



# College of Science and Engineering

## Faculty Success Guide

This manual will help you enter data into Faculty Success and find where it should be stored. Let us 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

My Profile .....	3
I. Personal and Contact Information .....	3
II. Administrative Data – Permanent Data .....	5
III. Administrative Data – Yearly Data .....	5
IV. Education.....	7
V. Scheduled Teaching.....	9
VII. Reassigned Time .....	13
VIII. Summary Evaluation.....	14
General Information .....	16
I. Academic, Government, Military, and Professional Positions – External to UCA .....	16
II. Administrative Assignments – Internal to UCA .....	17
III. External Connections and Partnerships .....	18
IV. Media Appearances and Interviews .....	19
Instructional Activities .....	20

I. Academic Advising.....	20
II. Directed Individual Student Learning (e.g., independent study, theses, dissertations) .....	21
III. Directed Group Student Learning (e.g., field experience, service learning, study abroad) .....	22
IV. Curriculum Development .....	23
Scholarship/Research/Creative Activities .....	23
I. NIH Biographical Sketch .....	24
II. Publications .....	27
III. Presentations .....	30
IV. Grants and Contracts.....	33
I. Professional Memberships .....	37
II. Faculty Development Activities Attended.....	37
III. Awards and Honors .....	38
IV. Licensures and Certifications.....	39
Service Activities .....	40
I. University .....	40
II. College .....	42
III. Department/Academic Unit .....	45
IV. Student Activities .....	46
V. Professional .....	46
VI. Non-Credit Instruction Taught .....	48
VII. Public .....	49
VIII. Consulting.....	50
Faculty Annual Self-Evaluation and Planning Reports .....	51
I. Other Instructional, Scholarship, Professional Development, and Service - Not Reported Elsewhere .....	52
II. Annual Teaching Goals .....	53
II. Annual Scholarly Goals .....	53
III. Annual Professional Development Goals .....	54
IV. Annual Service Goals .....	54
Index .....	56

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.

## 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**

**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 \***

**Preferred First Name**

**Middle Name \***

**Last Name \***

**Suffix \***

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

**E-Mail Address \***

**Building Where Your Office is Located**

#### 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

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> 


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




Brief Biography (30 Words or Fewer)

**B** *i* U  $x^2$   $x_2$    

Teaching Interest(s)

**B** *i* U  $x^2$   $x_2$    

Scholarship/Research Interest(s) 

**B** *i* U  $x^2$   $x_2$    

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**

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

Start Date at University of Central Arkansas

Month <sup>Ⓜ</sup> Day <sup>Ⓝ</sup> Year <sup>Ⓨ</sup>

Tenure Decision Date

Month <sup>Ⓜ</sup> Day <sup>Ⓝ</sup> Year <sup>Ⓨ</sup>

▼ Ranks Held as UCA (1)

1st Rank

Rank <sup>Ⓡ</sup>

Assistant Professor

Start Date

Month <sup>Ⓜ</sup> Day <sup>Ⓝ</sup> Year <sup>Ⓨ</sup>

August 16 2014

End Date

Month <sup>Ⓜ</sup> Day <sup>Ⓝ</sup> Year <sup>Ⓨ</sup>

Original Source: Data Imports  
Created: April 19, 2017  
Last Saved: April 19, 2017

## 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 

%

**ABET Level of Activity**

Professional Organizations 

Professional Development 

Consulting/summer work in industry 

Original Source: Data Imports  
Created: November 12, 2025  
Last Saved: November 12, 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

<input type="checkbox"/> DEGREE	<input type="checkbox"/> EXPLANATION OF "OTHER"	<input type="checkbox"/> INSTITUTION	<input type="checkbox"/> HIGHEST OR QUALIFYING DEGREE?	<input type="checkbox"/> TERMINAL DEGREE?	<input type="checkbox"/> YEAR, DATE COMPLETED
<input type="checkbox"/> PHD		University of Central Arkansas		Yes	2012
<input type="checkbox"/> MS		University of Central Arkansas		Yes	2009
<input type="checkbox"/> BS		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

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

### Highest or Qualifying Degree?

### Terminal Degree?

Yes

☐ Official Transcript

### Transcript

Drop file here or select to upload

### Honor/Distinction:

Cum Laude  
Magna Cum Laude  
Summa Cum Laude  
Egregia Cum Laude

Select "Yes" for  
highest degree  
earned.



Date Completed

Month Year 📅  
2012

▼ 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	<div>✎</div> 1390	012346	1

## 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 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

Number of Students Earning an F

Number of Students Withdrawing (W/WF/WP)

Number of Students with an Other Grade

Syllabus for this course

Drop file here or select to upload

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

CANCEL

SAVE

## VI. Evaluation Results

←

Evaluation Results

Search...

SEARCH

Search Tips

Rapid Reports

ADD NEW

DELETE

DUPLICATE

COMPARE

SELECT COLUMNS

←

→

Filters: None

<div><input type="checkbox"/></div> TERM	HOW MUCH LEARNED	TEACHING METHODS	COURSE MATERIALS	OVERALL COURSE EFFECTIVENESS
<div><input type="checkbox"/></div> <div><div><div></div></div>Fall 2016, MATH 1390, 012346</div>	5	5	5	
<div><input type="checkbox"/></div> <div><div><div></div></div>Fall 2016, MATH 1491, 012345</div>	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 ⓘ

Teaching Evaluation

Replace file here or select to upload


Test DM Document-1.pdf (83.05 KB)


Store teaching evaluation pdfs here

CANCEL SAVE

## 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

Q Search...	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 ⓘ

Overall Evaluation ⓘ

Tenure Evaluation (if applicable) ⓘ

Promotion Evaluation (if applicable) ⓘ

Advancement Evaluation (if applicable) ⓘ

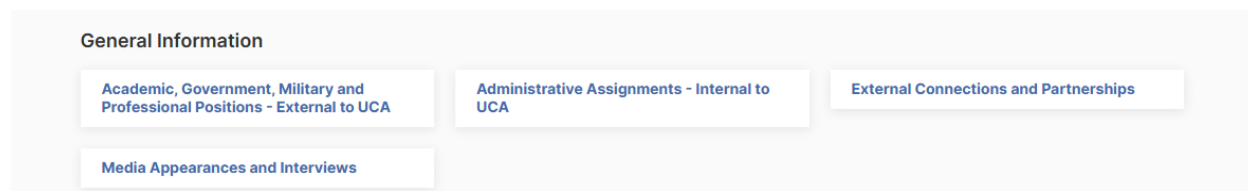
Original Source: Data Entry  
Created: April 13, 2021  
Last Saved: June 2, 2021

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



### 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

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  $x^2$   $x_2$  ↶ ↷ ↺

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.

× **Add Activity**  
Administrative Assignments - Internal to UCA

BACK SAVE ACTIVITY

1 Select Activity Type 2 Add Details

Fields marked with \* are required.

Activity Details

Position/Title

Scope

Brief Description of Responsibilities

**B** *i* U  $x^2$   $x_2$  ↶ ↷ ↺

Start Date

Month Day Year

End Date

Month Day Year

**Scope:**  
College  
Department  
University



State

Country

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<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

End Date

Month

Day

Year

## IV. Media Appearances and Interviews

×

Add Activity

Media Appearances and Interviews

BACK

SAVE ACTIVITY

✓ Select Activity Type

② Add Details

Fields marked with \* are required.

Activity Details

Media Type

Article/Segment Title

Program/Media Outlet Name

Web Address

Description

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

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

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

### Terms:

Fall

Fall six months

Spring

Spring six months

Summer

Add Activity

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

BACKSAVE ACTIVITY

Select Activity TypeAdd 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

Course

Course Number

Number of Credit Hours

Title of Student's Work

Stage of Completion

Outcomes

Description

B*i*Ux<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

### 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

2 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

Description

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

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

Version 6

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

November 19, 2025

Page | 22

## IV. Curriculum Development

The screenshot shows the 'Add Activity' form in the Curriculum Development section. At the top, there is a breadcrumb trail: 'Add Activity' > 'Curriculum Development'. To the right are 'BACK' and 'SAVE ACTIVITY' buttons. Below the breadcrumb is a progress bar with two steps: 'Select Activity Type' (completed) and 'Add Details' (current step). A note states: 'Fields marked with \* are required.' The main form area is titled 'Activity Details' and contains the following fields:

- Calendar Year:** A dropdown menu.
- Description:** A text area with a rich text editor toolbar (Bold, Italic, Underline, Link, Unlink, Bulleted List, Numbered List, Indent, Outdent, Undo, Redo). The text area is highlighted in yellow.
- Supporting Document:** A section with a 'File Description' text field and an 'Upload File' button.
- Upload File:** A dashed box with the text 'Drop file here or select to upload'.

## Scholarship/Research/Creative Activities

The Scholarship/Research/Creative Activities section is in the third section of 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)

The screenshot shows the 'Scholarship/Research/Creative Activities' section. It contains five buttons arranged in two rows:

- Row 1: NIH Biographical Sketch, Publications, Presentations
- Row 2: Grants and Contracts, Intellectual Property (e.g., copyrights, patents)

## I. NIH Biographical Sketch

x

## Add Activity

NIH Biographical Sketch

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

✓ Select Activity Type
⌚ 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
 $x^2$ 
 $x_2$ 
↶ ↷ ☐☐

#### 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 ⓘ

Intellectual Property

⊕ 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 ⓘ

Intellectual Property

⊕ 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 ⓘ

Intellectual Property

⊕ 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 ⓘ

Intellectual Property

⊕ Add Another Publication/Research Product

▼ 5th Contribution and Relevant Activities

Contribution

B *i* U  $x^2$   $x_2$  ↶ ↷ ↺ ↻

▼ 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 ⓘ

Intellectual Property

⊕ 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

Fields marked with \* are required.

### Activity Details

Reference above for options.

#### 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

Test, Test (ilechukwu)

#### First Name

Test

#### Middle Name/Initial

#### Last Name

Test

#### Institution/Company

If a student, what is his/her level?

**Student Level:**  
Undergraduate  
Graduate

+ Add Another Author

Additional authors  
can be added by  
clicking here.

#### 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

Is this publicly available?

Abstract/Synopsis

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

Supporting Document

Supporting Document Description

File

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

**Current Status:**

- Work in Progress
- Submitted
- Revising to Resubmit
- Not Accepted
- Accepted
- Published

**Current Status**

**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

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

Examples:

- Presentations of applied research study/case to professional audiences are professional engagements that should be an “Oral Presentation” or “Lecture” presentation type.
- 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.
- 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.
- Presentations at faculty research seminars should have the session type “Workshop,” “Seminar,” or “Roundtable.” This distinguishes it from a normal presentation.

×

Add Activity

Presentations

BACKSAVE ACTIVITY

✓ Select Activity Type

② 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?

⊕ Add Another Presenter/Author

Roles:

Author

Author and Presenter

Discussant

Panelist

Presenter

Additional authors can be added by clicking here.

Session Type

Audience

Audience:

Academic

Non-Academic

Session Type:

Colloquium

Panel

Paper Session

Poster Session

Roundtable

Seminar

Symposium

Workshop

Other

Scope

Was this peer-reviewed/refereed?

Was this invited?

Current Status

Published in Proceedings?

Published Elsewhere?

Acceptance Rate

%

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

Scope:

International

National

Regional

State

Current Status:

Accepted

Not Accepted

Presented

Work in Progress

Under Review

Abstract/Synopsis (30 Words or Fewer)

B

i

U

x<sup>2</sup>

x<sub>2</sub>

↶

↷

↺

Supporting Document

Supporting Document Description

Web Address

--OR--

File

Drop file here or select to upload

Date Project Started

Month

Day

Year

Date Project Ended

Month

Day

Year

Date Presented

Month

Day

Year



#### 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

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

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?

Principal Investigator

Co-Principal Investigator

Senior Investigator

Mentor

Supporting

Other

Add Another Investigator

Total Amount

\$

Amount to be used at UCA?

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

Abstract

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

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

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

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)

×

Add Activity

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

BACKSAVE ACTIVITY

Select Activity TypeAdd Details

Fields marked with \* are required.

Activity Details

Patent or Copyright

Patent Title

Patent/Copyright Number/ID

Patent Type

Patent Nationality

If Patent Cooperation Treaty, List Nations

B*i*Ux²x₂↶↷↺↻

Patent Type:

Provisional

Regular

Patent Nationality:

United States

Patent Cooperation Treaty

▼ Inventors (1)

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

1st Inventor

⋮

People at Your University

Test, Test (ilechukwu)

First Name

Test

Middle Name/Initial

Last Name

Test

⊕ Add Another Inventor

If patent has been licensed, to whom?

If patent has been assigned, to whom?

Additional inventors can be added by clicking here.

Supporting Document		
File Description	File	
<input type="text"/>	<div>Drop file here or select to upload</div>	
Date Submitted to University		
Month	Day	Year
<input type="text"/>	<input type="text"/>	<input type="text"/>
Date of Patent Application		
Month	Day	Year
<input type="text"/>	<input type="text"/>	<input type="text"/>
Date Patent Approved		
Month	Day	Year
<input type="text"/>	<input type="text"/>	<input type="text"/>
Date Licensed		
Month	Day	Year
<input type="text"/>	<input type="text"/>	<input type="text"/>
Renewal Date		
Month	Day	Year
<input type="text"/>	<input type="text"/>	<input type="text"/>

## Professional Development and Recognition

The Professional Development and Recognition section is in the fourth section of 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

× Add Activity  
Professional Memberships

BACK SAVE ACTIVITY

Select Activity Type Add Details

Fields marked with \* are required.

Activity Details

Name of Organization \*

Abbreviation of Organization

Scope of Organization \*

Description of the Organization

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

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

BACK SAVE ACTIVITY

Select Activity Type Add Details

Fields marked with \* are required.

Activity Details

Activity Type \*

Title/Course/Conference Name

Course Prefix and Course Number

Course Prefix Course Number

Organization/Institution

City

State

**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

Country

Number of Credit Hours

Type of Development

Description

B

i

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

Type of Development:

Instructional Scholarly

Other

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

BACK

SAVE ACTIVITY

Select Activity Type

Add Details

Fields marked with \* are required.

Activity Details

Award or Honor Name

Organization/Sponsor

Scope

Description/Explanation (30 Words or Fewer)

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

× **Add Activity**  
Licensures and Certifications

BACK

SAVE ACTIVITY

✓ Select Activity Type

⊙ Add Details

Fields marked with \* are required.

### Activity Details

**Title of Licensure/Certification**

**Sponsoring Organization**

**Scope**

**Description**

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

**Scope:**

International  
National  
Regional  
State  
Local

**Date Obtained**

Month Day Year

**Expiration Date**

Month Day Year

**Supporting Document Description**

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

**File**

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 light gray rectangular area titled "Service Activities". Inside this area, there are eight white rectangular buttons with blue text, arranged in three rows. The first row contains "University", "College", and "Department/Academic Unit". The second row contains "Student Activities", "Professional", and "Non-Credit Instruction Taught". The third row contains "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	President
Event Coordinator	Program Director
Faculty Advisor	Secretary
Faculty Mentor	Senator
Guest Speaker	Session Chair
Member	Vice-President
Parliamentarian	Workshop Organizer Other

Add Activity
University

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

Reference page 36 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 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 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

Version 6

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

November 19, 2025

Page | 42

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

Version 6

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

November 19, 2025

Page | 43

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

➊ 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)

B i U x<sup>2</sup> x<sub>2</sub>

Brief Description of Key Accomplishments

B i 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

Reference page 38 for options.

If your role changes, do not edit the item. Create one with the new role and new start

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.

### 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

BACKSAVE 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)

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

Brief Description of Key Accomplishments

B*i*U<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

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

×

Add Activity

Student Activities

BACKSAVE ACTIVITY

1 Select Activity Type

2 Add Details

Fields marked with \* are required.

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

Activity Details

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 x<sup>2</sup> x<sub>2</sub>

Brief Description of Key Accomplishments

B i 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

MonthDayYear

End Date

MonthDayYear

## 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

Version 6

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

November 19, 2025

Page | 46

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

Reference page 42 for options.

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.

×
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  

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

**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.

×

Add Activity

Public

BACK

SAVE ACTIVITY

✓ Select Activity Type

② Add Details

Fields marked with \* are required.

Activity Details

Organization/Committee/Program Name

Position/Role

City

State

Country

Were you elected or appointed?

Was this compensated or pro bono?

Audience

Served Ex-Officio?

Responsibilities/Brief Description (30 Words or Fewer)

B

i

U

x<sup>2</sup>

x<sub>2</sub>

Brief Description of Key Accomplishments

B

i

U

x<sup>2</sup>

x<sub>2</sub>

Supporting Document

Supporting Document Description

Web Address

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

--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
<input type="text"/>	<input type="text"/>	<input type="text"/>

End Date

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

## VIII. Consulting

× Add Activity

Consulting

BACK

SAVE ACTIVITY

---

✓ Select Activity Type

⊙ Add Details

---

Fields marked with \* are required.

**Activity Details**

**Category**

**Consulting Type**

**Client/Organization**

**City**

**State**

**Country**

**Audience**

**Category:**

Public

Professional

**Consulting Type:**

Academic

For-Profit Organization

Government

Litigation

Non-Governmental Organization (NGO)

Non-Profit Organization

Other

**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 x<sup>2</sup> x<sub>2</sub> ↶ ↷ ↺

Brief Description of Key Accomplishments

B i 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

## 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

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

## 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

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

## II. Annual Teaching Goals

×

Add Activity

Annual Teaching Goals

BACKSAVE ACTIVITY

✓ Select Activity Type

⊕ Add Details

Fields marked with \* are required.

Activity Details

Calendar Year

▼ Teaching Goals (1)

⋮ 1st Goal

⋮

Goal

B*i*U $x^2$  $x_2$  $\frac{1}{x}$  $\frac{1}{x^2}$  $\frac{1}{x^3}$

Result

B*i*U $x^2$  $x_2$  $\frac{1}{x}$  $\frac{1}{x^2}$  $\frac{1}{x^3}$

⊕ 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*U $x^2$  $x_2$  $\frac{1}{x}$  $\frac{1}{x^2}$  $\frac{1}{x^3}$

Result

B*i*U $x^2$  $x_2$  $\frac{1}{x}$  $\frac{1}{x^2}$  $\frac{1}{x^3}$

⊕ 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

2 Add Details

Fields marked with \* are required.

Activity Details

Calendar Year

▼ Professional Development 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.

### IV. Annual Service Goals

×

Add Activity

Annual Service Goals

BACKSAVE ACTIVITY

✓ Select Activity Type

2 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.

## V. Archive Reports

Add Activity

Archived Reports

BACKSAVE ACTIVITY

Select Activity TypeAdd 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

## Index

Faculty Annual Self-Evaluation and Planning Reports, 47

Annual Scholarly Goals, 48

Annual Teaching Goals, 48

Other Instructional, Scholarship, Professional Development, and Service, 47

General Information, 3

Administrative Assignments – Internal to UCA, 9

Administrative Data – Permanent Data, 6

Administrative Data – Yearly Data, 7, 8

Education, 10

External Connections and Partnerships, 12

Personal and Contact Information, 4

Instructional Activities

Academic Advising, 17

Curriculum Development, 20

Directed Group Student Learning (e.g., field experience, service learning, study abroad), 19

Directed Individual Student Learning (e.g., independent study, theses, dissertations), 18

Dissertation Committee Member, 18

Doctoral Advisory Member, 18

Field Experience, 19

Group Research, 19

Honors Thesis Committee Member, 18

Honors Tutorial Advisor, 18

Independent Research Advisor, 18

Master's Thesis Committee Chair, 18

Master's Thesis Committee Co-Chair, 18

Master's Thesis Committee Member, 18

Master's Examination Committee Chair, 18

Master's Examination Committee Member, 18

Presentation, 18

Publication, 18

Reassigned Time, 17

Scheduled Teaching, 15, 16

Service Learning, 19

Study Abroad, 19

Study Abroad Advisor, 18

Study Abroad Advisor, Independent, 18

SURF Advisor, 18

Teaching Activity Supervisor, 18

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

Professional Development and Recognition Conference, 33

Professional Development and Recognition Continuing Education Program, 33

Professional Development and Recognition Course Towards Degree, 33

Professional Development and Recognition Courses Beyond Last Degree, 33

Professional Development and Recognition Faculty Fellowship, 33

Professional Development and Recognition Faculty Internship, 33

Professional Development and Recognition Medical Fellowship, 33

Professional Development and Recognition Medical Internship, 33

Professional Development and Recognition Medical Residency, 33

Professional Development and Recognition Self-study Program, 33

Professional Development and Recognition Seminar, 33

Professional Development and Recognition Tutorial, 33

Professional Development and Recognition Workshop, 33

Professional Development and Recognition Annual Professional Development Goals, 34

Scholarship/Research/Creative Activities, 21

Art Works in Publication, 24

Article, 24

Author, 27

Author and Presenter, 27

Book, 24

Book Review, 24

Chapter, 24

Colloquium, 27

Conference Proceeding, 24

Contract, 29

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  
 Lecture, 27  
 Magazine/Trade Publication, 24  
 Manuscript, 24  
 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  
   Honor Society, 41  
   Judge, 45  
   Leader, 42  
   Majors Fair, 36  
   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  
   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