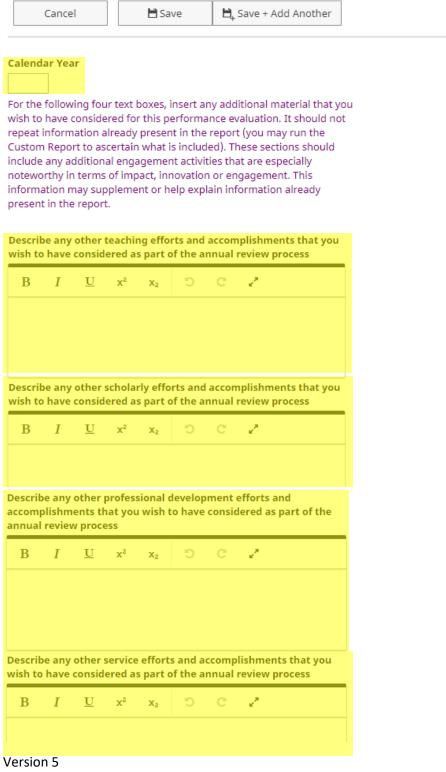
#### Faculty Annual Self-Evaluation and Planning Reports

Other Instructional, Scholarship, Professional Development, and Service - Not Reported Elsewhere Annual Teaching Goals Annual Scholarly Goals

Annual Professional Development Goals Annual Service Goals Archived Reports Summary Evaluation

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

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



November 4, 2021 Page | 56

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

# II. Annual Teaching Goals

Edit Annual Teaching Goals		Cancel	🗎 Save 🗎 Save + Add Anoth
alendar Year			
✓ Teaching Goals (1)			
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		added by clicking	g here.

# III. Annual Scholarly Goals

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# IV. Annual Professional Development Goals

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Cale	ndar Year				
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# V. Annual Service Goals

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Goal	Result			
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# VI. Archived Reports

Edit Archived Reports	Cancel	H Save	₿ Save + Add Another
Calendar Year			
Month Day Year			
Upload File			
Drop file here or select to upload			
As the faculty member, I agree with this document.			
Faculty Electronic Signature			
Faculty Signature Date			
Month Day Year			
As the chair/school director, I agree with this document.			
Chair Electronic Signature			
Chair/Director Signature Date			
Month Day Year			

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