

Torreyson Library

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
- Librarianship/Information Management Activities
- 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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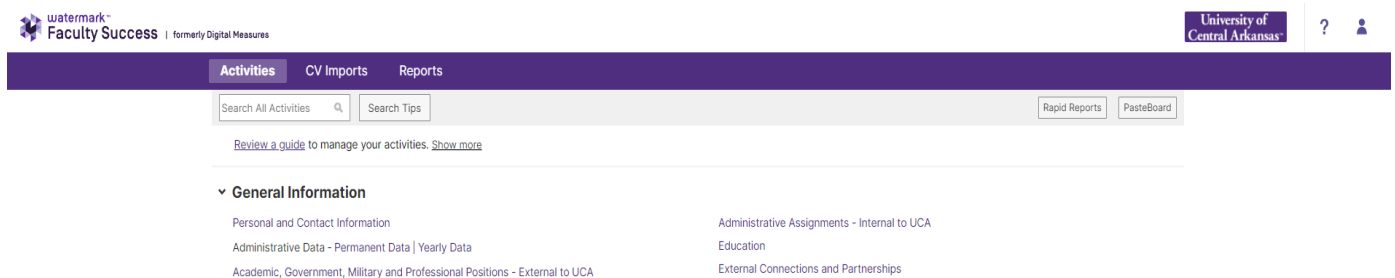
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On the following pages you will find information on what to fill out in each subsection. Fields that are part of the **Faculty Annual Self-Evaluation and Planning Report** are **highlighted in yellow**. At the beginning of each subsection, this document 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 - Permanent Data
- III. Administrative Data - Yearly Data
- IV. Academic, Government, Military and Professional Positions – External to UCA
- V. Administrative Assignments – Internal to UCA
- VI. Education
- VII. 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 ⓘ

ir@uca.edu

Building Where Your Office is Located

Office Room Number

Office Phone

Office Phone Areacode

Office Phone Prefix

Office Phone Suffix

Department Phone

Department Phone Areacode

Department Phone Prefix

Department Phone Suffix

Fax

Fax Areacode

Fax Prefix

Fax Suffix

Date of Birth

Month ⓘ Day ⓘ Year ⓘ


Gender ⓘ

Race/Ethnicity ⓘ ⓘ

Office Location:

AETN
Adcock International House
Arkansas Hall
Baridon Hall
Bear Hall
Bernard Hall
Brewer-Hegeman
Buffalo Alumni Hall
Burdick Hall
Child Study Center
Conway Corporation
Center for Sciences
College of Business
Doyne Health Sciences Center
Estes Stadium
Farris Center
Harrin Hall
HPER Complex
Hughes Hall
Irby Hall
Laney Annex
Laney Hall
Lewis Science Center
Mashburn Hall
Mathematics & Computer Science
McAlister Hall
McCastlain Hall
Meadors Hall
Main Hall
Physical Therapy Center
Prince Center
Schichtl Studio Arts
Short/Denney Hall
Snow Fine Arts
Speech Language Hearing Center
Stanley Russ Hall
State Hall
Student Center
Student Health Center
Thompson Hall
Torreyson Library
Wingo Hall

I. Personal and Contact Information (continued)


U.S. Citizen or Permanent Resident? 

Brief Biography (30 Words or Fewer)

B	<i>I</i>	<u>U</u>	x²	x₂			

Teaching Interest(s)

B	<i>I</i>	<u>U</u>	x²	x₂			

Scholarship/Research Interest(s) 

B	<i>I</i>	<u>U</u>	x²	x₂			

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

OR updates all fields on the following screen.

Edit Yearly Data

Cancel

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

Academic Year

2021-2022

▼ College and Department/Academic Unit (1)

1st College and Department/Academic Unit

College

No college designated

Department/Academic Unit

Torreyson Library

Discipline

AACSB Specialty

Faculty Rank

Professor

Faculty Rank Abbreviation for Roster

PR

Tenure Status

Tenured

Tenure Status Abbreviation for Roster

TN

Graduate Faculty

Full

Graduate Faculty Expiration Date

Month Day Year

February 1 2026

On Leave?

On Leave?

None

Leave Start Date

Month Day Year

Leave End Date

Month Day Year

Date of Last Rank Promotion

Month Day Year

Qualified on Tested Experience?

Explanation of Qualification

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

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

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>U</u>	x²	x₂			

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

Start Date

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

End Date

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

Experience Type:

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

V. Administrative Assignments – Internal to UCA

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

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

Academic department chair, director of a university program (e.g., UCA Core) or other academic unity (e.g., University College), 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 x^2 x_2 ↺ ↻ ↗

+ Add Row

VI. Education (continued)


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

Honor/Distinction:

Cum Laude

Magna Cum Laude

Summa Cum Laude

Egregia Cum Laude

Select "Yes" for
highest degree
earned.

Date Completed

Year 

2012

▼ 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 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

Activity:

Field Trip
Fundraising
Recruitment
Service Learning
Speaker
Other

Phone Number

Phone Number Area Code

Phone Number Prefix

Phone Number Suffix

E-mail Address

Website

Description (30 Words or Fewer)

B I U x² x₂ ↺ ↻ ↗

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

Start Date

Month Day Year

End Date

Month Day Year

Librarianship/Information Management Activities

This Librarianship/Information Management Activities section is the second section on the main menu.

All screens in this section are only available to library faculty, which are used to capture librarianship and information management activities. This section includes the following subsections:

- I. Job Description
- II. Description of Accomplishments
- III. Information Literacy
- IV. Summary of Other Librarianship/Information Management Activities

▼ Librarianship/Information Management Activities

Job Description

Description of Accomplishments

Information Literacy

Summary of Other Librarianship/Information Management Activities

I. Job Description

Edit Job Description

Cancel

Save

Save + Add Another

Brief Description of Responsibilities

B I U x² x₂ ↺ ↻ ↗

Start Date

Month Day Year
[] [] []

End Date

Month Day Year
[] [] []

II. Description of Accomplishments

Edit Description of Accomplishments

Cancel

Save

Save + Add Another

Accomplishment Type

[]

Narrative

B I U x² x₂ ↺ ↻ ↗

Start Date

Month Day Year
[] [] []

End Date

Month Day Year
[] [] []

Accomplishment Type:

Access Services
Acquisitions
Cataloging/Bibliographic
Collection Development
Government Information
Instruction
Management/Supervision
Outreach
Public/Reference Service
Program Coordination
Promotion and Marketing
Serials
Space Planning
Staff Training
Technology
Other

▼ Activities (1)

1st Activities

Calendar Year

[]

Activities

B I U x² x₂ ↺ ↻ ↗

Actions ▼

+ Add Row

III. Information Literacy

Edit Information Literacy

Cancel

Save

Save + Add Another

Term and Year

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

Description

B	I	U	x^2	x_2			
<input type="text"/>							

This box lets you select the instructor of the course. Names are listed alphabetically.

Information Literacy Courses (1)

1st Course

Actions

Instructor

First Name

Middle Name/Initial

Last Name

Course Prefix and Course Number

Course Prefix

Course Number

CRN

Number of Students

Start Date

Month

Day

Year

End Date

Month

Day

Year

+ Add Row

IV. Summary of Other Librarianship/Information Management Activities

Edit Summary of Other Librarianship/Information Management Activities

Cancel

Save

Save + Add Another

Description

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

Instructional Activities

The Instructional Activities section is the third 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

Spring 2019

Course Name

REFERENCE SERVICES

Course Prefix and Course Number

Course Prefix

LIBM

Course Number

6330

CRN

31928

Enrollment

12

Number of Credit Hours

3

Degree Program

Course College

Education

Course Department

Leadership Studies

▼ Instructors (1)

1st Instructor

Instructor Name

Delivery Mode

Traditional

Number of Students Earning an A

6

Number of Students Earning a B

7

Number of Students Earning a C

2

Number of Students Earning a D

1

Number of Students Earning an F

0

Number of Students Withdrawing (W/WF/WP)

0

Number of Students with an Other Grade

0

II. Evaluation Results

Edit Evaluation Results

Cancel

Save

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

Term

Fall 2016, MATH 1390, 012346

How Much Learned

5

Teaching Methods

5

Course Materials

5

Overall Course Effectiveness

Course Developed Abilities/Skills

Course Organized

Course Critical Thinking

Overall Instructor Effectiveness

Instructor Organized

Instructor Concepts Clear

Instructor Helpful

Instructor Feedback

Instructor Student Participation

Responses Received

10

Teaching Evaluation

Replace file here or select to upload



Test DM Document-1.pdf (83.05 KB)



Store teaching
evaluation pdfs here

III. Reassigned Time

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

Edit Reassigned Time

Cancel

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

Term and Year

Term  Year 

Fall 2020

▼ Reassigned Time Type (1)

1st Reassigned Time Type

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

IV. Academic Advising

Edit Academic Advising

Cancel

 Save

 Save + Add Another

Term and Year

Term  Year 

Number of Undergraduate Advisees

Number of Graduate Advisees

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

Stage of Completion:

Completed
In Progress
Proposal

Outcomes:

Artistic
Performance /
Exhibit
Presentation
Publication
Other

Involvement Type:

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

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

Date Started

Month Day Year

Date Completed

Month Day Year

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

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

Cancel

Save

Save + Add Another

Type of Activity

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

VII. Curriculum Development

Edit Curriculum Development

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

Calendar Year

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

B	I	U	x^2	x_2	↶	↷	↗

Supporting Document

File Description

Upload File

Drop file here or select to upload

Scholarship/Research/Creative Activities

The Scholarship/Research/Creative Activities section is the fourth 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 Options:

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

I. Publications (continued)

Edit Publications

Reference page 24
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

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

Journal/Publisher/Proceedings Publisher

City of Publisher

State or Country of Publisher

Volume

Issue Number/Edition

Page Numbers or Number of Pages

Web Address

Editor(s)

ISBN/ISSN Number/Case #

Audience of Circulation

Was this peer-reviewed/refereed?

Was this invited?

Acceptance Rate
 %

Impact Factor

Is this publicly available?

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

I. Publications (continued)

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

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

Current Status

Current Status:

Work in Progress
Submitted
Revising to Resubmit
Not Accepted
Accepted
Published

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
▼ □ □

II. Presentations

Edit Presentations

Presentation Type

Conference/Meeting Name

Sponsoring Organization (if applicable)

Location

Presentation or Session Title

Presentation Type:

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

Roles:

Author
 Author and
 Presenter
 Discussant
 Panelist
 Presenter

▼ Presenters/Authors (1)

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

1st Presenter/Author

Actions ▼

People at University of Central Arkansas	First Name	Middle Name/Initial	Last Name
Diprinice, Elizabeth A (ediprinice)	Elizabeth	Ann	Diprinice

Role

If student, what is his/her level?

+ Add Row

Additional authors can be added by clicking here.

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)

Scope:

International
 National
 Regional
 State
 Local

Audience:

Academic
 Non-Academic

Current Status:

Accepted
 Not Accepted
 Presented
 Work in Progress
 Under Review

Session Type:

Colloquium
 Panel
 Paper Session
 Poster Session
 Roundtable
 Seminar
 Symposium
 Workshop
 Other

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 Presented

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

III. Grants and Contracts

Edit Grants and Contracts

Type

Title of Award

Sponsoring Organization

Awarding Organization Is

Title of Sponsored Investigation or Activity

Type:

Contract
Fellowship
Research Grant
Other

Cancel

Save

Save + Add Another

Awarding Organizations:

UCA
Local
State
Federal
Private
Other

Investigators (1)

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

1st Investigator

Actions

People at University of Central Arkansas	First Name	Middle Name/Initial	Last Name
Diprince, Elizabeth A (ediprince)	Elizabeth	Ann	Diprince

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

B **I** **U** **x²** **x₂** **↺** **↻** **↗**

Award Letter

Drop file here or select to upload

Current Status

Priority Score

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

Supporting Document

File Description

File

Drop file here or select to upload

Role:

Principal Investigator
Co-Principal Investigator
Senior Investigator
Mentor
Supporting
Other

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"/>
<small>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.</small>		
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 fifth 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 ↺ ↻ ↗

Scope of Org.:

International
National
Regional
State
Local

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

Start Date

Month Year

End Date

Month Year

II. Faculty Development Activities Attended

Edit Faculty Development Activities Attended

Cancel

Save

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

Description

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 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

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)

B *I* U x^2 x_2 ↺ ↻ ↗

Supporting Document

File Description

File

Drop file here or select to upload

Scope:

International
National
Regional
State
Local
University
College
Department

Date Received

Month

Day

Year

IV. Licensures and Certifications

Edit Licensures and Certifications

Cancel

Save

Save + Add Another

Title of Licensure/Certification

Sponsoring Organization

Scope

Description

B *I* U x^2 x_2 ↺ ↻ ↗

Date Obtained

Month

Day

Year

Expiration Date

Month

Day

Year

Supporting Document Description

B *I* U x^2 x_2 ↺ ↻ ↗

File

Drop file here or select to upload

Scope:

International
National
Regional
State
Local

Service Activities

The Service Activities section is the sixth 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 35 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

CancelSaveSave + 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.

Start Date

MonthDayYear

End Date

MonthDayYear

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.

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

III. Student Activities

Edit Student Activities

Cancel

Save

Save + Add Another

Name of Student Activity or Group




Type of Activity

Position/Role




Were you elected or appointed?

Was this compensated or pro bono?

Responsibilities/Brief Description (30 Words or Fewer)

B *I* U x^2 x_2   

Brief Description of Key Accomplishments

B *I* U x^2 x_2   

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

Start Date

Month Day Year

End Date

Month Day Year

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-Elect
Adjudicator	President-Past
Board Member	Program Chair
Chair	Program Co-Chair
Clinician	Reviewer
Co-Chair	Reviewer, Academic Program
Conference Chair	Reviewer, Ad Hoc
Conference Co-Chair	Reviewer, Book
Coordinator/Organizer	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

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 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 39 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

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

Instruction Type

Audience

Sponsoring Organization

Number of Participants

Academic or Professional?

Description

B I U x² x₂ ↺ ↻ ↗

Supporting Document

Supporting Document Description

File

Drop file here or select to upload

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

Start Date

Month Day Year

End Date

Month Day Year

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

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 ↺ ↻ ↗

Position/Role:

Advisor

Board Member

Chair

Coordinator/Organizer

Director

Expert Witness

Guest Speaker

Health Care Provider

Judge

Member

President

President-Elect

President-Past

Secretary

Session Chair

Treasurer

Trustee

Vice President

Workshop Organizer

Other

Supporting Document

Supporting Document Description

Web Address

--OR--

Upload File

Drop file here or select to upload

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

Start Date

Month

Day

Year

End Date

Month

Day

Year

Version 5

November 4, 2021

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

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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.

Edit Consulting Cancel Save Save + Add Another

Category

Consulting Type

Client/Organization

City

State

Country

Audience

Were you elected or appointed?

Served Ex-Officio?

Compensated or Pro Bono?

Approx. Number of Hours Spent Per Year

Brief Description (30 Words or Fewer)

B **I** **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**

Category:
Public
Professional

Consulting Type:
Academic
For Profit Org.
Government
Litigation
Non-Gov't Org.
Non-Profit Org.
Other

Audience:
International
National
Regional
State
Local

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 Professional Development Goals

Annual Librarianship/Information Management Goals

Annual Service Goals

Annual Teaching Goals

Archived Reports

Annual Scholarly Goals

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 Librarianship/Information Management Goals

Edit Annual Librarianship/Information Management Goals

Cancel

Save

Save + Add Another

Calendar Year

▼ Librarianship/Information Management 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 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.

IV. Annual Scholarly Goals

Edit Annual Scholarly Goals

Cancel

Save

Save + Add Another

Calendar Year

▼ Scholarly 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 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.

VI. 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.

VII. 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

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