

College of Arts, Humanities, and Social Sciences

Faculty Success Guide

This manual will help you enter data into Faculty Success and find where it should be stored. Let us 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 information that needs to be filled out. These subsections are listed below the section and in the **Table of Contents** below. For a basic overview of the different screens and buttons, consult the *Faculty Success Introduction Guide* at the Office of Institutional Research's website at <https://uca.edu/ir/faculty-success/guides/>.

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

OIR updates the following fields: First Name, Middle Name, Last Name, Suffix, E-mail Address, Date of Birth, Gender, Race/Ethnicity, U.S. Citizen, or Permanent Resident?

University of
Central Arkansas

TT

Test Test

Home

My Profile

CV Imports

Reports

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 *

llechukwu@cub.uca.edu

Building Where Your Office is Located

Torreyson Library

CANCEL

SAVE

Office Location:

Adcock International House

AETN

Arkansas Hall

Baridon Hall

Bear Hall

Bernard Hall

Brewer-Hegeman

Buffalo Alumni Hall

Burdick Hall

Child Study Center

College of Business

Conway Corporation

Center for Sciences

Doyne Health Sciences Center

Estes Stadium

Farris Center

Harrin Hall

HPER Complex

Hughes Hall

Irby Hall

Laney Annex

Laney Hall

Lewis Science Center

Main Hall

Mashburn Hall

Mathematics & Computer Science

McAlister Hall

McCastlain Hall

Meadors 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

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 ↶ ↷ ↺ ↻

Original Source: Data Imports
 Created: April 11, 2017
 Last Saved: August 20, 2025

II. Administrative Data – Permanent Data

OIR will update all fields on this screen

University of Central Arkansas

Edit Permanent Data Modify the fields on this screen. If changes are needed, contact your Watermark Faculty Success Administrator, Amber Hall.

Start Date at University of Central Arkansas

Month Day Year

Tenure Decision Date

Month Day Year

Ranks Held as UCA (1)

1st Rank
Rank Assistant Professor Start Date Month Day Year August 16 2014 End Date Month Day Year

III. Administrative Data – Yearly Data

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.

Yearly Data

Search... SEARCH Search Tips Rapid Reports ADD NEW

DELETE DUPLICATE COMPARE SELECT COLUMNS

Filters: None

ACADEMIC YEAR	FACULTY RANK	TENURE STATUS
2025-2026	Assistant Professor	Non-Tenure Track
2017-2018	Assistant Professor	Non-Tenure Track
2016-2017	Assistant Professor	

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

2025-2026

▼ College and Department/Academic Unit (1)

1st College and Department/Academic Unit

College

Arts, Humanities, and Social Sciences

Department/Academic Unit

History

Discipline

AACSB Specialty

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 20, 2025
Last Saved: October 20, 2025

CLOSE

IV. Education

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

← Education

Q Search...

SEARCH

Search Tips

Rapid Reports

ADD NEW

DELETE

DUPLICATE

COMPARE

SELECT COLUMNS

←

→

Filters: None

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

Economics

Emphasis

International fi

Supporting Area(s) of Emphasis

B

i

U

x²

x₂

↶

↷

↻

[+ Add Another Major](#)

Dissertation/Thesis Title

Honor/Distinction (Latin)

Other Honors/Distinction

Highest or Qualifying Degree?

Terminal Degree? ⓘ

☐ Official Transcript ⓘ

Transcript

Drop file here or select to upload

Date Completed

Year ⓘ

Honor/Distinction:

Cum Laude

Magna Cum Laude

Summa Cum Laude

Egregia Cum Laude

Select "Yes" for
highest degree earned.

▼ 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

Q 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, INSTRU...
☐	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 

Teaching Evaluation

Replace file here or select to upload

 Test DM Document-1.pdf (83.05 KB) 

Store teaching
evaluation pdfs here

VII. Reassigned Time

Department Chair/Dean updates all fields (indicated with a red R).

← Reassigned Time

SEARCH

Search Tips

Rapid Reports

ADD NEW

DELETE

DUPLICATE

COMPARE

SELECT COLUMNS

←

→

Filters: None

☐ 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

Fall2020

▼ 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

Search...

SEARCH

Search Tips

Rapid Reports

ADD NEW

DELETE

DUPLICATE

COMPARE

SELECT COLUMNS

←

→

Filters: None

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 Teaching Efforts

Refer to Evaluation Memo

Summary Highlights of Scholarship, Research and Creative Activity

Summary Highlights of Service Efforts

Summary Comments of Faculty Member's Efforts

Overall Evaluation

Advancement Evaluation (if applicable)

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

CLOSE

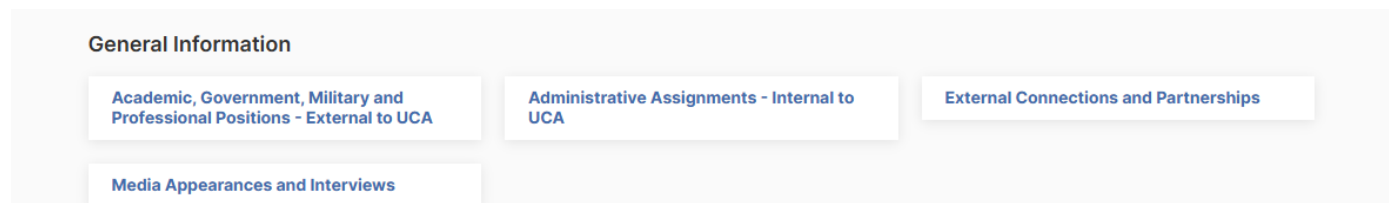
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General Information

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” and then selecting “Add Activity” followed by “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



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

A screenshot of the 'Add Activity' form in a web application. The form is titled 'Add Activity' and has a subtitle 'Academic, Government, Military and Professional Positions - External to UCA'. It includes a 'BACK' button and a 'SAVE ACTIVITY' button. The form is divided into two sections: 'Select Activity Type' and 'Add Details'. The 'Add Details' section contains the following fields: 'Experience Type' (a dropdown menu), 'Organization' (a text input field), 'City' (a text input field), 'State' (a dropdown menu), 'Country' (a text input field), 'Title/Rank/Position' (a dropdown menu), and 'Was/is this your own company?' (a dropdown menu). A callout box on the right side of the form lists the options for 'Experience Type': 'Academic – Post', 'Secondary', 'Academic – P-12', 'Professional', 'Military', and 'Government'.

Description for Professional Positions (30 Words or Fewer)

B *i* U $\times^2$ $\times_2$ ↶ ↷ ↺

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

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.

Add Activity
Administrative Assignments - Internal to UCA

BACK
SAVE ACTIVITY

Select Activity Type
Add Details

Fields marked with * are required.

Activity Details

Enter your details manually or use our new ai parser to add details

Position/Title

Scope

Brief Description of Responsibilities

B *i* U $\times^2$ $\times_2$ ↶ ↷ ↺

Start Date

Month Day Year

End Date

Month Day Year

Scope:

University

College

Department

▼ Accomplishments (1)

1st Year

Calendar Year

Accomplishments

B

i

U

x²

x₂

Add Another Year

III. External Connections and Partnerships

×

Add Activity

External Connections and Partnerships

BACK

SAVE ACTIVITY

✓ Select Activity Type

ⓘ Add Details

Fields marked with * are required.

Activity Details

Enter your details manually or use our new ai parser to add 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

Governance and Policy

Science and Tech.

Communication &

Public Relations

Public Health & Safety

Environmental Issues

Other

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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

Add Details

Fields marked with * are required.

Activity Details

Enter your details manually or use our new ai parser to add 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

The Instructional Activities section is the second section under the main menu. This section includes the following subsections:

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

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

Enter your details manually or use our new AI parser to add details

Term and Year

Term

Year

Number of Undergraduate Advisees

Number of Graduate Advisees

Terms:

Fall

Fall six months

Spring

Spring six months

Summer

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 Add Details

Fields marked with * are required.

Activity Details

Enter your details manually or use our new ai parser to add 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

Course Prefix and Course Number

Course

Course Number

Number of Credit Hours

Title of Student's Work

Stage of Completion

Outcomes

Description

Supporting Document

Supporting Document Description

Web Address

Involvement Type:

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

Stage of Completion:

- Completed
- In Progress
- Proposal

Outcome:

- Artistic Performance /exhibit
- Presentation
- Publication
- Other

--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
⊕ Add Details

Fields marked with * are required.

Activity Details

Enter your details manually or use our new ai parser to add details

Type of Activity

Course Prefix and Course Number

Course	Course Number

Number of Credit Hours

Stage of Completion

Outcomes

Description

B i U x² x₂ ↶ ↷ ↺ ↻

Supporting Document

Supporting Document Description	Web Address

Type of Activity:

Field Experience

Group Research

Service Learning

Study Abroad

Other

Stage of Completion:

Completed

In Progress

Proposal

Outcome:

Artistic Performance /Exhibit

Presentation

Publication

Other

--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

Add Details

Fields marked with * are required.

Activity Details

Enter your details manually or use our new ai parser to add details

Calendar Year

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

B*i*Ux²x₂

Supporting Document

File Description

Upload File

Drop file here or select to upload

Scholarship/Research/Creative Activities

Scholarship/Research/Creative Activities

The Scholarship/Research/Creative Activities section is in the third section of the main menu. This section includes the following subsections:

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

I. Publications

Contribution Type Options:

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

×

Add Activity

Publications

BACK

SAVE ACTIVITY

✓ Select Activity Type

⌚ Add Details

Fields marked with * are required.

Activity Details

Enter your details manually or use our new ai parser to add details

Contribution Type

Title of Contribution

If this is part of a larger work (e.g., a chapter in a book), Title of Larger Work

▼ Authors (1)

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

1st Author

People at University of Central Arkansas

Test, Test (ilechukwu)

First Name

Test

Reference the above list for options

Middle Name/Initial Last Name Test If a student, what is his/her level? Add Another Author	Additional authors can be added by clicking here.
Journal/Publisher/Proceedings Publisher City of Publisher State or Country of Publisher Volume Issue Number/Edition Page Numbers or Number of Pages Web Address Editor(s) ISBN/ISSN Number/Case # Audience of Circulation Was this peer-reviewed/refereed? Was this invited? Acceptance Rate Impact Factor Is this publicly available?	Student Level: Undergraduate Graduate

The screenshot shows a form for entering project information. Key sections include:

- Abstract/Synopsis:** A text area with a rich text editor toolbar.
- Was this a community-engaged or community-based project?:** A dropdown menu.
- Supporting Document:**
 - Supporting Document Description:** A text field.
 - File:** A dashed box with the text "Drop file here or select to upload". A red callout box points to this field, stating: "A digital copy can be stored in Faculty Success by clicking here and selecting the file on your computer."
- Current Status:** A dropdown menu. A purple callout box points to this field, listing the following options:
 - Work in Progress
 - Submitted
 - Revising to Resubmit
 - Not Accepted
 - Accepted
 - Published
- Date Project Started:** Month, Day, and Year dropdowns.
- Date Project Ended:** Month, Day, and Year dropdowns.
- Date Submitted:** Month, Day, and Year dropdowns.
- Date Accepted:** Month, Day, and Year dropdowns.
- Date Published:** Month, Day, and Year dropdowns.

II. Presentations

This screen contains similar information to publications but pertains to any presentations given.

Examples:

- i. Presentations of applied research study/case to professional audiences are professional engagements that should be an "Oral Presentation" or "Lecture" presentation type.
- ii. Presentation and development of continuing professional education or executive education programs should be "Oral Presentation," "Lecture," or "Demonstration" presentation type, and the appropriate role should be filled out.
- iii. Presentations of referred or invited papers are typically of the presentation type "Paper." Please fill out the "Published in Proceedings?" field and the "Was this article peer-reviewed/referred?" field.
- iv. Presentations at faculty research seminars should have the session type "Workshop," "Seminar," or "Roundtable." This distinguishes it from a normal presentation.

Fields marked with * are required.

Activity Details

Enter your details manually or use our new ai parser to add details

Presentation Type

Conference/Meeting Name

Sponsoring Organization (if applicable)

Location

Presentation or Session Title

Presentation Type:

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

▼ 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 (ilechukwu)

First Name

Test

Middle Name/Initial

Last Name

Test

Role

If a student, what is his/her level?

Roles:

Author
Author and Presenter
Discussant
Panelist
Presenter

⊕ Add Another Presenter/Author

Additional authors can be added by clicking here.

Session Type

Audience

Session Type:

Colloquium
Panel
Paper Session
Poster Session
Round table
Seminar
Symposium
Workshop
Other

	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?	
	Was this a community-engaged or community-based project? Abstract/Synopsis (30 Words or Fewer) B i U x² x₂ ↶ ↷ ↺ 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

Enter your details manually or use our new ai parser to add details

Type *

Title of Award *

Sponsoring Organization *

Awarding Organization Is *

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

First Name

Middle Name/Initial

Last Name

Role

If a student, what is his/her level?

➕ Add Another Investigator

Total Amount

\$

Amount to be used at UCA?

Type:

- Contract
- Fellowship
- Research Grant
- Other

Awarding Organizations:

- UCA
- Local
- State
- Federal
- Private
- Other

Roles:

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

Abstract

B i U x² x₂ ↶ ↷ ↺

Award Letter

Drop file here or select to upload

Current Status

Priority Score

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

Supporting Document

File Description

File

Drop file here or select to upload

Additional authors can be added by clicking here

Current Status:
Under Review
Funded
Not Funded
Work in Progress

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 the fourth section under the main menu. This section includes the following subsections:

- I. Professional Memberships
- II. Faculty Development Activities Attended
- III. Awards and Honors
- IV. Licensures and Certifications

Professional Development and Recognition

Professional Memberships

Faculty Development Activities Attended

Awards and Honors

Licensures and Certifications

I. Professional Memberships

x

Add Activity

Professional Memberships

BACK

SAVE ACTIVITY



Select Activity Type



Add Details

Fields marked with * are required.

Activity Details

Enter your details manually or use our new ai parser to add details

Name of Organization

Abbreviation of Organization

Scope of Organization

Description of the Organization

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 Year

End Date

Month Year

Scope of Organization:

International
National
Regional
State
Local

III. Awards and Honors

Add Activity

Awards and Honors

BACKSAVE ACTIVITY

Select Activity Type

Add Details

Fields marked with * are required.

Activity Details

Enter your details manually or use our new ai parser to add details

Award or Honor Name

Organization/Sponsor

Scope

Description/Explanation (30 Words or Fewer)

Supporting Document

File Description

File

Date Received

Month

Day

Year

Scope:

International

National

Regional

State

Local

University

College

Department

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III.Licensures and Certifications

×

Add Activity

Licensures and Certifications

BACKSAVE ACTIVITY

✓ Select Activity Type

⌚ Add Details

Fields marked with * are required.

Activity Details

Enter your details manually or use our new ai parser to add details

Title of Licensure/Certification

Sponsoring Organization

Scope

Description

B*i*Ux²x₂↶↷↲↳

Date Obtained

Month

Day

Year

Expiration Date

Month

Day

Year

Supporting Document Description

B*i*Ux²x₂↶↷↲↳

File

Drop file here or select to upload

Service Activities

The Service Activities section is the fifth under the main menu. This section includes the following subsections:

- I. University
- II. College
- III. Department/Academic Unit
- IV. Student Activities
- V. Professional
- VI. Non-Credit Instruction Taught
- VII. Public
- VIII. Consulting

Service Activities		
University	College	Department/Academic Unit
Student Activities	Professional	Non-Credit Instruction Taught
Public	Consulting	

I. University

This screen holds information on involvement in university-wide committees, programs, and organizations. The service is considered “University” if representatives from other colleges are participating, or you are representing the entire university and not just your college or department. It is important to note that if your position/role in a group doesn’t change and your service dates cover multiple years, do not make a separate item for each year in service to that group while in the same role. If your role changes, then a separate item should be created.

Committee/Program/Organization Name:

Academic Adjustments and Appeals Committee	Majors Fair
Academic Assessment Committee	Professional Education Council
Academic Integrity and Discipline Committee	Public Appearances Committee
Affirmative Action Advisory Committee	Public Art Committee
Athletic Committee	Public Service Award Committee
Bear Facts Day/Bear Fair	Radiation Safety Committee
Career Fair	Research, Scholarship, and Creative Activity Award Committee
Committee on Committees	Sabbatical Leave Review Committee
Disabilities Grievance Committee	Scholarship Committee
Distance Education/Extended Learning Advisory Committee	Sexual Harassment Complaint Committee
Diversity Advisory Committee	SPARC
Employee Benefits Advisory Committee	Sponsored Programs Advisory Committee
Faculty Development Committee	Strategic Budget Advisory Committee
Faculty Emeritus/Emerita Committee	Strategic Planning Committee
Faculty Grievance Committee	Student Center Board
Faculty Handbook Committee	Student Evaluation of Teachers Committee
Faculty Hearing Committee	Student Grievance Committee
Faculty Salary Review Committee	Student Life Committee
Faculty Scholars Committee	Student Success and Retention Council
Faculty Senate	Sustainable Environment and Ecological Design Committee
Financial Aid Committee	Teaching Excellence Committee
Graduate Council	Traffic and Parking Committee
Health and Wellness Promotion Committee	UCA Core Council
Honorary Degree Committee	Undergraduate Council
Honors Council	University Admissions Committee
Housing Exemptions Committee	University Calendar Committee
Information Services Advisory Committee	University Research Council
Institutional Animal Use and Care Committee	University Safety Committee
Institutional Review Board	Other
Library Committee	

Position/Role Options:

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

Fields marked with * are required.

Activity Details

Enter your details manually or use our new ai parser to add details

Committee/Program/Organization Name

Position/Role

Were you elected or appointed?

Was this compensated or pro bono?

Served Ex-Officio?

Reference page 36 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)

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

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.College

Information about college-level committees, programs, and organizations can be stored here. 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:

CAHSS Committee on Committees
CAHSS Curriculum & Assessment Committee
CAHSS Diversity Committee
CAHSS EDGE (Educating for Diversity and Global Engagement) Committee
CAHSS Recruitment and Retention Committee
CAHSS Research Committee
CAHSS Tenure & Promotion Committee
CFAC Committee on Committees
CFAC Crisis & Security Committee
CFAC Curriculum & Assessment Committee
CFAC Faculty Awards Committee
CFAC Outstanding Student Award Committee
CFAC Research Committee
CFAC Tenure & Promotion Committee
CHBS Assessment Committee
CHBS Curriculum and Assessment Committee
CHBS Curriculum Committee
CHBS Diversity Committee
CHBS Interprofessional Education Committee
CHBS Research Committee
CHBS Residential College Advisory Committee
CHBS Simulation Advisory Committee
CHBS Tenure & Promotion Committee
CLA Curriculum & Assessment Committee
CLA Diversity Committee
CLA Outstanding College Student Committee
CLA Research Committee
CLA Tenure & Promotion Committee
CNSM Curriculum & Assessment Committee
CNSM Outstanding Student Award Committee
CNSM Research Committee
CNSM Tenure & Promotion Committee
COB College Executive Committee
COB Curriculum & Assessment Committee
COB Diversity Committee
COB Faculty Development/Research Committee
COB Faculty Excellence Committee

Position/Role Options:

Committee Chair
Event Coordinator
Faculty Advisor
Faculty Mentor
Guest Speaker
Member
Program Director
Secretary
Session Chair
Workshop Organizer
Other

COB International Programs Committee
COB Maintenance of Accreditation Committee
COB Promotion & Tenure Committee
COB Strategic Planning Committee
COB Syllabus Committee
COE Alumni Executive Committee
COE Awards Committee
COE Candidate Quality, Recruitment, and Selectivity Committee
COE Clinical Partnerships and Practice Committee
COE Content and Pedagogical Knowledge Committee
COE Curriculum & Assessment Committee
COE Diversity Committee
COE Graduate Program Directors
COE Hospitality Committee
COE Introduction to Teaching & Teacher Cadet Committee
COE Professional Education Committee
COE Program Impact Committee
COE Publicity Committee
COE Research Committee
COE Scholarship Committee - Graduate
COE Scholarship Committee - Undergraduate
COE Technology & Distance Education Committee
COE Tenure & Promotion Committee
COE Undergraduate Program Directors
CSE Curriculum & Assessment Committee
CSE Outstanding Student Award Committee
CSE Research Committee
CSE Tenure & Promotion Committee
Education for Diversity and Global Engagement (EDGE) Committee
HPaW Taskforce
Interdisciplinary Liberal Studies (ILS) Degree Committee
Other

Fields marked with * are required.

Activity Details

Enter your details manually or use our new ai parser to add 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)

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 service at 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.

III. 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 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.

×

Add Activity

Department/Academic Unit

BACKSAVE ACTIVITY

✓ Select Activity Type

② Add Details

Fields marked with * are required.

Activity Details

Enter your details manually or use our new ai parser to add 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

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

Position/Role:

Committee Chair

Event Coordinator

Faculty Advisor

Faculty Mentor

Member

Program Director / Coordinator

Secretary

Session Chair

Workshop Organizer

Other

These dates reflect the time for a specific role and are used in reporting. Dates should reflect service at 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.

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IV. Student Activities

×

Add Activity

Student Activities

BACKSAVE ACTIVITY

✓ Select Activity Type

2 Add Details

Fields marked with * are required.

Activity Details

Enter your details manually or use our new ai parser to add 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

Activity:

Competition

Exhibition

Honor Society

Learning Community

Research Conference

Residence Hall

Student Organization

Other

Position/Role:

Advisor

Chair

Co-Chair

Coordinator/ Organizer

Discussant

Facilitator

Guest Speaker

Judge

Leader

Lecturer

Mentor

Moderator

Panelist

Presenter

Sponsor

Other

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V. Professional

Examples of information to be stored on this screen include service to a professional organization, as an academic program reviewer or member of a program review team, or as an editorial board member.

Position/Role Options:

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
President

President-Elect
President-Past
Program Chair
Program Co-Chair
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

×

Add Activity

Professional

BACK

SAVE ACTIVITY

✓ Select Activity Type

② Add Details

Fields marked with * are required.

Activity Details

Enter your details manually or use our new ai parser to add details

Name of Committee, Program, Event, or Publication

Sponsoring Organization

Position/Role

City

State

Country

Were you elected or appointed?

Reference page 42 for options.

Was this compensated or pro bono?

Audience

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

VI. 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.

Add Activity
Non-Credit Instruction Taught

BACK SAVE ACTIVITY

Select Activity Type Add Details

Fields marked with * are required.

Activity Details
Enter your details manually or use our new AI parser to add details

Instruction Type

Audience

Sponsoring Organization

Number of Participants

Academic or Professional?

Audience:
Internal to UCA
External to UCA
Both

Instruction Type:
Certification
Continuing Education
Faculty Internship
Guest Lecture
Management/ Executive Development
Review Course
Seminar
Tutoring
Workshop
Other

Description

B / 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

VII. 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.

× Add Activity
Public

BACK SAVE ACTIVITY

Select Activity Type Add Details

Fields marked with * are required.

Activity Details
Enter your details manually or use our new AI parser to add details

Organization/Committee/Program Name

Position/Role

City

State

Country

Were you elected or appointed?

Was this compensated or pro bono?

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

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 ↶ ↷ ↻	
Supporting Document Supporting Document Description Web Address	
--OR-- Upload File Drop file here or select to upload	
Note: For activities that are/were only on one day, leave the start date blank and specify the end date. For activities that you started but have not yet presently completed, specify the start date and leave the end date blank. Start Date Month Day Year End Date Month Day Year	

VIII. Consulting

Add Activity

Consulting

BACK

SAVE ACTIVITY

Select Activity Type

Add Details

Fields marked with * are required.

Activity Details

Enter your details manually or use our new ai parser to add 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 x¹ x₂ ↶ ↷ ↺ ↻

Brief Description of Key Accomplishments

B / I U x¹ 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

Government

Litigation

Non-Government

Organization (NGO)

Non-Profit Organization

Other

Audience:

International

National

Regional

State

Local

Faculty Annual Self-Evaluation and Planning Reports

The Faculty Annual Self-Evaluation and Planning Reports section is the sixth under the main menu. This section includes the following subsections:

- I. Other Instructional, Scholarship, Professional Development, and Service – Not Reported Elsewhere
- II. Annual Teaching Goals
- III. Annual Scholarly Goals
- IV. Annual Professional Development Goals
- V. Annual Service Goals
- VI. Archived 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

The Annual Summary Report screen takes the place of the four summaries that were previously in each section.

×

Add Activity

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

BACK

SAVE ACTIVITY

✓

Select Activity Type

ⓘ

Add Details

Fields marked with * are required.

Activity Details

Enter your details manually or use our new ai parser to add 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*Ux²x₂↶↷↺↻

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

B

i

U

x^2

x_2

↶

↷

↻

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

B

i

U

x^2

x_2

↶

↷

↻

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

B

i

U

x^2

x_2

↶

↷

↻

II. Annual Teaching Goals

×

Add Activity

Annual Teaching Goals

BACK

SAVE ACTIVITY

✓

Select Activity Type

2

Add Details

Fields marked with * are required.

Activity Details

Enter your details manually or use our new ai parser to add details

Calendar Year

▼ Teaching Goals (1)

⋮

1st Goal

⋮

Goal

B

i

U

x^2

x_2

↶

↷

↻

Result

B

i

U

x^2

x_2

↶

↷

↻

⊕ Add Another Goal

Additional goals can be added by clicking here

III. Annual Scholarly Goals

×

Add Activity

Annual Scholarly Goals

BACKSAVE ACTIVITY

✓ Select Activity Type

2 Add Details

Fields marked with * are required.

Activity Details

Enter your details manually or use our new ai parser to add details

Calendar Year

▼ Scholarly Goals (1)

1st Goal

Goal

B*U*x²x₂

Result

B*U*x²x₂

⊕ Add Another Goal

Additional goals can be added by clicking here

IV. Annual Professional Development Goals

×

Add Activity

Annual Professional Development Goals

BACKSAVE ACTIVITY

✓ Select Activity Type

2 Add Details

Fields marked with * are required.

Activity Details

Enter your details manually or use our new ai parser to add details

Calendar Year

▼ Professional Development Goals (1)

1st Goal

Goal

B*U*x²x₂

Result

B*U*x²x₂

⊕ Add Another Goal

Additional goals can be added by clicking here

V. Annual Service Goals

x

Add Activity

Annual Service Goals

BACK

SAVE ACTIVITY

✓ Select Activity Type

➊ Add Details

Fields marked with * are required.

Activity Details

Enter your details manually or use our new ai parser to add details

Calendar Year

▼ Service Goals (1)

⋮ 1st Goal

⋮

Goal

B

i

U

x²

x₂

↶

↷

↻

Result

B

i

U

x²

x₂

↶

↷

↻

➕ Add Another Goal

Additional goals can be added by clicking here

VI. Archived Reports

x

Add Activity

Archived Reports

BACK

SAVE ACTIVITY

✓ Select Activity Type

➋ Add Details

Fields marked with * are required.

Activity Details

Enter your details manually or use our new ai parser to add 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

Faculty Signature Date

Month

Day

Year

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

Chair Electronic Signature

Chair/Director Signature Date

Month

Day

Year

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