

Honors College 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 filled out. These subsections are listed below the section and in the **Table of Contents** below. For a basic overview of the different screens and buttons consult the Faculty Success Introduction Guide at the Office of Institutional Research's website at https://uca.edu/ir/faculty-success/guides/.

Table of Contents

General Information	3
I. Personal and Contact Information	4
II. Administrative Data – Permanent Data	6
III. Administrative Data – Yearly Data	7
IV. Academic, Government, Military and Professional Positions – External to UCA	8
V. Administrative Assignments – Internal to UCA	9
VI. Education	
VII. External Connections and Partnerships	11
Instructional Activities	12
I. Scheduled Teaching	13
II.Evaluation Results	14
III. Reassigned Time	
IV. Academic Advising	15
V. Directed Individual Student Learning (e.g. independent experience, thesis, dissertation	ıs)16
Version 5 November	er 4, 2021

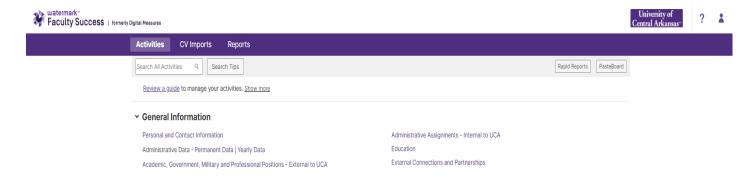
VI. Directed Group Student Learning (e.g. Field experience, service learning, study abroad)	18
VII. Curriculum Development	19
Scholarship/Research/Creative Activities	20
I. Artistic and Professional Performances and Exhibits	21
II. Publications	23
III. Presentations	26
IV. Grants and Contracts	29
Professional Development and Recognition	31
I. Professional Memberships	31
II. Faculty Development Activities Attended	32
III. Awards and Honors	33
IV. Licensures and Certifications	34
Service Activities	35
I. University	36
II. Department/Academic Unit	37
III. Student Activities	39
IV. Professional	40
V. Non-Credit Instruction Taught	42
VI. Public	43
VII. Consulting	44
Faculty Annual Self-Evaluation and Planning Reports	46
I. Other Instructional, Scholarship, Professional Development, and Service – Not Reporte Elsewhere	
II. Annual Teaching Goals	48
III. Annual Scholarly Goals	48
IV. Annual Professional Development Goals	49
V. Annual Service Goals	49
VI. Archived Reports	50
Index	51

On the following pages you will find information on what to fill out in each subsection. Fields that are part of the Faculty Annual Self-Evaluation and Planning Report are highlighted in yellow. At the beginning of each subsection, this document will list any fields in the screen that are updated by the Office of Institutional Research (OIR) or by your department chair/ dean. Fields highlighted in green are fields that your college specifically collects on various reports, such as for accreditation agencies.

General Information

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

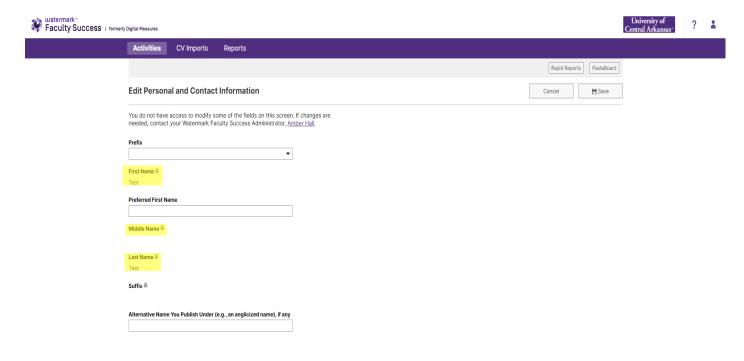
- I. Personal and Contact Info
- II. Administrative Data - Permanent Data
- Administrative Data Yearly Data III.
- IV. Academic, Government, Military, and Professional Positions
- ٧. **Administrative Assignments**
- VI. Education
- VII. **External Connections and Partnerships**

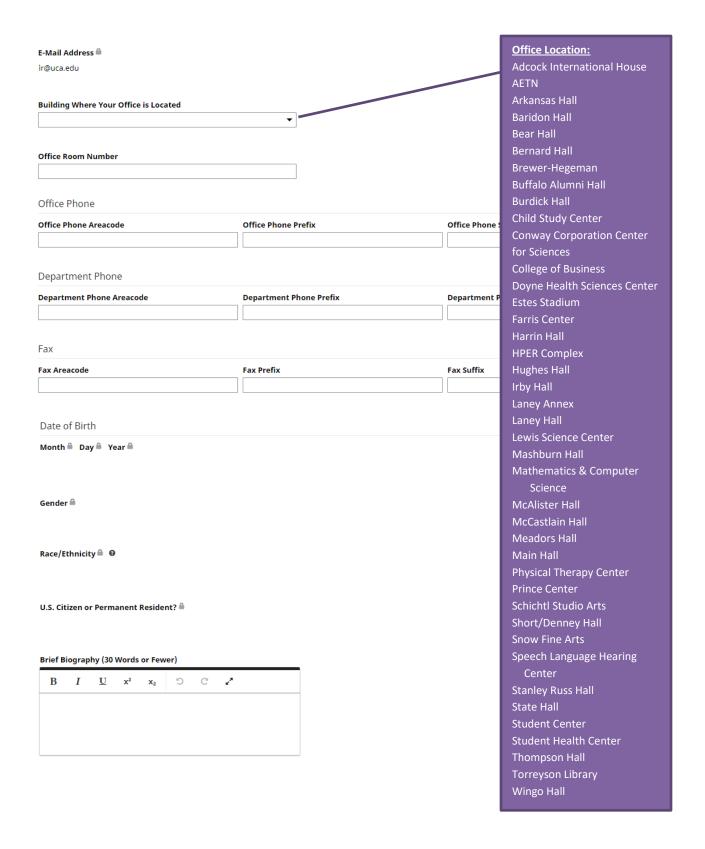


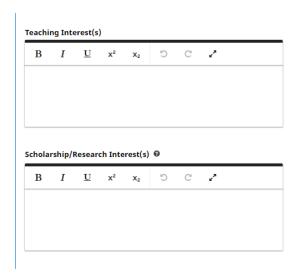
Version 5 November 4, 2021 Page | 3

I. Personal and Contact Information

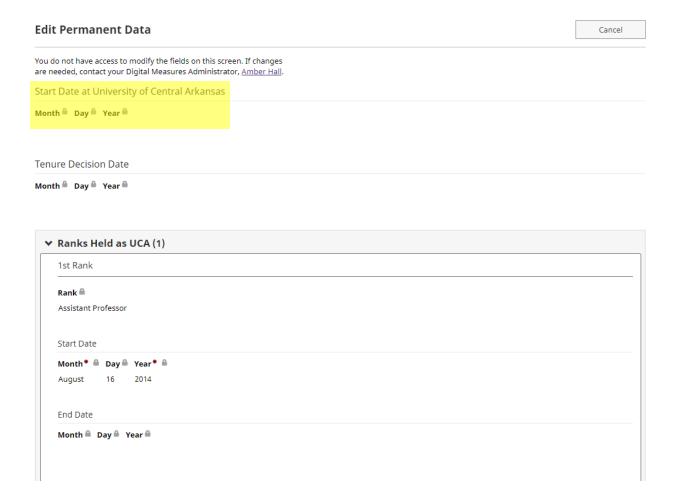
OIR updates the following fields: First Name, Middle Name, Last Name, Suffix, E-mail Address, Date of Birth, Gender, Race/Ethnicity, U.S. Citizen or Permanent Resident?





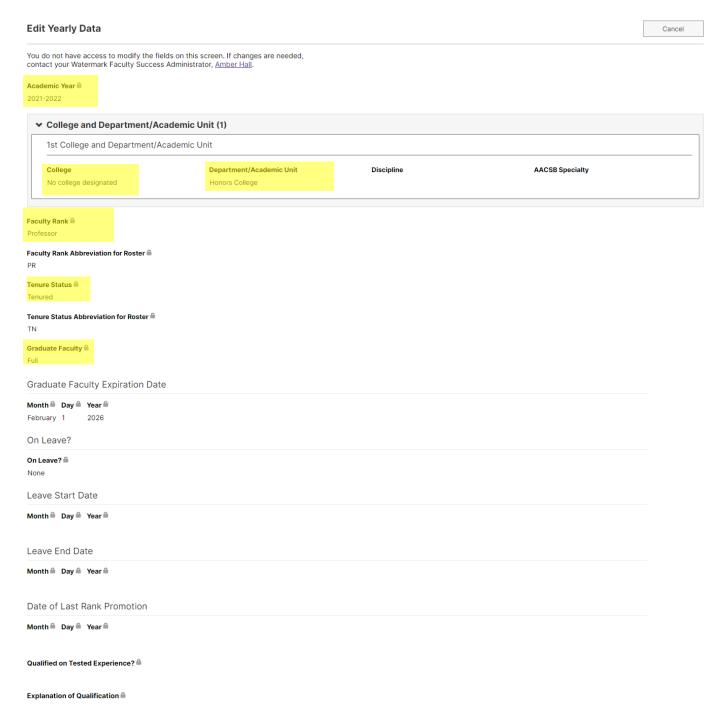


II. Administrative Data – Permanent Data All fields on this screen will be updated by OIR



III. Administrative Data – Yearly Data

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



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

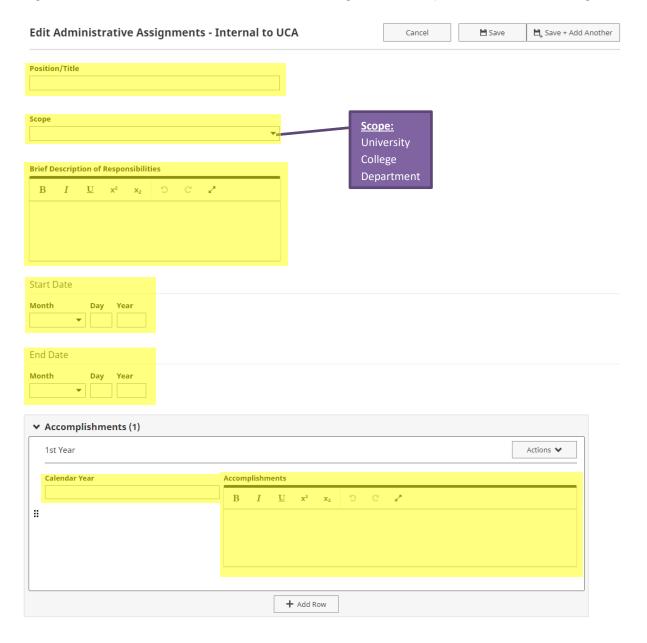
Edit Academic, Government, Military and Professional Positions - Extern	nal to UCA	Cancel	⊟ Save	B, Save + Add Another
City Country Title/Rank/Position Was/is this your own company?	Experience Type: Academic – Post Secondary Academic – P-12 Professional Military Government			
Description for Professional Positions (30 Words or Fewer)				
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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.

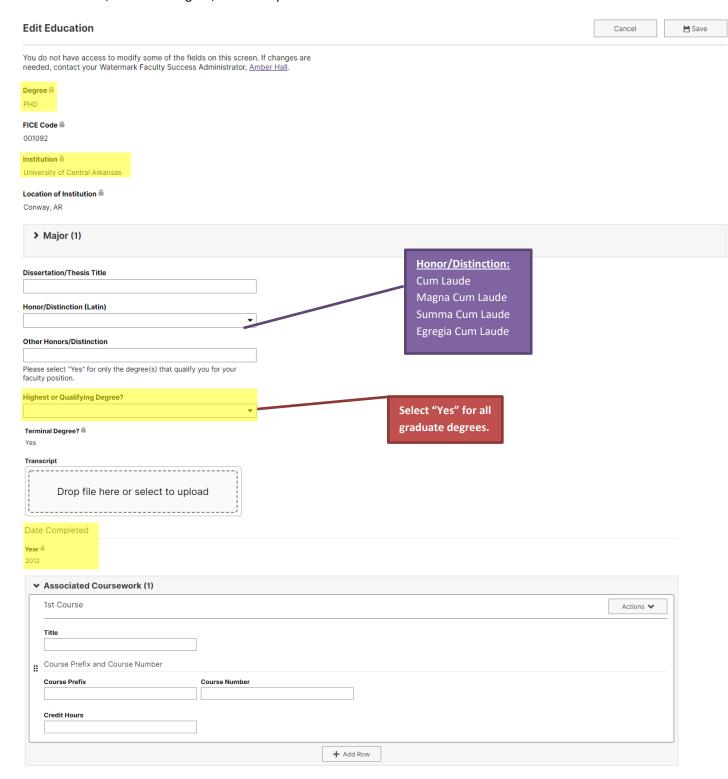
A one-course reassignment to act as coordinator of Freshman Writing or to be graduate program coordinator in a department would normally be considered a service activity rather than an administrative assignment. Faculty in such roles are normally paid as full-time faculty and most often remain on a 9-month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

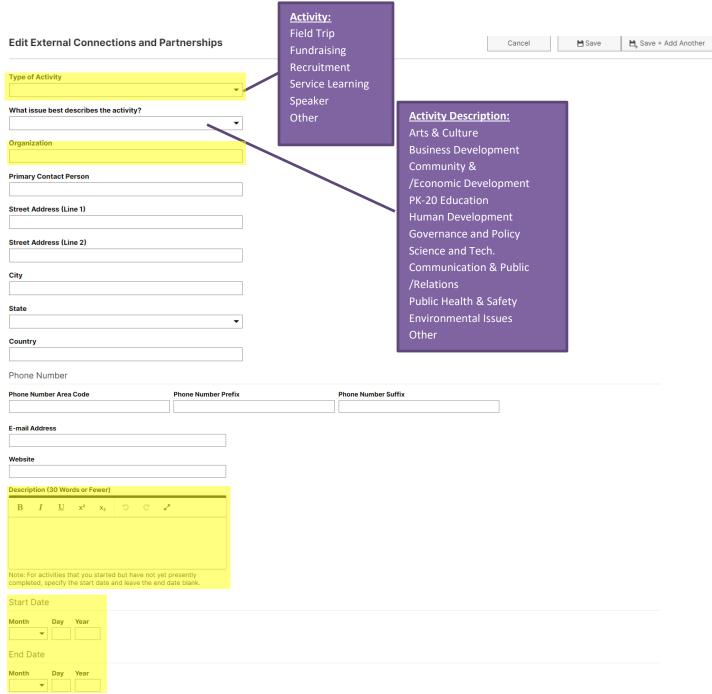


VI. Education

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



VII. External Connections and Partnerships



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
- ٧. **Directed Individual Student Learning**
- VI. **Directed Group Student Learning**
- VII. **Curriculum Development**

Instructional Activities

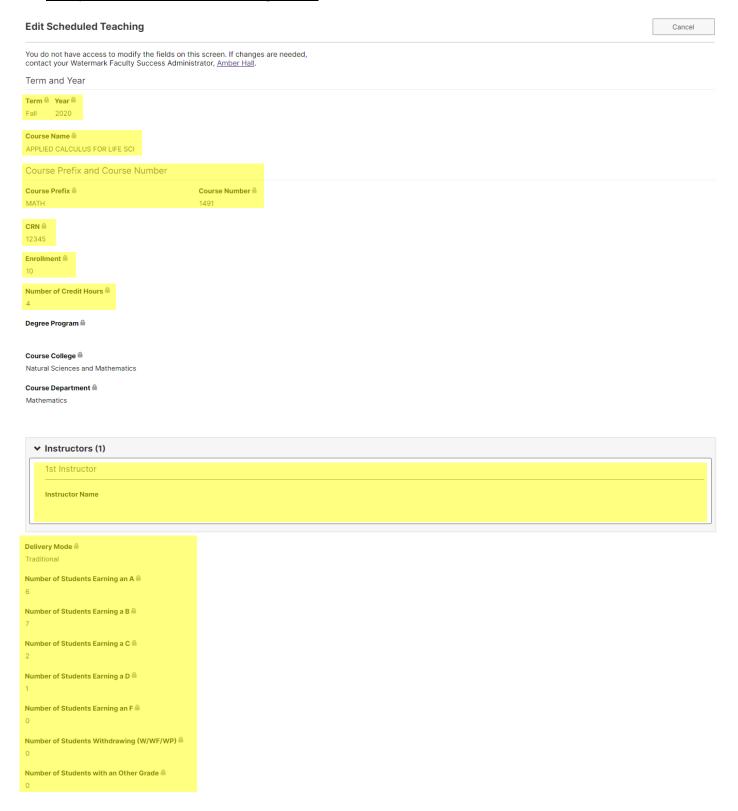
Teaching - Scheduled Teaching | Evaluation Results Reassigned Time Academic Advising

Directed Individual Student Learning (e.g., independent study, theses, dissertations) Directed Group Student Learning (e.g., field experience, service learning, study abroad) Curriculum Development

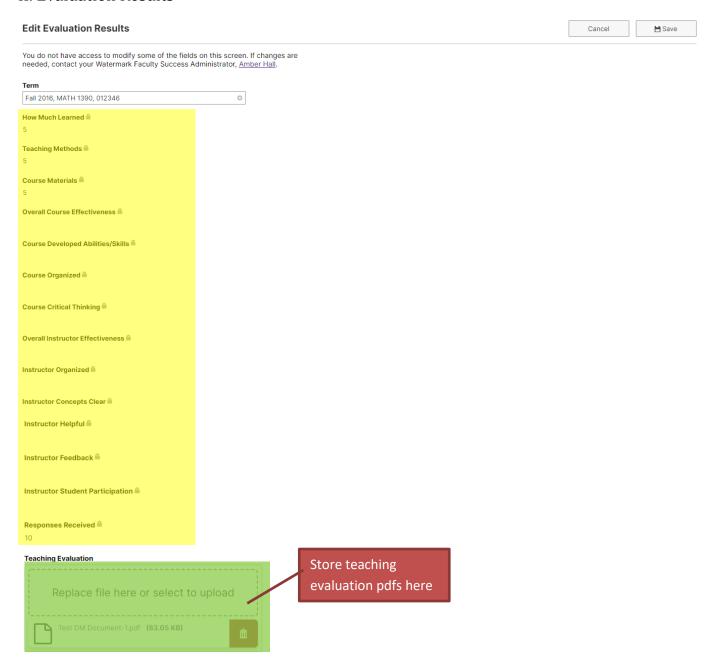
November 4, 2021 Version 5 Page | 12

I. Scheduled Teaching

OIR updates all fields on the following screen.

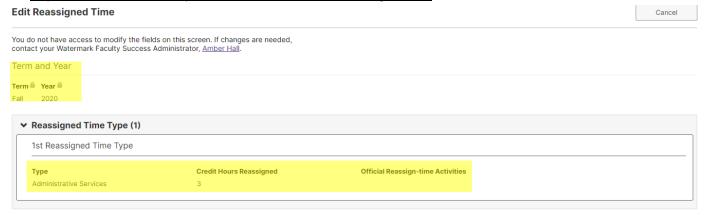


II. Evaluation Results

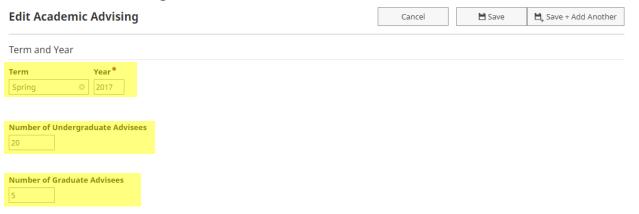


III. Reassigned Time

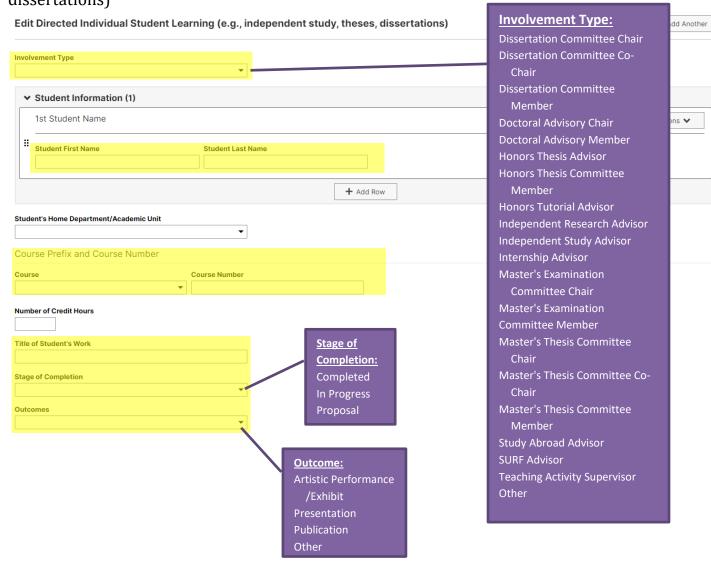
Department Chair/Dean updates ALL fields on the following screen.



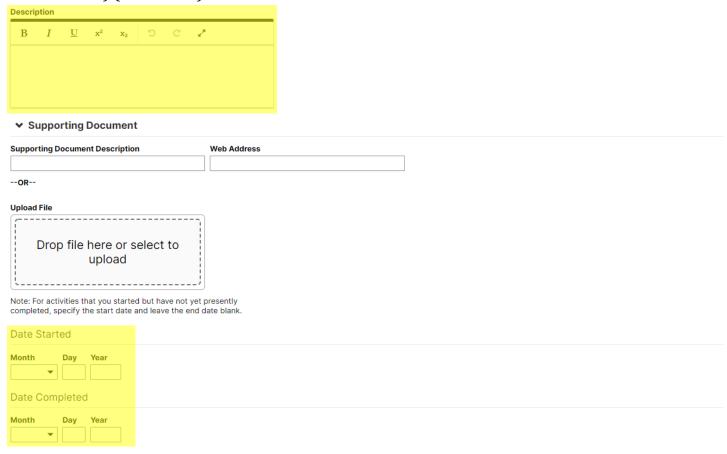
IV. Academic Advising



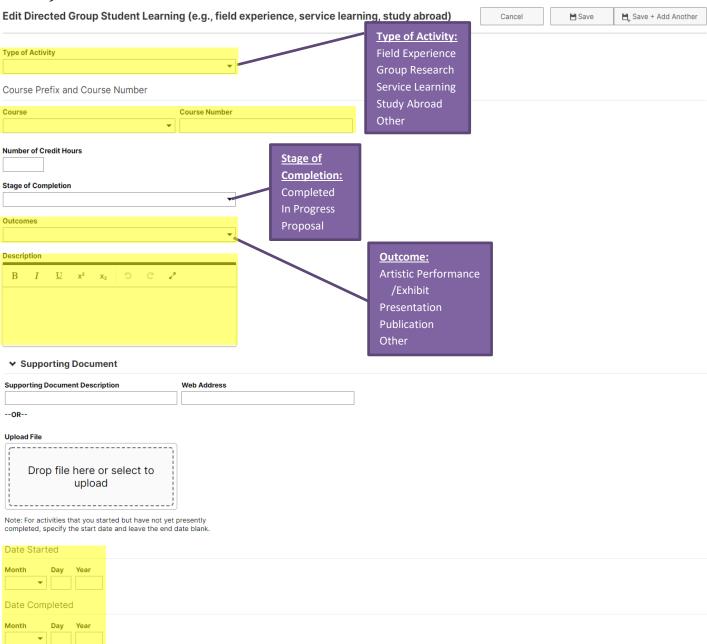
V. Directed Individual Student Learning (e.g. independent experience, thesis, dissertations)



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



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



VII. Curriculum Development

Edit Curriculum Development	Cancel	Ħ Save	B Save + Add Another
Calendar Year			
Describe any new courses, programs, or other curriculum changes you proposed or helped develop.			
B I U x² x² D C c³			
Supporting Document			
File Description			
Upload File			
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Scholarship/Research/Creative Activities

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

- ١. Artistic and Professional Performances and Exhibits
- II. **Publications**
- III. Presentations
- IV. **Grants and Contracts**

Scholarship/Research/Creative Activities

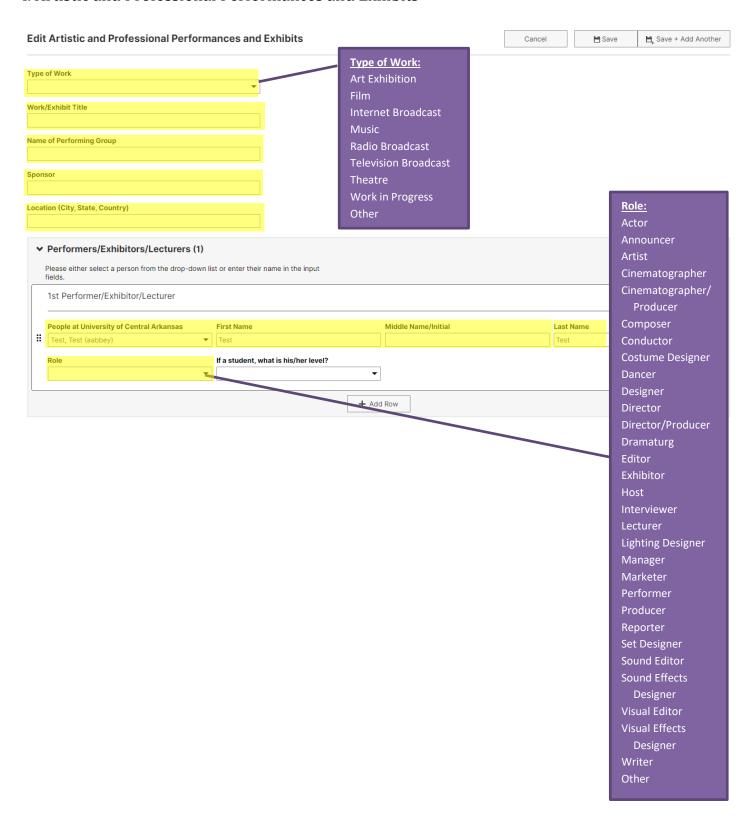
Artistic and Professional Performances and Exhibits Publications

Presentations

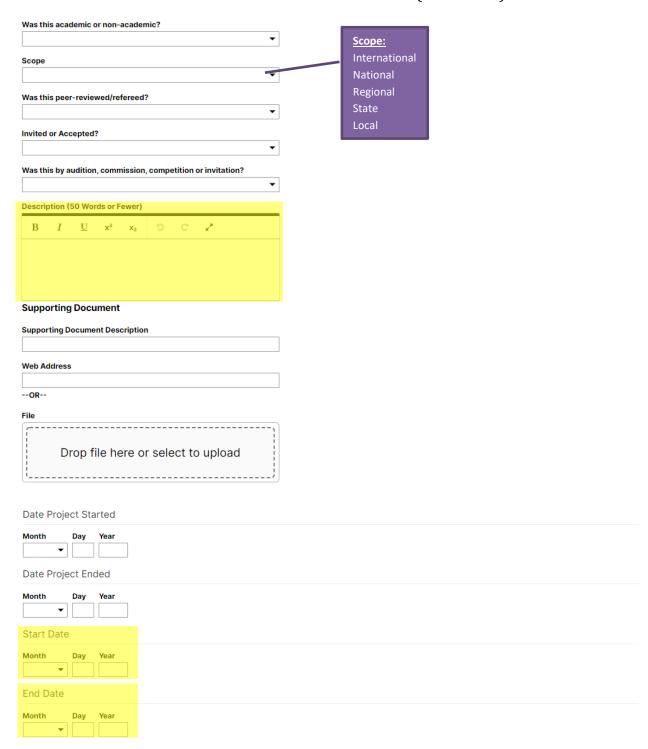
Grants and Contracts

November 4, 2021 Version 5 Page | 20

I. Artistic and Professional Performances and Exhibits



I. Artistic and Professional Performances and Exhibits (Continued)



II. Publications

Contribution Type Options:

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

Book Review Book, Nonfiction Book, Novel Book, Play Book, Poetry Book, Scholarly-New Book, Scholarly-Revised Book, Short Fiction Book, Textbook-New Book, Textbook-Revised Chapter in Scholarly Book-New Chapter in Scholarly Book-Revised

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

Interview Law Review

Magazine/Trade Publication

Manuscript

Material Regarding New Courses/Curricula

Monograph

Music Composition

Newsletter

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

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

Regular Column in Journal or Newspaper

Research Report

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

Software

Software, Instructional

Study Guide **Technical Report**

Translation or Transcription

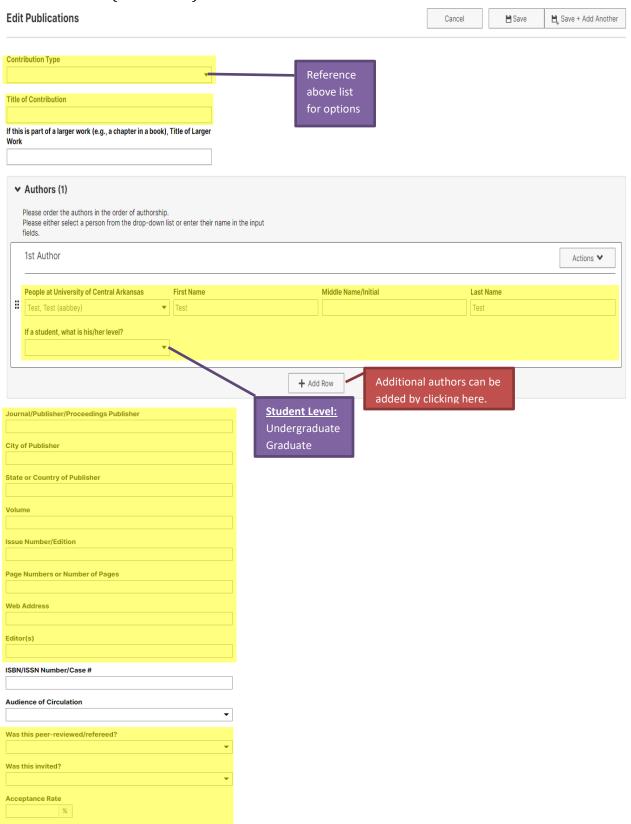
Working Paper

Written Case with Instructional Material

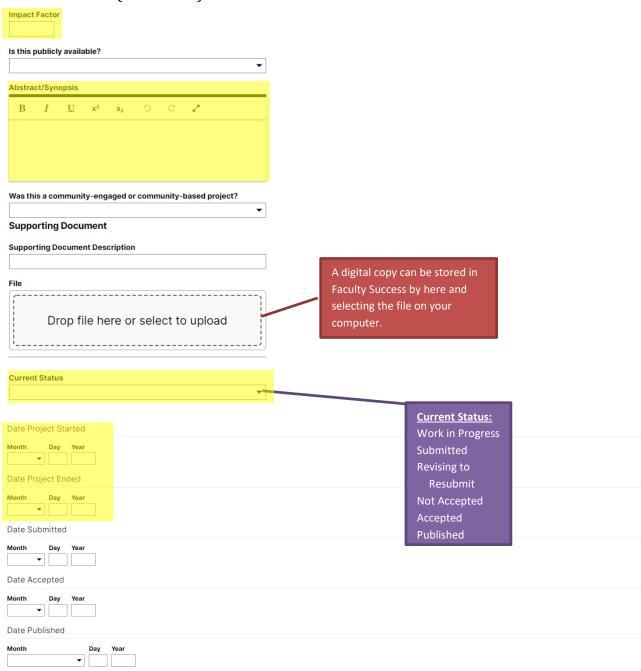
Other

November 4, 2021 Version 5 https://uca.edu/ir/faculty-success/guides/. Page | 23

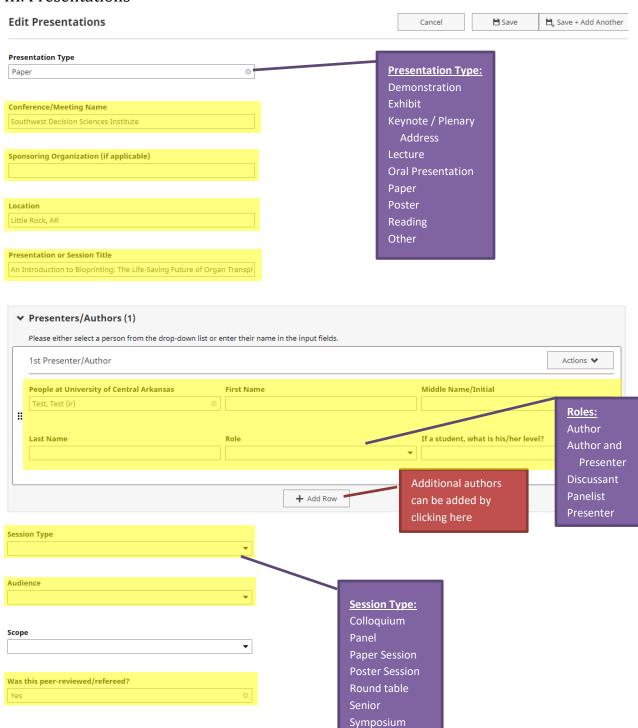
II. Publications (continued)



II. Publications (continued)

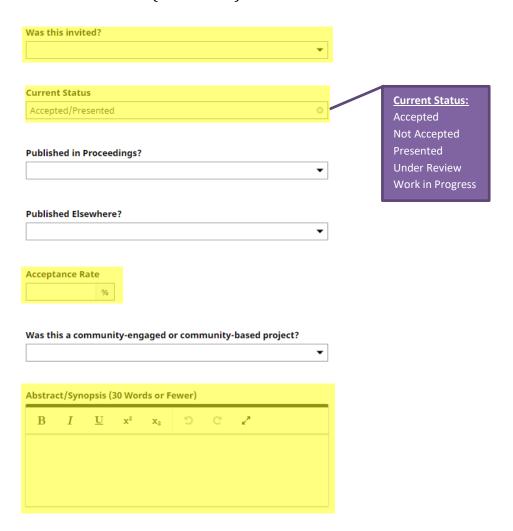


III. Presentations



Workshop Other

III. Presentations (Continued)

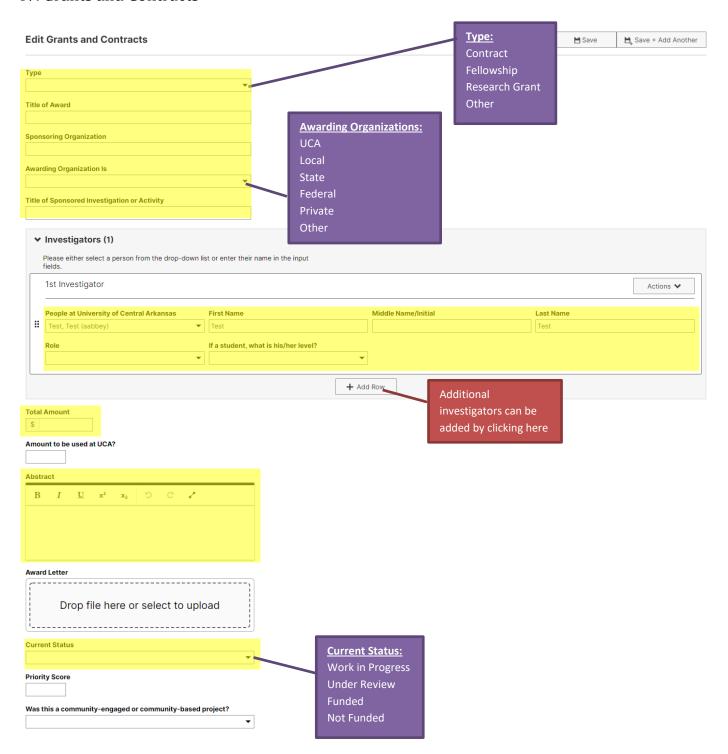


III. Presentations (Continued)

Supporting Document

Supporting Document Description
Web Address
OR
File
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Date Project Started
Month Day Year ▼ □ □ □
Date Project Ended
Month Day Year ▼ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □
Date Presented
Month Day Year

IV. Grants and Contracts



IV. Grants and Contracts (Continued)

File Drop file here or select to upload Date Project Started Month Day Year Date Project Ended 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 End Date of Funding Month Day Year End Date of Funding Month Day Year Date Start Date of Funding Month Day Year Date of Funding Month Day Year Date Date of Funding Month Day Year Date Date of Funding

Professional Development and Recognition

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

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

Professional Development and Recognition

Professional Memberships
Faculty Development Activities Attended

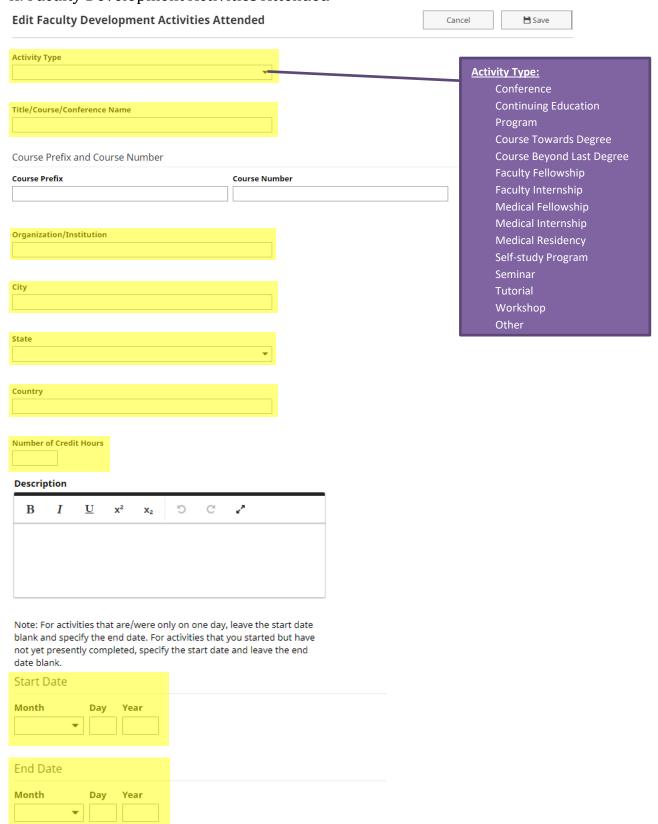
Awards and Honors Licensures and Certifications

I. Professional Memberships

Edit Professional Memberships	Cancel	∄ Save
Name of Organization		
Abbreviation of Organization		
Scope of Organization ▼		
Description of the Organization $\begin{array}{c ccccccccccccccccccccccccccccccccccc$		
Note: For activities that you started but have not yet presently completed, specify the start date and leave the end date blank.		
Start Date Start Date		
Month Year The state of the st		
End Date		
Month Year		

Version 5 November 4, 2021 https://uca.edu/ir/faculty-success/guides/. Page | 31

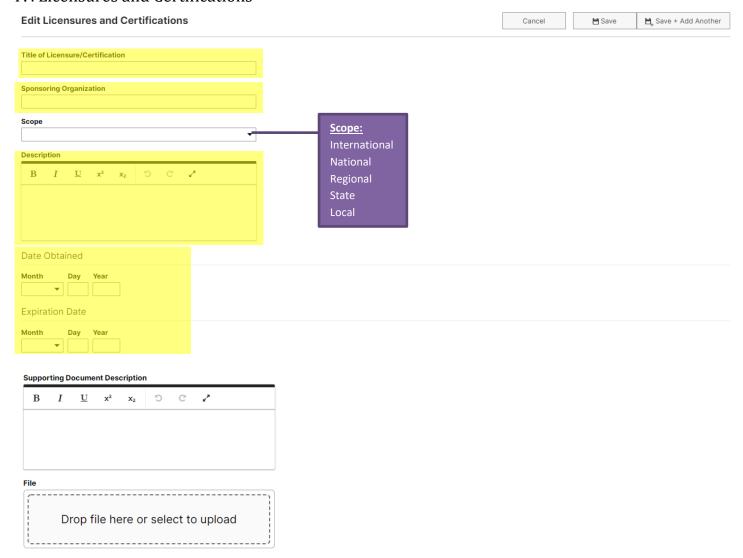
II. Faculty Development Activities Attended



III. Awards and Honors

Edit Awards and Honors Cancel 🗎 Save Award or Honor Name Organization/Sponsor Scope: Scope National Regional Description/Explanation (30 Words or Fewer) $\mathbf{\underline{U}}$ C \mathbf{X}_{2} College Department **Supporting Document File Description** File Drop file here or select to upload Date Received Month Day Year

IV. Licensures and Certifications



Service Activities

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

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

→ Service Activities

University

Department/Academic Unit

Student Activities

Professional

Non-Credit Instruction Taught

Public

Consulting

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

I. University

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

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

Committee/Program/Organization Name:

Academic Adjustments and Appeals Committee Majors Fair

Academic Assessment Committee **Professional Education Council** Academic Integrity and Discipline Committee **Public Appearances Committee**

Public Art Committee Affirmative Action Advisory Committee

Athletic Committee Public Service Award Committee Bear Facts Day/Bear Fair Radiation Safety Committee

Career Fair Research, Scholarship and Creative Activity Award

Committee on Committees Committee

Disabilities Grievance Committee Sabbatical Leave Review Committee

Distance Education/Extended Learning Advisory Scholarship Committee

Committee Sexual Harassment Complaint Committee

Diversity Advisory Committee SPARC

Employee Benefits Advisory Committee Sponsored Programs Advisory Committee Strategic Budget Advisory Committee **Faculty Development Committee** Faculty Emeritus/Emerita Committee Strategic Planning Committee

Faculty Grievance Committee Student Center Board

Faculty Handbook Committee Student Evaluation of Teachers Committee

Faculty Hearing Committee Student Grievance Committee **Faculty Salary Review Committee** Student Life Committee

Faculty Scholars Committee Student Success and Retention Council

Sustainable Environment and Ecological Design Committee **Faculty Senate**

Financial Aid Committee **Teaching Excellence Committee Graduate Council** Traffic and Parking Committee

Health and Wellness Promotion Committee **UCA Core Council** Honorary Degree Committee **Undergraduate Council**

Honors Council University Admissions Committee **Housing Exemptions Committee University Calendar Committee**

Information Services Advisory Committee University Research Council Institutional Animal Use and Care Committee **University Safety Committee**

Institutional Review Board Other

Library Committee

Position/Role Options:

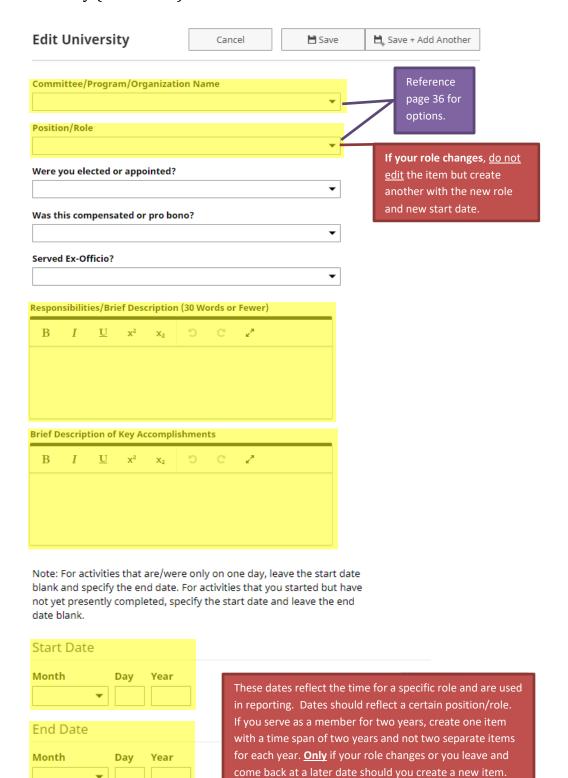
Committee Chair Program Director Event Coordinator Secretary **Faculty Advisor** Senator **Faculty Mentor** Session Chair **Guest Speaker** Vice-President Member Workshop Organizer

Parliamentarian Other

President

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

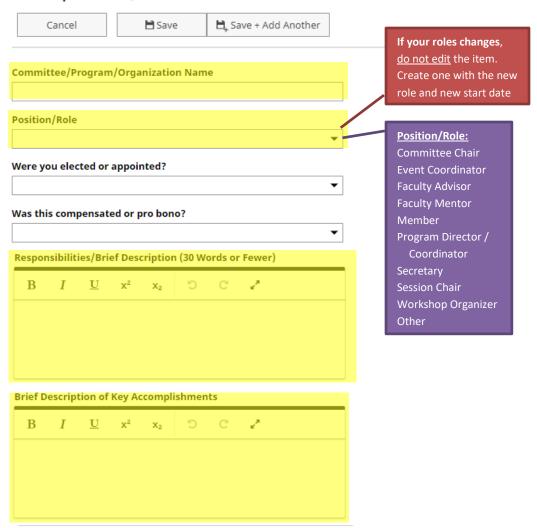
I. University (continued)



II. Department/Academic Unit

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.

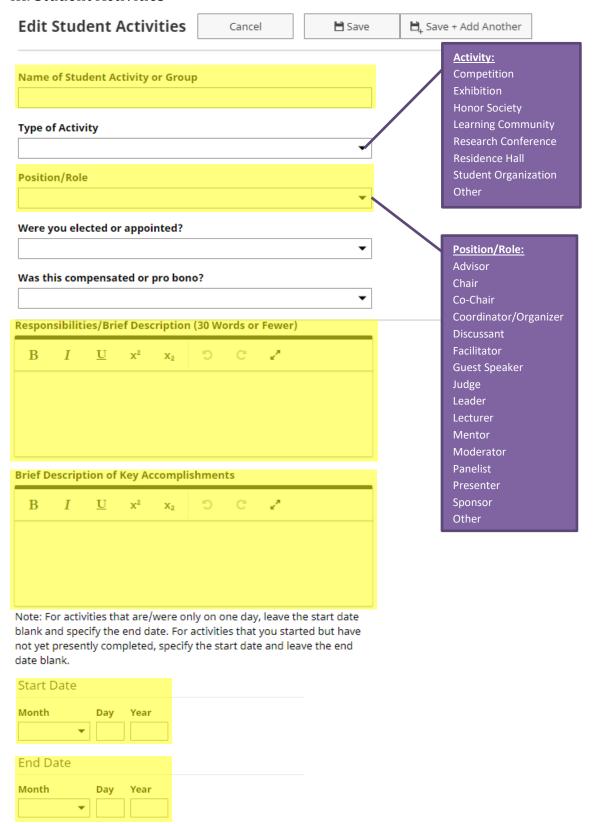
Edit Department/Academic Unit



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			These dates reflect the time for a specific r
Month	Day	Year	are used in reporting. Dates should reflect certain position/role. If you serve as a men two years, create one item with a time spare.
End Date			years and not two separate items for each Only if your role changes or you leave and
Month	Day	Year	back at a later date should you create a new

III. Student Activities



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

IV. Professional

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

Position/Role Options:

Accreditation Team Member

Adjudicator Board Member

Chair Clinician

Co-Chair Conference Chair Conference Co-Chair Coordinator/Organizer

Editor

Editor, Associate Editor, Senior

Editorial Review Board Member

Leader Member Moderator

Planning Committee Member Prepare/Grade Certification Exams

President

President-Elect President-Past Program Chair Program Co-Chair

Reviewer, Academic Program

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

Reviewer, Program Proposal

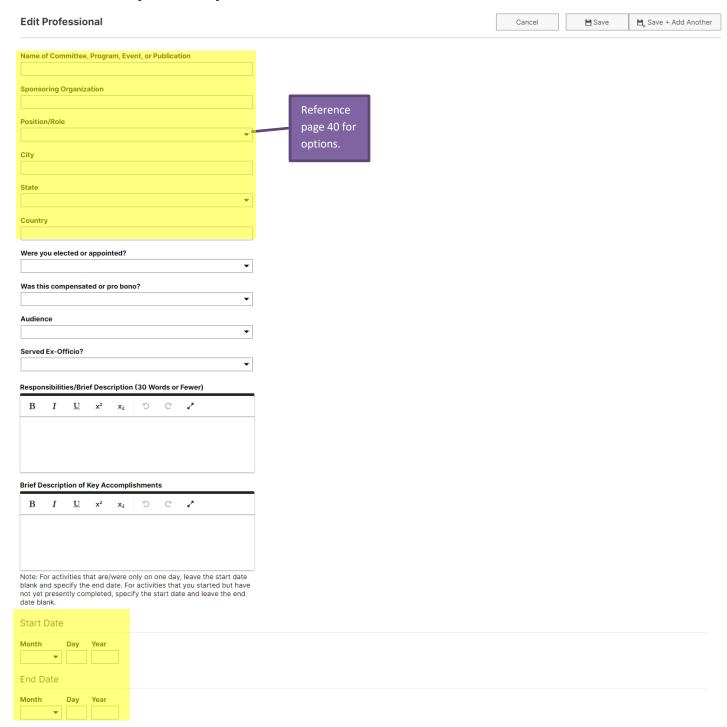
Reviewer, Textbook

Secretary
Session Chair
Treasurer
Vice President
Workshop Organizer

Other

Version 5 November 4, 2021 https://uca.edu/ir/faculty-success/guides/. Page | 40

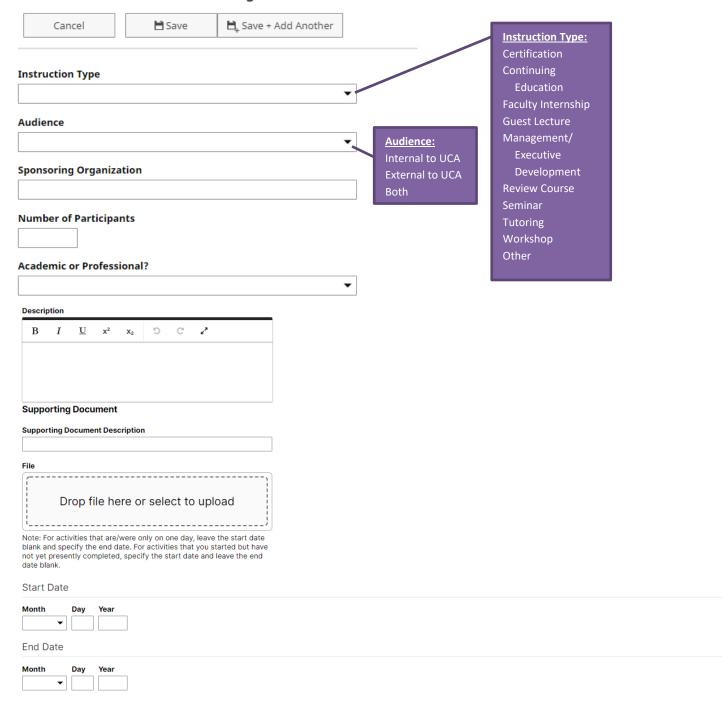
IV. Professional (continued)



V. 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

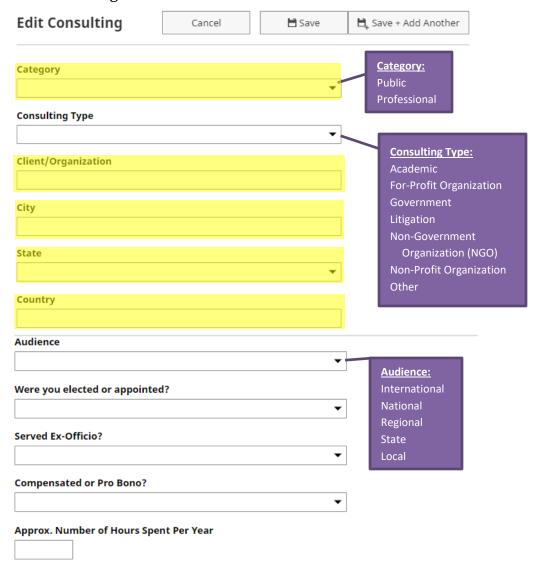


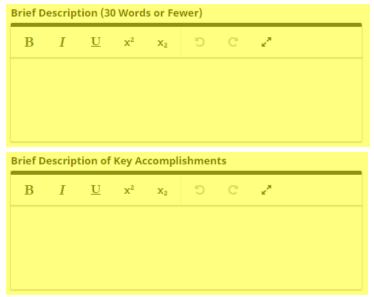
VI. Public

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

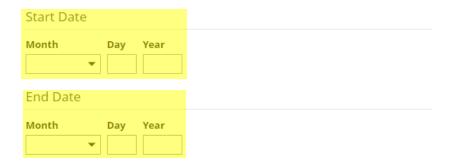
Edit Public				
	Position/Role:			
Organization/Committee/Program Name	Advisor			
	Board Member			
Position/Role	Chair			
<u> </u>	Coordinator/Organizer			
City	Director			
	Expert Witness			
State	Guest Speaker			
▼	Health Care Provider			
Country	Judge			
	Member			
Were you elected or appointed?	President			
~				
Was this compensated or pro bono?	President-Elect			
▼	President-Past			
Audience	Secretary			
▼	Session Chair			
Served Ex-Officio?	Treasurer			
▼	Trustee			
Responsibilities/Brief Description (30 Words or Fewer)	Vice President			
B I U x ² x ₂ O C c ⁿ	Workshop Organizer			
	Other			
Brief Description of Key Accomplishments				
B I U x² x₂ D C x³				
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Month Day Year				
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Month Day Year				

VII. Consulting





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.



Faculty Annual Self-Evaluation and Planning Reports

The Faculty Annual Self-Evaluation and Planning Reports section is the sixth and final section under 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**
- **Annual Professional Development Goals** IV.
- V. **Annual Service Goals**

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

Version 5 November 4, 2021 Page | 46

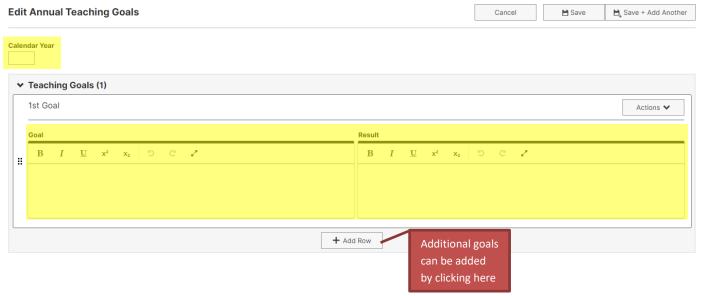
I. Other Instructional, Scholarship, Professional Development, and Service – Not Reported Elsewhere

The Annual Summary Report screen takes the place of the four summary screens that were previously in each section.

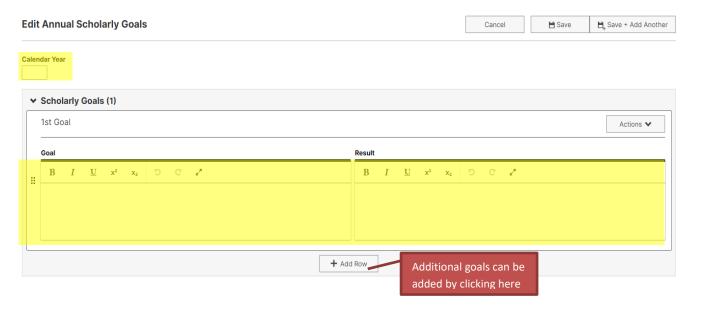
Edit Other Instructional, Scholarship, Professional Development, and Service - Not Reported Elsewhere

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Describe any other accomplishments the annual review process	hat you wish to hav	opment efforts and re considered as part of the	e
В І <u>U</u>	x ² x ₂ 5	C ∠ ^x	
		accomplishments that you annual review process	u
B I <u>U</u>	x ² x ₂ 5	C ∠*	

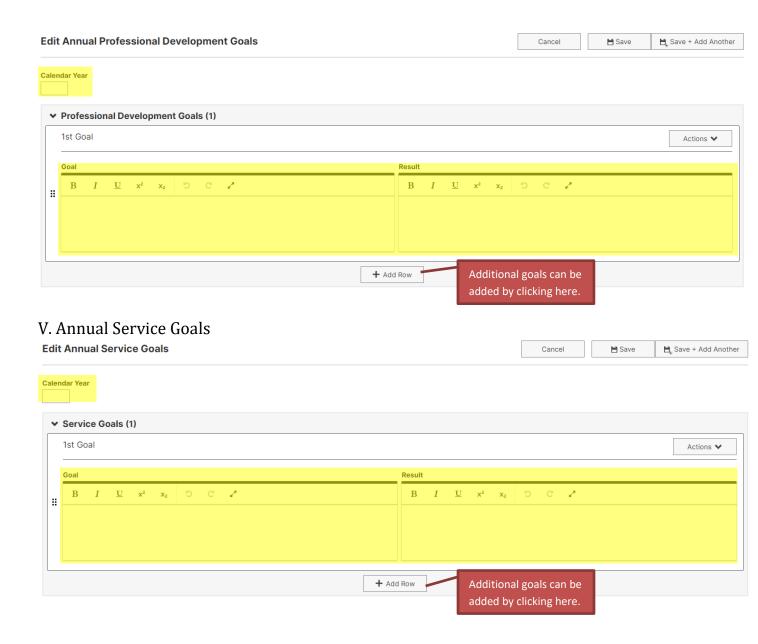
II. Annual Teaching Goals



III. Annual Scholarly Goals



IV. Annual Professional Development Goals



VI. Archived Reports

Edit Archived Reports 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 Other Instructional, Scholarship, Professional Development, and Service-Not Reported Elsewhere, 47	Conference, 32 Continiung Education Program, 32 Course Beyond Last Degree, 32 Course Towards Degree, 32 Faculty Development Activities Attended, 32
General Information, 3 Academic, Government, Military and Professional Positions-External to UCA, 8 Administrative Assignments – Internal to UCA, 9 Administrative Data-Permanent Data, 6 Administrative Data-Yearly Data, 7 Education, 10 External Connections and Partnerships, 11 Government, 8 Military, 8	Faculty Fellowship, 32 Faculty Internship, 32 Licensures and Certifications, 34 Medical Fellowship, 32 Medical Internship, 32 Medical Residency, 32 Professional Memberships, 31 Self-study Program, 32 Seminar, 32 Tutorial, 32 Workshop, 32
Personal and Contact Information, 4	Scholarship/Research/Creative Activities
Instructional Activities	Actor, 21
Academic Advising, 15	Announcer, 21
Annual Professional Development Goals, 49	Annual Scholarly Goals, 48
Annual Teaching Goals, 48	Art Exhibition, 21
Directed Group Student Learning, 18	Art Works in Publication, 23
Directed Individual Student Learning, 16	Article, 23
Dissertation Committee Member, 16	Artist, 21
Doctoral Advisory Member, 16	Artistic and Professional Performances and
Field Experience, 18	Exhibits, 21
Group Research, 18	Author, 26
Honors Thesis Advisor, 16	Author, 21
Honors Thesis Committee Member, 16	Author and Presenter, 26
Honors Tutorial Advisor, 16	Author and Presenter, 21
Independent Research Advisor, 16	Book, 23
Independent Study Abroad Advisor, 16	Book Review, 23
Masters Thesis Committee Member, 16	Chapter, 23
Reassigned Time, 15	Cinematographer, 21
Scheduled Curriculum Development, 19	Colloquium Panel, 26, 29
Scheduled Teaching, 14	Composer, 21
Service Learning, 18	Conductor, 21
Study Abroad, 18	Conference Proceeding, 23
Study Abroad Advisor, 16	Contract, 21
SURF Advisor, 16	Costume Designer, 21
Teaching Activity Supervisor, 16	Dancer, 21
Professional Development and Recognition	Demonstrations, 26, 29
Annual Professional Development Goals, 49	Designer, 21
Awards and Honors, 33	Director, 21

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

Discussant, 26 Producer, 21 Discussant, 21 Publications, 23 Dramaturg, 21 Radio Broadcast. 21 Editor, 21 Reading, 26, 29 Exhibit, 26, 29 Reporter, 21 Exhibitor, 21 Research Report, 23 Fellowship, 21 Round Table, 26, 29 Film, 21 Seminar, 21 Grant, 21 Senior Symposium Workshop, 26, 29 Host, 21 Set Designer, 21 Instructor's Manual, 23 Short Fiction, 23 Internet Broadcast, 21 Software, 23 Interviewer, 21 Software, Instructional, 21 Keynote/Plenary Address, 26, 29 Sound Editor, 21 Law Review, 23 Sound Effects Designer, 21 Lecture, 26, 29 Study Guide, 23 Lecturer, 21 Technical Report, 23 Lighting Designer, 21 Television Broadcast, 21 Magazine/Trade Publication, 23 Theatre, 21 Manager, 21 Translation or Transcription, 23 Visual Editor, 21 Manuscript, 23 Marketer, 21 Visual Effects Designer, 21 Material Regarding New Courses, 23 Working Paper, 23 Monograph, 23 Writer, 21 Music, 21 Written Case with Instructional Material, 23 Music Composition, 23 Service Activities, 35 Newsletter, 23 Accreditation Team Memeber, 40 Newspaper Article, 23 Adjudicator, 40 Newspaper Editorial, 23 Advisor, 43 Nonfiction, 23 Annual Service Goals, 50 Oral Presentation, 26, 29 Bears Facts Day/Bear Fair, 36 Other, 21 Board Member, 40, 43 Panel, 21 Career Fair, 36 Panelist, 26 Chair, 40, 43 Panelist, 21 Clinician, 40 Paper, 26, 29 Co-Chair, 40 Paper Session, 26, 29 Committee Chair, 38 Performer, 21 Conference Chair, 40 Photography, 23 Conference Co-Chair, 40 Photography in Publication, 21 Consulting, 44 Play, 23 Coordinator/Organizer, 40, 43 Poetry, 23 Department/Academic Unit, 38 Poster, 26, 29 Editor, 40 Poster Session, 26, 29 Editor, Associate, 40 Presentations, 26, 29 Editor, Senior, 40 Presenter, 26 Editorial Review Board Member, 40

Presenter, 21

Event Coordinator, 38

Expert Witness, 43
Faculty Advisor, 38
Faculty Mentor, 38
Guest Lecture, 42
Guest Speaker, 43
Health Care Provider, 43

Judge, 43 Leader, 40 Majors Fair, 36 Member, 38, 40, 43 Moderator, 40

Non-Credit Instruction Taught, 42 Planning Committee Member, 40 Prepare/Grade Certification Exams, 40

President, 40 President}, 43 President-Elect, 40, 43

President-Elect, 40, 43 President-Past, 40, 43 Professional, 40 Program Chair, 40 Program Co-Chair, 40

Program Director/Coordinator, 38

Public, 43

Reviewer, Ad Hoc, 40 Reviewer, Book, 40 Reviewer, Conference, 40 Reviewer, Grant Proposal, 40 Reviewer, Journal, 40

Reviewer, Program Proposal, 40

Reviewer, Textbook, 40

Reviewer, Academic Program, 40

Secretary, 38, 40, 43 Session Chair, 38, 40, 43 Student Activities, 39 Treasurer, 40, 43 Trustee, 43 University, 36

Vice President, 40, 43

Workshop Organizer, 38, 40, 43

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