

Introduction

Faculty Success

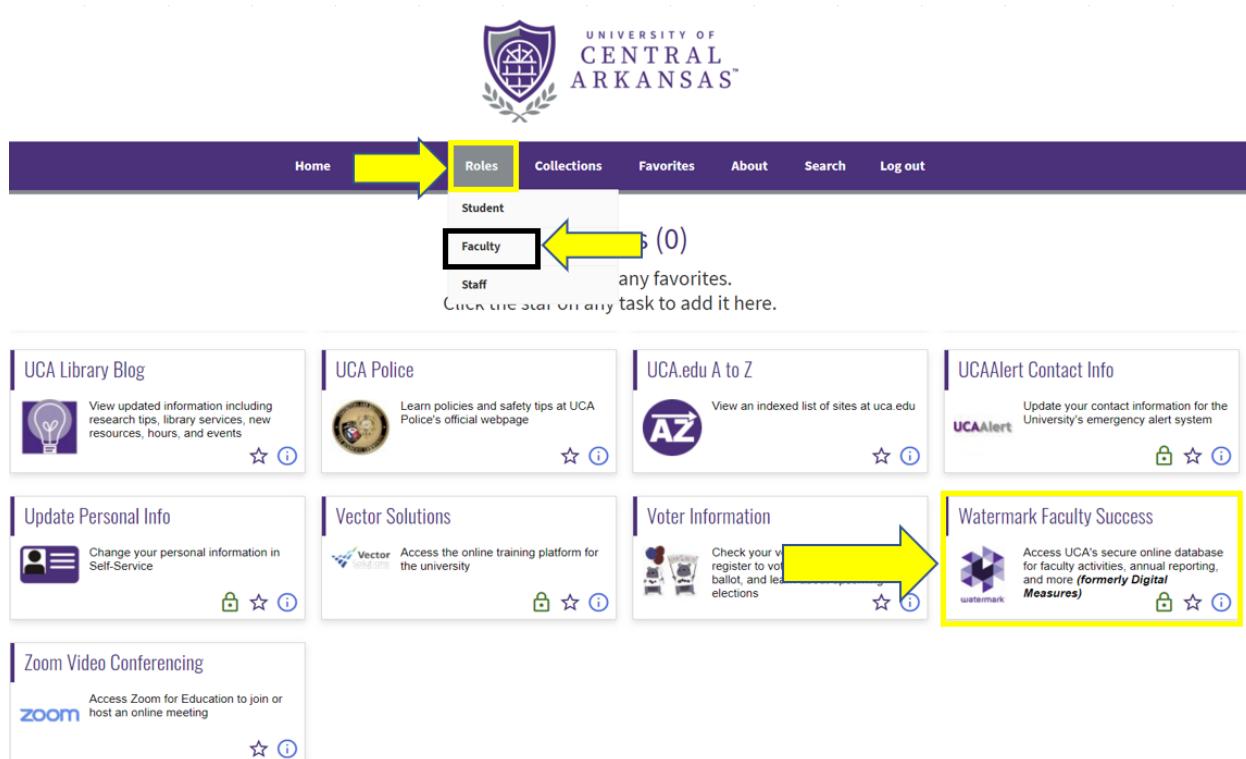
This manual is meant to serve as an introduction and guideline to the basic aspects of Faculty Success. This document will go over the following:

- Logging in
- Task List
- Home Tab
- Main Menu
- Fields
- How to add and delete items
- Summary & detail screens

For detailed, college-specific guides that help you to enter data, consult the *Faculty Success Guides* page at the Office of Institutional Research's website at <https://uca.edu/ir/faculty-success/guides/>.

Login Page: myUCA

Faculty can access Faculty Success from the myUCA portal. Log in to myUCA using the same password used to log in to your office computer and e-mail. Navigate to the Roles tab and select the Faculty page. The Faculty Success icon, as shown below, should be visible. Click on the icon and you will automatically log into Faculty Success.



The screenshot displays the myUCA portal interface. At the top is the University of Central Arkansas logo. Below it is a navigation bar with tabs: Home, Roles, Collections, Favorites, About, Search, and Log out. A yellow arrow points to the 'Roles' tab. A dropdown menu is open under 'Roles', showing options: Student, Faculty, and Staff. A yellow arrow points to the 'Faculty' option. Below the navigation bar, there is a grid of tiles. The 'Watermark Faculty Success' tile is highlighted with a yellow border and a yellow arrow pointing to it. The tile contains the text: 'Access UCA's secure online database for faculty activities, annual reporting, and more (formerly Digital Measures)'. Other tiles include 'UCA Library Blog', 'UCA Police', 'UCA.edu A to Z', 'UCAAlert Contact Info', 'Update Personal Info', 'Vector Solutions', 'Voter Information', and 'Zoom Video Conferencing'.

Home Tab

After logging in, the first is the “**Home Tab**” where you will see the **Task List & To-Do** menu and where you can manage activities. This list is **not required** to enter activities.

The screenshot shows the 'Home Tab' of the University of Central Arkansas system. The top navigation bar includes the university logo, a user profile icon, and an 'ADD ACTIVITY' button. The main content area is titled 'Welcome, Test!' and features a 'Tasks & To-Dos' section. This section has two tabs: 'TO DO' and 'COMPLETED'. Below the tabs, there is a list of tasks, each with a blue icon and a title. The tasks include 'New Publication Found', 'Possible Duplicate Publication Found', and 'New Publication Found'. Each task has a 'Reject Publication' button next to it. Four blue callout boxes provide instructions: 1. 'Click the “Completed” Button to view Rejected Publications.' (pointing to the 'COMPLETED' tab). 2. 'From the Home Tab, Selecting the “Add Activity” button takes you back to the Activities Database Main Menu.' (pointing to the 'ADD ACTIVITY' button). 3. 'Click the blue icons to “Edit & Save, Approve or Reject corresponding Publication”.' (pointing to the blue icons next to the task titles). 4. 'Click the “Reject Publication” button to reject the corresponding publication.' (pointing to the 'Reject Publication' button).

Add Activity

Selecting “Add Activity” opens a page with several sections as seen below, each with a list of screens where activities/data can be viewed, entered, and modified. Clicking on each of the blue links takes you to that **activity screen**. Illustrations of the different activity screens are seen in detail on the college guides.

1

Select Activity Type

2

Add Details

Top Activities

Media Appearances and Interviews

Faculty Development Activities Attended

Licensures and Certifications

Professional Memberships

Public

Awards and Honors

All Activities

Search Activities

General Information

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

Administrative Assignments - Internal to UCA

External Connections and Partnerships

Media Appearances and Interviews

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

Scholarship/Research/Creative Activities

Publications

Presentations

Grants and Contracts

Professional Development and Recognition

Professional Memberships

Faculty Development Activities Attended

Awards and Honors

Licensures and Certifications

Service Activities

University

College

Department/Academic Unit

Student Activities

Professional

Non-Credit Instruction Taught

Public

Consulting

Each link in blue will take you to a different activity screen. This is comparable to the old menu

Each link in blue will take you to a different activity screen.

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

Each link in blue will take you to a different activity screen. This is comparable to the old menu

Promotion and Tenure

Application

Narratives

Evidence Binder

Recommendation Letters

My profile

The listed pages below can only be found in the “My Profile” section of Faculty Success. Clicking on each will take you to a different activity screen.

- Administrative Data - Permanent Data
- Administrative Data - Yearly Data
- Education
- Scheduled Teaching
- Evaluation Results
- Reassigned Time
- Summary Evaluation

University of Central Arkansas

TT
Test Test

Home

My Profile

CV Imports

Reports

Search

SEARCH Search Tips

CUSTOMIZE DISPLAY

☒ Show categories with no records in profile

Personal and Contact Information

Permanent Data

Yearly Data

Education

Scheduled Teaching

Evaluation Results

Reassigned Time

The listed blue links can only be found in “My profile”. Clicking on each will take you to a different activity screen.

Fields

Clicking on a purple link in the main menu, directs you to the corresponding **activity screen**, in the case below, the *Personal and Contact Information* screen. Fields that cannot be changed are called “Locked” fields and are identified by the lock icon. Generally, fields with rectangular text boxes can be edited.

The screenshot shows a web form for 'Personal and Contact Information'. It contains various input fields for personal details, contact information, and biographical data. Two blue callout boxes provide instructions: one points to the 'First Name' field, stating 'This field is “Locked” and can’t be modified.' because it has a lock icon; the other points to the 'Brief Biography', 'Teaching Interest(s)', and 'Scholarship/Research Interest(s)' text areas, stating 'These fields can be modified.' because they lack lock icons.

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
aabbey@ucub.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

U.S. Citizen or Permanent Resident?

Brief Biography (30 Words or Fewer)

Teaching Interest(s)

Scholarship/Research Interest(s)

Note: If you believe the “Locked” information is incorrect, please contact Amber Hall, Director of Institutional Research and UCA’s Faculty Success University Administrator, at amberh@uca.edu or 501-450-3663.

Adding Items

Some screens, called **summary screens**, show individual **items** which are activity entries for a given category in the main menu. In the summary screen of a category, such as *University*, items can be seen. Some items can be added by the user and some like those in *Scheduled Teaching* are imported by the Office of Institutional Research. When adding, editing or viewing an item individually you are directed to the **detail screen**. The below is an example of items in the summary screen of the *University* category.

When creating items, be very careful with dates. Dates are used in reporting and should be accurate to when the items contents took place. Also dates should encompass the entire length of the item, an item should NOT be created for each year. For example, if you are on a committee as a member for two years, create only one item with a two year length and not two items each with one year time spans. You only need to create a new item if data in the item other than the date changes. For example, if your role changes from member to chair of the committee then a new item should be created for this change with the start date as the date of the role change.

Clicking the item allows you to edit the record, saving this edited record will permanently change the data it contained. (i.e. changing the status of a publication from “under review” to “accepted”). If you want to keep the old record but create a new one with only a few changes, use the “Duplicate” button (i.e. changing the role on a committee from “Member” to “Chair”). The “Compare button” compares two or more records. After clicking to add, edit or duplicate an item you’ll be directed to the detail screen for that item where you can type in information.

The screenshot shows the 'University' summary screen. At the top, there is a search bar and buttons for 'SEARCH', 'Search Tips', and 'Rapid Reports'. Below the search bar are buttons for 'DELETE', 'DUPLICATE', and 'COMPARE'. A table lists various committees and roles. Callouts provide instructions for each button:

- ADD NEW**: Click this to “Add a New Item.”
- SELECT COLUMNS**: Click this to “Select or Unselect desired Columns”.
- COMPARE**: Compare Icon: Compares two or more items. To compare, you must select the records (2 or more) by clicking the records’
- DUPLICATE**: Duplicate Icon: Copies the item and creates a duplicate record. Use this when changing critical parts of the data. To duplicate you must first select a record by clicking the record’s check box.
- Click the item to edit it.**: Clicking “Add A New Item”, “Duplicate”, “compare” or clicking the item to edit brings you to the detail screen on the next page.

Deleting Items

To delete an item, navigate to the summary screen containing the item. Shown below is the “University” summary screen, containing the item to be deleted. To delete the item, click the checkbox on the right-hand side of the screen (highlighted in the below example) related to that item and then click the “Delete” button. This will trigger a prompt that will ask if, you are sure. Review the checked item to ensure it is the one you want deleted, if it is click OK.

University

Search... SEARCH Search Tips Rapid Reports ADD NEW

DELETE DUPLICATE COMPARE SELECT COLUMNS

Filters: None

COMMITTEE/PROGRAM/ORGAN...	POSITION/ROLE	EXPLANATION...	MONTH, STAR...	DAY, START D...	YEAR, START ...	MONTH, END D...	DAY, END DATE	YEAR, END DA...
<input type="checkbox"/> Faculty Senate	Senator		August		2019			
<input checked="" type="checkbox"/> Faculty Emeritus/Emerita Committee	Member		September		2016			
<input type="checkbox"/> University Research Council	Member							
<input type="checkbox"/> UCA Core Council	Member							
<input type="checkbox"/> ...	Member				2015			
<input type="checkbox"/> ...	Member				2014			
<input type="checkbox"/> ...	Program Director				June			2022
<input type="checkbox"/> Faculty Senate	Member		January		2019	September		2021
<input type="checkbox"/> Faculty Senate	President		August		2018			2019
<input type="checkbox"/> Faculty Senate	Secretary		August		2017	September		2019
<input type="checkbox"/> Faculty Senate	Senator		August		2015	August		2019
<input type="checkbox"/> Other	Member		August		2016	December		2016

University

Search... SEARCH Search Tips Rapid Reports ADD NEW

DELETE DUPLICATE COMPARE SELECT COLUMNS

Filters: None

Are you sure you want to delete this record?
This action cannot be undone.

CANCEL DELETE

COMMITTEE/PROGRAM/ORGAN...	POSITION/ROLE	EXPLANATION...	MONTH, STAR...	DAY, START D...	YEAR, START ...	MONTH, END D...	DAY, END DATE	YEAR, END DA...
<input checked="" type="checkbox"/> Faculty Senate	Senator		August					
<input type="checkbox"/> Faculty Emeritus/Emerita Committee	Member		September		2016			
<input type="checkbox"/> University Research Council			August		2015			
<input type="checkbox"/> UCA Core Council			August		2015			
<input type="checkbox"/> Diversity Advisor					2015			
<input type="checkbox"/> Other					2014			
<input type="checkbox"/> Graduate Council					June			2022
<input type="checkbox"/> Career Fair			January		2019	September		2021
<input type="checkbox"/> Faculty Senate			August		2018			2019
<input type="checkbox"/> Faculty Senate			August		2017	September		2019
<input type="checkbox"/> Faculty Senate			August		2015	August		2019
<input type="checkbox"/> Other	Member		August		2016	December		2016

Detail Screen

Version 6.0

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

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Below is an example of a detail page for an item in the *University* screen. You navigate it by clicking on the Home Tab, then select “Add Activity”. Remember that dates should be inclusive of the entire item and new items should not be created if only the date change.

The screenshot displays the University of Central Arkansas user interface. At the top, the university's name is visible. Below it, a navigation bar includes a profile icon, a home icon, and a list of menu items: Home, My Profile, CV Imports, and Reports. The main content area is titled 'Welcome, Test!' and features a 'Tasks & To-Dos' section. This section contains a list of tasks, each with a title, a description, and a date. The tasks are categorized into 'TO DO' and 'COMPLETED'. A blue callout box with a pointer indicates that selecting the 'ADD ACTIVITY' button in the top right corner will take the user back to the Activities Database Main Menu.

University of Central Arkansas

Welcome, Test!

Tasks & To-Dos
Once Items have been reviewed or completed, they will be moved to Complete.

TO DO	COMPLETED
<p>New Publication Found</p> <p>Ankara da Bulunan Coğrafi İşaretili Gıda Ürünlerinin Gıda Güvenliği ve Sürdürülebilirlik Perspektifinden Değerlendirilmesi (Evaluation of Geographically Indicated Food Product in Ankara from the Perspective of Food Safety and Sustainability)</p> <p>Journal of Tourism and Gastronomy Studies</p> <p>Found July 2, 2025</p> <p>Reject Publication</p>	
<p>Possible Duplicate Publication Found</p> <p>test</p> <p>ResearchHub Technologies, Inc.</p> <p>Found July 2, 2025</p> <p>Reject Publication</p>	
<p>New Publication Found</p> <p>Recueil des Cours, Collected Courses, Volume 399 (2007)</p> <p>Brill</p> <p>Found March 6, 2025</p> <p>Reject Publication</p>	
<p>New Publication Found</p> <p>TEST title</p> <p>Recueil des Cours, Collected Courses, Volume 399 (2007)</p> <p>Found March 6, 2025</p> <p>Reject Publication</p>	
<p>Possible Duplicate Publication Found</p> <p>Test</p> <p>Found January 30, 2025</p>	

From the Home Tab, Selecting the “Add Activity” button takes you back to the Activities Database Main Menu.

ADD ACTIVITY

x Add Activity
 University

Select Activity Type 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?

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

Month Day Year

End Date

Month Day Year

BACK SAVE ACTIVITY

If "Other" is ever selected it should be accompanied by a description.

Save item and return to the Summary Screen

Return to the Summary Screen without saving.

Click here to expand this text box to full screen.

Dates are essential to Faculty Success.

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