

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

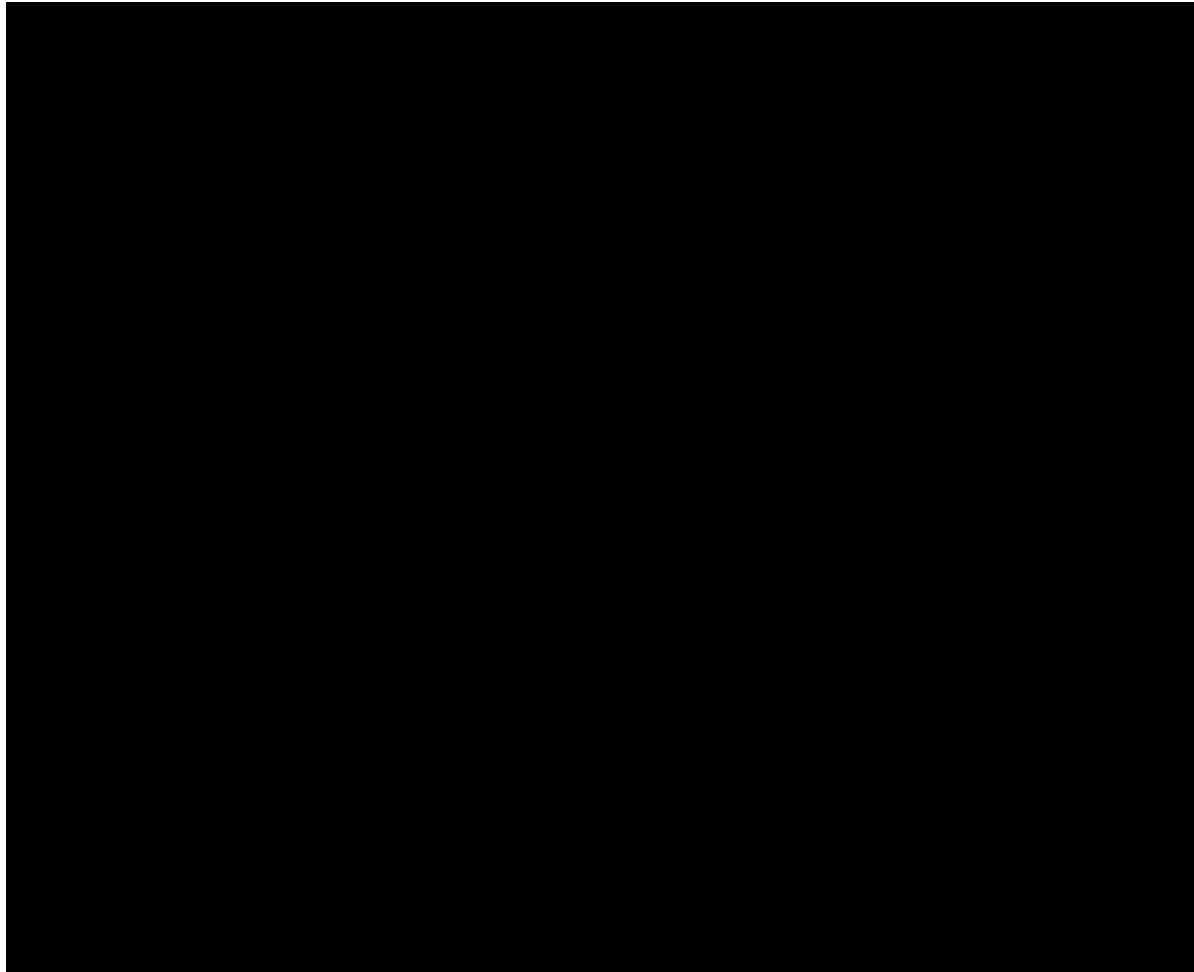
Each of these main sections is broken down into subsections and contains screen shots and instructions for entering the specific type of activity. For a basic overview of the different screen types and buttons, consult the <https://uca.edu/ir/faculty-success/guides/> at the Office of Institutional Research's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

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I. Personal and Contact Information (continued)



I. Personal and Contact Information (continued)

The image shows a screenshot of a web form titled "I. Personal and Contact Information (continued)". The form is mostly obscured by large grey redaction boxes. Visible text includes "Scholarship/Research Interest(s)" and a small toolbar with icons for bold, italic, underline, and other text formatting options. The form appears to be part of a larger online system, possibly for faculty profiles.

II. Administrative Data – Permanent Data

OIR updates all fields on the following screen.

The screenshot displays a web application interface for administrative data entry. At the top, there is a header bar with a 'Cancel' button and an 'Exit' button. Below the header, the main content area is divided into several sections. The first section contains a 'Termination Date' field with a 'Month Day Year' format. Below this, there is a 'Year' dropdown menu. The second section contains a 'Rank' field and an 'Application' field. A yellow box highlights a specific area in the bottom section, which includes a 'Month Day Year' format and an 'End Date' field. The interface is designed for data entry and includes various dropdown menus and buttons for navigation.

III. Administrative Data –

III. Administrative Data – Yearly Data (continued)

Graduate Faculty Expiration Date

On Leave?

Leave Start Date

Month Day Year

Leave End Date

Month Day Year

Qualified on Tested Experience?

18 11 00 xx xx 5 C

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

Save + Add Another | Edit Academic, Government, Military and Professional Positions - External to UCA | Cancel | Save

Experience Type
[Dropdown]

Organization
[Text]

City
[Text]

State
[Dropdown]

Country
[Text]

Title/Rank/Position
[Text]

Experience Type:
Academic – Post Secondary
Academic – P-12
Professional
Military
Government



Start Date: [Month] [Day] [Year]

End Date: [Month] [Day] [Year]

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

The screenshot displays a web form titled "Edit Education" with a URL of "http://ucanet1.uca.edu:8080/ir/education/edit". A message at the top states: "You do not have access to modify some of the fields on this screen. If changes are made, you will be notified by email." The form contains several input fields, some of which are highlighted in yellow:

- Degree**: A dropdown menu with "PhD" selected.
- FICE Code**: A text input field containing "001100".
- Institution**: A dropdown menu with "University of Central Arkansas" selected.
- Location of Institution**: A dropdown menu with "Campus AR" selected.

Below these fields, there is a section for "Minor(s)" with a dropdown menu set to "None". At the bottom of the form, there are two large, empty text input areas. The form also includes "Save" and "Cancel" buttons.

VI. Education(continued)

Thesis/Dissertation Title

Honor/Distinction (Latin)

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

Other Honors/Distinctions

Faculty position

Terminal Degree?
Yes

Transcript
Drop file

Date Completed

Year
2012

1st Course
Title

Course Prefix and Course Number

Credits

VII. External Connections and Partnerships

Edit External Connections and Partnerships

Cancel Save Save & Add Another

Activity:

Engagement Activity Type*

Engagement in*

Innovation in*

What issues are you addressing?

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

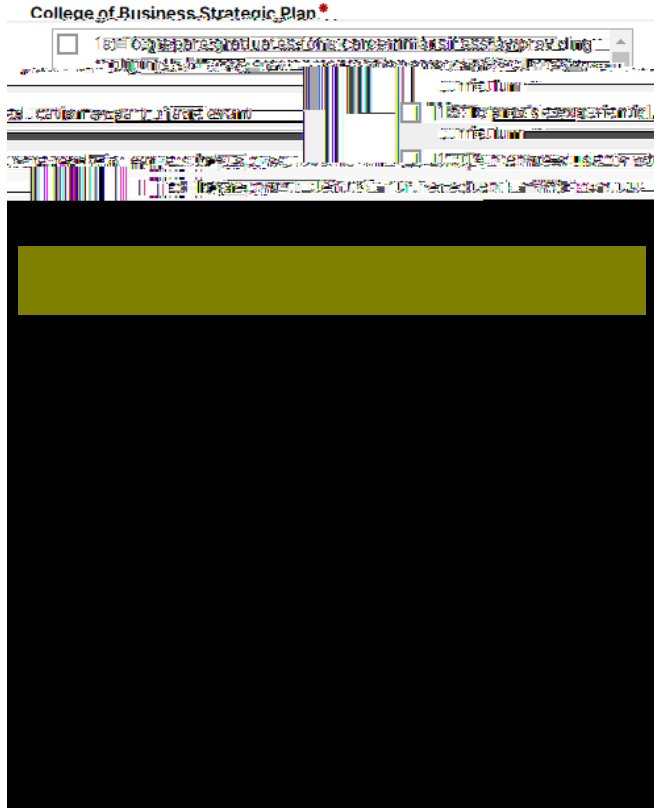
Activity:

- Field Trip
- Fundraising
- Recruitment
- Service Learning
- Speaker
- Other

B I U x² x₂

B I U x² x₂

VII. External Connections and Partnerships(continued)



I. Scheduled Teaching

OIR updates all fields on the following screen.

Edit Scheduled Teaching Cancel

Term and Year

Term	Year
Fall	2016

COLLEGE ALGEBRA

Course Prefix Course Number

CRN

Enrollment

Number of Sections

Degree Program

Course College

1st Instructor

Traditional

Number of Students Earning an A

Number of Students Earning a B

Number of Students Earning a C

Number of Students Earning a D

Number of Students Earning an F

III. Reassigned Time

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

This screenshot shows a web form for 'Reassigned Time'. The form includes a 'Term and Year' section with a dropdown menu currently set to 'Fall 2021'. Below this is a table with columns for 'Credit Hours Reassigned', 'Official Reassignment-time Activities', and 'Type'. The 'Type' column contains the text 'Administrative Services' and the number '3'. A red 'R' is visible in the top right corner of the form area. A message at the top right states: 'You do not have access to modify the fields on this screen. If changes are needed, contact your administrator at apply-success@ucla.edu.' A yellow highlight is present on the 'Term and Year' dropdown, and another yellow highlight is on the 'Type' field.

IV. Academic Advising

This screenshot shows a web form for 'Academic Advising'. A purple callout box is overlaid on the form, listing the following terms: 'Fall', 'Fall six months', 'Spring', 'Spring six months', and 'Summer'. A blue arrow points from the 'Fall' option in the callout box to a dropdown menu in the form. The form also includes a section for 'Number of Graduate Advisees' with an input field. A yellow highlight is visible on the left side of the form.

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

The image shows a screenshot of a web form with several yellow callout boxes highlighting specific fields. Three purple callout boxes provide additional information for these fields:

- Involvement Type:** Dissertation Committee Chair, Dissertation Committee Co
- Stage of Completion:** Completed, In Progress, Proposal
- Outcomes:** Artistic Performance / Exhibit, Presentation, Publication, Other

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

Description

Supporting Document Description Web Address

--OR--

Upload File

upload

Date Started

Date Completed

Upload Remove View

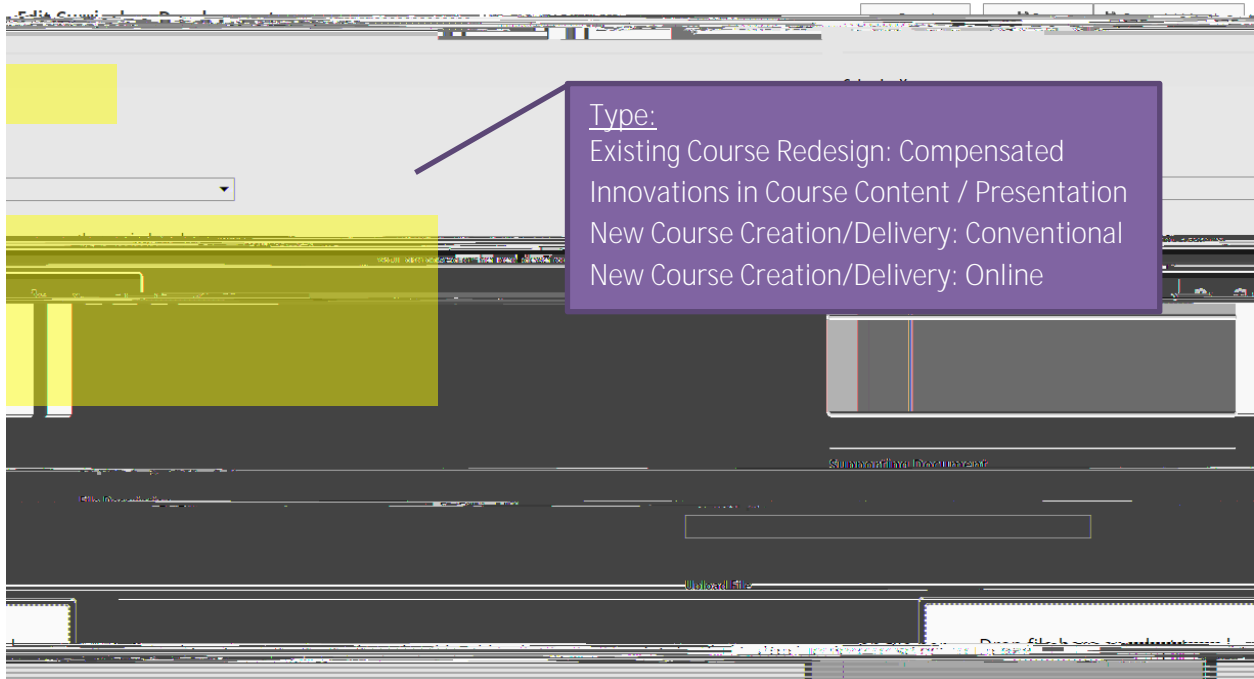
VI. Directed Group Student Learning (e.g., field experience, service learning, study abroad)

The image shows a screenshot of a web form for reporting Directed Group Student Learning. The form includes several dropdown menus and text input fields. Three callout boxes are overlaid on the form to highlight specific options:

- 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

Other visible form elements include: "Number of Credit Hours" (text input), "Stage of Completion" (dropdown), "Supporting Document Description" (text input), "Web Address" (text input), and "Upload File" (button).

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

The image shows a screenshot of a web form for entering grant and contract information. The form is divided into several sections, with callout boxes providing additional information:

- Type:** A dropdown menu with options: Contract, Fellowship, Research Grant, and Other.
- Awarding Organizations:** A dropdown menu with options: UCA, State, Private, Local, Federal, and Other.
- Engagement in:** A section with checkboxes for:
 - the academic community
 - the business community
 - the local community
 - other ways
 - none of the above
- Engagement in:** A section with checkboxes for:
 - the classroom
 - academic programs
 - scholarly activity
 - service activities
 - business
 - other ways
 - none of the above
- Engagement in:** A section with checkboxes for:
 - creating knowledge
 - encouraging study
 - providing financial benefit
 - providing opportunities
 - transferring knowledge

A red star icon in the form indicates a required field for activity to display in COB Engagement Activities reports.

III. Grants and Contracts (continued)

The screenshot shows a web-based interface for managing grants and contracts. A purple callout box points to a 'Role' dropdown menu with the following options: Principal Investigator, Co-Principal Investigator, Senior Investigator, Mentor, Supporting, and Other. A red callout box points to a '+' icon in a table, with the text 'Additional investigator(s) can be added by clicking here.' The table has columns for 'First Name', 'Middle Name/Initial', and 'Last Name'. One row is visible with the name 'Hargis, Michael (mhargis)'. Below the table, there are sections for 'Abstract', 'Award Letter', and 'Supporting Document'. A purple callout box points to a 'Current Status' dropdown menu with options: Work in Progress, Under Review, Funded, and Not Funded.

III. Grants and Contracts (continued)

The screenshot shows a web form with two date selection sections. The first section is titled "Date of Project Start" and includes a dropdown menu for "Month", and input boxes for "Day" and "Year". The second section is titled "End Date of Funding" and also includes a dropdown menu for "Month", and input boxes for "Day" and "Year". A note is present: "Note: For activities that are/were only on one day, blank and specify the end date. For activities that y...". There are also some partially visible instructions: "leave the start date" and "ou started but have".

II. Faculty Development Activities Attended

The screenshot shows a web form for reporting faculty development activities. The form includes several sections:

- Activity Type:** A list of activity types including 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, and Other.
- Scope:** A dropdown menu with options: International, National, Regional, State, and Local.
- Engagement in*:** A section with checkboxes for: the academic community, the business community (local, regional, national, and global), the campus community, and the classroom.
- Other ways / none of the ab:** Checkboxes for reporting other ways or none of the above.

Two callout boxes provide additional information:

- A purple box titled "Activity Type:" lists the various activity categories.
- A purple box titled "Scope:" lists the geographical or institutional levels.
- A red box titled "Red star means field is required for activity to display in COB Engagement Activities reports" points to a red star icon next to the "Engagement in*" section.

II. Faculty Development Activities Attended (continued)

creating knowledge
encouraging study
providing financial benefit
providing opportunities
transforming curriculum

other ways
 none of the above

14. To prepare a graduate program or course to fulfill a curriculum
curriculum

III. Awards and Honors

IV. Licensures and Certifications

This screenshot shows a web form for licensure and certification. The form includes several input fields and a dropdown menu. A purple box labeled "Scope:" points to a dropdown menu. There are several redacted areas in yellow and green. The form also includes a "Description" field and a date selection field with "Month", "Day", and "Year" options.

This screenshot shows a section titled "Supporting Document Description". It features a large text area for description and a "File" upload area. The file upload area includes a dashed border and a "Drop files here or click to upload" prompt. There are also some vertical lines and a small table-like structure below the file upload area.

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)

Edit College Cancel Save Save + Add Another

Committee/Program/Organization

Position/Role

Were you elected or appointed?

Was this compensated or pro bono?

Brief Description of Key Accomplishments

Start Date

Month Day Year

End Date

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

Reference page 44 for options.

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

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.

The image shows a screenshot of a web form titled "Department/Academic Unit". The form has several sections, some of which are highlighted in yellow. A purple callout box points to the "Position/Role" dropdown menu, which lists the following options: Committee Chair, Event Coordinator, Faculty Advisor, Faculty Mentor, Member, Program Director / Coordinator, Secretary, Session Chair, Workshop Organizer, and Other. A red callout box points to the "Start Date" section, which includes fields for Month, Day, and Year. The text in the red callout box explains that these dates reflect the time for a specific role and are used in reporting, and that users should not create separate items for each year if they serve in the same role for two years.

IV. Student Activities

Activity:

Name of Student, Assistant or Group

Activity

Role

Selected c

or appointed?

Brief Description of Key Accomplishments

Enhancement in

- the academic community
- the business community (local, regional, national, and global)
- the campus community
- the classroom
- the local community
- other ways
- none of the above

Innovation in

- academic programs
- scholarly activity
- service activities
- business

other ways

none of the above

IV. Student Activities (continued)

Edit Student Activities

Cancel Save Add Options

Temporary creating knowledge

encouraging study
 providing financial benefit
 providing opportunities
 transferring knowledge
 other ways
 none of the above

If you needed an Impact Activity Classification, describe in detail

Call of Duty

To be prepared to be able to do any job in any business

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:

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)



The image shows a screenshot of a web form with a red star annotation pointing to a field. The red star is located in the top right corner of the form, and a red line points to it from a red box containing the text: "Red star means field is required for activity to display in COB Engagement Activities reports".

The form includes the following sections:

- Innovation in ***
 - the classroom
 - academic programs
 - scholarly activity
 - service activities
 - business
 - otherwise
- If you marked an Innovation Activity Classification, describe and/or quantify the activity:**
 -
- Impact by ***
 - creating knowledge
 - encouraging study...
- Additional options:**
 - providing financial benefits
 - providing opportunities
 - transferring knowledge
 - other

At the bottom right of the form, there is a rich text editor with the following icons: **B**, *I*, U, x^2 , x_n , and a link icon.

V. Professional (continued)

The screenshot shows a web form with the following elements:

- A purple callout box with the text "Reference page 49 for options." pointing to a dropdown menu.
- A dropdown menu for "Country".
- A text input field for "Approx. Number of Hours Spent Per Year".
- A dropdown menu for "Audience".
- A dropdown menu for "Served Ex-Officio?".
- A redacted area (grey box) below the "Served Ex-Officio?" field.
- A redacted area (black box) at the bottom left of the form.

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.

The image shows a screenshot of a web form titled "Edit Non-Credit Instruction Taught". The form has a header with "Cancel", "Save", and "Save + Add Another" buttons. Below the header, there is a section for "Instruction Type" with a dropdown menu. A purple callout box is overlaid on the right side of the form, listing the options available in the dropdown menu. Below the dropdown menu, there are several checkboxes for "Instruction in" with the following options: "the classroom", "academic programs", "scholarly activity", "service activities", "business", and "other ways". The form is partially obscured by a large black rectangular area at the bottom.

Instruction Type:

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

Instruction in:

- the classroom
- academic programs
- scholarly activity
- service activities
- business
- other ways

VI. Non-Credit Instruction Taught (continued)

The screenshot shows a web form with several sections. At the top right, there is a list of four radio button options:

- 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

A purple callout box is positioned over the form, containing the text:

Audience:
Internal to UCA
External to UCA
Both

Below the callout box, there is a "File" section with a text input field and a "Choose file to upload" button. A note below this section reads: "Note: For activities that are/were only on one day, leave the start date blank." To the left of the date fields is a yellow rectangular area.

The "Start Date" section includes three input fields: "Month" (a dropdown menu), "Day" (a text box), and "Year" (a text box).

The "End Date" section also includes three input fields: "Month" (a dropdown menu), "Day" (a text box), and "Year" (a text box).



VII. Public (continued)

Impact by*

- creating knowledge
- encouraging study
- providing financial benefit
- providing opportunities
- transferring knowledge
- other ways
- none of the above

quantify the activity

Supporting Document

Supporting Document Description

Web Address

--OR--

Upload File

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 created but have

Month Day Year

Month Day Year

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.

The image shows a screenshot of a web-based form for recording consulting activities. The form includes several sections and fields:

- Category:** A dropdown menu with options: Public, Professional.
- Consulting Type:** A dropdown menu with options: Academic, For-.
- Client/Organization:** A text input field.
- City:** A text input field.
- State:** A text input field.
- Country:** A text input field.
- Audience:** A dropdown menu.
- Engagement Activities reports:** A section with a red star icon and a text area for reporting.
- Quantity the activity:** A section with a text area for reporting.

Callout boxes provide additional information:

- A purple box points to the **Category** dropdown, listing the options: Public, Professional.
- A purple box points to the **Consulting Type** dropdown, listing the options: Academic, For-.
- A red box points to the **Engagement Activities reports** section, stating: "Red star means field is required for activity to display in COB Engagement Activities reports".

VIII. Consulting (continued)

creating knowledge
 encouraging study

providing financial benefit
 providing opportunities

increasing knowledge
 other ways
 none of the above

If you are teaching in a course, please check the appropriate box(es) for the activity

To prepare graduates for a career in business by providing technical skills and core competencies as part of a relevant curriculum

To provide experiential education as part of a relevant curriculum

To prepare students for a career in business

Served Ex-Officio?

Compensated or Pro Bono?

Approx. Number of Hours Spent Per Week

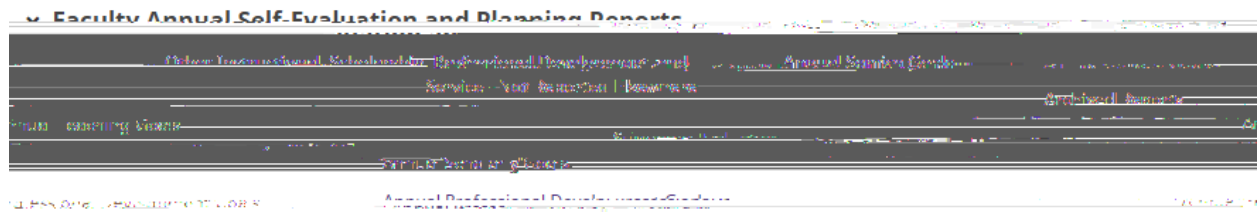
APAC Self-Reflection: How do you rate your professional knowledge? (1 = Not at all, 5 = Very well)

Self-Reflection: How do you rate your professional knowledge? (1 = Not at all, 5 = Very well)

Month Day Year

End Date

Faculty Annual Self-Evaluation and Planning Reports



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

The screenshot displays a form titled "Edit Other Instructional, Scholarship, Professional Development, and Service (Not Reported Elsewhere)". It includes a "Calendar Year" dropdown menu and a text area for additional information. Below this, there are four text boxes for reporting specific activities. The form also features a "Distribution of Effort" section with a table and input fields for percentages.

Category	Percentage
Teaching (55% - 35%)	<input type="text"/>
Intellectual Contributions (20% - 35%)	<input type="text"/>
Service (5% - 25%)	<input type="text"/>

II. Annual Teaching Goals

Calendar Year

▼ Teaching Goals (1)

1st Goal

Result	Goal

Additional Goals can be added by clicking here.

III. Annual Scholarly Goals

Cancel Save Save + Add Another

Calendar Year

Scholarly Goals (1)

Result	Goal

Additional Goals can be added by clicking here.

IV. Annual Professional Development Goals

Calendar Year

Goal	Result

Additional goals can be added by clicking here.

V. Annual Service Goals

Calendar Year

Service Goals (1)

Goal	Result

+ Add Row

Additional goals can be added by clicking here.

VI.

VII. Summary Evaluation

Year	Summary Highlights of Intellectual Contribution Efforts
2020	

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