

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

INSTITUTIONAL RESEARCH

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

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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

watermark* Faculty Success formerty D	igital Massures			University of Central Arkansas ⁻	?	:
	Activities CV Imports Reports					
	Search All Activities Q Search Tips		Rapid Reports PasteBoard			
	Review a guide to manage your activities. Show more					
	✓ General Information					
	Personal and Contact Information	Administrative Assignments - Internal to UCA				
	Administrative Data - Permanent Data Yearly Data	Education				
	Academic, Government, Military and Professional Positions - External to UCA	External Connections and Partnerships				

I. Personal and Contact Information

<u>OIR updates the following fields:</u> 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, <u>Amber Hall</u> .		
Prefix v		
First Name 🖗 Test		
Preferred First Name		
Middle Name 🖴		
Last Name 🖨 Test		
suffix ≜		
Alternative Name You Publish Under (e.g., an anglicized name), if any		
E-Mail Address ≜ ir@uca.edu		

I. Personal and Contact Information (continued)

Building Where Your Office is Located	Office Location:
	Adcock International House
Office Room Number	AETN
	Arkansas Hall
Office Phone	Baridon Hall
Office Phone Areacode Office Phone Prefix Office Phone Suffix	Bear Hall
	Bernard Hall
	Brewer-Hegeman
Department Phone	Buffalo Alumni Hall
Department Phone Areacode Department Phone Prefix Department Phone Suffix	Burdick Hall
	Child Study Center
Fax	College of Business
Fax Areacode Fax Prefix Fax Suffix	Conway Corporation Center for
	Sciences
	Doyne Health Sciences Center
Date of Birth	Estes Stadium
Month 🖶 Day 🚔 Year 🚔	Farris Center
	Harrin Hall
Gender 🔒	HPER Complex
	Hughes Hall
	Irby Hall
Race/Ethnicity 🖨 🛛	Laney Annex
	Laney Hall
U.S. Citizen or Permanent Resident? 🗎	Lewis Science Center
	Main Hall
	Mashburn Hall
Brief Biography (30 Words or Fewer)	Mathematics & Computer
$B I \underline{U} x^2 x_2 \Box \mathbb{C} t^n$	Science
	McAlister Hall
	McCastlain Hall
	Meadors Hall
	Physical Therapy Center
Teaching Interest(s)	Prince Center
$\mathbf{B} I \underline{\mathbf{U}} \mathbf{x}^2 \mathbf{x}_2 \Im \mathbb{C} \mathbf{z}^*$	Schichtl Studio Arts
	Short/Denney Hall
	Snow Fine Arts
	Speech Language Hearing Center
	Stanley Russ Hall
Scholarship/Research Interest(s) 🛛	State Hall
$B I \underline{U} x^2 x_2 \Im \mathbb{C} c^*$	Student Center
	Student Health Center
	Thompson Hall
	Torreyson Library

II. Administrative Data – Permanent Data <u>OIR updates all fields on the following screen.</u>

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, <u>Amber Hall</u> .	
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

<u>OIR updates the following fields:</u> 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, <u>Amber Hall</u> .							
Academic Year							
✓ College and Department/Academic	Unit (1)						
1st College and Department/Academic	Unit						
College No college designated	Department/Academic Unit Student Transitions	Discipline	AACSB Specialty				
Faculty Rank A Professor							
Faculty Rank Abbreviation for Roster A PR							
Tenure Status A							
Tenure Status Abbreviation for Roster A TN							
Graduate Faculty A Full							
Graduate Faculty Expiration Date							
MonthDayYearFebruary12026							
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

Ca	ancel		🗎 Save	📙 Save + Ad	ld Another
xperien	ce Type				
Organiza	tion				
organiza	cion				
City					
State					
Country					
Title/Ran	k/Positio	n			
Explanati	ion of "Ot	her"			
Was/is th	uis vour ou	vn comr	anv?		
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Descript	tion for F	Professi	ional Positi	ons (30 Words	or Fewer
В	I 1	<u>U</u> x	² x ₂	5 C	27
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				but have not ye d leave the end	
Start D	ate				
Month		Day	Year		
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End Da	ite				
Month		Day	Year		
	•				

V. Administrative Assignments – Internal to UCA

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

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

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

Edit Administrative Assignments - Internal to UCA	Cancel	🗎 Save	📙 Save + Add Another
Position/Title Scope Scope			
College			
Brief Description of Responsibilities Department			
BIUx [*] x ² ocz University			
Start Date			
Month Day Year			
End Date			
Month Day Year			
✓ Accomplishments (1)			
1st Year			Actions 🗸
Calendar Year Accomplishments			
$B I \underline{U} x^2 x_2 \supset \mathbb{C} e^x$			
+ Add Row			

VI. Education

<u>OIR updates the following fields:</u> 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					
needed, contact your Watermark Faculty Success Ad	Jministrator, <u>Amber Hall</u> .				
Degree APPHD					
FICE Code A					
Institution					
University of Central Arkansas					
Conway, AR					
✓ Major (1)					
1st Major					Actions 🗸
Major		Supporting Area(s) of E	mphasis		
Economics	International finance	B I U x	.² x ₂ "D C x"		
	+ Add	Pow			
	TAU	Row			
Dissertation/Thesis Title					
				_	
Honor/Distinction (Latin)	•		Honor/Distinction	<u>.</u>	
Other Honors/Distinction			Cum Laude		
Please select "Yes" for only the degree(s) that qu	alify you for your		Magna Cum Laude		
faculty position.	any you for your		Summa Cum Laude		
Highest or Qualifying Degree?			Egregia Cum Laude		
Terminal Degree? 🔒					
Yes					
Transcript	1	c	elect "Yes" for		
Drop file here or select to			ighest degree		
			arned.		
Date Completed			urrieu.	ł	
Year 🖴					
2012					

VI.Education (continued)

~	Associated Coursework (1)					
	1st Course		Actions 🗸			
	Title					
	Course Prefix and Course Number					
8	Course Prefix	Course Number				
	Credit Hours					
	+ Add Row					

VII. External Connections and Partnerships

Edit External Connections and Partnerships		Cancel	Bave ∎	, Save + Add Another
Type of Activity		A	<u>activity:</u>	
What issue best describes the activity?		. 6	ield Trip	
	Activity Description:	F	undraising	
Organization	Arts & Culture	R	ecruitment	
	Business Development	S	ervice Learnin	a de la companya de la compa
Primary Contact Person	Community &	S	peaker	
Street Address (Line 1)	Economic	C	ther	
	Development			
Street Address (Line 2)	PK-20 Education			
	Human Development			
City	Governance and Policy			
	Science and Tech.			
State	Communication & Public			
Country	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			
Description (30 Words or Fewer) B I 민 x² x₂	0 C 2		
Note: For activities that you started bu completed, specify the start date and l	t have not yet presently eave 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 <u>OIR updates all fields on the following screen.</u>

Edit Scheduled Teaching		Cancel	🗎 Save
You do not have access to modify some of the fields on t changes are needed, contact your Digital Measures Adm Amber Hall.			
Term and Year			
Term≜ Year • ≜			
Fall 2019			
Course Name A OURNEYS TO SUCCESS			
Course Prefix and Course Number			
	Course Number 🗎		
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 A			
Number of Students Earning a B 🚔			
Number of Students Earning a C			
Number of Students Earning a D			
' 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			
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1			

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, <u>Amber Hall</u>. Term Fall 2016, MATH 1390, 012346 0 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 🔒 Instructor Feedback Instructor Student Participation 🔒 Responses Received 10 **Teaching Evaluation** Store teaching evaluation pdfs here

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

Edit Reassigned Time

You do not have access to modify the fields on this screen. If changes are needed, contact your Watermark Faculty Success Administrator, $\underline{\mathsf{Amber Hall}}$.

Term and Yea	ar			
TermYearFall2020				
✓ Reassig	ned Time Type (1)			
1st Reas	signed Time Type			
Type Administra	tive Services	Credit Hours Reassigned 3	Official Reassign-time Activities	

IV. Academic Advising

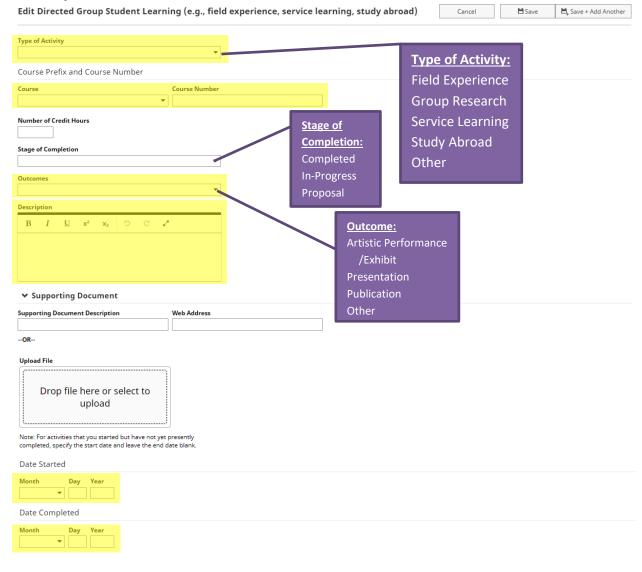
Edit Academic Advising Cancel 🗎 Save 📙 Save + Add Another Term and Year Terms: Term Year Fall -Fall six months Number of Undergraduate Advisees Spring Number of Graduate Advisees Spring six months Summer

Cancel

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

Edit Directed Individual Student Learning (e.g., indepen	ndent study, theses, dissertations)	Cancel 🗎 Save 🗏 Save + Add Another	
Involvement Type		Involvement Type:	
Student Information (1) Ist Student Name Student First Name Student Last Name	+ Add Row	Dissertation Committee Chair Dissertation Committee Co-Chair Dissertation Committee Member Doctoral Advisory Chair Doctoral Advisory Member Honors Thesis Advisor Honors Thesis Committee Member	
Student's Home Department/Academic Unit Course Prefix and Course Number Course Course Number		Honors Tutorial Advisor Independent Research Advisor Independent Study Advisor Internship Advisor	
Number of Credit Hours Title of Student's Work Stage of Completion Outcomes	<u>Stage of</u> <u>Completion:</u> Completed In Progress Proposal	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	
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Month Day Year			

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



VII. Curriculum Development

Edit Curriculum Development

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	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

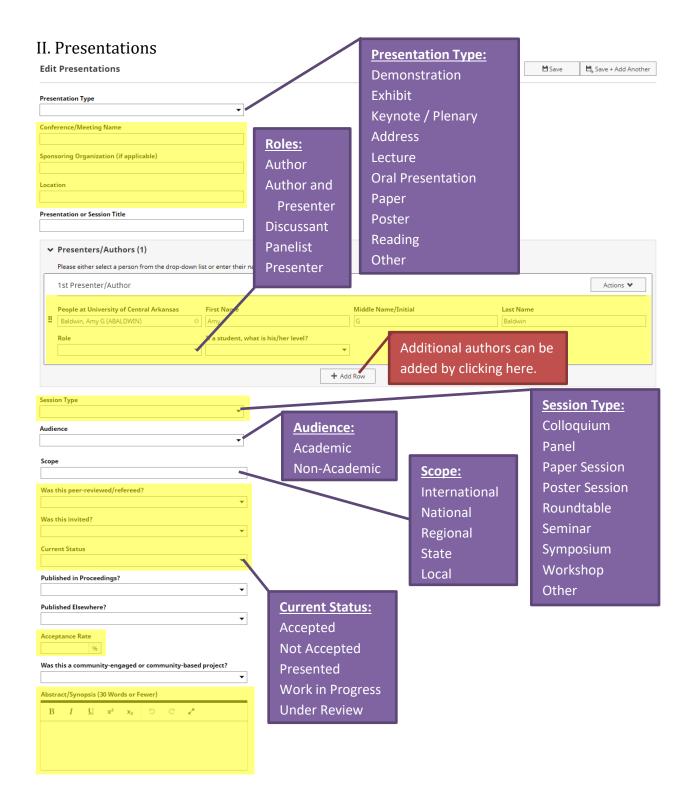
Music Composition Newsletter **Newspaper Article** Newspaper Editorial Nonfiction in Anthology Nonfiction in Online Journal Nonfiction in Print Journal Photography in Publication Play in Anthology Play in Online Journal Play in Print Journal Poetry in Anthology Poetry in Online Journal Poetry in Print 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. Centribution Type The of Contribution The of Contribution The of Langer work (e.g., a chapter in a book). This of Larger Presse order the authors in the order of authorship. Presse order the authors in the order of authorship. Presse order the authors in the order of authorship. Presse order the authors in the order of authorship. Presse order the authors in the order of authorship. Presse order the authors in the order of authorship. Presse order the authors in the order of authorship. Presse order the authors in the order of authorship. Presse order the authors in the order of authorship. Presse order the authors in the order of authorship. Presse order the authors in the order of authorship. Presse order the authors in the order of authorship. Presse order the authors in the order of authorship. Presse order the author of the order of authorship. If a student, what is his/her lewel?
Title of Contribution If this is part of a larger work (e.g., a chapter in a book), Title of Larger work (e.g., a chapter in a chapter
Title of Contribution If this is part of a larger work (e.g., a chapter in a book), Title of Larger work If this is part of a larger work (e.g., a chapter in a book), Title of Larger work If this is part of a larger work (e.g., a chapter in a book), Title of Larger work If this is part of a larger work (e.g., a chapter in a book), Title of Larger work If this is part of a larger work (e.g., a chapter in a book), Title of Larger work If this is part of a larger work (e.g., a chapter in a book), Title of Larger work If a subtors in the order of authorship. Please other select a person from the drop-down list or enter their name in the input feeds. Ist Author Actions I Ist Author Ist Author Ist Author Ist Author Ist a state or Country of Publisher Additional State or Country of Publisher Additional author(s) can be added by
If this is part of a larger work (e.g., a chapter in a book), Title of Larger Work
Work
Authors (1) Please other select a person from the drop-down list or enter their name in the input fields. 1st Author Actions 1st Author Ist at Name 1st Author Ist Author 1st Author Ist Author 1st Author Ist Author Ist Author Ist Author Ist Author Ist Author Ist Author Ist Author Ist Author Ist Author Ist Author Ist Author Ist Author Ist Author Ist Author Ist Author Ist Author Ist Author Ist Author Ist Author Ist Ist Author Ist Ist Author Ist Author Ist Ist Author Ist Ist Author Ist
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 (abbey) Test Test Test (abbey) Test Test Test Test Test Test Test Add Row Undergraduate Graduate City of Publisher City of Publisher Additional author(s) can be added by
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. Ist Author Actions People at University of Central Arkansas First Name Middle Name/Initial Last Name Test, Test (abbey) Test I a student, what is his/her level? H a student, what is his/her level? Journal/Publisher/Proceedings Publisher City of Publisher State or Country of Publisher Middle Name/Initial Last Name Middle Name/Initial Last Name
Please either select a person from the drop-down list or enter their name in the input fields.
People at University of Central Arkansas First Name Test, Test (aabbey) Test If a student, what is his/her level? + Add Row Student Level: Undergraduate Graduate Graduate City of Publisher Additional author(s) can be added by
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Image: State or Country of Publisher State or Country of Publisher Additional author(s) can be added by
Student Level: Undergraduate Journal/Publisher/Proceedings Publisher City of Publisher Additional author(s) can be added by
+ Add Row Undergraduate Journal/Publisher/Proceedings Publisher City of Publisher Additional State or Country of Publisher be added by
Journal/Publisher/Proceedings Publisher City of Publisher Additional author(s) can be added by
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City of Publisher Additional State or Country of Publisher author(s) can be added by
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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?
For PRJs this should be marked
Was this invited? "Yes", other publications should
be marked as appropriate.

I. Publications (continued)

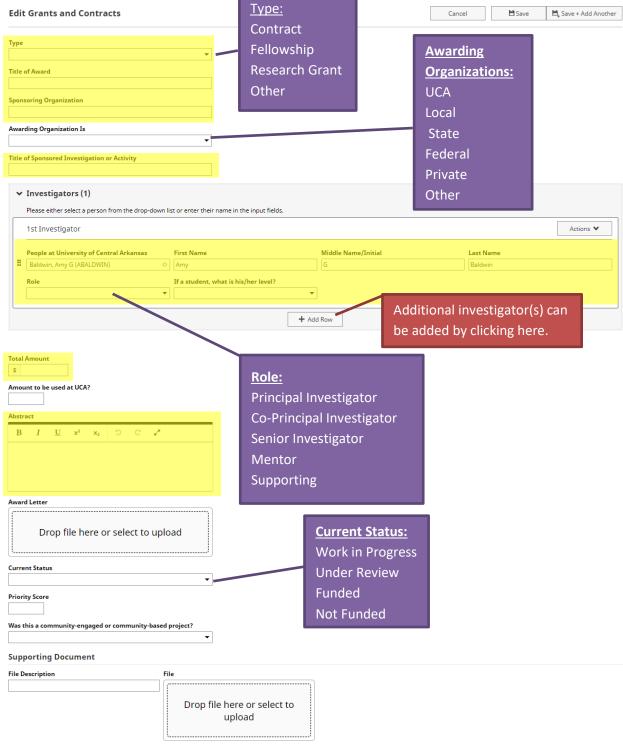
Acceptance Rate	
Impact Factor	
Is this publicly available?	
Abstract/Synopsis	
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Was this a community-engaged or community-based project?	
Supporting Document	A digital copy can be
Supporting Document Description	stored by clicking
	here and selecting
File	the file on your
Drop file here or select to upload	computer.
	Current Chature
Current Status	Current Status:
× 1	Work in Progress
Date Project Started	Submitted
Month Day Year	Revising to Resubmit
Date Project Ended	Not Accepted
Month Day Year	Accepted
	Published
Date Submitted	
Month Day Year	
Date Accepted	
Month Day Year	
Date Published	
Month Day Year	
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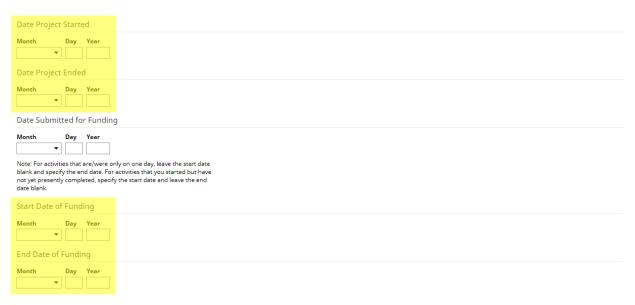
II. Presentations (continued)

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Supporti	ng Docume	nt Descriptio	1
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Month	Day	Year	
	-		
Date Pi	oject End	led	
Month	Day	Year	
	-		
Date Sເ	ubmitted		
Month	Da	Year	
	•		
Date Pi	esented		
Month	Day	y Year	
	•		

III. Grants and Contracts



III. Grants and Contracts (continued)



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	
Licensures and Certification	s

Cancel

🗎 Save

🛱 Save + Add Another

I. Professional Memberships

Faculty Development Activities Attended

Edit Professional Memberships



II. Faculty Development Activities Attended

Activity Type		<u>Activity Type:</u> Conference
Course Prefix and Course Number Course Prefix Course Number Course Prefix Course Number Course Numbe	Type of Development: Instructional Scholarly Other	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
Month Day Year Image: Constraint of the second s		

III. Awards and Honors

Edit Awards and Honors			Cancel	🗎 Save	🗎 Save + Add Another
Award or Honor Name		Scope:			
Organization/Sponsor		International			
		National			
Scope		Regional			
Description/Explanation (30 Words or Fev		State			
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		University			
		College			
Supporting Document		Department			
File Description	File				
	Drop file here or selec upload				
Date Received					
Month Day Year					

IV. Licensures and Certifications

Edit Licensures and Certifications	Cancel	🗎 Save	📙 Save + Add Another
Title of Licensure/Certification Scope: Sponsoring Organization International			
Scope National			
Regional			
B I U x ² x ₂ D C Z			
Local			
Qualifying Licensure/Certification to Teach? ^H			
Date Obtained			
Month Day Year			
Expiration Date Month Day Year			
Supporting Document Description			
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File			
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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	Non-Credit Instruction Taught
Department/Academic Unit	Public
Student Activities	Consulting
Professional	

I. University

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

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

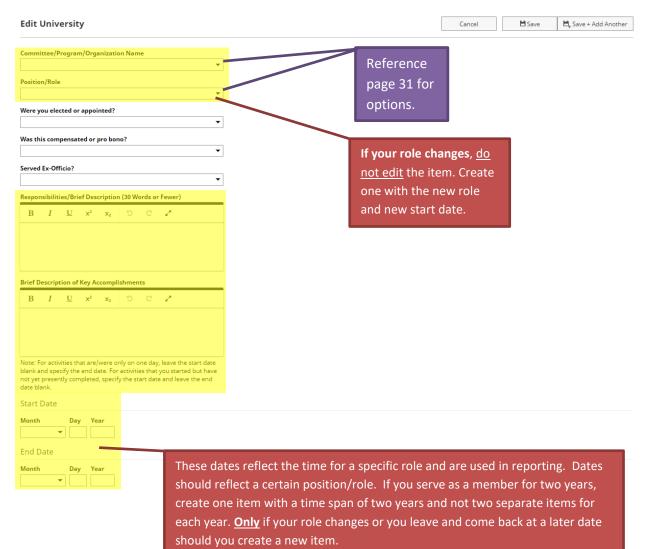
Committee/Program/Organization Name: Academic Adjustments and Appeals Committee Academic Assessment Committee Academic Integrity and Discipline Committee Affirmative Action Advisory Committee Athletic Committee Bear Facts Day/Bear Fair **Career Fair Committee on Committees Disabilities Grievance Committee**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

Event Coordinator Faculty Advisor Faculty Mentor Guest Speaker Member Parliamentarian President

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

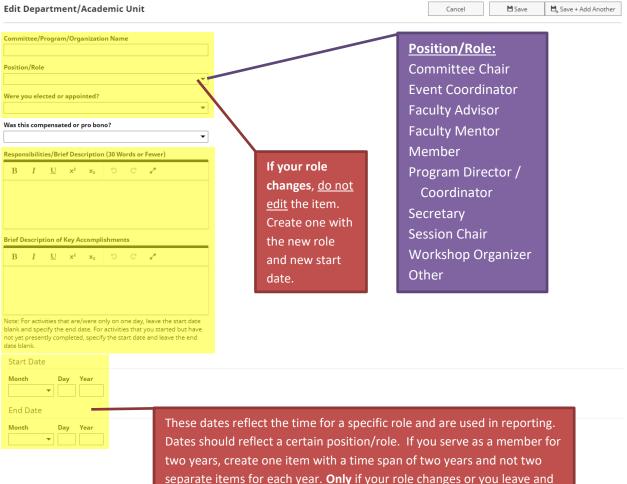
Program Director Secretary Senator Session Chair Vice-President Workshop Organizer Other

I. University (continued)



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.



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	Bave Bave + Add Another
Name of Student Activity or Group		Activ	vitv:
Type of Activity Position/Role		Com Exhit Honc	petition Dition Dr Society Ding Community
▼ Was this compensated or pro bono? ▼	<u>Position/Role:</u> Advisor	Rese	arch Conference lence Hall
Responsibilities/Brief Description (30 Words or Fewer) B I ∐ x ² x ₂ ⊃ C e ^s	Chair Co-Chair Coordinator/Organizer		ent Organization
Brief Description of Key Accomplishments B I U x ² x ₂ C c [*]	Discussant Facilitator Guest Speaker Judge		
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.	Leader Lecturer Mentor Moderator		
Start Date	Panelist Presenter Sponsor		
Month Day Year	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 Adjudicator **Board Member** Chair Clinician Co-Chair **Conference Chair Conference Co-Chair** Editor Editor, Associate Editor, Senior Editorial Review Board Member Leader Member Moderator **Planning Committee Member** Prepare/Grade Certification Exams Resident President-Elect

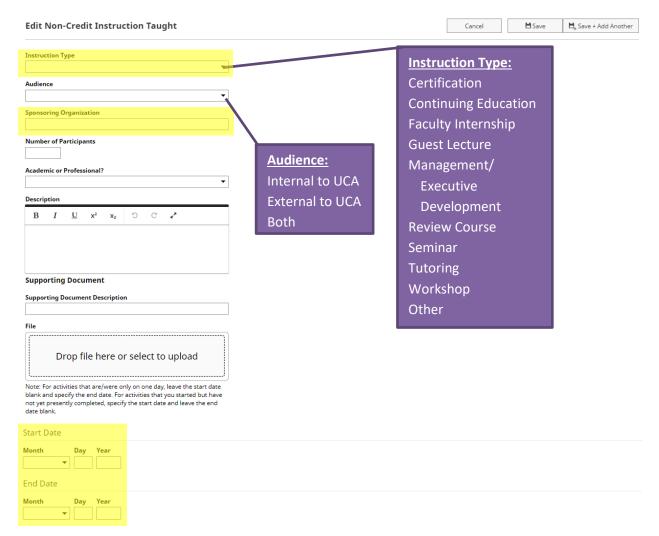
President-Past **Program Chair** Program Co-Chair Reviewer Reviewer, Academic Program Reviewer, Ad Hoc Reviewer, Book Reviewer, Conference Reviewer, Grant Proposal Reviewer, Journal Reviewer, Program Proposal Reviewer, Textbook Secretary Session Chair Treasurer Vice President Workshop Organizer Other

IV. Professional (continued)

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Audience Served Ex-Officio?				
Responsibilities/Brief Description (30 Words or Fewer)				
Brief Description of Key Accomplishments $B I \ \underline{U} \ x^2 \ x_2 \ \bigcirc \ C \ \epsilon^{s}$				
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				

V. Non-Credit Instruction Taught

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



VI. Public

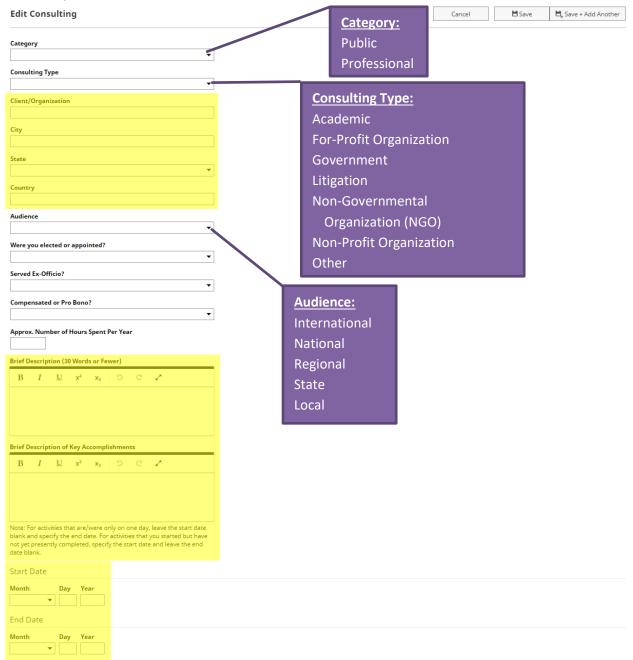
Information to be stored on this screen includes any activity in which the faculty member's professional expertise is used in service to the non-academic community. Normally this would not include personal service activities not related to the faculty member's professional expertise.

Edit Public		Cancel	🗎 Save	Harage + Add Another
Organization/Committee/Program Name				
	Position/Role:			
Position/Role	Advisor			
City	Board Member			
	Chair			
State	Coordinator/Organizer			
Country	Director			
	Expert Witness			
Were you elected or appointed?	Guest Speaker			
Was this compensated or pro bono?	Health Care Provider			
Audience	Judge			
■ The second	Member			
Served Ex-Officio?	President			
Responsibilities/Brief Description (30 Words or Fewer)	President-Elect			
$B I \underline{U} x^2 x_2 \Im C c^3$	President-Past			
	Secretary			
	Session Chair			
	Treasurer			
Brief Description of Key Accomplishments	Trustee			
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	Workshop Organizer			
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Supporting Document Description Web Address		_		
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Note: For activities that are/were only on one day, leave the start date				
blank and specify the end date. For activities that you started but have not yet presently completed, specify the start date and leave the end				
date blank. Start Date				
Month Day Year				
End Date				
Month Day Year				

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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.



Faculty Annual Self-Evaluation and Planning Reports

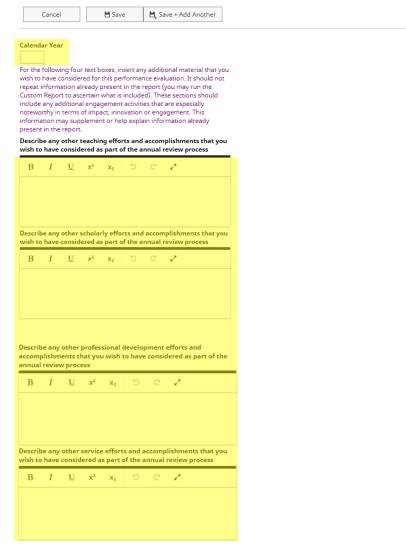
Faculty Annual Self-Evaluation and Planning Reports

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



II. Annual Teaching Goals

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III. Annual Scholarly Goals

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IV. Annual Professional Development Goals

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V. Annual Service Goals

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VI. Archived Reports

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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

You do not have access to modify the fields on this screen. If changes are needed, contact your Watermark Faculty Success Administrator, <u>Amber Hall</u>.

Year 🛍 2020

Summary Highlights of Teaching Efforts A 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) 🚔

Cancel

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