

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

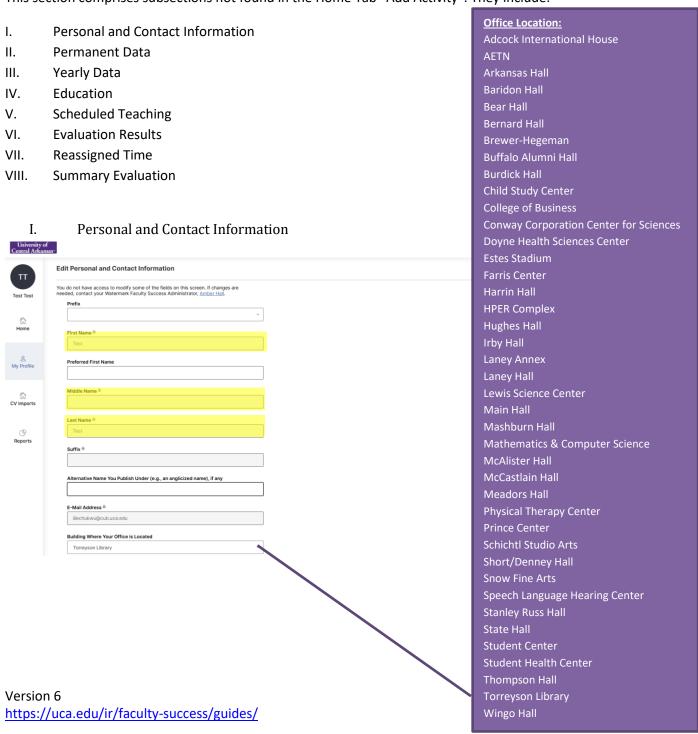
iviy Pr	OTIIE	3
I.	Personal and Contact Information	3
II.	Administrative Data – Permanent Data	5
III.	Administrative Data – Yearly Data	5
IV.	Education	7
V.	Scheduled Teaching	9
	Evaluation Results	
VII.	Reassigned Time	13
VIII	I. Summary Evaluation	14
Gener	ral Information	15
I.	Academic, Government, 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, dissertation	s) 20
Versio	on 6 December 8	2025

III.	Directed Group Student Learning (e.g., Field experience, service learning, study abroad).	21
IV. 0	Curriculum Development	22
Schola	rship/Research/Creative Activities	22
I. Aı	rtistic and Professional Performances and Exhibits	23
II. P	ublications	24
III.	Presentations	27
IV. (Grants and Contracts	29
Profes	sional Development and Recognition	30
I.	Professional Memberships	31
II. F	aculty Development Activities Attended	32
III.	Awards and Honors	33
IV.	Licensures and Certifications	34
Service	e Activities	34
I. U	niversity	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
Facult	y Annual Self-Evaluation and Planning Reports	46
I. Else	Other Instructional, Scholarship, Professional Development, and Service – Not Reported	47
	Annual Summary Report screen takes the place of the four summary screens that were viously in each section	47
II. A	nnual Teaching Goals	48
III.A	Annual Scholarly Goals	48
V. A	nnual Service Goals	49
VI.	Archived Reports	50
Indov		E 1

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:



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
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Fax Areacode	Fax Prefix	Fax Suffix
Date of Birth		
Month [®] Day [®] Year [®]		
Gender [≜]		
Gender =		
Race/Ethnicity @ 9		
U.S. Citizen or Permanent Resident?		
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Scholarship/Research Interest(s) 9		
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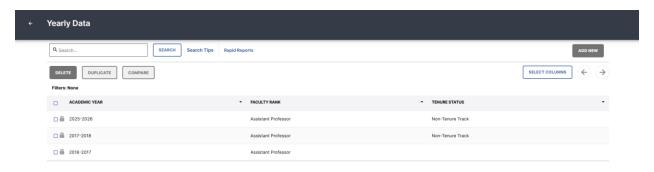
Version 6
https://uca.edu/ir/faculty-success/guides/

II. Administrative Data – Permanent Data
OIR will update all fields on this screen



III. Administrative Data – Yearly Data

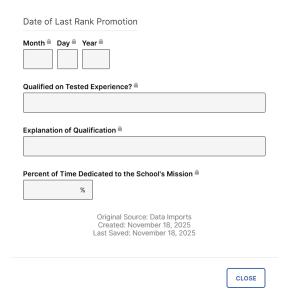
OIR updates the following fields: College, Department/Academic Unit, Faculty Rank, Tenure Status,
Graduate Faculty, Date of Last Rank Promotion, On Leave? Leave Start Date, Leave End Date.



View Activity	×
You do not have access to modify the fields on this screen. If care needed, contact your Watermark Faculty Success Administ 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 A	
AACSB Specialty	
Faculty Rank	
Assistant Professor	
Faculty Pauls Abbreviation for Paster A	
Faculty Rank Abbreviation for Roster	
Al	
Tenure Status	
Non-Tenure Track	
Tenure Status Abbreviation for Roster	
NTT	
Graduate Faculty A	
No	
Graduate Faculty Expiration Date	
Month Day Year	
On Leave?	
On Leave?	
Leave Start Date	
Month Day Year Year	

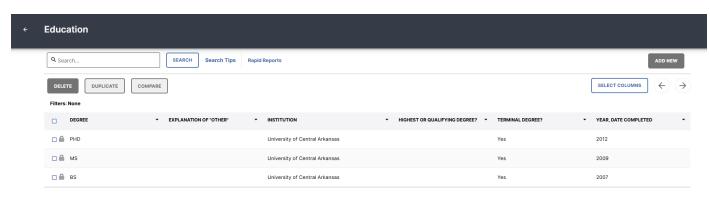
Leave End Date Month Day Year

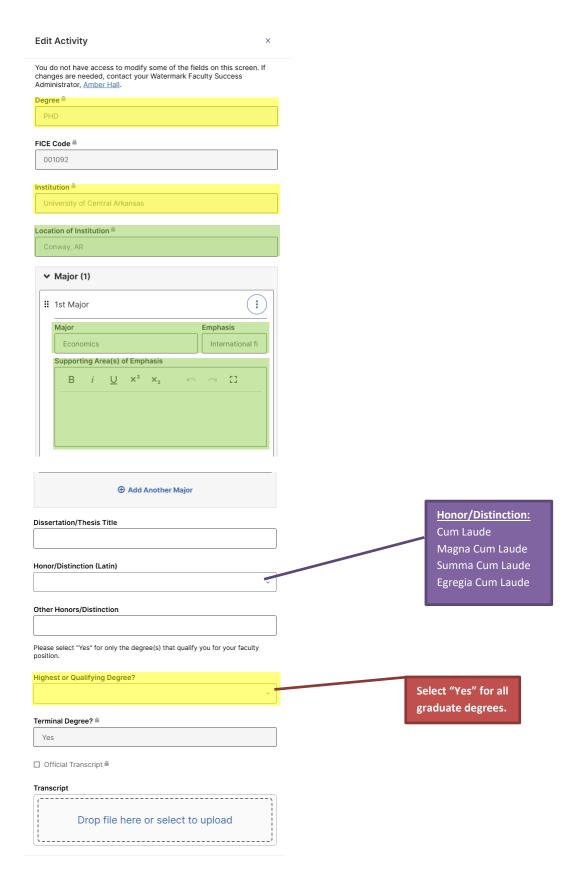
Version 6 December 8, 2025 https://uca.edu/ir/faculty-success/guides/ Page | 6

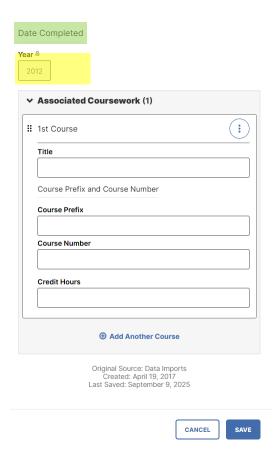


IV. Education

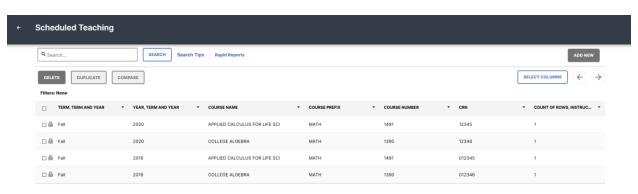
<u>OIR updates the following fields:</u> Degree, Explanation of "Other", FICE Code, Institution, Location of Institution, Terminal Degree, and Year Completed.





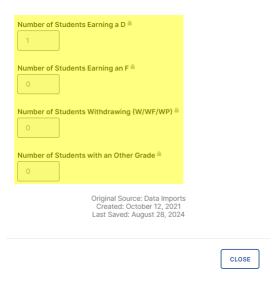


V. Scheduled Teaching OIR updates all fields on the following screen.



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Ferm and Year	
Ferm	
Fall 2020	
Course Name A	
APPLIED CALCULUS FOR LIFE SCI	
Course Prefix and Course Number	
Course Prefix 🗎	
MATH	
Course Number	
1491	
CRN ^a	
12345	
Enrollment ^a	
10	
Number of Credit Hours	
4	
Degree Program ^A	
Course College 🗎	
Course College Science and Engineering	
Science and Engineering	
Science and Engineering Course Department	
Science and Engineering Course Department	
Science and Engineering Course Department Mathematics	
Science and Engineering Course Department Mathematics V Instructors (1)	
Science and Engineering Course Department Mathematics V Instructors (1) 1st Instructor	
Science and Engineering Course Department Mathematics V Instructors (1) 1st Instructor	
Course Department Mathematics V Instructors (1) 1st Instructor Instructor Name Mathematics	
Course Department Mathematics Vinstructors (1) 1st Instructor Instructor Name Mathematics	
Course Department Mathematics V Instructors (1) 1st Instructor Instructor Name Mathematics	
Course Department Mathematics Vinstructors (1) 1st Instructor Instructor Name Mathematics	
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Science and Engineering Course Department Mathematics Instructors (1) Ist Instructor Instructor Name Traditional Number of Students Earning an A 6	
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Science and Engineering Course Department Mathematics Instructors (1) Ist Instructor Instructor Name Traditional Number of Students Earning an A 6	
Course Department Mathematics Vinstructors (1) 1st Instructor Instructor Name Mathematics Delivery Mode Mathematics Number of Students Earning an A Mathematics Number of Students Earning a B Mathematics	

Version 6
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VI. Evaluation Results

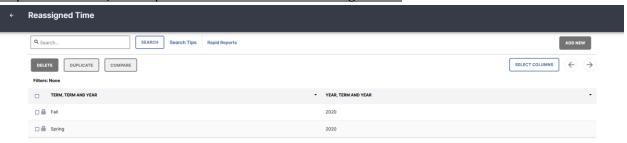


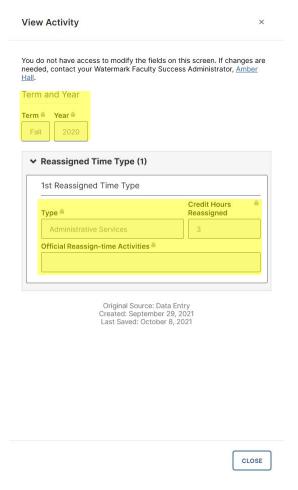
Edit Activity You do not have access to modify some of the fields on this screen. If changes are needed, contact your Watermark Faculty Success Administrator, Amber Hall. Fall 2016, MATH 1390, 012346 How Much Learned Teaching Methods Course Materials 🗎 Overall Course Effectiveness Course Developed Abilities/Skills Course Organized Course Critical Thinking Overall Instructor Effectiveness Instructor Organized Instructor Concepts Clear Instructor Helpful A Instructor Feedback 🊔 Instructor Student Participation Responses Received



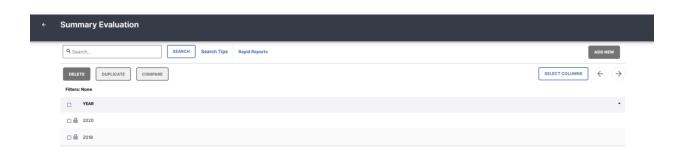
VII. Reassigned Time

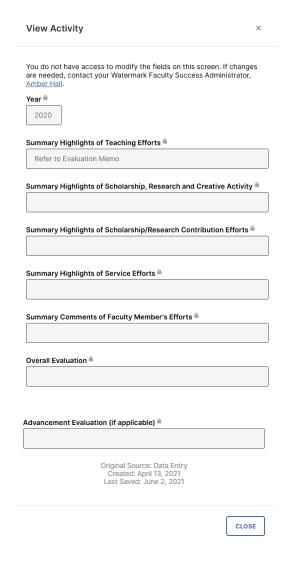
Department Chair/Dean updates ALL fields on the following screen.





VIII. Summary Evaluation





General Information

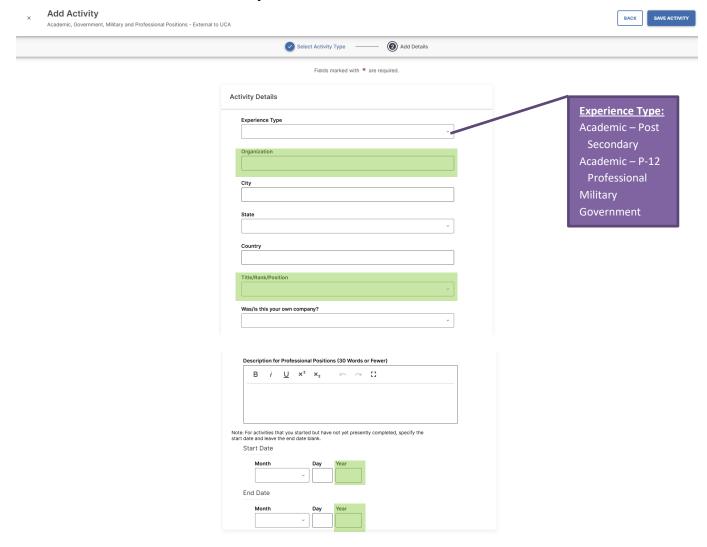
The General Information section is the first section under the main menu. It is navigated by clicking the "Add Activity" button on the Home Menu **or** by clicking "My Profile," then selecting "Add Activity" and finally "Single Activity." This section includes the following subsections:

- 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



Version 6 https://uca.edu/ir/faculty-success/guides/

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

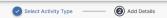


II. Administrative Assignments – Internal to UCA

Administrative assignments are those for which a faculty member is paid all or part of her/his salary from an administrative salary line <u>and</u> which take the place of at least half of her/his normal instructional load. A 12-month appointment is also often associated with such an assignment.

A one-course reassignment to act as coordinator of Freshman Writing or to be 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.



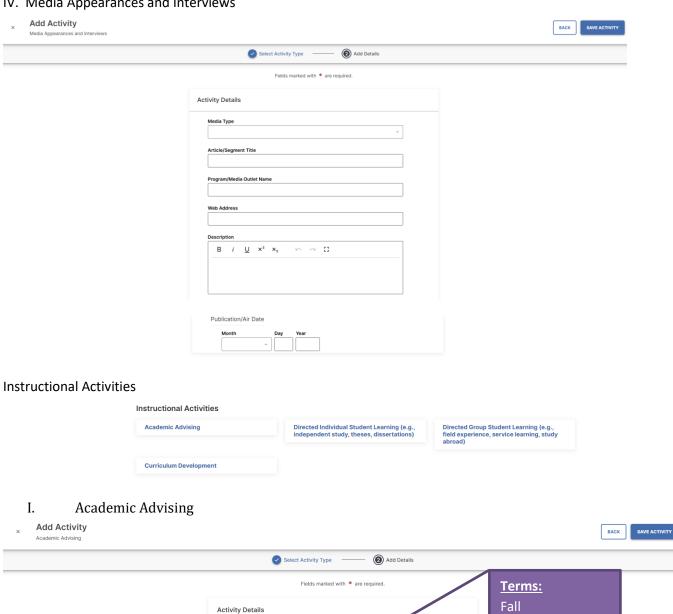
Fields marked with * are required. Activity Details Position/Title Brief Description of Responsibilities B i <u>U</u> x² x₂ 🖙 \sim [] Start Date End Date ✓ Accomplishments (1)



III. External Connections and Partnerships

Add Activity BACK SAVE ACTIVITY External Connections and Partnerships Select Activity Type — — 2 Add Details Fields marked with * are required. Activity: Field Trip **Activity Details** Fundraising Type of Activity Recruitment Service Learning What issue best describes the activity? Speaker Other Primary Contact Person **Activity Description:** Street Address (Line 1) Arts & Culture **Business Development** Street Address (Line 2) Community & /Economic Development PK-20 Education **Human Development** Science and Tech. Communication & Public /Relations Public Health & Safety Phone Number Area Code Phone Number Prefix **Environmental Issues** Other Phone Number Suffix B $i \quad \underline{U} \quad \times^2 \quad \times_2 \quad \qquad \widehat{\square} \quad \square$ Note: For activities that you started but have not yet presently completed, specify the start date and leave the end date blank. Start Date

IV. Media Appearances and Interviews





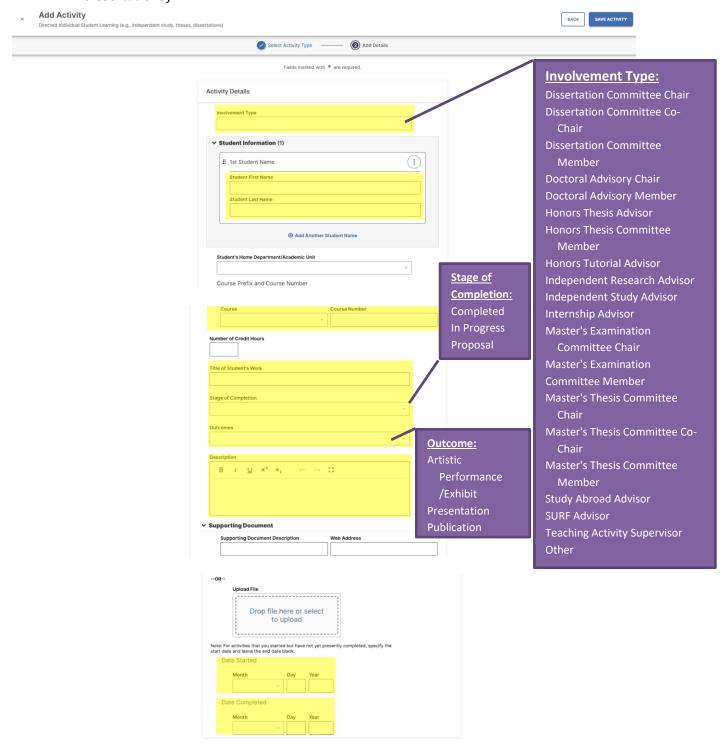
Fall six months

Spring six months

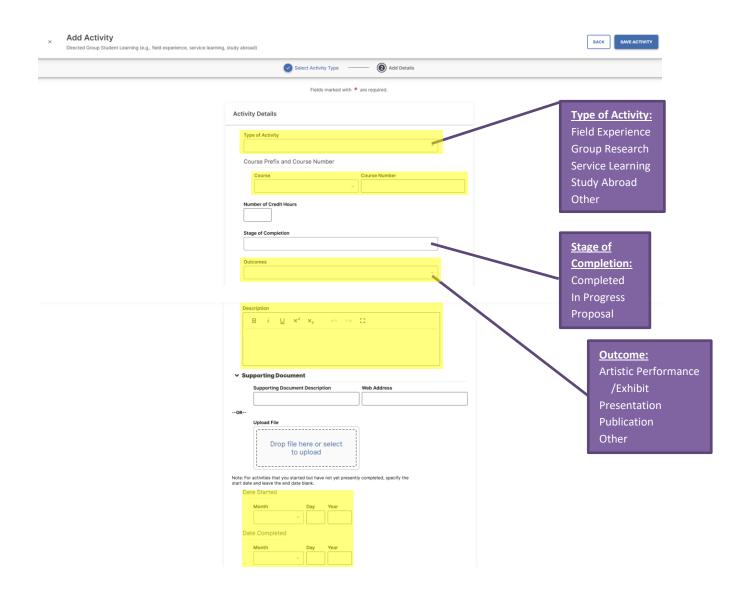
Spring

Summer

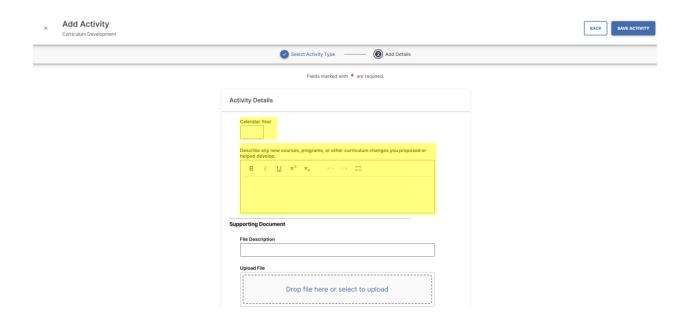
II. Directed Individual Student Learning (e.g., independent experience, thesis, dissertations)



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



IV. Curriculum Development



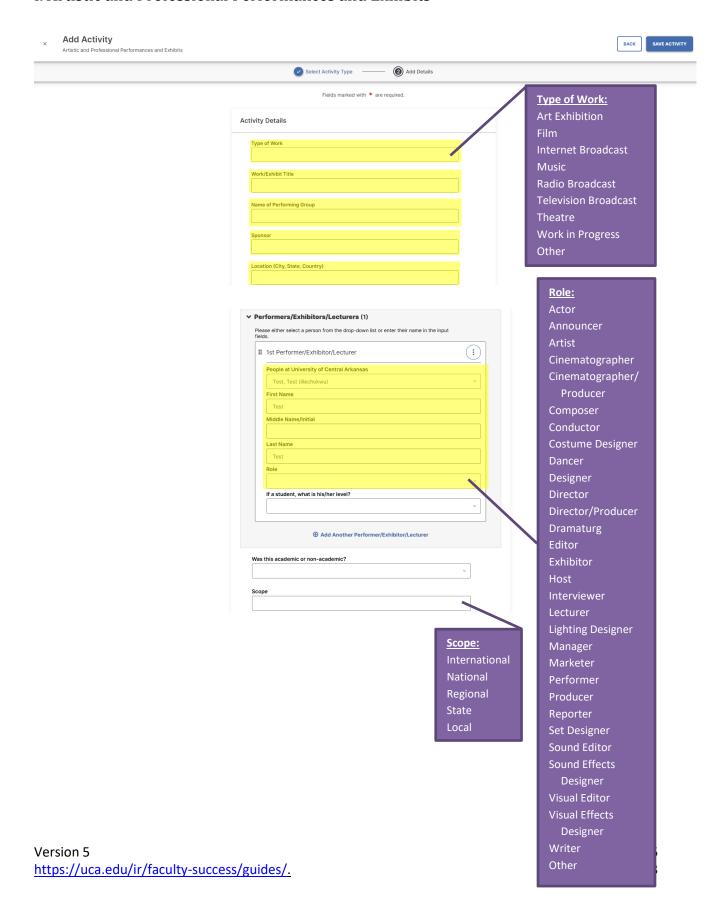
Scholarship/Research/Creative Activities

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



I. Artistic and Professional Performances and Exhibits



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Date Pr	oject End	Drop file h	Year		
Date Pr	roject End	Drop file h	Year		
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Date Pr Mor	roject End	Drop file h	Year 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 Textbook-New
Chapter in Textbook-New
Chapter in Textbook-Revised
Conference Proceeding

Interview Law Review

Magazine/Trade Publication

Manuscript

Material Regarding New Courses/Curricula

Monograph Music Composition Newsletter

Newspaper Article Newspaper Editorial Nonfiction in Antholo

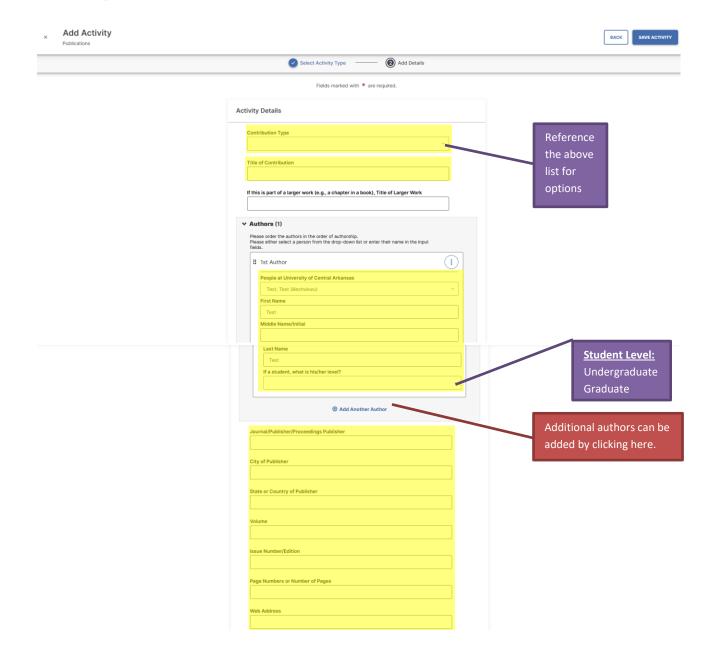
Nonfiction in Anthology Nonfiction in Online Journal Nonfiction in Print Journal Photography in Publication

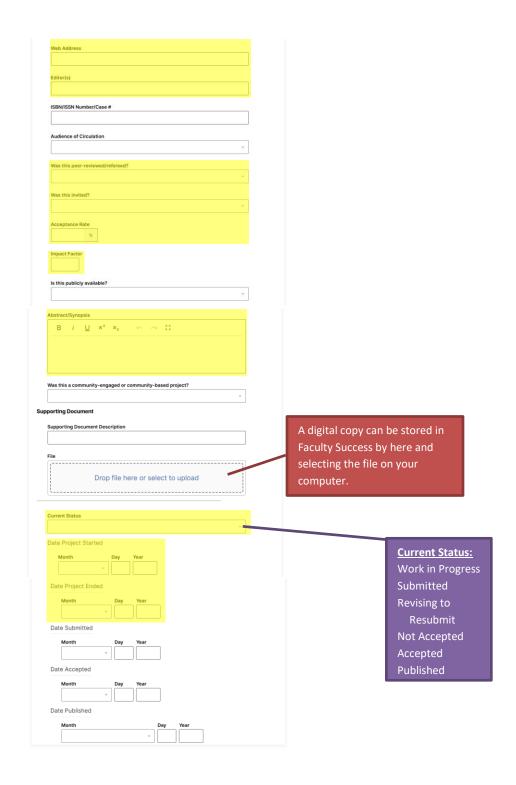
Play in Anthology Play in Online Journal Play in Print Journal Poetry in Anthology Poetry in Online Journal Poetry in Print Journal

Regular Column in Journal or Newspaper

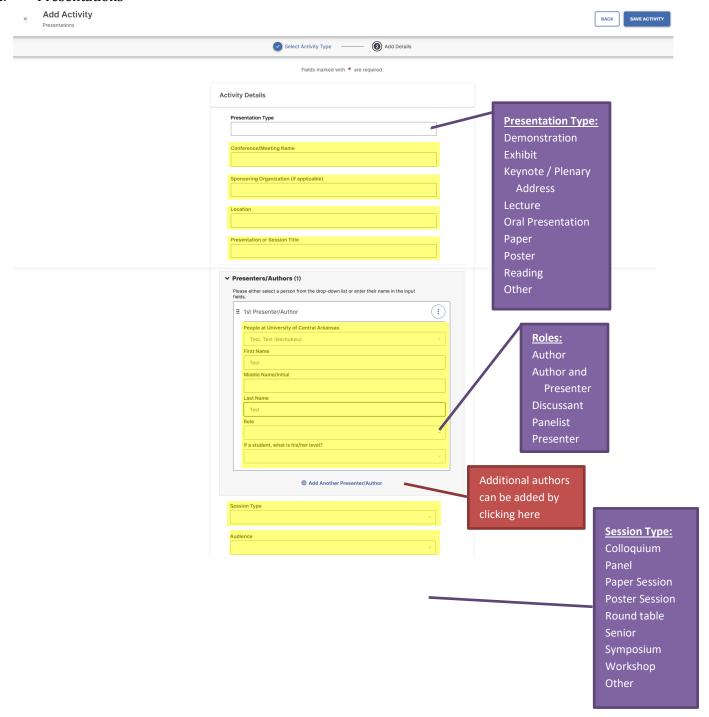
Instructor's Manual

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



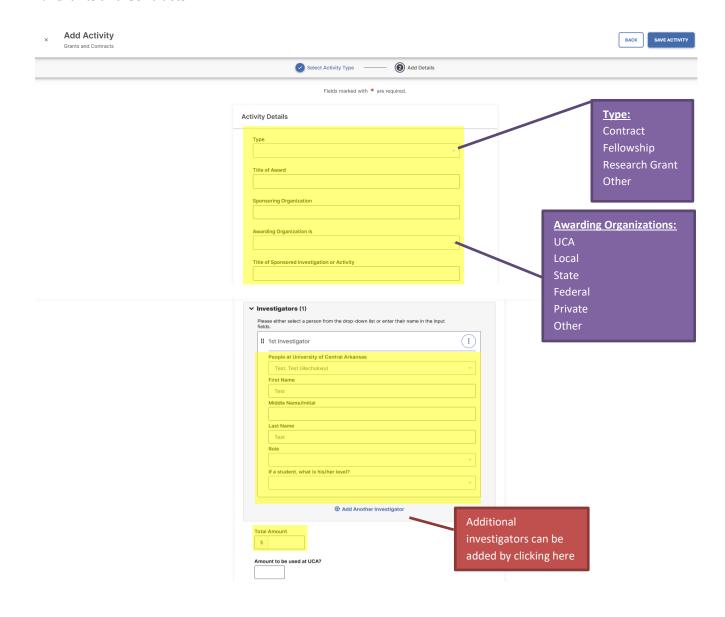


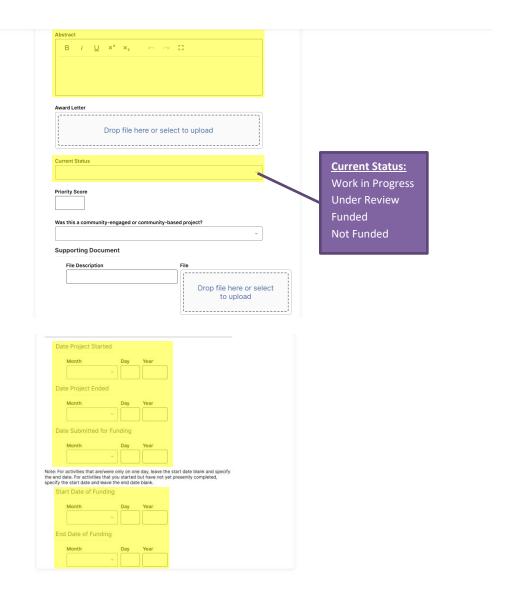
III. Presentations





IV. Grants and Contracts





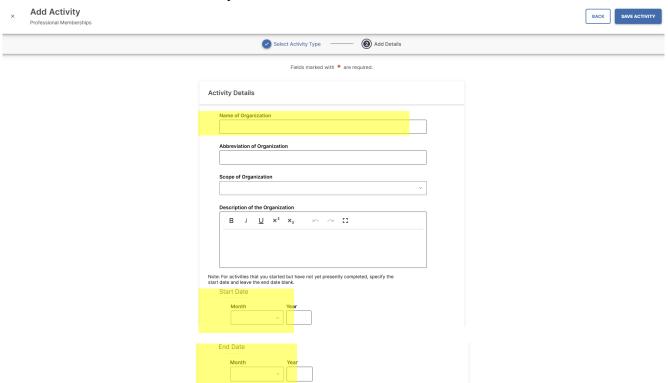
Professional Development and Recognition

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

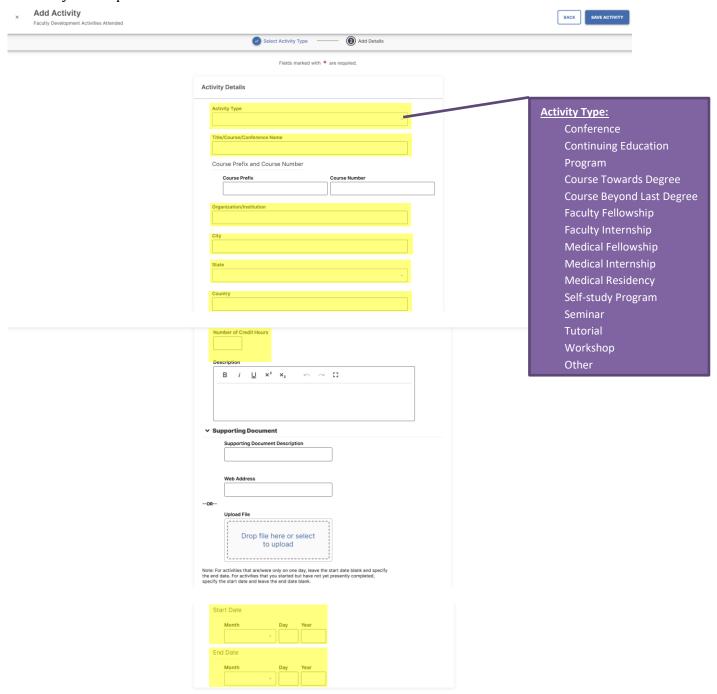
- I. Professional Memberships
- II. Faculty Development Activities Attended
- III. Awards and Honors
- IV. Licensures and Certifications



I. Professional Memberships



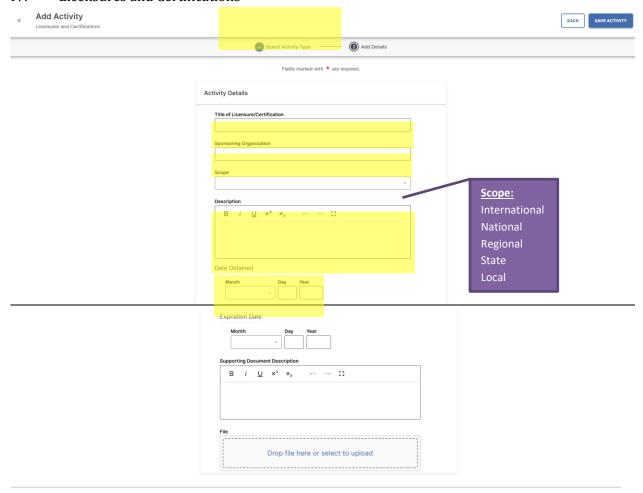
II. Faculty Development Activities Attended



III. Awards and Honors

Add Activity BACK SAVE ACTIVITY Select Activity Type -Add Details **Activity Details** Organization/Sponsor Scope: National Description/Explanation (30 Words or Fewer) $\mathsf{B}\quad i\quad \underline{\mathsf{U}}\quad \mathsf{x^2}\quad \mathsf{x_2}\qquad \qquad \mathsf{\square}\quad \ \, \square$ Regional University College **Supporting Document** Department Drop file here or select to upload

IV. Licensures and Certifications



Service Activities

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

- I. University
- II. 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

Academic Assessment 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

Position/Role Options:

Committee Chair Event Coordinator

Version 5

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

Public Art Committee

Public Service Award Committee Radiation Safety Committee

Research, Scholarship and Creative Activity Award

Committee

Majors Fair

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

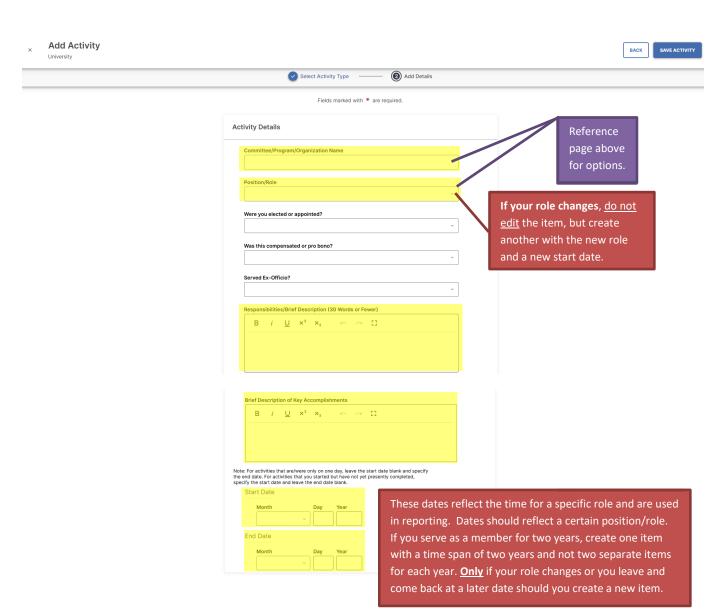
University Admissions Committee University Calendar Committee University Research Council **University Safety Committee**

Other

Faculty Advisor **Faculty Mentor Guest Speaker**

December 8, 2025

https://uca.edu/ir/faculty-success/guides/. Page | 35 Member Parliamentarian President Program Director Secretary Senator Session Chair Vice-President Workshop Organizer Other



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

 ${\tt CNSM\ Curriculum\ \&\ Assessment\ Committee}$

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

 ${\tt COE\ Candidate\ Quality,\ Recruitment,\ and\ Selectivity\ Committee}$

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

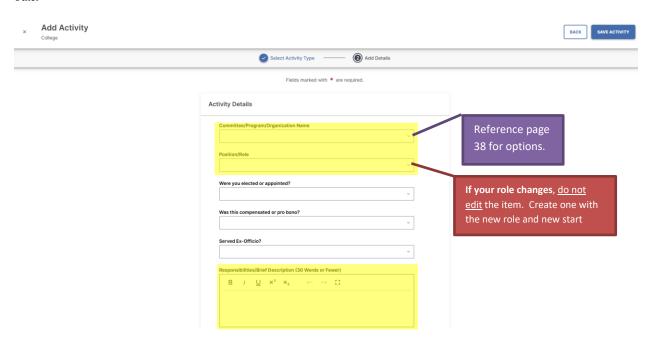
Program Director

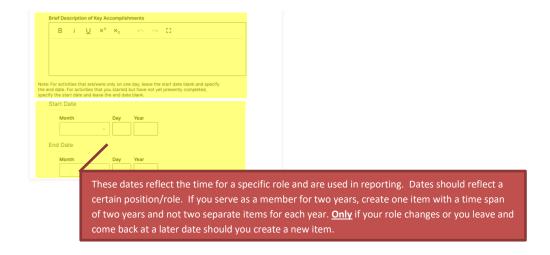
Secretary

Session Chair

Workshop Organizer

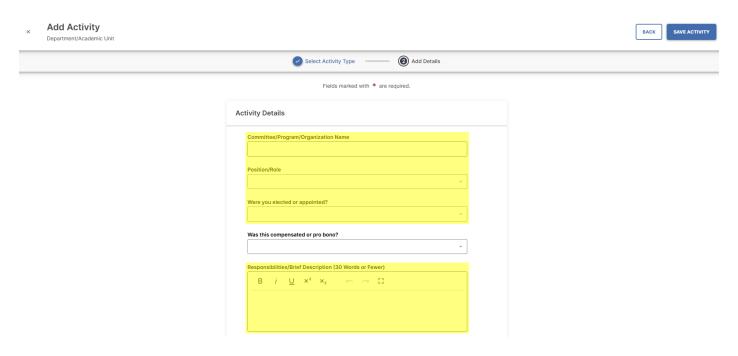
Other

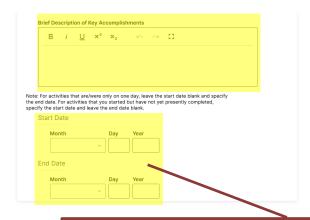




III. Department/Academic Unit

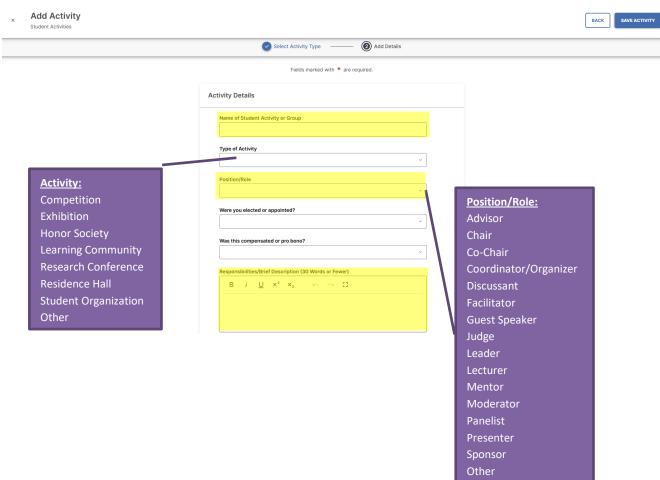
Information about Department/Academic Unit-level committees, programs, and organizations can be stored here. It's important to note that if your position/role in a group does not change and your service dates cover multiple years, do not make a separate item for each year in service to that group while in the same role. If your role changes, then an individual item should be created.

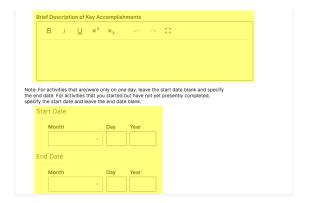




These dates reflect the time for a specific role and are used in reporting. Dates should reflect a certain position/role. If you serve as a member for two years, create one item with a time span of two years and not two separate items for each year. **Only** if your role changes or you leave and come back at a later date should you create a new item.

IV. Student Activities





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

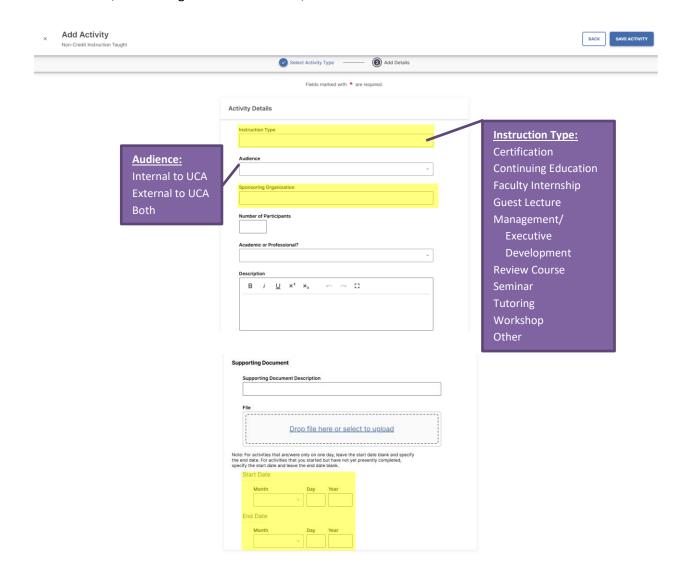
Workshop Organizer Other

Version 5

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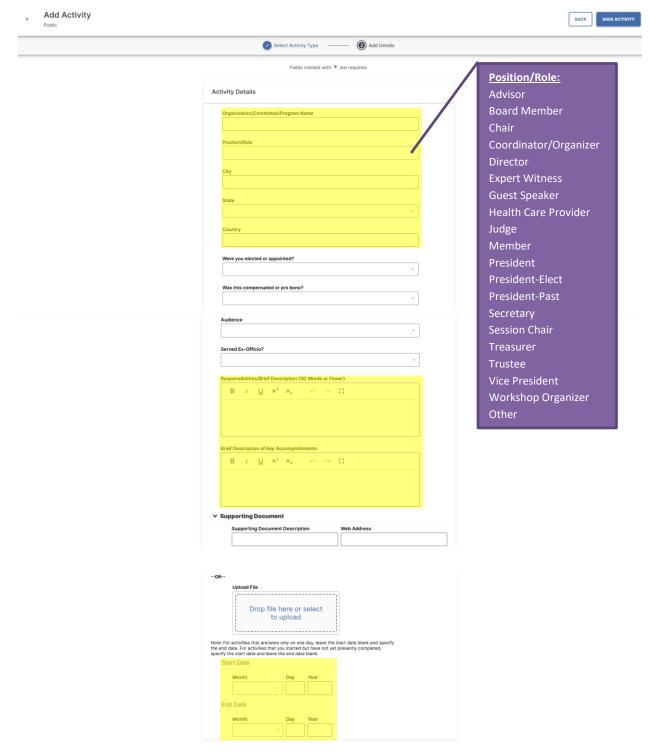
VI. Non-Credit Instruction Taught

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.

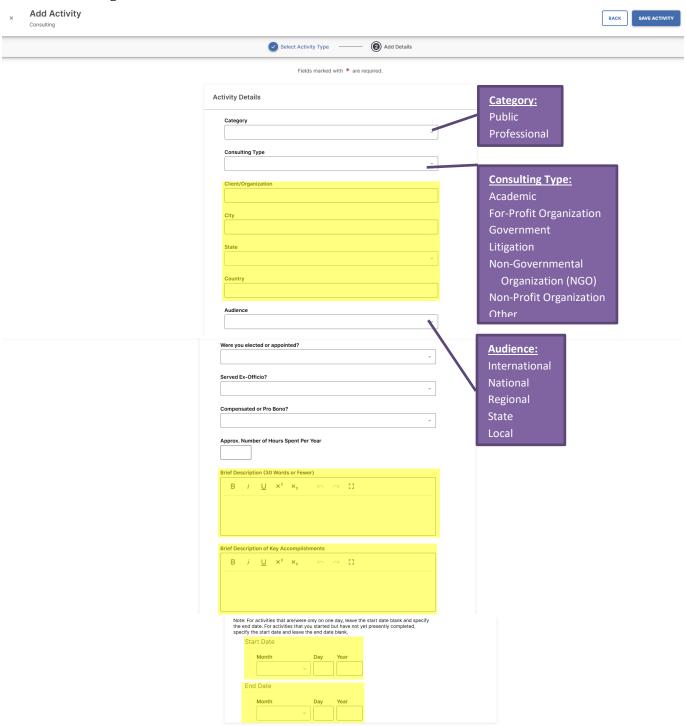


VII. Public

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.



VIII. Consulting



Faculty Annual Self-Evaluation and Planning Reports

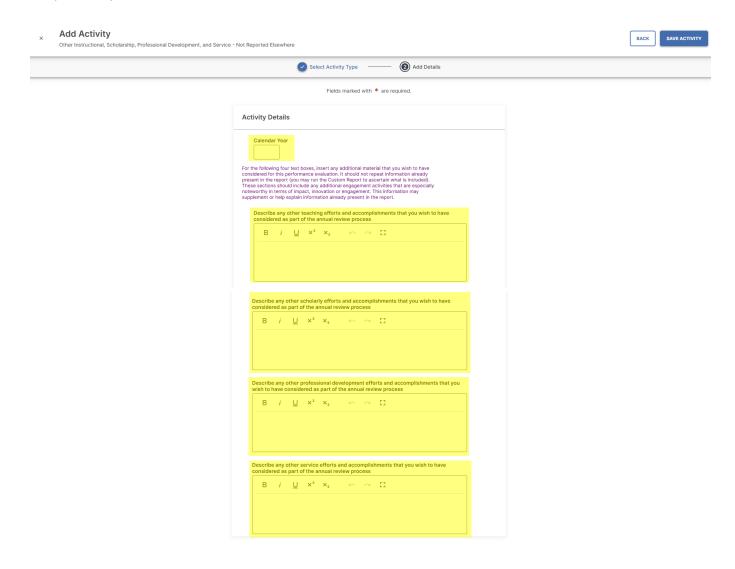
The Faculty Annual Self-Evaluation and Planning Reports section is the sixth and final section under the main menu. This section includes the following subsections:

- I. Other Instructional, Scholarship, Professional Development, and Service - Not Reported Elsewhere
- **Annual Teaching Goals** II.
- **Annual Scholarly Goals** III.
- IV. **Annual Professional Development Goals**
- ٧. **Annual Service Goals**
- VI. **Archived Reports**

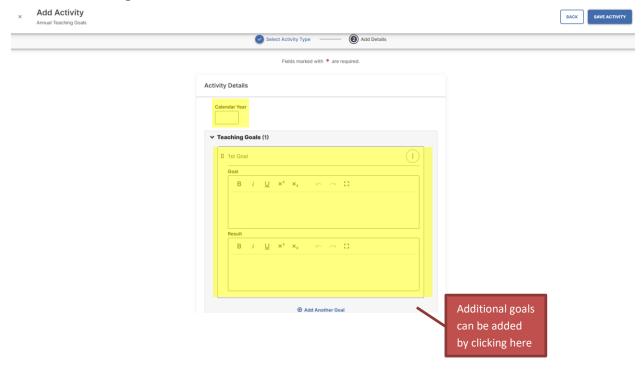
Faculty Annual Self-Evaluation and Plar	nning Reports	
Other Instructional, Scholarship, Professional Development, and Service - Not Reported Elsewhere	Annual Teaching Goals	Annual Scholarly Goals
Annual Professional Development Goals	Annual Service Goals	Archived Reports

December 8, 2025 Version 5 Page | 46 I. Other Instructional, Scholarship, Professional Development, and Service – Not Reported Elsewhere

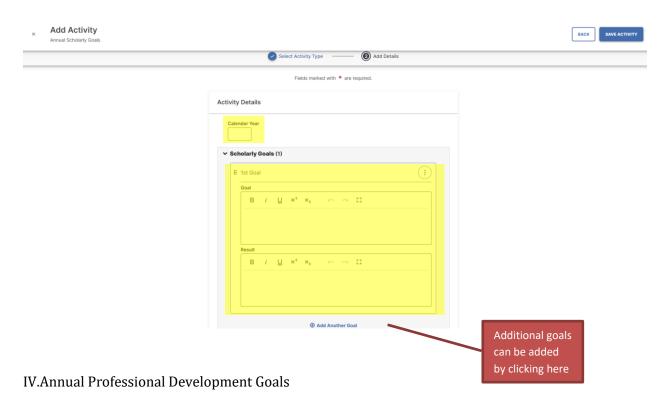
The Annual Summary Report screen takes the place of the four summary screens that were previously in each section.



II. Annual Teaching Goals



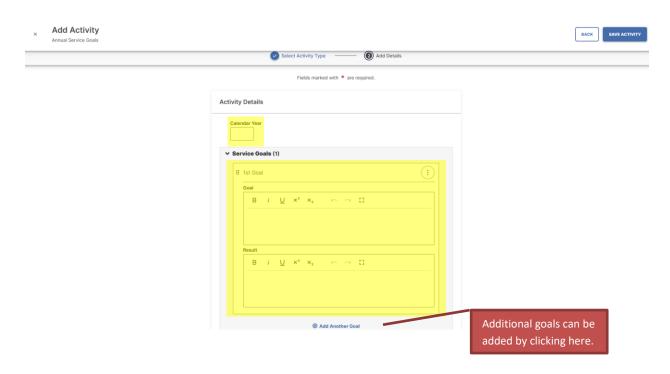
III.Annual Scholarly Goals



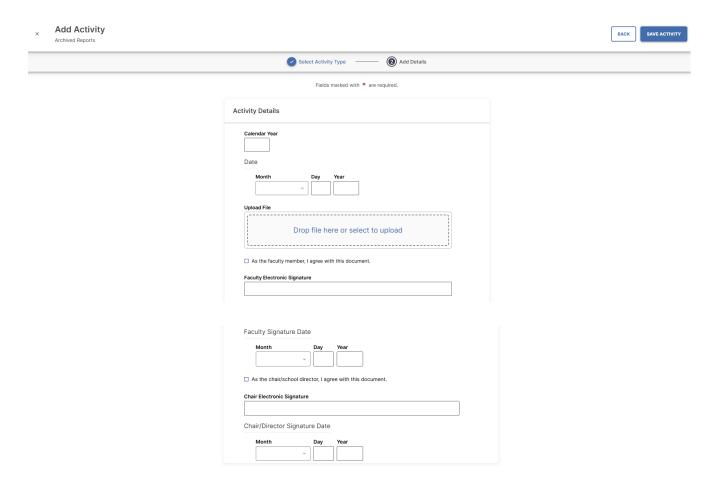
Version 5 https://uca.edu/ir/faculty-success/guides/.



V. Annual Service Goals



VI. Archived Reports



Index

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

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

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

Presenter, 21

Event Coordinator, 38

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

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

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

President, 40 President}, 43

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

Program Director/Coordinator, 38

Public, 43

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

Reviewer, Program Proposal, 40

Reviewer, Textbook, 40

Reviewer, Academic Program, 40

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

Vice President, 40, 43

Workshop Organizer, 38, 40, 43

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