



Introduction

Faculty Success

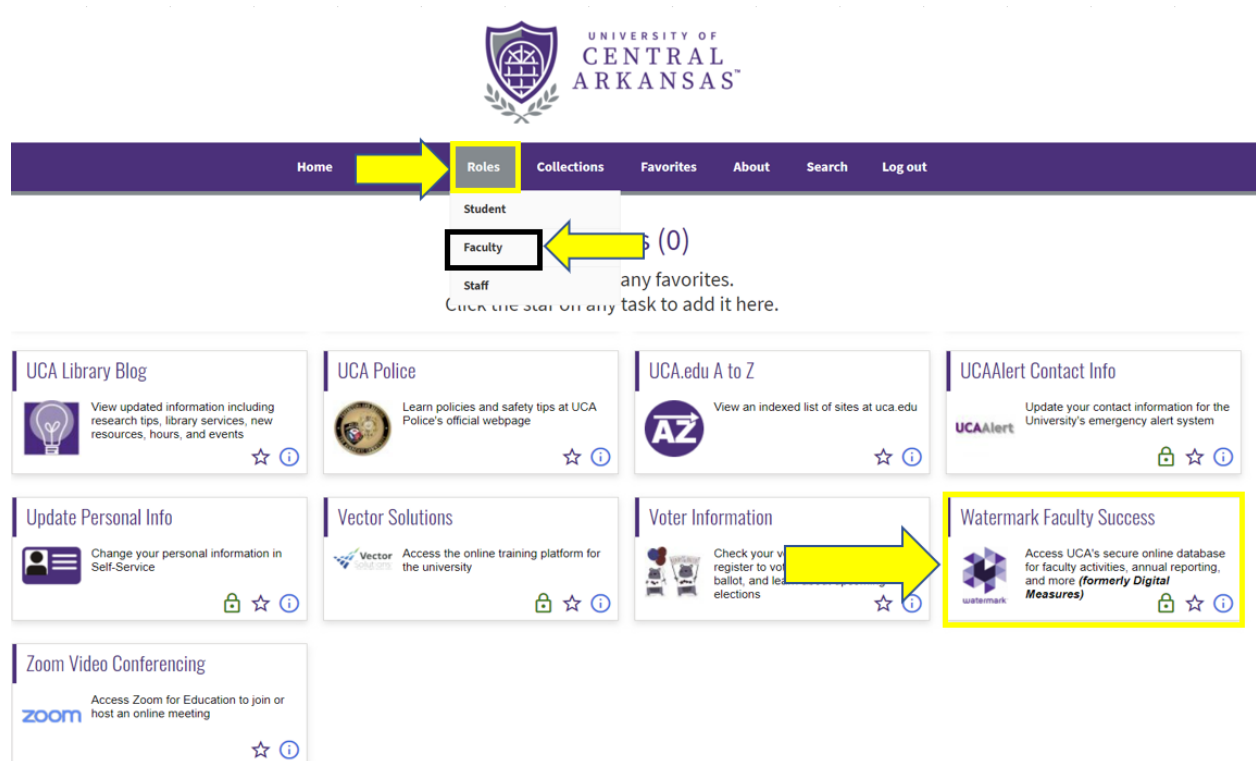
This manual is meant to serve as an introduction and guideline to the basic aspects of Faculty Success. This document will go over the following:

- Logging in
- Main Menu
- Fields
- How to add and delete items
- Summary & detail screens

For detailed, college-specific guides that help you to enter data, consult the *Faculty Success Guides* page at the Office of Institutional Research’s website at <https://uca.edu/ir/faculty-success/guides/>.

Login Page: myUCA

Faculty can access Faculty Success from the myUCA portal. Log in to myUCA using the same password used to log in to your office computer and e-mail. Navigate to the Roles tab and select the Faculty page. The Faculty Success icon, as shown below, should be visible. Click on the icon and you will automatically log into Faculty Success.



Main Menu

After logging in, you will see the **Main Menu**, as shown below, where you can manage your activities. This menu contains several sections, each with a list of screens where activities/data can be viewed, entered, and modified. Clicking on one of the purple links will take you to that **activity screen**.

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University of Central Arkansas

Activities CV Imports Reports

Search All Activities Search Tips Rapid Reports PasteBoard

[Review a guide to manage your activities. Show more](#)

- General Information**
 - Personal and Contact Information
 - Administrative Data - Permanent Data | Yearly Data
 - Academic, Government, Military and Professional Positions - External to UCA
 - Administrative Assignments - Internal to UCA
 - Education
 - External Connections and Partnerships
- Librarianship/Information Management Activities**
 - Job Description
 - Description of Accomplishments
 - Information Literacy
 - Summary of Other Librarianship/Information Management Activities
- 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
- Scholarship/Research/Creative Activities**
 - Publications
 - Presentations
 - Grants and Contracts
- Professional Development and Recognition**
 - Professional Memberships
 - Faculty Development Activities Attended
 - Awards and Honors
 - Licensures and Certifications
- Service Activities**
 - University
 - Department/Academic Unit
 - Student Activities
 - Professional
 - Non-Credit Instruction Taught
 - Public
 - Consulting
- Faculty Annual Self-Evaluation and Planning Reports**
 - Other Instructional, Scholarship, Professional Development, and Service - Not Reported Elsewhere
 - Annual Librarianship/Information Management Goals
 - Annual Teaching Goals
 - Annual Scholarly Goals
 - Annual Professional Development Goals
 - Annual Service Goals
 - Archived Reports
 - Summary Evaluation
- Promotion and Tenure**
 - Application
 - Narratives
 - Evidence Binder
 - Recommendation Letters

Fields

Clicking on a purple link in the main menu, directs you to the corresponding **activity screen**, in the case below, the *Personal and Contact Information* screen. Fields that cannot be changed are called “Locked” fields and are identified by the lock icon. Generally, fields with rectangular text boxes can be edited.

The screenshot shows a form with various fields. A blue callout box with the text "This field is 'Locked' and can't be modified." points to the "First Name" field, which has a lock icon. Another blue callout box with the text "These fields can be modified" points to the "Brief Biography (30 Words or Fewer)", "Teaching Interest(s)", and "Scholarship/Research Interest(s)" fields, which do not have lock icons.

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
aabbey@ucub.uca.edu

Building Where Your Office is Located

Office Room Number

Office Phone

Office Phone Areacode Office Phone Prefix Office Phone Suffix

Department Phone

Department Phone Areacode Department Phone Prefix Department Phone Suffix

Fax

Fax Areacode Fax Prefix Fax Suffix

Date of Birth

Month Day Year

Gender

Race/Ethnicity

U.S. Citizen or Permanent Resident?

Brief Biography (30 Words or Fewer)

Teaching Interest(s)

Scholarship/Research Interest(s)

Note: If you believe the “Locked” information is incorrect, please contact Amber Hall, Director of Institutional Research and UCA’s Faculty Success University Administrator, at amberh@uca.edu or 501-450-3663.

Adding Items

Some screens, called **summary screens**, show individual **items** which are activity entries for a given category in the main menu. In the summary screen of a category, such as *University*, items can be seen. Some items can be added by the user and some like those in *Scheduled Teaching* are imported by the Office of Institutional Research. When adding, editing or viewing an item individually you are directed to the **detail screen**. The below is an example of items in the summary screen of the *University* category.

When creating items, be very careful with dates. Dates are used in reporting and should be accurate to when the items contents took place. Also dates should encompass the entire length of the item, an item should NOT be created for each year. For example, if you are on a committee as a member for two years, create only one item with a two year length and not two items each with one year time spans. You only need to create a new item if data in the item other than the date changes. For example, if your role changes from member to chair of the committee then a new item should be created for this change with the start date as the date of the role change.

Clicking the item allows you to edit the record, saving this edited record will permanently change the data it contained. (i.e. changing the status of a publication from “under review” to “accepted”). If you want to keep the old record but create a new one with only a few changes, use the “Duplicate” button (i.e. changing the role on a committee from “Member” to “Chair”). After clicking to add, edit or duplicate an item you’ll be directed to the detail screen for that item where you can type in information.

The screenshot shows the Faculty Success interface for the University category. At the top, there are navigation tabs for 'Activities', 'CV Imports', and 'Reports'. A blue callout box points to the 'Add New' button with the text: 'Click this to “Add a New Item”'. Below the navigation, there are buttons for 'Duplicate' and 'Add New'. A blue callout box points to the 'Duplicate' button with the text: 'Duplicate Icon: Copies the item and creates a duplicate record. Use this when changing critical parts of the data. To duplicate you must first select a record by clicking the record’s check box.' Another blue callout box points to the 'Graduate Council' row with the text: 'Click the item to edit it'. The main content area displays a table of items with columns for 'Committee/Program/Organizatio...', 'Position/Role', 'Month, End Date', and 'Day, End Date'. The table includes rows for 'Graduate Council', 'Career Fair', 'Faculty Senate', 'Other', 'Undergraduate Council', 'Faculty Senate', and 'Faculty Emeritus/Emerita Committee'. A blue callout box at the bottom states: 'Clicking “Add A New Item”, “Duplicate”, or clicking the item to edit brings you to the detail screen on the next page.'

Deleting Items

To delete an item, navigate to the summary screen containing the item. Shown below is the “University” summary screen, containing the item to be deleted. To delete the item, click the checkbox on the right-hand side of the screen (highlighted in the below example) related to that item and then click the “Delete” button. This will trigger a prompt that will ask if you are sure. Review the checked item to ensure it is the one you want deleted; if it is click OK.

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Activities CV Import

Second **click** the trashcan icon to delete the item you have checked.

University

Rapid Reports PasteBoard

Search University Search Tips

Duplicate Add New

Select Columns

Filters: None

<input type="checkbox"/>	Committee/Program/Organizatio...	Position/Role	Explanation of "...	Month, Start Date	Day, Start Date	Year, Start Date	Month, End Date	Day, End Date
<input type="checkbox"/>	Graduate Council	Program Director					June	
<input type="checkbox"/>	Career Fair	Member		January		2019	September	
<input type="checkbox"/>	Faculty Senate	President		August		2018		
<input type="checkbox"/>	Faculty Senate	Secretary		August		2017	September	
<input type="checkbox"/>	Faculty Senate	Senator		August		2015	August	
<input type="checkbox"/>	Other	Member		August		2016	December	
<input type="checkbox"/>	Undergraduate Council	Member				2011		
<input type="checkbox"/>	Faculty Senate	Senator		August		2019		
<input type="checkbox"/>	Faculty Emeritus/Emerita Committee	Member		September		2016		

First **click** the checkbox to select the item you would like to delete.

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Activities CV Imports Reports

University

Rapid Reports PasteBoard

Search University Search Tips

Duplicate Add New

Select Columns

Filters: None

<input type="checkbox"/>	Committee/Program/Organizatio...	Position/Role	Explanation of "...	Month, Start Date	Day, Start Date	Year, Start Date	Month, End Date	Day, End Date
<input type="checkbox"/>	Graduate Council	Program Director					June	
<input type="checkbox"/>		Member		January		2019	September	
<input type="checkbox"/>		President		August		2018		
<input type="checkbox"/>		Secretary		August		2017	September	
<input type="checkbox"/>		Senator		August		2015	August	
<input type="checkbox"/>		Member		August		2016	December	
<input type="checkbox"/>		Member				2011		
<input type="checkbox"/>		Senator		August		2019		
<input type="checkbox"/>		Member		September		2016		
<input type="checkbox"/>		Member		August		2015		

Are you sure you want to delete this record?
This action cannot be undone.

Cancel Delete

This prompt should appear, make sure you have the correct item checked then **click** the “delete” button to delete

Detail Screen

Below is an example of a detail page for an item in the *University* screen. Remember that dates should be inclusive of the entire item and new items should not be created if only the date changes.

The screenshot shows the 'Edit University' form in the Faculty Success system. The form includes the following fields and callouts:

- Committee/Program/Organization Name:** Faculty Senate
- Position/Role:** President
- Were you elected or appointed?:** Other
- Was this compensated or pro bono?:** Other
- Served Ex-Officio?:** Other
- Responsibilities/Brief Description (30 Words or Fewer):** A text area with a callout: "If 'Other' is ever selected it should be accompanied by a description."
- Brief Description of Key Accomplishments:** A text area with a callout: "Click and drag here to expand this text box."
- Start Date:** Month: August, Day: [blank], Year: 2018
- End Date:** Month: [blank], Day: [blank], Year: 2019
- Buttons:** Cancel, Save, Save + Add Another. Callouts: "This button takes you back to the Activities Database Main Menu." (points to Activities), "Return to the Summary Screen without saving" (points to Cancel), "Save item and return to the Summary Screen" (points to Save), "Save item and open a new Detail Screen" (points to Save + Add Another).

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Navigation: Activities, CV Imports

Callout: Dates are essential to Faculty Success.