



# 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

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 <sup>Ⓢ</sup>  
Test

Preferred First Name  
\_\_\_\_\_

Middle Name <sup>Ⓢ</sup>  
\_\_\_\_\_

Last Name <sup>Ⓢ</sup>  
Test

Suffix <sup>Ⓢ</sup>  
\_\_\_\_\_

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

E-Mail Address <sup>Ⓢ</sup>  
llechukwu@cub.uca.edu

Building Where Your Office is Located  
Torreyson Library

#### 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  
Doyle 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 <sup>Ⓐ</sup>

Day <sup>Ⓐ</sup>

Year <sup>Ⓐ</sup>

Gender <sup>Ⓐ</sup>

Race/Ethnicity <sup>Ⓐ</sup> <sup>Ⓢ</sup>

U.S. Citizen or Permanent Resident? <sup>Ⓐ</sup>

Brief Biography (30 Words or Fewer)

Teaching Interest(s)

Scholarship/Research Interest(s) <sup>Ⓢ</sup>

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

University of Central Arkansas

TT  
Test Test

Home

My Profile

CV Imports

Reports

**Edit Permanent Data** Verify the fields on this screen. If changes are needed, contact the OIR at oir@uca.edu or by phone at 479-575-2222.

**Start Date at University of Central Arkansas**

Month Day Year

Tenure Decision Date

Month Day Year

**Ranks Held as UCA (1)**

**1st Rank**

Rank Assistant Professor

Start Date

Month Day Year

August 16 2014

End Date

Month Day Year

## 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     | Assistant Professor | Non-Tenure Track |
| 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

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

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: October 20, 2025  
Last Saved: October 20, 2025

CLOSE

#### IV. Education

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

←

Education

Search...

SEARCH

Search Tips

Rapid Reports

ADD NEW

DELETE

DUPLICATE

COMPARE

SELECT COLUMNS

←

→

Filters: None

| <div><input type="checkbox"/></div> DEGREE                                | EXPLANATION OF "OTHER" | INSTITUTION                    | HIGHEST OR QUALIFYING DEGREE? | TERMINAL DEGREE? | YEAR, DATE COMPLETED |
|---|------------------------|--------------------------------|-------------------------------|------------------|----------------------|
| <div><input type="checkbox"/></div> <div><div><div>🔒</div>PHD</div></div> |                        | University of Central Arkansas |                               | Yes              | 2012                 |
| <div><input type="checkbox"/></div> <div><div><div>🔒</div>MS</div></div>  |                        | University of Central Arkansas |                               | Yes              | 2009                 |
| <div><input type="checkbox"/></div> <div><div><div>🔒</div>BS</div></div>  |                        | 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<sup>2</sup> x<sub>2</sub> ↶ ↷ ↻

⊕ 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.

Version

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

November 18, 2025

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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

| <input type="checkbox"/> | TERM, TERM AND YEAR | YEAR, TERM AND YEAR | COURSE NAME                   | COURSE PREFIX | COURSE NUMBER | CRN    | COUNT OF ROWS, INSTRU... |
|--------------------------|---------------------|---------------------|-------------------------------|---------------|---------------|--------|--------------------------|
| <input type="checkbox"/> | Fall                | 2020                | APPLIED CALCULUS FOR LIFE SCI | MATH          | 1491          | 12345  | 1                        |
| <input type="checkbox"/> | Fall                | 2020                | COLLEGE ALGEBRA               | MATH          | 1390          | 12346  | 1                        |
| <input type="checkbox"/> | Fall                | 2016                | APPLIED CALCULUS FOR LIFE SCI | MATH          | 1491          | 012345 | 1                        |
| <input type="checkbox"/> | 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

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

Number of Students Earning a D

1

Number of Students Earning an F

0

Number of Students Withdrawing (W/WF/WP)

0

Number of Students with an Other Grade

0

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

CLOSE

VI. Evaluation Results

← Evaluation Results

Q Search...

SEARCH

Search Tips

Rapid Reports

ADD NEW

DELETE

DUPLICATE

COMPARE

SELECT COLUMNS

←

→

Filters: None

| <input type="checkbox"/> | TERM                         | HOW MUCH LEARNED | TEACHING METHODS | COURSE MATERIALS | OVERALL COURSE EFFECTIVENESS |
|--------------------------|------------------------------|------------------|------------------|------------------|------------------------------|
| <input type="checkbox"/> | Fall 2016, MATH 1390, 012346 | 5                | 5                | 5                |                              |
| <input type="checkbox"/> | 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

10

### Teaching Evaluation

Replace file here or select to upload



Test DM Document-1.pdf (83.05 KB)



Store teaching  
evaluation pdfs here

Version

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

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## 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

| <input type="checkbox"/> TERM, TERM AND YEAR | <input type="checkbox"/> YEAR, TERM AND YEAR |
|--|--|
| <input type="checkbox"/> Fall                | <input checked="" type="checkbox"/> 2020     |
| <input type="checkbox"/> Spring              | <input type="checkbox"/> 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

Teaching Evaluation

Scholarship/Research Evaluation

Service/Professional Development Evaluation

Overall Evaluation ⓘ

Tenure Evaluation (if applicable) ⓘ

Promotion Evaluation (if applicable) ⓘ

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



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

**Add Activity**  
Academic, Government, Military and Professional Positions - External 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

**Experience Type**

Organization

City

State

Country

Title/Rank/Position

Was/is this your own company?

**Description for Professional Positions (30 Words or Fewer)**

**Experience Type:**  
Academic – Post  
Secondary  
Academic – P-12  
Professional  
Military  
Government

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

Start Date

Month Day Year

End Date

Month Day Year

## 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.

**Scope:**  
University  
College  
Department

### III. External Connections and Partnerships

Add Activity

[BACK](#)
[SAVE ACTIVITY](#)

---

Select Activity Type ————— Add Details

Fields marked with \* are required.

### Activity Details

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

**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**

|                               |                            |
|-------------------------------|----------------------------|
| <b>Phone Number Area Code</b> | <b>Phone Number Prefix</b> |
| <input type="text"/>          | <input type="text"/>       |
| <b>Phone Number Suffix</b>    |                            |
| <input type="text"/>          |                            |

**E-mail Address**

**Website**

**Description (30 Words or Fewer)**

B I U X<sup>2</sup> X<sub>2</sub> ↶ ↷ ↺ ↻

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

**Start Date**

| Month                | Day                  | Year                 |
|----------------------|----------------------|----------------------|
| <input type="text"/> | <input type="text"/> | <input type="text"/> |

**End Date**

| Month                | Day                  | Year                 |
|----------------------|----------------------|----------------------|
| <input type="text"/> | <input type="text"/> | <input type="text"/> |

**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

**Activity:**

- Field Trip
- Fundraising
- Recruitment
- Service
- Learning
- Speaker
- Other

## IV. Media Appearances and Interviews

× **Add Activity**  
Media Appearances and Interviews

BACKSAVE ACTIVITY

Select Activity TypeAdd Details

Fields marked with \* are required.

Activity Details

Media Type

Article/Segment Title

Program/Media Outlet Name

Web Address

Description

**B** *i* U  $x^2$   $x_2$  ↶ ↷ ↺ ↻

Publication/Air Date

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

1 Select Activity Type 2 Add Details

Fields marked with \* are required.

**Activity Details**

**Term and Year**

Term  Year

**Number of Undergraduate Advisees**

**Academic Tracks of Most Advisees**

**Number of Graduate Advisees**

Based on your experience as an advisor, what problems have you come across and what modifications do you suggest (in university documents or procedures or otherwise) for you to be a more effective advisor?

B / U x<sup>2</sup> x<sub>2</sub> ↶ ↷ ↺ ↻

### 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)

BACK SAVE ACTIVITY

1 Select Activity Type 2 Add Details

Fields marked with \* are required.

**Activity Details**

**Involvement Type**

**Student Information (1)**

1st Student Name ⓘ

Student First Name

Student Last Name

+ Add Another Student Name

Student's Home Department/Academic Unit

Course Prefix and Course Number

### 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

Course

Course Number

Number of Credit Hours

Title of Student's Work

Stage of Completion

Outcomes

Description

B

/

U

x<sup>2</sup>

x<sub>2</sub>

↵

↶

↷

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

**Stage of Completion:**  
Completed  
In Progress  
Proposal

**Outcome:**  
Artistic Performance  
/exhibit  
Presentation  
Publication  
Other

### 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

Type of Activity

Course Prefix and Course Number

Course

Course Number

Number of Credit Hours

Stage of Completion

Outcomes

**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

Description

B

I

U

$x^2$

$x_2$

↶

↷

↻

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

## IV. Curriculum Development

×

Add Activity

Curriculum Development

BACK

SAVE ACTIVITY

Select Activity Type

Add Details

Fields marked with \* are required.

Activity Details

Calendar Year

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

B

I

U

$x^2$

$x_2$

↶

↷

↻

Supporting Document

File Description

Upload File

Drop file here or select to upload

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

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## 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

×

Add Activity

NIH Biographical Sketch

BACK

SAVE ACTIVITY

1 Select Activity Type

2 Add Details

Fields marked with \* are required.

Activity Details

Your label for this Biographical Sketch (not printed in report) \*

eRA Commons Username

Personal Statement \*

B i U x<sup>2</sup> x<sub>2</sub> ↶ ↷ ↺

▼ Selected Research Projects (1)

Ongoing and completed research projects from the past three years that you want to draw attention to (previously captured under Section D, Research Support).

1st Research Project

⋮

Contracts, Grants and Sponsored Research

▼

⊕ Add Another Research Project

▼ Relevant Publications (1)

You may identify up to four peer reviewed publications that specifically highlight your experience and qualifications for this project.

1st Publication

⋮

Intellectual Contribution \*

⊕ Add Another Publication

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

B *i* U  $x^2$   $x_2$  ↶ ↷ ↺

#### ▼ 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

B *i* U  $x^2$   $x_2$  ↶ ↷ ↺

#### ▼ 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

B *i* U  $x^2$   $x_2$  ↶ ↷ ↺

#### ▼ 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

B *i* U  $x^2$   $x_2$  ↶ ↷ ↺

#### ▼ 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 ⓘ

⊕ Add Another Publication/Research Product

▼ 5th Contribution and Relevant Activities

Contribution

B i U x<sup>2</sup> x<sub>2</sub> ↶ ↷ ↲ ↳

⊕ Add Another Publication/Research Product

▼ Relevant Publications or Non-Publication Research Products for 5th 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

## 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

× **Add Activity**  
Publications
BACK SAVE ACTIVITY

✓ Select Activity Type ➡ Ⓜ Add Details

Fields marked with \* are required.

**Activity 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

First Name

Middle Name/Initial

Reference  
 the above  
 list for  
 options

**Last Name**

**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**

The screenshot shows a web form for faculty submissions. At the top, there is a dropdown menu labeled "Is this publicly available?". Below it is a yellow-highlighted text area for the "Abstract/Synopsis" with a rich text editor toolbar. This is followed by another dropdown menu labeled "Was this a community-engaged or community-based project?". The "Supporting Document" section includes a text field for "Supporting Document Description" and a file upload area with a dashed border and the text "Drop file here or select to upload". A red callout box points to this area, stating: "A digital copy can be stored in Faculty Success by clicking here and selecting the file on your computer." Below the file upload area is a yellow-highlighted dropdown menu for "Current Status". A purple callout box points to this menu, listing the following options: "Work in Progress", "Submitted", "Revising to Resubmit", "Not Accepted", "Accepted", and "Published". The bottom section of the form contains date pickers for "Date Project Started", "Date Project Ended", "Date Submitted", and "Date Accepted", each with "Month", "Day", and "Year" fields. The "Date Published" field is also highlighted in yellow.

### 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.

**Add Activity**  
Presentations

BACK SAVE ACTIVITY

Select Activity Type Add Details

Fields marked with \* are required.

**Activity 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

**Presenters/Authors (1)**

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

1st Presenter/Author

People at University of Central Arkansas

Test, Test (ilechukwu)

First Name

Test

Middle Name/Initial

Last Name

Test

Role

If a student, what is his/her level?

**Roles:**

- Author
- Author and Presenter
- Discussant
- Panelist
- Presenter

Add Another Presenter/Author

Session Type

Audience

**Session Type:**

- Colloquium
- Panel
- Paper Session
- Poster Session
- Round table
- Seminar
- Symposium
- Workshop
- Other

Additional authors can be added by clicking here.

|  |   |  |
|--|---|--|
|  | <p>Scope</p> <div></div> <p>Was this peer-reviewed/refereed?</p> <div></div> <p>Was this invited?</p> <div></div> <p>Current Status</p> <div></div> <p>Published in Proceedings?</p> <div></div> <p>Published Elsewhere?</p> <div></div> <p>Acceptance Rate</p> <div></div> <p>Was this a community-engaged or community-based project?</p> <div></div>   |  |
|  | <p>Abstract/Synopsis (30 Words or Fewer)</p> <div> <div> <div>B</div> <div>i</div> <div>U</div> <div>x<sup>2</sup></div> <div>x<sub>2</sub></div> <div>↶</div> <div>↷</div> <div>↺</div> <div>↻</div> </div> <div></div> </div> <p>Supporting Document</p> <p>Supporting Document Description</p> <div></div> <p>Web Address</p> <div></div> <p>--OR--</p> <p>File</p> <div>Drop file here or select to upload</div> <hr/> <p>Date Project Started</p> <p>Month Day Year</p> <div></div> <p>Date Project Ended</p> <hr/> <p>Date Project Ended</p> <p>Month Day Year</p> <div></div> <p>Date Submitted</p> <p>Month Day Year</p> <div></div> <p>Date Accepted</p> <p>Month Day Year</p> <div></div> <p>Date Presented</p> <p>Month Day Year</p> <div></div> |  |

#### IV. Grants and Contracts

Add Activity

Grants and Contracts

BACK

SAVE ACTIVITY

Select Activity Type

Add Details

Fields marked with \* are required.

Activity Details

Type

Title of Award

Sponsoring Organization

Awarding Organization is

Title of Sponsored Investigation or Activity

Type:

Contract

Fellowship

Research Grant

Other

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 (ilechukwu)

First Name

Test

Middle Name/Initial

Last Name

Test

Role

If a student, what is his/her level?

Add Another Investigator

Total Amount

\$

Amount to be used at UCA?



Abstract

**Award Letter**

Drop file here or select to upload

**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

**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

Additional authors can be added by clicking here

**Current Status:**  
Under Review  
Funded  
Not Funded  
Work in Progress

## 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

x

Add Activity

Professional Memberships

BACKSAVE ACTIVITY

Select Activity TypeAdd Details

Fields marked with \* are required.

Activity Details

Name of Organization

Abbreviation of Organization

Scope of Organization

Description of the Organization

B*i*Ux<sup>2</sup>x<sub>2</sub>

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

Activity Type

Title/Course/Conference Name

Number of CEU Units

Credential, Licensure, and/or Course(s) Supported

Course Prefix and Course Number

Organization/Institution

City

State

Country

Number of Credit Hours

Description

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

MonthDayYear

End Date

MonthDayYear

### III. Awards and Honors

×

Add Activity

Awards and Honors

BACKSAVE ACTIVITY

Select Activity TypeAdd Details

Fields marked with \* are required.

Activity Details

Award or Honor Name

Organization/Sponsor

Scope

Description/Explanation (30 Words or Fewer)

Supporting Document

File Description

File

Date Received

MonthDayYear

Scope:

International

National

Regional

State

Local

University

College

Department

### IV. Licensures and Certifications

×

Add Activity

Licensures and Certifications

BACKSAVE ACTIVITY

Select Activity TypeAdd Details

Fields marked with \* are required.

Activity Details

Title of Licensure/Certification

Sponsoring Organization

Scope

Description

Date Obtained

MonthDayYear

The screenshot shows a form with a yellow header for 'Expiration Date' containing three input fields for 'Month', 'Day', and 'Year'. Below this is a 'Supporting Document Description' section with a rich text editor toolbar (bold, italic, underline, strikethrough, bulleted list, numbered list, link, unlink, undo, redo) and a large text area. At the bottom is a 'File' section with a dashed border and the text 'Drop file here or select to upload'.

## 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

The screenshot shows a 'Service Activities' section with a grid of buttons. The buttons are arranged in three rows: the first row has 'University', 'College', and 'Department/Academic Unit'; the second row has 'Student Activities', 'Professional', and 'Non-Credit Instruction Taught'; the third row has 'Public' and '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

×

Add Activity

University

BACKSAVE ACTIVITY

Select Activity TypeAdd Details

Fields marked with \* are required.

Activity Details

Committee/Program/Organization Name

Position/Role

Were you elected or appointed?

Was this compensated or pro bono?

Served Ex-Officio?

Responsibilities/Brief Description (30 Words or Fewer)

Brief Description of Key Accomplishments

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

MonthDayYear

End Date

MonthDayYear

Reference the page above for options.

If your role changes, do not edit the item. Create one with the new role and new 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. **Only** if your role changes or you leave and come back later should you create a new item.

## 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

Add Activity
College

BACK
SAVE ACTIVITY

Select Activity Type
Add Details

Fields marked with \* are required.

Activity Details

Committee/Program/Organization Name

Position/Role

Were you elected or appointed?

Was this compensated or pro bono?

Served Ex-Officio?

Responsibilities/Brief Description (30 Words or Fewer)

Brief Description of Key Accomplishments

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 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.

Add Activity
Department/Academic Unit

BACK
SAVE ACTIVITY

Select Activity Type
Add Details

Fields marked with \* are required.

Activity 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)

Brief Description of Key Accomplishments

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

End Date

**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 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.

#### IV. Student Activities

Add Activity
Student Activities

BACK
SAVE ACTIVITY

Select Activity Type
Add Details

Fields marked with \* are required.

Activity Details

Name of Student Activity or Group

Type of Activity

Position/Role

Were you elected or appointed?

Was this compensated or pro bono?

**Position/Role:**

- Advisor
- Chair
- Co-Chair
- Coordinator/ Organizer
- Discussant
- Facilitator
- Guest Speaker
- Judge
- Leader
- Lecturer
- Mentor
- Moderator
- Panelist
- Presenter
- Sponsor
- Other

**Activity:**

- Competition
- Exhibition
- Honor Society
- Learning Community
- Research Conference
- Residence Hall
- Student Organization
- Other

The form contains two text input areas, each with a rich text editor toolbar (bold, italic, underline, strikethrough, bulleted list, numbered list, indent, outdent, link, unlink). The first area is titled "Responsibilities/Brief Description (30 Words or Fewer)" and the second is titled "Brief Description of Key Accomplishments". Below these is a note: "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." This is followed by "Start Date" and "End Date" labels, each with a date picker showing Month, Day, and Year fields.

## 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

Add Activity
Professional

BACK
SAVE ACTIVITY

Select Activity Type
Add Details

Fields marked with \* are required.

Activity 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)

Brief Description of Key Accomplishments

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 page 42 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

Select Activity Type
Add Details

Fields marked with \* are required.

**Audience:**  
Internal to UCA  
External to UCA  
Both

**Instruction Type:**  
Certification  
Continuing Education  
Faculty Internship  
Guest Lecture  
Management/ Executive Development  
Review Course  
Seminar  
Tutoring  
Workshop  
Other

**Activity Details**

Instruction Type

Audience

Sponsoring Organization

Number of Participants

Academic or Professional?

Description

**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

## VII. Public

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

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

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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?

### 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

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

## VIII. Consulting

BACK SAVE ACTIVITY

## Add Activity

Consulting

---

Select Activity Type
Add Details

Fields marked with \* are required.

### Activity Details

Category

Consulting Type

Client/Organization

City

State

Country

Audience

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 / U x<sup>2</sup> x<sub>2</sub> ↶ ↷ ↺

Brief Description of Key Accomplishments

B / U x<sup>2</sup> x<sub>2</sub> ↶ ↷ ↺

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

Category:  
Public  
Professional

Consulting Type:  
Academic  
For-Profit  
Government  
Litigation  
Non-Government  
Organization (NGO)  
Non-Profit Organization  
Other

Audience:  
International  
National  
Regional  
State  
Local

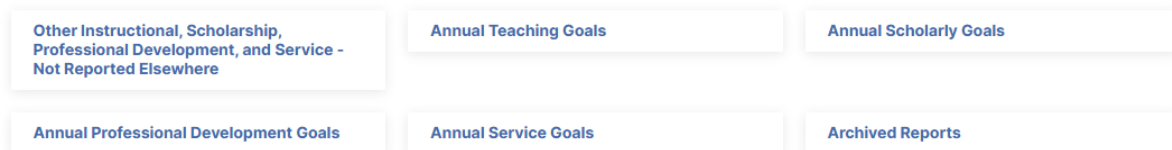


## Faculty Annual Self-Evaluation and Planning Reports

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

### Faculty Annual Self-Evaluation and Planning Reports



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

×

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

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

/

U

x<sup>2</sup>

x<sub>2</sub>

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

B i U x<sup>2</sup> x<sub>2</sub> ↶ ↷ ↺

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

B i U x<sup>2</sup> x<sub>2</sub> ↶ ↷ ↺

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

B i U x<sup>2</sup> x<sub>2</sub> ↶ ↷ ↺

## II. Annual Teaching Goals

×

Add Activity

Annual Teaching Goals

BACK SAVE ACTIVITY

Select Activity Type

Add Details

Fields marked with \* are required.

Activity Details

Calendar Year

▼ Teaching Goals (1)

⋮ 1st Goal

⋮

Goal

B i U x<sup>2</sup> x<sub>2</sub> ↶ ↷ ↺

Result

B i U x<sup>2</sup> x<sub>2</sub> ↶ ↷ ↺

⊕ Add Another Goal

Additional goals can be added by clicking here

## II. Annual Scholarly Goals

×

Add Activity

Annual Scholarly Goals

BACKSAVE ACTIVITY

Select Activity Type

Add Details

Fields marked with \* are required.

Activity Details

Calendar Year

▼ Scholarly Goals (1)

1st Goal

Goal

B *i*   x<sup>2</sup> x<sub>2</sub> ↶ ↷ ↺ ↻

Result

B *i*   x<sup>2</sup> x<sub>2</sub> ↶ ↷ ↺ ↻

⊕ Add Another Goal

Additional goals can be added by clicking here

## III. Annual Professional Development Goals

×

Add Activity

Annual Professional Development Goals

BACKSAVE ACTIVITY

Select Activity Type

Add Details

Fields marked with \* are required.

Activity Details

Calendar Year

▼ Professional Development Goals (1)

1st Goal

Goal

B *i*   x<sup>2</sup> x<sub>2</sub> ↶ ↷ ↺ ↻

Result

B *i*   x<sup>2</sup> x<sub>2</sub> ↶ ↷ ↺ ↻

⊕ Add Another Goal

Additional goals can be added by clicking here

## IV. Annual Service Goals

×

Add Activity

Annual Service Goals

BACKSAVE ACTIVITY

✓ Select Activity Type

⊕ Add Details

Fields marked with \* are required.

Activity Details

Calendar Year

▼ Service Goals (1)

1st Goal

Goal

B

/

U

x<sup>2</sup>

x<sub>2</sub>

↶

↷

↻

Result

B

/

U

x<sup>2</sup>

x<sub>2</sub>

↶

↷

↻

⊕ Add Another Goal

Additional goals can be added by clicking here

## VII. Archived Reports

×

Add Activity

Archived Reports

BACKSAVE ACTIVITY

✓ Select Activity Type

⊕ Add Details

Fields marked with \* are required.

Activity 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

☐ As the chair/school director, I agree with this document.

Chair Electronic Signature

Chair/Director Signature Date

Month

Day

Year

Version 5

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

November 18, 2025

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