

College of Natural Science and Mathematics

Faculty Success Guide

This manual will help you enter data into Faculty Success and find where it should be stored. Let's start off by looking at the main menu. The main sections of the menu are as follows:

- General Information
- Instructional Activities
- Scholarship/Research/Creative Activities
- Professional Development and Recognition
- Service Activities
- Faculty Annual Self Evaluation and Planning Reports

Each of these main sections has subsections that contain the information that needs to be entered. 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/.

Table of Contents

General Information	3
I. Personal and Contact Information	4
II. Administrative Data – Permanent Data	6
III. Administrative Data – Yearly Data	7
IV. Academic, Government, Military and Professional Positions – External to UCA	8
V. Administrative Assignments – Internal to UCA	9
VI. Education	10
VII. External Connections and Partnerships	12
Instructional Activities	14
I. Scheduled Teaching	14
II. Evaluation Results	16
III. Reassigned Time	17
IV. Academic Advising	17

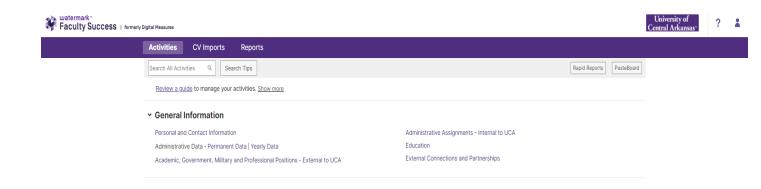
V. Directed Individual Student Learning (e.g., independent study, theses, dissertations)	18
VI. Directed Group Student Learning (e.g., field experience, service learning, study abroad)	19
VII. Curriculum Development	20
Scholarship/Research/Creative Activities	21
I. NIH Biographical Sketch	22
II. Publications	24
III. Presentations	27
IV. Grants and Contracts	29
V. Intellectual Property (e.g. copyrights, patents)	31
Professional Development and Recognition	32
I. Professional Memberships	32
II. Faculty Development Activities Attended	33
III. Awards and Honors	34
IV. Licensures and Certifications	34
Service Activities	35
I. University	36
II. College	38
III. Department/Academic Unit	40
IV. Student Activities	41
V. Professional	42
VI. Non-Credit Instruction Taught	44
VII. Public	45
VIII. Consulting	46
Faculty Annual Self-Evaluation and Planning Reports	47
I. Other Instructional, Scholarship, Professional Development, and Service – Not Reported	
II. Annual Teaching Goals	
III. Annual Scholarly Goals	
IV. Annual Professional Development Goals	
V. Annual Service Goals	
VI. Archive Reports	
Index	
	nber 4, 2021 Page 2

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. Fields that are part of the NIH Biographical Sketch are highlighted in green. 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.

General Information

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

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



Version 5 November 4, 2021 Page | 3

I. Personal and Contact Information

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

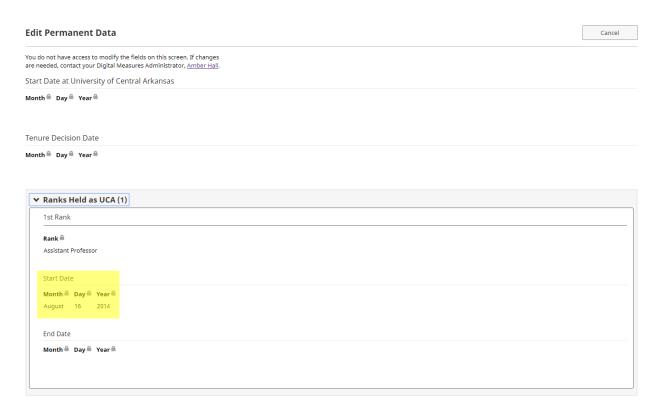
Edit Personal and Contact Information	Cancel	Ħ Save
You do not have access to modify some of the fields on this screen. If changes are needed, contact your Digital Measures Administrator, Amber Hall.		
Prefix		
•		
First Name A		
Test Control of the C		
Preferred First Name		
Middle Name ®		
Last Name ☐ Test		
Suffix 🗎		
Alternative Name You Publish Under (e.g., an anglicized name), if any		
E-Mail Address 🗎		
ir@uca.edu		

I. Personal and Contact Information (continued)

Building Where Your Office is Located			Office Location:
	Ψ.		Adcock International House
			AETN
Office Room Number			Arkansas Hall
			Baridon Hall
Office Phone			Bear Hall
Office Phone Areacode	Office Phone Prefix	Office Phone Suffix	Bernard Hall
			Brewer-Hegeman
Department Phone			Buffalo Alumni Hall
Department Phone Areacode	Department Phone Prefix	Department Phone Suffix	Burdick Hall
			Child Study Center
			College of Business
Fax			Conway Corporation Center for Sciences
Fax Areacode	Fax Prefix	Fax Suffix	Doyne Health Sciences Center
			Estes Stadium
Date of Birth			Farris Center
Month Day Year Year			Harrin Hall
month = bay = real =			HPER Complex
			Hughes Hall
Gender 🕯			Irby Hall
Daniel Father Later & O.			Laney Annex
Race/Ethnicity 🗎 \varTheta			Laney Hall
			Lewis Science Center
U.S. Citizen or Permanent Resident?			Main Hall
Old States, Or Fernandia Resident.			Mashburn Hall
			Mathematics & Computer Science
Brief Biography (30 Words or Fewer)			McAlister Hall
B I U x² x₂ ♡ C 🚜			McCastlain Hall
			Meadors Hall
			Physical Therapy Center
			Prince Center
			Schichtl Studio Arts
Teaching Interest(s)			Short/Denney Hall
B I U x² x₂ ♡ C .*			Snow Fine Arts
			Speech Language Hearing Center
			Stanley Russ Hall
			State Hall
			Student Center
Scholarship/Research Interest(s)			Student Health Center
B I <u>U</u> x ² x ₂ D C			Thompson Hall
			Torreyson Library
			Wingo Hall

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

II. Administrative Data – Permanent Data OIR updates all fields on the following screen.



III. Administrative Data – Yearly Data

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

Edit Yearly Data				Cancel
You do not have access to modify the fields of contact your Watermark Faculty Success Adn Academic Year 2021-2022	on this screen. If changes are needed, ninistrator, <u>Amber Hall</u> .			
▼ College and Department/Acade	mic Unit (1)			
1st College and Department/Acade	emic Unit			
College Natural Sciences and Mathematics	Department/Academic Unit Biology	Discipline	AACSB Specialty	
Faculty Rank APProfessor				
Faculty Rank Abbreviation for Roster				
Tenure Status A				
Tenure Status Abbreviation for Roster TN				
Graduate Faculty AFUII				
Edit Yearly Data				Cancel
Graduate Faculty Expiration Date				
Month				
On Leave?				
On Leave? 🛍 None				
Leave Start Date				
Month A Day Year A				
Leave End Date				
Month Day Year				
Date of Last Rank Promotion				
Month				
Qualified on Tested Experience?				
Explanation of Qualification				

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

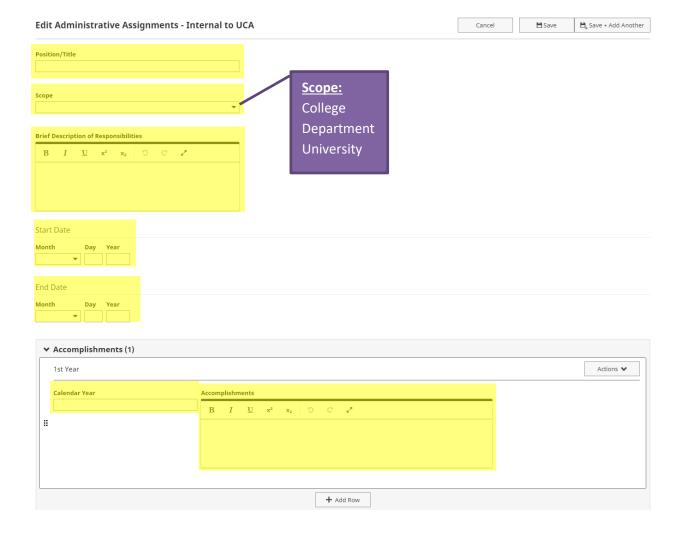
Edit Academic, Government, Military and Professional Positions - External to UCA		Cancel	⊟ Save	H _→ Save + Add A
Experience Type				
· · · · · · · · · · · · · · · · · · ·	Experience Ty	pe:		
Organization	Academic – Po			
	Secondary			
City	Academic – P-	12		
State	Professional			
•	Military			
Country	Government			
	Government			
Title/Rank/Position				
Was/is this your own company?				
•				
Description for Professional Positions (30 Words or Fewer)				
B I U x² x₂ D C «³				
D 1 = x x2				
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				
Ind Date				
End Date				

V. Administrative Assignments – Internal to UCA

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

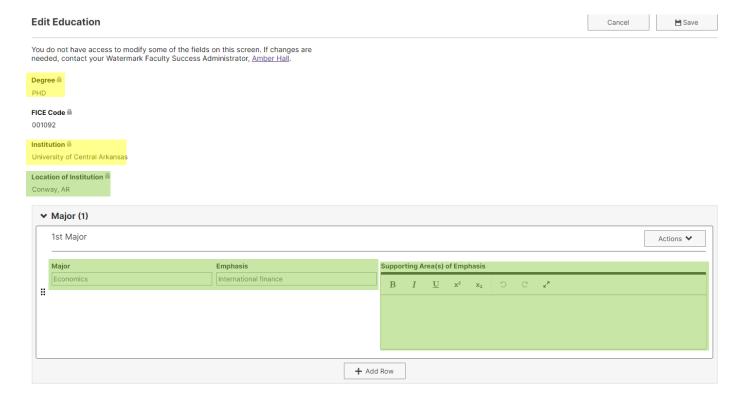
A one-course reassignment to act as coordinator of Freshman Writing or to be graduate program coordinator in a department would normally be considered a service activity rather than an administrative assignment. Faculty in such roles are normally paid as full-time faculty and most often remain on a 9-month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

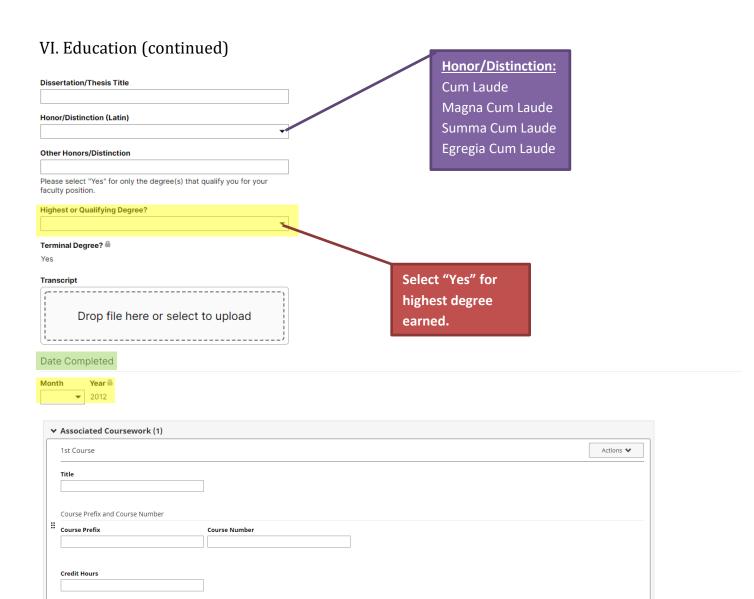
Academic department chair, director of a university program (e.g., UCA Core) or other academic unity (e.g., Student Transitions), and associate dean of a college are all examples of administrative assignments.



VI. Education

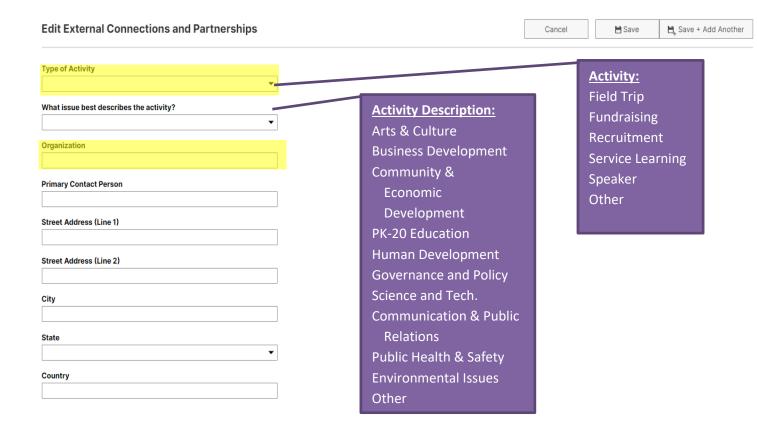
<u>OIR updates the following fields:</u> Degree, Explanation of "Other", FICE Code, Institution, Location of Institution, Terminal Degree, and Year Completed



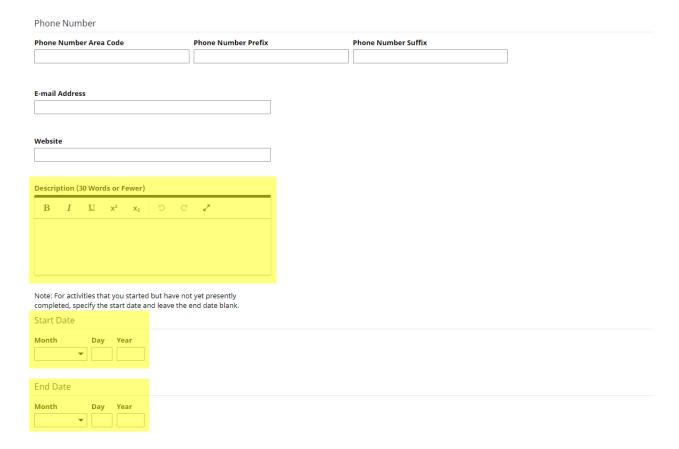


+ Add Row

VII. External Connections and Partnerships



VII. External Connections and Partnerships (continued)



Instructional Activities

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

- I. Scheduled Teaching
- II. Evaluation Results
- III. Reassigned Time
- IV. Academic Advising
- V. Directed Individual Student Learning (e.g., independent study, theses, dissertations)
- VI. Directed Group Student Learning (e.g., field experience, service learning, study abroad)
- VII. Curriculum Development

Instructional Activities

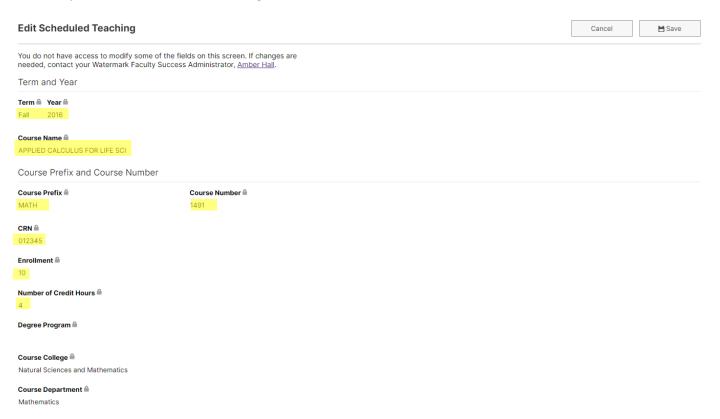
Teaching - Scheduled Teaching | Evaluation Results Reassigned Time Academic Advising Directed Individual Student Learning (e.g., independent study, theses, dissertations)

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

Curriculum Development

I. Scheduled Teaching

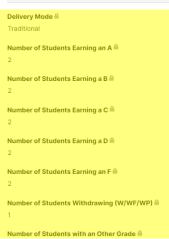
OIR updates all fields on the following screen.



Version 5 November 4, 2021 https://uca.edu/ir/faculty-success/guides/ Page | 14

I. Scheduled Teaching (continued)





Syllabus for this course

Drop file here or select to upload

II. Evaluation Results

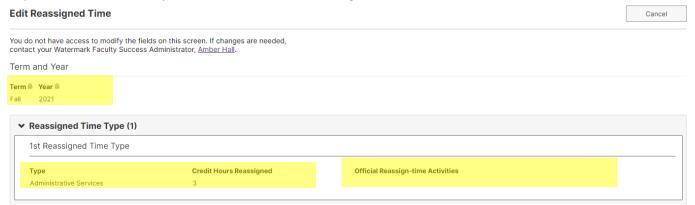


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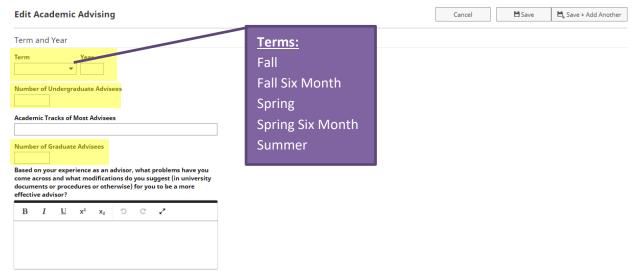
Version 5 November 4, 2021 https://uca.edu/ir/faculty-success/guides/ Page | 16

III. Reassigned Time

Department Chair/Dean updates all fields on the following screen.

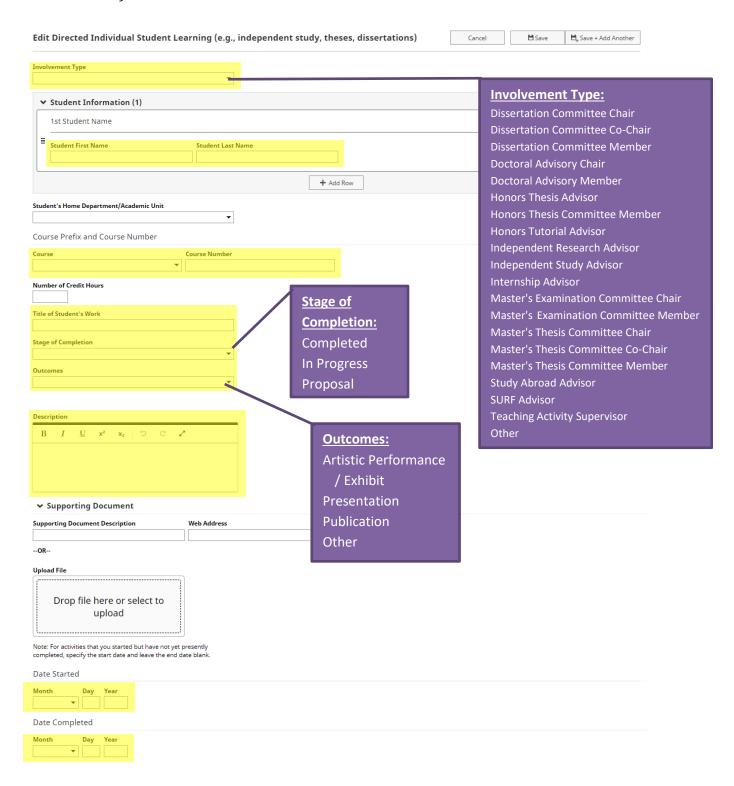


IV. Academic Advising

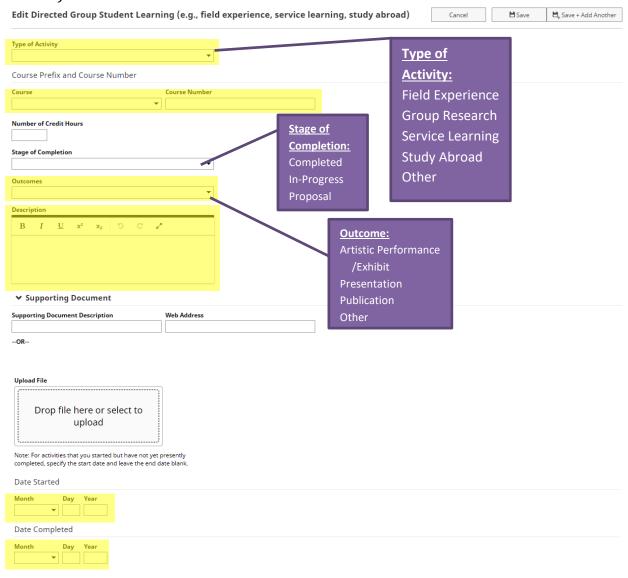


Version 5 November 4, 2021 https://uca.edu/ir/faculty-success/guides/ Page | 17

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



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



VII. Curriculum Development



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
- V. Intellectual Property (e.g. copyrights, patents)

Scholarship/Research/Creative Activities

NIH Biographical Sketch

Publications

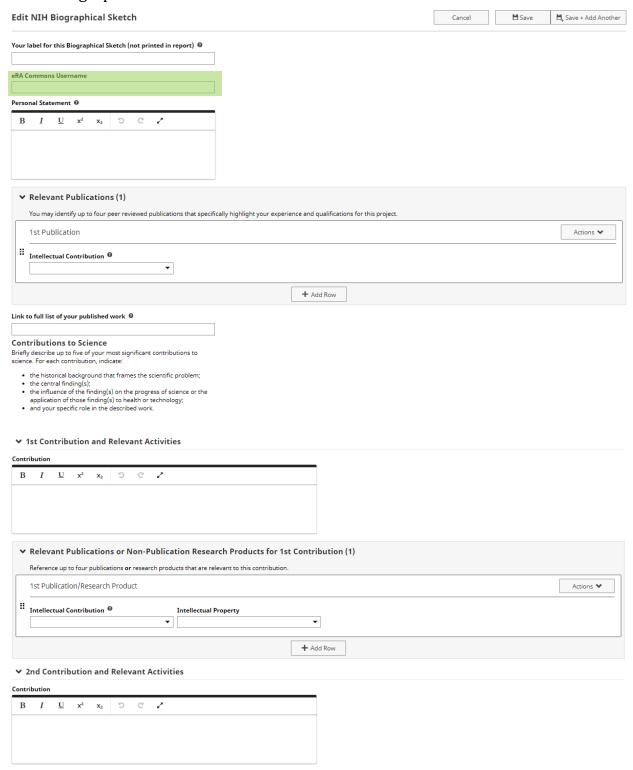
Presentations

Grants and Contracts

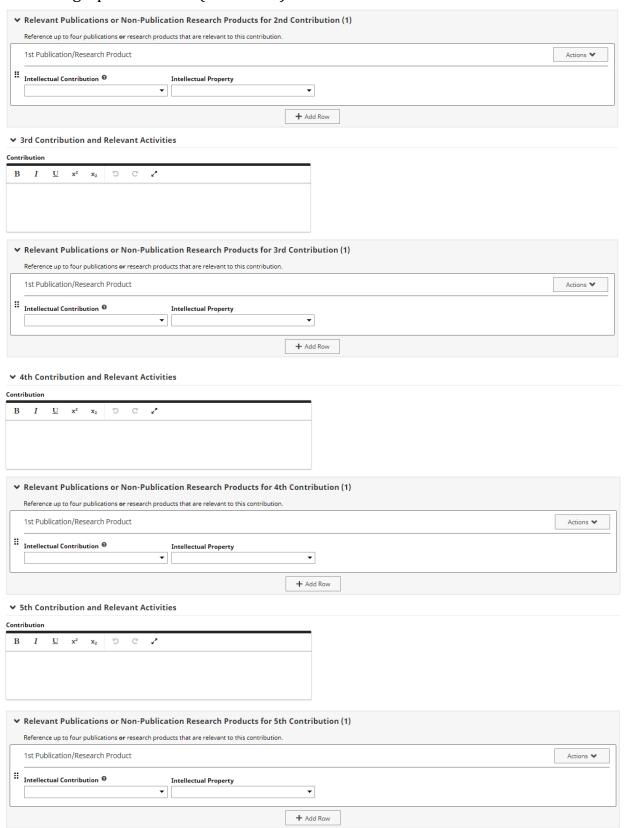
Intellectual Property (e.g., copyrights, patents)

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

I. NIH Biographical Sketch



I. NIH Biographical Sketch (continued)



II. Publications

Contribution Type Options:

Art Works in Publication Article in Academic Journal Article in In-House Journal Article in Professional Journal Article in Public or Trade Journal

Book Review Book, Nonfiction Book, Novel Book, Play Book, Poetry

Book, Scholarly-New Book, Scholarly-Revised Book, Short Fiction Book, Textbook-New Book, Textbook-Revised Chapter in Scholarly Book-New Chapter in Scholarly Book-Revised

Chapter in Textbook-New Chapter in Textbook-Revised Conference Proceeding Instructor's Manual

Interview Law Review

Magazine/Trade Publication

Manuscript

Material Regarding New Courses/Curricula

Monograph

Music Composition

Newsletter

Newspaper Article Newspaper Editorial Nonfiction in Anthology Nonfiction in Online Journal Nonfiction in Print Journal Photography in Publication

Play in Anthology Play in Online Journal Play in Print Journal Poetry in Anthology Poetry in Online Journal Poetry in Print Journal

Regular Column in Journal or Newspaper

Research Report

Short Fiction in Anthology Short Fiction in Online Journal Short Fiction in Print Journal

Software

Software, Instructional

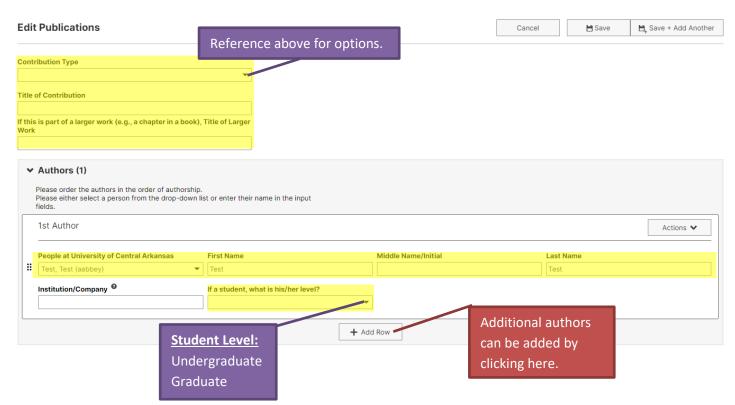
Study Guide Technical Report

Translation or Transcription

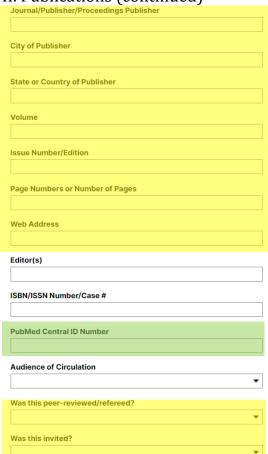
Working Paper

Written Case with Instructional Material

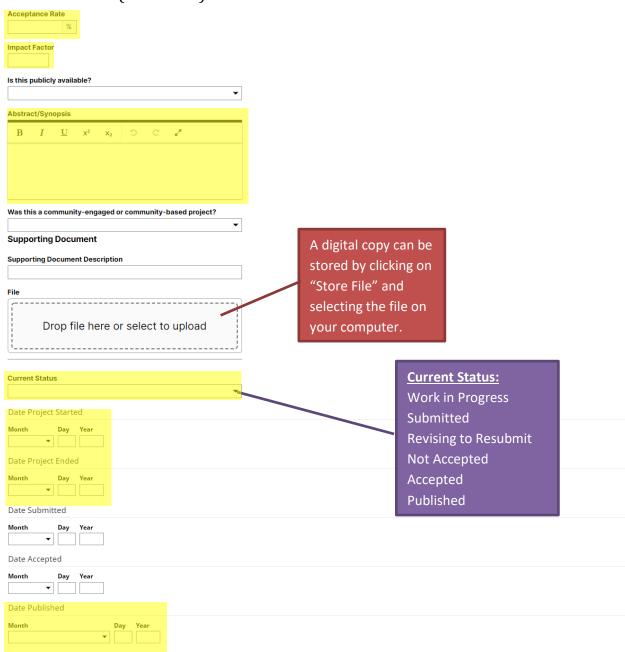
Other



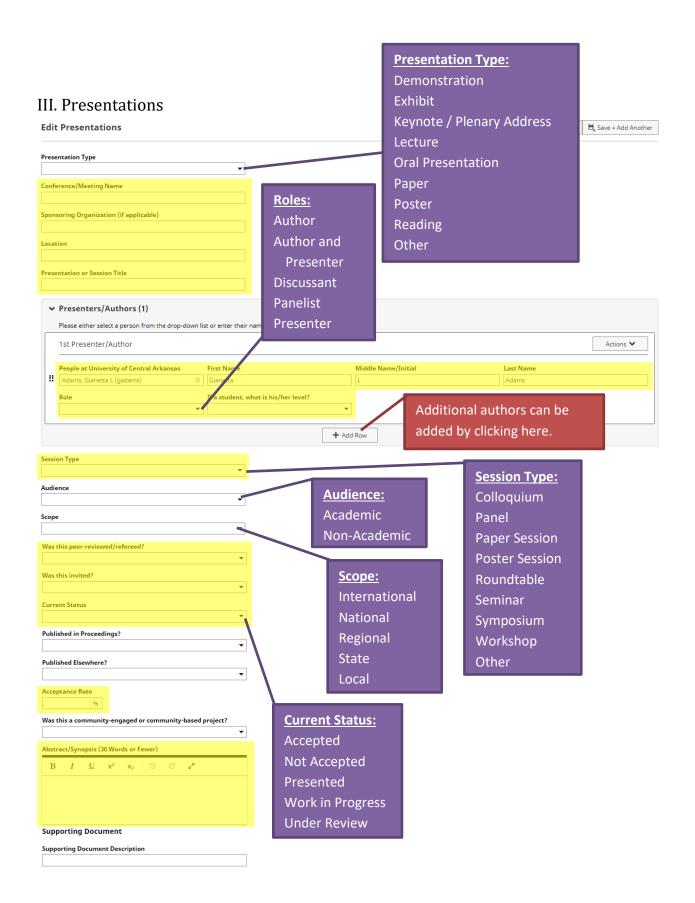
II. Publications (continued) Journal/Publisher/Proceedings Publisher



II. Publications (continued)

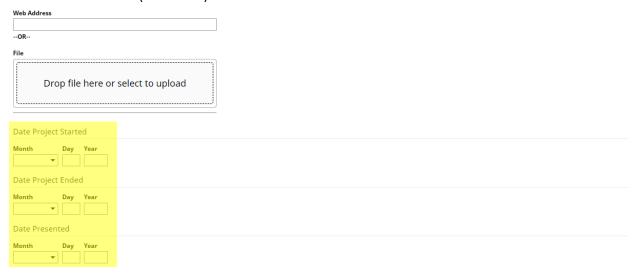


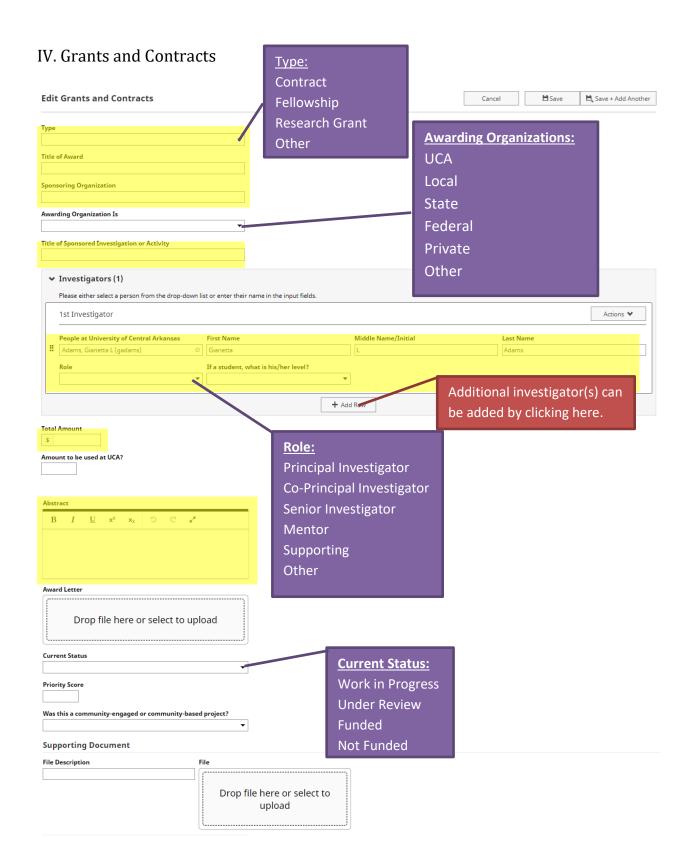
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https://uca.edu/ir/faculty-success/guides/



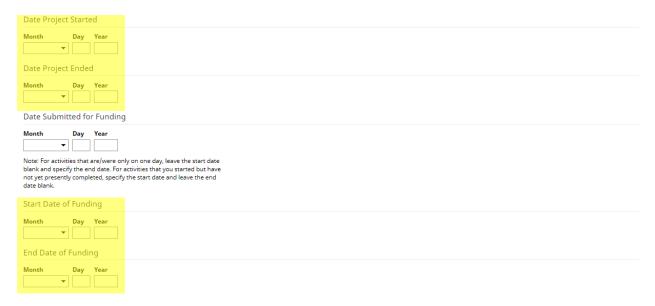
Version 5 November 4, 2021 https://uca.edu/ir/faculty-success/guides/ Page | 27

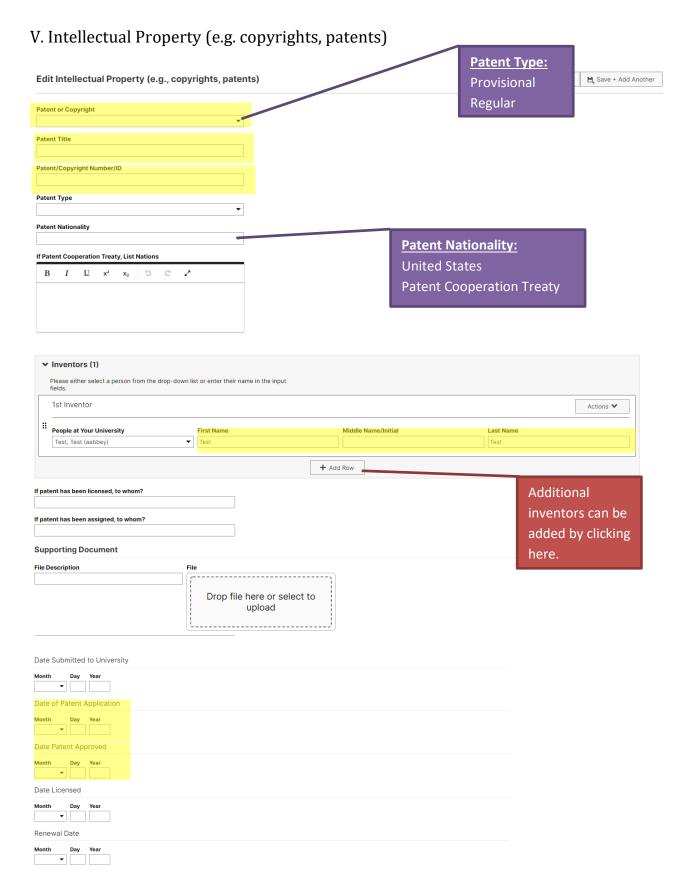
III. Presentations (continued)





IV. Grants and Contracts (continued)



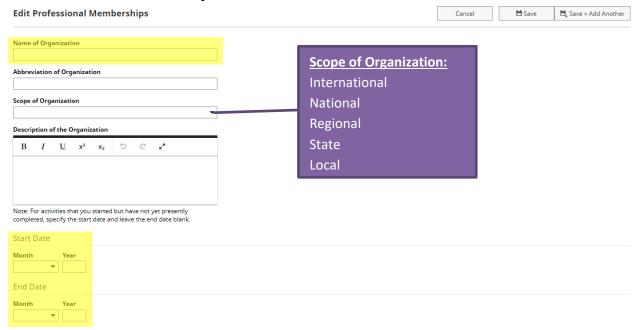


Professional Development and Recognition

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

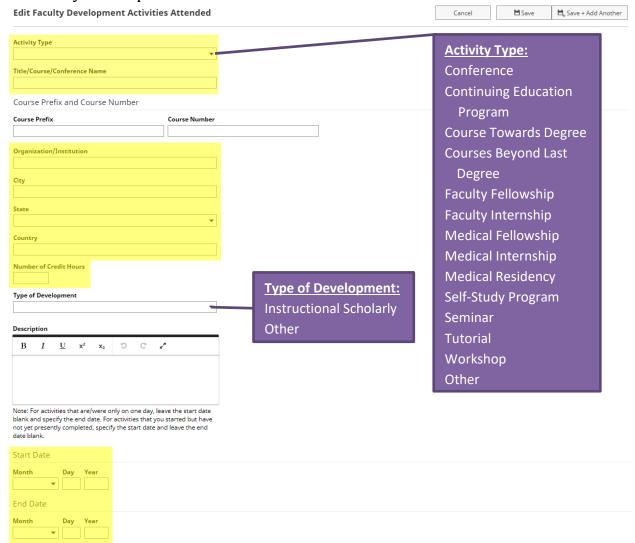
- I. **Professional Memberships**
- II. **Faculty Development Activities Attended**
- III. **Awards and Honors**
- IV. **Licensures and Certifications**
- Professional Development and Recognition Professional Memberships Awards and Honors Faculty Development Activities Attended Licensures and Certifications

I. Professional Memberships

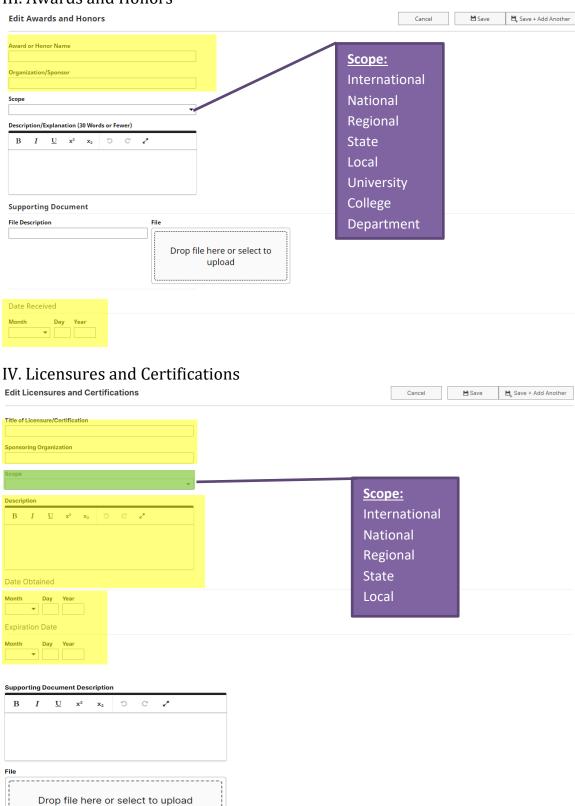


Version 5 November 4, 2021 Page | 32

II. Faculty Development Activities Attended



III. Awards and Honors



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Service Activities

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

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

Service Activities

University Professional

College Non-Credit Instruction Taught

Department/Academic Unit Public
Student Activities Consulting

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

I. University

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

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

Committee/Program/Organization Name:

Academic Adjustments and Appeals Committee

Academic Assessment Committee

Academic Integrity and Discipline Committee

Affirmative Action Advisory Committee

Athletic Committee
Bear Facts Day/Bear Fair

Career Fair

Committee on Committees
Disabilities Grievance Committee

Distance Education/Extended Learning Advisory

Committee

Diversity Advisory Committee

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

Faculty Grievance Committee

Faculty Handbook Committee Faculty Hearing Committee

Faculty Salary Review Committee

Faculty Scholars Committee

Faculty Senate

Financial Aid Committee Graduate Council

Health and Wellness Promotion Committee

Honorary Degree Committee

Honors Council

Housing Exemptions Committee
Information Services Advisory Committee
Institutional Animal Use and Care Committee

Institutional Review Board

Library Committee

Position/Role Options:

Committee Chair Event Coordinator Faculty Advisor Faculty Mentor Guest Speaker

Parliamentarian President

Member

Majors Fair

Professional Education Council
Public Appearances Committee

Public Art Committee

Public Service Award Committee Radiation Safety Committee

Research, Scholarship and Creative Activity Award

Committee

Sabbatical Leave Review Committee

Scholarship Committee

Sexual Harassment Complaint Committee

SPARC

Sponsored Programs Advisory Committee Strategic Budget Advisory Committee

Strategic Planning Committee

Student Center Board

Student Evaluation of Teachers Committee

Student Grievance Committee Student Life Committee

Student Success and Retention Council

Sustainable Environment and Ecological Design Committee

Teaching Excellence Committee
Traffic and Parking Committee

UCA Core Council
Undergraduate Council

University Admissions Committee University Calendar Committee University Research Council University Safety Committee

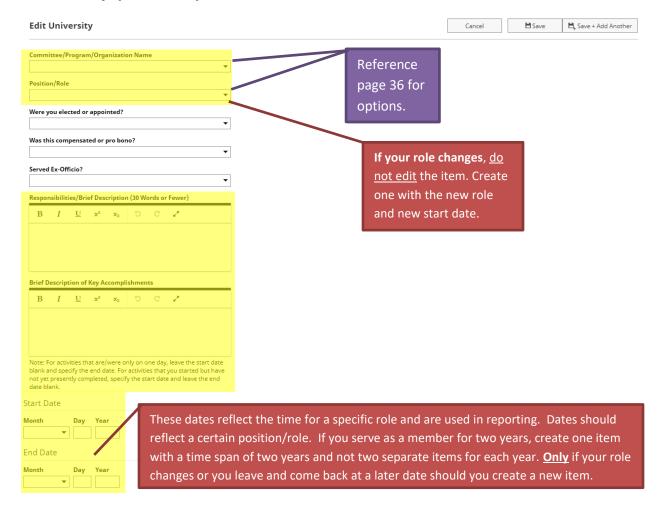
Other

Program Director

Secretary
Senator
Session Chair
Vice-President
Workshop Organizer

Other

I. University (continued)



II. College

Information about college level committees, programs, and organizations can be stored here. It's important to note that if your position/role in a group doesn't change and your service dates cover multiple years, do not make a separate item for each year in service to that group while in the same role. If your role changes, then a separate item should be created.

Committee/Program/Organization Name:

CAHSS Committee on Committees COB Curriculum & Assessment Committee

CAHSS Curriculum & Assessment Committee COB Diversity Committee

CAHSS Diversity Committee COB Faculty Development/Research Committee

CAHSS EDGE (Educating for Diversity and Global COB Faculty Excellence Committee Engagement) Committee COB International Programs Committee

CAHSS Recruitment and Retention Committee COB Maintenance of Accreditation Committee

CAHSS Research Committee COB Promotion & Tenure Committee

CAHSS Tenure & Promotion Committee COB Strategic Planning Committee

CFAC Committee on Committees COB Syllabus Committee
CFAC Crisis & Security Committee COE Alumni Executive Committee

CFAC Curriculum & Assessment Committee

COE Awards Committee

CFAC Faculty Awards Committee COE Candidate Quality, Recruitment, and Selectivity

CFAC Outstanding Student Award Committee Committee

CFAC Research Committee COE Clinical Partnerships and Practice Committee

CFAC Tenure & Promotion Committee COE Content and Pedagogical Knowledge Committee
CHBS Assessment Committee COE Curriculum & Assessment Committee

CHBS Curriculum and Assessment Committee COE Diversity Committee

CHBS Curriculum Committee

COE Graduate Program Directors

CHBS Diversity Committee

COE Graduate Program Directors

CHBS Diversity Committee

COE Hospitality Committee

CHBS Interprofessional Education Committee COE Introduction to Teaching & Teacher Cadet Committee

CHBS Research Committee

CHBS Residential College Advisory Committee

CHBS Simulation Advisory Committee

CHBS Tenure & Promotion Committee

CHBS Tenure & Promotion Committee

CHBS Tenure & Promotion Committee

COE Research Committee

CLA Outstanding College Student Committee COE Technology & Distance Education Committee

CLA Research Committee COE Tenure & Promotion Committee
CLA Tenure & Promotion Committee COE Undergraduate Program Directors

CNSM Curriculum & Assessment Committee Education for Diversity and Global Engagement (EDGE)

CNSM Outstanding Student Award Committee Committee CNSM Research Committee HPaW Taskforce

CNSM Tenure & Promotion Committee Interdisciplinary Liberal Studies (ILS) Degree Committee

COB College Executive Committee O

Position/Role Options:

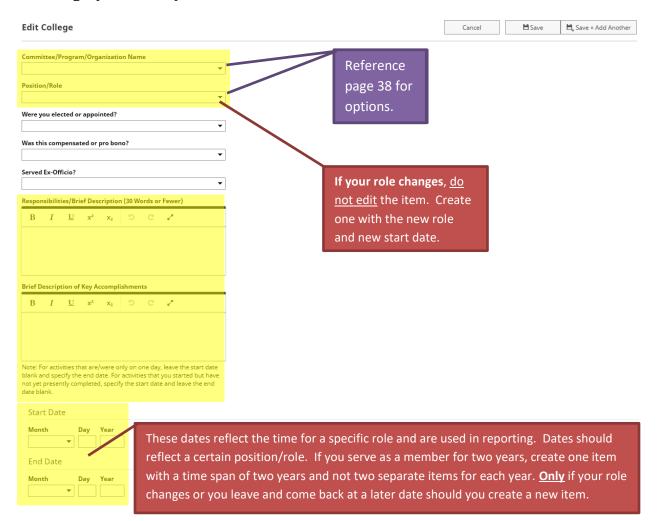
Committee ChairProgram DirectorEvent CoordinatorSecretaryFaculty AdvisorSession ChairFaculty MentorWorkshop Organizer

Guest Speaker Other

Member

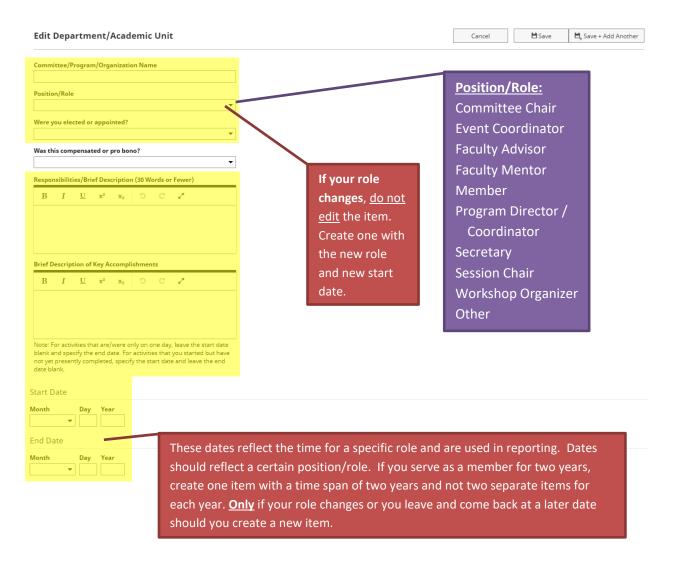
Version 5 November 4, 2021

II. College (continued)

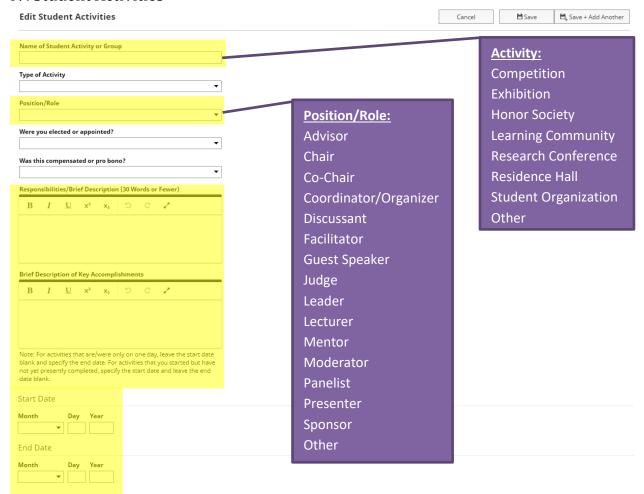


III. Department/Academic Unit

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 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.



IV. Student Activities



V. Professional

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

Position/Role:

Accreditation Team Member

Adjudicator **Board Member**

Chair

Clinician

Co-Chair

Conference Chair Conference Co-Chair

Editor

Editor, Associate

Editor, Senior

Editorial Review Board Member

Leader Member Moderator

Planning Committee Member Prepare/Grade Certification Exams

Resident

President-Elect

President-Past Program Chair

Program Co-Chair

Reviewer

Reviewer, Academic Program

Reviewer, Ad Hoc Reviewer, Book Reviewer, Conference Reviewer, Grant Proposal

Reviewer, Journal

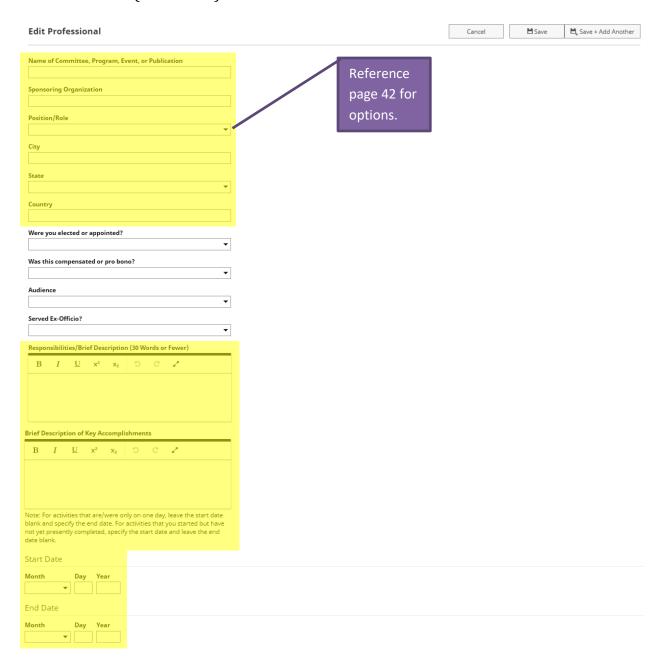
Reviewer, Program Proposal

Reviewer, Textbook

Secretary Session Chair Treasurer Vice President Workshop Organizer

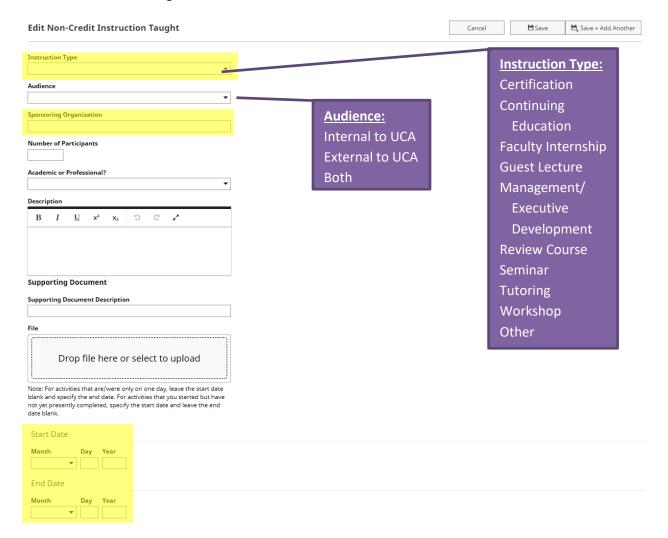
Other

V. Professional (continued)



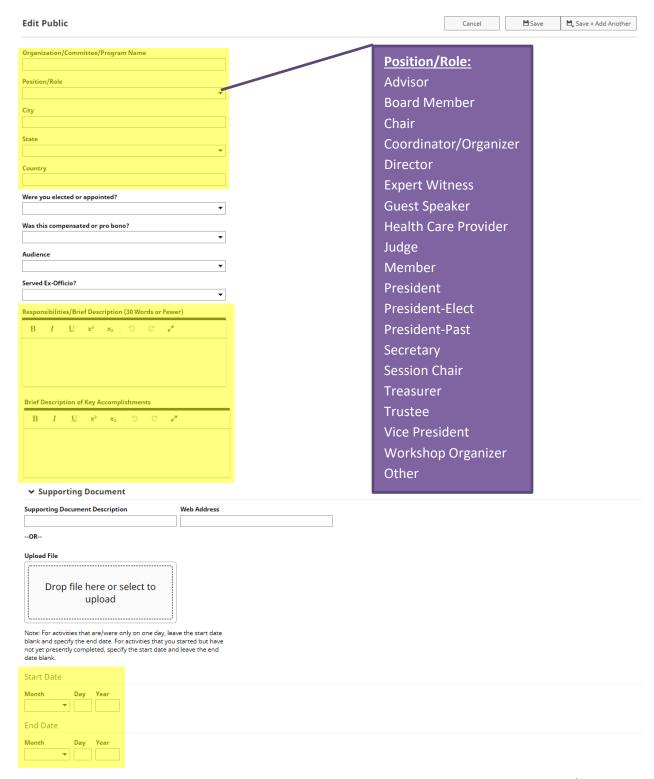
VI. Non-Credit Instruction Taught

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.



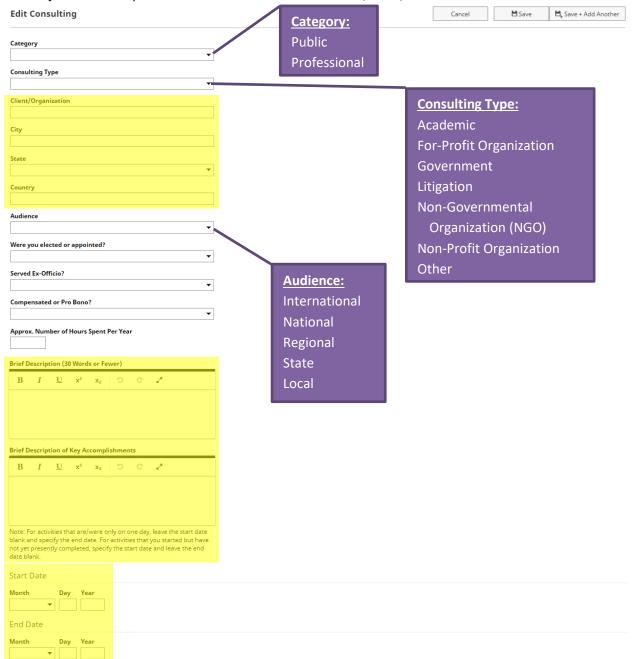
VII. Public

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.



VIII. Consulting

This screen is used to keep track of consulting activities ranging from academic, for profit, and government consulting. This screen should be filled out for substantial consulting activities and subject matter experts with documented service at local, state, national or international levels

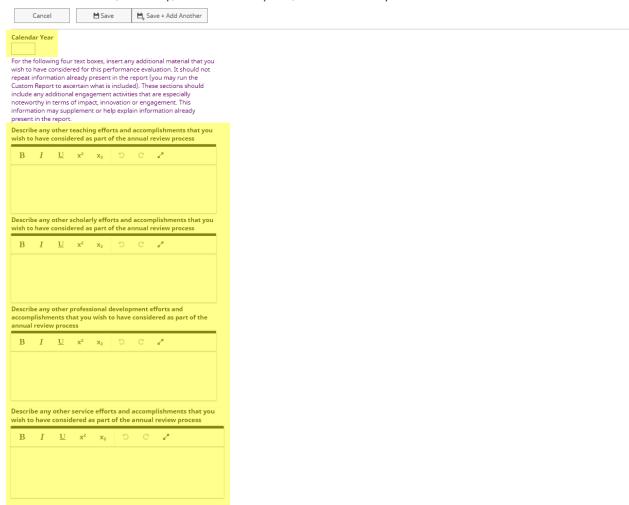


Faculty Annual Self-Evaluation and Planning Reports



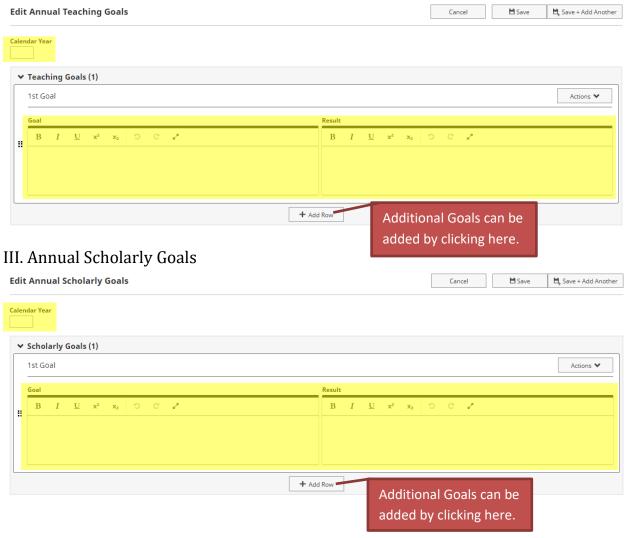
I. Other Instructional, Scholarship, Professional Development, and Service – Not Reported Elsewhere

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

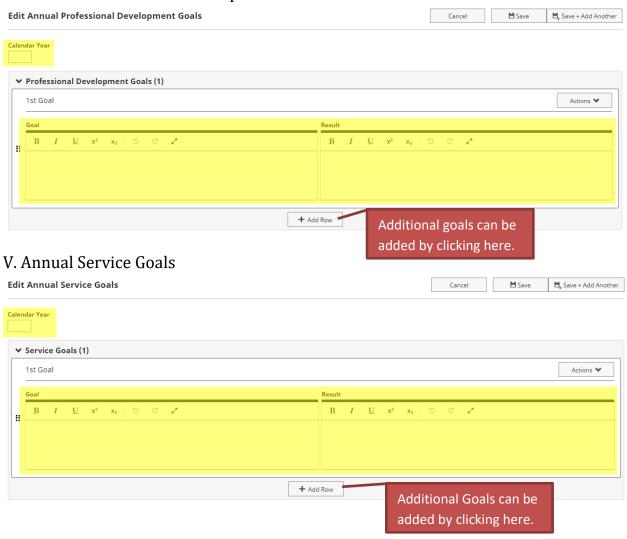


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II. Annual Teaching Goals



IV. Annual Professional Development Goals



VI. Archive Reports

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Month Day Year ▼			

Index

much	
Faculty Annual Self-Evaluation and Planning Reports, 47 Annual Scholarly Goals, 48 Annual Teaching Goals, 48 Other Instructional, Scholarship, Professional Development, and Service, 47	Professional Development and Recognition, 32 Awards and Honors, 34 Faculty Development Activities Attended, 33 Licensures and Certifications, 34 Professional Development and Recognition Professional Memberships, 32
General Information, 3	Professional Development and Recognition
Administrative Assignments – Internal to	Conference, 33
UCA, 9	Professional Development and Recognition
Administrative Data – Permanent Data, 6	Continuing Education Program, 33
Administrative Data – Yearly Data, 7, 8	Professional Development and Recognition
Education, 10	Course Towards Degree, 33
External Connections and Partnerships, 12	Professional Development and Recognition
Personal and Contact Information, 4	Courses Beyond Last Degree, 33
Instructional Activities	Professional Development and Recognition
Academic Advising, 17	Faculty Fellowship, 33
Curriculum Development, 20	Professional Development and Recognition
Directed Group Student Learning (e.g., field	Faculty Internship, 33
experience, service learning, study	Professional Development and Recognition
abroad), 19	Medical Fellowship, 33
Directed Individual Student Learning (e.g.,	Professional Development and Recognition
independent study, theses, dissertations),	Medical Internship, 33
18	Professional Development and Recognition
Dissertation Committee Member, 18	Medical Residency, 33
Doctoral Advisory Member, 18	Professional Development and Recognition
Field Experience, 19	Self-study Program, 33
Group Research, 19	Professional Development and Recognition
Honors Thesis Committee Member, 18	Seminar, 33
Honors Tutorial Advisor, 18	Professional Development and Recognition
Independent Research Advisor, 18	Tutorial, 33
Master's Thesis Committee Chair, 18	Professional Development and Recognition
Master's Thesis Committee Co-Chair, 18	Workshop, 33
Master's Thesis Committee Member, 18	Professional Development and Recognition
Master's Examination Committee Chair, 18	Annual Professional Development Goals, 34
Master's Examination Committee Member,	Scholarship/Research/Creative Activities, 21
18	Art Works in Publication, 24
Presentation, 18	Article, 24
Publication, 18	Author, 27
Reassigned Time, 17	Author and Presenter, 27
Scheduled Teaching, 15, 16	Book, 24
Service Learning, 19	Book Review, 24
Study Abroad, 19	Chapter, 24
Study Abroad Advisor, 18	Colloquium, 27
Study Abroad Advisor, Independent, 18	Conference Proceeding, 24
SURF Advisor, 18	Contract, 29
Teaching Activity Supervisor, 18	Demonstration, 27

Discussant, 27
Exhibit, 27
Fellowship, 29
Grant, 29
Grants and Contracts, 29
Instructor's Manual, 24
Intellectual Property, 31
Keynote / Plenary Address, 27
Law Review, 24

Magazine/Trade Publication, 24

Manuscript, 24

Lecture, 27

Material Regarding New Courses/Curricula,

24

Monograph, 24 Music Composition, 24

Newsletter, 24

Newspaper Article, 24 Newspaper Editorial, 24

NIH Biographical Sketch, 22, 23

Nonfiction, 24 Oral Presentation, 27

Panel, 27 Panelist, 27 Paper, 27

Paper Session, 27

Photography in Publication, 24

Play, 24 Poetry, 24 Poster, 27

Poster Session, 27 Presentations, 27, 28

Presenter, 27 Publications, 24 Reading, 27

Regular Column in Journal or Newspaper, 24

Research Report, 24 Roundtable, 27 Seminar, 27 Short Fiction, 24 Software, 24

Software, Instructional, 24 Sponsored Research, 29

Study Guide, 24 Symposium, 27 Technical Report, 24

Translation or Transcription, 24

Working Paper, 24 Workshop, 27

Written Case with Instructional Material, 24

Service Activities, 35

Accreditation Team Member, 42

Adjudicator, 42 Advisor, 45 Bear Facts Day, 36 Bear Fair, 36

Board Member, 42, 45

Career Fair, 36 Chair, 42, 45 Clinician, 42 Co-Chair, 42

Committee Chair, 36, 38, 40 Conference Chair, 42 Conference Co-Chair, 42 Cons Coordinator/Organizer, 45

Consulting, 46

Coordinator/Organizer, 45
Department/Academic Unit, 40

Editor, 42

Editor, Associate, 42 Editor, Senior, 42

Editorial Review Board Member, 42 Event Coordinator, 36, 38, 40

Expert Witness, 45
Faculty Advisor, 36, 38, 40
Faculty Mentor, 38, 40
Guest Speaker, 36, 38, 45
Health Care Provider, 45

Judge, 45 Leader, 42 Majors Fair, 36

Honor Society, 41

Member, 36, 38, 40, 42, 45

Moderator, 42

Non-Credit Instruction Taught, 44

Parliamentarian, 36

Planning Committee Member, 42 Prepare/Grade Certification Exams, 42

President, 36, 45 President-Elect, 42, 45 President-Past, 42, 45 Professional, 41, 42 Program Chair, 42 Program Co-Chair, 42

Version 5 https://uca.edu/ir/faculty-success/guides/ Program Director, 36, 38

Program Director / Coordinator, 40

Public, 45 Resident, 42 Reviewer, 42

Reviewer, Academic Program, 42

Reviewer, Ad Hoc, 42 Reviewer, Book, 42 Reviewer, Conference, 42 Reviewer, Grant Proposal, 42 Reviewer, Journal, 42 Reviewer, Program Proposal, 42

Reviewer, Textbook, 42 Secretary, 36, 38, 40, 42, 45

Senator, 36

Session Chair, 36, 38, 40, 42, 45

Student Organization, 41

Treasurer, 42, 45

Trustee, 45

University, 36, 38

Vice President, 36, 42, 45

Workshop Organizer, 36, 38, 40, 42, 45

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