



# Chairs and Deans Faculty Success Guide

The following guide is provided to assist you in filling out and understanding the information that Chairs and Deans are required to keep maintained for their faculty. Fields that are part of the **Faculty Annual Self-Evaluation and Planning Report** are **highlighted in yellow**. Fields that are not a part of the Faculty Annual Self-Evaluation and Planning Report but are still the Chair’s and Dean’s responsibility to maintain are **highlighted in green**.

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# I. Managing Faculty Data

watermark Faculty Success | formerly Digital Measures

University of Central Arkansas

Activities CV Imports **Manage Data** Reports

Search All Activities Search Tips

[Review a guide](#) to manage your activities. [Show more](#)

**General Information**

- Personal and Contact Information
- Administrative Data - Permanent Data | Yearly Data
- Academic, Government, Military and Professional Positions - External toUCA
- Education
- External Connections and Partnerships

**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

**Scholarship/Research/Creative Activities**

- Artistic and Professional Performances and Exhibits
- Publications
- Presentations
- Grants and Contracts

## Manage Data

Manage Data enables you to manage data for other users or entities within your system. If you are entering a lot of data, it may be faster to load this from CSV files rather than by using this utility. All changes made using this utility are audited. Manage Data sessions open in a new tab.

### Manage Data for Users

**Show\***

Enabled Accounts only

**User\***

Select or type a name...

CONTINUE

Once in the "Manage Data" screen, click the dropdown and select the faculty member you wish to enter data for.

After selecting a faculty member, click continue.

# I. Managing Faculty Data (Continued)

After clicking "Continue", a new screen or tab will pop up showing the "University Main Menu" for the faculty member whose name appears here.

The screenshot shows the Faculty Success interface. At the top, there are tabs for 'Activities' and 'CV Imports'. A search bar is present with 'Search All Activities' and 'Search Tips' buttons. Below the search bar, there are links for 'Rapid Reports' and 'PasteBoard'. A red callout box points to the 'University of Central Arkansas' logo in the top right corner. The main content area is divided into two sections: 'General Information' and 'Instructional Activities'. 'General Information' includes links for 'Personal and Contact Information', 'Administrative Data - Permanent Data | Yearly Data', and 'Academic, Government, Military and Professional Positions - External to UCA'. 'Instructional Activities' includes links for 'Teaching - Scheduled Teaching | Evaluation Results', 'Reassigned Time', and 'Academic Advising'. A red callout box points to the 'Reassigned Time' link.

Clicking on any of the screens in this menu will lead to that faculty member's information, which you can then edit.

For example, after clicking on "Reassigned Time" you will be brought to the below screen.

The screenshot shows the 'Reassigned Time' management screen. It features a search bar with 'Search Reassigned Time' and 'Search Tips' buttons. Below the search bar, there are buttons for 'Duplicate' and 'Add New'. A red callout box points to the 'Add New' button. The screen also has a 'Filters: None' section and a table with columns for 'Term, Term and Year' and 'Year, Term and Year'. A red callout box points to the table area.

Screens with Items allow you to input multiple records that pertain to that screen. Clicking "Add New Item" will bring you to the detail screen.

Items in these screens can be duplicated as well. A duplicated item contains the same data as the original but allows you to edit any fields that changed. You can use duplicate to save time on things that stay the same year to year. Annual goals are an example of this. If your Annual Goal has no changes just duplicate it and change the fiscal year to reflect the new one.

The screenshot shows the 'Annual Goals' management screen. It features a search bar with 'Search Annual Goals' and 'Search Tips' buttons. Below the search bar, there are buttons for 'Duplicate' and 'Add New'. A red callout box points to the 'Duplicate' button. The screen also has a 'Filters: None' section and a table with columns for 'Term, Fiscal Year Start', 'Year, Fiscal Year Start', 'Term, Fiscal Year End', 'Year, Fiscal Year End', and 'Action Plans'. The table contains two rows of data: one for 'July' in 2017 with 2 action plans, and another for 'July' in 2018 with 3 action plans. A red callout box points to the first row.

Click the checkmark and then the "Duplicate" button for the item you want to duplicate, then just change the fiscal year in the new item.

## II. Reassigned Time

Click an item to see/edit details for that item.

**Edit Reassigned Time** Cancel Save Save + Add Another

Term and Year <sup>R</sup>

Term <sup>R</sup>  Year <sup>R</sup>

▼ Reassigned Time Type (1)

1st Reassigned Time Type Actions ▼

Type	Credit Hours Reassigned	Official Reassign-time Activities
<input type="text"/>	<input type="text"/>	<p>B I U x<sup>2</sup> x<sub>2</sub> ↶ ↷ ↻</p> <div style="border: 1px solid #ccc; height: 40px;"></div>

**Type:**  
Research, Scholarship, & Creative Activities  
Service  
Professional Development

**After completing a faculty member's reassigned time, be sure to click save.**

**Managing Data for: Test Test** ✕

## III. Department/College Accounts

Each department and college has a department/college account in Faculty Success that is named based on the unit. This account can be accessed through the “Manage Data” screen just like a faculty member’s account. The name is formatted where the last name is “Department” or “College” and the first name is the name of your unit.

**watermark<sup>™</sup> Faculty Success** | formerly Digital Measures University of Central Arkansas ?

Activities CV Imports **Manage Data** Reports

**Managing Data for: Test Test** ✕

### Manage Data

Manage Data enables you to manage data for other users or entities within your system. If you are entering a lot of data, it may be faster to load this from CSV files rather than by using this utility. All changes made using this utility are audited. Manage Data sessions open in a new tab.

**Manage Data for Users**

**Show** <sup>+</sup>

Enabled Accounts only

**User** <sup>+</sup>

- Department, Honors College (HonorsCollege)
- Barringer, Whitney E (WBARRINGER1)
- Bowman, Donna E (donnab)
- Corbitt, Douglas (doug)
- Department, Honors College (HonorsCollege)**
- Frank, Adam D (afrank)
- Horton, Leah S (lhorton)
- Hostetter, Ellen E (ehostetter)
- Lea, Cynthia R (clea)
- Smith, Patricia J (psmith)

**Departmental and College accounts will be on the dropdown list in the “Manage Data” screen. You select them just like a faculty account.**

For your unit's annual reports, the *Administrative Reporting* section contains all the screens that are needed to complete the annual report.

▼ **Administrative Reporting**

Mission Annual Summary

Annual Goals Program Statistics - Majors | Degrees Awarded | SSCH

Five-Year Goals

## A. Mission

Edit Mission

Cancel

Save

Save + Add Another

Scope

Fiscal Year Start <sup>H</sup>

Term <sup>H</sup> Year <sup>H</sup>  
July 2014

Fiscal Year End <sup>H</sup>

Term <sup>H</sup> Year <sup>H</sup>  
June 2015

Mission Statement

B I U x<sup>2</sup> x<sub>2</sub> ↺ ↻ ↗

Scope:

College

Department/Academic Unit

Graduate School

If your mission does not normally change, put the fiscal year end year as a year far out into the future, like 2099, so that your report will keep pulling your mission without having to duplicate it each year.

## B. Annual Goals

Edit Annual Goals

Cancel

Save

Save + Add Another

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](#).

Scope <sup>H</sup>

Fiscal Year Start <sup>H</sup>

Term <sup>H</sup> Year <sup>H</sup>  
July 2014

Fiscal Year End <sup>H</sup>

Term <sup>H</sup> Year <sup>H</sup>  
June 2015

Goal

Scope:

College

Department/Academic Unit

Graduate School

## B. Annual Goals (Continued)

### Related UCA Strategic Planning FY 2017-2022 Core Values and Goals

- CV a: Intellectual Excellence: We believe in lifelong intellectual development of students, faculty, and staff. We are committed to the free pursuit of knowledge and continuous growth in learning and teaching. (Educated Citizens, Scholarship, Cultural Competence, Learning Environment)
- CV b: Community: We value and respect as our greatest asset the people who make up our community – students, faculty, and staff, as well as the people connected to us through ties to our local community and region, the state of Arkansas, our nation, and the world. That is, we believe people are the focus of our institution. (Collegiality, Partnerships, Safe and Health Environment, Service)
- CV c: Diversity: We are dedicated to attracting and supporting a diverse student, faculty and staff population and enhanced multicultural learning opportunities. We value the opportunity to work, learn, and develop in a community that embraces the diversity of individuals and ideas, including race, ethnicity, religion, spiritual beliefs, national origin, age, gender, marital status, socioeconomic background, sexual orientation, physical ability, political affiliation, and intellectual perspective. (Recruitment and Retention, Support, Knowledge)
- CV d: Integrity: We are committed to ethical and responsible behavior in our own actions and to developing the same commitment in our students, thus fostering individuals who will have the skills, knowledge, and ability to engage positively with a diverse and changing world. Our commitment extends to all levels of our campus to foster a climate of ethical conduct, respect, responsibility, and trust. (Ethics, Respect, Responsibility, Trust)
- Goal 1: UCA will support and empower students to succeed. Actions to improve retention and graduation rates to the levels already specified by the Board in the KPIs must be UCA's first order of business.
- Goal 2: Each UCA student will be prepared to effectively compete in the marketplace upon graduation and demonstrate continued involvement in and contribution to the UCA community after graduation.

Choose one or more related UCA Strategic Planning Goals

### Related UCA Strategic Planning FY 2016-2017 Goals

- Goal 1: UCA will support and empower students to succeed. Actions to improve retention and graduation rates to the levels already specified by the Board in the KPIs must be UCA's first order of business.
- Goal 2: Each UCA student will be prepared to effectively compete in the marketplace upon graduation and demonstrate continued involvement in and contribution to the UCA community after graduation.
- Goal 3: UCA will use clearly defined guidelines to evaluate emerging opportunities for strategic growth and retrenchment.
- Goal 4: UCA will effectively implement the strategic plan.

### Related UCA Strategic Planning FY 2011-2016 Goal

- Goal 1: Focus on Integrity at All Levels of Action
- Goal 2: Continue to Foster a Culture of Academic, Scholarly, and Creative Excellence
- Goal 3: Provide a Learner-Focused Environment for All Students
- Goal 4: Commit to Ongoing Improvement and Innovation in Facilities and Technology
- Goal 5: Increase Engagement with External Partners
- Goal 6: Promote Diversity in All Areas

**▼ Action Plans (1)**

1st Action Plan Actions ▼

**Action Plan**

B I U x² x₃ ☺ ☹ ⚡

Projected Completion Date

Month	Year
▼	▼

## B. Annual Goals (Continued)

Resources		Responsible Person(s)	
<p>B I U x<sup>2</sup> x<sub>2</sub> ↻ ↺ ↻</p>		<p>B I U x<sup>2</sup> x<sub>2</sub> ↻ ↺ ↻</p>	
<p>Expected Results and Measures</p> <p>B I U x<sup>2</sup> x<sub>2</sub> ↻ ↺ ↻</p>		<p>Actual Results</p> <p>B I U x<sup>2</sup> x<sub>2</sub> ↻ ↺ ↻</p>	

Status

+ Add Row

▼ Supporting Documents (1)

1st File Actions ▼

Supporting Document

Drop file here or select to upload

Supporting Documents such as a Word document can be stored here.

+ Add Row

### Supporting Program Statistics

▼ Major (1)

1st Major Actions ▼

Major

Supporting Statistics can be added here, use the drop down to choose from your statistics.

▼ Degree Awarded (1)

1st Degree Awarded Actions ▼

Degree Awarded

Additional supporting documents or statistics can be included by clicking the "Add" button.

+ Add Row

▼ SSCH (1)

1st SSCH Actions ▼

SSCH

You can add additional goals by clicking here.

+ Add Row

## C. Five Year Goals

### Edit Five-Year Goals

Cancel Save Save + Add Another

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](#).

The fiscal year **start and end dates should relate to the fiscal year the goals are set in** rather than the start and end dates of the goals.

Scope <sup>H</sup>

Fiscal Year Start

Term\* Year\*  
 2014

Fiscal Year End

Term\* Year\*  
 2015

**Scope:**  
 College  
 Department/Academic Unit  
 Graduate School

#### Goals (1)

1st Goal

Actions ▾

Goal

#### Related UCA Strategic Planning FY 2011-2016 Goal

- Goal 1: Focus on Integrity at All Levels of Action
- Goal 2: Continue to Foster a Culture of Academic, Scholarly, and Creative Excellence
- Goal 3: Provide a Learner-Focused Environment for All Students
- Goal 4: Commit to Ongoing Improvement and Innovation in Facilities and Technology
- Goal 5: Increase Engagement with External Partners
- Goal 6: Promote Diversity in All Areas

#### Related UCA Strategic Planning FY 2017-2022 Core Values and Goals

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- CV d: Integrity: We are committed to ethical and responsible behavior in our own actions and to developing the same commitment in our students, thus fostering individuals who will have the skills, knowledge, and ability to engage positively with a diverse and changing world. Our commitment extends to all levels of our campus to foster a climate of ethical conduct, respect, responsibility, and trust. (Ethics, Respect, Responsibility, Trust)
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#### Related UCA Strategic Planning FY 2016-2017 Goals

- Goal 1: UCA will support and empower students to succeed. Actions to improve retention and graduation rates to the levels already specified by the Board in the KPIs must be UCA's first order of business.
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- Goal 3: UCA will use clearly defined guidelines to evaluate emerging opportunities for strategic growth and retrenchment.
- Goal 4: UCA will effectively implement the strategic plan.

Choose one or more related UCA Strategic Planning Goals

Projected Completion Date

Month Year

+ Add Row



## D. Annual Summary

Edit Annual Summary

Cancel

Save

Save + Add Another

Scope <sup>H</sup>

Fiscal Year Start

Term <sup>\*</sup> Year <sup>\*</sup>

Fiscal Year End

Term <sup>\*</sup> Year <sup>\*</sup>

Challenges

B I U x<sup>2</sup> x<sub>2</sub> ☺ ☹ ↗

Opportunities

B I U x<sup>2</sup> x<sub>2</sub> ☺ ☹ ↗

Summary

B I U x<sup>2</sup> x<sub>2</sub> ☺ ☹ ↗

## E. Program Statistics

The Program Statistics screen houses Majors, Degrees Awarded, and SSCH data from your department/college. These data are maintained by the Office of Institutional Research.

## IV. Running Annual Reports for College or Departments

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University of Central Arkansas

Activities CV Imports Manage Data **Reports**

Reports

Select the report you would like to view or edit, or select to create a new report.

Name	Created By	Actions
AACSB Required Fields Audit Report (2020 Standards)	Watermark	
Administrative Data Report (AACSB/Business)	Watermark	
Annual Report (Department)	Watermark	
Annual Report Appendices (Department)	Watermark	

1.) Click here to get to the reports screen

2.) Choose the report to run

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University of Central Arkansas

Activities CV Imports Manage Data **Reports**

< Run Annual Report (Department)

Download this report's template

1 Date Range

Start Date: January 01 2020

End Date: December 31 2020

3.) Choose your date range: January 1 – December 31

2 Whom to Include

Users Selected by: All

Change Selection

Enable These Accounts: Enabled Only

4.) ALWAYS specify your department or college by clicking Change Selection.

5.) Once you have input your parameters, click Run Report to open your report in Word

Run Report

3.) Choose your date range: January 1 – December 31

4.) ALWAYS specify your department or college by clicking Change Selection.

5.) Once you have input your parameters, click Run Report to open your report in Word

Individuals or groups to include

College

- Arts, Humanities, and Social Sciences
- Education
- Health and Behavioral Sciences
- Liberal Arts
- Natural Sciences and Mathematics
- No college designated

Department/Academic Unit

Faculty Rank

Individual

Cancel Save

## V. Administrative Data Yearly Data (College of Business only)


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

### Edit Yearly Data

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](#).


Academic Year   
2021-2022

#### College and Department/Academic Unit (1)


1st College and Department/Academic Unit


College	Department/Academic Unit	Discipline	AACSB Specialty
No college designated	Honors College		

Faculty Rank   
Associate Professor




Faculty Rank Abbreviation for Roster   
AS

Tenure Status   
Tenured

Tenure Status Abbreviation for Roster   
TN

Graduate Faculty   
Full




Graduate Faculty Expiration Date

Month  Day  Year   
September 1 2023




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   
August 16 2020

Qualified on Tested Experience? <sup>R</sup>

Explanation of Qualification <sup>R</sup>

<b>B</b>	<i>I</i>	<u>U</u>	x <sup>2</sup>	x <sub>2</sub>	↺	↻	↗

## V. Administrative Data Yearly Data (College of Business only) (Continued)

### AACSB: Normal Professional Responsibility (check all that apply) 🔒

- Administration
- Master's Level Teaching
- Research
- Service and Outreach Responsibilities
- Undergraduate Teaching

### AACSB: Percent of Time Dedicated to the School's Mission 🔒

%

### AACSB: Qualification (2003 Standards) 🔒

### AACSB: Sufficiency 🔒

### AACSB: Teaching Classification 🔒

AACSB: Does this faculty member have a joint appointment with another department or with another institution? 🔒

### Fields Supporting AACSB 2013 Standards

### AACSB: Qualification 🔒

### Brief Description for Basis of Qualification 🔒

### AACSB: Teaching Classifications

- Doctoral degree in area individual teaches
- Doctoral degree in business but teaches outside area of academic preparation
- Doctoral degree outside business but teaches in area of academic preparation
- Doctoral degree outside business but teaches outside academic preparation
- Substantial coursework but no doctoral degree
- Specialized Masters
- A specialized graduate degree in taxation