

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/>.

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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
- III. Administrative Data – Yearly Data
- IV. Academic, Government, Military, and Professional Positions
- V. Administrative Assignments
- VI. Education
- VII. External Connections and Partnerships

The screenshot shows the Faculty Success web application interface. At the top, there is a navigation bar with the 'watermark Faculty Success' logo on the left and the 'University of Central Arkansas' logo on the right. Below the navigation bar, there is a search bar with the text 'Search All Activities' and a magnifying glass icon. To the right of the search bar are buttons for 'Search Tips', 'Rapid Reports', and 'PasteBoard'. Below the search bar, there is a link that says 'Review a guide to manage your activities. Show more'. The main content area is titled 'General Information' and contains a list of subsections: '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', and 'External Connections and Partnerships'.


I. Personal and Contact Information

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

 watermark
Faculty Success | formerly Digital Measures

University of
Central Arkansas

?



ActivitiesCV ImportsReports

Rapid ReportsPasteBoard

Edit Personal and Contact InformationCancelSave

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 ⓘ
Test


Preferred First Name

Middle Name ⓘ

Last Name ⓘ
Test

Suffix ⓘ

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

E-Mail Address 

ir@uca.edu

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)

B	I	U	x^2	x_2			

Office Location:

Adcock International House
AETN
Arkansas Hall
Baridon Hall
Bear Hall
Bernard Hall
Brewer-Hegeman
Buffalo Alumni Hall
Burdick Hall
Child Study Center
Conway Corporation Center
for Sciences
College of Business
Doyne Health Sciences Center
Estes Stadium
Farris Center
Harrin Hall
HPER Complex
Hughes Hall
Irby Hall
Laney Annex
Laney Hall
Lewis Science Center
Mashburn Hall
Mathematics & Computer
Science
McAlister Hall
McCastlain Hall
Meadors Hall
Main 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

Teaching Interest(s)

B	I	U	x ²	x ₂	↶	↷	↵

Scholarship/Research Interest(s) ⓘ

B	I	U	x ²	x ₂	↶	↷	↵

II. Administrative Data – Permanent Data

All fields on this screen will be updated by OIR

Edit Permanent Data

Cancel

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

Start Date at University of Central Arkansas

Month ⓘ Day ⓘ Year ⓘ

Tenure Decision Date

Month ⓘ Day ⓘ Year ⓘ

▼ Ranks Held as UCA (1)

1st Rank

Rank ⓘ

Assistant Professor

Start Date

Month * ⓘ Day ⓘ Year * ⓘ

August 16 2014

End Date

Month ⓘ Day ⓘ Year ⓘ

III. Administrative Data – Yearly Data

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

Edit Yearly Data

Cancel

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

Academic Year ⓘ

2021-2022

▼ College and Department/Academic Unit (1)

1st College and Department/Academic Unit

College ⓘ

No college designated

Department/Academic Unit ⓘ

Honors College

Discipline ⓘ

AACSB Specialty ⓘ

Faculty Rank ⓘ

Professor

Faculty Rank Abbreviation for Roster ⓘ

PR

Tenure Status ⓘ

Tenured

Tenure Status Abbreviation for Roster ⓘ

TN

Graduate Faculty ⓘ

Full

Graduate Faculty Expiration Date

Month ⓘ Day ⓘ Year ⓘ

February 1 2026

On Leave?

On Leave? ⓘ

None

Leave Start Date

Month ⓘ Day ⓘ Year ⓘ

Leave End Date

Month ⓘ Day ⓘ Year ⓘ

Date of Last Rank Promotion

Month ⓘ Day ⓘ Year ⓘ

Qualified on Tested Experience? ⓘ

Explanation of Qualification ⓘ

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

Edit Academic, Government, Military and Professional Positions - External to UCA

Cancel

Save

Save + Add Another

Experience Type

Organization

City

State

Country

Title/Rank/Position

Was/is this your own company?

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

End Date

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

Experience Type:

Academic – Post
Secondary
Academic – P-12
Professional
Military
Government

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 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 graduate program coordinator in a department would normally be considered a service activity rather than an administrative assignment. Faculty in such roles are normally paid as full-time faculty and most often remain on a 9-month contract.

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

Edit Administrative Assignments - Internal to UCA

CancelSaveSave + Add Another

Position/Title

Scope

Brief Description of Responsibilities

B I U x² x₂ ↺ ↻ ↗

Start Date

MonthDayYear

End Date

MonthDayYear

▼ Accomplishments (1)

1st Year

Actions ▼

Calendar Year

Accomplishments

B I U x² x₂ ↺ ↻ ↗

⋮

+ Add Row

Scope:

University

College

Department

VI. Education

OIR updates the following fields: Degree, Explanation of “Other”, FICE Code, Institution, Location of Institution, Terminal Degree, Year Completed

Edit Education

[Cancel](#)[Save](#)

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

Degree

PHD

FICE Code

001092

Institution

University of Central Arkansas

Location of Institution

Conway, AR

> Major (1)

Dissertation/Thesis Title**Honor/Distinction (Latin)****Other Honors/Distinction**

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

Highest or Qualifying Degree?**Terminal Degree?**

Yes

Transcript

Drop file here or select to upload

Date Completed**Year**

2012

Honor/Distinction:

Cum Laude

Magna Cum Laude

Summa Cum Laude

Egregia Cum Laude

Select "Yes" for all
graduate degrees.

▼ Associated Coursework (1)

1st Course

Actions ▼

Title**Course Prefix and Course Number****Course Prefix****Course Number****Credit Hours**

+ Add Row

VII. External Connections and Partnerships

Edit External Connections and Partnerships

CancelSaveSave + Add Another

Type of Activity
▼

What issue best describes the activity?
▼

Organization
▼

Primary Contact Person
▼

Street Address (Line 1)
▼

Street Address (Line 2)
▼

City
▼

State
▼

Country
▼

Phone Number
Phone Number Area CodePhone Number PrefixPhone Number Suffix

E-mail Address
▼

Website
▼

Description (30 Words or Fewer)
B I U x² x₂ ↺ ↻ ↗

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

Start Date
MonthDayYear
End Date
MonthDayYear

Activity:
Field Trip
Fundraising
Recruitment
Service Learning
Speaker
Other

Activity Description:
Arts & Culture
Business Development
Community & /Economic Development
PK-20 Education
Human Development
Governance and Policy
Science and Tech.
Communication & Public /Relations
Public Health & Safety
Environmental Issues
Other

Version 5

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

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Instructional Activities

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

- I. Scheduled Teaching
- II. Evaluation Results
- III. Reassigned Time
- IV. Academic Advising
- V. Directed Individual Student Learning
- 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

I. Scheduled Teaching

OIR updates all fields on the following screen.

Edit Scheduled Teaching

Cancel

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

Term and Year

Term Year
Fall 2020

Course Name
APPLIED CALCULUS FOR LIFE SCI

Course Prefix and Course Number

Course Prefix	Course Number
MATH	1491

CRN
12345

Enrollment
10

Number of Credit Hours
4

Degree Program

Course College
Natural Sciences and Mathematics

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
1

Number of Students Earning an F
0

Number of Students Withdrawing (W/WF/WP)
0

Number of Students with an Other Grade
0

II. Evaluation Results

Edit Evaluation Results

Cancel

Save

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

Term

Fall 2016, MATH 1390, 012346

How Much Learned

5

Teaching Methods

5

Course Materials

5

Overall Course Effectiveness

Course Developed Abilities/Skills

Course Organized

Course Critical Thinking

Overall Instructor Effectiveness

Instructor Organized

Instructor Concepts Clear

Instructor Helpful

Instructor Feedback

Instructor Student Participation

Responses Received

10

Teaching Evaluation

Replace file here or select to upload



Test DM Document-1.pdf (83.05 KB)



Store teaching
evaluation pdfs here

III. Reassigned Time

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

Edit Reassigned Time

Cancel

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

Term and Year

Term  Year 

Fall 2020

▼ Reassigned Time Type (1)

1st Reassigned Time Type


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

IV. Academic Advising




Edit Academic Advising

Cancel

 Save

 Save + Add Another

Term and Year

Term  Year 
Spring  2017

Number of Undergraduate Advisees

20

Number of Graduate Advisees

5

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

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

Involvement Type

▼ Student Information (1)

1st Student Name

Student First Name	Student Last Name
<input type="text"/>	<input type="text"/>

+ Add Row

Student's Home Department/Academic Unit

Course Prefix and Course Number

Course	Course Number
<input type="text"/>	<input type="text"/>

Number of Credit Hours

Title of Student's Work

Stage of Completion

Outcomes

Stage of Completion:

Completed
In Progress
Proposal

Outcome:

Artistic Performance
/Exhibit
Presentation
Publication
Other

Involvement Type:

Dissertation Committee Chair
Dissertation Committee Co-Chair
Dissertation Committee Member
Doctoral Advisory Chair
Doctoral Advisory Member
Honors Thesis Advisor
Honors Thesis Committee Member
Honors Tutorial Advisor
Independent Research Advisor
Independent Study Advisor
Internship Advisor
Master's Examination Committee Chair
Master's Examination Committee Member
Master's Thesis Committee Chair
Master's Thesis Committee Co-Chair
Master's Thesis Committee Member
Study Abroad Advisor
SURF Advisor
Teaching Activity Supervisor
Other

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

Description

B **I** **U** x^2 x_2 ↺ ↻ ↶

▼ 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**

▼

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

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

Cancel

Save

Save + Add Another

Type of Activity

Type of Activity:

Field Experience
Group Research
Service Learning
Study Abroad
Other

Course Prefix and Course Number

Course	Course Number
<input type="text"/>	<input type="text"/>

Number of Credit Hours

Stage of Completion

Stage of Completion:

Completed
In Progress
Proposal

Outcomes

Description

B	I	U	x ²	x ₂	↺	↻	↗
<input type="text"/>							

Outcome:

Artistic Performance
/Exhibit
Presentation
Publication
Other

Supporting Document

Supporting Document Description

Web Address

--OR--

Upload File

Drop file here or select to upload

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

Date Started

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

Date Completed

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

VII. Curriculum Development

Edit Curriculum Development

Cancel

Save

Save + Add Another

Calendar Year

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

B I U x^2 x_2 ↺ ↻ ↶

Supporting Document

File Description

Upload File

Drop file here or select to upload

Scholarship/Research/Creative Activities

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

- I. 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

I. Artistic and Professional Performances and Exhibits

Edit Artistic and Professional Performances and Exhibits

Cancel

Save

Save + Add Another

Type of Work

Work/Exhibit Title

Name of Performing Group

Sponsor

Location (City, State, Country)

Type of Work:

Art Exhibition
Film
Internet Broadcast
Music
Radio Broadcast
Television Broadcast
Theatre
Work in Progress
Other

▼ Performers/Exhibitors/Lecturers (1)

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

1st Performer/Exhibitor/Lecturer

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

Role	If a student, what is his/her level?

+ Add Row

Role:

Actor
Announcer
Artist
Cinematographer
Cinematographer/
Producer
Composer
Conductor
Costume Designer
Dancer
Designer
Director
Director/Producer
Dramaturg
Editor
Exhibitor
Host
Interviewer
Lecturer
Lighting Designer
Manager
Marketer
Performer
Producer
Reporter
Set Designer
Sound Editor
Sound Effects
Designer
Visual Editor
Visual Effects
Designer
Writer
Other

I. Artistic and Professional Performances and Exhibits (Continued)

Was this academic or non-academic?

Scope

Was this peer-reviewed/refereed?



Invited or Accepted?

Was this by audition, commission, competition or invitation?

Scope:

International
National
Regional
State
Local

Description (50 Words or Fewer)

B **I** **U** x^2 x_2   

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

Start Date

Month Day Year

End Date

Month Day Year

II. Publications

Contribution Type Options:

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

II. Publications (continued)

Edit Publications

[Cancel](#)[Save](#)[Save + Add Another](#)

Contribution Type

Title of Contribution

If this is part of a larger work (e.g., a chapter in a book), Title of Larger Work

Reference
above list
for options

▼ Authors (1)

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

1st Author

Actions ▼

People at University of Central Arkansas

First Name

Middle Name/Initial

Last Name

Test, Test (aabbey)

Test

Test

If a student, what is his/her level?

+ Add Row

Additional authors can be
added by clicking here.

Student Level:
Undergraduate
Graduate

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 #

Audience of Circulation

Was this peer-reviewed/refereed?

Was this invited?

Acceptance Rate

%

II. Publications (continued)

Impact Factor		
<input type="text"/>		
Is this publicly available?		
<input type="text"/>		
Abstract/Synopsis		
<div>B I U x^2 x_2 ↺ ↻ ↗</div> <div></div>		
Was this a community-engaged or community-based project?		
<input type="text"/>		
Supporting Document		
Supporting Document Description		
<input type="text"/>		
File		
<div>Drop file here or select to upload</div>		
A digital copy can be stored in Faculty Success by here and selecting the file on your computer.		
Current Status		
<input type="text"/>		
Current Status: Work in Progress Submitted Revising to Resubmit Not Accepted Accepted Published		
Date Project Started		
Month	Day	Year
<input type="text"/>	<input type="text"/>	<input type="text"/>
Date Project Ended		
Month	Day	Year
<input type="text"/>	<input type="text"/>	<input type="text"/>
Date Submitted		
Month	Day	Year
<input type="text"/>	<input type="text"/>	<input type="text"/>
Date Accepted		
Month	Day	Year
<input type="text"/>	<input type="text"/>	<input type="text"/>
Date Published		
Month	Day	Year
<input type="text"/>	<input type="text"/>	<input type="text"/>

III. Presentations

Edit Presentations

Cancel

Save

Save + Add Another

Presentation Type

Paper

Presentation Type:

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

Conference/Meeting Name

Southwest Decision Sciences Institute

Sponsoring Organization (if applicable)

Location

Little Rock, AR

Presentation or Session Title

An Introduction to Bioprinting: The Life-Saving Future of Organ Transpl

▼ Presenters/Authors (1)

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

1st Presenter/Author

Actions ▼

People at University of Central Arkansas

First Name

Middle Name/Initial

Test, Test (lr)

Last Name

Role

If a student, what is his/her level?

Roles:

Author
Author and
Presenter
Discussant
Panelist
Presenter

Additional authors
can be added by
clicking here

+ Add Row

Session Type

Audience

Scope

Was this peer-reviewed/refereed?

Yes

Session Type:

Colloquium
Panel
Paper Session
Poster Session
Round table
Senior
Symposium
Workshop
Other

III. Presentations (Continued)

Was this invited?	
<div></div>	
Current Status	
Accepted/Presented	<div></div>
Published in Proceedings?	
<div></div>	
Published Elsewhere?	
<div></div>	
Acceptance Rate	
<div></div>	%
Was this a community-engaged or community-based project?	
<div></div>	
Abstract/Synopsis (30 Words or Fewer)	
<div><div><div>B</div><div>I</div><div>U</div><div>x²</div><div>x₂</div><div>↶</div><div>↷</div><div>↗</div></div><div></div></div>	

Current Status:

Accepted
Not Accepted
Presented
Under Review
Work in Progress

III. Presentations (Continued)

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

Edit Grants and Contracts

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

Save

Save + Add Another

Investigators (1)

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

1st Investigator

Actions

People at University of Central Arkansas	First Name	Middle Name/Initial	Last Name
Test, Test (aabbey)	Test		Test
Role	If a student, what is his/her level?		

+ Add Row

Additional investigators can be added by clicking here

Total Amount

\$

Amount to be used at UCA?

Abstract

B I U x² x₂ ↺ ↻ ↶ ↷

Award Letter

Drop file here or select to upload

Current Status

Priority Score

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

Current Status:

Work in Progress
Under Review
Funded
Not Funded

IV. Grants and Contracts (Continued)

Supporting Document

File Description

File

Drop file here or select to upload

Date Project Started

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

Date Project Ended

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

Date Submitted for Funding

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

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

End Date of Funding

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

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

B	I	<u>U</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

Year

End Date

Month

Year

II. Faculty Development Activities Attended

Edit Faculty Development Activities Attended

Cancel

Save

Activity Type

Title/Course/Conference Name

Course Prefix and Course Number

Course Prefix

Course Number

Organization/Institution

City

State

Country

Number of Credit Hours

Description

B	I	U	x^2	x_2	↶	↷	↗

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

Start Date

Month

Day

Year

End Date

Month

Day

Year

Activity Type:

- Conference
- Continuing Education Program
- Course Towards Degree
- Course Beyond Last Degree
- Faculty Fellowship
- Faculty Internship
- Medical Fellowship
- Medical Internship
- Medical Residency
- Self-study Program
- Seminar
- Tutorial
- Workshop
- Other

III. Awards and Honors

Edit Awards and Honors

Cancel

Save

Award or Honor Name

Organization/Sponsor

Scope

Scope:

International
National
Regional
State
Local
University
College
Department

Description/Explanation (30 Words or Fewer)

B *I* U x^2 x_2 ↺ ↻ ↗

Supporting Document

File Description

File

Drop file here or select to
upload

Date Received

Month

Day

Year

IV. Licensures and Certifications

Edit Licensures and Certifications

Cancel

Save

Save + Add Another

Title of Licensure/Certification

Sponsoring Organization

Scope

Scope:

International

National

Regional

State

Local

Description

B I U x² x₂ ↺ ↻ ↶ ↷

Date Obtained

Month Day Year

Expiration Date

Month Day Year

Supporting Document Description

B I U x² x₂ ↺ ↻ ↶ ↷

File

Drop file here or select to upload

Service Activities

The Service Activities section is the fifth 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

I. University

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

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

Committee/Program/Organization Name:

Academic Adjustments and Appeals Committee
Academic Assessment Committee
Academic Integrity and Discipline Committee
Affirmative Action Advisory Committee
Athletic Committee
Bear Facts Day/Bear Fair
Career Fair
Committee on Committees
Disabilities Grievance Committee
Distance Education/Extended Learning Advisory Committee
Diversity Advisory Committee
Employee Benefits Advisory Committee
Faculty Development Committee
Faculty Emeritus/Emerita Committee
Faculty Grievance Committee
Faculty Handbook Committee
Faculty Hearing Committee
Faculty Salary Review Committee
Faculty Scholars Committee
Faculty Senate
Financial Aid Committee
Graduate Council
Health and Wellness Promotion Committee
Honorary Degree Committee
Honors Council
Housing Exemptions Committee
Information Services Advisory Committee
Institutional Animal Use and Care Committee
Institutional Review Board
Library Committee

Majors Fair
Professional Education Council
Public Appearances Committee
Public Art Committee
Public Service Award Committee
Radiation Safety Committee
Research, Scholarship and Creative Activity Award Committee
Sabbatical Leave Review Committee
Scholarship Committee
Sexual Harassment Complaint Committee
SPARC
Sponsored Programs Advisory Committee
Strategic Budget Advisory Committee
Strategic Planning Committee
Student Center Board
Student Evaluation of Teachers Committee
Student Grievance Committee
Student Life Committee
Student Success and Retention Council
Sustainable Environment and Ecological Design Committee
Teaching Excellence Committee
Traffic and Parking Committee
UCA Core Council
Undergraduate Council
University Admissions Committee
University Calendar Committee
University Research Council
University Safety Committee
Other

Position/Role Options:

Committee Chair
Event Coordinator
Faculty Advisor
Faculty Mentor
Guest Speaker
Member
Parliamentarian
President

Program Director
Secretary
Senator
Session Chair
Vice-President
Workshop Organizer
Other

I. University (continued)

Edit University

Cancel

Save

Save + Add Another

Committee/Program/Organization Name

Position/Role

Were you elected or appointed?

Was this compensated or pro bono?

Served Ex-Officio?

Reference
page 36 for
options.

If your role changes, do not
edit the item but create
another with the new role
and new start date.

Responsibilities/Brief Description (30 Words or Fewer)

B I U x² x₂ ↺ ↻ ↗

Brief Description of Key Accomplishments

B I U x² x₂ ↺ ↻ ↗

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

Start Date

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

End Date

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

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. 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

Cancel

Save

Save + Add Another

Committee/Program/Organization Name

Position/Role

Were you elected or appointed?

Was this compensated or pro bono?

Responsibilities/Brief Description (30 Words or Fewer)

B I U x² x₂ ↺ ↻ ↗

Brief Description of Key Accomplishments

B I U x² x₂ ↺ ↻ ↗

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

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

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.

III. Student Activities

Edit Student Activities

Cancel

Save

Save + Add Another

Name of Student Activity or Group

Type of Activity

Position/Role

Were you elected or appointed?

Was this compensated or pro bono?

Responsibilities/Brief Description (30 Words or Fewer)

B *I* U x^2 x_2 ↺ ↻ ↗

Brief Description of Key Accomplishments

B *I* U x^2 x_2 ↺ ↻ ↗

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

Start Date

Month Day Year

End Date

Month Day Year

Activity:

Competition
Exhibition
Honor Society
Learning Community
Research Conference
Residence Hall
Student Organization
Other

Position/Role:

Advisor
Chair
Co-Chair
Coordinator/Organizer
Discussant
Facilitator
Guest Speaker
Judge
Leader
Lecturer
Mentor
Moderator
Panelist
Presenter
Sponsor
Other

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	President-Elect
Adjudicator	President-Past
Board Member	Program Chair
Chair	Program Co-Chair
Clinician	Reviewer, Academic Program
Co-Chair	Reviewer, Ad Hoc
Conference Chair	Reviewer, Book
Conference Co-Chair	Reviewer, Conference
Coordinator/Organizer	Reviewer, Grant Proposal
Editor	Reviewer, Journal
Editor, Associate	Reviewer, Program Proposal
Editor, Senior	Reviewer, Textbook
Editorial Review Board Member	Secretary
Leader	Session Chair
Member	Treasurer
Moderator	Vice President
Planning Committee Member	Workshop Organizer
Prepare/Grade Certification Exams	Other
President	

IV. Professional (continued)

Edit Professional

[Cancel](#)[Save](#)[Save + Add Another](#)

Name of Committee, Program, Event, or Publication

Sponsoring Organization

Position/Role

City

State

Country

Reference
page 40 for
options.

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^2 x_2 ↺ ↻ ↶

Brief Description of Key Accomplishments

B **I** **U** x^2 x_2 ↺ ↻ ↶

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

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

Cancel

Save

Save + Add Another

Instruction Type

Audience

Sponsoring Organization

Number of Participants

Academic or Professional?

Description

B I U x² x₂ ↺ ↻ ↗

Supporting Document
Supporting Document Description

File

Drop file here or select to upload

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

Start Date

Month

Day

Year

End Date

Month

Day

Year

Instruction Type:
Certification
Continuing
Education
Faculty Internship
Guest Lecture
Management/
Executive
Development
Review Course
Seminar
Tutoring
Workshop
Other

Audience:
Internal to UCA
External to UCA
Both

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

Organization/Committee/Program Name

Position/Role

City

State

Country

Were you elected or appointed?

Was this compensated or pro bono?

Audience

Served Ex-Officio?

Responsibilities/Brief Description (30 Words or Fewer)

B I U x² x₂ ↺ ↻ ↶

Brief Description of Key Accomplishments

B I U x² x₂ ↺ ↻ ↶

Position/Role:

Advisor

Board Member

Chair

Coordinator/Organizer

Director

Expert Witness

Guest Speaker

Health Care Provider

Judge

Member

President

President-Elect

President-Past

Secretary

Session Chair

Treasurer

Trustee

Vice President

Workshop Organizer

Other

Supporting Document

Supporting Document Description

Web Address

--OR--

Upload File

Drop file here or select to upload

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

Start Date

Month

Day

Year

End Date

Month

Day

Year

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

November 4, 2021

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VII. Consulting

Edit Consulting

Cancel

Save

Save + Add Another

Category

Category:

Public
Professional

Consulting Type

Consulting Type:

Academic
For-Profit Organization
Government
Litigation
Non-Government
Organization (NGO)
Non-Profit Organization
Other

Client/Organization

City

State

Country

Audience

Audience:

International
National
Regional
State
Local




Were you elected or appointed?

Served Ex-Officio?




Compensated or Pro Bono?

Approx. Number of Hours Spent Per Year

Brief Description (30 Words or Fewer)

B I U x^2 x_2




Brief Description of Key Accomplishments

B I U x^2 x_2




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 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
- IV. Annual Professional Development Goals
- 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

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

Cancel

Save

Save + Add Another

Calendar Year

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

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

B	I	<u>U</u>	x ²	x ₂	↺	↻	↗

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

B	I	<u>U</u>	x ²	x ₂	↺	↻	↗

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

B	I	<u>U</u>	x ²	x ₂	↺	↻	↗

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

B	I	<u>U</u>	x ²	x ₂	↺	↻	↗

II. Annual Teaching Goals

Edit Annual Teaching Goals

Cancel

Save

Save + Add Another

Calendar Year

▼ Teaching Goals (1)

1st Goal

Actions ▼

Goal	Result
<div><div>B I U x² x₂ ↺ ↻ ↶ ↷ ↸ ↹</div><div></div></div>	<div><div>B I U x² x₂ ↺ ↻ ↶ ↷ ↸ ↹</div><div></div></div>

+ Add Row

Additional goals can be added by clicking here

III. Annual Scholarly Goals

Edit Annual Scholarly Goals

Cancel

Save

Save + Add Another

Calendar Year

▼ Scholarly Goals (1)

1st Goal

Actions ▼

Goal	Result
<div><div>B I U x² x₂ ↺ ↻ ↶ ↷ ↸ ↹</div><div></div></div>	<div><div>B I U x² x₂ ↺ ↻ ↶ ↷ ↸ ↹</div><div></div></div>

+ Add Row

Additional goals can be added by clicking here

IV. Annual Professional Development Goals

Edit Annual Professional Development Goals

Cancel

Save

Save + Add Another

Calendar Year

Professional Development Goals (1)

1st Goal

Actions ▼

Goal	Result
<div><div>⋮</div><div>B I U x² x₂ ↺ ↻ ↗</div></div>	<div><div>⋮</div><div>B I U x² x₂ ↺ ↻ ↗</div></div>

+ Add Row

Additional goals can be added by clicking here.

V. Annual Service Goals

Edit Annual Service Goals

Cancel

Save

Save + Add Another

Calendar Year

Service Goals (1)

1st Goal

Actions ▼

Goal	Result
<div><div>⋮</div><div>B I U x² x₂ ↺ ↻ ↗</div></div>	<div><div>⋮</div><div>B I U x² x₂ ↺ ↻ ↗</div></div>

+ Add Row

Additional goals can be added by clicking here.

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

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