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 <mark>Faculty Annual Self-Evaluation and Planning Report</mark> are <mark>highlighted in yellow</mark>. 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 <mark>highlighted in green</mark>.

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I. Managing Faculty Data

With the new update to Faculty Success, when you initially see the "Faculty View". To Manage Data, switch to "Admin View". In the top right corner, select the outline of the person and select "Switch to Admin View". Once you have switched to Admin View, faculty success will look the same as it used to.

Click here to start managing data for individual faculty

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.

watermark Faculty Success | formerly Digital Measures

University of Central Arkansas

Activities   CV Imports

Managing Data for: Honors College Department ⊗

```
Search All Activities  Q    Search Tips                          Rapid Reports   PasteBoard
```
Review a guide to manage your activities. Show more

∨ General Information

Personal and Contact Information   Administrative Assignments – Internal to UCA
Administrative Data - Permanent Data | Yearly Data   Education
Academic, Government, Military and Professional Positions – External to UCA   External Connections and Partnerships

∨ Instructional Activities

Teaching - Scheduled Teaching | Evaluation Results
Reassigned Time
Academic Advising

> 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.

Activities   CV Imports

Managing Data for: Honors College Department ⊗

Rapid Reports   PasteBoard

< Reassigned Time   Search Reassigned Tim 🔍   Search Tips

🗑   Duplicate   Add New   Select Columns   ← →

Filters: None

☐   Term, Term and Year   Year, Term and Year

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.

< Annual Goals   Search Annual Goals 🔍   Search Tips

🗑   Duplicate   Add New   Select Columns   ← →

Filters: None

☐	Term, Fiscal Year Start	Year, Fiscal Year Start	Term, Fiscal Year End	Year, Fiscal Year End	Action Plans
☑	July	2017	June	2018	2
				2018	3

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 ᴿ

Term ᴿ   Year ᴿ

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

∨ Reassigned Time Type (1)

1st Reassigned Time Type   Actions ∨

Type   Credit Hours Reassigned   Official Reassign-time Activities

B I U x² x₂ ↺ ↻ ⤢

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

➕ Add Row

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.

Departmental and College accounts will be on the dropdown list in the "Manage Data" screen. You select them just like a faculty account.
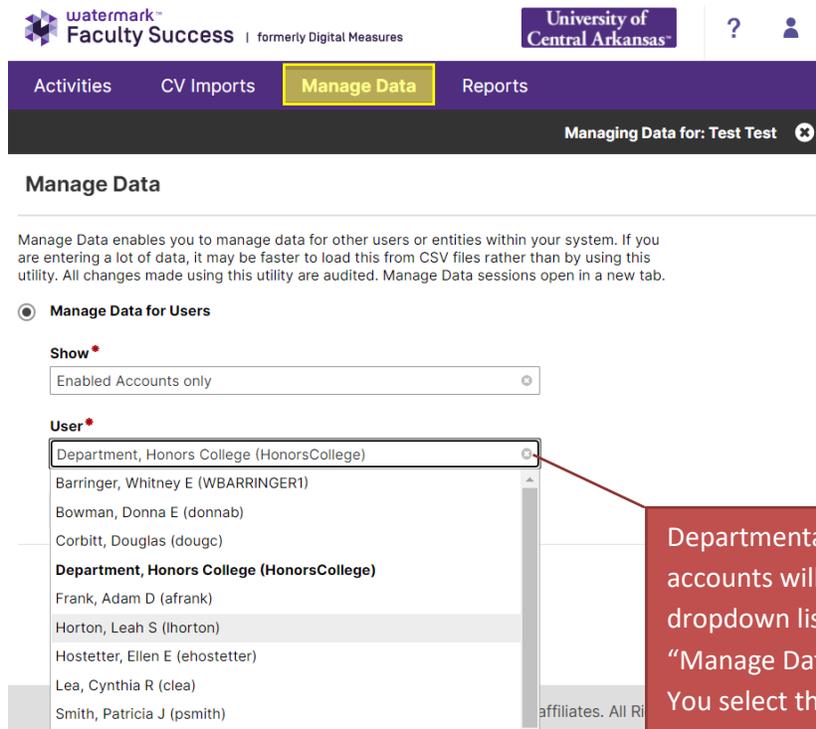
For your unit's annual reports, the *Administrative Reporting* section contains all the screens that are needed to complete the annual report.

A. Mission

Edit Mission

Cancel | 💾 Save | 💾 Save + Add Another

Scope
[▼]

Fiscal Year Start ᴴ

Term* ᴴ **Year*** ᴴ
July ⊘ | 2014

Fiscal Year End ᴴ

Term* ᴴ **Year*** ᴴ
June ⊘ | 2015

Mission Statement

B   I   U   x²   x₂   ↺   ↻   ↗

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 ᴴ
[▼]

Fiscal Year Start ᴴ

Term* ᴴ **Year*** ᴴ
July ⊘ | 2014

Fiscal Year End ᴴ

Term* ᴴ **Year*** ᴴ
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.

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

> Choose one or more related UCA Strategic Planning Goals

⌄ Action Plans (1)

1st Action Plan   [Actions ⌄]

Action Plan

| B | I | U | x² | x₂ | ↺ | ↻ | ⤢ |

Projected Completion Date

Month   Year
[⌄]   [   ]

B. Annual Goals (Continued)

Resources

B *I* U x² x₂

Responsible Person(s)

B *I* U x² x₂

Expected Results and Measures

B *I* U x² x₂

Actual Results

B *I* U x² x₂

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

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 ^H

[dropdown]

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

Fiscal Year Start

Term* | Year*
J... ⊘ | 2014

Fiscal Year End

Term* | Year*
J... ⊘ | 2015

⌄ Goals (1)

1st Goal   Actions ⌄

Goal

B   *I*   U   x²   x₂   ↺   ↻   ↗

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
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☐ Goal 5: Increase Engagement with External Partners
☐ Goal 6: Promote Diversity in All Areas

⁙

> Choose one or more related UCA Strategic Planning Goals

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

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☐ Goal 4: UCA will effectively implement the strategic plan.

Projected Completion Date

Month | Year
[dropdown] | [____]

＋ Add Row

D. Annual Summary

Edit Annual Summary

Cancel | Save | Save + Add Another

Scope H

Fiscal Year Start

Term * **Year** *
J... | 2014

Fiscal Year End

Term * **Year** *
J... | 2015

Challenges

B *I* U x² x₂ ↺ ↻ ↗

Opportunities

B *I* U x² x₂ ↺ ↻ ↗

Summary

B *I* U x² x₂ ↺ ↻ ↗

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 Faculty Instructional Workload Report

The date range should be the following for the terms you want.

Term	Start Date	End Date
Fall	September 1, YYYY	December 31, YYYY
Spring	January 1, YYYY	April 30, YYYY

V. Running Annual Reports for College or Departments

1.) Click here to get to the reports screen

2.) Choose the report to run

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

VI. 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? [R]
[▼]

Explanation of Qualification [R]

B *I* <u>U</u> x² x₂   ↺ ↻ ↗

VI. 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