

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 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

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
VI. Evaluation Results	11
VII. Reassigned Time	13
VIII. Summary Evaluation.....	14
General Information	15
I. Academic, Government, Military, and Professional Positions – External to UCA	16
II. Administrative Assignments – Internal to UCA.....	16
I. Academic Advising	19
II. Directed Individual Student Learning (e.g., independent experience, thesis, dissertations)	20

III. Directed Group Student Learning (e.g., Field experience, service learning, study abroad) ...	21
IV. Curriculum Development	22
Scholarship/Research/Creative Activities	22
I. Artistic and Professional Performances and Exhibits.....	23
II. Publications	24
III. Presentations.....	27
IV. Grants and Contracts	29
Professional Development and Recognition.....	30
I. Professional Memberships	31
II. Faculty Development Activities Attended.....	32
III. Awards and Honors	33
IV. Licensures and Certifications	34
Service Activities	34
I. University	35
II. College	37
III. Department/Academic Unit.....	39
IV. Student Activities.....	40
V. Professional.....	41
VI. Non-Credit Instruction Taught.....	43
VII. Public	44
VIII. Consulting.....	45
Faculty Annual Self-Evaluation and Planning Reports	46
I. Other Instructional, Scholarship, Professional Development, and Service – Not Reported Elsewhere	47
The Annual Summary Report screen takes the place of the four summary screens that were previously in each section.....	47
II. Annual Teaching Goals	48
III. Annual Scholarly Goals	48
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.

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

TT
Test Test

Home

My Profile

CV Imports

Reports

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 *
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 *
illechukwu@cub.uca.edu

Building Where Your Office is Located
Torreyson Library

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

Version 6

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

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 \leftarrow \rightarrow \leftrightarrow

Teaching Interest(s)

B *i* U x^2 x_2 \leftarrow \rightarrow \leftrightarrow

Scholarship/Research Interest(s) [Ⓢ]

B *i* U x^2 x_2 \leftarrow \rightarrow \leftrightarrow

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

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](#).

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 [Ⓨ]

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	Non-Tenure Track

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

Education

Department/Academic Unit

Honors College

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 

%

Original Source: Data Imports
Created: November 18, 2025
Last Saved: November 18, 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					
<div><input type="text" value="Search..."/> SEARCH Search Tips Rapid Reports ADD NEW</div>					
<div>DELETE DUPLICATE COMPARE SELECT COLUMNS ← →</div>					
Filters: None					
<input type="checkbox"/> DEGREE	EXPLANATION OF "OTHER"	INSTITUTION	HIGHEST OR QUALIFYING DEGREE?	TERMINAL DEGREE?	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

x²

x₂

↶

↷

□

⊕ 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 all graduate degrees.

Date Completed

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

Q

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, INSTRUC...
<input type="checkbox"/>	<div><div>📅</div><div>Fall</div></div>	2020	APPLIED CALCULUS FOR LIFE SCI	MATH	1491	12345	1
<input type="checkbox"/>	<div><div>📅</div><div>Fall</div></div>	2020	COLLEGE ALGEBRA	MATH	1390	12346	1
<input type="checkbox"/>	<div><div>📅</div><div>Fall</div></div>	2016	APPLIED CALCULUS FOR LIFE SCI	MATH	1491	012345	1
<input type="checkbox"/>	<div><div>📅</div><div>Fall</div></div>	2016	COLLEGE ALGEBRA	MATH	1390	012346	1

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

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

1

Number of Students Earning an F

0

Number of Students Withdrawing (W/WF/WP)

0

Number of Students with an Other Grade

0

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

CLOSE

VI. Evaluation Results

Evaluation Results

Q 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

10

Teaching Evaluation

Replace file here or select to upload

Test DM Document-1.pdf (83.05 KB)

Original Source: Data Imports
Created: April 6, 2021
Last Saved: April 6, 2021

CANCEL

SAVE

Store teaching evaluation pdfs here

VII. Reassigned Time

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

← Reassigned Time

Search...

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	2020
<input type="checkbox"/> Spring	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

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 and Creative Activity ⓘ

Summary Highlights of Scholarship/Research Contribution Efforts ⓘ

Summary Highlights of Service Efforts ⓘ

Summary Comments of Faculty Member's Efforts ⓘ

Overall Evaluation ⓘ

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,” then selecting “Add Activity” and finally “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

General Information

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

Administrative Assignments - Internal to UCA

External Connections and Partnerships

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 TypeAdd Details

Fields marked with * are required.

Activity Details

Experience Type

Organization

City

State

Country

Title/Rank/Position

Was/is this your own company?

Description for Professional Positions (30 Words or Fewer)

B*u²x₂*↵↶↷

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

Experience Type:

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

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.



Select Activity Type



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

End Date

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

▼ Accomplishments (1)

1st Year



Calendar Year

Accomplishments

B *i* U x^2 x_2

Add Another Year

III. External Connections and Partnerships

×

Add Activity

External Connections and Partnerships

BACK

SAVE ACTIVITY

✓ Select Activity Type

⌚ Add Details

Fields marked with * are required.

Activity Details

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 Code

Phone Number Prefix

Phone 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

Month

Day

Year

End Date

Month

Day

Year

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

IV. Media Appearances and Interviews

×

Add Activity

Media Appearances and Interviews

BACKSAVE ACTIVITY

✓ Select Activity Type

⌚ Add Details

Fields marked with * are required.

Activity Details

Media Type

Article/Segment Title

Program/Media Outlet Name

Web Address

Description

B*i*Ux²x₂

Publication/Air Date

Month

Day

Year

Instructional Activities

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

×

Add Activity

Academic Advising

BACKSAVE ACTIVITY

✓ Select Activity Type

⌚ Add Details

Fields marked with * are required.

Activity Details

Term and Year

Term

Year

Number of Undergraduate Advisees

Number of Graduate Advisees

Terms:

Fall
Fall six months
Spring
Spring six months
Summer

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

×

Add Activity

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

BACK

SAVE ACTIVITY

Select Activity Type

Add 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

U

x²

x₂

↵

↶

↷

Supporting Document

Supporting Document Description

Web Address

--OR--

Upload File

Drop file here or select to upload

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

Date Started

Month

Day

Year

Date Completed

Month

Day

Year

Involvement Type:

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

Stage of Completion:

Completed
In Progress
Proposal

Outcome:

Artistic
Performance /Exhibit
Presentation
Publication

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

December 8, 2025
Page | 20

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

ⓘ Add Details

Fields marked with * are required.

Activity Details

Type of Activity

Course Prefix and Course Number

CourseCourse Number

Number of Credit Hours

Stage of Completion

Outcomes

Description

Supporting Document

Supporting Document DescriptionWeb 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

MonthDayYear

Date Completed

MonthDayYear

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

December 8, 2025
Page | 21

IV. Curriculum Development

The screenshot shows the 'Add Activity' form in the Curriculum Development section. The form has a header with 'Add Activity' and 'Curriculum Development' on the left, and 'BACK' and 'SAVE ACTIVITY' buttons on the right. Below the header is a progress bar with two steps: 'Select Activity Type' (completed) and 'Add Details' (current step). A note indicates that fields marked with a red asterisk are required. The 'Activity Details' section includes a 'Calendar Year' dropdown menu, a text area for describing new courses, programs, or other curriculum changes, and a 'Supporting Document' section. The 'Supporting Document' section has a 'File Description' text field and an 'Upload File' button with a dashed border and the text '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

The screenshot shows the 'Scholarship/Research/Creative Activities' section. It features a title 'Scholarship/Research/Creative Activities' and four buttons: 'Artistic and Professional Performances and Exhibits', 'Publications', 'Presentations', and 'Grants and Contracts'.

I. Artistic and Professional Performances and Exhibits

Add Activity

Artistic and Professional Performances and Exhibits

BACKSAVE ACTIVITY

Select Activity TypeAdd Details

Fields marked with * are required.

Activity Details

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

Test, Test (ilechukwu)

First Name

Test

Middle Name/Initial

Last Name

Test

Role

If a student, what is his/her level?

Add Another Performer/Exhibitor/Lecturer

Was this academic or non-academic?

Scope

Scope:

International

National

Regional

State

Local

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

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

Was this peer-reviewed/refereed?

Invited or Accepted?

Was this by audition, commission, competition or invitation?

Description (50 Words or Fewer)

B I U x² x₂

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
 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

x Add Activity
Publications

BACK SAVE ACTIVITY

Select Activity Type Add Details

Fields marked with * are required.

Activity Details

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

If a student, what is his/her level?

Undergraduate
Graduate

Add Another Author

Journal/Publisher/Proceedings Publisher

City of Publisher

State or Country of Publisher

Volume

Issue Number/Edition

Page Numbers or Number of Pages

Web Address

Reference the above list for options

Student Level:
Undergraduate
Graduate

Additional authors can be added by clicking here.

Web Address

Editor(s)

ISBN/ISSN Number/Case #

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

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

A digital copy can be stored in Faculty Success by here and selecting the file on your computer.

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

III. Presentations

Add Activity

Presentations

BACKSAVE ACTIVITY

Select Activity TypeAdd Details

Fields marked with * are required.

Activity Details

Presentation Type

Conference/Meeting Name

Sponsoring Organization (if applicable)

Location

Presentation or Session Title

▼ 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

Session Type

Audience

Presentation Type:

Demonstration

Exhibit

Keynote / Plenary

Address

Lecture

Oral Presentation

Paper

Poster

Reading

Other

Roles:

Author

Author and Presenter

Discussant

Panelist

Presenter

Additional authors can be added by clicking here

Session Type:

Colloquium

Panel

Paper Session

Poster Session

Round table

Senior

Symposium

Workshop

Other

Scope

Was this peer-reviewed/referred?

Was this invited?

Current Status

Published in Proceedings?

Published Elsewhere?

Acceptance Rate

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

Current Status:

Accepted

Not Accepted

Presented

Under Review

Work in Progress

Abstract/Synopsis (30 Words or Fewer)

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 (lllechukwu)

First Name

Test

Middle Name/initial

Last Name

Test

Role

If a student, what is his/her level?

Add Another Investigator

Total Amount

\$

Amount to be used at UCA?

Additional investigators can be added by clicking here

The screenshot shows a form for faculty success with the following sections:

- Abstract:** A text area with a rich text editor toolbar (Bold, Italic, Underline, x², x₂, Undo, Redo, Full Screen).
- Award Letter:** A dashed box with the text "Drop file here or select to upload".
- Current Status:** A yellow box with a dropdown menu. A callout box points to this field with the following options:
 - Current Status:
 - Work in Progress
 - Under Review
 - Funded
 - Not Funded
- Priority Score:** A small input field.
- Was this a community-engaged or community-based project?:** A dropdown menu.
- Supporting Document:**
 - File Description:** An input field.
 - File:** A dashed box with the text "Drop file here or select to upload".
- Date Project Started:** Three input fields for Month, Day, and Year.
- Date Project Ended:** Three input fields for Month, Day, and Year.
- Date Submitted for Funding:** Three input fields for Month, Day, and 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:** Three input fields for Month, Day, and Year.
- End Date of Funding:** Three input fields for Month, Day, and Year.

Professional Development and Recognition

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

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

Professional Development and Recognition

The screenshot shows a menu with four buttons:

- Professional Memberships
- Faculty Development Activities Attended
- Awards and Honors
- Licensures and Certifications

I. Professional Memberships

× **Add Activity**
Professional Memberships

BACKSAVE ACTIVITY

Select Activity TypeAdd Details

Fields marked with * are required.

Activity Details

Name of Organization

Abbreviation of Organization

Scope of Organization

Description of the Organization

B / U x² x₂ ↶ ↷ ↺ ↻

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

Start Date

Month

Year

End Date

Month

Year

III. Awards and Honors

×

Add Activity

Awards and Honors

BACKSAVE ACTIVITY

✓ Select Activity Type

2 Add Details

Fields marked with * are required.




Activity Details

Award or Honor Name

Organization/Sponsor

Scope

Description/Explanation (30 Words or Fewer)

B*i*Ux²x₂

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

BACKSAVE ACTIVITY

Select Activity Type

Add Details

Fields marked with * are required.

Activity Details

Title of Licensure/Certification

Sponsoring Organization

Scope

Description

Date Obtained

MonthDayYear

Expiration Date

MonthDayYear

Supporting Document Description

File

Scope:

International

National

Regional

State

Local

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

Service Activities		
University	College	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	Majors Fair
Academic Assessment Committee	Professional Education Council
Academic Integrity and Discipline Committee	Public Appearances Committee
Affirmative Action Advisory Committee	Public Art Committee
Athletic Committee	Public Service Award Committee
Bear Facts Day/Bear Fair	Radiation Safety Committee
Career Fair	Research, Scholarship and Creative Activity Award Committee
Committee on Committees	Sabbatical Leave Review Committee
Disabilities Grievance Committee	Scholarship Committee
Distance Education/Extended Learning Advisory Committee	Sexual Harassment Complaint Committee
Diversity Advisory Committee	SPARC
Employee Benefits Advisory Committee	Sponsored Programs Advisory Committee
Faculty Development Committee	Strategic Budget Advisory 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
Faculty Senate	Sustainable Environment and Ecological Design Committee
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	Faculty Advisor
Event Coordinator	Faculty Mentor
	Guest Speaker

Senator
 Session Chair
 Vice-President
 Workshop Organizer
 Other

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
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
 Event Coordinator
 Faculty Advisor
 Faculty Mentor
 Guest Speaker
 Member
 Program Director
 Secretary
 Session Chair
 Workshop Organizer
 Other

x
 Add Activity
 College

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)

Reference page 38 for options.

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

Brief Description of Key Accomplishments

B / U x² x₂ ↶ ↷ ↺ ↻

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

Start Date

Month Day Year

End Date

Month Day Year

These dates reflect the time for a specific role and are used in reporting. Dates should reflect a certain position/role. If you serve as a member for two years, create one item with a time span of two years and not two separate items for each year. 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

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?

Responsibilities/Brief Description (30 Words or Fewer)

B / U x² x₂ ↶ ↷ ↺ ↻

Brief Description of Key Accomplishments

B i U x² x₂ ↶ ↷ ↺ ↻

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

Start Date

Month Day Year

End Date

Month Day Year

These dates reflect the time for a specific role and are used in reporting. Dates should reflect a certain position/role. If you serve as a member for two years, create one item with a time span of two years and not two separate items for each year. **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

BACK SAVE ACTIVITY

1 Select Activity Type 2 Add Details

Fields marked with * are required.

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 x² x₂ ↶ ↷ ↺ ↻

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

Brief Description of Key Accomplishments

B i U x² x₂ undo redo link

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. 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
 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

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

December 8, 2025

Page | 41

Fields marked with * are required.

Activity Details

Name of Committee, Program, Event, or Publication

Sponsoring Organization

Position/Role

City

State

Country

Reference page
above 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 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"/>

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

BACKSAVE ACTIVITY

Select Activity TypeAdd Details

Fields marked with * are required.

Activity Details

Instruction Type

Audience

Sponsoring Organization

Number of Participants

Academic or Professional?

Description

B*i*ux²x₂

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

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

Version 5

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

December 8, 2025

Page | 43

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

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)

Brief Description of Key Accomplishments

Supporting Document

Supporting Document Description

Web Address

--OR--

Upload File

Drop file here or select to upload

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

Start Date

Month

Day

Year

End Date

Month

Day

Year

VIII. Consulting

× **Add Activity**
Consulting

BACK

SAVE ACTIVITY

 Select Activity Type

2 Add Details

Fields marked with * are required.

Activity Details

Category

Consulting Type

Client/Organization

City

State

Country

Audience

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

x²

x₂

↶

↷

☰

Brief Description of Key Accomplishments

B

i

x²

x₂

↶

↷

☰

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

Start Date

Month

Day

Year

End Date

Month

Day

Year

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

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
- VI. 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.

×

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

BACK

SAVE ACTIVITY

Select Activity Type

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*U x^2 x_2

↶↷↲↳

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

B*i*U x^2 x_2

↶↷↲↳

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

B*i*U x^2 x_2

↶↷↲↳

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

B*i*U x^2 x_2

↶↷↲↳

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

December 8, 2025
Page | 47

II. Annual Teaching Goals

×

Add Activity

Annual Teaching Goals

BACKSAVE ACTIVITY

Select Activity TypeAdd Details

Fields marked with * are required.

Activity Details

Calendar Year

▼ Teaching Goals (1)

1st Goal

Goal

B*/*Ux²x₂↵↶↷↻

Result

B*/*Ux²x₂↵↶↷↻

⊕ Add Another Goal

Additional goals can be added by clicking here

III. Annual Scholarly Goals

×

Add Activity

Annual Scholarly Goals

BACKSAVE ACTIVITY

Select Activity TypeAdd Details

Fields marked with * are required.

Activity Details

Calendar Year

▼ Scholarly Goals (1)

1st Goal

Goal

B*/*Ux²x₂↵↶↷↻

Result

B*/*Ux²x₂↵↶↷↻

⊕ Add Another Goal

Additional goals can be added by clicking here

IV. Annual Professional Development Goals

Version 5

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

December 8, 2025

Page | 48

Add Activity
Annual Professional Development Goals

BACK
SAVE ACTIVITY

Select Activity Type
Add Details

Fields marked with * are required.

Activity Details

Calendar Year

Professional Development Goals (1)

1st Goal

Goal

B
i
u
x²
x₂
~
~
~

Result

B
i
u
x²
x₂
~
~
~

Add Another Goal

Additional goals can be added by clicking here.

V. Annual Service Goals

Add Activity
Annual Service Goals

BACK
SAVE ACTIVITY

Select Activity Type
Add Details

Fields marked with * are required.

Activity Details

Calendar Year

Service Goals (1)

1st Goal

Goal

B
i
u
x²
x₂
~
~
~

Result

B
i
u
x²
x₂
~
~
~

Add Another Goal

Additional goals can be added by clicking here.

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

December 8, 2025
Page | 49

VI. Archived Reports

×

Add Activity

Archived Reports

BACK

SAVE ACTIVITY

✓ Select Activity Type

ⓘ Add 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
 - Other Instructional, Scholarship, Professional Development, and Service-Not Reported Elsewhere, 47
- 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
 - Personal and Contact Information, 4
- Instructional Activities
 - Academic Advising, 15
 - Annual Professional Development Goals, 49
 - Annual Teaching Goals, 48
 - Directed Group Student Learning, 18
 - Directed Individual Student Learning, 16
 - Dissertation Committee Member, 16
 - Doctoral Advisory Member, 16
 - Field Experience, 18
 - Group Research, 18
 - Honors Thesis Advisor, 16
 - Honors Thesis Committee Member, 16
 - Honors Tutorial Advisor, 16
 - Independent Research Advisor, 16
 - Independent Study Abroad Advisor, 16
 - Masters Thesis Committee Member, 16
 - Reassigned Time, 15
 - Scheduled Curriculum Development, 19
 - Scheduled Teaching, 14
 - Service Learning, 18
 - Study Abroad, 18
 - Study Abroad Advisor, 16
 - SURF Advisor, 16
 - Teaching Activity Supervisor, 16
- Professional Development and Recognition
 - Annual Professional Development Goals, 49
 - Awards and Honors, 33
 - Conference, 32
 - Continuing Education Program, 32
 - Course Beyond Last Degree, 32
 - Course Towards Degree, 32
 - Faculty Development Activities Attended, 32
 - 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
- Scholarship/Research/Creative Activities
 - Actor, 21
 - Announcer, 21
 - Annual Scholarly Goals, 48
 - Art Exhibition, 21
 - Art Works in Publication, 23
 - Article, 23
 - Artist, 21
 - Artistic and Professional Performances and Exhibits, 21
 - Author, 26
 - Author, 21
 - Author and Presenter, 26
 - Author and Presenter, 21
 - Book, 23
 - Book Review, 23
 - Chapter, 23
 - Cinematographer, 21
 - Colloquium Panel, 26, 29
 - Composer, 21
 - Conductor, 21
 - Conference Proceeding, 23
 - Contract, 21
 - Costume Designer, 21
 - Dancer, 21
 - Demonstrations, 26, 29
 - Designer, 21
 - Director, 21

Discussant, 26
 Discussant, 21
 Dramaturg, 21
 Editor, 21
 Exhibit, 26, 29
 Exhibitor, 21
 Fellowship, 21
 Film, 21
 Grant, 21
 Host, 21
 Instructor's Manual, 23
 Internet Broadcast, 21
 Interviewer, 21
 Keynote/Plenary Address, 26, 29
 Law Review, 23
 Lecture, 26, 29
 Lecturer, 21
 Lighting Designer, 21
 Magazine/Trade Publication, 23
 Manager, 21
 Manuscript, 23
 Marketer, 21
 Material Regarding New Courses, 23
 Monograph, 23
 Music, 21
 Music Composition, 23
 Newsletter, 23
 Newspaper Article, 23
 Newspaper Editorial, 23
 Nonfiction, 23
 Oral Presentation, 26, 29
 Other, 21
 Panel, 21
 Panelist, 26
 Panelist, 21
 Paper, 26, 29
 Paper Session, 26, 29
 Performer, 21
 Photography, 23
 Photography in Publication, 21
 Play, 23
 Poetry, 23
 Poster, 26, 29
 Poster Session, 26, 29
 Presentations, 26, 29
 Presenter, 26
 Presenter, 21

Producer, 21
 Publications, 23
 Radio Broadcast, 21
 Reading, 26, 29
 Reporter, 21
 Research Report, 23
 Round Table, 26, 29
 Seminar, 21
 Senior Symposium Workshop, 26, 29
 Set Designer, 21
 Short Fiction, 23
 Software, 23
 Software, Instructional, 21
 Sound Editor, 21
 Sound Effects Designer, 21
 Study Guide, 23
 Technical Report, 23
 Television Broadcast, 21
 Theatre, 21
 Translation or Transcription, 23
 Visual Editor, 21
 Visual Effects Designer, 21
 Working Paper, 23
 Writer, 21
 Written Case with Instructional Material, 23
 Service Activities, 35
 Accreditation Team Member, 40
 Adjudicator, 40
 Advisor, 43
 Annual Service Goals, 50
 Bears Facts Day/Bear Fair, 36
 Board Member, 40, 43
 Career Fair, 36
 Chair, 40, 43
 Clinician, 40
 Co-Chair, 40
 Committee Chair, 38
 Conference Chair, 40
 Conference Co-Chair, 40
 Consulting, 44
 Coordinator/Organizer, 40, 43
 Department/Academic Unit, 38
 Editor, 40
 Editor, Associate, 40
 Editor, Senior, 40
 Editorial Review Board Member, 40
 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-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