College of Education Faculty Success Guide

This manual explains how to enter data into Faculty Success and helps determine where to store specific activities. 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
- Promotion and Tenure

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/.

Table of Contents

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

My Profile

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

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

I. Personal and Contact Information

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

Edit Personal and Contact Information

CANCEL   SAVE

TT
Test Test

Home

My Profile

CV Imports

Reports

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 🔒
iiilechukwu@cub.uca.edu

Building Where Your Office is Located
Torreyson Library

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* | U̲ | x² | x₂ | ↺ | ↻ | ⤢ |

Teaching Interest(s)

| **B** | *I* | U̲ | x² | x₂ | ↺ | ↻ | ⤢ |

Scholarship/Research Interest(s) ❓

| **B** | *I* | U̲ | x² | x₂ | ↺ | ↻ | ⤢ |

II. Administrative Data – Permanent Data

OIR will update all fields on this screen.

III. Administrative Data – Yearly Data

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

View Activity   ×

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

Academic Year 🔒

2025-2026

∨ College and Department/Academic Unit (1)

1st College and Department/Academic Unit

College 🔒

Education

Department/Academic Unit 🔒

Leadership Studies

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: September 30, 2025
Last Saved: September 30, 2025

CLOSE

IV. Education

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

⊕ Add Another Major

Dissertation/Thesis Title

Honor/Distinction (Latin)

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

Other Honors/Distinction

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

Highest or Qualifying Degree?

Select "Yes" for highest degree earned.

Terminal Degree? 🔒
Yes

☐ Official Transcript 🔒

Transcript

Drop file here or select to upload

Date Completed

Year 🔒
2012

⌄ **Associated Coursework (1)**

⠿ 1st Course   ⋮

Title

Course Prefix and Course Number

Course Prefix

Course Number

Credit Hours

⊕ Add Another Course

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

CANCEL   SAVE

V. Scheduled Teaching
 OIR updates all fields on the following screen.

Scheduled Teaching

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

View Activity

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

Term and Year

Term 🔒   Year 🔒

Fall   2020

Course Name 🔒

APPLIED CALCULUS FOR LIFE SCI

Course Prefix and Course Number

Course Prefix 🔒

MATH

Course Number 🔒

1491

CRN 🔒

12345

Enrollment 🔒

10

Number of Credit Hours 🔒

4

Degree Program 🔒

Course College 🔒

Science and Engineering

Course Department 🔒

Mathematics

ˇ Instructors (1)

1st Instructor

Instructor Name 🔒

Delivery Mode 🔒

Traditional

Number of Students Earning an A 🔒

6

Number of Students Earning a B 🔒

7

Number of Students Earning a C 🔒

2

Number of Students Earning a D 🔒

1

Number of Students Earning an F 🔒

0

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

0

Number of Students with an Other Grade 🔒

0

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

CLOSE

VI. Evaluation Results

Evaluation Results

Search...   SEARCH   Search Tips   Rapid Reports   ADD NEW

DELETE   DUPLICATE   COMPARE   SELECT COLUMNS   ← →

Filters: None

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

Edit Activity   ✕

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

Term

Fall 2016, MATH 1390, 012346 ▾

How Much Learned 🔒

5

Teaching Methods 🔒

5

Course Materials 🔒

5

Overall Course Effectiveness 🔒

Course Developed Abilities/Skills 🔒

Course Organized 🔒

Course Critical Thinking 🔒

Overall Instructor Effectiveness 🔒

Instructor Organized 🔒

Instructor Concepts Clear 🔒

Instructor Helpful 🔒

Instructor Feedback 🔒

Instructor Student Participation 🔒

Responses Received 🔒

10

Teaching Evaluation

Replace file here or select to upload

📄 Test DM Document-1.pdf (83.05 KB) 🗑

Store teaching evaluation pdfs here.

VII. Reassigned Time

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

← **Reassigned Time**

🔍 Search... | 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 🔒
Fall	2020

∨ Reassigned Time Type (1)

1st Reassigned Time Type

Type 🔒	Credit Hours Reassigned 🔒
Administrative Services	3

Official Reassign-time Activities 🔒

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

CLOSE

VIII.   Summary Evaluation

← Summary Evaluation

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 Contribution Efforts 🔒

Summary Highlights of Service Efforts 🔒

Summary Comments of Faculty Member's Efforts 🔒

Advancement Evaluation (if applicable) 🔒

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

CLOSE

General Information

The General Information section is the first section under the main menu. It is navigated by clicking the
"Add Activity" button on the Home Menu **or** by clicking "My Profile" 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

General Information

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

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

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

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

Experience Type

Organization

City

State

Country

Title/Rank/Position

Was/is this your own company?

Experience Type:

Academic – Post
Secondary

Academic – P-12

Professional

Military

Government

Description for Professional Positions (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

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 <u>and</u> 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.

III.   External Connections and Partnerships

✔ 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 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

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.

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

Start Date
Month   Day   Year

End Date
Month   Day   Year

IV.   Media Appearances and Interviews

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.

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 ——— ② 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

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

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

Stage of Completion:
Completed
In Progress
Proposal

Outcomes

Outcomes:
Artistic Performance
  / Exhibit
Presentation
Publication
Other

Description

B *i* U x² x₂ ⟲ ⟳ ⌗

∨ Supporting Document

Supporting Document Description **Web Address**

--OR--

Upload File

Drop file here or select
to upload

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

Date Started

Month	Day	Year

Date Completed

Month	Day	Year

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

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

BACK   SAVE ACTIVITY

✓ Select Activity Type ——— ② Add Details

Fields marked with * are required.

Activity Details
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

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

Description

B *i* U x² x₂ ↶ ↷ ⌷⌷

∨ **Supporting Document**

Supporting Document Description   Web Address

--OR--

Upload File

Drop file here or select to upload

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

Date Started

Month   Day   Year

Date Completed

Month   Day   Year

IV. Curriculum Development

Add Activity
Curriculum Development

BACK | SAVE ACTIVITY

Select Activity Type — ② Add Details

Fields marked with * are required.

Activity Details
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* U x² x₂

Supporting Document

File Description

Upload File

Drop file here or select to upload

Type:
Existing Course Redesign: Compensated
Innovations in Course Content /
    Presentation
New Course Creation/Delivery:
    Conventional
New Course Creation/Delivery: Online

Scholarship/Research/Creative Activities

Scholarship/Research/Creative Activities		
Publications	Presentations	Grants and Contracts

The Scholarship/Research/Creative Activities section is the third section under 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	Music Composition
Article in Academic Journal	Newsletter
Article in In-House Journal	Newspaper Article
Article in Professional Journal	Newspaper Editorial
Article in Public or Trade Journal	Nonfiction in Anthology
Book Review	Nonfiction in Online Journal
Book, Nonfiction	Nonfiction in Print Journal
Book, Novel	Photography in Publication
Book, Play	Play in Anthology.
Book, Poetry	Play in Online Journal
Book, Scholarly-New	Play in Print Journal
Book, Scholarly-Revised	Poetry in Anthology
Book, Short Fiction	Poetry in Online Journal
Book, Textbook-New	Poetry in Print Journal
Book, Textbook-Revised	Regular Column in Journal or Newspaper
Chapter in Scholarly Book-New	Research Report
Chapter in Scholarly Book-Revised	Short Fiction in Anthology
Chapter in Textbook-New	Short Fiction in Online Journal
Chapter in Textbook-Revised	Short Fiction in Print Journal
Conference Proceeding	Software
Instructor's Manual	Software, Instructional
Interview	Study Guide
Law Review	Technical Report
Magazine/Trade Publication	Translation or Transcription
Manuscript	Working Paper
Material Regarding New Courses/Curricula	Written Case with Instructional Material
Monograph	Other

Add Activity
Publications

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

Contribution Type
[   ]

Reference above list for options

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 (iilechukwu)   ∨

First Name
Test

Middle Name/Initial
[   ]

Last Name
Test

Student Level:
Undergraduate
Graduate

If a student, what is his/her level?
[   ]

⊕ Add Another Author

Additional author(s) 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?

Abstract/Synopsis

B   *i*   U   x²   x₂   ↶   ↷   ⌗

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

Supporting Document

Supporting Document Description

File

Drop file here or select to upload

Current Status

Date Project Started

Month   Day   Year

Date Project Ended

Month   Day   Year

Date Submitted

Month   Day   Year

Date Accepted

Month   Day   Year

Date Published

Month   Day   Year

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

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 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.

Presenters/Authors (1)

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

1st Presenter/Author ⋮

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

First Name
Test

Middle Name/Initial

Last Name
Test

Role

If a student, what is his/her level?

⊕ Add Another Presenter/Author

Session Type

Audience

Scope

Was this peer-reviewed/refereed?

Was this invited?

Current Status

Published in Proceedings?

Published Elsewhere?

Acceptance Rate
%

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

Date Project Ended

Month	Day	Year

Date Presented

Month	Day	Year

Roles:
Author
Author and Presenter
Discussant
Panelist
Presenter

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

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

III. Grants and Contracts

Type:
Contract
Fellowship
Research Grant
Other

Awarding Organizations:

UCA	Local
State	Federal
Private	Other

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

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

Abstract

B *i* U x² x₂ ↶ ↷ ⛶

Award Letter

Drop file here or select to upload

Current Status

Current Status:
Work in Progress
Under Review
Funded
Not Funded

Priority Score

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

Supporting Document

File Description   File

Drop file here or select to upload

Date Project Started

Month   Day   Year

Date Project Ended

Month   Day   Year

Date Submitted for Funding

Month   Day   Year

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

Start Date of Funding

Month   Day   Year

End Date of Funding

Month   Day   Year

Professional Development and Recognition

The Professional Development and Recognition section is 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

× **Add Activity**
Professional Memberships

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 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.

Scope of Organization:
International
National
Regional
State
Local

Start Date

Month   Year

End Date

Month   Year

II.   Faculty Development Activities Attended

Add Activity
Faculty Development Activities Attended

×

BACK   SAVE ACTIVITY

✓ Select Activity Type ——— ② Add Details

Fields marked with * are required.

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

Activity Type

Title/Course/Conference Name

Course Prefix and Course Number

Course Prefix | Course Number

Organization/Institution

City

State

Activity Type:
Conference
Continuing Education
   Program
Course Towards Degree
Courses Beyond Last Degree
Faculty Fellowship
Faculty Internship
Medical Fellowship
Medical Internship
Medical Residency
Self-Study Program
Seminar
Tutorial
Workshop
Other

Country

Number of Credit Hours

Description

B   i   U   x²   x₂   ↶   ↷   ⌗

✓ **Supporting Document**

Supporting Document Description

Web Address

--OR--

Upload File

Drop file here or select
to upload

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.

III.   Awards and Honors

Scope:
International
National
Regional
State
Local
University
College
Department

IV.   Licensures and Certifications

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
Academic Assessment Committee
Academic Integrity and Discipline Committee
Affirmative Action Advisory Committee
Athletic Committee
Bear Facts Day/Bear Fair
Career Fair
Committee on Committees
Disabilities Grievance Committee
Distance Education/Extended Learning Advisory
    Committee
Diversity Advisory Committee
Employee Benefits Advisory Committee
Faculty Development Committee
Faculty Emeritus/Emerita Committee
Faculty Grievance Committee
Faculty Handbook Committee
Faculty Hearing Committee
Faculty Salary Review Committee
Faculty Scholars Committee
Faculty Senate
Financial Aid Committee
Graduate Council
Health and Wellness Promotion Committee
Honorary Degree Committee
Honors Council
Housing Exemptions Committee
Information Services Advisory Committee
Institutional Animal Use and Care Committee
Institutional Review Board
Library Committee

Majors Fair
Professional Education Council
Public Appearances Committee
Public Art Committee
Public Service Award Committee
Radiation Safety Committee
Research, Scholarship, and Creative Activity Award
Committee
Sabbatical Leave Review Committee
Scholarship Committee
Sexual Harassment Complaint Committee
SPARC
Sponsored Programs Advisory Committee
Strategic Budget Advisory Committee
Strategic Planning Committee
Student Center Board
Student Evaluation of Teachers Committee
Student Grievance Committee
Student Life Committee
Student Success and Retention Council
Sustainable Environment and Ecological Design Committee
Teaching Excellence Committee
Traffic and Parking Committee
UCA Core Council
Undergraduate Council
University Admissions Committee
University Calendar Committee
University Research Council
University Safety Committee
Other

Position/Role Options:

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

Add Activity
University

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

Committee/Program/Organization Name

Position/Role

Were you elected or appointed?

Was this compensated or pro bono?

Served Ex-Officio?

Reference page 37 for options.

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

Responsibilities/Brief Description (30 Words or Fewer)

B *i* U x² x₂

Brief Description of Key Accomplishments

B *i* U x² x₂

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

Start Date
Month   Day   Year

End Date
Month   Day   Year

These dates reflect the time for a specific role and are used in reporting. Dates should reflect a certain position/role. If you serve as a member for two years, create one item with a time span of two years and not two separate items for each year. **Only** if your role changes or you leave and come back at a later date should you create a new item.

II. College

Information about college-level committees, programs, and organizations can be stored here. It's important to note that if your position/role in a group doesn't change and your service dates cover multiple years, do not make a separate item for each year in service to that group while in the same role. If your role changes, then a separate item should be created.

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
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

Position/Role Options:

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

Add Activity
College

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

Committee/Program/Organization Name

Position/Role

Were you elected or appointed?

Was this compensated or pro bono?

Served Ex-Officio?

> Reference the above page for options.

> **If your role changes**, <u>do not edit</u> the item. Create one with the new role and new start date.

Responsibilities/Brief Description (30 Words or Fewer)

B i U x² x₂

Brief Description of Key Accomplishments

B i U x² x₂

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

Start Date
Month   Day   Year

End Date
Month   Day   Year

> These dates reflect the time for a specific role and are used in reporting. Dates should reflect a certain position/role. If you serve as a member for two years, create one item with a time span of two years and not two separate items for each year. **Only** if your role changes or you leave and come back later should you create a new item.

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.

If your role changes, <u>do not edit</u> 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 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.

IV.   Student Activities

✓ 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 x^2 x_2

Brief Description of Key Accomplishments

B   *i*   U x^2 x_2

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

Start Date

Month	Day	Year

End Date

Month	Day	Year

V. 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

✓ 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 the above page for options.

Was this compensated or pro bono?

Audience

Served Ex-Officio?

Responsibilities/Brief Description (30 Words or Fewer)

B *i* U x² x₂

Brief Description of Key Accomplishments

B *i* U x² x₂

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

Start Date

Month   Day   Year

End Date

Month   Day   Year

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.

VII. Public

Add Activity
Public

✓ 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

Organization/Committee/Program Name

Position/Role

City

State

Country

Were you elected or appointed?

Was this compensated or pro bono?

Audience

Served Ex-Officio?

Responsibilities/Brief Description (30 Words or Fewer)

B *i* U x² x₂ ↶ ↷ []

Brief Description of Key Accomplishments

B *i* U x² x₂ ↶ ↷ []

∨ **Supporting Document**

Supporting Document Description   Web Address

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

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 — ② 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

Category:
Public
Professional

Consulting Type:
Academic
For-Profit Organization
Government
Litigation
Non-Governmental
  Organization (NGO)
Non-Profit Organization
Other

Audience:
International
National
Regional
State
Local

Were you elected or appointed?

Served Ex-Officio?

Compensated or Pro Bono?

Approx. Number of Hours Spent Per Year

Brief Description (30 Words or Fewer)

B *i* U x² x₂

Brief Description of Key Accomplishments

B *i* U x² x₂

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

Start Date

Month   Day   Year

End Date

Month   Day   Year

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
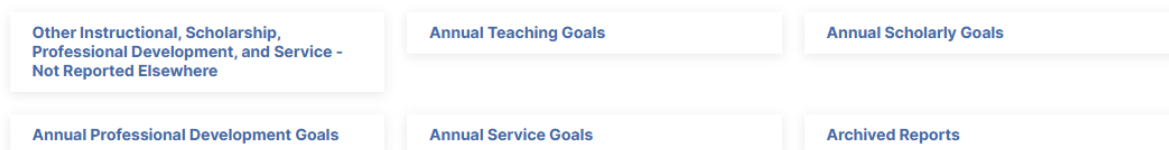
Other Instructional, Scholarship, Professional Development, and Service - Not Reported Elsewhere	Annual Teaching Goals	Annual Scholarly Goals
Annual Professional Development Goals	Annual Service Goals	Archived Reports

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.

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

| B | i | U | x² | x₂ | ↶ | ↷ | ⟦⟧ |

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

| B | i | U | x² | x₂ | ↶ | ↷ | ⟦⟧ |

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

| B | i | U | x² | x₂ | ↶ | ↷ | ⟦⟧ |

II. Annual Teaching goals

× **Add Activity**
Annual Teaching Goals

BACK   SAVE ACTIVITY

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 | x² | x₂ | ↶ | ↷ | ⟦⟧ |

Result

| B | i | U | x² | x₂ | ↶ | ↷ | ⟦⟧ |

⊕ Add Another Goal

Additional Goals can be added by clicking here.

III. Annual Scholarly Goals

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 *i* U x² x₂ ↩ ↪ ⛶

Result

B *i* U x² x₂ ↩ ↪ ⛶

⊕ Add Another Goal

> Additional Goals can be added by clicking here.

V.   Annual Professional Development Goals

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 *i* U x² x₂ ↩ ↪ ⛶

Result

B *i* U x² x₂ ↩ ↪ ⛶

⊕ Add Another Goal

> Additional goals can be added by clicking here.

VI.   Annual Service Goals

BACK   SAVE ACTIVITY

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

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

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**

Index