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

On the following pages you will find information on what to fill out in each subsection. Fields that are part of the <mark>Faculty Annual Self-Evaluation and Planning Report</mark> are <mark>highlighted in yellow</mark>. Fields that are part of the <mark>NIH Biographical Sketch</mark> are <mark>highlighted in green</mark>. 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
IV. Academic, Government, Military, and Professional Positions – External to UCA
V. Administrative Assignments – Internal to UCA
VI. Education
VII. External Connections and Partnerships

I. Personal and Contact Information

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

Edit Personal and Contact Information

Cancel   💾 Save

You do not have access to modify some of the fields on this screen. If changes are needed, contact your Digital Measures Administrator, Amber Hall.

Prefix

First Name 🔒
Test

Preferred First Name

Middle Name 🔒

Last Name 🔒
Test

Suffix 🔒

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

E-Mail Address 🔒
ir@uca.edu

I. Personal and Contact Information (continued)

Building Where Your Office is Located

[dropdown]

Office Room Number

[   ]

Office Phone

Office Phone Areacode	**Office Phone Prefix**	**Office Phone Suffix**
[ ]	[ ]	

Department Phone

Department Phone Areacode	**Department Phone Prefix**	**Department Phone Suffix**
[ ]	[ ]	

Fax

Fax Areacode	**Fax Prefix**	**Fax Suffix**
[ ]	[ ]	

Date of Birth

Month 🔒 **Day** 🔒 **Year** 🔒

Gender 🔒

Race/Ethnicity 🔒 ❓

U.S. Citizen or Permanent Resident? 🔒

Brief Biography (30 Words or Fewer)

B	*I*	U	x²	x₂	↺	↻	↗

Teaching Interest(s)

B	*I*	U	x²	x₂	↺	↻	↗

Scholarship/Research Interest(s) ❓

B	*I*	U	x²	x₂	↺	↻	↗

Office Location:

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

II. Administrative Data – Permanent Data

OIR updates all fields on the following screen.

Edit Permanent Data   [Cancel]

You do not have access to modify the fields on this screen. If changes
are needed, contact your Digital Measures Administrator, Amber Hall.

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, Graduate Faculty, Date of Last Rank Promotion, On Leave?, Leave Start Date, Leave End Date

---

Edit Yearly Data   [Cancel]

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

Academic Year 🔒
2021-2022

˅ College and Department/Academic Unit (1)

1st College and Department/Academic Unit

College	Department/Academic Unit	Discipline	AACSB Specialty
Natural Sciences and Mathematics	Biology		

Faculty Rank 🔒
Professor

Faculty Rank Abbreviation for Roster 🔒
PR

Tenure Status 🔒
Tenured

Tenure Status Abbreviation for Roster 🔒
TN

Graduate Faculty 🔒
Full

Edit Yearly Data   [Cancel]
Full

Graduate Faculty Expiration Date

Month 🔒 **Day** 🔒 **Year** 🔒
February 1 2026

On Leave?

On Leave? 🔒
None

Leave Start Date

Month 🔒 **Day** 🔒 **Year** 🔒

Leave End Date

Month 🔒 **Day** 🔒 **Year** 🔒

Date of Last Rank Promotion

Month 🔒 **Day** 🔒 **Year** 🔒

Qualified on Tested Experience? 🔒

Explanation of Qualification 🔒

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

Edit Academic, Government, Military and Professional Positions - External to UCA Cancel Save Save + Add Another

Experience Type

Organization

City

State

Country

Title/Rank/Position

Was/is this your own company?

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

Description for Professional Positions (30 Words or Fewer)

B I U x² x₂ ↺ C ↗

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

V. Administrative Assignments – Internal to UCA

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

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

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

Edit Administrative Assignments - Internal to UCA

Cancel   Save   Save + Add Another

Position/Title

Scope

Scope:
College
Department
University

Brief Description of Responsibilities

B   I   U   x²   x₂   ↺   ↻   ↗

Start Date

Month   Day   Year

End Date

Month   Day   Year

∨ Accomplishments (1)

1st Year   Actions ∨

Calendar Year   **Accomplishments**

B   I   U   x²   x₂   ↺   ↻   ↗

+ Add Row

VI. Education

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

Edit Education   Cancel   💾 Save

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

Degree 🔒
PHD

FICE Code 🔒
001092

Institution 🔒
University of Central Arkansas

Location of Institution 🔒
Conway, AR

∨ Major (1)

1st Major   Actions ∨

Major	Emphasis	Supporting Area(s) of Emphasis
Economics	International finance	B I U x² x₂ ↺ ↻ ↗

+ Add Row

VI. Education (continued)

Dissertation/Thesis Title

Honor/Distinction (Latin)

Other Honors/Distinction

Please select "Yes" for only the degree(s) that qualify you for your faculty position.

Highest or Qualifying Degree?

Terminal Degree? 🔒
Yes

Transcript

Drop file here or select to upload

Date Completed

Month   Year 🔒
          2012

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

Select "Yes" for highest degree earned.

▼ Associated Coursework (1)

1st Course   Actions ▼

Title

Course Prefix and Course Number
Course Prefix   **Course Number**

Credit Hours

+ Add Row

VII. External Connections and Partnerships

Edit External Connections and Partnerships

Cancel   Save   Save + Add Another

Type of Activity

What issue best describes the activity?

Organization

Primary Contact Person

Street Address (Line 1)

Street Address (Line 2)

City

State

Country

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

VII. External Connections and Partnerships (continued)

Phone Number

Phone Number Area Code

Phone Number Prefix

Phone Number Suffix

E-mail Address

Website

Description (30 Words or Fewer)

| B | I | U | x^2 | x_2 | ↺ | C | ↗ |

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**

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

<u>OIR updates all fields on the following screen.</u>

Edit Scheduled Teaching　　　　Cancel　　💾 Save

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

Term and Year

Term 🔒　**Year** 🔒
Fall　　2016

Course Name 🔒
APPLIED CALCULUS FOR LIFE SCI

Course Prefix and Course Number

Course Prefix 🔒　　　　　　　　**Course Number** 🔒
MATH　　　　　　　　　　　　　1491

CRN 🔒
012345

Enrollment 🔒
10

Number of Credit Hours 🔒
4

Degree Program 🔒

Course College 🔒
Natural Sciences and Mathematics

Course Department 🔒
Mathematics

I. Scheduled Teaching (continued)

Instructors (1)

1st Instructor

Instructor Name
Test, Test (aabbey)

Delivery Mode
Traditional

Number of Students Earning an A
2

Number of Students Earning a B
2

Number of Students Earning a C
2

Number of Students Earning a D
2

Number of Students Earning an F
2

Number of Students Withdrawing (W/WF/WP)
1

Number of Students with an Other Grade

Syllabus for this course

Drop file here or select to upload

II. Evaluation Results

Edit Evaluation Results

Cancel   🖫 Save

You do not have access to modify some of the fields on this screen. If changes are needed, contact your Watermark Faculty Success Administrator, 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

III. Reassigned Time

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

Edit Reassigned Time

Cancel

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

Term and Year

Term 🔒	Year 🔒
Fall	2021

∨ Reassigned Time Type (1)

1st Reassigned Time Type

Type	Credit Hours Reassigned	Official Reassign-time Activities
Administrative Services	3	

IV. Academic Advising

Edit Academic Advising

Cancel   💾 Save   💾 Save + Add Another

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 I U x² x₂ ↺ ↻ ↗

Terms:
Fall
Fall Six Month
Spring
Spring Six Month
Summer

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

Edit Directed Individual Student Learning (e.g., independent study, theses, dissertations) [Cancel] [Save] [Save + Add Another]

Involvement Type

Student Information (1)

1st Student Name

Student First Name **Student Last Name**

[+ Add Row]

Student's Home Department/Academic Unit

Course Prefix and Course Number

Course **Course Number**

Number of Credit Hours

Title of Student's Work

Stage of Completion

Outcomes

Description

B   I   U   x²   x₂

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**

Involvement Type:
Dissertation Committee Chair
Dissertation Committee Co-Chair
Dissertation Committee Member
Doctoral Advisory Chair
Doctoral Advisory 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

Stage of Completion:
Completed
In Progress
Proposal

Outcomes:
Artistic Performance / Exhibit
Presentation
Publication
Other

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

Edit Directed Group Student Learning (e.g., field experience, service learning, study abroad)   Cancel   Save   Save + Add Another

Type of Activity

Course Prefix and Course Number

Course   **Course Number**

Number of Credit Hours

Stage of Completion

Outcomes

Description

B I U x² x₂ ↺ ↻ ↗

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

⌄ 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

VII. Curriculum Development

Edit Curriculum Development

Cancel   Save   Save + Add Another

Calendar Year

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

| B | I | U | x² | x₂ | ↺ | ↻ | ↗ |

Supporting Document

File Description

Upload File

Drop file here or select to upload

Scholarship/Research/Creative Activities

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

I.   NIH Biographical Sketch
II.   Publications
III.   Presentations
IV.   Grants and Contracts
V.   Intellectual Property (e.g. copyrights, patents)

Scholarship/Research/Creative Activities

NIH Biographical Sketch   Grants and Contracts

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

Presentations

I. NIH Biographical Sketch

Edit NIH Biographical Sketch   Cancel   🖫 Save   🖫 Save + Add Another

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

eRA Commons Username

Personal Statement ❔

| B | I | U | x² | x₂ | ↺ | ↻ | ⤢ |

∨ Relevant Publications (1)

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

1st Publication   Actions ∨

⠿ **Intellectual Contribution** ❔

▼

＋ Add Row

Link to full list of your published work ❔

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

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

∨ 1st Contribution and Relevant Activities

Contribution

| B | I | U | x² | x₂ | ↺ | ↻ | ⤢ |

∨ 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   Actions ∨

⠿ **Intellectual Contribution** ❔   **Intellectual Property**

▼   ▼

＋ Add Row

∨ 2nd Contribution and Relevant Activities

Contribution

| B | I | U | x² | x₂ | ↺ | ↻ | ⤢ |

I. NIH Biographical Sketch (continued)

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 | Actions ⌄ |

Intellectual Contribution ❓   **Intellectual Property**

[▼]   [▼]

+ Add Row

3rd Contribution and Relevant Activities

Contribution

B *I* U x² x₂ ↺ ↻ ⤢

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 | Actions ⌄ |

Intellectual Contribution ❓   **Intellectual Property**

[▼]   [▼]

+ Add Row

4th Contribution and Relevant Activities

Contribution

B *I* U x² x₂ ↺ ↻ ⤢

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 | Actions ⌄ |

Intellectual Contribution ❓   **Intellectual Property**

[▼]   [▼]

+ Add Row

5th Contribution and Relevant Activities

Contribution

B *I* U x² x₂ ↺ ↻ ⤢

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 | Actions ⌄ |

Intellectual Contribution ❓   **Intellectual Property**

[▼]   [▼]

+ Add Row

II. Publications

Contribution Type Options:

Art Works in Publication	Music Composition
Article in Academic Journal	Newsletter
Article in In-House Journal	Newspaper Article
Article in Professional Journal	Newspaper Editorial
Article in Public or Trade Journal	Nonfiction in Anthology
Book Review	Nonfiction in Online Journal
Book, Nonfiction	Nonfiction in Print Journal
Book, Novel	Photography in Publication
Book, Play	Play in Anthology
Book, Poetry	Play in Online Journal
Book, Scholarly-New	Play in Print Journal
Book, Scholarly-Revised	Poetry in Anthology
Book, Short Fiction	Poetry in Online Journal
Book, Textbook-New	Poetry in Print Journal
Book, Textbook-Revised	Regular Column in Journal or Newspaper
Chapter in Scholarly Book-New	Research Report
Chapter in Scholarly Book-Revised	Short Fiction in Anthology
Chapter in Textbook-New	Short Fiction in Online Journal
Chapter in Textbook-Revised	Short Fiction in Print Journal
Conference Proceeding	Software
Instructor's Manual	Software, Instructional
Interview	Study Guide
Law Review	Technical Report
Magazine/Trade Publication	Translation or Transcription
Manuscript	Working Paper
Material Regarding New Courses/Curricula	Written Case with Instructional Material
Monograph	Other

Edit Publications

Reference above for options.

Cancel   Save   Save + Add Another

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   Actions ⌄

People at University of Central Arkansas   First Name   Middle Name/Initial   Last Name
Test, Test (aabbey)   Test   Test

Institution/Company   If a student, what is his/her level?

+ Add Row

Student Level:
Undergraduate
Graduate

Additional authors can be added by clicking here.

II. Publications (continued)

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?

▼

II. Publications (continued)

Acceptance Rate

[   ] %

Impact Factor

[   ]

Is this publicly available?

[▾]

Abstract/Synopsis

| B | I | U | x² | x₂ | ↺ | ↻ | ↗ |

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

[▾]

Supporting Document

Supporting Document Description

[   ]

File

┌─────────────────────────────────────┐
│   Drop file here or select to upload │
└─────────────────────────────────────┘

A digital copy can be stored by clicking on "Store File" and selecting the file on your computer.

Current Status

[▾]

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

Date Project Started

Month	Day	Year
[▾]	[ ]	[ ]

Date Project Ended

Month	Day	Year
[▾]	[ ]	[ ]

Date Submitted

Month	Day	Year
[▾]	[ ]	[ ]

Date Accepted

Month	Day	Year
[▾]	[ ]	[ ]

Date Published

Month	Day	Year
[▾]	[ ]	[ ]

III. Presentations

Edit Presentations

Save + Add Another

Presentation Type

Presentation Type:
Demonstration
Exhibit
Keynote / Plenary Address
Lecture
Oral Presentation
Paper
Poster
Reading
Other

Conference/Meeting Name

Sponsoring Organization (if applicable)

Location

Presentation or Session Title

Roles:
Author
Author and
   Presenter
Discussant
Panelist
Presenter

∨ Presenters/Authors (1)

Please either select a person from the drop-down list or enter their nam

1st Presenter/Author   Actions ∨

People at University of Central Arkansas	First Name	Middle Name/Initial	Last Name
Adams, Gianetta L (gadams)	Gianetta	L	Adams

Role

If a student, what is his/her level?

Additional authors can be added by clicking here.

+ Add Row

Session Type

Session Type:
Colloquium
Panel
Paper Session
Poster Session
Roundtable
Seminar
Symposium
Workshop
Other

Audience

Audience:
Academic
Non-Academic

Scope

Scope:
International
National
Regional
State
Local

Was this peer-reviewed/refereed?

Was this invited?

Current Status

Current Status:
Accepted
Not Accepted
Presented
Work in Progress
Under Review

Published in Proceedings?

Published Elsewhere?

Acceptance Rate
%

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

Abstract/Synopsis (30 Words or Fewer)

B I U x² x₂ ↺ ↻ ↗

Supporting Document

Supporting Document Description

III. Presentations (continued)

Web Address

[   ]

--OR--

File

```
Drop file here or select to upload
```

Date Project Started

Month   Day   Year
[▼]   [   ]   [   ]

Date Project Ended

Month   Day   Year
[▼]   [   ]   [   ]

Date Presented

Month   Day   Year
[▼]   [   ]   [   ]

IV. Grants and Contracts

Edit Grants and Contracts

Cancel   Save   Save + Add Another

Type

Title of Award

Sponsoring Organization

Awarding Organization Is

Title of Sponsored Investigation or Activity

Type:
Contract
Fellowship
Research Grant
Other

Awarding Organizations:
UCA
Local
State
Federal
Private
Other

Investigators (1)

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

1st Investigator   Actions ∨

People at University of Central Arkansas	First Name	Middle Name/Initial	Last Name
Adams, Gianetta L (gadams)	Gianetta	L	Adams

Role

If a student, what is his/her level?

+ Add Row

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

Role:
Principal Investigator
Co-Principal Investigator
Senior Investigator
Mentor
Supporting
Other

Total Amount
$

Amount to be used at UCA?

Abstract
B I U x² x₂ ↺ C ↗

Award Letter

Drop file here or select to upload

Current Status

Priority Score

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

Current Status:
Work in Progress
Under Review
Funded
Not Funded

Supporting Document

File Description   **File**

Drop file here or select to upload

IV. Grants and Contracts (continued)

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
▼		

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

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

Patent or Copyright

Patent Type:
Provisional
Regular

Patent Title

Patent/Copyright Number/ID

Patent Type

Patent Nationality

Patent Nationality:
United States
Patent Cooperation Treaty

If Patent Cooperation Treaty, List Nations

B I U x² x₂

Inventors (1)

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

1st Inventor   Actions ▾

People at Your University   **First Name**   **Middle Name/Initial**   **Last Name**
Test, Test (aabbey)   Test   Test

+ Add Row

Additional inventors can be added by clicking here.

If patent has been licensed, to whom?

If patent has been assigned, to whom?

Supporting Document

File Description   **File**

Drop file here or select to upload

Date Submitted to University

Month   Day   Year

Date of Patent Application

Month   Day   Year

Date Patent Approved

Month   Day   Year

Date Licensed

Month   Day   Year

Renewal Date

Month   Day   Year

Professional Development and Recognition

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

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

⌄ Professional Development and Recognition

Professional Memberships   Awards and Honors

Faculty Development Activities Attended   Licensures and Certifications

I. Professional Memberships

Edit Professional Memberships   Cancel   💾 Save   💾 Save + Add Another

Name of Organization

Abbreviation of Organization

Scope of Organization

> **Scope of Organization:**
> International
> National
> Regional
> State
> Local

Description of the Organization

B *I* U x² 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   Year

End Date

Month   Year

II. Faculty Development Activities Attended

Edit Faculty Development Activities Attended

Cancel | Save | Save + Add Another

Activity Type

Title/Course/Conference Name

Course Prefix and Course Number

Course Prefix

Course Number

Organization/Institution

City

State

Country

Number of Credit Hours

Type of Development

Description

B I U x² x₂

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

Start Date

Month | Day | Year

End Date

Month | Day | Year

Activity Type:
Conference
Continuing Education
    Program
Course Towards Degree
Courses Beyond Last
    Degree
Faculty Fellowship
Faculty Internship
Medical Fellowship
Medical Internship
Medical Residency
Self-Study Program
Seminar
Tutorial
Workshop
Other

Type of Development:
Instructional Scholarly
Other

III. Awards and Honors

Edit Awards and Honors

Cancel | Save | Save + Add Another

Award or Honor Name

Organization/Sponsor

Scope

Description/Explanation (30 Words or Fewer)

B I U x² x₂

Scope:

International

National

Regional

State

Local

University

College

Department

Supporting Document

File Description

File

Drop file here or select to upload

Date Received

Month Day Year

IV. Licensures and Certifications

Edit Licensures and Certifications

Cancel | Save | Save + Add Another

Title of Licensure/Certification

Sponsoring Organization

Scope

Description

B I U x² x₂

Scope:

International

National

Regional

State

Local

Date Obtained

Month Day Year

Expiration Date

Month Day Year

Supporting Document Description

B I U x² x₂

File

Drop file here or select to upload

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

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

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

I. University (continued)

Edit University

Cancel | Save | Save + Add Another

Committee/Program/Organization Name

Position/Role

Reference page 36 for options.

Were you elected or appointed?

Was this compensated or pro bono?

Served Ex-Officio?

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

Responsibilities/Brief Description (30 Words or Fewer)

B I U x² x₂ ↺ ↻ ⤢

Brief Description of Key Accomplishments

B I U x² x₂ ↺ ↻ ⤢

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

Start Date

Month Day Year

End Date

Month Day Year

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

II. College

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

Committee/Program/Organization Name:

CAHSS Committee on Committees
CAHSS Curriculum & Assessment Committee
CAHSS Diversity Committee
CAHSS EDGE (Educating for Diversity and Global Engagement) Committee
CAHSS Recruitment and Retention Committee
CAHSS Research Committee
CAHSS Tenure & Promotion Committee
CFAC Committee on Committees
CFAC Crisis & Security Committee
CFAC Curriculum & Assessment Committee
CFAC Faculty Awards Committee
CFAC Outstanding Student Award Committee
CFAC Research Committee
CFAC Tenure & Promotion Committee
CHBS Assessment Committee
CHBS Curriculum and Assessment Committee
CHBS Curriculum Committee
CHBS Diversity Committee
CHBS Interprofessional Education Committee
CHBS Research Committee
CHBS Residential College Advisory Committee
CHBS Simulation Advisory Committee
CHBS Tenure & Promotion Committee
CLA Curriculum & Assessment Committee
CLA Diversity Committee
CLA Outstanding College Student Committee
CLA Research Committee
CLA Tenure & Promotion Committee
CNSM Curriculum & Assessment Committee
CNSM Outstanding Student Award Committee
CNSM Research Committee
CNSM Tenure & Promotion Committee
COB College Executive Committee

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

Position/Role Options:

Committee Chair
Event Coordinator
Faculty Advisor
Faculty Mentor
Guest Speaker
Member

Program Director
Secretary
Session Chair
Workshop Organizer
Other

II. College (continued)

Edit College

Cancel   🖫 Save   🖫 Save + Add Another

Committee/Program/Organization Name

Position/Role

Reference page 38 for options.

Were you elected or appointed?

Was this compensated or pro bono?

Served Ex-Officio?

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

Responsibilities/Brief Description (30 Words or Fewer)

B   I   U   x²   x₂   ↺   ↻   ↗

Brief Description of Key Accomplishments

B   I   U   x²   x₂   ↺   ↻   ↗

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

Start Date

Month   Day   Year

End Date

Month   Day   Year

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

III. Department/Academic Unit

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.

Edit Department/Academic Unit

Cancel | Save | Save + Add Another

Committee/Program/Organization Name

Position/Role

Were you elected or appointed?

Was this compensated or pro bono?

Responsibilities/Brief Description (30 Words or Fewer)

B I U x² x₂

Brief Description of Key Accomplishments

B I U x² x₂

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

Start Date

Month Day Year

End Date

Month Day Year

Position/Role:
Committee Chair
Event Coordinator
Faculty Advisor
Faculty Mentor
Member
Program Director / Coordinator
Secretary
Session Chair
Workshop Organizer
Other

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 at a later date should you create a new item.

IV. Student Activities

Edit Student Activities

Cancel | Save | Save + Add Another

Name of Student Activity or Group

Type of Activity

Position/Role

Were you elected or appointed?

Was this compensated or pro bono?

Responsibilities/Brief Description (30 Words or Fewer)

B | I | U | x² | x₂ | ↺ | ↻ | ⤢

Brief Description of Key Accomplishments

B | I | U | x² | x₂ | ↺ | ↻ | ⤢

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

Start Date

Month | Day | Year

End Date

Month | Day | Year

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

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.

<u>Position/Role:</u>

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)

Edit Professional   Cancel   Save   Save + Add Another

Name of Committee, Program, Event, or Publication

Sponsoring Organization

Position/Role

City

State

Country

Were you elected or appointed?

Was this compensated or pro bono?

Audience

Served Ex-Officio?

Responsibilities/Brief Description (30 Words or Fewer)

B   I   U   x²   x₂

Brief Description of Key Accomplishments

B   I   U   x²   x₂

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

Start Date

Month   Day   Year

End Date

Month   Day   Year

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.

Edit Non-Credit Instruction Taught

Cancel | Save | Save + Add Another

Instruction Type

Audience

Sponsoring Organization

Number of Participants

Academic or Professional?

Description

B I U x² x₂

Supporting Document

Supporting Document Description

File

Drop file here or select to upload

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

Start Date

Month Day Year

End Date

Month Day Year

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

VII. Public

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

Edit Public

Cancel | Save | Save + Add Another

Organization/Committee/Program Name

Position/Role

City

State

Country

Were you elected or appointed?

Was this compensated or pro bono?

Audience

Served Ex-Officio?

Responsibilities/Brief Description (30 Words or Fewer)

B I U x² x₂ ↺ ↻ ↗

Brief Description of Key Accomplishments

B I U x² x₂ ↺ ↻ ↗

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

⌄ 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

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

Edit Consulting

Cancel   Save   Save + Add Another

Category

Category:
Public
Professional

Consulting Type

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

Client/Organization

City

State

Country

Audience

Audience:
International
National
Regional
State
Local

Were you elected or appointed?

Served Ex-Officio?

Compensated or Pro Bono?

Approx. Number of Hours Spent Per Year

Brief Description (30 Words or Fewer)

B I U x² x₂ ↺ ↻ ↗

Brief Description of Key Accomplishments

B I U x² x₂ ↺ ↻ ↗

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

Start Date

Month   Day   Year

End Date

Month   Day   Year

Faculty Annual Self-Evaluation and Planning Reports

Faculty Annual Self-Evaluation and Planning Reports

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

Annual Teaching Goals

Annual Scholarly Goals

Annual Professional Development Goals

Annual Service Goals

Archived Reports

Summary Evaluation

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

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

Cancel   Save   Save + Add Another

Calendar Year

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

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

B   I   U x^2 x_2 ↺   ↻   ↗

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

B   I   U x^2 x_2 ↺   ↻   ↗

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^2 x_2 ↺   ↻   ↗

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

B   I   U x^2 x_2 ↺   ↻   ↗

II. Annual Teaching Goals

III. Annual Scholarly Goals

IV. Annual Professional Development Goals

Edit Annual Professional Development Goals   Cancel   Save   Save + Add Another

Calendar Year

▼ **Professional Development Goals (1)**

1st Goal   Actions ▼

Goal	Result
B I U x² x₂ ↺ ↻ ⤢	B I U x² x₂ ↺ ↻ ⤢

+ Add Row

Additional goals can be added by clicking here.

V. Annual Service Goals

Edit Annual Service Goals   Cancel   Save   Save + Add Another

Calendar Year

▼ **Service Goals (1)**

1st Goal   Actions ▼

Goal	Result
B I U x² x₂ ↺ ↻ ⤢	B I U x² x₂ ↺ ↻ ⤢

+ Add Row

Additional Goals can be added by clicking here.

VI. Archive Reports

Edit Archived Reports

Cancel   💾 Save   📋 Save + Add Another

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**

Index