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 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 necessary information 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/.

Table of Contents

On the following pages, you will find information on what to fill out in each subsection. Fields that are part of the <mark>Faculty Annual Self-Evaluation and Planning Report</mark> are <mark>highlighted in yellow</mark>. At the beginning of each subsection, this document will list any fields in the screen that are updated by the Office of Institutional Research (OIR) or by your department chair/dean. Fields <mark>highlighted in green</mark> are fields that your college specifically collects on various reports, such as for accreditation agencies.

My Profile

This section comprises subsections not found in the Home Tab "Add Activity". They include:

I.   Personal and Contact Information
II.   Permanent Data
III.   Yearly Data
IV.   Education
V.   Scheduled Teaching
VI.   Evaluation Results
VII.   Reassigned Time
VIII.   Summary Evaluation

I.   Personal and Contact Information

<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

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

Prefix

First Name
Test

Preferred First Name

Middle Name

Last Name
Test

Suffix

Alternative Name You Publish Under (e.g., an anglicized name), if any

E-Mail Address
iilechukwu@cub.uca.edu

Building Where Your Office is Located
Torreyson Library

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

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   ↶   ↷   ⛶

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

III. Administrative Data – Yearly Data

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

View Activity ✕

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

Academic Year 🔒

2017-2018

❯ College and Department/Academic Unit (1)

1st College and Department/Academic Unit

College 🔒

No college designated

Department/Academic Unit 🔒

Academic Affairs

Discipline 🔒

AACSB Specialty 🔒

Faculty Rank 🔒

Assistant Professor

Faculty Rank 🔒

Assistant Professor

Faculty Rank Abbreviation for Roster 🔒

AT

Tenure Status 🔒

Non-Tenure Track

Tenure Status Abbreviation for Roster 🔒

NTT

Graduate Faculty 🔒

No

Graduate Faculty Expiration Date

Month 🔒 **Day** 🔒 **Year** 🔒

On Leave?

On Leave? 🔒

Leave Start Date

Month 🔒 Day 🔒 Year 🔒

Leave End Date

Month 🔒 Day 🔒 Year 🔒

Date of Last Rank Promotion

Month 🔒 Day 🔒 Year 🔒

Qualified on Tested Experience? 🔒

Explanation of Qualification 🔒

Percent of Time Dedicated to the School's Mission 🔒

[%   ]

Original Source: Data Imports
Created: October 5, 2020
Last Saved: October 14, 2022

[CLOSE]

IV.   Education

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

	DEGREE	EXPLANATION OF "OTHER"	INSTITUTION	HIGHEST OR QUALIFYING DEGREE?	TERMINAL DEGREE?	YEAR, DATE COMPLETED
☐ 🔒	PHD		University of Central Arkansas		Yes	2012
☐ 🔒	MS		University of Central Arkansas		Yes	2009
☐ 🔒	BS		University of Central Arkansas		Yes	2007

Edit Activity   ×

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

Degree 🔒

PHD

FICE Code 🔒

001092

Institution 🔒

University of Central Arkansas

Location of Institution 🔒

Conway, AR

⌄ **Major (1)**

⠿ 1st Major   ⋮

Major   **Emphasis**

Economics   International fi

Supporting Area(s) of Emphasis

B *i* U x² x₂ ↶ ↷ ⤢

⊕ **Add Another Major**

Dissertation/Thesis Title

Honor/Distinction (Latin)

⌄

Other Honors/Distinction

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

Highest or Qualifying Degree?

⌄

Terminal Degree? 🔒

Yes

> **Honor/Distinction:**
> Cum Laude
> Magna Cum Laude
> Summa Cum Laude
> Egregia Cum Laude

> **Select "Yes" for the highest degree earned.**

☐ Official Transcript 🔒

Transcript

```
┌ ─ ─ ─ ─ ─ ─ ─ ─ ─ ─ ─ ─ ─ ─ ─ ─ ─ ─ ─ ─ ┐
│                                           │
│        Drop file here or select to upload │
│                                           │
└ ─ ─ ─ ─ ─ ─ ─ ─ ─ ─ ─ ─ ─ ─ ─ ─ ─ ─ ─ ─ ┘
```

Date Completed

Year 🔒

2012

∨ **Associated Coursework (1)**

⠿ 1st Course   (⋮)

Title

[   ]

Course Prefix and Course Number

Course Prefix

[   ]

Course Number

[   ]

Credit Hours

[   ]

⊕ **Add Another Course**

Original Source: Data Imports
Created: April 19, 2017
Last Saved: September 9, 2025

CANCEL   **SAVE**

V.   Scheduled Teaching

 OIR updates all fields on the following screen.

← **Scheduled Teaching**

🔍 Search...   SEARCH   Search Tips   Rapid Reports   ADD NEW

DELETE   DUPLICATE   COMPARE   SELECT COLUMNS   ←   →

Filters: None

	TERM, TERM AND YEAR ▾	YEAR, TERM AND YEAR ▾	COURSE NAME ▾	COURSE PREFIX ▾	COURSE NUMBER ▾	CRN ▾	COUNT OF ROWS, INSTRUC... ▾
☐🔒	Fall	2020	APPLIED CALCULUS FOR LIFE SCI	MATH	1491	12345	1
☐🔒	Fall	2020	COLLEGE ALGEBRA	MATH	1390	12346	1
☐🔒	Fall	2016	APPLIED CALCULUS FOR LIFE SCI	MATH	1491	012345	1
☐🔒	Fall	2016	COLLEGE ALGEBRA	MATH	1390	012346	1

View Activity   ✕

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

Term and Year

Term 🔒   Year 🔒

| Fall | 2020 |

Course Name 🔒

APPLIED CALCULUS FOR LIFE SCI

Course Prefix and Course Number

Course Prefix 🔒

MATH

Course Number 🔒

1491

CRN 🔒

12345

Enrollment 🔒

10

Number of Credit Hours 🔒

4

Degree Program 🔒

Course College 🔒

Science and Engineering

Course Department 🔒

Mathematics

∨ Instructors (1)

1st Instructor

Instructor Name 🔒

Delivery Mode 🔒

Traditional

Number of Students Earning an A 🔒

6

Number of Students Earning a B 🔒

7

Number of Students Earning a C 🔒

2

Number of Students Earning a D 🔒

1

Number of Students Earning an F 🔒

0

Number of Students Withdrawing (W/WF/WP) 🔒

0

Number of Students with an Other Grade 🔒

0

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

CLOSE

VI.   Evaluation Results

Evaluation Results

| Search... | SEARCH | Search Tips | Rapid Reports | | | ADD NEW |

| DELETE | DUPLICATE | COMPARE | | | SELECT COLUMNS | ← | → |

Filters: None

	TERM ▾	HOW MUCH LEARNED ▾	TEACHING METHODS ▾	COURSE MATERIALS ▾	OVERALL COURSE EFFECTIVENESS ▾
☐ 🔒	Fall 2016, MATH 1390, 012346	5	5	5	
☐ 🔒	Fall 2016, MATH 1491, 012345	5	5	5	

Edit Activity   ×

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

Term

Fall 2016, MATH 1390, 012346   ⌄

How Much Learned 🔒

| 5 |

Teaching Methods 🔒

| 5 |

Course Materials 🔒

| 5 |

Overall Course Effectiveness 🔒

Course Developed Abilities/Skills 🔒

Course Organized 🔒

Course Critical Thinking 🔒

Overall Instructor Effectiveness 🔒

Instructor Organized 🔒

Instructor Concepts Clear 🔒

Instructor Helpful 🔒

Instructor Feedback 🔒

Instructor Student Participation 🔒

Responses Received 🔒

| 10 |

Teaching Evaluation

Replace file here or select to upload

📄 Test DM Document-1.pdf **(83.05 KB)**   🗑

CANCEL   SAVE

> Store teaching evaluation pdfs here

VII. Reassigned Time

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

Reassigned Time

	TERM, TERM AND YEAR	YEAR, TERM AND YEAR
Fall		2020
Spring		2020

View Activity ✕

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

Term and Year

Term 🔒 **Year** 🔒

Fall 2020

∨ Reassigned Time Type (1)

1st Reassigned Time Type

Type 🔒   **Credit Hours Reassigned** 🔒

Administrative Services   3

Official Reassign-time Activities 🔒

Original Source: Data Entry
Created: September 29, 2021
Last Saved: October 8, 2021

CLOSE

VIII. Summary Evaluation

Summary Evaluation

	YEAR
2020	
2018	

View Activity ×

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

Year 🔒

> 2020

Summary Highlights of Service Efforts 🔒

Summary Comments of Faculty Member's Efforts 🔒

Advancement Evaluation (if applicable) 🔒

Original Source: Data Entry
Created: April 13, 2021
Last Saved: June 2, 2021

CLOSE

General Information

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

    I.   Academic, Government, Military, and Professional Positions – External to UCA
    II.   Administrative Assignments – Internal to UCA
    III.   External Connections and Partnerships
    IV.   Media Appearances and Interviews

General Information

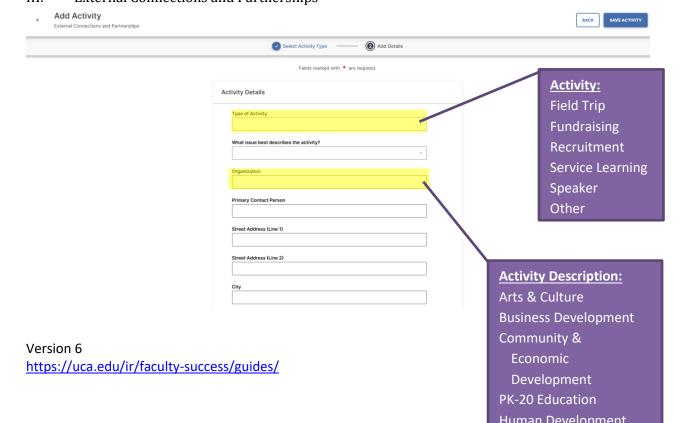| Academic, Government, Military and Professional Positions - External to UCA	Administrative Assignments - Internal to UCA	External Connections and Partnerships
Media Appearances and Interviews		

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

Activity Details

Experience Type

Organization

City

State

Country

Title/Rank/Position

Was/is this your own company?

Description for Professional Positions (30 Words or Fewer)

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

Start Date — Month, Day, Year

End Date — Month, Day, Year

Experience Type:
Academic – Post Secondary
Academic – P-12
Professional
Military
Government

II. Administrative Assignments – Internal to UCA

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

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

Academic department chair, director of a university program (e.g., UCA Core) or other academic unit (e.g., Student Transitions), and associate dean of a college are all examples of administrative assignments.
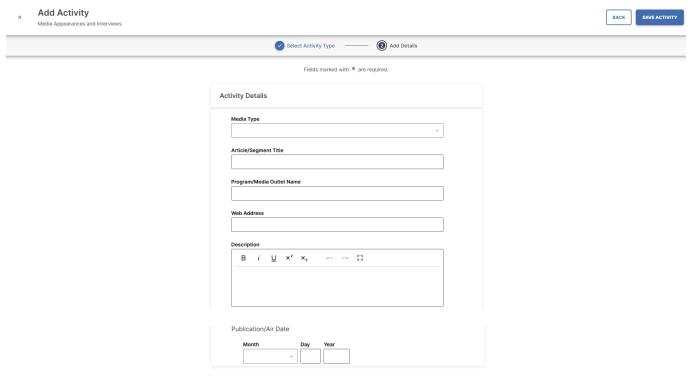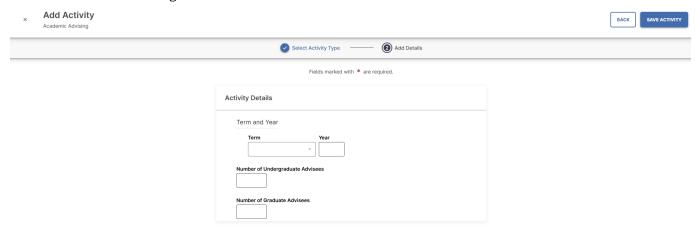
✓ Select Activity Type ——— ② Add Details

Fields marked with * are required.

Activity Details

Position/Title

Scope

Brief Description of Responsibilities

B *i* U x² x₂ ↶ ↷ []

Start Date

Month   Day   Year

End Date

Month   Day   Year

Scope:
College
Department
University

∨ Accomplishments (1)

⠿ 1st Year   ⋮

Calendar Year

Accomplishments

B *i* U x² x₂ ↶ ↷ []

⊕ Add Another Year

III.   External Connections and Partnerships

✓ Select Activity Type ——— ② Add Details

Fields marked with * are required.

Activity Details

Type of Activity

What issue best describes the activity?

Organization

Primary Contact Person

Street Address (Line 1)

Street Address (Line 2)

City

Activity:
Field Trip
Fundraising
Recruitment
Service Learning
Speaker
Other

Activity Description:
Arts & Culture
Business Development
Community &
    Economic
    Development
PK-20 Education
Human Development

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

State

[▼]

Country

[   ]

Phone Number

Phone Number Area Code   Phone Number Prefix

[   ]   [   ]

Phone Number Suffix

[   ]

E-mail Address

[   ]

Website

[   ]

Description (30 Words or Fewer)

| B | *i* | U | x² | x₂ | | ↶ | ↷ | ⌗ |

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

Start Date

Month   Day   Year

[▼]   [   ]   [   ]

End Date

Month   Day   Year

[▼]   [   ]   [   ]

IV.   Media Appearances and Interviews

× **Add Activity**
Media Appearances and Interviews

[BACK] [SAVE ACTIVITY]

✓ Select Activity Type ——— ② Add Details

Fields marked with * are required.

Activity Details

Media Type

[▼]

Article/Segment Title

[   ]

Program/Media Outlet Name

[   ]

Web Address

[   ]

Description

| B | *i* | U | x² | x₂ | | ↶ | ↷ | ⌗ |

Publication/Air Date

Month   Day   Year

[▼]   [   ] [   ]

Instructional Activities

Instructional Activities

Academic Advising	**Directed Individual Student Learning (e.g., independent study, theses, dissertations)**	**Directed Group Student Learning (e.g., field experience, service learning, study abroad)**
Curriculum Development		

I.   Academic Advising

Add Activity
Academic Advising

BACK   SAVE ACTIVITY

✓ Select Activity Type ────── ② Add Details

Fields marked with * are required.

Activity Details

Term and Year

Term   **Year**

Number of Undergraduate Advisees

Number of Graduate Advisees

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

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

BACK   SAVE ACTIVITY

✓ Select Activity Type ────── ② Add Details

Fields marked with * are required.

Activity Details

Involvement Type

∨ **Student Information (1)**

⠿ 1st Student Name   ⋮

Student First Name

Student Last Name

⊕ Add Another Student Name

Student's Home Department/Academic Unit

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

Course Prefix and Course Number

Course

Course Number

Number of Credit Hours

Title of Student's Work

Stage of Completion

Stage of Completion:
Completed
In Progress
Proposal

Outcomes

Description

B *i* U x² x₂ ↶ ↷ ⌗

Outcomes:
Artistic
   Performance /
   Exhibit
Presentation
Publication
Other

⌄ **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**

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

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

BACK   SAVE ACTIVITY

✓ Select Activity Type ———— ② Add Details

Fields marked with ＊ are required.

Activity Details

Type of Activity

Course Prefix and Course Number

Type of Activity:
Field Experience
Group Research
Service Learning
Study Abroad
Other

Course   **Course Number**

Number of Credit Hours

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

IV.　　Curriculum Development

Add Activity
Curriculum Development

× 　　　　　　　　　　　　　　　　　　　　　　　　　　　　　　　BACK　　SAVE ACTIVITY

✓ Select Activity Type ———— ② Add Details

Fields marked with * are required.

Activity Details

Calendar Year

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

B *i* U x² x₂ ↶ ↷ ⤢

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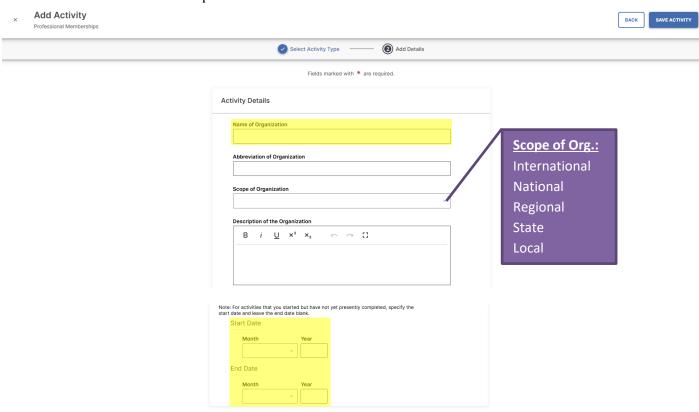
- I.　　Publications
- II.　　Presentations
- III.　　Grants and Contracts

Scholarship/Research/Creative Activities

Publications	Presentations	Grants and Contracts

I. Publications

<u>Contribution Type Options:</u>

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

Last Name

Test

If a student, what is his/her level?

⊕ Add Another Author

Journal/Publisher/Proceedings Publisher

City of Publisher

State or Country of Publisher

Volume

Issue Number/Edition

Page Numbers or Number of Pages

Web Address

Student Level:
Undergraduate
Graduate

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

Web Address

Editor(s)

ISBN/ISSN Number/Case #

Audience of Circulation

Was this peer-reviewed/refereed?

Was this invited?

Acceptance Rate

%

Impact Factor

Is this publicly available?

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

Abstract/Synopsis

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

Date Project Started

Month   Day   Year

Date Project Started

Month   Day   Year

Date Project Ended

Month   Day   Year

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

Date Submitted

Month   Day   Year

Date Accepted

Month   Day   Year

Date Published

Month   Day   Year

II.   Presentations

Add Activity
Presentations

BACK   SAVE ACTIVITY

✓ Select Activity Type ——— ② Add Details

Fields marked with * are required.

Activity Details

Presentation Type

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

Conference/Meeting Name

Sponsoring Organization (if applicable)

Location

Presentation or Session Title

Presenters/Authors (1)

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

1st Presenter/Author

People at University of Central Arkansas
Test, Test (iilechukwu)

First Name
Test

Middle Name/Initial

Last Name
Test

Role

If a student, what is his/her level?

⊕ Add Another Presenter/Author

Session Type

Audience

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?

Roles:
Author
Author and
   Presenter
Discussant
Panelist
Presenter

Additional authors can be added by clicking here.

Session Type:
Colloquium
Panel
Paper Session
Poster Session
Roundtable
Seminar
Symposium
Workshop

Scope:
International
National
Regional
State
Local

Current Status:
Accepted
Not Accepted
Presented
Work in Progress
Under Review

Abstract/Synopsis (30 Words or Fewer)

Supporting Document

Supporting Document Description

Web Address

--OR--

File

Drop file here or select to upload

Date Project Started

| Month | Day | Year |

Date Project Ended

| Month | Day | Year |

Date Presented

| Month | Day | Year |

III. Grants and Contracts

Add Activity
Grants and Contracts

BACK   SAVE ACTIVITY

✓ Select Activity Type ——— ② Add Details

Fields marked with * are required.

Activity Details

Type

Type:
Contract
Fellowship
Research Grant
Other

Title of Award

Sponsoring Organization

Awarding Organization Is

Awarding Organizations:
UCA
Local
State
Federal
Private
Other

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 ⋮

People at University of Central Arkansas
Test, Test (iilechukwu)

First Name
Test

Middle Name/Initial

Last Name
Test

Role

If a student, what is his/her level?

⊕ **Add Another Investigator**

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

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

Current Status:
Work in Progress
Under Review
Funded
Not Funded

Priority Score

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

Supporting Document

File Description | File

Drop file here or select to upload

Date Project Started

Month   Day   Year

Date Project Ended

Month   Day   Year

Date Submitted for Funding

Month   Day   Year

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

Start Date of Funding

Month   Day   Year

End Date of Funding

Month   Day   Year

Professional Development and Recognition

The Professional Development and Recognition section is in the fifth section of 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 | Faculty Development Activities Attended | Awards and Honors |
| Licensures and Certifications | | |

I.   Professional Memberships

II.   Faculty Development Activities Attended

Add Activity
Faculty Development Activities Attended

BACK   SAVE ACTIVITY

Select Activity Type ——— ② Add Details

Fields marked with * are required.

Activity Details

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

˅ Supporting Document

Supporting Document Description

Web Address

--OR--

Upload File

Drop file here or select to upload

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

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
▼		

III. Awards and Honors

Add Activity
Awards and Honors

BACK   SAVE ACTIVITY

✓ Select Activity Type —— ② Add Details

Fields marked with * are required.

Activity Details

Award or Honor Name

Organization/Sponsor

Scope

Description/Explanation (30 Words or Fewer)

B *i* U x² x₂ ↶ ↷ ⌞⌝

Scope:
International
National
Regional
State
Local
University
College
Department

Supporting Document

File Description | File

Drop file here or select to upload

Date Received

Month	Day	Year
▼		

IV.   Licensures and Certifications

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 participate or you are representing the entire university, not just your college or department.

It is important to note that if your position/role in a group does not change and your service dates cover multiple years, do not make a separate item for each year in service to that group while in the same role. If your role changes, then 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

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

Position/Role:

Committee Chair   Event Coordinator

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

Add Activity
University

BACK   SAVE ACTIVITY

✓ Select Activity Type ——— ② Add Details

Fields marked with ✱ are required.

Activity Details

Committee/Program/Organization Name

Position/Role

Were you elected or appointed?

Was this compensated or pro bono?

Served Ex-Officio?

Reference the above page for options.

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

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

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 later 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.

Add Activity
Department/Academic Unit

BACK   SAVE ACTIVITY

✓ Select Activity Type ——— ② Add Details

Fields marked with * are required.

Activity Details

Committee/Program/Organization Name

Position/Role

Were you elected or appointed?

Was this compensated or pro bono?

Responsibilities/Brief Description (30 Words or Fewer)

B 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

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

If your role changes, <u>do not edit</u> 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. **<u>Only</u>** if your role changes or you leave and come back later should you create a new item.

III.   Student Activities

Add Activity
Student Activities

BACK   SAVE ACTIVITY

✓ Select Activity Type ———— ② Add Details

Fields marked with * are required.

Activity Details

Name of Student Activity or Group

Type of Activity

Position/Role

Were you elected or appointed?

Was this compensated or pro bono?

Responsibilities/Brief Description (30 Words or Fewer)

B *i* U x² x₂

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

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, such as being an academic program reviewer or a member of a program review team, or serving as an editorial board member.

<u>Position/Role:</u>

Accreditation Team Member
Adjudicator
Board Member
Chair
Clinician
Co-Chair
Conference Chair
Conference Co-Chair
Coordinator/Organizer
Editor
Editor, Associate
Editor, Senior
Editorial Review Board Member
Leader
Member
Moderator
Planning Committee Member
Prepare/Grade Certification Exams
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

Select Activity Type ——— ② Add Details

Fields marked with * are required.

Activity Details

Name of Committee, Program, Event, or Publication

Sponsoring Organization

Position/Role

City

State

Country

Were you elected or appointed?

Reference the previous page for options.

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

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.

BACK SAVE ACTIVITY

✓ Select Activity Type ——— ② Add Details

Fields marked with * are required.

Activity Details

Instruction Type

Audience

Sponsoring Organization

Number of Participants

Academic or Professional?

Audience:
Internal to UCA
External to UCA
Both

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

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.

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.

Add Activity
Consulting

BACK   SAVE ACTIVITY

✓ Select Activity Type ——— ② Add Details

Fields marked with * are required.

Activity Details

Category

Consulting Type

Client/Organization

City

State

Country

Audience

Were you elected or appointed?

Served Ex-Officio?

Compensated or Pro Bono?

Approx. Number of Hours Spent Per Year

Brief Description (30 Words or Fewer)

B i 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 Teaching Goals	Annual Scholarly Goals
Annual Professional Development Goals	Annual Service Goals	Archived Reports

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

Add Activity

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

BACK   SAVE ACTIVITY

✓ Select Activity Type ——— ② Add Details

Fields marked with * are required.

Activity Details

Calendar Year

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

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

B *i* U 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

Additional Goals can be added by clicking here.

III.   Annual Scholarly Goals

Additional Goals can be added by clicking here.

IV. Annual Professional Development Goals

Additional goals can be added by clicking here.

V. Annual Service Goals

Additional Goals can be added by clicking here.

VI.   Archived Reports

✓ Select Activity Type ——— ② Add Details

Fields marked with * are required.

Activity Details

Calendar Year

Date

Month   Day   Year

Upload File

Drop file here or select to upload

☐ As the faculty member, I agree with this document.

Faculty Electronic Signature

Faculty Signature Date

Month   Day   Year

☐ As the chair/school director, I agree with this document.

Chair Electronic Signature

Chair/Director Signature Date

Month   Day   Year

Index