UNIVERSITY OF CENTRAL ARKANSAS™

ACADEMIC AFFAIRS
INSTITUTIONAL RESEARCH

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 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

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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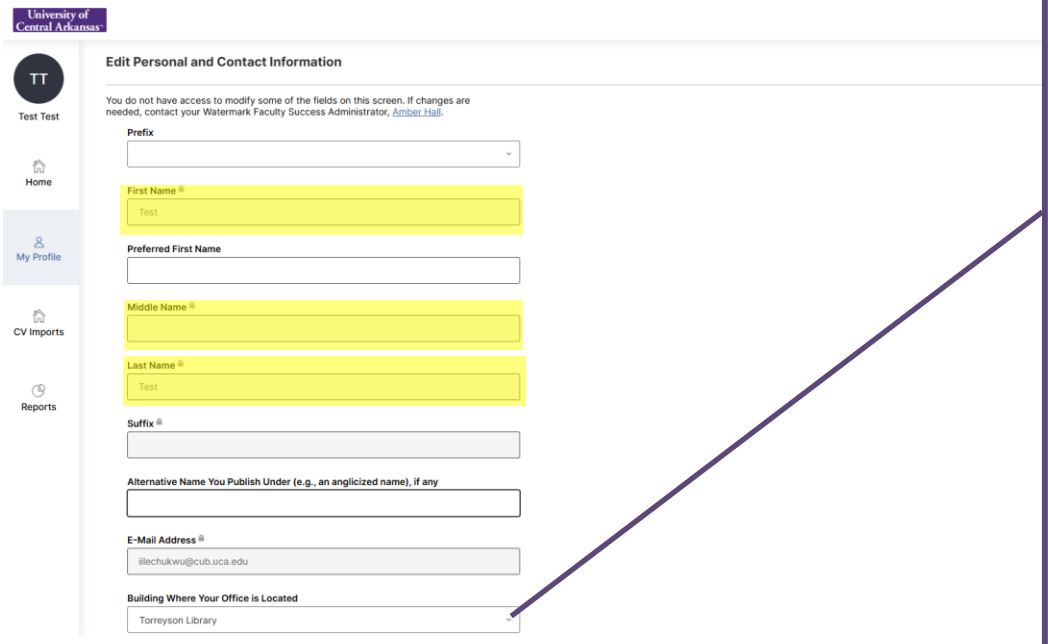
On the following pages, you will find information on what to fill out in each subsection. Fields that are part of the Faculty Annual Self-Evaluation and Planning Report are highlighted in yellow. At the beginning of each subsection, this document will list any fields in the screen that are updated by 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



Office Location:

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

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)

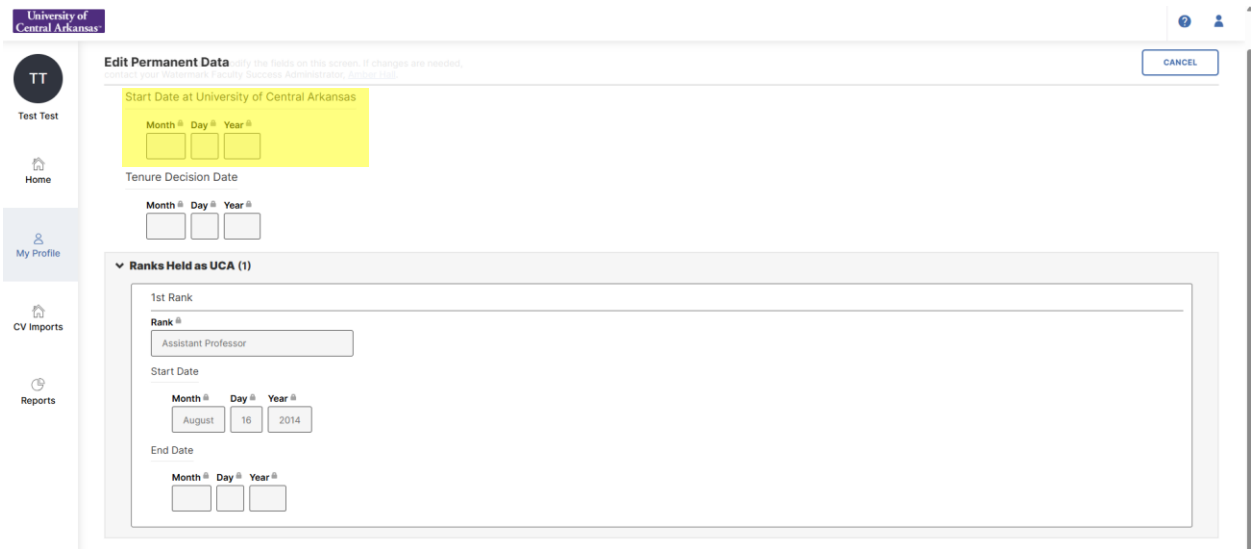
Teaching Interest(s)

Scholarship/Research Interest(s)

Original Source: Data Imports
Created: April 11, 2017
Last Saved: August 20, 2025

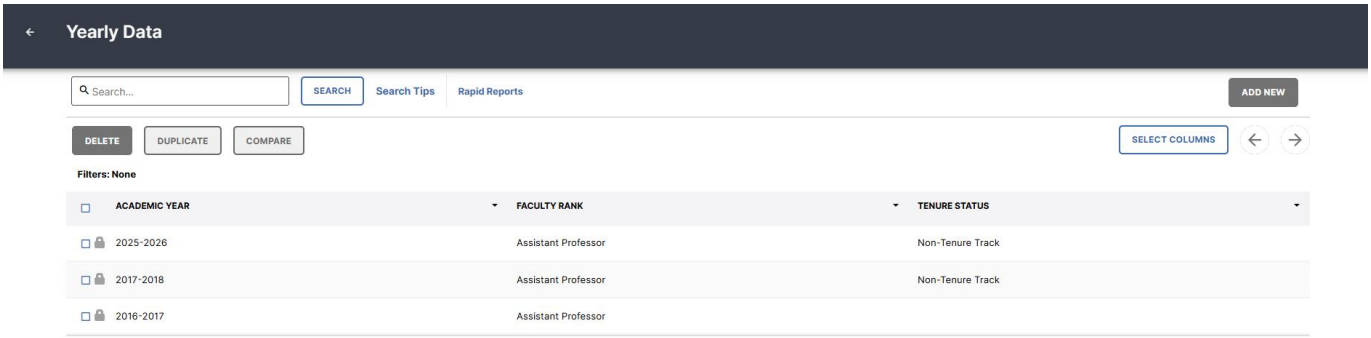
II. Administrative Data – Permanent Data

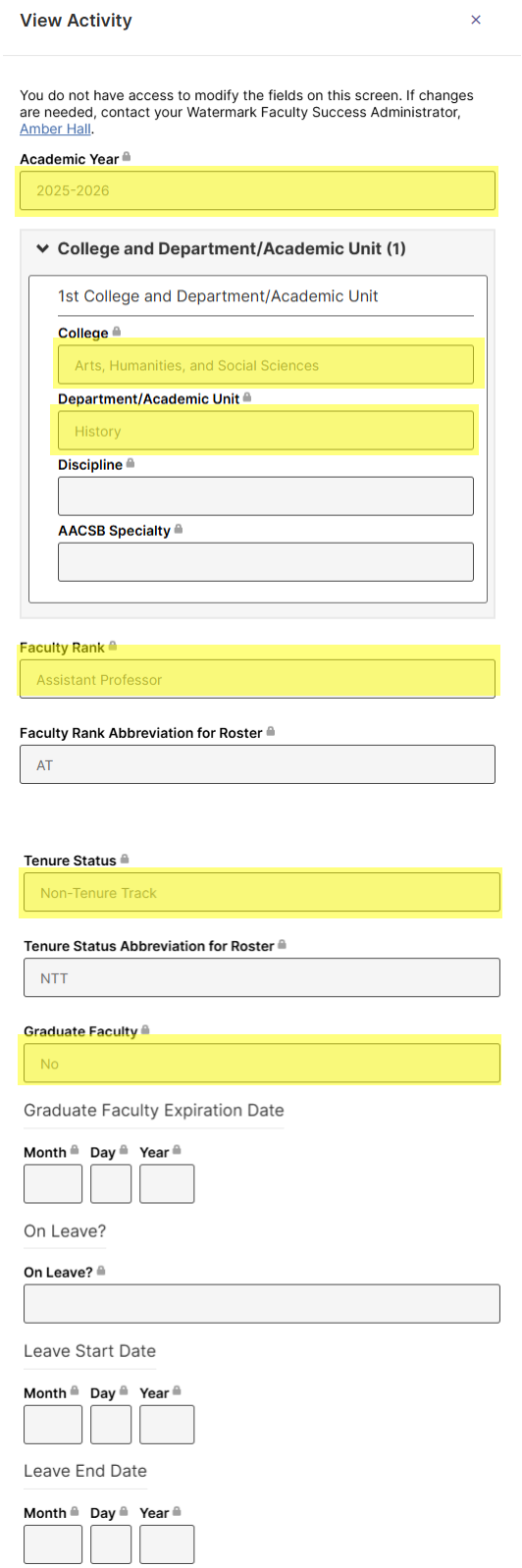
OIR will update all fields on this screen

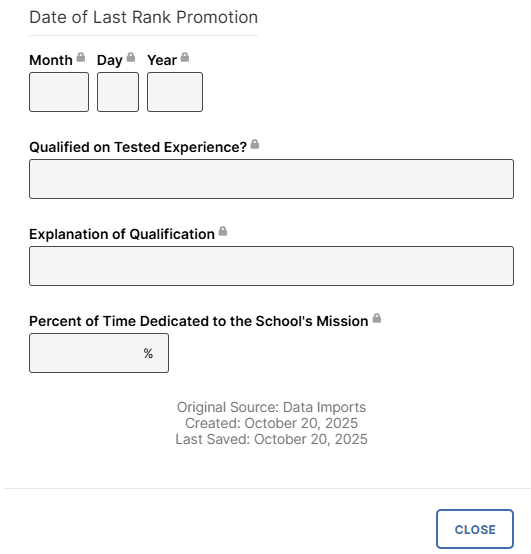


III. Administrative Data – Yearly Data

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

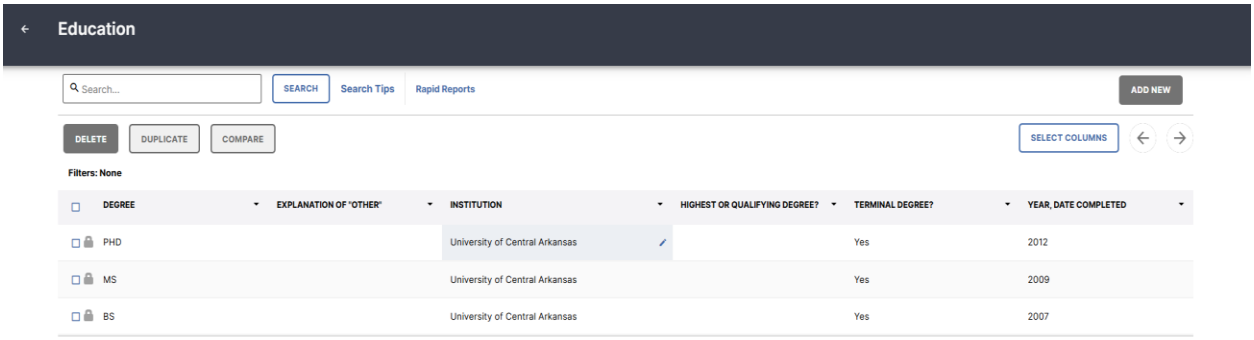


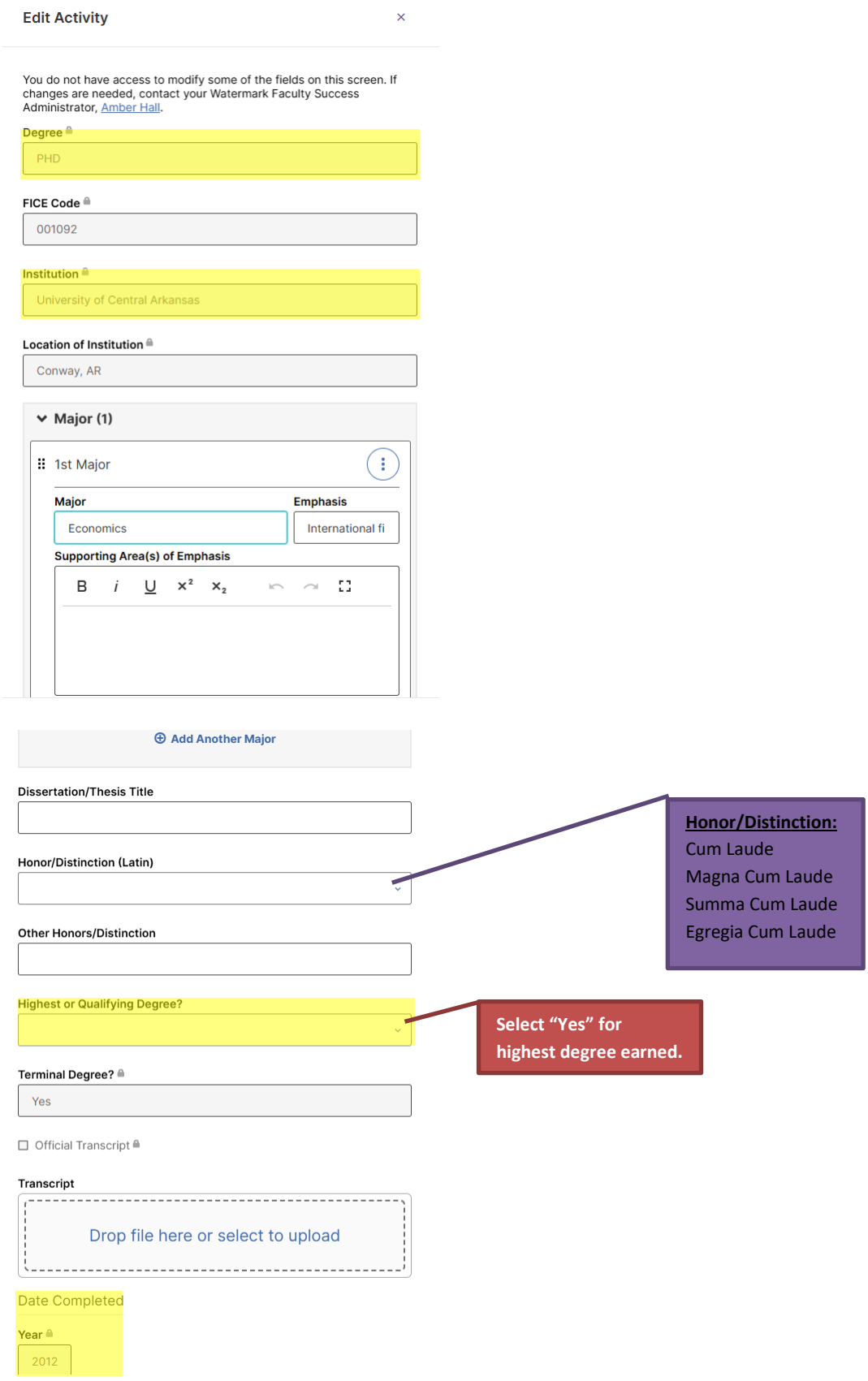

View Activity
You do not have access to modify the fields on this screen. If changes are needed, contact your Watermark Faculty Success Administrator, Amber Hall.
Academic Year
2025-2026
College and Department/Academic Unit (1)
1st College and Department/Academic Unit
College
Arts, Humanities, and Social Sciences
Department/Academic Unit
History
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

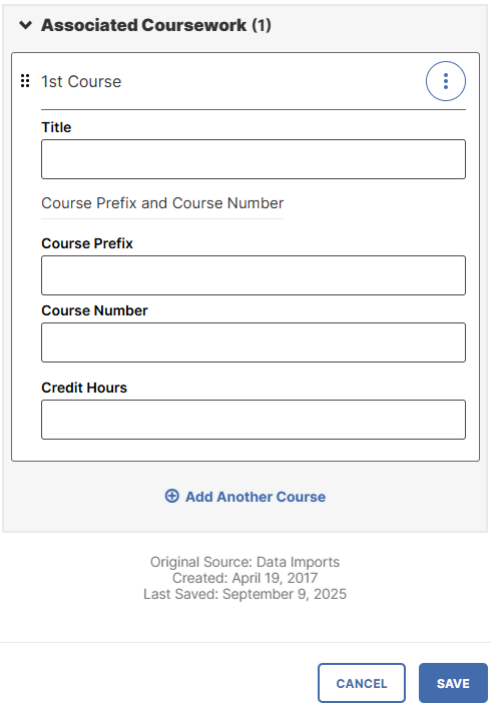


IV. Education

OIR updates the following fields: Degree, Explanation of "Other", FICE Code, Institution, Location of Institution, Terminal Degree, and Year Completed.

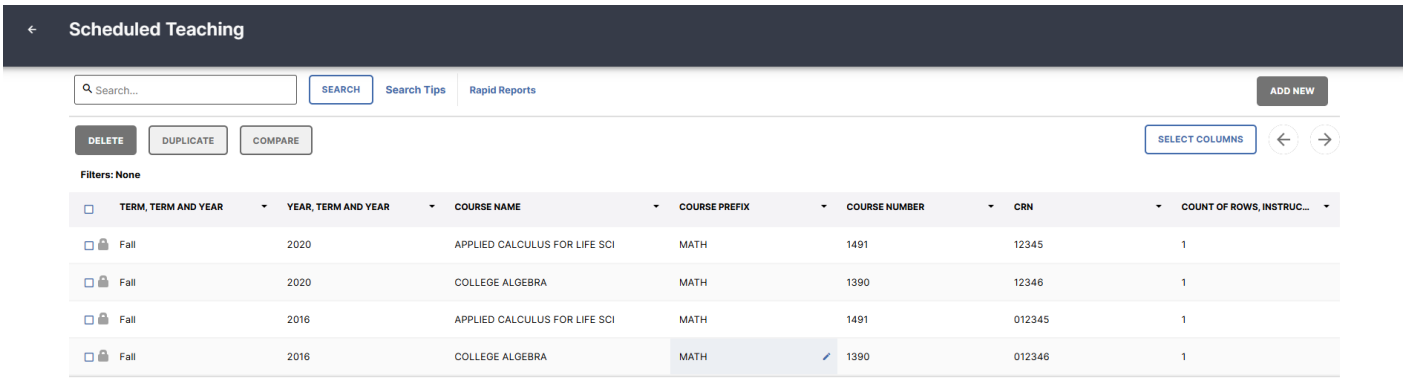


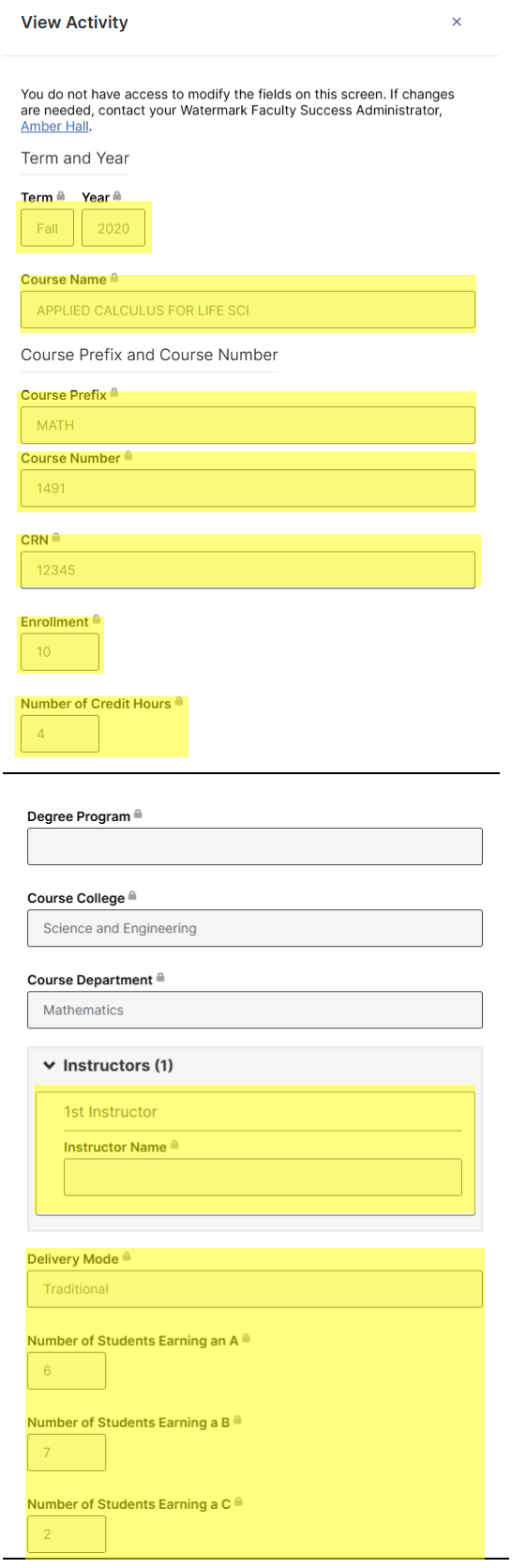

Edit Activity
You do not have access to modify some of the fields on this screen. If changes are needed, contact your Watermark Faculty Success Administrator, Amber Hall.
Degree
PHD
FICE Code
001092
Institution
University of Central Arkansas
Location of Institution
Conway, AR
Major (1)
1st Major
Major
Economics
Emphasis
International fi
Supporting Area(s) of Emphasis
Add Another Major
Dissertation/Thesis Title
Honor/Distinction (Latin)
Other Honors/Distinction
Highest or Qualifying Degree?
Terminal Degree?
Yes
Official Transcript
Transcript
Drop file here or select to upload
Date Completed
Year
2012
Honor/Distinction:
Cum Laude
Magna Cum Laude
Summa Cum Laude
Egregia Cum Laude
Select "Yes" for highest degree earned.

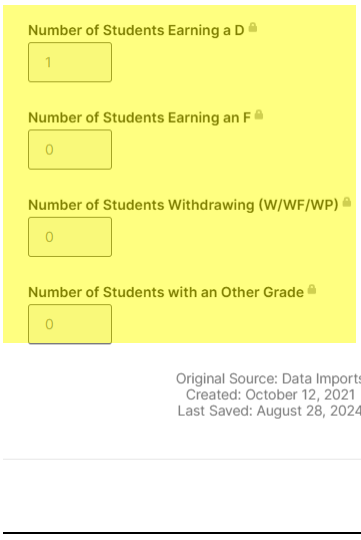


V. Scheduled Teaching

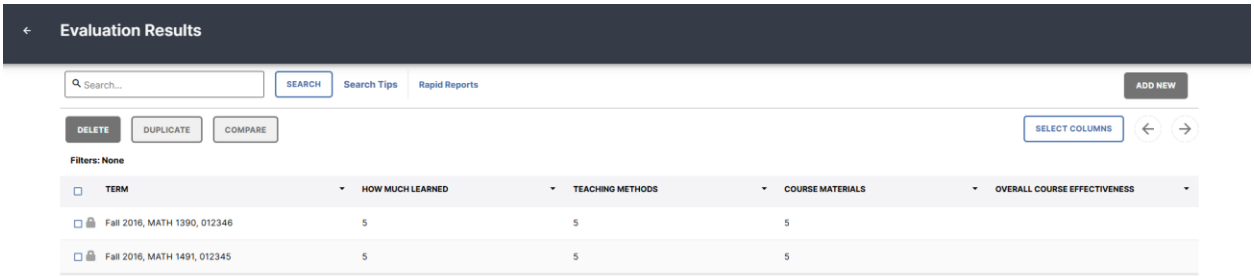
OIR updates all fields on the following screen.

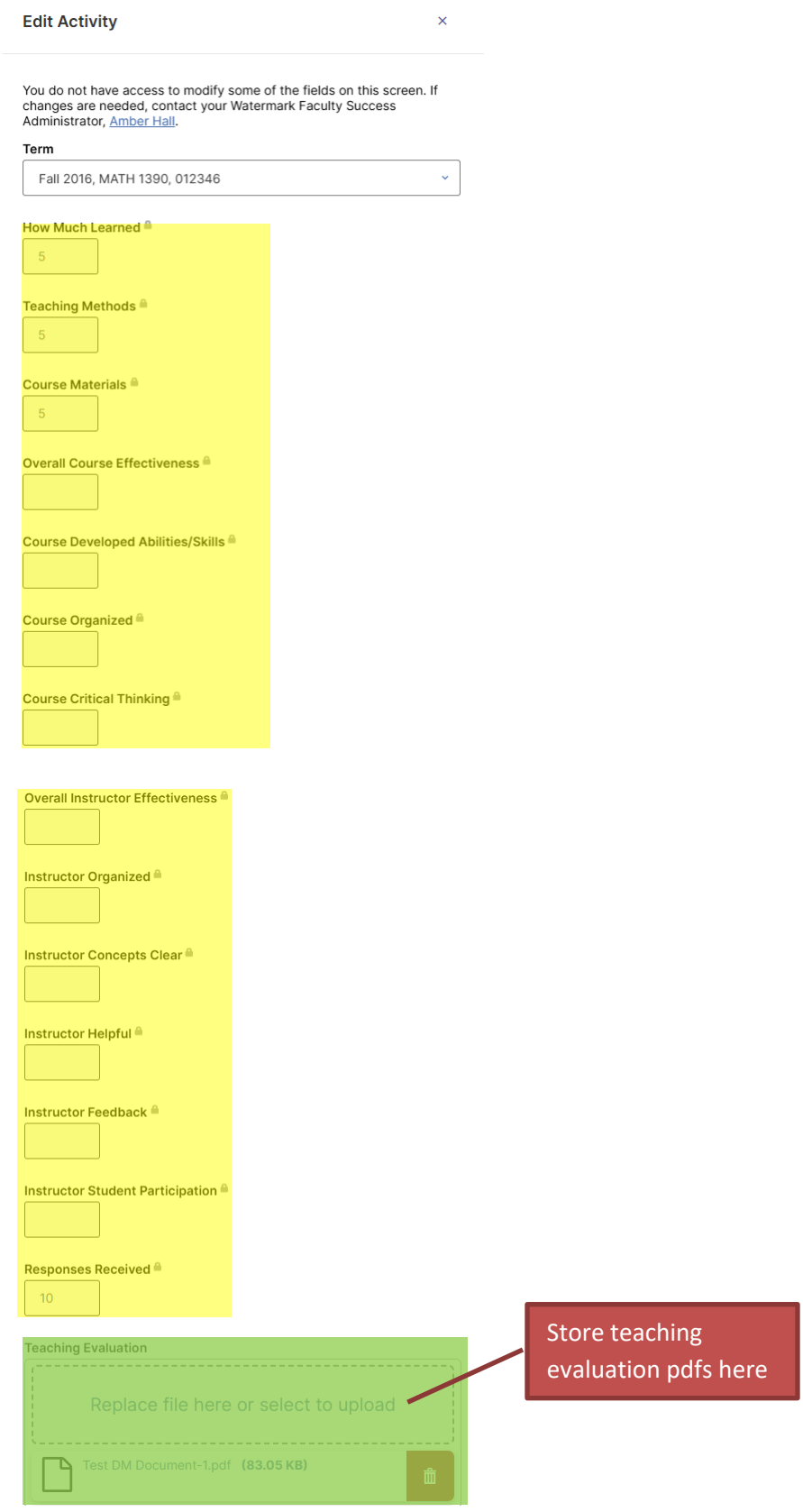



View Activity
You do not have access to modify the fields on this screen. If changes are needed, contact your Watermark Faculty Success Administrator, Amber Hall.
Term and Year
Term
Year
Fall
2020
Course Name
APPLIED CALCULUS FOR LIFE SCI
Course Prefix and Course Number
Course Prefix
MATH
Course Number
1491
CRN
12345
Enrollment
10
Number of Credit Hours
4
Degree Program
Course College
Science and Engineering
Course Department
Mathematics
Instructors (1)
1st Instructor
Instructor Name
Delivery Mode
Traditional
Number of Students Earning an A
6
Number of Students Earning a B
7
Number of Students Earning a C
2



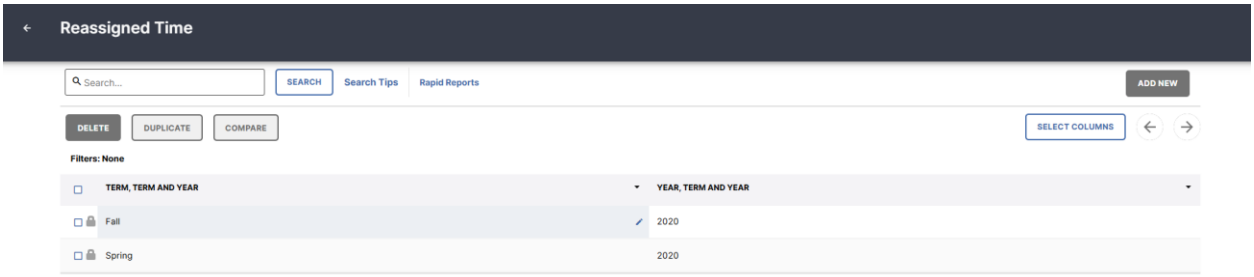
VI. Evaluation Results

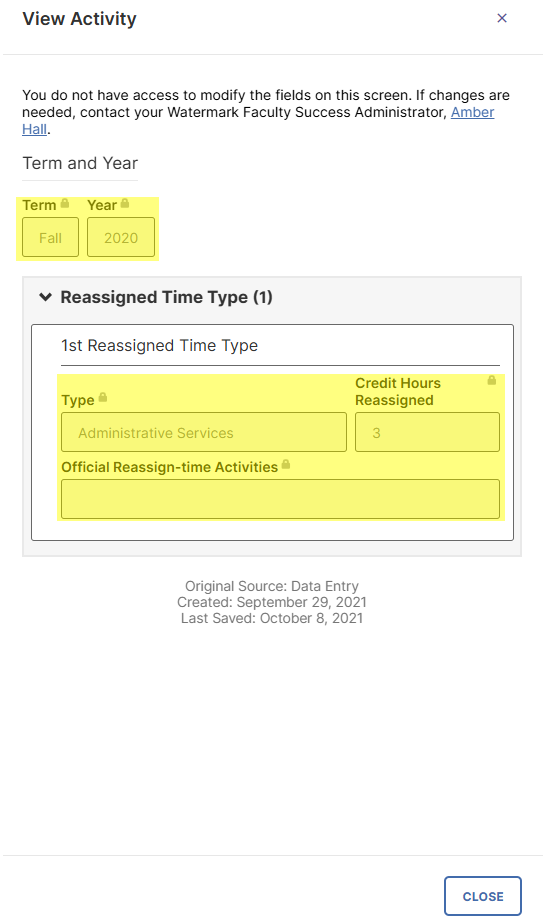



Edit Activity
You do not have access to modify some of the fields on this screen. If changes are needed, contact your Watermark Faculty Success Administrator, Amber Hall.
Term
Fall 2016, MATH 1390, 012346
How Much Learned
5
Teaching Methods
5
Course Materials
5
Overall Course Effectiveness
Course Developed Abilities/Skills
Course Organized
Course Critical Thinking
Overall Instructor Effectiveness
Instructor Organized
Instructor Concepts Clear
Instructor Helpful
Instructor Feedback
Instructor Student Participation
Responses Received
10
Teaching Evaluation
Replace file here or select to upload
Test DM Document-1.pdf (83.05 KB)
Store teaching evaluation pdfs here

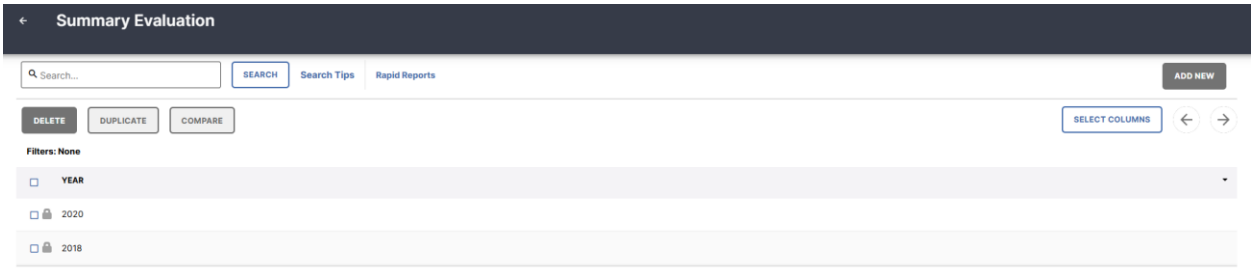
VII. Reassigned Time

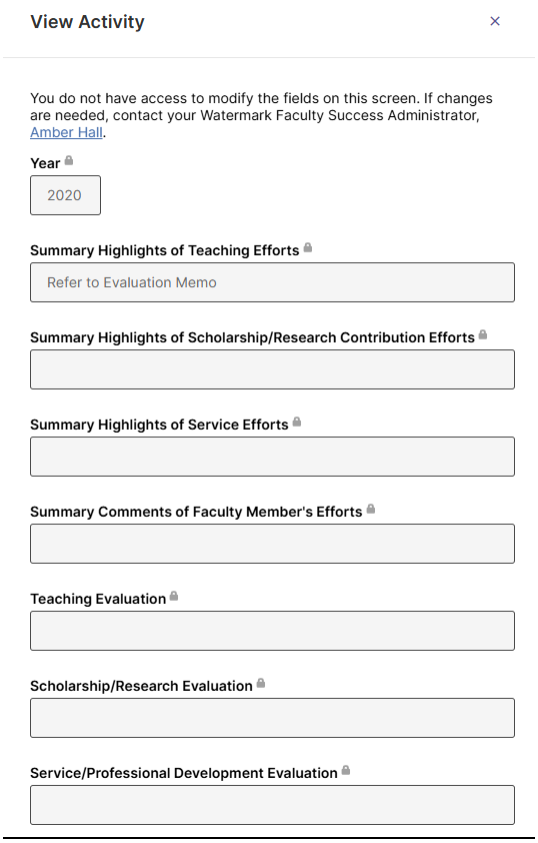
Department Chair/Dean updates all fields (indicated with a red R).

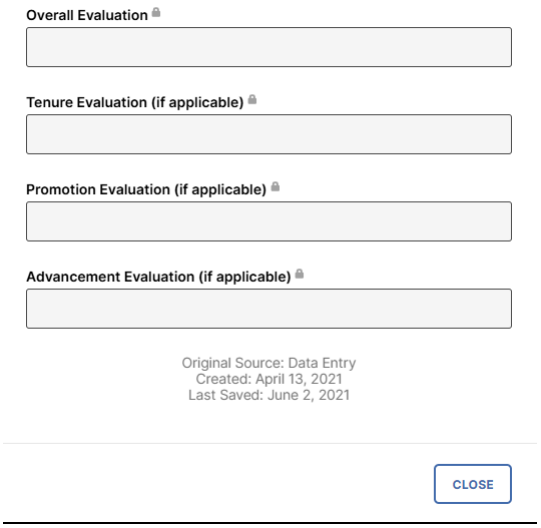




VIII. Summary Evaluation



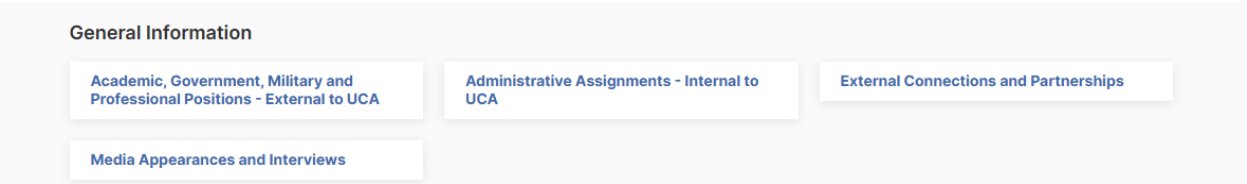




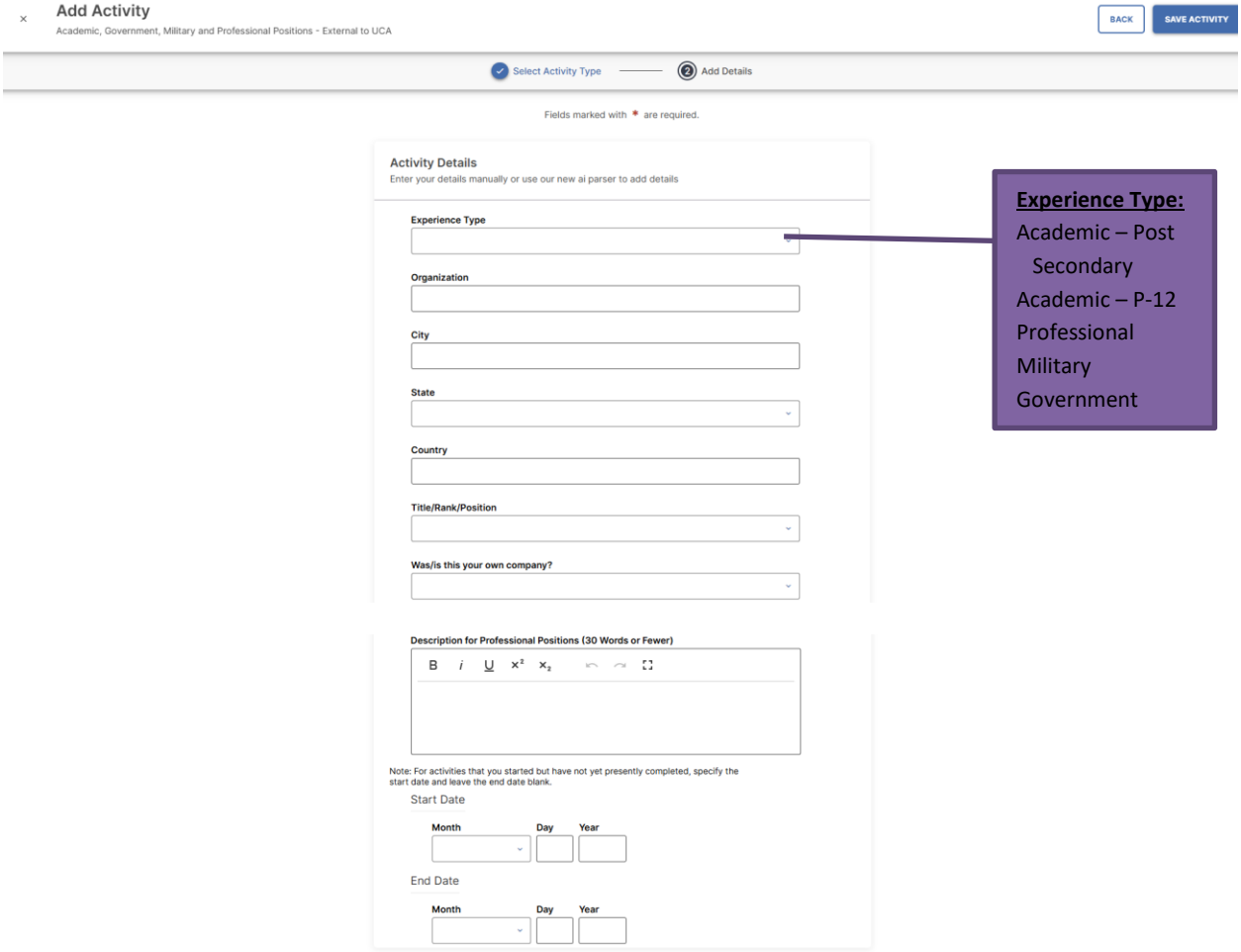
General Information

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

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



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

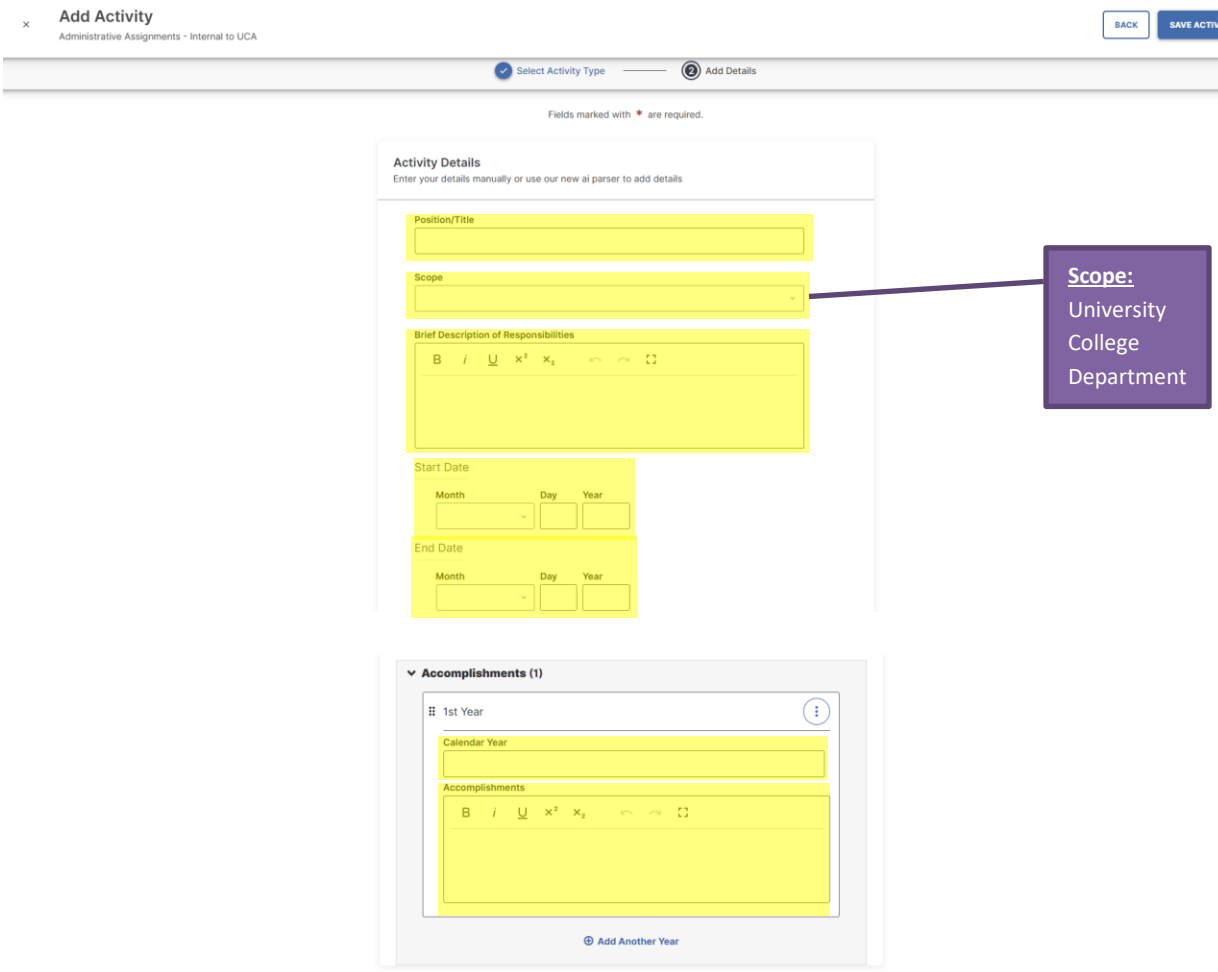


II. Administrative Assignments – Internal to UCA

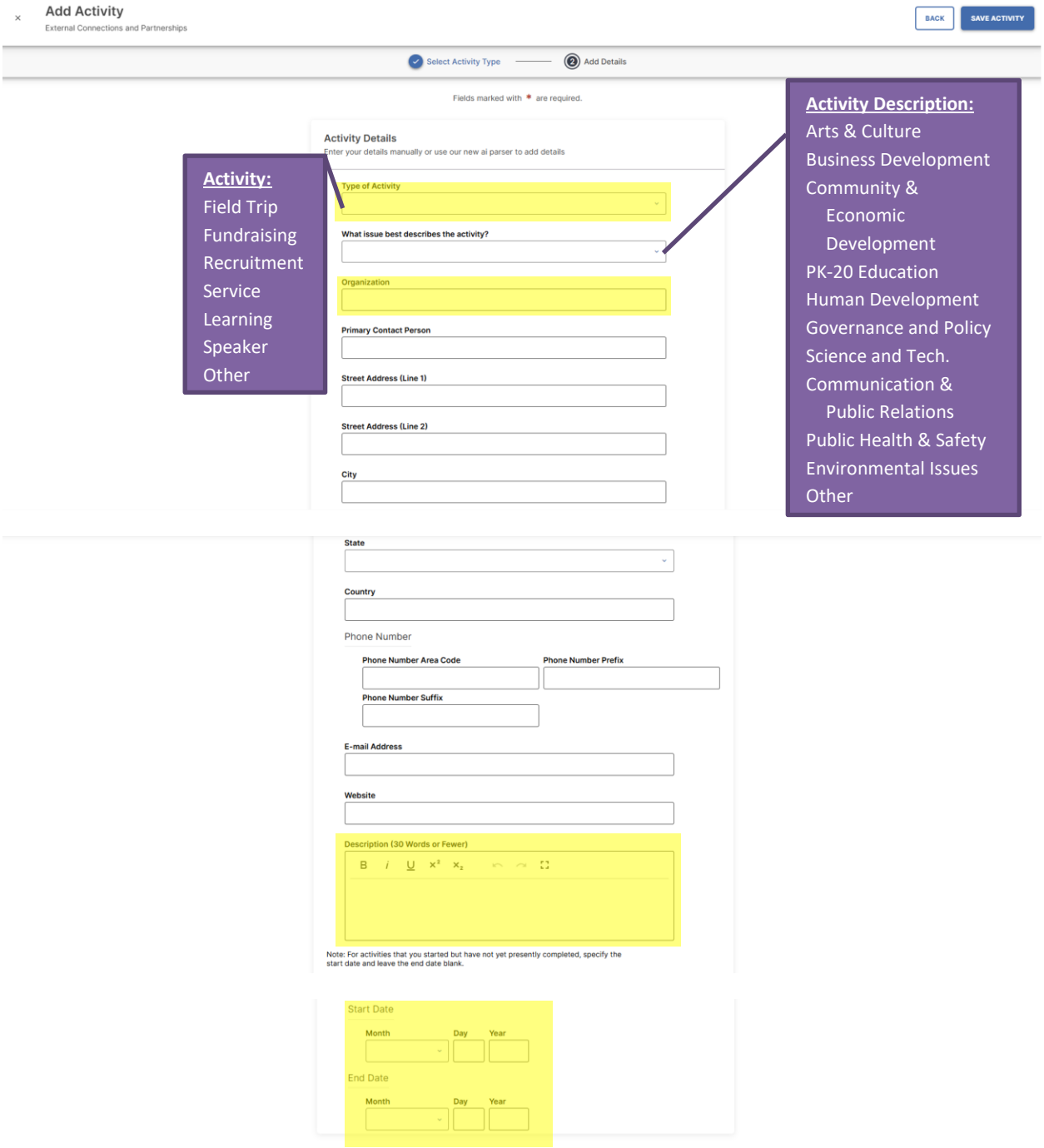
Administrative assignments are those for which a faculty member is paid all or part of her/his salary from an administrative salary line and which take the place of at least half of her/his normal instructional load. A 12-month appointment is also often associated with such an assignment.

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.

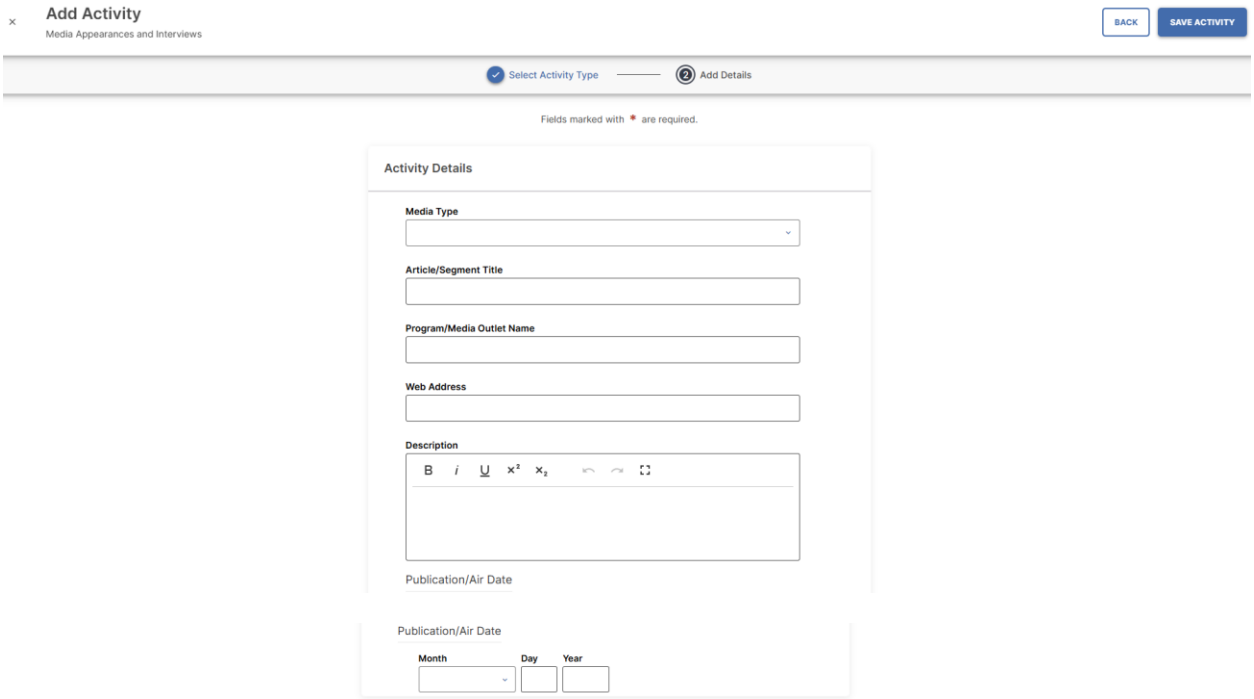
Academic department chair, director of a university program (e.g., UCA Core), or other academic unit (e.g., Student Transitions), and associate dean of a college are all examples of administrative assignments.


Add Activity
Administrative Assignments - Internal to UCA
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
Position/Title
Scope
Brief Description of Responsibilities
Start Date
Month
Day
Year
End Date
Month
Day
Year
Scope:
University
College
Department
Accomplishments (1)
1st Year
Calendar Year
Accomplishments
Add Another Year

III. External Connections and Partnerships



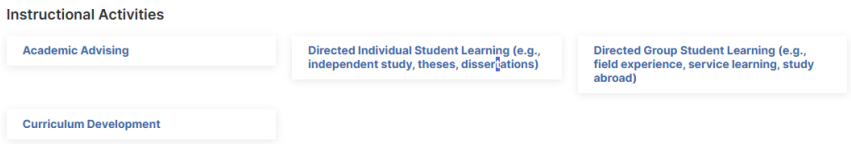
IV. Media Appearances and Interviews



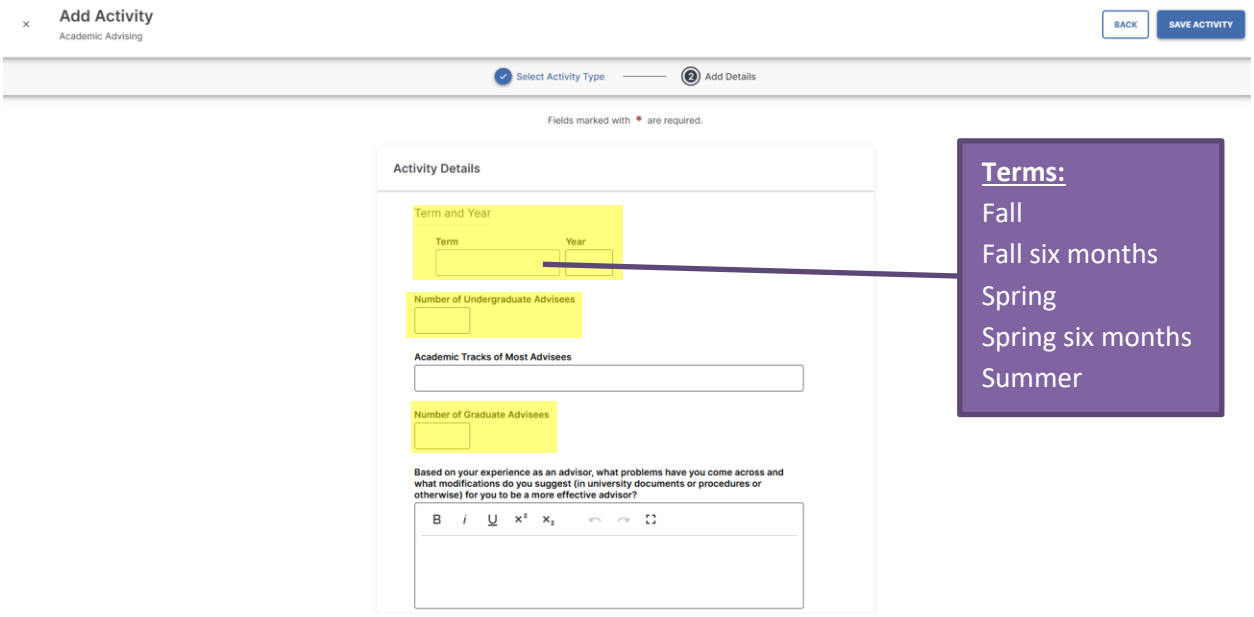
Instructional Activities

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

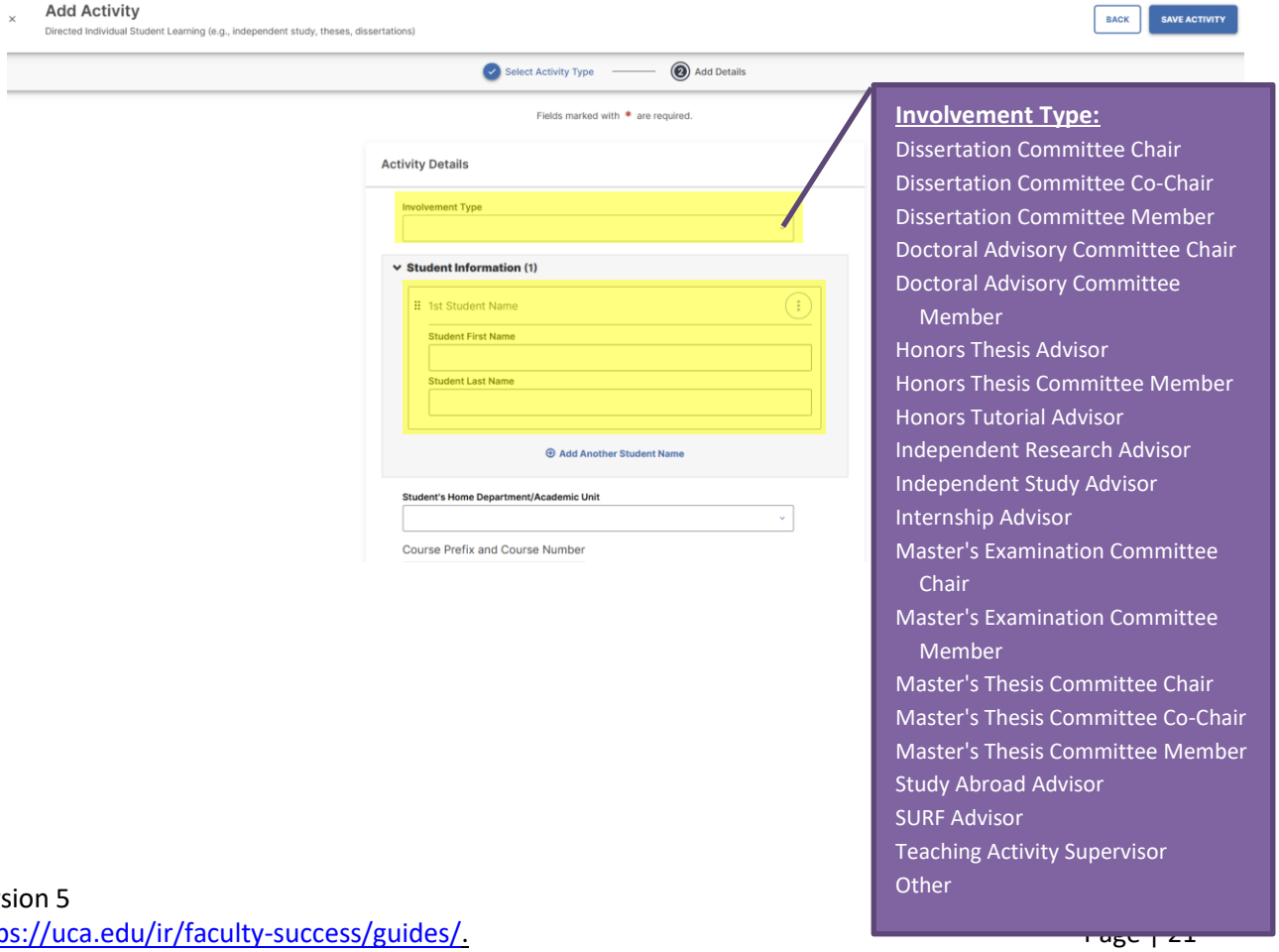
I. Academic Advising
II. Directed Individual Student Learning (e.g., independent study, theses, dissertations)
III. Directed Group Student Learning (e.g., field experience, service learning, study abroad)
IV. Curriculum Development.

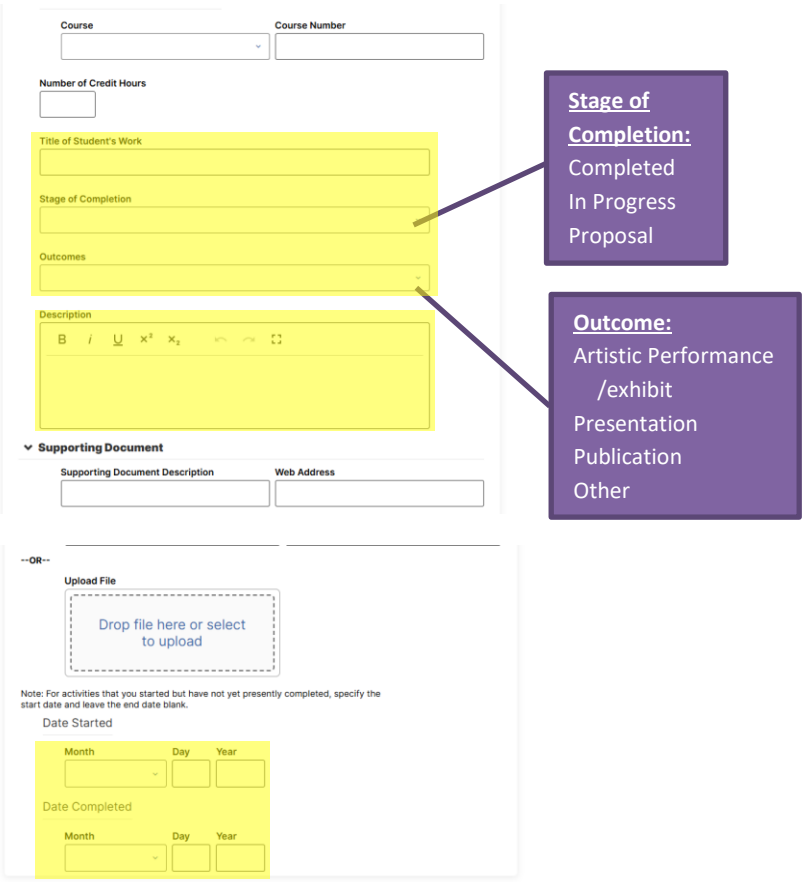


I. Academic Advising

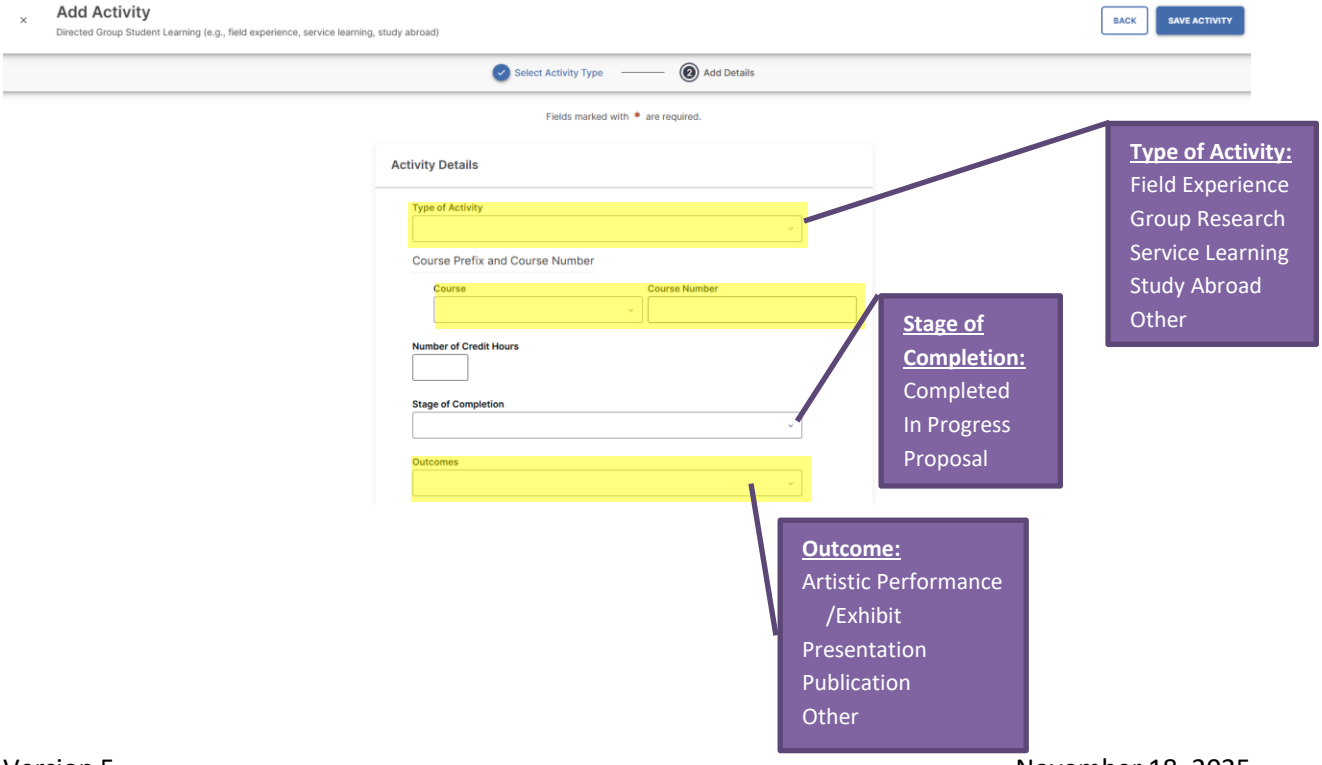


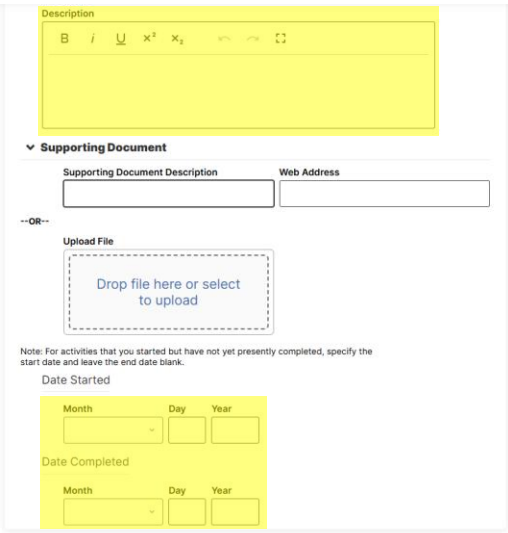
II. Directed Individual Student Learning (e.g., independent study, theses, dissertations)



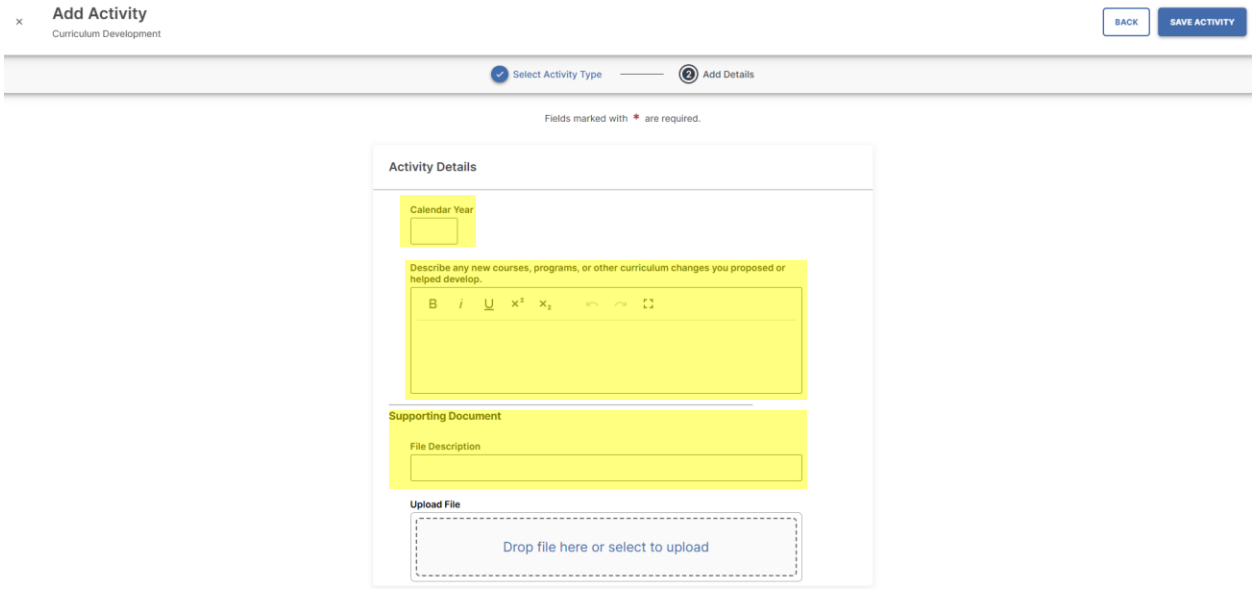


III. Directed Group Student Learning (e.g., field experience, service learning, study abroad)





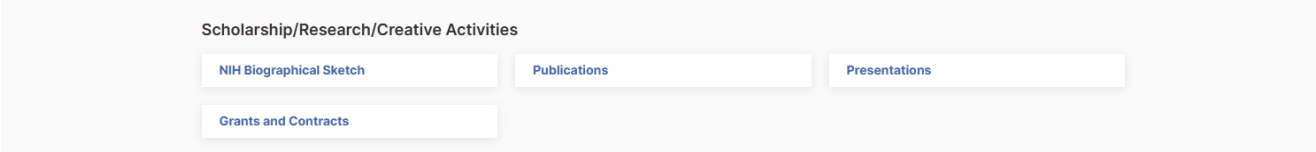
IV. Curriculum Development



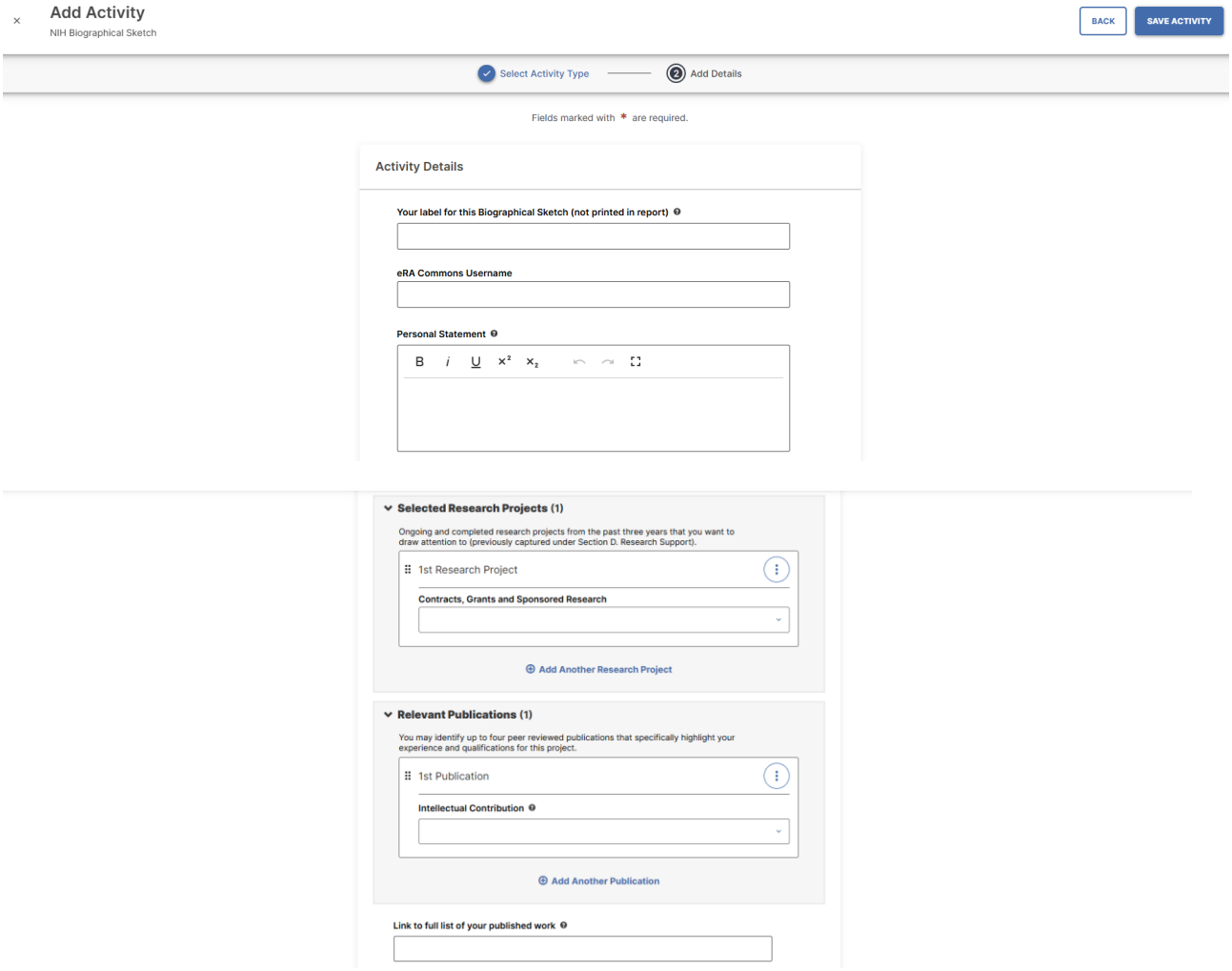
Scholarship/Research/Creative Activities

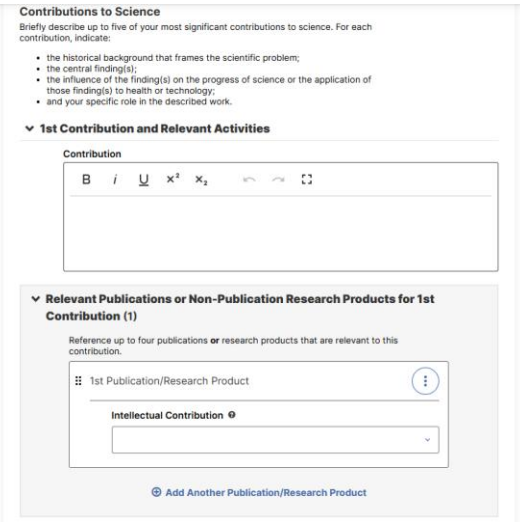
The Scholarship/Research/Creative Activities section is the third section under the main menu. This section includes the following subsections:

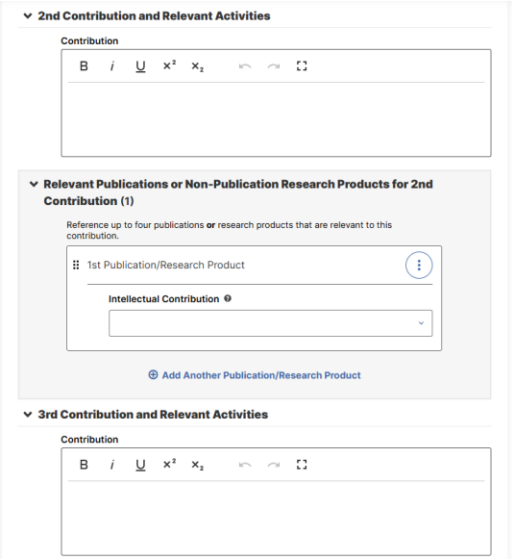
I. NIH Biographical Sketch
II. Publications
III. Presentations
IV. Grants and Contracts

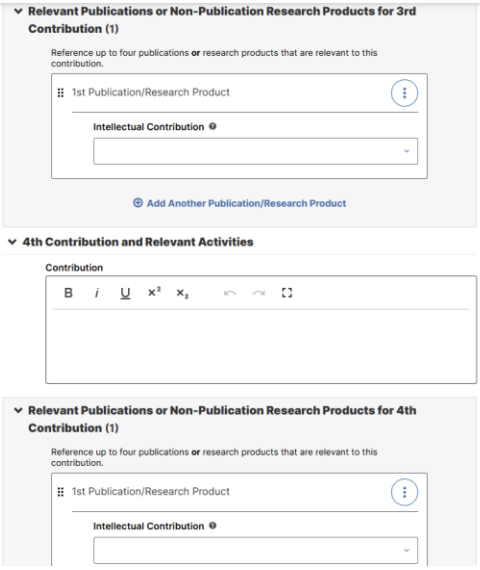


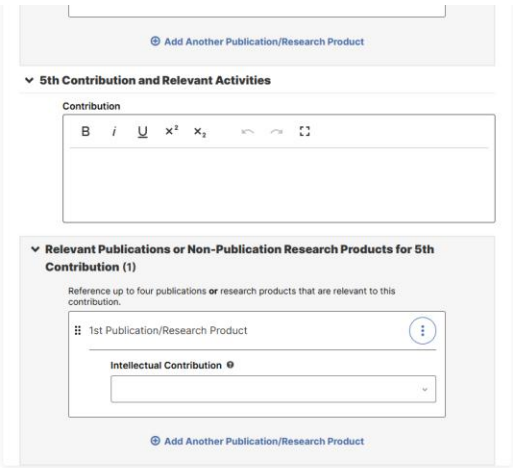
I. NIH Biographical Sketch




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 or research products that are relevant to this contribution.
1st Publication/Research Product
Intellectual Contribution
Add Another Publication/Research Product


2nd Contribution and Relevant Activities
Contribution
Relevant Publications or Non-Publication Research Products for 2nd Contribution (1)
Reference up to four publications or research products that are relevant to this contribution.
1st Publication/Research Product
Intellectual Contribution
Add Another Publication/Research Product
3rd Contribution and Relevant Activities
Contribution


Relevant Publications or Non-Publication Research Products for 3rd Contribution (1)
Reference up to four publications or research products that are relevant to this contribution.
1st Publication/Research Product
Intellectual Contribution
Add Another Publication/Research Product
4th Contribution and Relevant Activities
Contribution
Relevant Publications or Non-Publication Research Products for 4th Contribution (1)
Reference up to four publications or research products that are relevant to this contribution.
1st Publication/Research Product
Intellectual Contribution

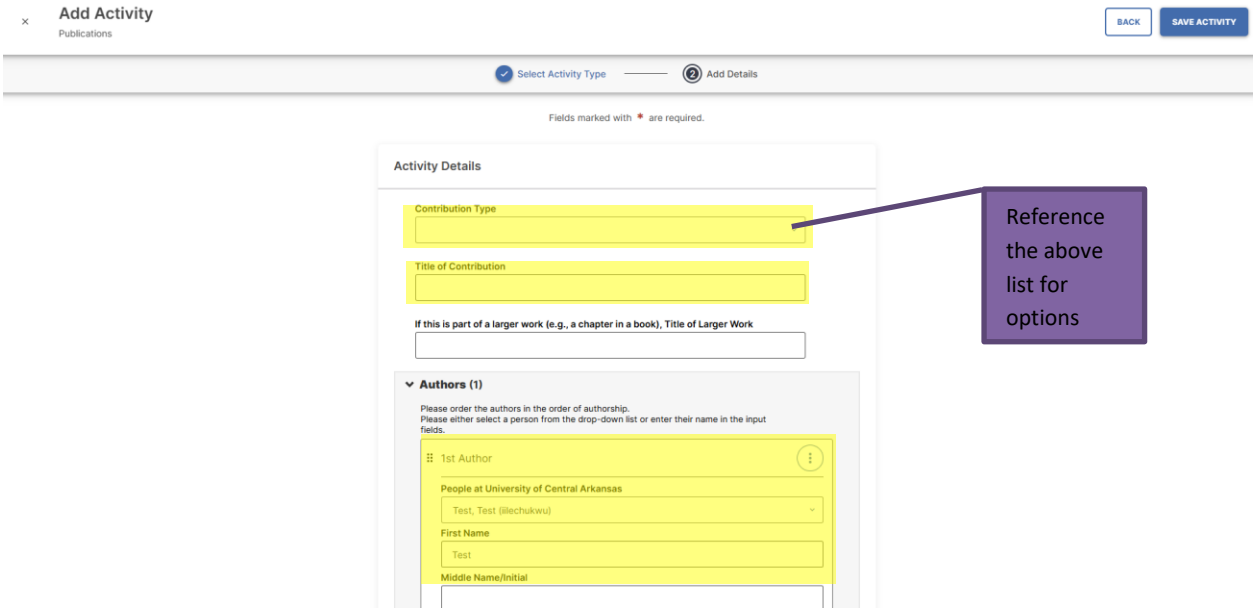


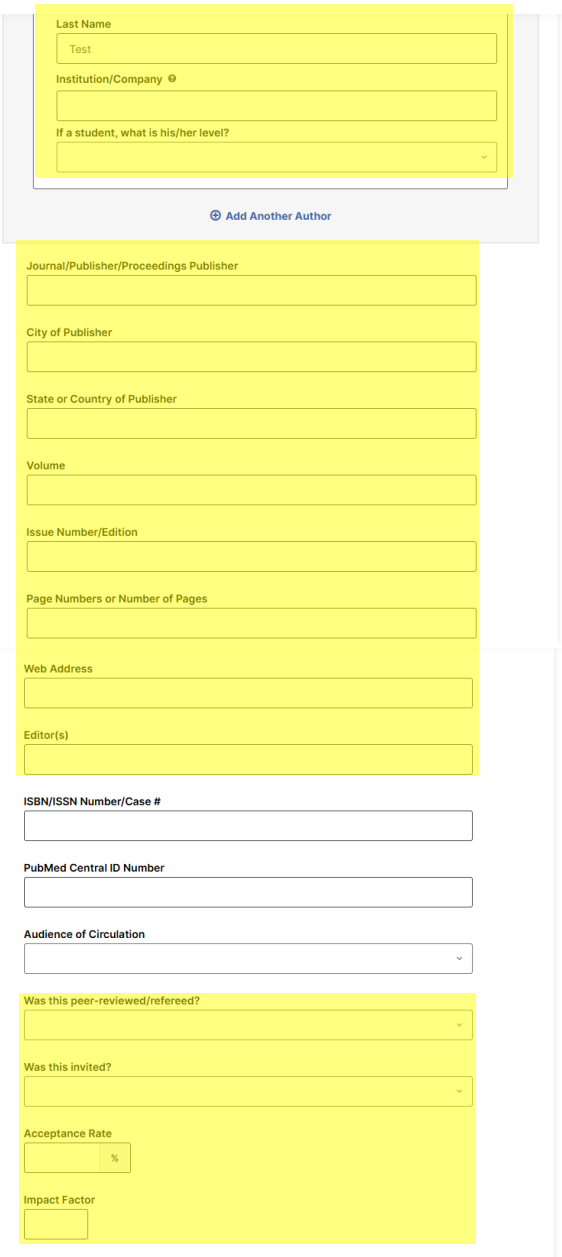
II. Publications

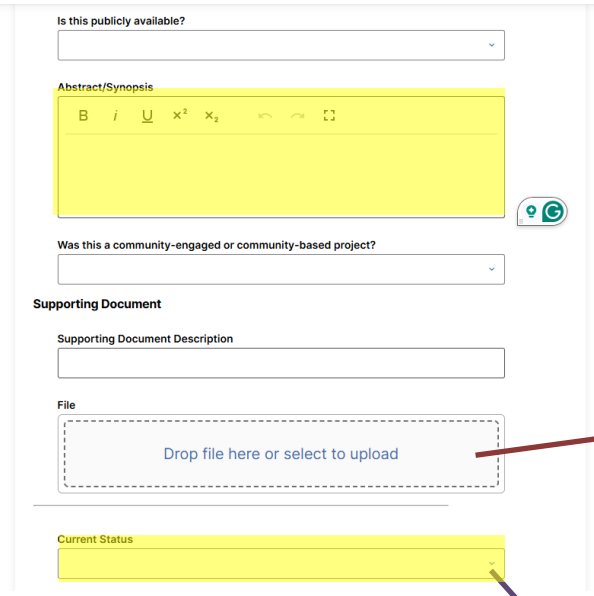
Contribution Types Options:

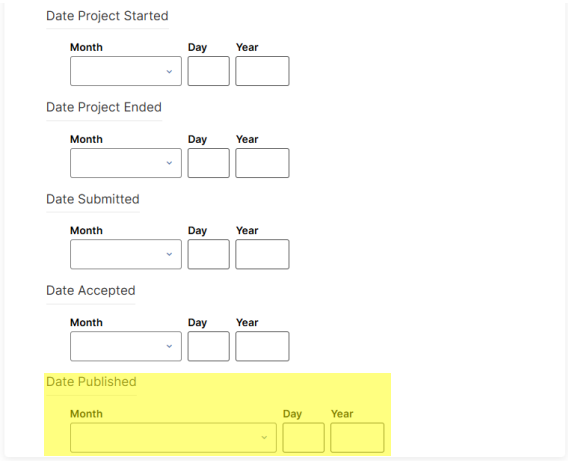
Art Works in Publication
Article in Academic Journal
Article in In-House Journal
Article in Professional Journal
Article in Public or Trade Journal
Book Review
Book, Nonfiction
Book, Novel
Book, Play
Book, Poetry
Book, Scholarly-New
Book, Scholarly-Revised
Book, Short Fiction
Book, Textbook-New
Book, 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




Last Name
Test
Institution/Company
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
Web Address
Editor(s)
ISBN/ISSN Number/Case #
PubMed Central ID Number
Audience of Circulation
Was this peer-reviewed/refereed?
Was this invited?
Acceptance Rate
%
Impact Factor





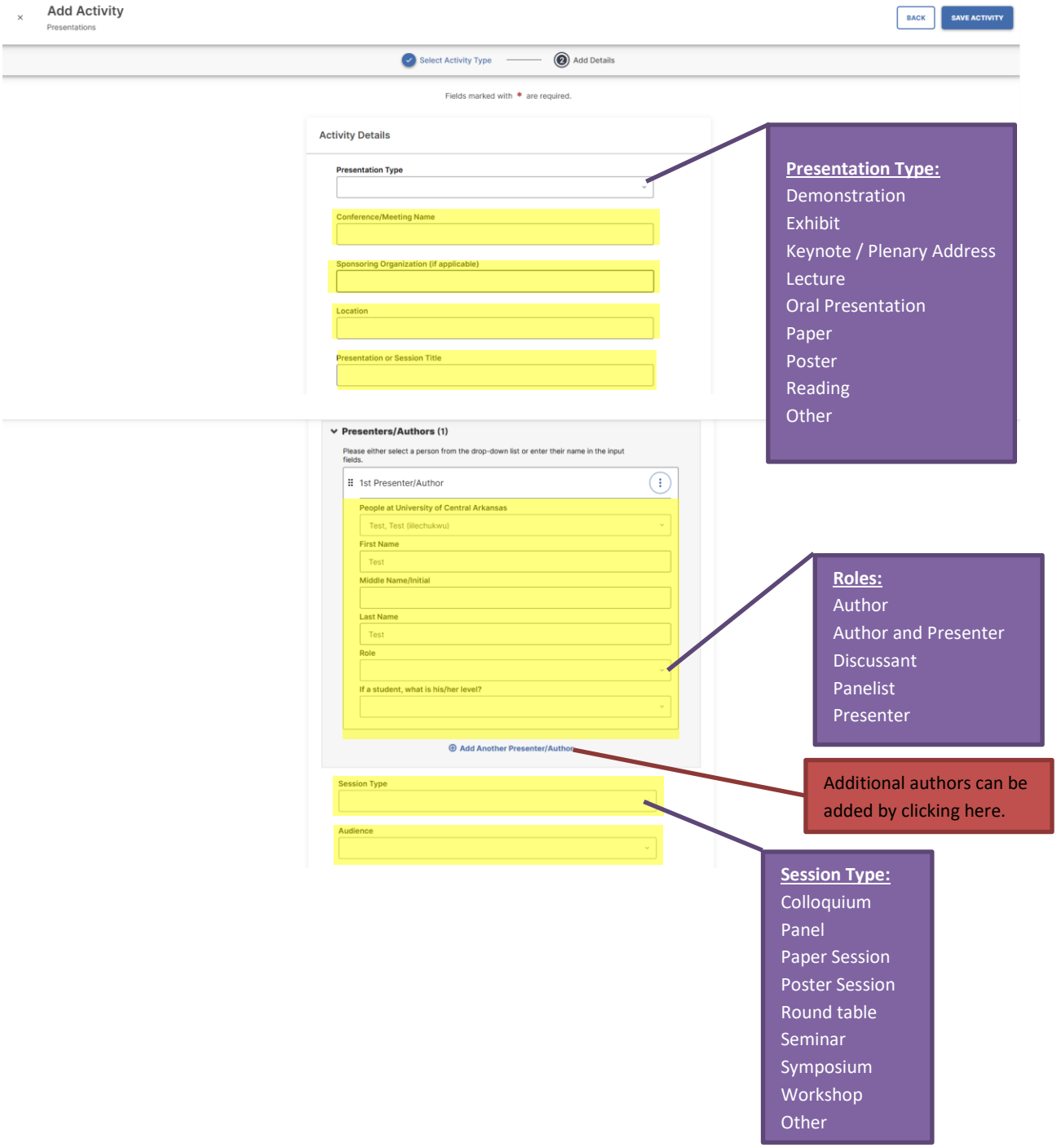
III. Presentations

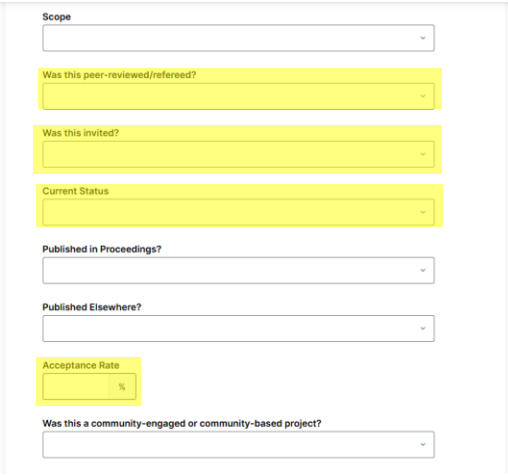
This screen contains similar information to publications but pertains to any presentations given.

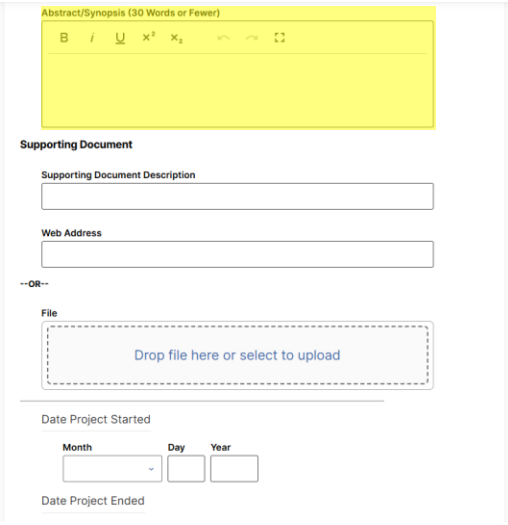
Examples:

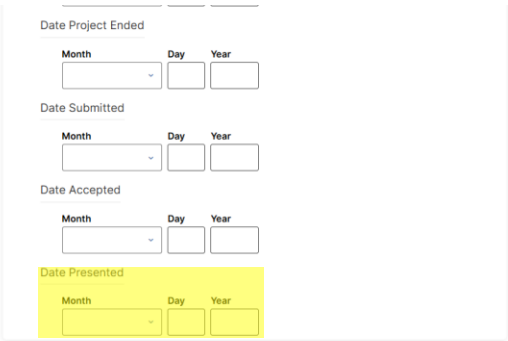
i. Presentations of applied research study/case to professional audiences are professional engagements that should be an “Oral Presentation” or “Lecture” presentation type.
ii. Presentation and development of continuing professional education or executive education programs should be “Oral Presentation,” “Lecture,” or “Demonstration” presentation type, and the appropriate role should be filled out.
iii. Presentations of referred or invited papers are typically of the 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.

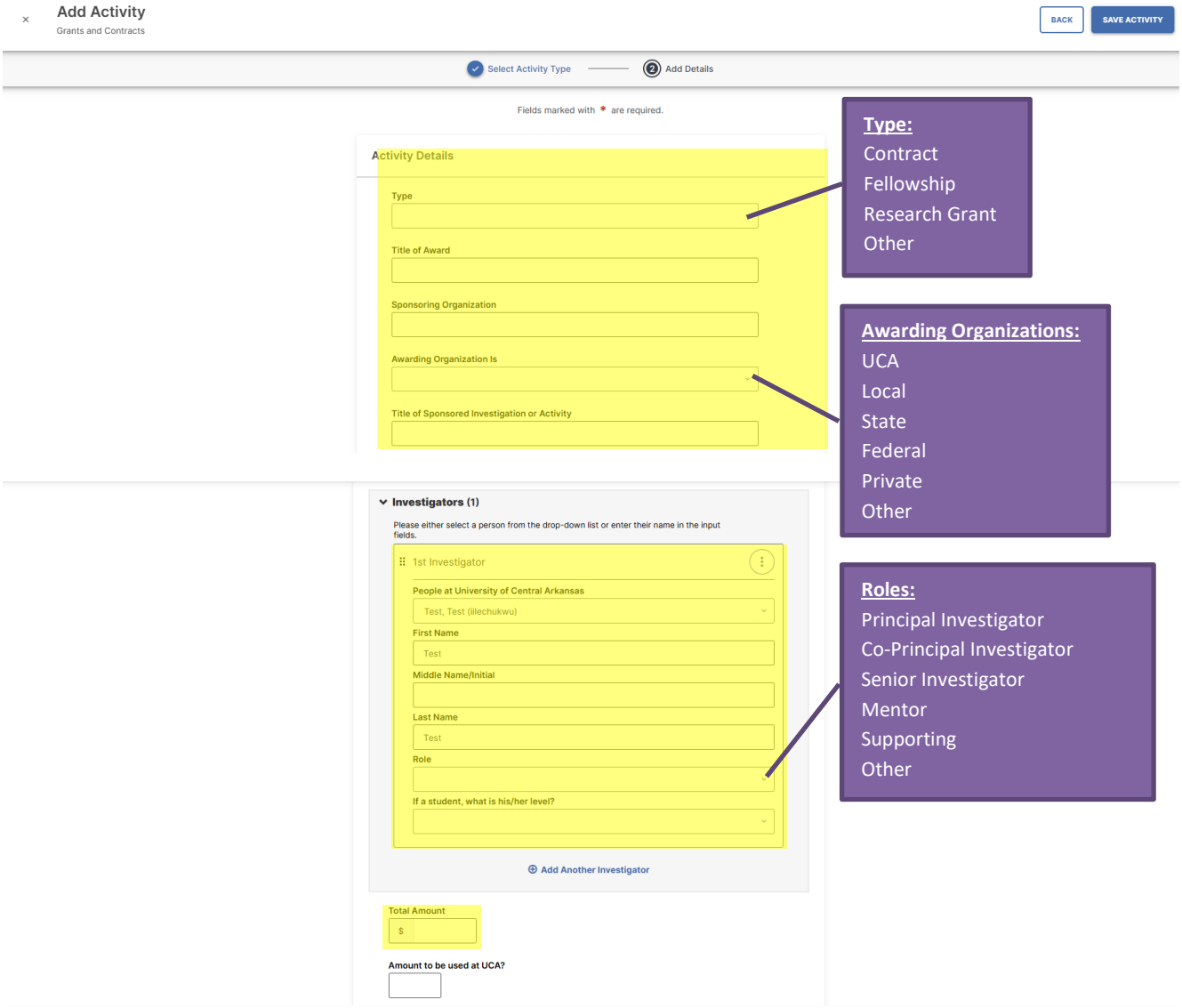


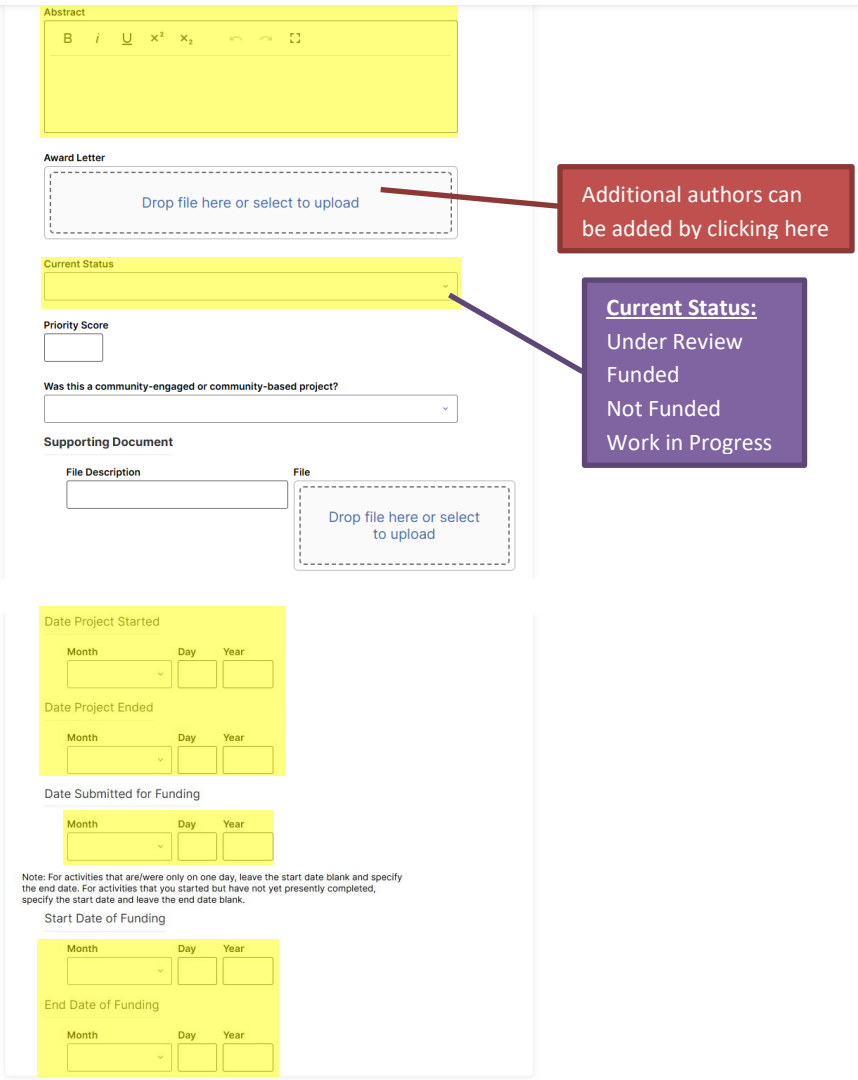

Scope
Was this peer-reviewed/refereed?
Was this invited?
Current Status
Published in Proceedings?
Published Elsewhere?
Acceptance Rate
%
Was this a community-engaged or community-based project?


Abstract/Synopsis (30 Words or Fewer)
Supporting Document
Supporting Document Description
Web Address
--OR--
File
Drop file here or select to upload
Date Project Started
Month
Day
Year
Date Project Ended


Date Project Ended
Month
Day
Year
Date Submitted
Month
Day
Year
Date Accepted
Month
Day
Year
Date Presented
Month
Day
Year

IV. Grants and Contracts



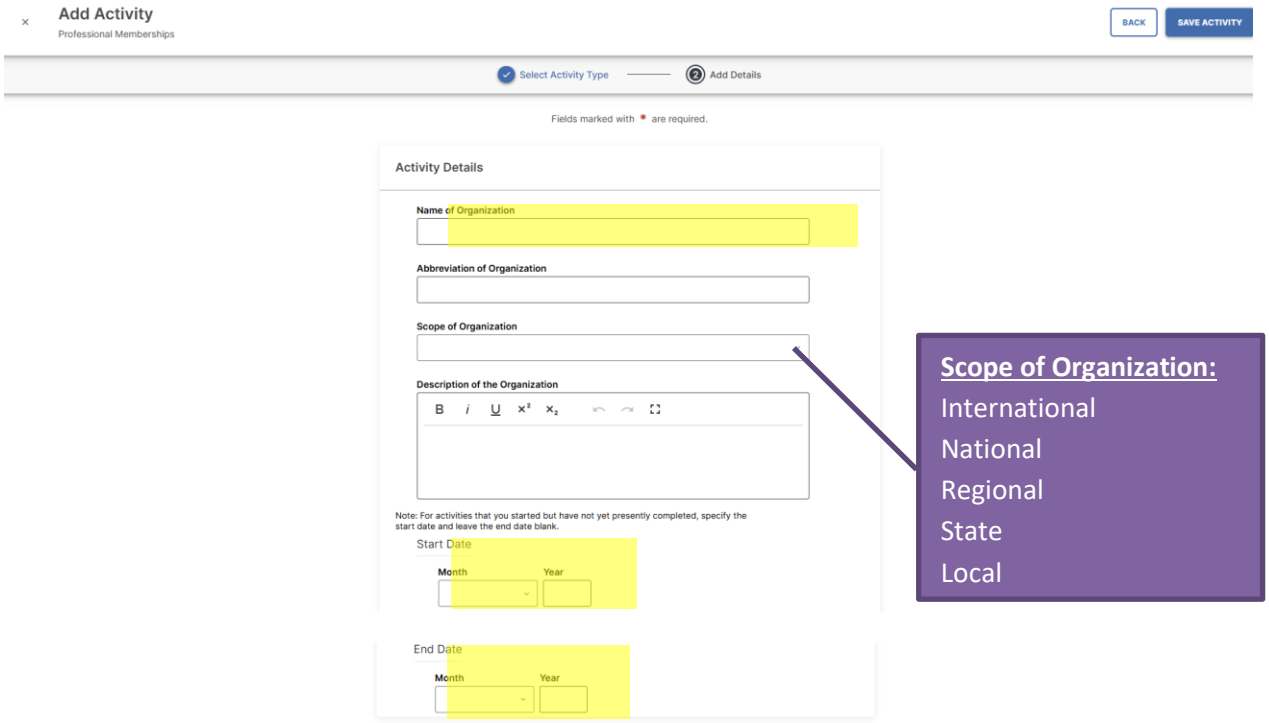

Abstract
Award Letter
Drop file here or select to upload
Additional authors can be added by clicking here
Current Status
Priority Score
Was this a community-engaged or community-based project?
Supporting Document
File Description
File
Drop file here or select to upload
Current Status:
Under Review
Funded
Not Funded
Work in Progress
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

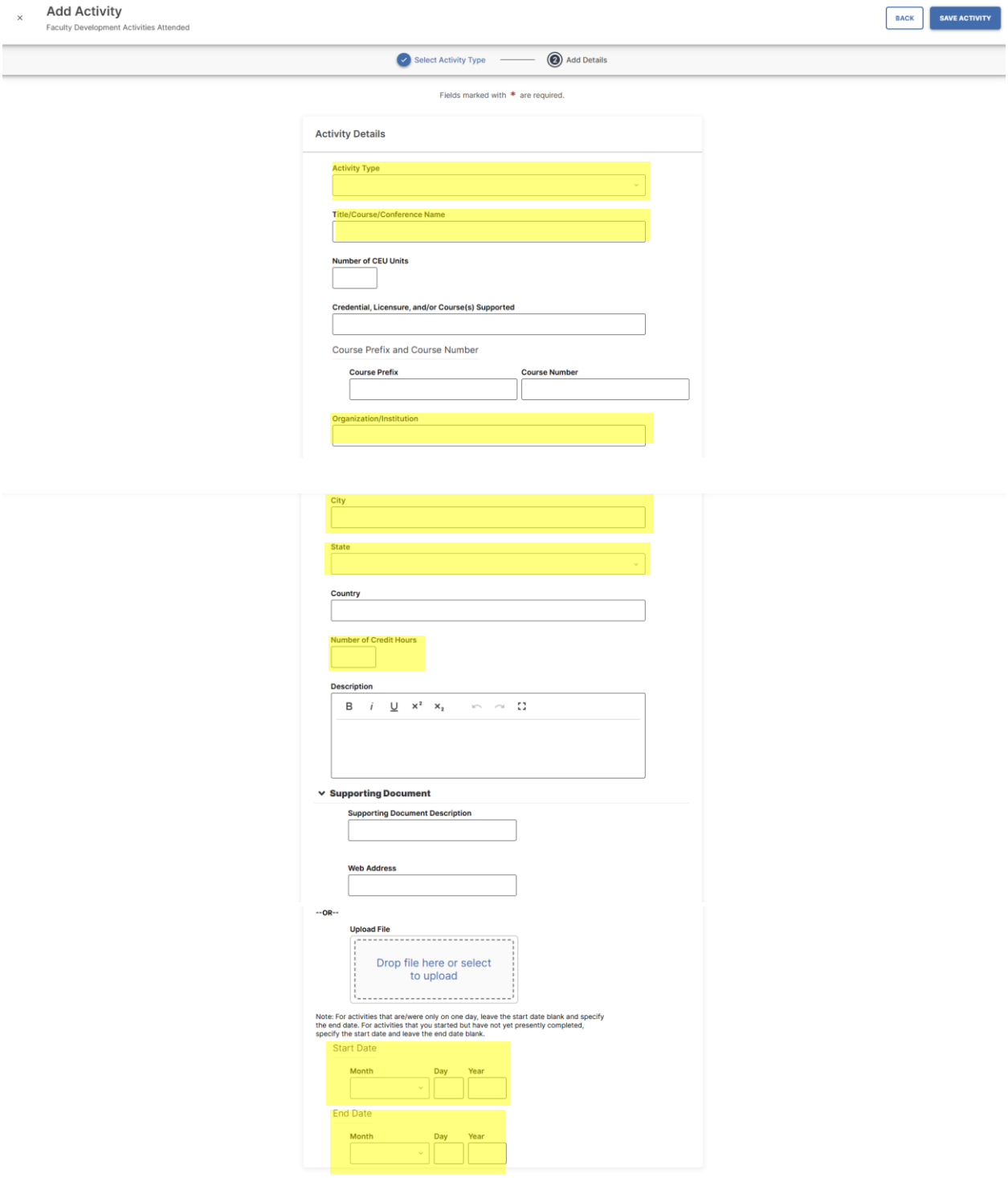
The Professional Development and Recognition section is the fourth section under the main menu. This section includes the following subsections:

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

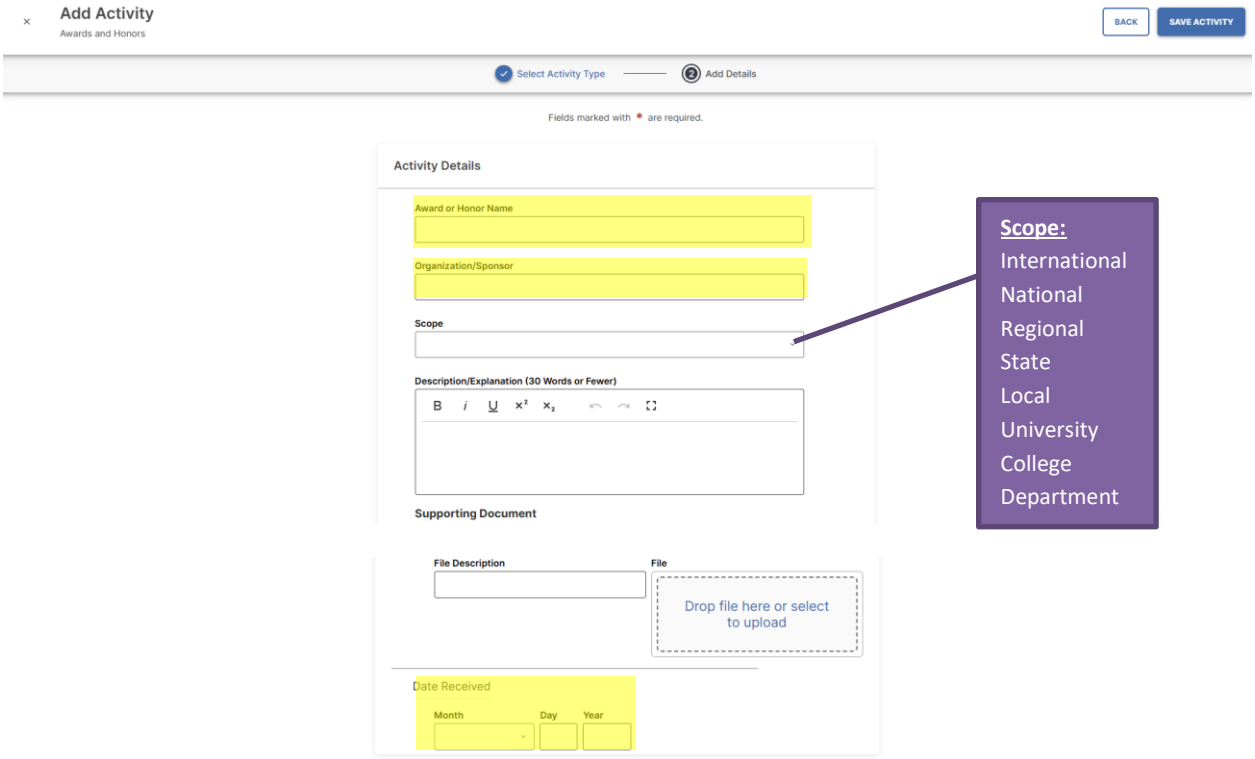
I. Professional Memberships



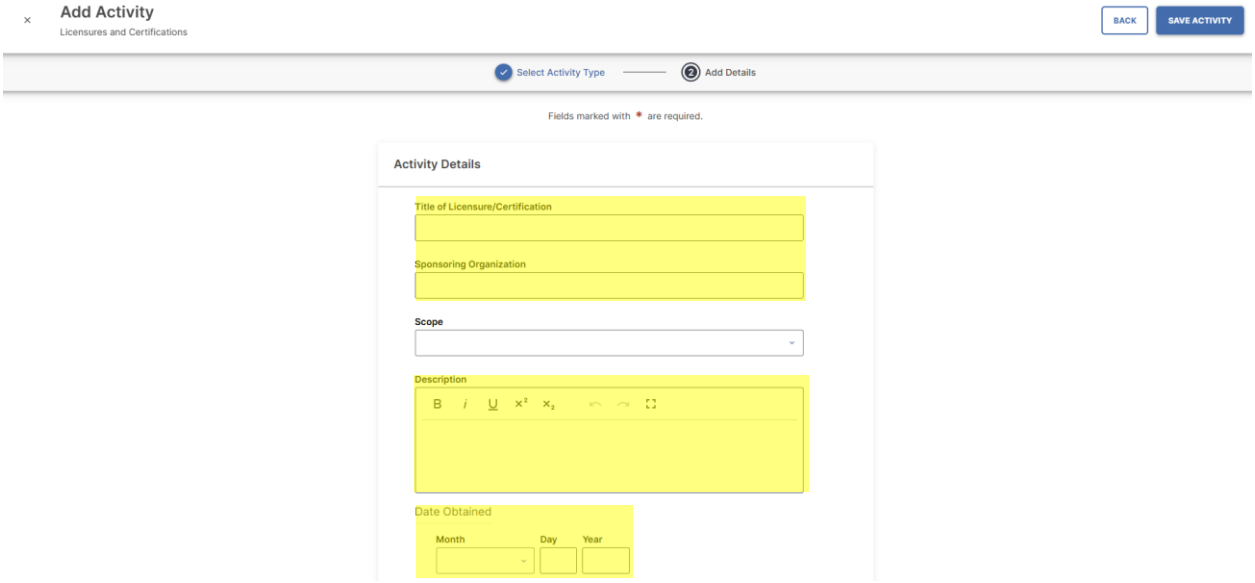
II. Faculty Development Activities Attended

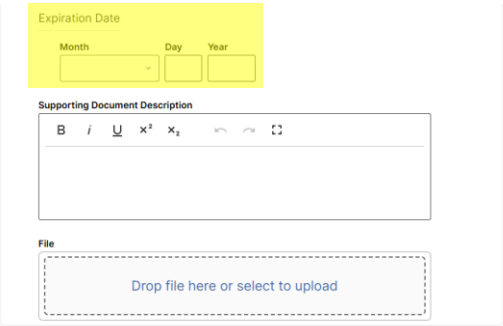


III. Awards and Honors



IV. Licensures and Certifications

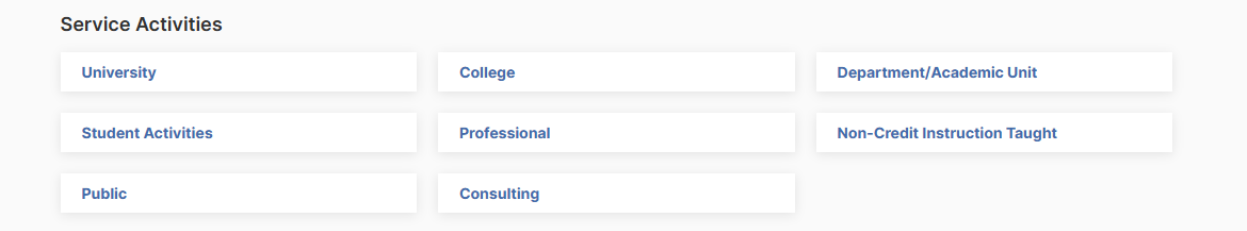




Service Activities

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

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



I. University

This screen holds information on involvement in university-wide committees, programs, and organizations. The service is considered "University" if representatives from other colleges are participating, or you are representing the entire university and not just your college or department. It is important to note that if your position/role in a group doesn't change and your service dates cover multiple years, do not make a separate item for each year in service to that group while in the same role. If your role changes, then a separate item should be created.

Committee/Program/Organization Name:
Academic Adjustments and Appeals Committee
Academic Assessment Committee
Academic Integrity and Discipline Committee
Affirmative Action Advisory Committee
Athletic Committee
Bear Facts Day/Bear Fair

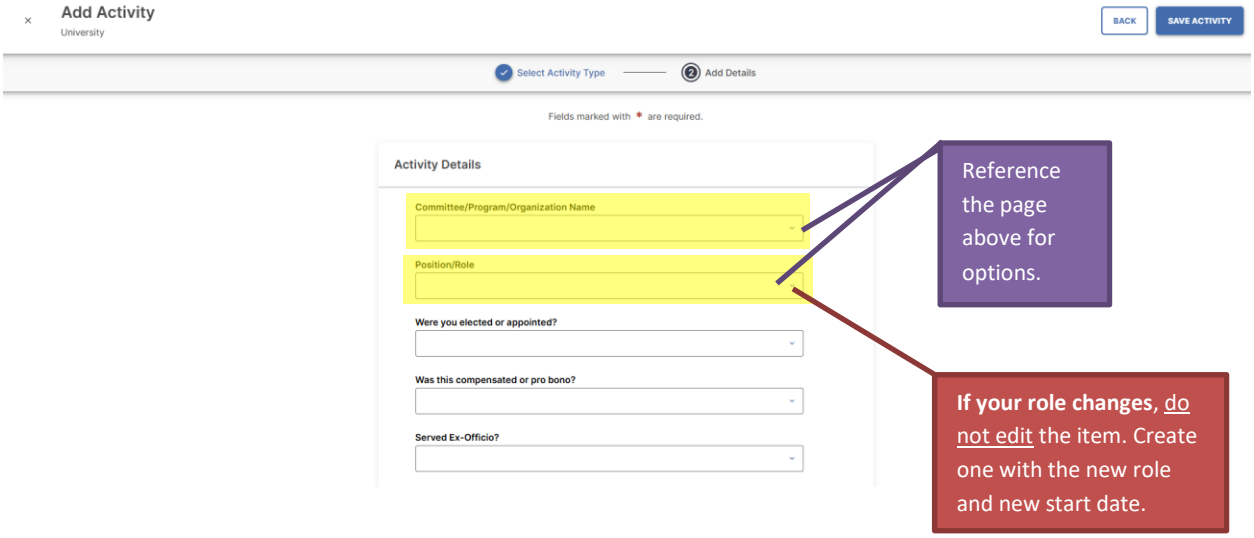
Career Fair
Committee on Committees
Disabilities Grievance Committee
Distance Education/Extended Learning Advisory Committee
Diversity Advisory Committee
Employee Benefits Advisory Committee
Faculty Development Committee
Faculty Emeritus/Emerita Committee
Faculty Grievance Committee
Faculty Handbook Committee
Faculty Hearing Committee
Faculty Salary Review Committee
Faculty Scholars Committee
Faculty Senate
Financial Aid Committee
Graduate Council
Health and Wellness Promotion Committee
Honorary Degree Committee
Honors Council
Housing Exemptions Committee
Information Services Advisory Committee
Institutional Animal Use and Care Committee
Institutional Review Board
Library Committee
Majors Fair
Professional Education Council
Public Appearances Committee
Public Art Committee
Public Service Award Committee
Radiation Safety Committee
Research, Scholarship, and Creative Activity Award Committee
Sabbatical Leave Review Committee
Scholarship Committee
Sexual Harassment Complaint Committee
SPARC
Sponsored Programs Advisory Committee
Strategic Budget Advisory Committee
Strategic Planning Committee
Student Center Board
Student Evaluation of Teachers Committee
Student Grievance Committee
Student Life Committee
Student Success and Retention Council
Sustainable Environment and Ecological Design Committee
Teaching Excellence Committee
Traffic and Parking Committee
UCA Core Council
Undergraduate Council
University Admissions Committee
University Calendar Committee
University Research Council
University Safety Committee
Other

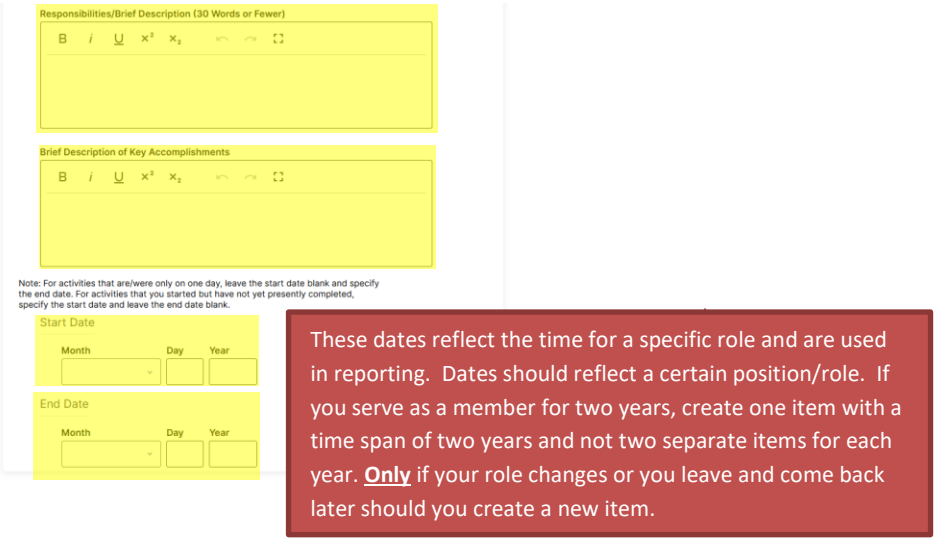
Position/Role Options:

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

Senator
Session Chair

Vice-President
Workshop Organizer Other





II. College

Information about college-level committees, programs, and organizations can be stored here. It is 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 an individual item should be created.

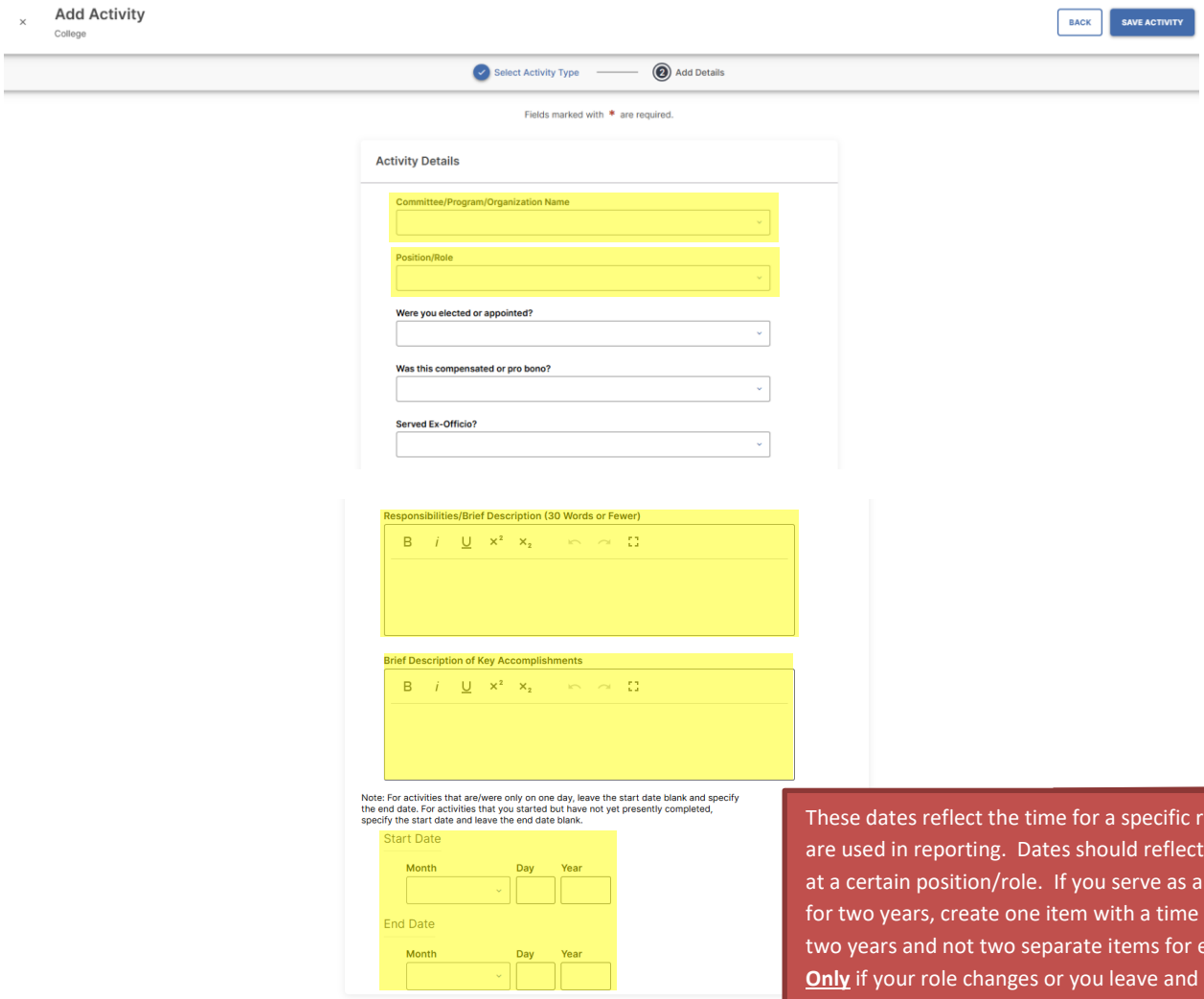
Committee/Program/Organization Name:

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
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
CSE Curriculum & Assessment Committee
CSE Outstanding Student Award Committee
CSE Research Committee
CSE Tenure & Promotion Committee
Education for Diversity and Global Engagement (EDGE) Committee
HPaW Taskforce
Interdisciplinary Liberal Studies (ILS) Degree Committee
Other

Position/Role Options:

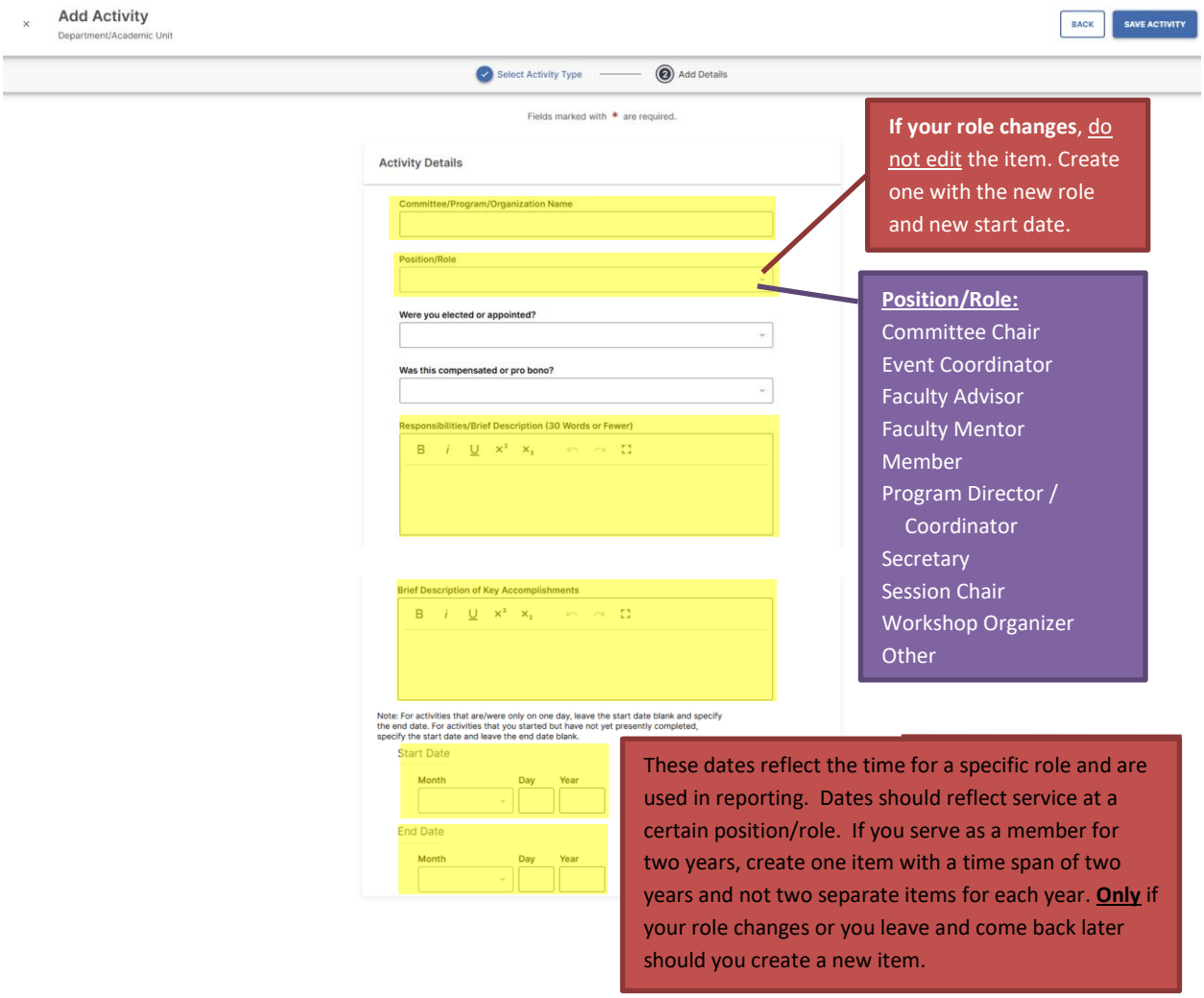
Committee Chair
Event Coordinator
Faculty Advisor
Faculty Mentor
Guest Speaker
Member
Program Director
Secretary
Session Chair
Workshop Organizer
Other



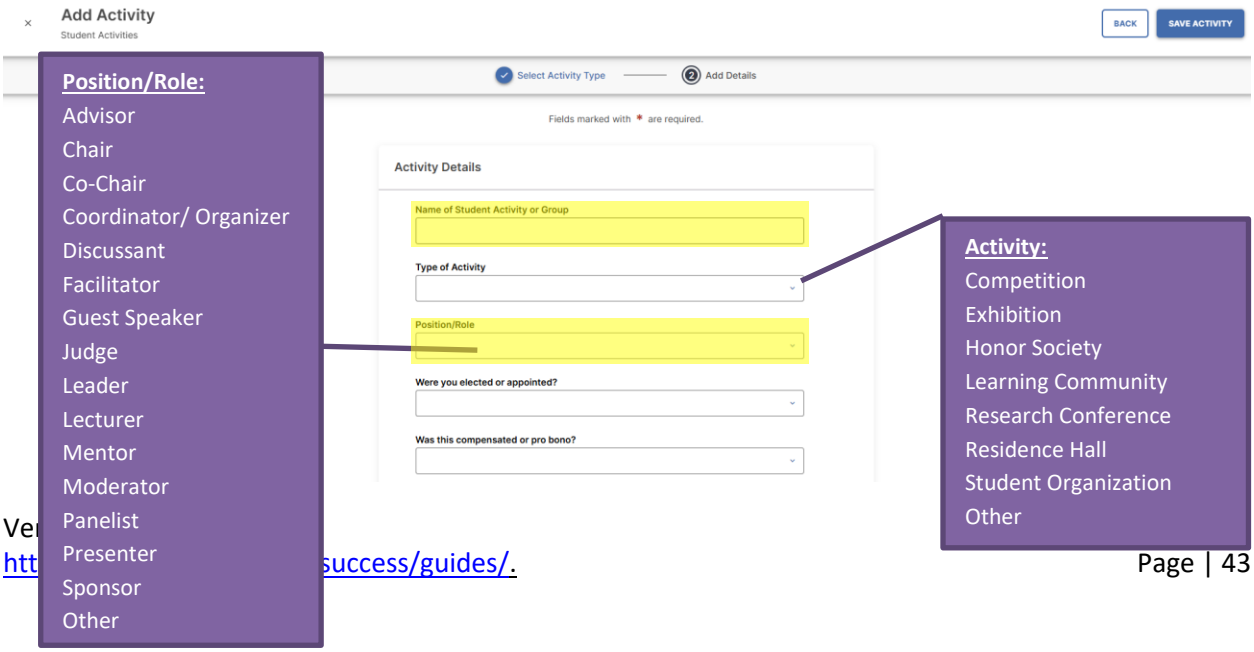
These dates reflect the time for a specific role and are used in reporting. Dates should reflect service at a certain position/role. If you serve as a member for two years, create one item with a time span of two years and not two separate items for each year. **Only** if your role changes or you leave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



IV. Student Activities



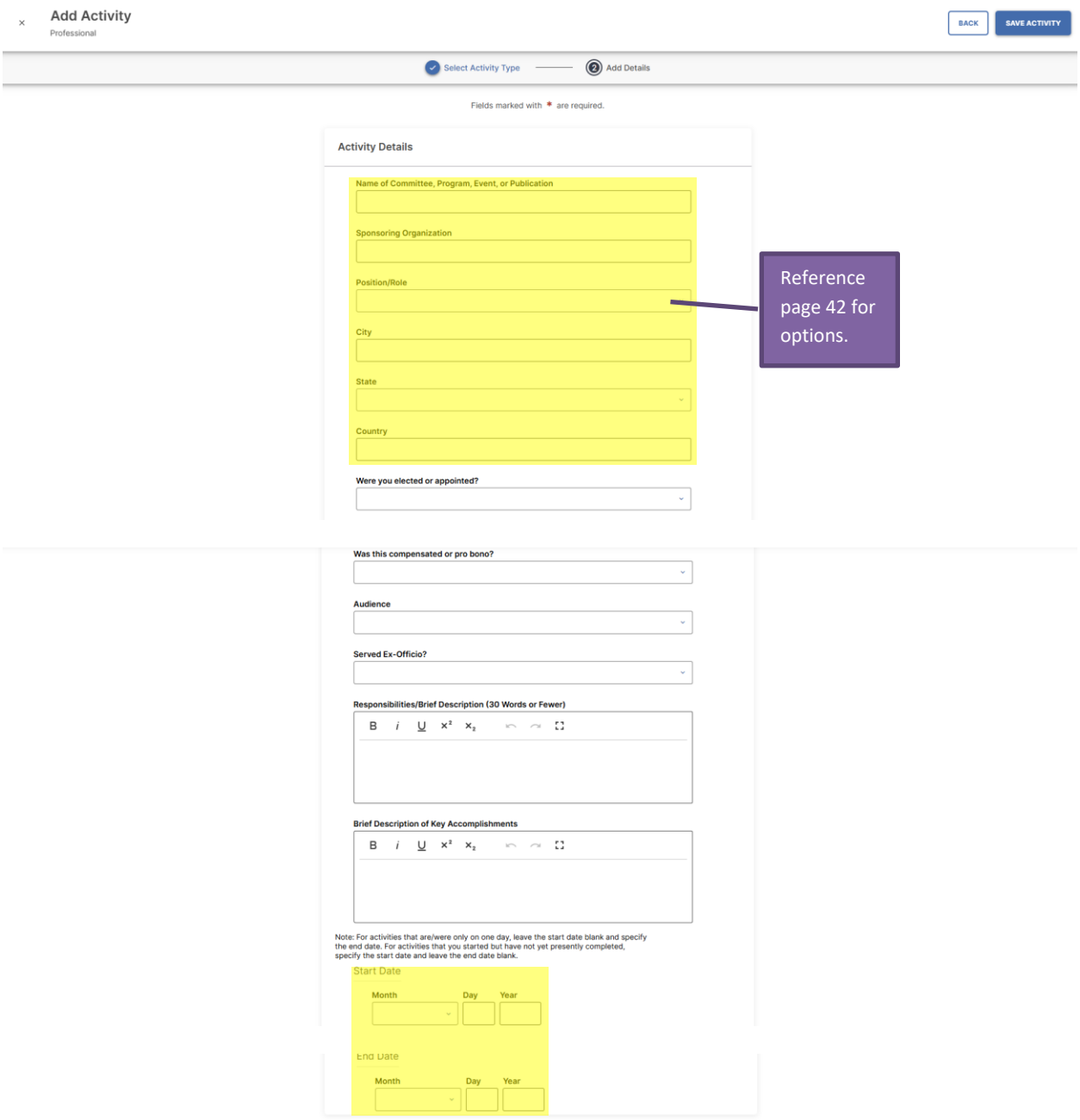
Ver
htt success/guides/.

V. Professional

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

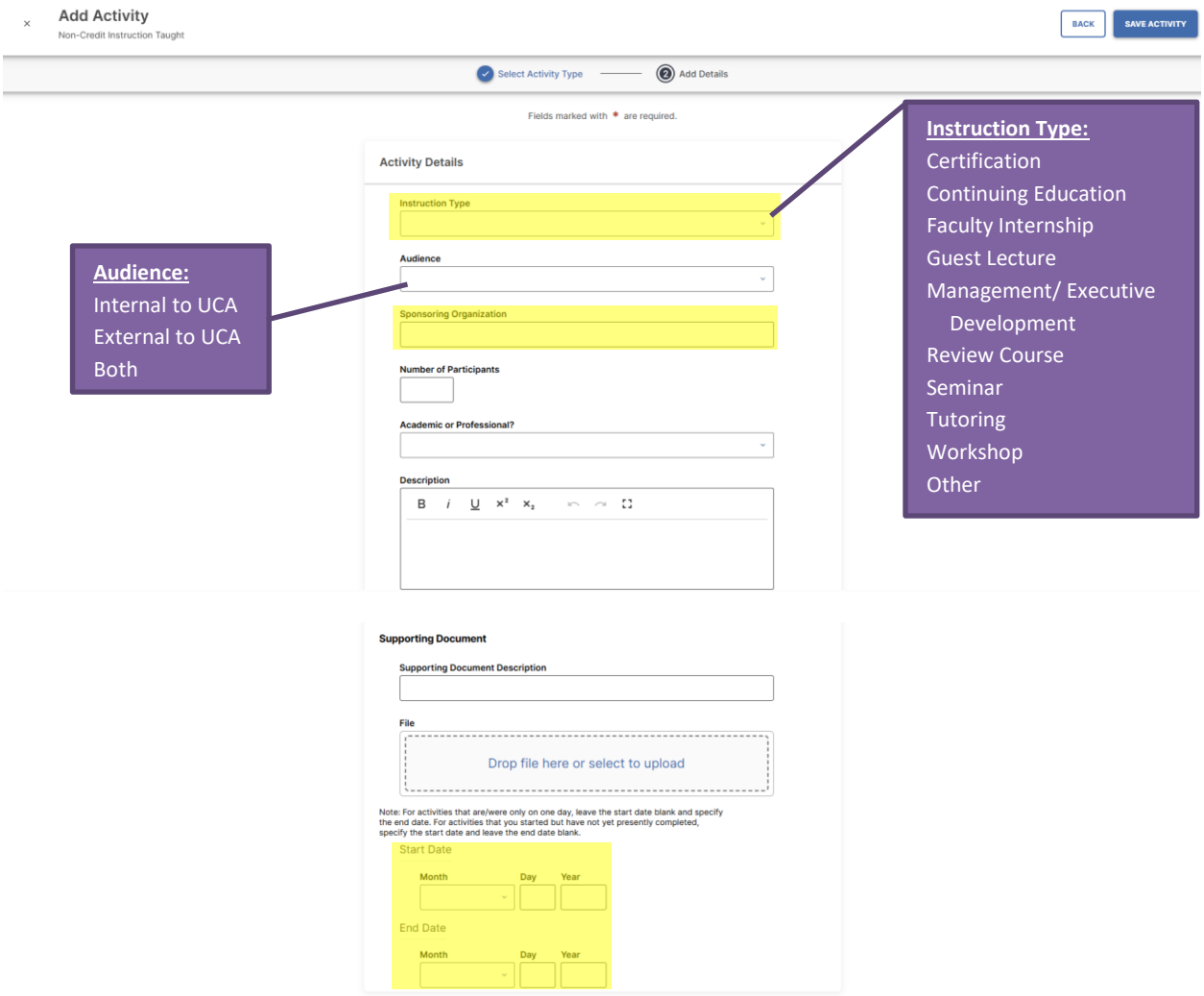
Position/Role Options:

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



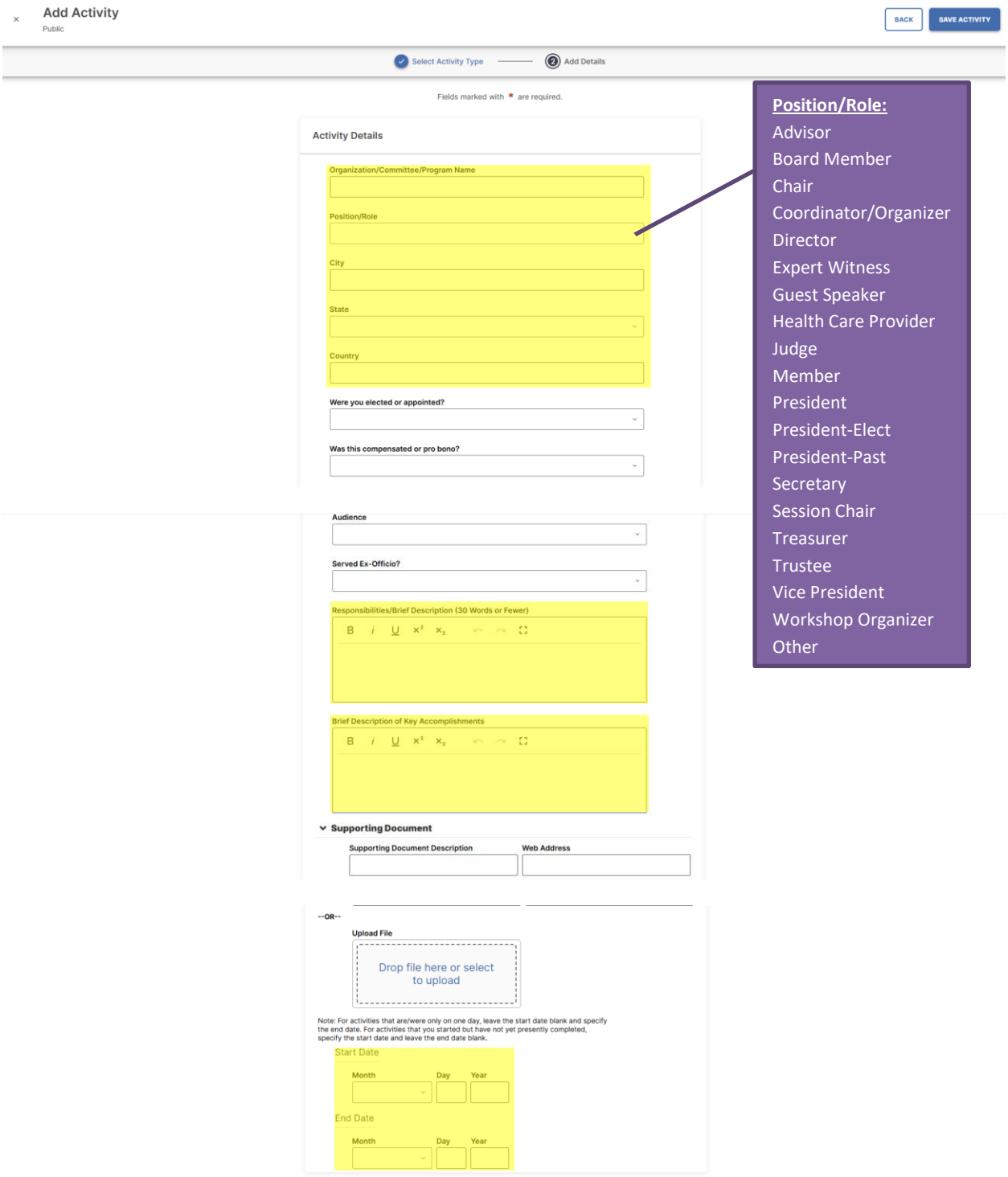
VI. Non-Credit Instruction Taught

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.

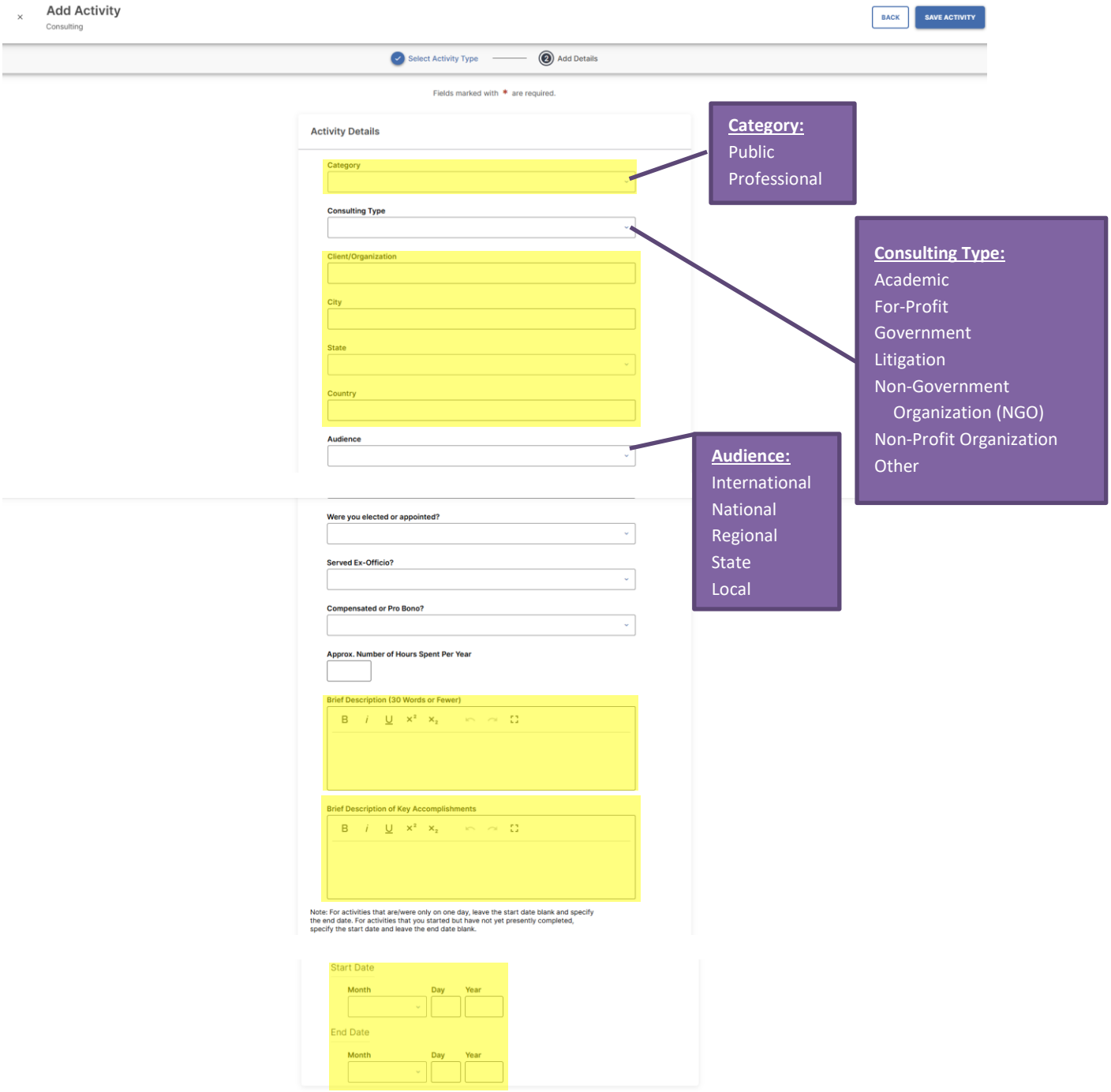


VII. Public

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.


Add Activity
Public
BACK
SAVE ACTIVITY
Select Activity Type
Add Details
Fields marked with * are required.
Activity 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)
Brief Description of Key Accomplishments
Supporting Document
Supporting Document Description
Web Address
--OR--
Upload File
Drop file here or select to upload
Note: For activities that are/were only on one day, leave the start date blank and specify the end date. For activities that you started but have not yet presently completed, specify the start date and leave the end date blank.
Start Date
Month
Day
Year
End Date
Month
Day
Year
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

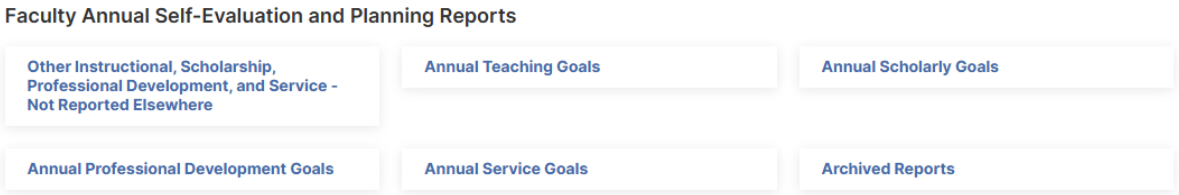
VIII. Consulting



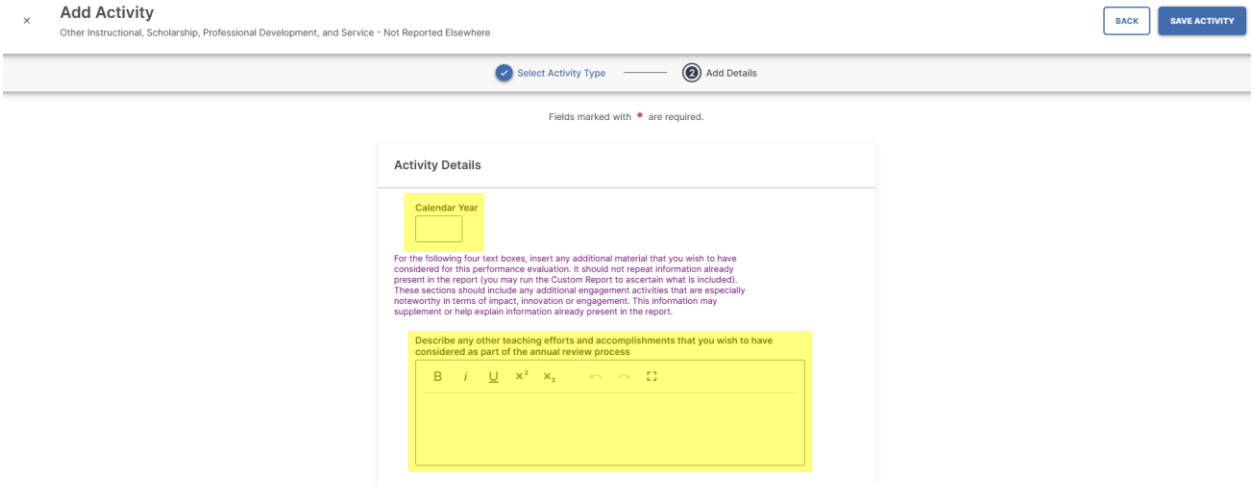
Faculty Annual Self-Evaluation and Planning Reports

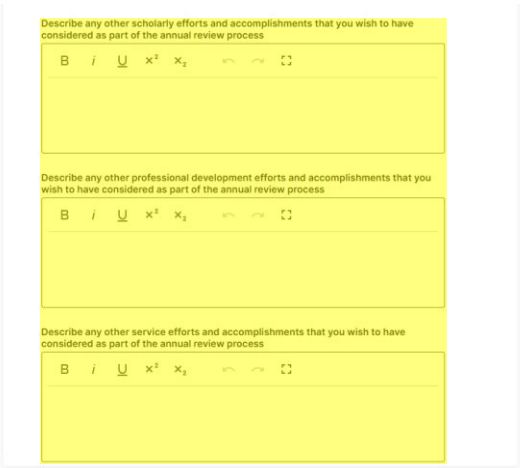
The Faculty Annual Self-Evaluation and Planning Reports section is located under the sixth item in the main menu. This section includes the following subsections:

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

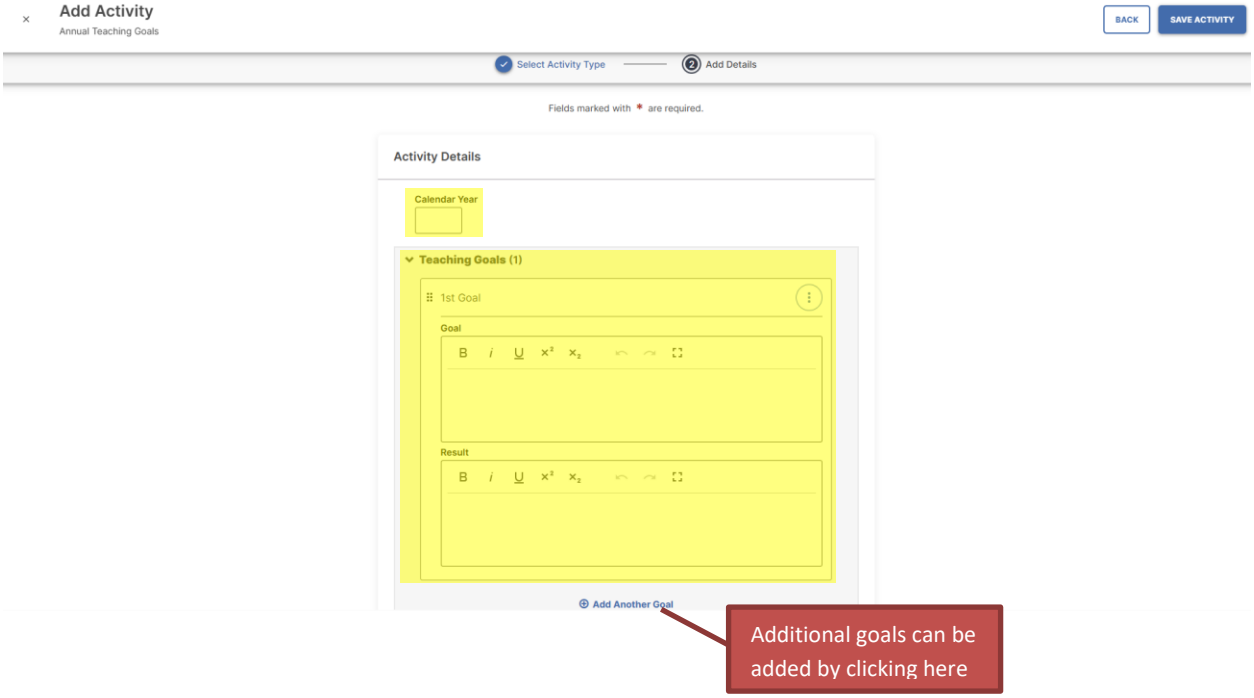


I. Other Instructional, Scholarship, Professional Development, and Service - Not Reported Elsewhere

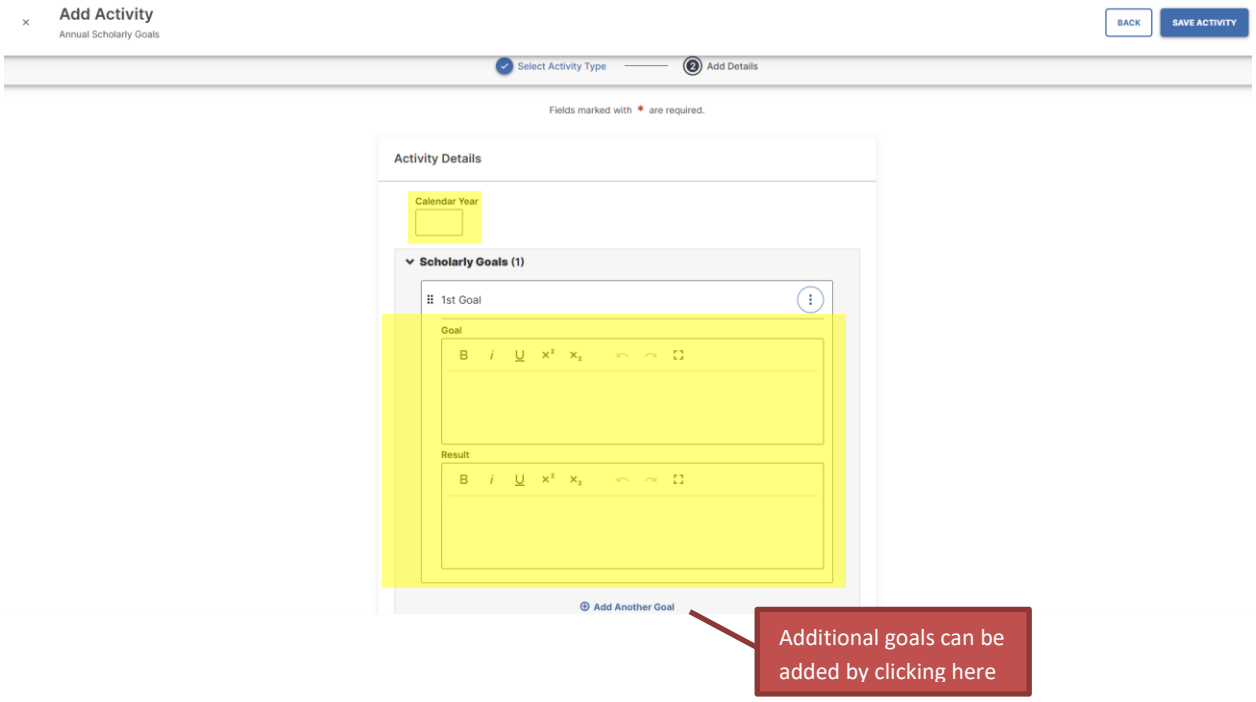




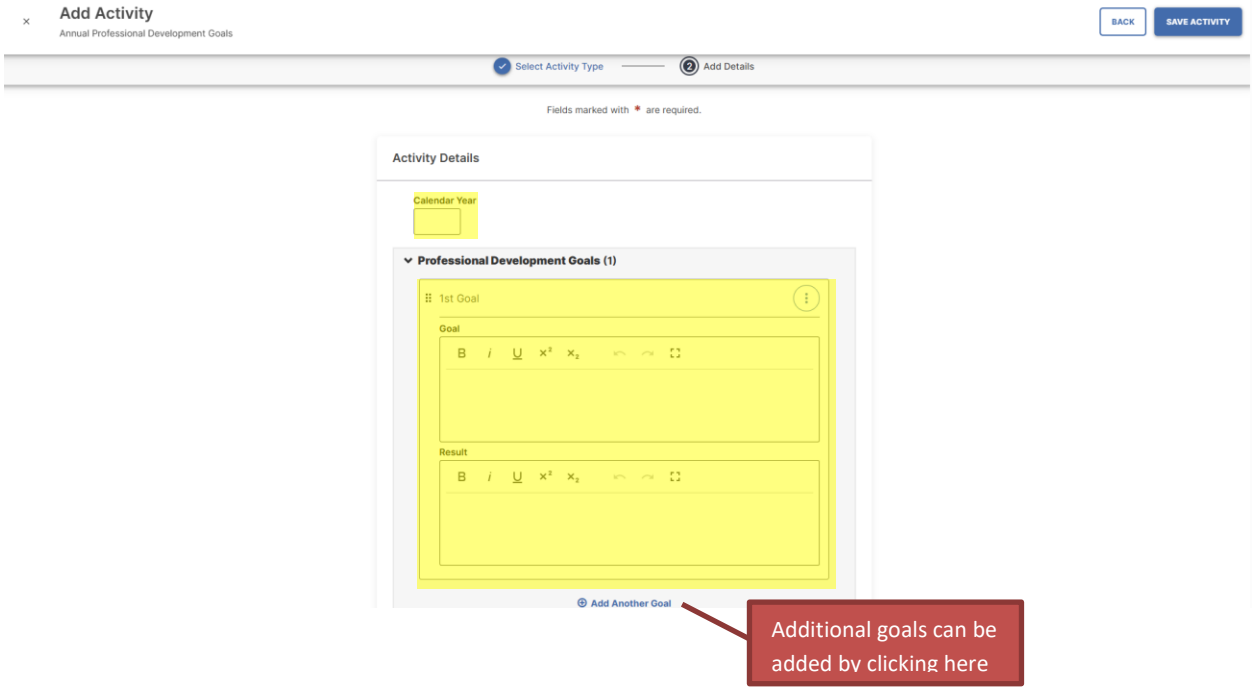
II. Annual Teaching Goals



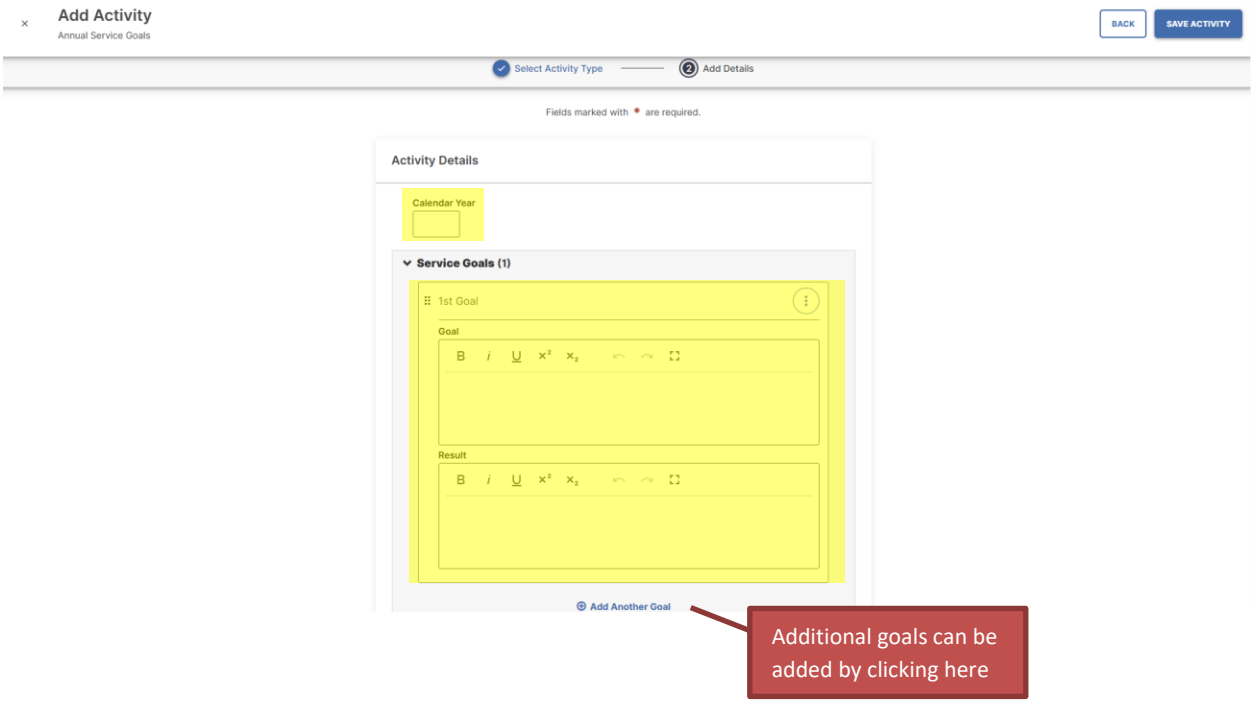
II. Annual Scholarly Goals



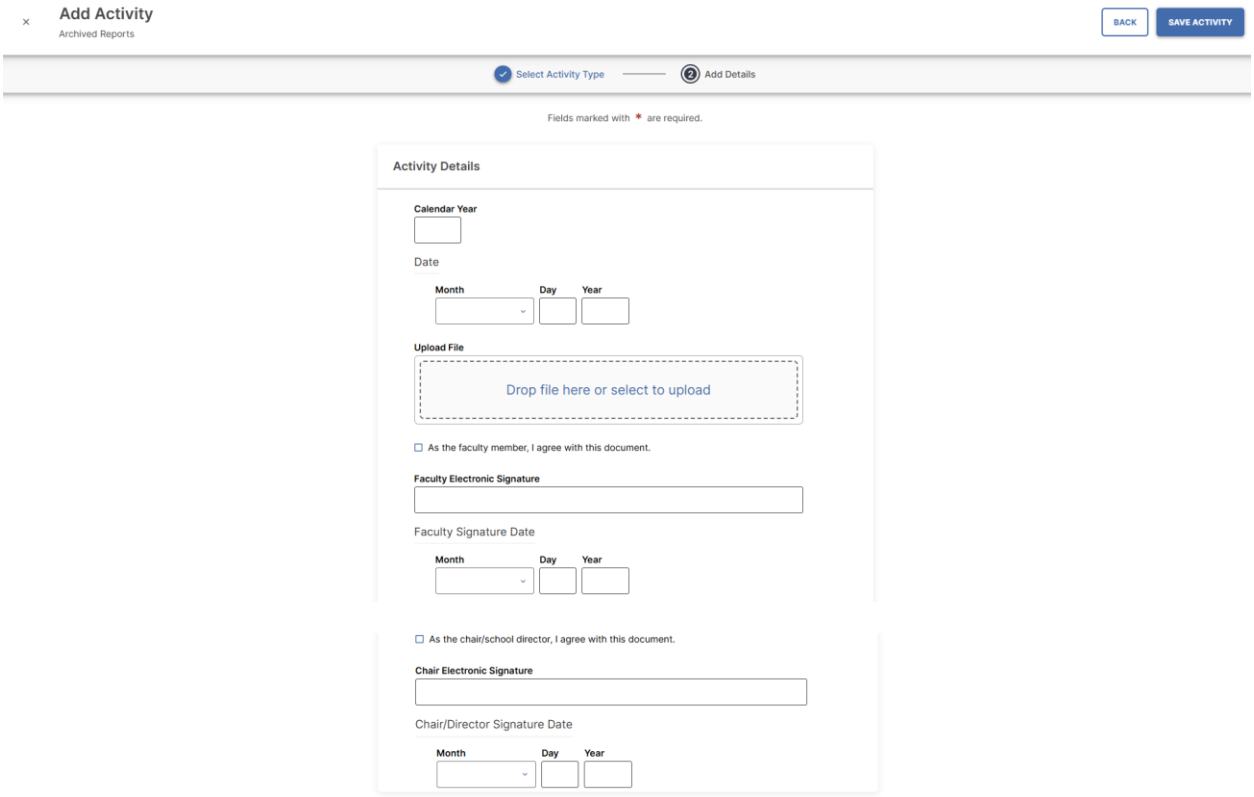
III. Annual Professional Development Goals



IV. Annual Service Goals



VII. Archived Reports



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