College of Business

Faculty Success Guide

This guide will explain how to enter data into Faculty Success and help determining where to store specific activities. The sections of this guide mirror the main sections of Faculty Success (excluding the Promotion and Tenure section):

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 is broken down into subsections and contains screen shots and instructions for entering the specific type of activity. For a basic overview of the different screen types and buttons, consult the at the Office of Institutional Research's website at https://uca.edu/ir/faculty-success/guides/.

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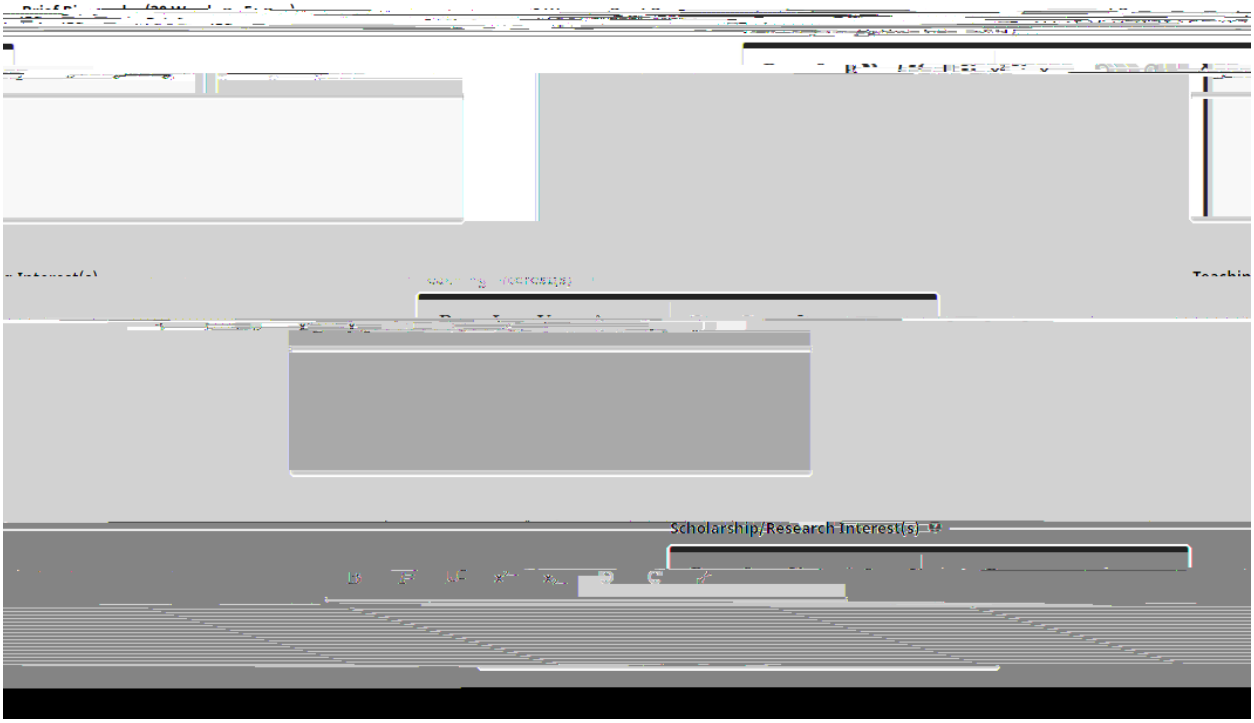
II. Administrative Data – Permanent Data

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

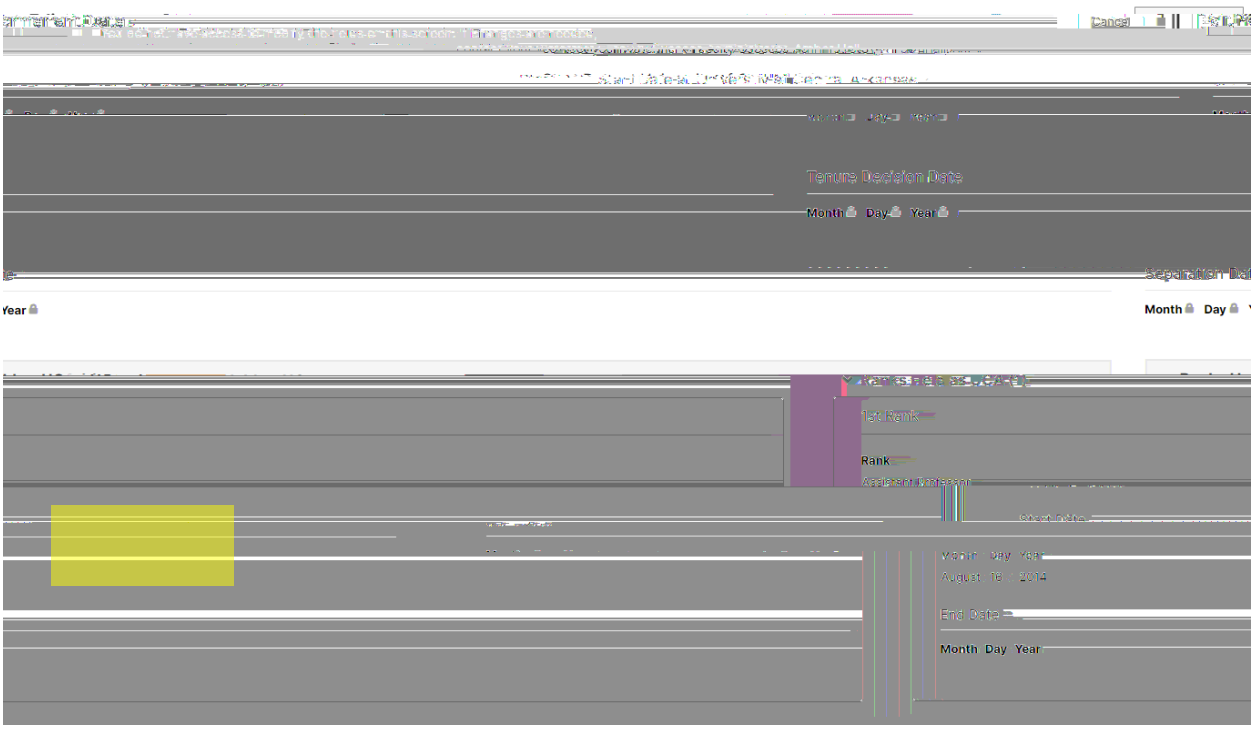
I. Personal and Contact Information (continued)

I. Personal and Contact Information (continued)



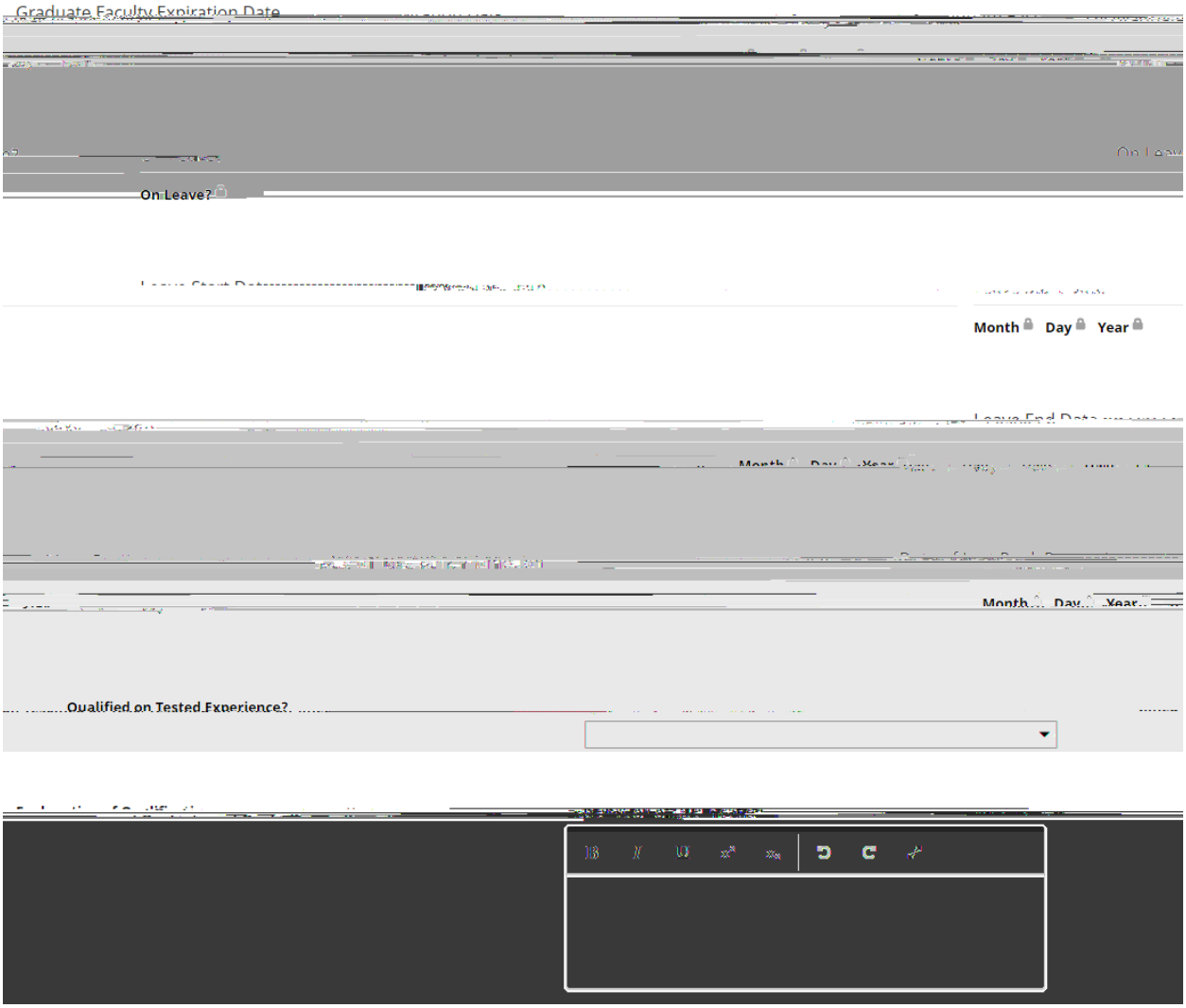
II. Administrative Data – Permanent Data

OIR updates all fields on the following screen.

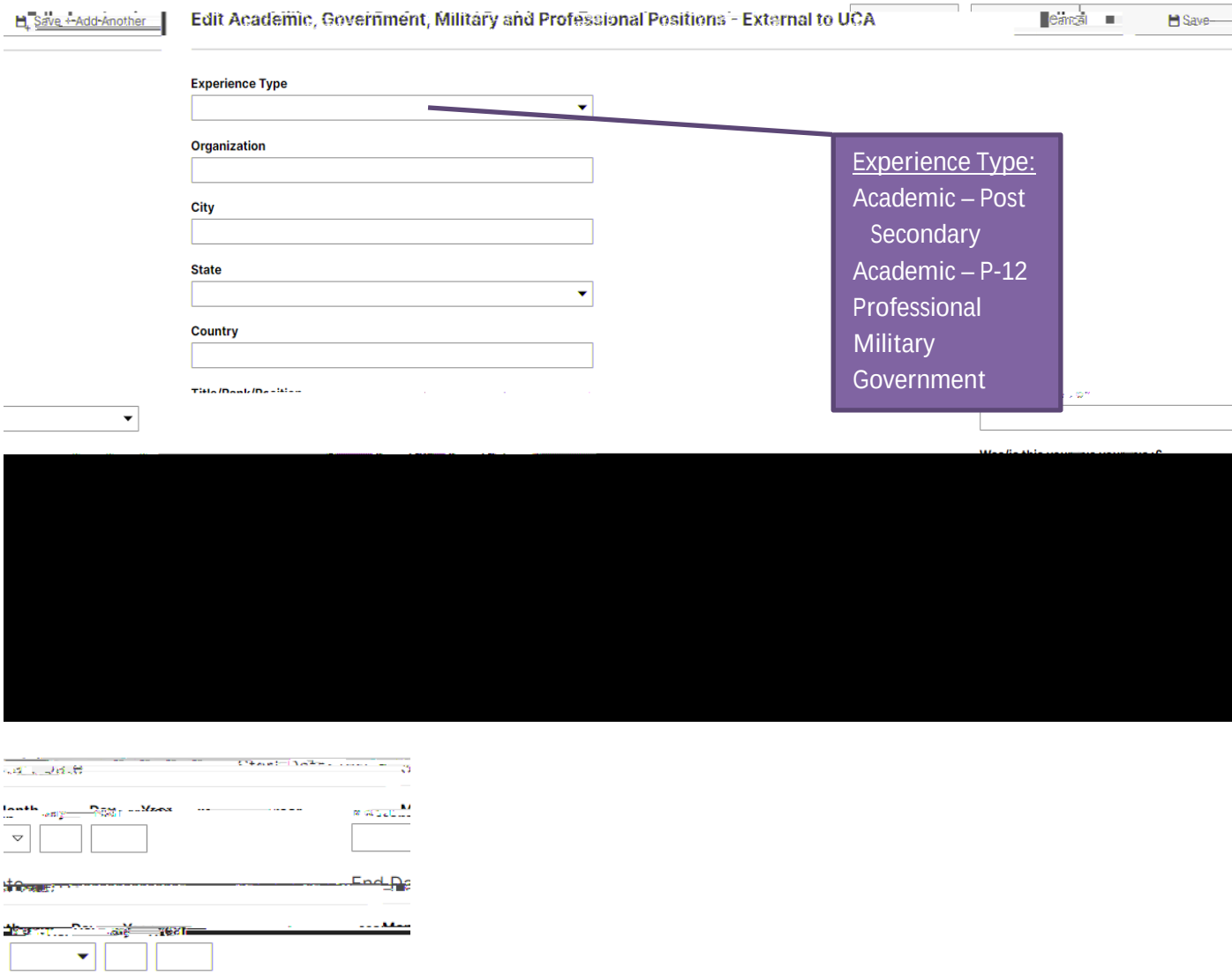


III. Administrative Data –

III. Administrative Data – Yearly Data (continued)



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



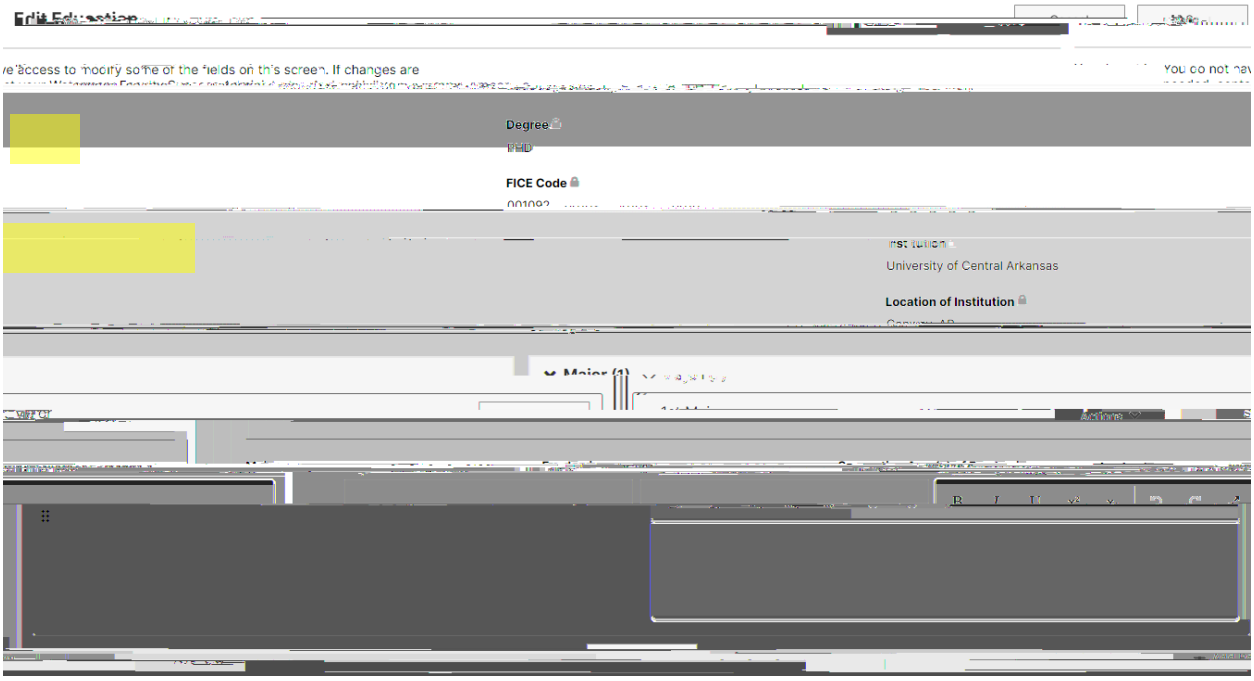
V. Administrative Assignments – Internal to UCA

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.

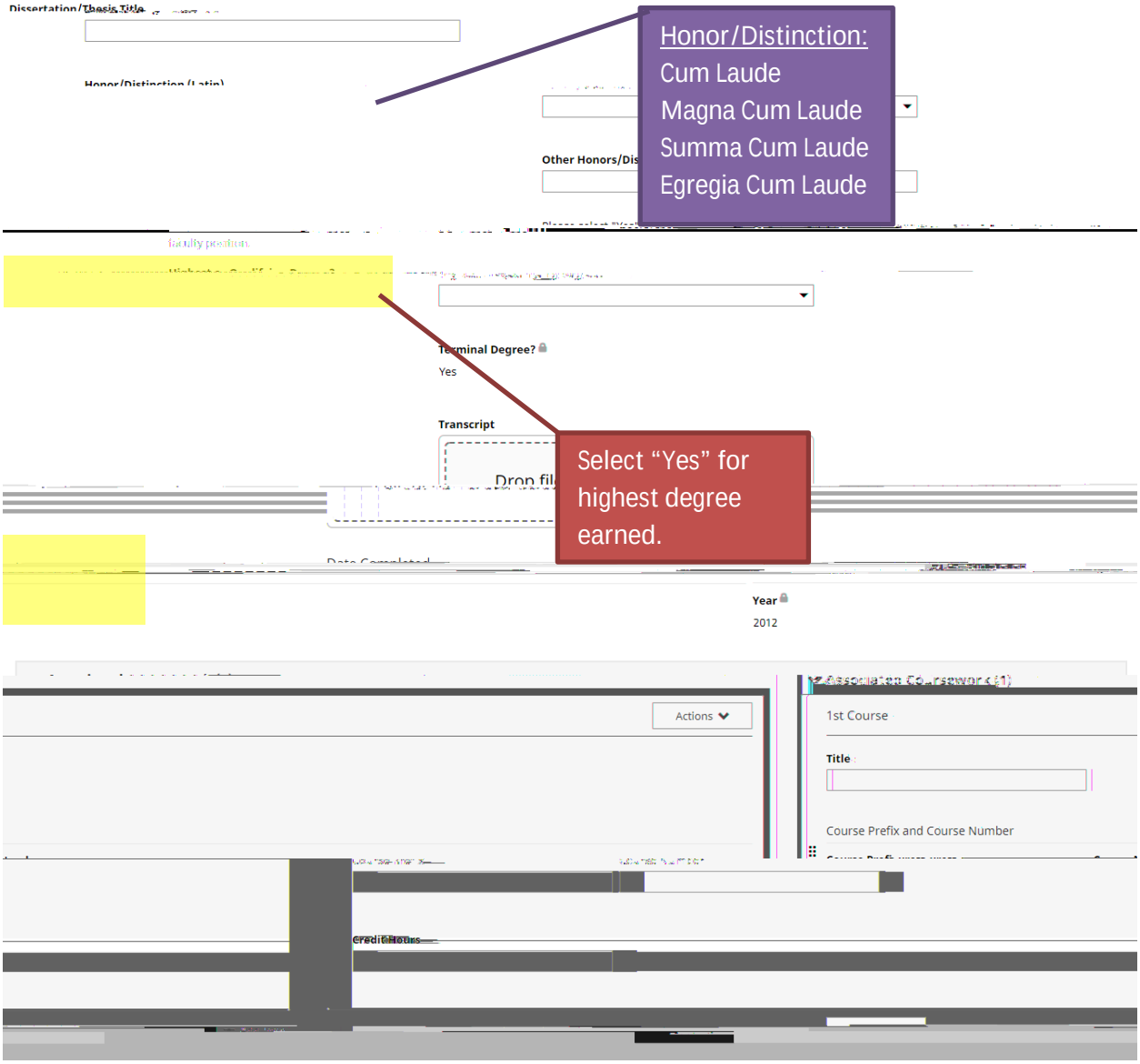
A one-

VI. Education

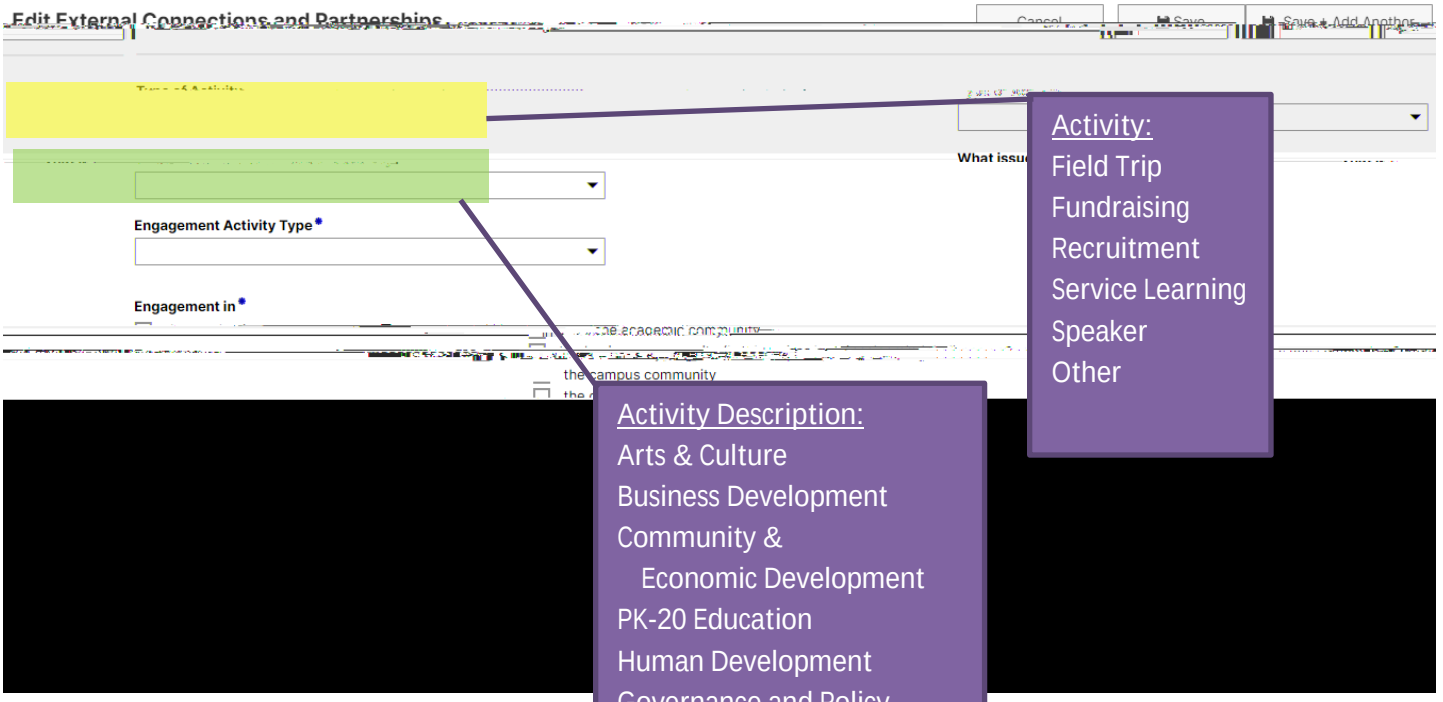
OIR updates the following fields: Degree, Explanation of "Other", FICE Code, Institution, Location of Institution, Terminal Degree, and Year Completed

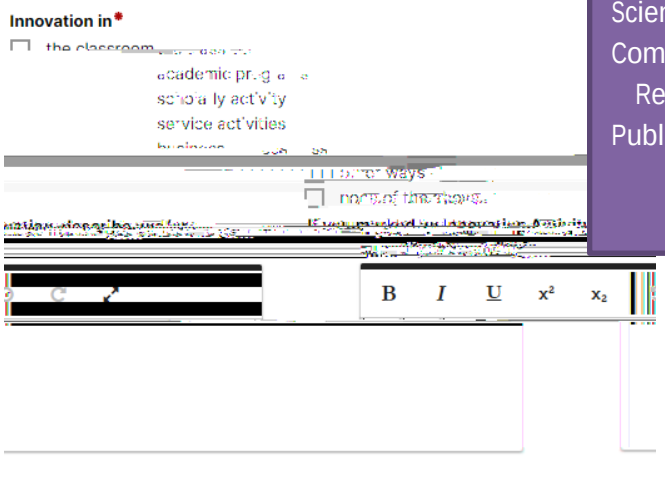


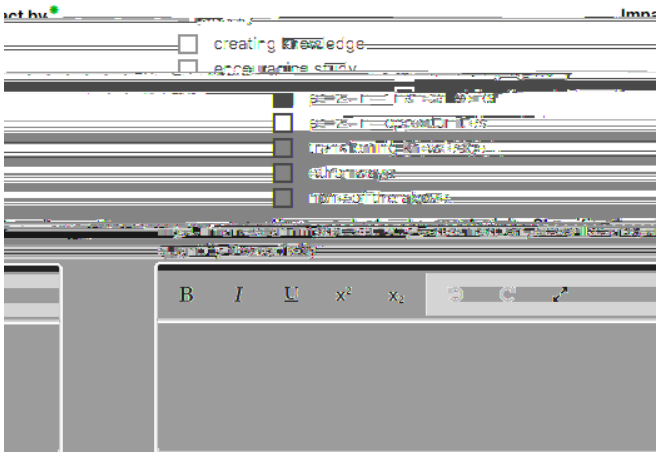
VI. Education(continued)



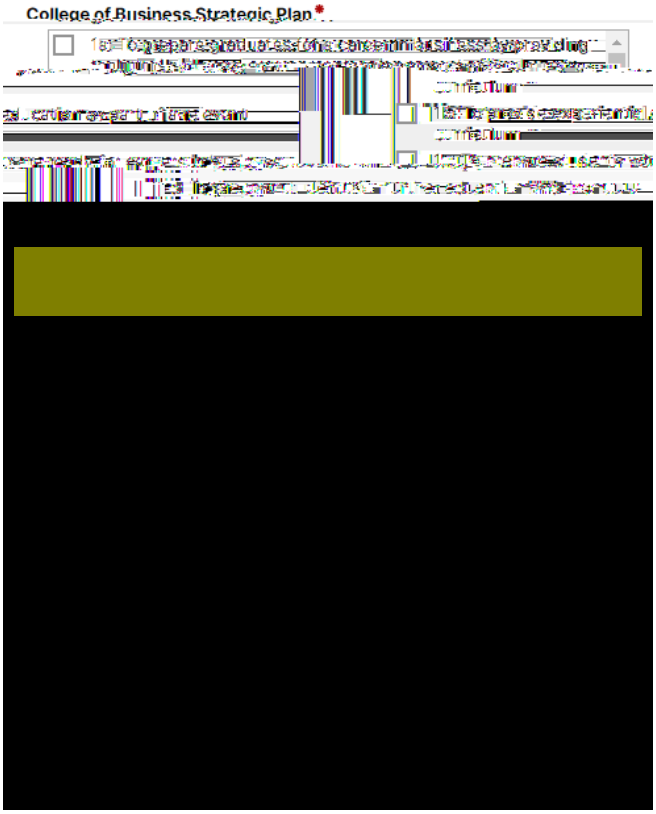
VII. External Connections and Partnerships





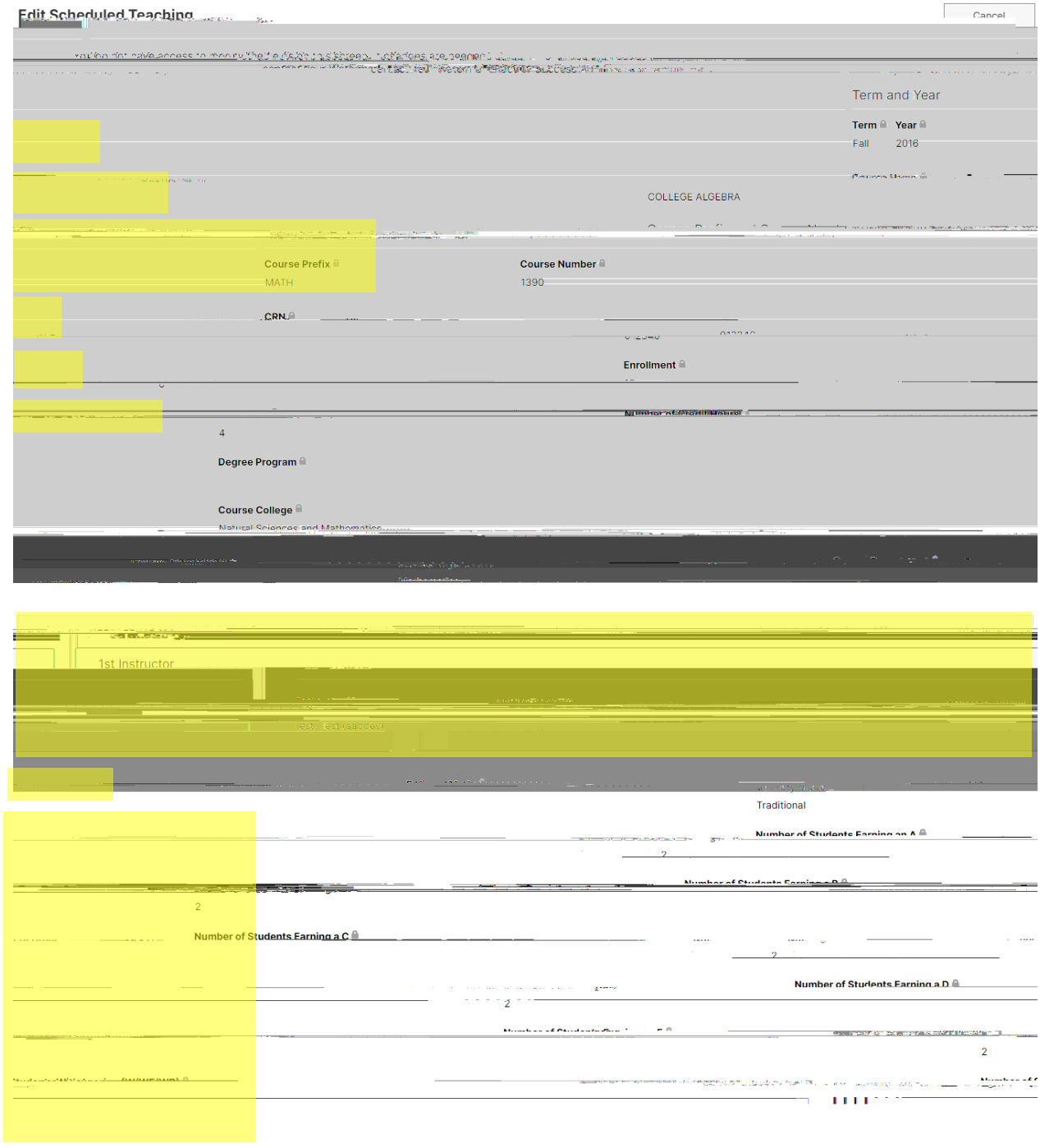


VII. External Connections and Partnerships(continued)



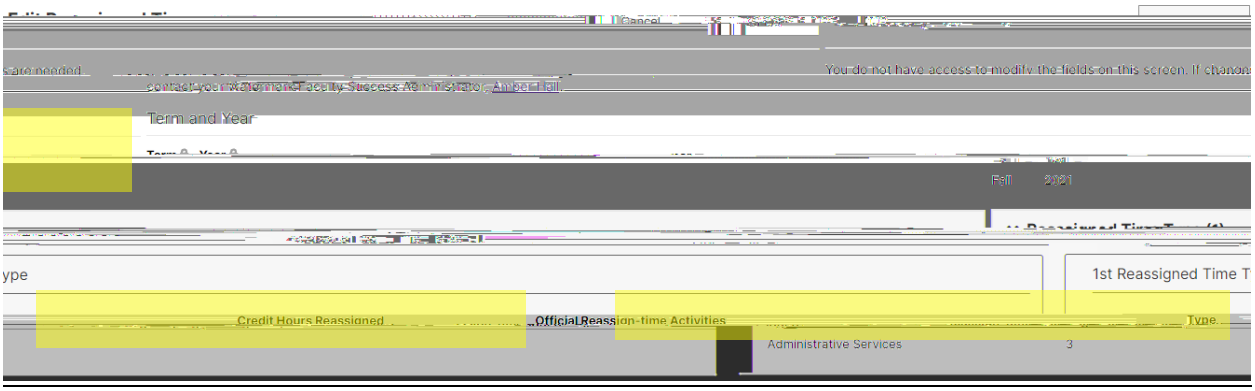
I. Scheduled Teaching

OIR updates all fields on the following screen.

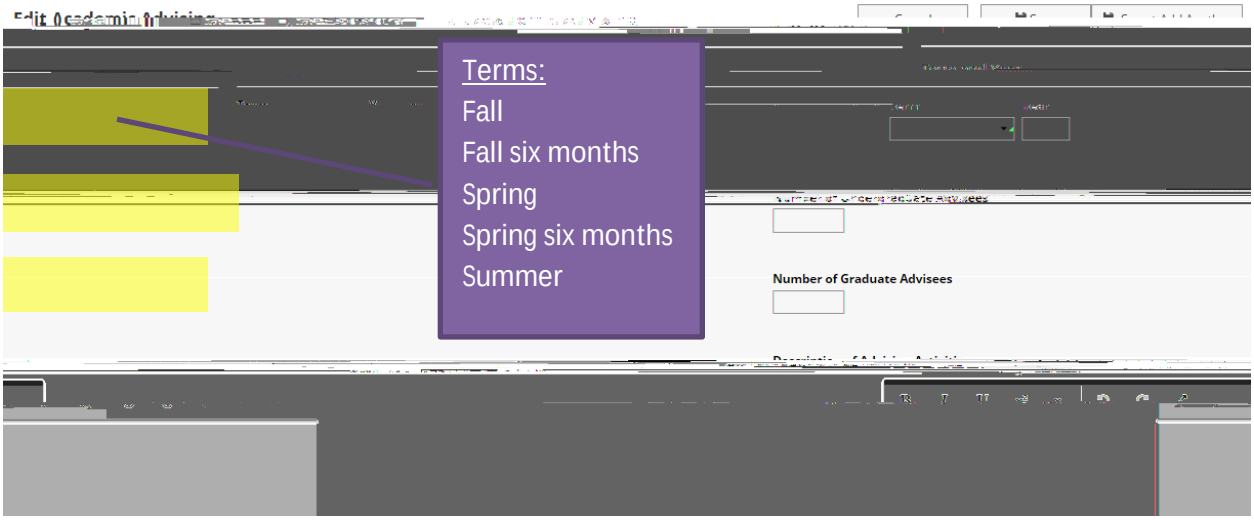


III. Reassigned Time

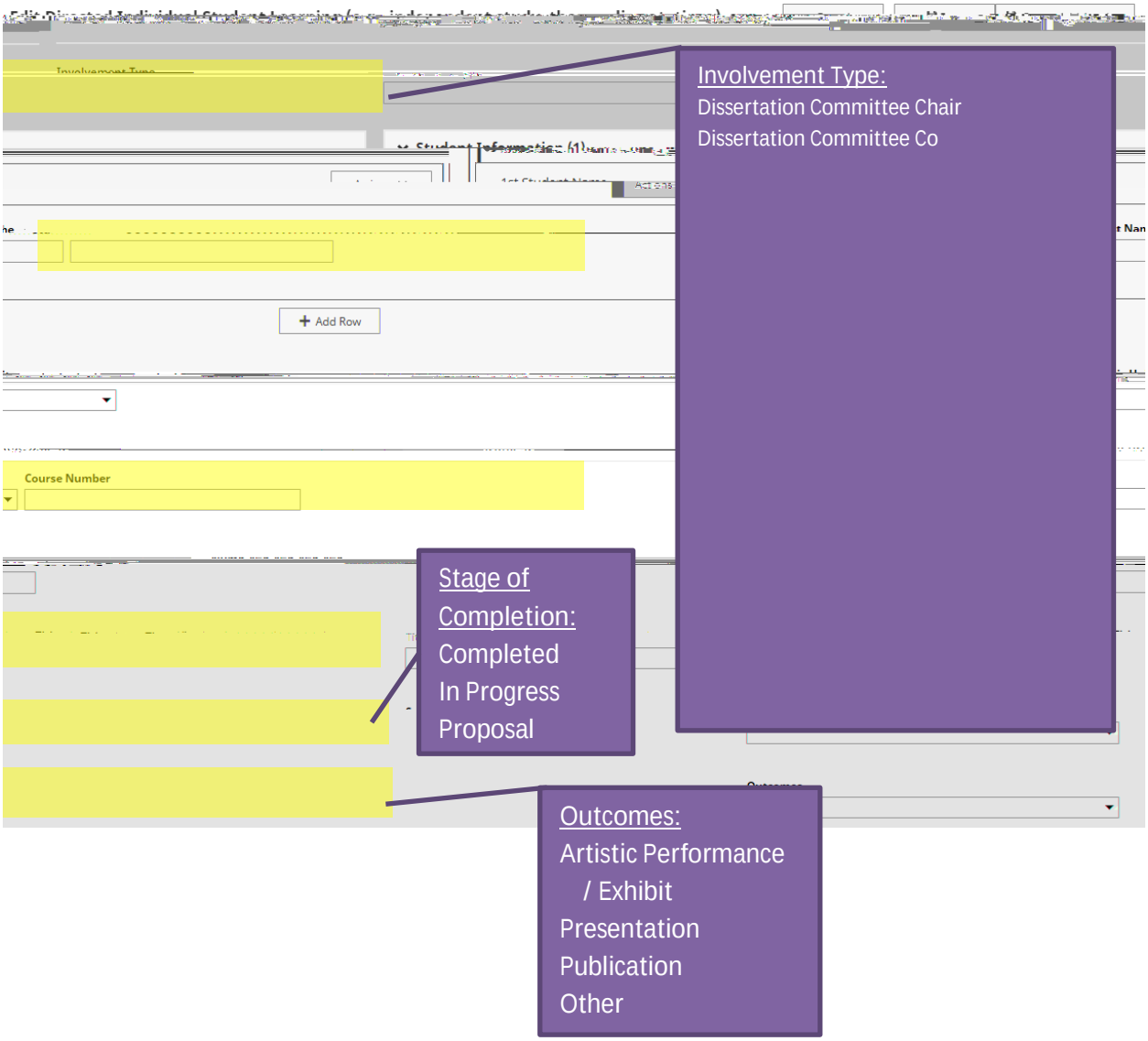
Department Chair/Dean updates all fields (indicated with a red R).



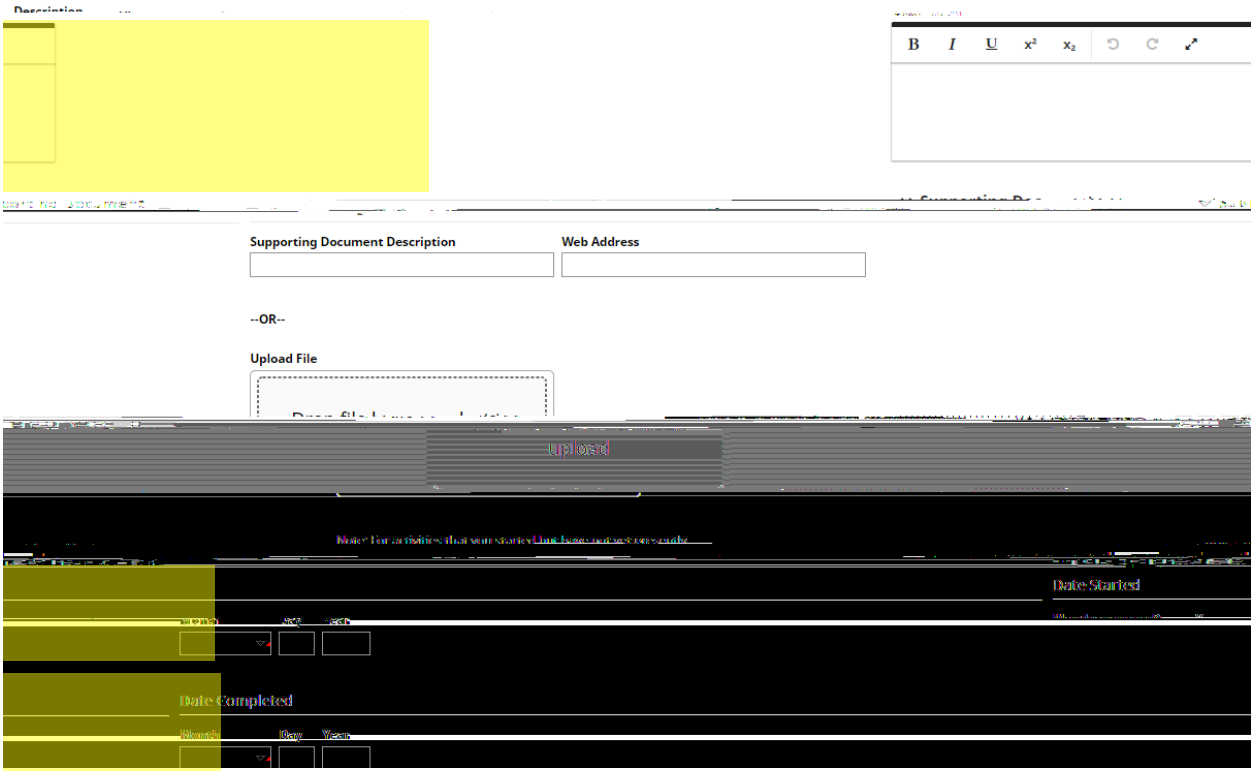
IV. Academic Advising



V. Directed Individual Student Learning (e.g., independent study, theses, dissertations)

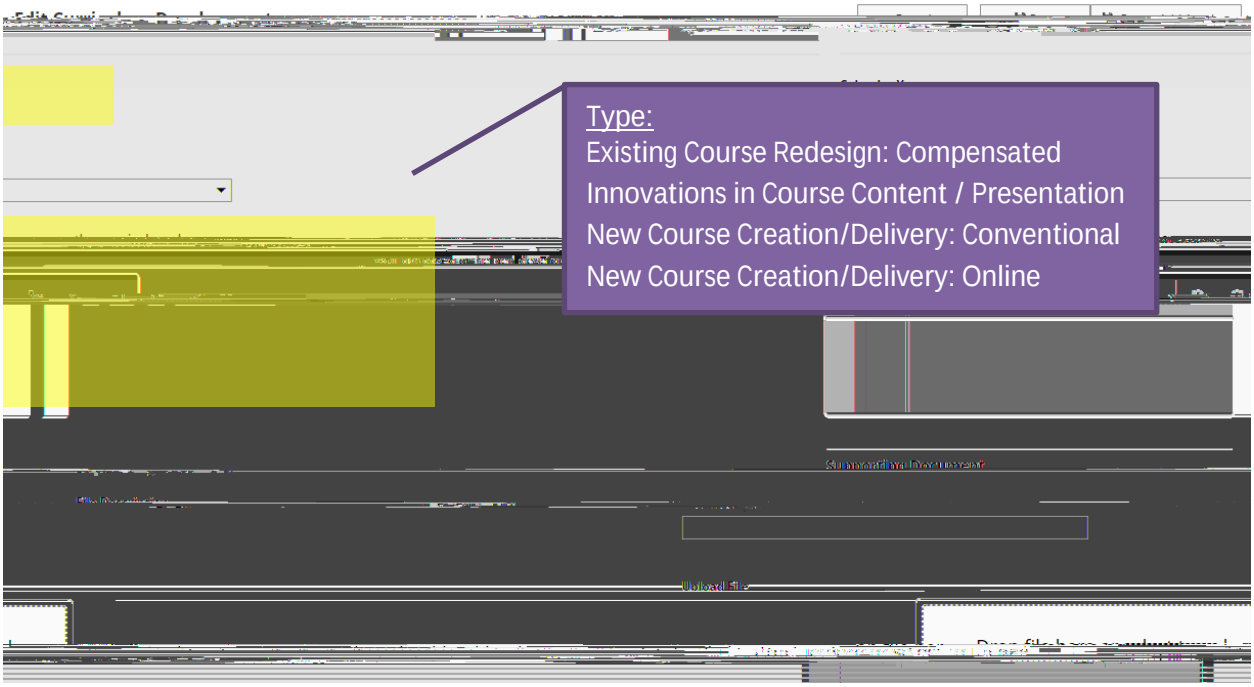


V. Directed Individual Student Learning (e.g., independent study, theses, dissertations) (continued)



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

VII. Curriculum Development



Scholarship/Research/Creative Activities

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

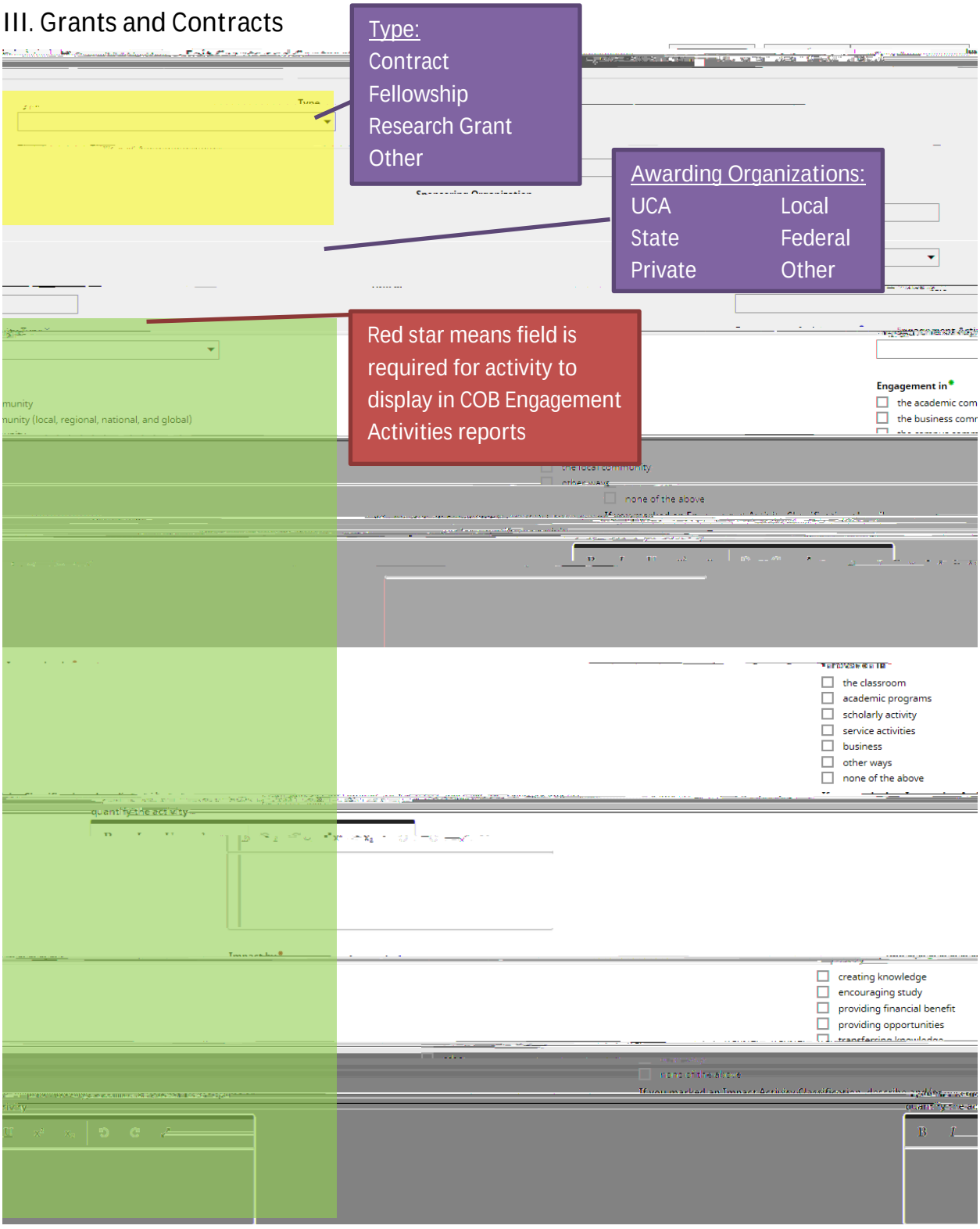
I. Publications

Contribution Type Options:

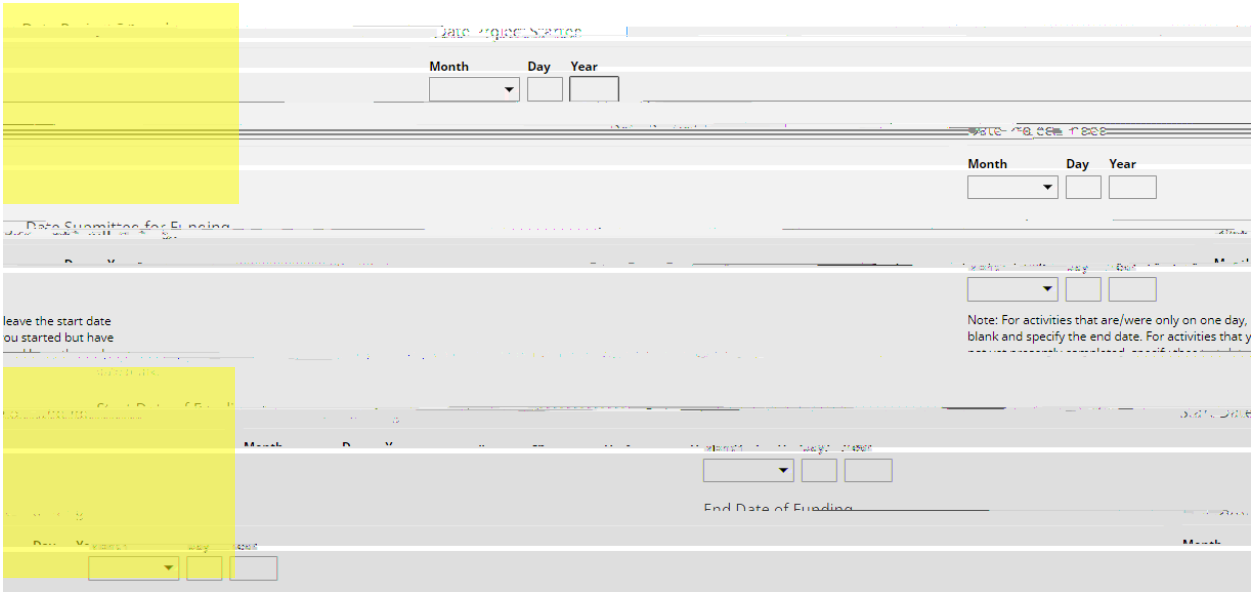
Art Works in Publication
Article in Academic Journal
Article in In-House Journal
Article in Professional Journal
Article in Public or Trade Journal
Book Review
Book, Nonfiction
Book, Novel
Book, Play
Book, Poetry
Book, Scholarly-New
Book, Scholarly-Revised

II.

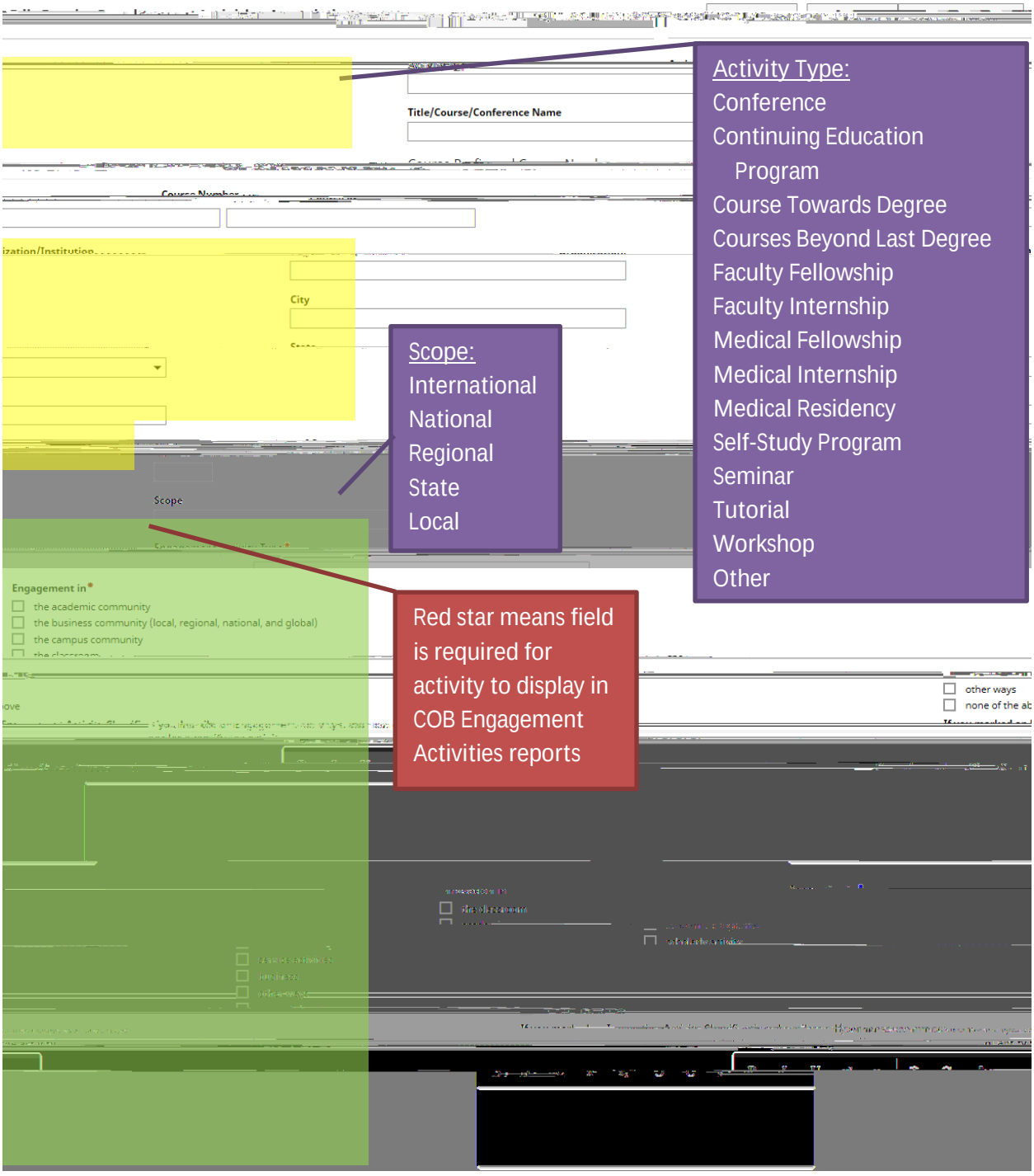
III. Grants and Contracts



Role:
Principal Investigator
Co-Principal Investigator
Senior Investigator
Mentor
Supporting
Other
Additional investigator(s) can be added by clicking here.
Current Status:
Work in Progress
Under Review
Funded
Not Funded


Month
Day
Year
Month
Day
Year
leave the start date
ou started but have
Note: For activities that are/were only on one day,
blank and specify the end date. For activities that y
End Date of Funding

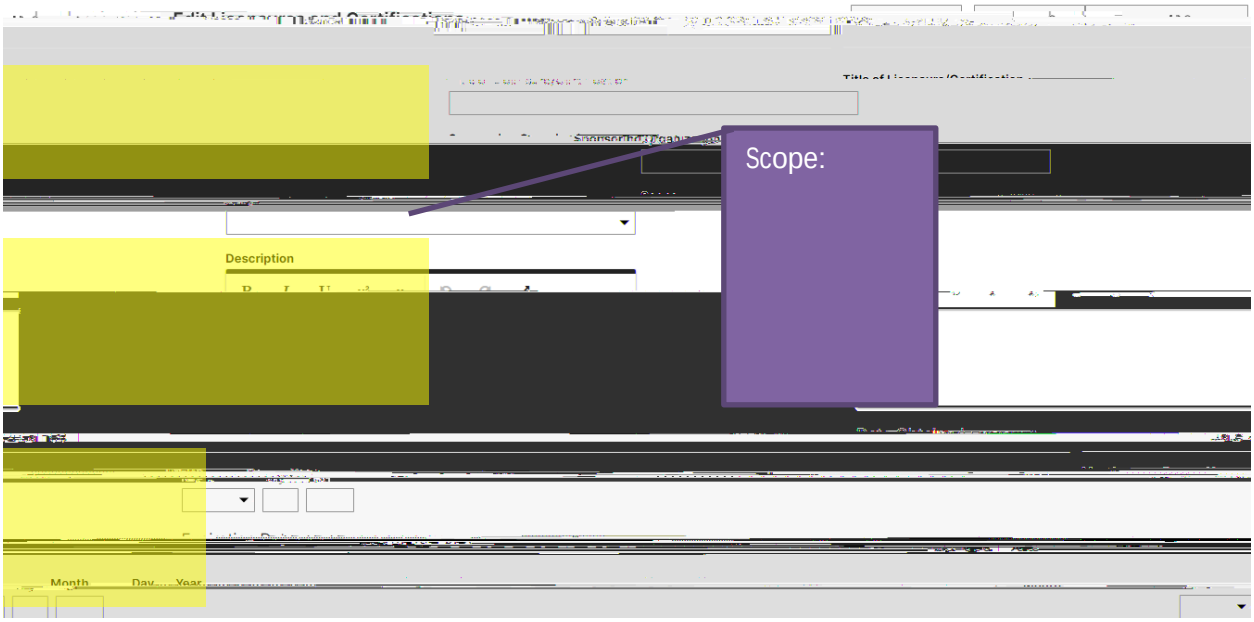
II. Faculty Development Activities Attended

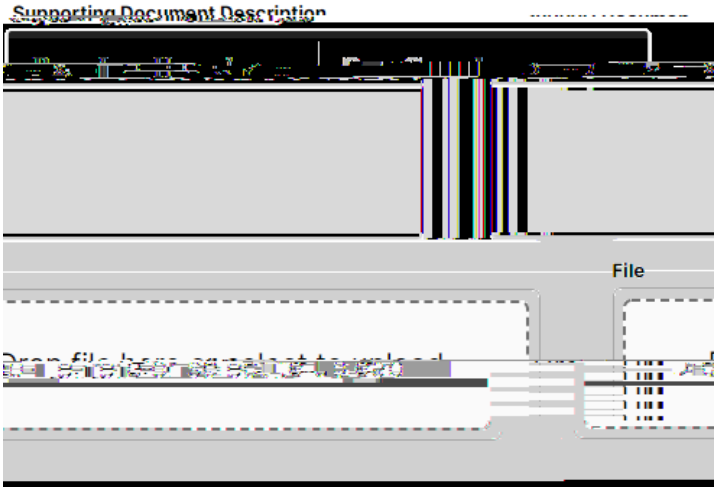


II. Faculty Development Activities Attended (continued)

III. Awards and Honors

IV. Licensures and Certifications

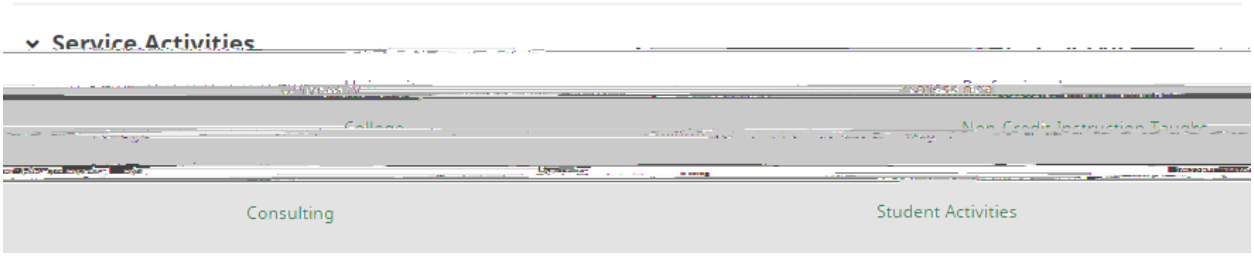




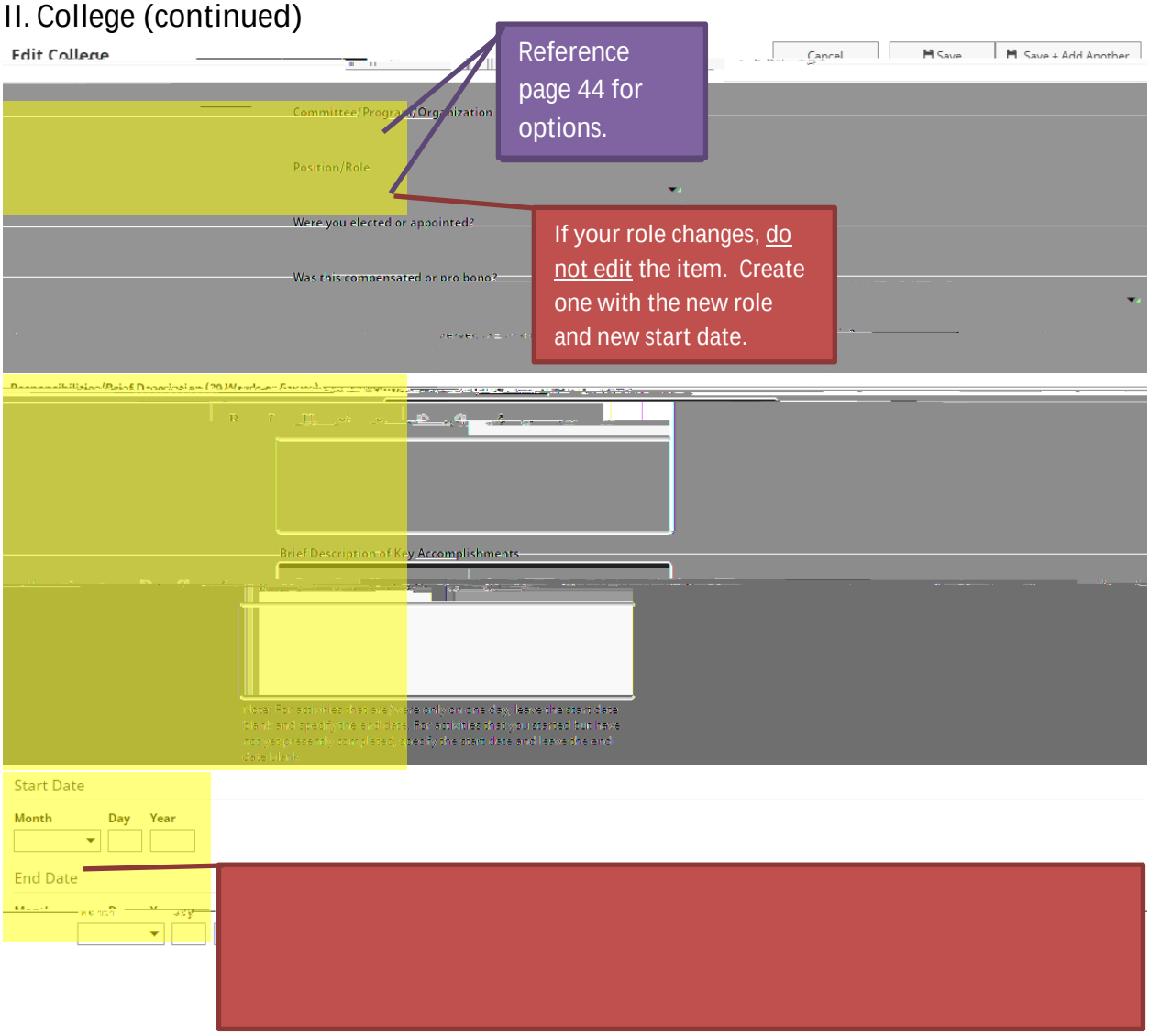
Service Activities

The Service Activities section is the fifth section 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

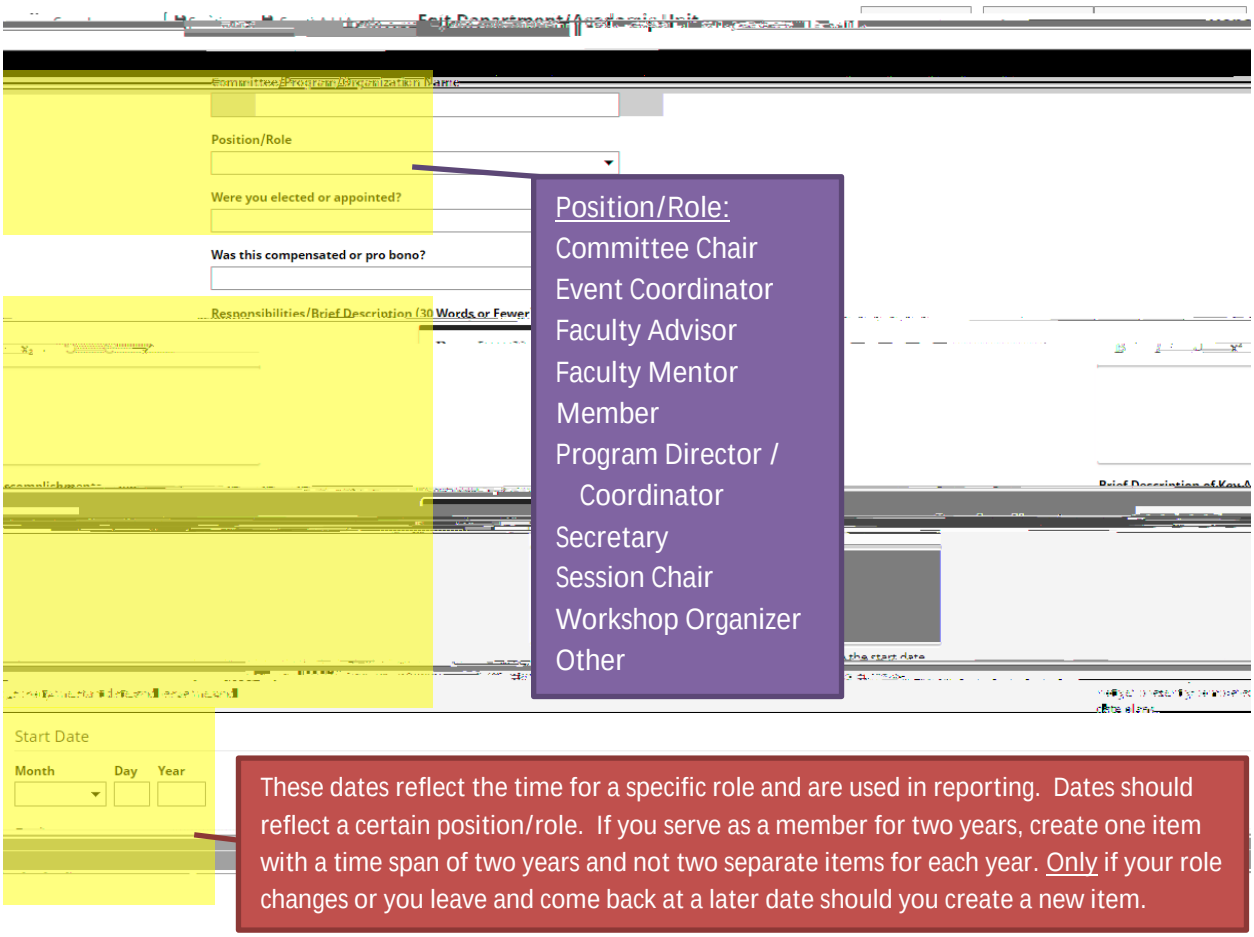


II. College (continued)

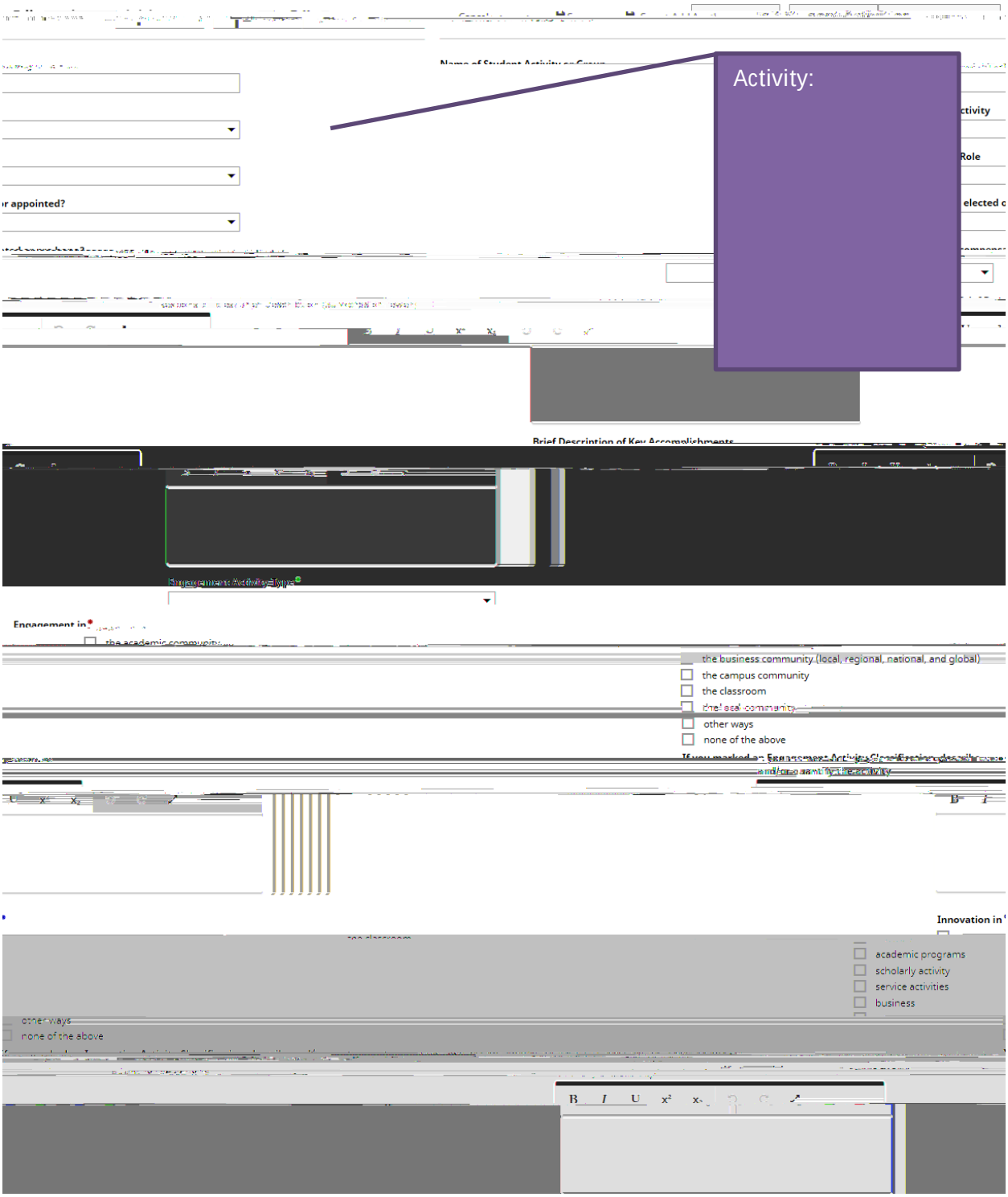


III. Department/Academic Unit

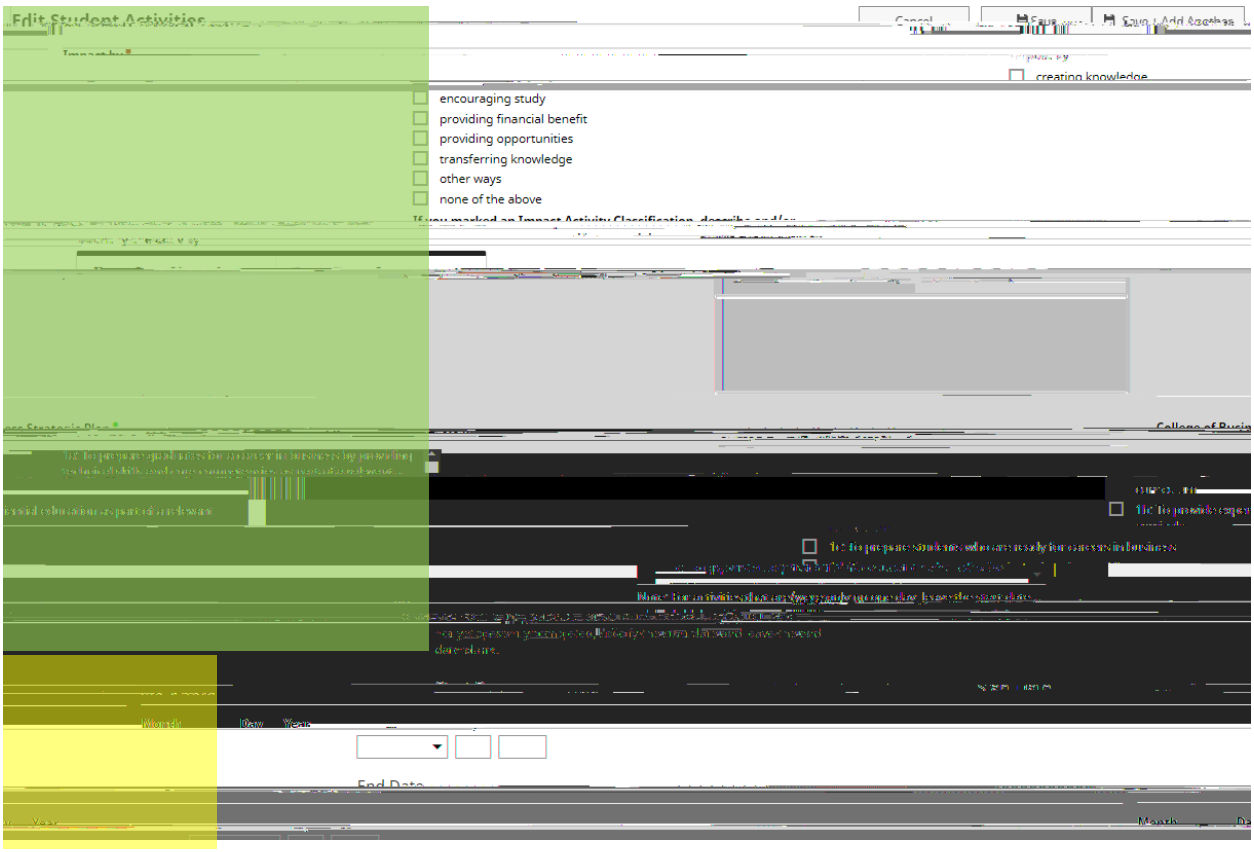
Information about Department/Academic Unit level committees, programs, and organizations can be stored here. It's important to note that if your position/role in a group doesn't change and your service dates cover multiple years do not make a separate item for each year in service to that group while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



IV. Student Activities



IV. Student Activities (continued)



V. Professional

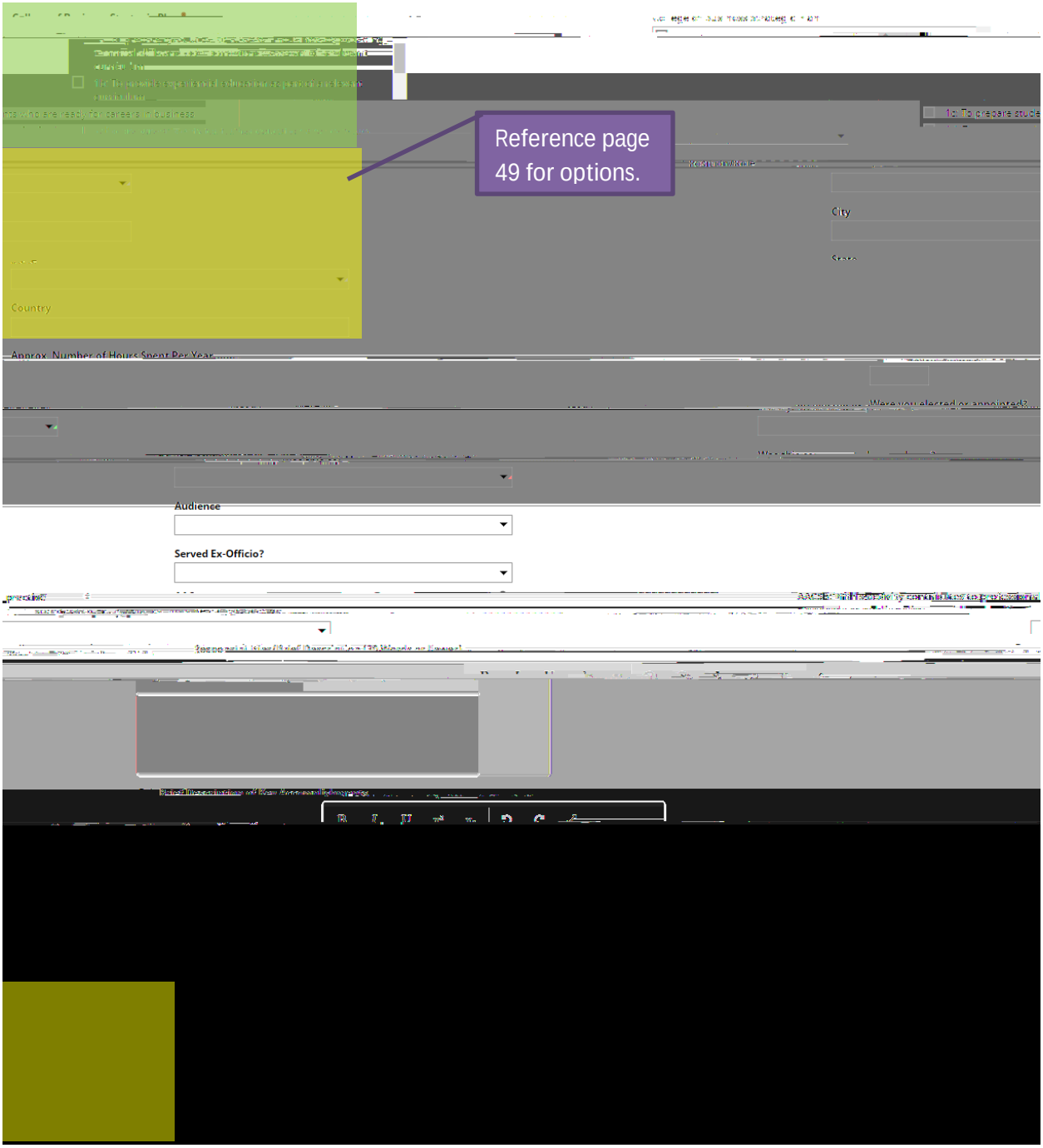
Examples of information to be stored on this screen include service to a professional organization, as an academic program reviewer or member of a program review team, or as an editorial board member.

Position/Role:

- 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

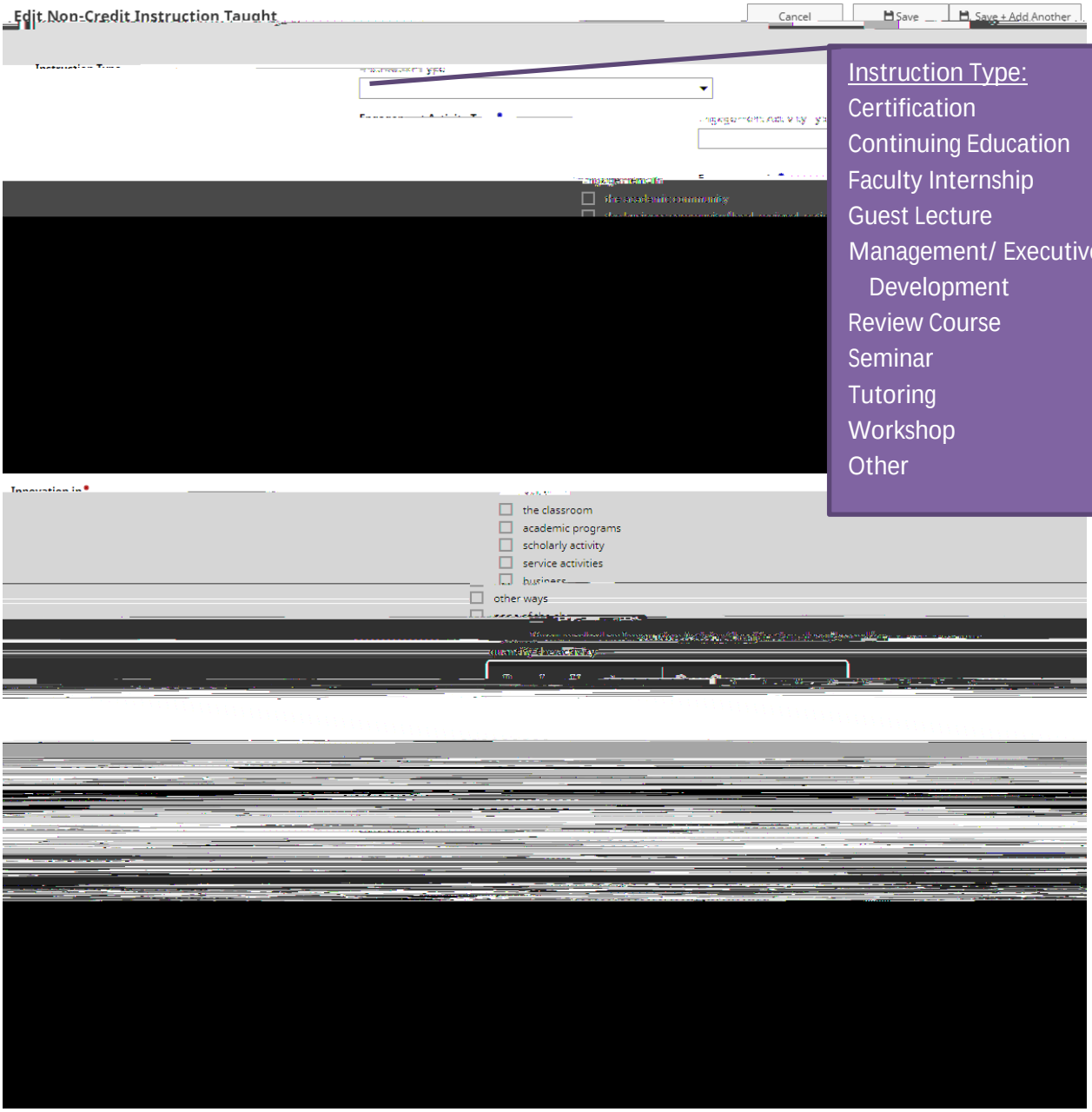
V. Professional (continued)

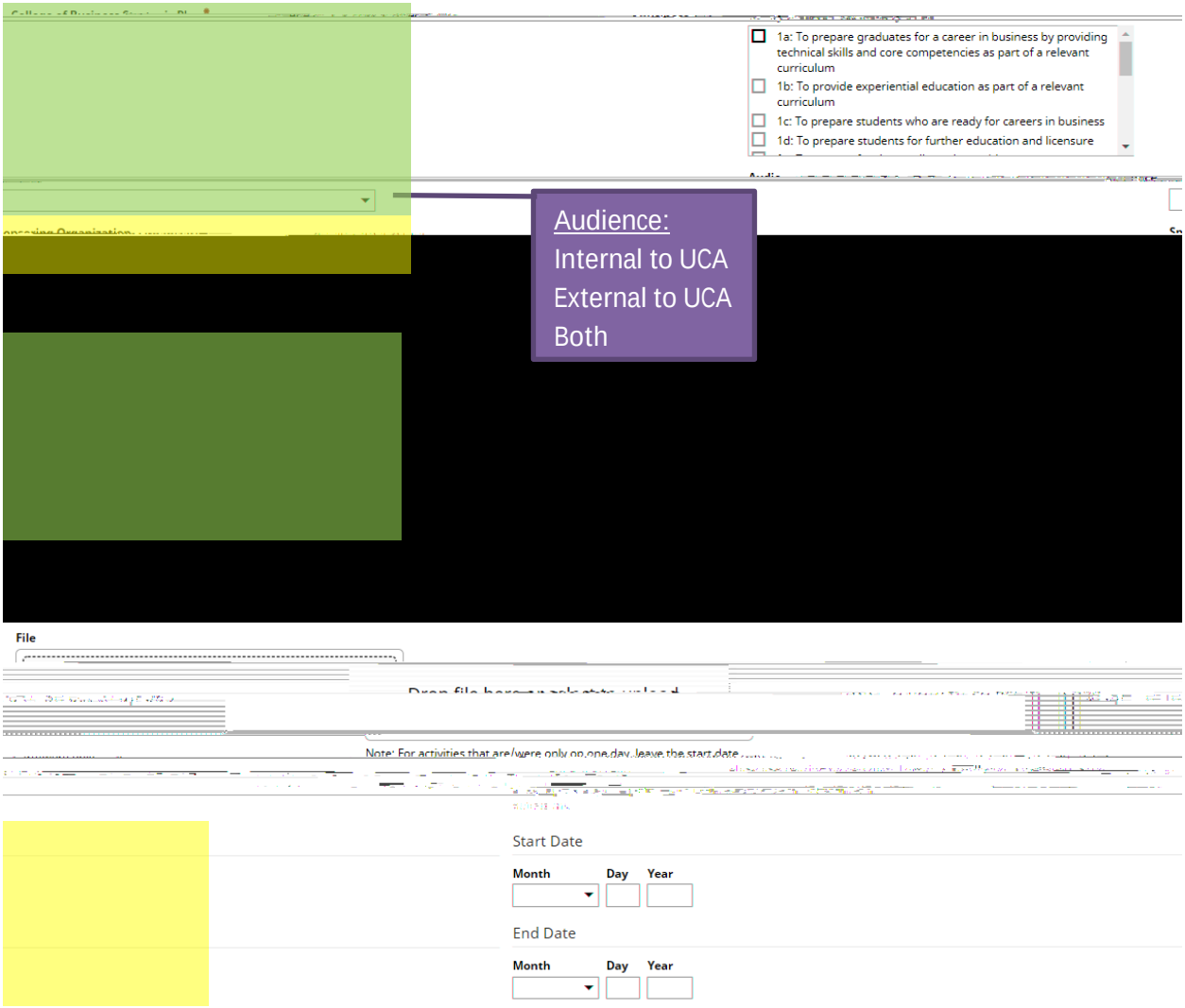
V. Professional (continued)



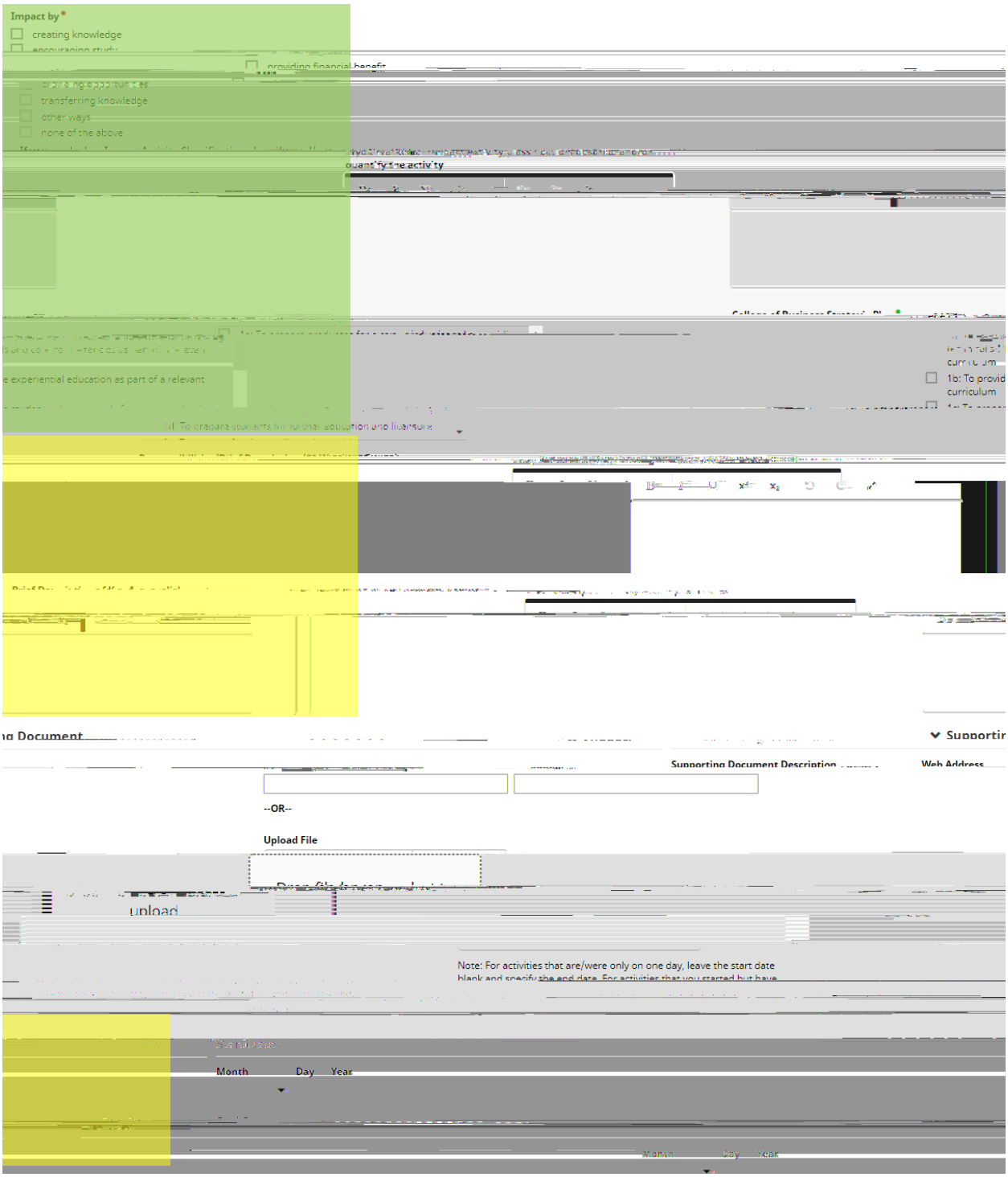
VI. Non-Credit Instruction Taught

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.



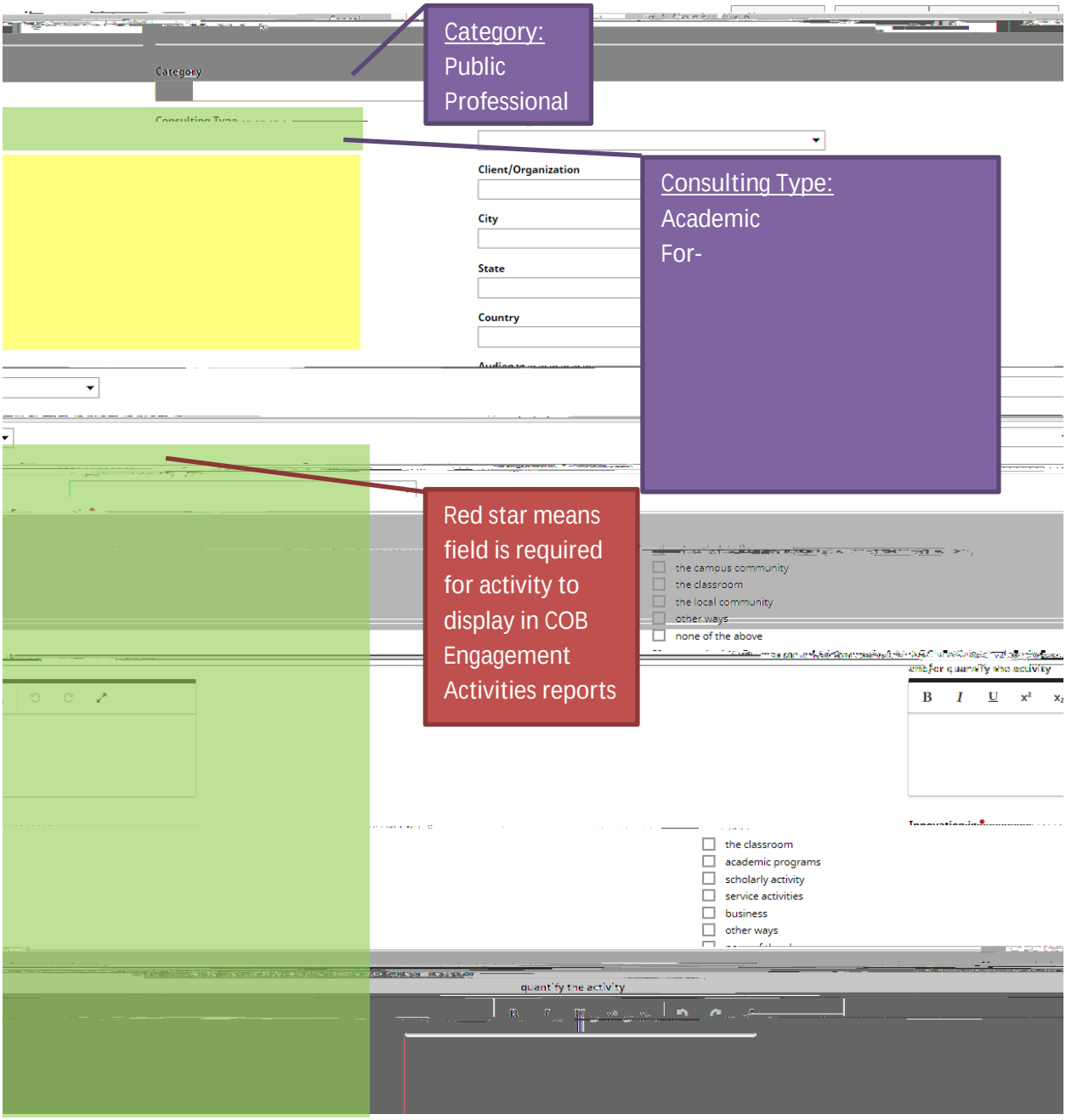

1a: To prepare graduates for a career in business by providing technical skills and core competencies as part of a relevant curriculum
1b: To provide experiential education as part of a relevant curriculum
1c: To prepare students who are ready for careers in business
1d: To prepare students for further education and licensure
Audience:
Internal to UCA
External to UCA
Both
File
Note: For activities that are/were only on one day, leave the start date
Start Date
Month
Day
Year
End Date
Month
Day
Year

VII. Public (continued)



VIII. Consulting

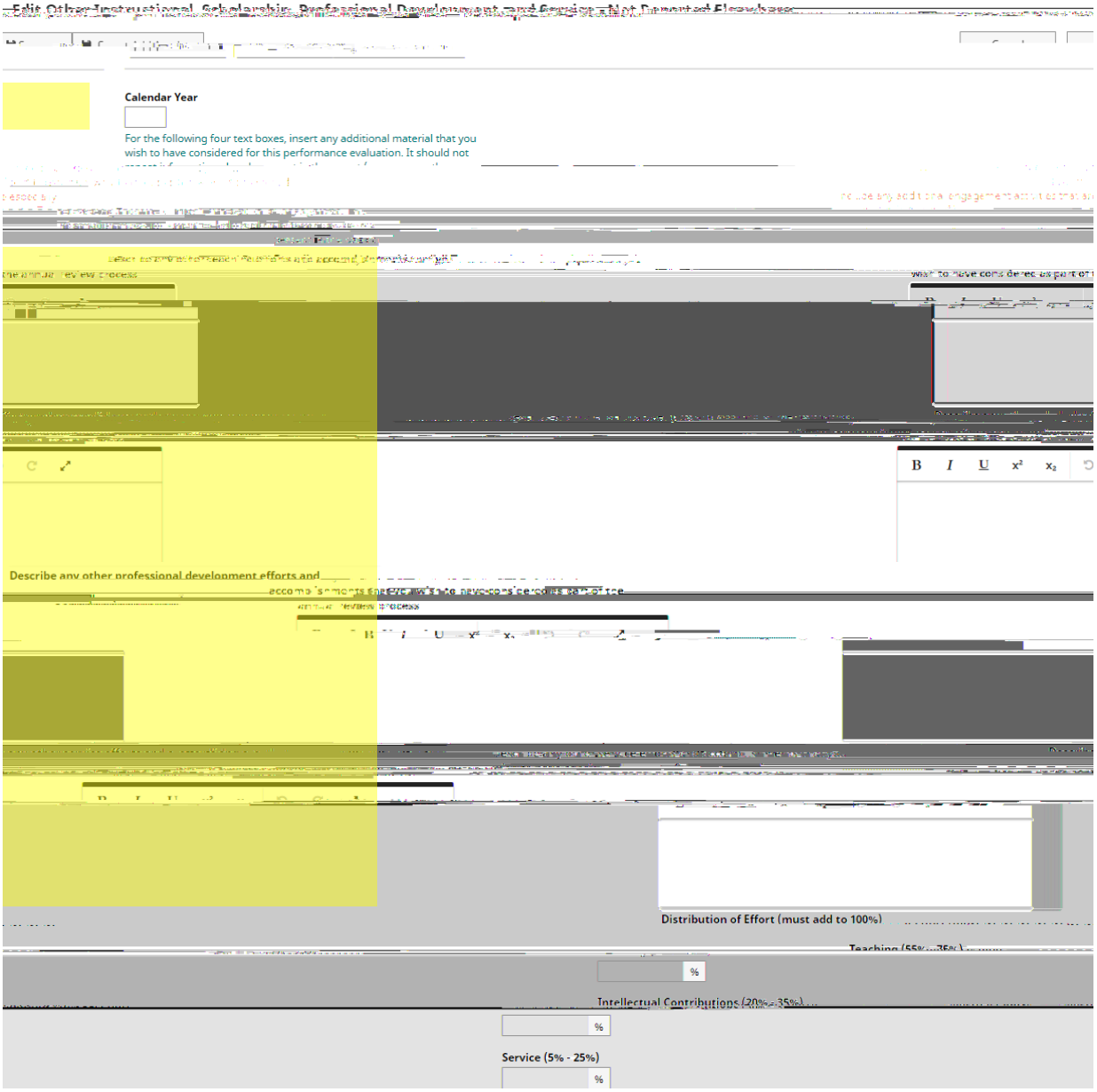
This screen is used to keep track of consulting activities ranging from academic, for profit, and government consulting. This screen should be filled out for substantial consulting activities and subject matter experts with documented service at local, state, national or international levels.



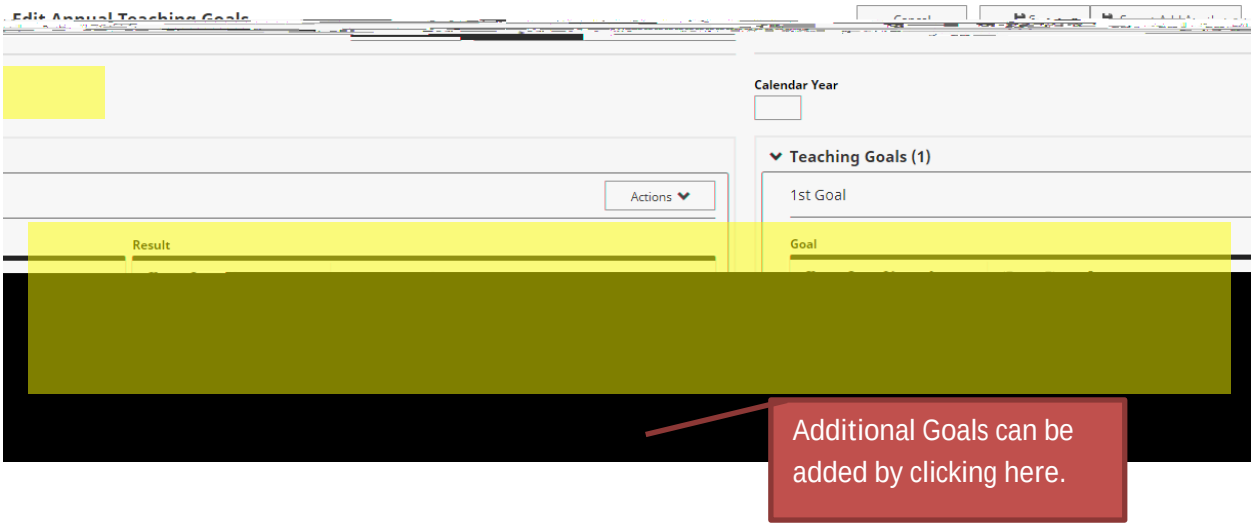
VIII. Consulting (continued)

Faculty Annual Self-Evaluation and Planning Reports

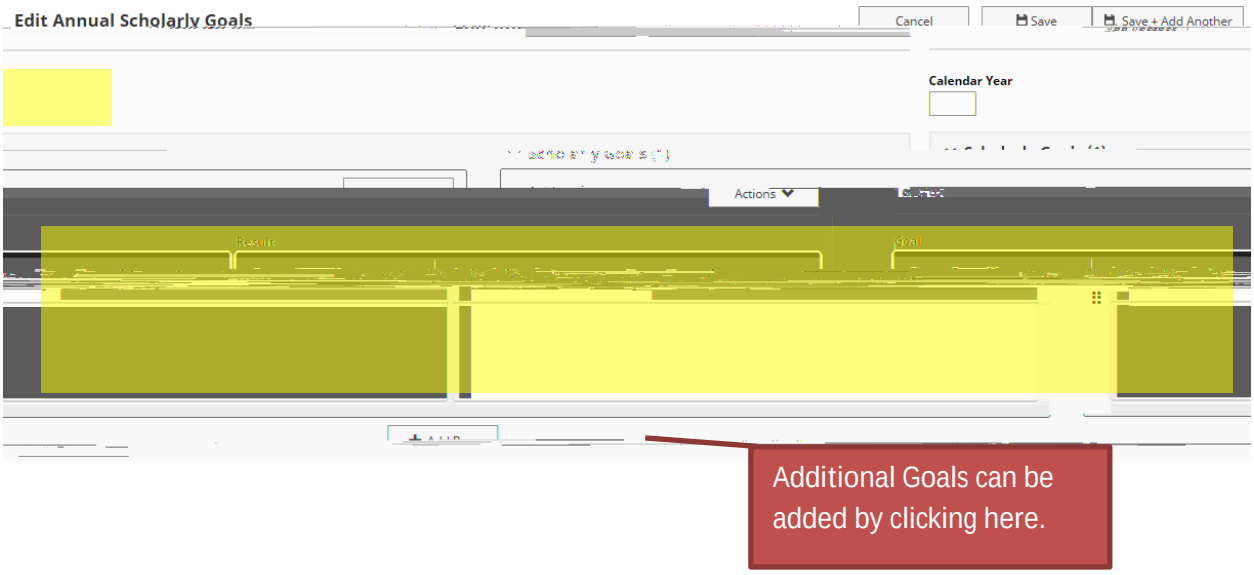
I. Other Instructional, Scholarship, Professional Development, and Service – Not Reported Elsewhere



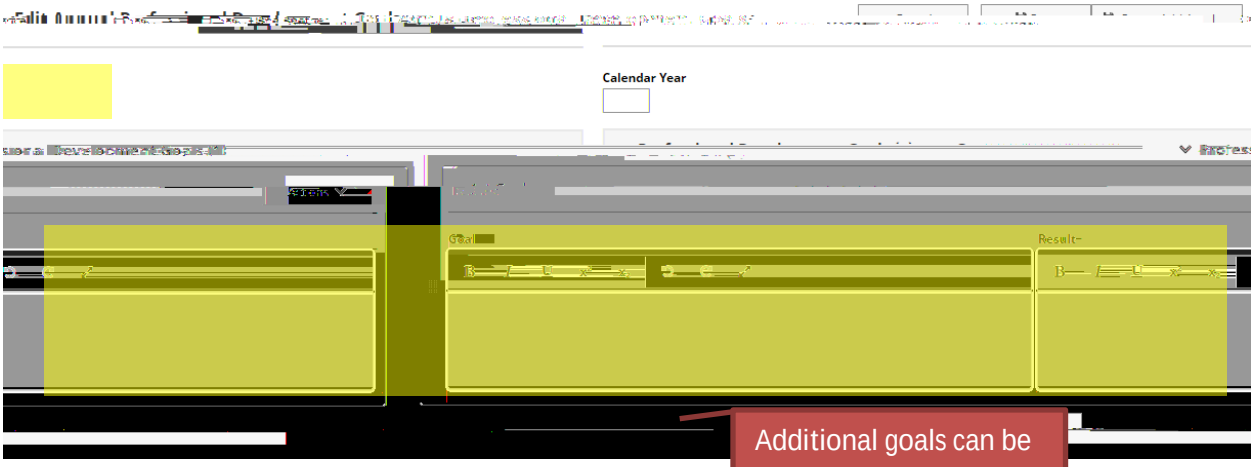
II. Annual Teaching Goals



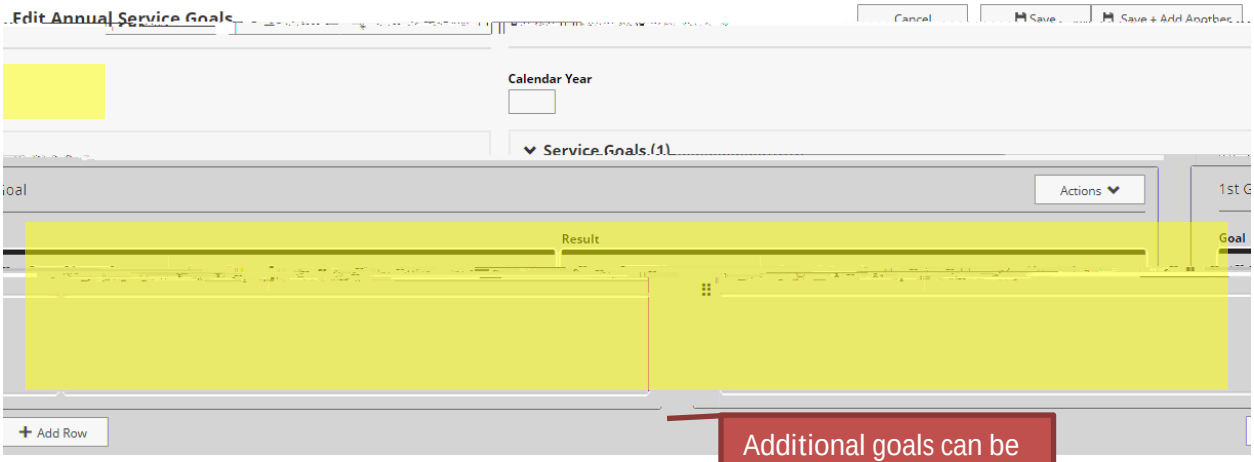
III. Annual Scholarly Goals



IV. Annual Professional Development Goals



V. Annual Service Goals



VI.

VII. Summary Evaluation

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