

Student Transitions

Faculty Success Guide

This manual will help you enter data into Faculty Success and find where it should be stored. Let's start off by looking at the main menu. The main sections of the menu are as follows:

- General Information
- Instructional Activities
- Scholarship/Research/Creative Activities
- Professional Development and Recognition
- Service Activities
- Faculty Annual Self-Evaluation and Planning Reports

Each of these main sections has subsections that contain the information that needs to be entered. These subsections are listed below the section and in the **Table of Contents** below. For a basic overview of the different screens and buttons, consult the *Faculty Success Introduction Guide* at the Office of Institutional Research's website at <https://uca.edu/ir/faculty-success/guides/>.

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

General Information

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

- I. Personal and Contact Info
- II. Administrative Data
- III. Academic, Government, Military, and Professional Positions – External to UCA
- IV. Administrative Assignments – Internal to UCA
- V. Education
- VI. External Connections and Partnerships

The screenshot shows the Faculty Success web application interface. At the top, there is a purple header bar with the 'watermark Faculty Success' logo on the left and the 'University of Central Arkansas' logo on the right. Below the header, there is a navigation bar with tabs for 'Activities', 'CV Imports', and 'Reports'. The 'Activities' tab is selected. Below the navigation bar, there is a search bar with the text 'Search All Activities' and a magnifying glass icon. To the right of the search bar, there is a 'Search Tips' button. Further right, there are two buttons: 'Rapid Reports' and 'PasteBoard'. Below the search bar, there is a link that says 'Review a guide to manage your activities. Show more'. The main content area is titled 'General Information' with a dropdown arrow. Under this title, there are two columns of links. The left column contains 'Personal and Contact Information', 'Administrative Data - Permanent Data | Yearly Data', and 'Academic, Government, Military and Professional Positions - External to UCA'. The right column contains 'Administrative Assignments - Internal to UCA', 'Education', and 'External Connections and Partnerships'.

I. Personal and Contact Information

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

Edit Personal and Contact Information

Cancel

Save

You do not have access to modify some of the fields on this screen. If changes are needed, contact your Digital Measures 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

lr@uca.edu

I. Personal and Contact Information (continued)

Building Where Your Office is Located

Office Room Number

Office Phone

Office Phone Areacode

Office Phone Prefix

Office Phone Suffix

Department Phone

Department Phone Areacode

Department Phone Prefix

Department Phone Suffix




Fax

Fax Areacode

Fax Prefix


Fax Suffix

Date of Birth

Month  Day  Year 

Gender 

Race/Ethnicity  


U.S. Citizen or Permanent Resident? 

Brief Biography (30 Words or Fewer)

B	I	U	x²	x₂			

Teaching Interest(s)

B	I	U	x²	x₂			

Scholarship/Research Interest(s) 

B	I	U	x²	x₂			

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

II. Administrative Data – Permanent Data

OIR updates all fields on the following screen.

Edit Permanent Data

Cancel

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

Start Date at University of Central Arkansas

Month Day Year

Tenure Decision Date

Month Day Year

▼ Ranks Held as UCA (1)

1st Rank

Rank

Assistant Professor

Start Date

Month Day Year
August 16 2014

End Date

Month Day Year

III. Administrative Data – Yearly Data

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

Edit Yearly Data

Cancel

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

Academic Year ⓘ
2021-2022

▼ College and Department/Academic Unit (1)

1st College and Department/Academic Unit

College	Department/Academic Unit	Discipline	AACSB Specialty
No college designated	Student Transitions		

Faculty Rank ⓘ
Professor

Faculty Rank Abbreviation for Roster ⓘ
PR

Tenure Status ⓘ
Tenured

Tenure Status Abbreviation for Roster ⓘ
TN

Graduate Faculty ⓘ
Full

Graduate Faculty Expiration Date

Month ⓘ Day ⓘ Year ⓘ
February 1 2026

On Leave?

On Leave? ⓘ
None

Leave Start Date

Month ⓘ Day ⓘ Year ⓘ

Leave End Date

Month ⓘ Day ⓘ Year ⓘ

Date of Last Rank Promotion

Month ⓘ Day ⓘ Year ⓘ

Qualified on Tested Experience? ⓘ

Explanation of Qualification ⓘ

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

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

Experience Type

Organization

City

State


Country

Title/Rank/Position

Explanation of "Other"

Was/is this your own company?

Description for Professional Positions (30 Words or Fewer)

B *I* U x^2 x_2   

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

Start Date

Month Day Year

End Date

Month Day Year

Experience Type:

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

V. Administrative Assignments – Internal to UCA

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

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

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

Edit Administrative Assignments - Internal to UCA

Cancel

Save

Save + Add Another

Position/Title

Scope

Scope:

College

Department

University

Brief Description of Responsibilities

B I U x² x₂ ↺ ↻ ↶ ↷ ↸ ↹

Start Date

Month Day Year

End Date

Month Day Year

▼ Accomplishments (1)

1st Year

Actions ▼

Calendar Year

Accomplishments

B I U x² x₂ ↺ ↻ ↶ ↷ ↸ ↹

⋮

+ Add Row

VI. Education

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

Edit Education

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

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

Degree

PHD

FICE Code

001092

Institution

University of Central Arkansas

Location of Institution

Conway, AR

Major (1)

1st Major

[Actions](#)

Major

Economics

Emphasis

International finance

Supporting Area(s) of Emphasis

B I U x² x₂ ↺ ↻ ↗

[+ Add Row](#)

Dissertation/Thesis Title

Honor/Distinction (Latin)

Other Honors/Distinction

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

Highest or Qualifying Degree?

Terminal Degree?

Yes

Transcript

Drop file here or select to upload

Date Completed

Year

2012

Honor/Distinction:

Cum Laude
Magna Cum Laude
Summa Cum Laude
Egregia Cum Laude

Select “Yes” for
highest degree
earned.

VI. Education (continued)

Associated Coursework (1)

1st Course

Actions

Title

Course Prefix and Course Number

Course Prefix

Course Number

Credit Hours

+ Add Row

VII. External Connections and Partnerships

Edit External Connections and Partnerships

[Cancel](#)[Save](#)[Save + Add Another](#)**Type of Activity****What issue best describes the activity?****Organization****Primary Contact Person****Street Address (Line 1)****Street Address (Line 2)****City****State****Country**

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

VII. External Connections and Partnerships (continued)

Phone Number

Phone Number Area Code

Phone Number Prefix

Phone Number Suffix

E-mail Address

Website

Description (30 Words or Fewer)

B ***I*** **U** x^2 x_2 ↺ ↻ ↶

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

Start Date

Month Day Year

▼

End Date

Month Day Year

▼

Instructional Activities

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

- I. Scheduled Teaching
- II. Evaluation Results
- III. Reassigned Time
- IV. Academic Advising
- V. Directed Individual Student Learning (e.g., independent study, theses, dissertations)
- VI. Directed Group Student Learning (e.g., field experience, service learning, study abroad)
- VII. Curriculum Development

▼ Instructional Activities

Teaching - [Scheduled Teaching](#) | [Evaluation Results](#)

[Reassigned Time](#)

[Academic Advising](#)

[Directed Individual Student Learning \(e.g., independent study, theses, dissertations\)](#)

[Directed Group Student Learning \(e.g., field experience, service learning, study abroad\)](#)

[Curriculum Development](#)

I. Scheduled Teaching

OIR updates all fields on the following screen.

Edit Scheduled Teaching

Cancel

Save

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

Term and Year

Term Year

Fall 2019

Course Name

JOURNEYS TO SUCCESS

Course Prefix and Course Number

Course Prefix

ACAD

Course Number

1300

CRN

22554

Enrollment

22

Number of Credit Hours

3

Degree Program

Course College

No college designated

Course Department

Student Transitions

▼ 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

Syllabus for this course

Drop file here or select to upload

II. Evaluation Results

Edit Evaluation Results

Cancel

Save

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

Term

Fall 2016, MATH 1390, 012346

How Much Learned

5

Teaching Methods

5

Course Materials

5

Overall Course Effectiveness

Course Developed Abilities/Skills

Course Organized

Course Critical Thinking

Overall Instructor Effectiveness

Instructor Organized

Instructor Concepts Clear

Instructor Helpful

Instructor Feedback

Instructor Student Participation

Responses Received

10

Teaching Evaluation

Replace file here or select to upload



Test DM Document-1.pdf (83.05 KB)



Store teaching
evaluation pdfs here

III. Reassigned Time

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

Edit Reassigned Time

Cancel

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

Term and Year

Term Year

Fall 2020

▼ Reassigned Time Type (1)

1st Reassigned Time Type

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

IV. Academic Advising

Edit Academic Advising

Cancel

Save

Save + Add Another

Term and Year

Term Year

Number of Undergraduate Advisees

Number of Graduate Advisees

Terms:

Fall
Fall six months
Spring
Spring six months
Summer

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

Edit Directed Individual Student Learning (e.g., independent study, theses, dissertations) Cancel Save Save + Add Another

Involvement Type

Student Information (1)

1st Student Name

Student First Name Student Last Name

+ Add Row

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 Thesis Committee Chair
- Master's Thesis Committee Co-Chair
- Master's Thesis Committee Member
- Master's Examination Committee Chair
- Master's Examination Committee Member
- Study Abroad Advisor
- SURF Advisor
- Teaching Activity Supervisor
- Other

Stage of Completion:

- Completed
- In Progress
- Proposal

Outcomes:

- Artistic
- Performance / Exhibit
- Presentation
- Publication
- Other

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

Edit Directed Group Student Learning (e.g., field experience, service learning, study abroad) Cancel Save Save + Add Another

Type of Activity ▼

Course Prefix and Course Number

Course ▼ Course Number ▼

Number of Credit Hours

Stage of Completion ▼

Outcomes ▼

Description

B I U x^2 x_2 ↺ ↻ ↶ ↷ ↸ ↹

▼ Supporting Document

Supporting Document Description Web Address

--OR--

Upload File

Drop file here or select to upload

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

Date Started

Month ▼ Day Year

Date Completed

Month ▼ Day Year

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

VII. Curriculum Development

Edit Curriculum Development

Cancel

Save

Save + Add Another

Calendar Year

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

B *I* U x^2 x_2 π ∞ $\frac{1}{2}$

Supporting Document

File Description

Upload File

Drop file here or select to upload

Scholarship/Research/Creative Activities

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

- I. Publications
- II. Presentations
- III. Grants and Contracts

▼ Scholarship/Research/Creative Activities

Publications

Presentations

Grants and Contracts

I. Publications

Contribution Type:

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

I. Publications (continued)

Edit Publications

Reference page 20 for options.

Cancel

Save

Save + Add Another

Contribution Type

Title of Contribution

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

▼ Authors (1)

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

1st Author

Actions ▼

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

If a student, what is his/her level?

Student Level:

Undergraduate

Graduate

+ Add Row

Journal/Publisher/Proceedings Publisher

City of Publisher

State or Country of Publisher

Volume

Issue Number/Edition

Page Numbers or Number of Pages

Web Address

Editor(s)

ISBN/ISSN Number/Case #

Audience of Circulation

Was this peer-reviewed/refereed?

Was this invited?

For PRJs this should be marked "Yes", other publications should be marked as appropriate.

I. Publications (continued)

Acceptance Rate
 %

Impact Factor

Is this publicly available?

Abstract/Synopsis

B I U x^2 x_2 ↺ ↻ ↲

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

Supporting Document

Supporting Document Description

File

Drop file here or select to upload

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 by clicking here and selecting the file on your computer.

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

II. Presentations

Edit Presentations

Presentation Type

Conference/Meeting Name

Sponsoring Organization (if applicable)

Location

Presentation or Session Title

Roles:

- Author
- Author and Presenter
- Discussant
- Panelist
- Presenter

Presentation Type:

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

Save Save + Add Another

▼ Presenters/Authors (1)

Please either select a person from the drop-down list or enter their name

1st Presenter/Author

People at University of Central Arkansas First Name Middle Name/Initial Last Name

Baldwin, Amy G (ABALDWIN) Amy G Baldwin

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

Additional authors can be added by clicking here.

+ Add Row

Session Type

Audience

Scope

Was this peer-reviewed/refereed?

Was this invited?

Current Status

Published in Proceedings?

Published Elsewhere?

Acceptance Rate

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

Abstract/Synopsis (30 Words or Fewer)

Audience:

- Academic
- Non-Academic

Scope:

- International
- National
- Regional
- State
- Local

Session Type:

- Colloquium
- Panel
- Paper Session
- Poster Session
- Roundtable
- Seminar
- Symposium
- Workshop
- Other

Current Status:

- Accepted
- Not Accepted
- Presented
- Work in Progress
- Under Review

II. Presentations (continued)

Supporting Document

Supporting Document Description

Web Address

--OR--

File

Drop file here or select to upload

Date Project Started

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

Date Project Ended

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

Date Submitted

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

Date Presented

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

III. Grants and Contracts

Edit Grants and Contracts

Cancel Save Save + Add Another

Type
Contract
Fellowship
Research Grant
Other

Awarding Organizations:
UCA
Local
State
Federal
Private
Other

Title of Award

Sponsoring Organization

Awarding Organization Is

Title of Sponsored Investigation or Activity

▼ Investigators (1)

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

1st Investigator Actions ▼

People at University of Central Arkansas	First Name	Middle Name/Initial	Last Name
Baldwin, Amy G (ABALDWIN)	Amy	G	Baldwin

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

+ Add Row

Additional investigator(s) can be added by clicking here.

Total Amount
\$

Amount to be used at UCA?

Abstract

Award Letter

Drop file here or select to upload

Current Status

Priority Score

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

Supporting Document

File Description File

Drop file here or select to upload

Role:
Principal Investigator
Co-Principal Investigator
Senior Investigator
Mentor
Supporting

Current Status:
Work in Progress
Under Review
Funded
Not Funded

III. Grants and Contracts (continued)

Date Project Started		
Month	Day	Year
<input type="text"/>	<input type="text"/>	<input type="text"/>
Date Project Ended		
Month	Day	Year
<input type="text"/>	<input type="text"/>	<input type="text"/>

Date Submitted for Funding

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

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

Start Date of Funding		
Month	Day	Year
<input type="text"/>	<input type="text"/>	<input type="text"/>
End Date of Funding		
Month	Day	Year
<input type="text"/>	<input type="text"/>	<input type="text"/>

Professional Development and Recognition

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

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

▼ Professional Development and Recognition

Professional Memberships

Awards and Honors

Faculty Development Activities Attended

Licensures and Certifications

I. Professional Memberships

Edit Professional Memberships

Cancel

Save

Save + Add Another

Name of Organization

Abbreviation of Organization

Scope of Organization

Description of the Organization

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.

Scope of Organization:

International
National
Regional
State
Local

Start Date

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

End Date

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

II. Faculty Development Activities Attended

Edit Faculty Development Activities Attended

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

Activity Type

Title/Course/Conference Name

Course Prefix and Course Number

Course Prefix

Course Number

Organization/Institution

City

State

Country

Number of Credit Hours

Type of Development

Description

B *I* U x^2 x_2 π ∞ $\frac{1}{2}$

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

Start Date

Month

Day

Year

End Date

Month

Day

Year

Activity Type:

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

Type of Development:

Instructional
Scholarly
Other

III. Awards and Honors

Edit Awards and Honors

Cancel Save Save + Add Another

Award or Honor Name

Organization/Sponsor

Scope

Description/Explanation (30 Words or Fewer)

Supporting Document

File Description

File

Drop file here or select to upload

Date Received

Month Day Year

Scope:

International
National
Regional
State
Local
University
College
Department

IV. Licensures and Certifications

Edit Licensures and Certifications

Cancel Save Save + Add Another

Title of Licensure/Certification

Sponsoring Organization

Scope

Description

Qualifying Licensure/Certification to Teach? ^H

Date Obtained

Month Day Year

Expiration Date

Month Day Year

Supporting Document Description

File

Drop file here or select to upload

Scope:

International
National
Regional
State
Local

Service Activities

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

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

▼ Service Activities

University

Department/Academic Unit

Student Activities

Professional

Non-Credit Instruction Taught

Public

Consulting

I. University

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

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

Committee/Program/Organization Name:

Academic Adjustments and Appeals Committee	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:

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

I. University (continued)

Edit University

Cancel

Save

Save + Add Another

Committee/Program/Organization Name

Position/Role

Were you elected or appointed?

Was this compensated or pro bono?

Served Ex-Officio?

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

End Date

Month Day Year

Reference page 31 for options.

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

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

II. Department/Academic Unit

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

Edit Department/Academic Unit

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

Committee/Program/Organization Name

Position/Role

Were you elected or appointed?

Was this compensated or pro bono?

Responsibilities/Brief Description (30 Words or Fewer)

Brief Description of Key Accomplishments

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.

Position/Role:

Committee Chair
Event Coordinator
Faculty Advisor
Faculty Mentor
Member
Program Director /
Coordinator
Secretary
Session Chair
Workshop Organizer
Other

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

Start Date

Month Day Year

End Date

Month Day Year

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

III. Student Activities

Edit Student Activities

Cancel

Save

Save + Add Another

Name of Student Activity or Group

Type of Activity

Position/Role

Were you elected or appointed?

Was this compensated or pro bono?

Responsibilities/Brief Description (30 Words or Fewer)

B I U 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

Activity:

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

Position/Role:

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

IV. Professional

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

Position/Role:

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

IV. Professional (continued)

Edit Professional

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

Name of Committee, Program, Event, or Publication

Sponsoring Organization

Position/Role

City

State

Country




Were you elected or appointed?

Was this compensated or pro bono?




Audience

Served Ex-Officio?

Responsibilities/Brief Description (30 Words or Fewer)

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

Brief Description of Key Accomplishments

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

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

Start Date

Month Day Year

End Date

Month Day Year

Reference
page 35 for
options.

V. Non-Credit Instruction Taught

Examples of information stored here could include guest lecturing in a class, teaching a non-credit course, conducting a CPA exam review, and other such activities.

Edit Non-Credit Instruction Taught

CancelSaveSave + Add Another

Instruction Type

Audience

Sponsoring Organization

Number of Participants

Academic or Professional?

Description

Supporting Document

Supporting Document Description

File

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

MonthDayYear

End Date

MonthDayYear

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

Audience:
Internal to UCA
External to UCA
Both

VI. Public

Information to be stored on this screen includes any activity in which the faculty member's professional expertise is used in service to the non-academic community. Normally this would not include personal service activities not related to the faculty member's professional expertise.

Edit Public

Cancel

Save

Save + Add Another

Organization/Committee/Program Name

Position/Role

City

State

Country

Were you elected or appointed?

Was this compensated or pro bono?

Audience

Served Ex-Officio?

Responsibilities/Brief Description (30 Words or Fewer)

B I U x² x₂ **↺ ↻ ↷ ↶ ↷**

Brief Description of Key Accomplishments

B I U x² x₂ **↺ ↻ ↷ ↶ ↷**

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

Position/Role:

Advisor
Board Member
Chair
Coordinator/Organizer
Director
Expert Witness
Guest Speaker
Health Care Provider
Judge
Member
President
President-Elect
President-Past
Secretary
Session Chair
Treasurer
Trustee
Vice President
Workshop Organizer
Other

VII. Consulting

This screen is used to keep track of consulting activities ranging from academic, for profit, and government consulting. This screen should be filled out for substantial consulting activities and subject matter experts with documented service at local, state, national or international levels.

Edit Consulting Cancel Save Save + Add Another

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

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)

Brief Description of Key Accomplishments

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

Start Date
Month Day Year

End Date
Month Day Year

Faculty Annual Self-Evaluation and Planning Reports

▼ Faculty Annual Self-Evaluation and Planning Reports

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

Annual Teaching Goals

Annual Scholarly Goals

Annual Professional Development Goals

Annual Service Goals

Archived Reports

Summary Evaluation

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

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

Cancel

Save

Save + Add Another

Calendar Year

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

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

B I U x² x₂ ↺ ↻ ↶

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

B I U x² x₂ ↺ ↻ ↶

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

B I U x² x₂ ↺ ↻ ↶

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

B I U x² x₂ ↺ ↻ ↶

II. Annual Teaching Goals

Edit Annual Teaching Goals Cancel Save Save + Add Another

Calendar Year

▼ Teaching Goals (1)

1st Goal Actions ▼

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

+ Add Row

Additional Goals can be added by clicking here.

III. Annual Scholarly Goals

Edit Annual Scholarly Goals Cancel Save Save + Add Another

Calendar Year

▼ Scholarly Goals (1)

1st Goal Actions ▼

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

+ Add Row

Additional Goals can be added by clicking here

IV. Annual Professional Development Goals

Edit Annual Professional Development Goals

Cancel

Save

Save + Add Another

Calendar Year

▼ Professional Development Goals (1)

1st Goal

Actions ▼

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

+ Add Row

Additional goals can be added by clicking here.

V. Annual Service Goals

Edit Annual Service Goals

Cancel

Save

Save + Add Another

Calendar Year

▼ Service Goals (1)

1st Goal

Actions ▼

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

+ Add Row

Additional Goals can be added by clicking here.

VI. Archived Reports

Edit Archived Reports

Cancel

Save

Save + Add Another

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

VII. Summary Evaluation

Edit Summary Evaluation

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](#).

Year

2020

Summary Highlights of Teaching Efforts

Refer to Evaluation Memo

Summary Highlights of Intellectual Contribution Efforts

Summary Highlights of Service Efforts

Summary Comments of Faculty Member's Efforts

Teaching Evaluation

Intellectual Contributions Evaluation

Service Evaluation

Overall Evaluation

Advancement Evaluation (if applicable)

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