FAAR System for Faculty Expectations and Review

http://www.data180.com/faculty180/nau

Note: FAAR seems to work best with Firefox. Internet Explorer tends to have some glitches – hate to give up, but if in doubt, use Firefox.

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### Process Overview

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<th>Procedure</th>
<th>Timeline</th>
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<tr>
<td>Statement of Expectations</td>
<td>Chair/SON Dean initiates&lt;br&gt;Faculty Enter information&lt;br&gt;Chair/SON Dean approves (some back and forth with faculty may be necessary)</td>
<td>Prior to April 1 every spring</td>
</tr>
<tr>
<td>Workload – General Activities</td>
<td>Faculty enter information – Everything in a vita needs to be entered into FAAR</td>
<td>Any time</td>
</tr>
<tr>
<td>Workload Form</td>
<td>Vice Provost for Academic Personnel initiates&lt;br&gt;Faculty Enter data&lt;br&gt;Chair/SON Dean approves</td>
<td>1-2 months following each academic semester</td>
</tr>
<tr>
<td>Annual Evaluation</td>
<td>Chair/SON Dean initiate peer and chair review&lt;br&gt;Faculty enter data&lt;br&gt;Peer review&lt;br&gt;Chair Review</td>
<td>Calendar published in the Personnel Action Calendar published by the provost</td>
</tr>
<tr>
<td>Promotion &amp; Tenure</td>
<td>Chair/SON Dean initiates&lt;br&gt;Peer (Department/School) review&lt;br&gt;Chair review&lt;br&gt;College P&amp;T review (P&amp;T only)&lt;br&gt;Dean Review</td>
<td>Calendar published in the Personnel Action Calendar published by the provost</td>
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Note: the SOE looks *forward* to the coming year, while the workload report looks *back* over the previous year.
Statement of Expectations
Called Input Classifications – Statement of Expectations

Overview
1. Department chairs/SON Dean set “Input Classifications” early in the spring semester.
2. Faculty enter information and negotiate with chair following traditional SOE development procedures.
3. Chair reviews and returns for revisions and/or approves

<table>
<thead>
<tr>
<th>Who?</th>
<th>When?</th>
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<tr>
<td>Chair/SON Dean initiates</td>
<td>Begins early spring semester.</td>
</tr>
<tr>
<td>Faculty enters info</td>
<td>Draft SOE’s must be approved by department chair/director by April 1.</td>
</tr>
<tr>
<td>Faculty/chair-dean negotiate</td>
<td></td>
</tr>
<tr>
<td>Chair/SON Dean approves</td>
<td></td>
</tr>
<tr>
<td>Executive Dean approves</td>
<td></td>
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</tbody>
</table>

Chair/SON Dean initiate Input classification
Directions for initiating development of the SOE.

1. In FAAR, click “Communication” tab
2. Select “Faculty Classification Form”
3. Review “Unit” to verify the appropriate department/school is listed. E.G. Health Sciences would be visible.
   a. To change the unit displayed, click “Change”
   b. Next to the school/unit (Healthprof or NursingSch), click the +
   c. Select the appropriate department/school (e.g. “Nursing” or “Denthyg”)
   d. The screen will automatically update to display the unit selected
4. Employment status – make sure “all active” is selected.
5. Semester – choose the start semester (e.g. Fall 2014 if the SOE is being built for the AY 14-15).
6. Check the “Statement of Expectations” box.
7. In the faculty list, check the box next to every faculty member whom you want to have create an SOE.
8. Click “Send and Return”

That’s it – each faculty member selected will have a message on their FAAR system “Home” page that says “Complete Faculty Annual Expectations: Semester”
Note: Make sure to notify faculty that they need to log on and complete the SOE.

**Faculty Enter Info**
Directions for writing the first draft of the SOE and submitting it to the Chair/Dean.

1. In FAAR, click “Home” tab and select “Complete Faculty Annual Expectations”
2. Enter goals/expectations for each category (student-related activities; scholarship; service; other).
3. For “Percent of load” in each category, enter a 1-3 digit number reflecting the percent of effort directed toward that activity with no additional characters (e.g. %).
4. Click “Save and Return” if you need additional time to complete your SOE.
5. When done, click “Submit Classifications”

Your chair/dean will now need to review and approve. If revisions to the SOE are necessary, the chair will send the SOE back to you and the “Complete Faculty Annual Expectations” link will appear again on your home page in FAAR. NOTE: you can always view what you have submitted through the link “view printable classification forms” from the “my data” tab.

**Chair/Dean review & approve or return**
Directions for writing the first draft of the SOE and submitting it to the Chair/Dean.

1. In FAAR, click “Administration” tab and select “Input Classifications”
2. Make sure the appropriate “Unit” is displayed (e.g. Health Sciences”)
3. From the “Input form” dropdown menu, select “SoE Administrative Approval (Chair)”
4. Start semester – choose the term of the SOE, e.g. Fall 2013
5. Select all faculty desired to review
   a. Hold the “Ctrl” key down and click on names to select multiple faculty and move the faculty to the “Selected faculty” area by clicking >>.
   b. To move all faculty, click on the first name in the list, hold the shift key down while clicking the last name on the list. All will be highlighted in blue. Click >>
   c. Under “Input Option” choose one of the following:
      i. Multiple – Displays a table of all selected faculty in which you can enter data all at once. May require scrolling right.
      ii. Individual – One faculty member’s form will be displayed and you’ll need to enter all info, then click to change the page to the next faculty member.

Early spring semester (allow enough time for a draft to be approved by the chair by April 1)
d. Review Expectations: Student-related activities & Scholarship & Service & Other. In the text box, edit text with goals/objectives/activities for each faculty member as necessary.

e. Percent of load: Review the % of effort for each category & edit as necessary. Make sure to only enter a 1-3 digit number without any extra characters (e.g. “%”)

6. If the SOE is approved and no changes are necessary (if not approved, go to step 7);
   a. At the top of the table, find the drop down box under the word “Value” and choose “Yes”
   b. Click “Submit Classifications” at the bottom of the page.
   c. You’re finished

7. If edits are made and/or the SOE must be returned to the faculty member for revisions;
   a. At the top of the table, find the drop down box under the word “Value” and choose “No”
   b. Click “Submit Classifications” at the bottom of the page.
   c. This returns the SOE to the faculty member for revisions – go back to “Faculty Enter Info” directions on previous page.
**Workload Form**

The foundation of the system – this is your electronic vita. All efforts and activities should be entered into the workload form. Any report or review will pull data from what is entered in the workload form. At the end of each term, faculty will be prompted to submit a formal “Workload Form” however the Workload form link on the home page (under Standard Input Forms) is available at all times.

Every piece of information entered is organized by the term when the effort occurred or last changed (e.g. submission date, accepted for publication date, published date). For example, if a grant is submitted in the fall 2012 semester, this effort should be entered in the workload Form by faculty. Thus, any reports of efforts conducted in the fall 2012 semester will automatically display the citation for the submitted grant (as long as you enter it).

**When a scholarly product or grant is accepted or changes status in any other way**, you will need to **add new** status of that activity through the workload form. For example, if a submitted grant is funded, the citation needs to be modified through the workload link. Directions to accomplish this are below in the “Updating scholarly activities.”

**Overview**

1. Teaching is only available during Workload Submission periods. This information is populated automatically from the class schedule. It is critical that you are listed as the instructor of record in every class for which you have load.
2. Reassigned Duties include any activities for which load is assigned that do not fit within scholarship, teaching, advising or a service category. For example, grant funded activities or administrative release would be included in this category.
3. Enter advising load and the number of advisees for which you are formally assigned. Typically only formal advisors (e.g. faculty/staff who complete graduation checks) have load for advising. All other student advising & mentoring falls within teaching.
4. Activity Distribution is only available during the workload period. These numbers do not populate automatically from the SOE. Rather, they are an estimate of the relative allocation of your time.
5. Scholarly Contributions and Creative Productions
6. Service – note that Institutional service will list only recognized university committees. If you serve on such a committee that is not listed, inform your chair/dean. However, you can enter unlisted committees under “other.”

<table>
<thead>
<tr>
<th>Who?</th>
<th>When?</th>
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<tbody>
<tr>
<td>Faculty</td>
<td>1. Any time</td>
</tr>
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</table>
**Workload Form – General**
Faculty can add or update a service, reassigned, or scholarly/creative activity at any time. To do so, go to the “My Data” tab and select the “Workload Form” link in the Standard Input Forms area.

1. In FAAR, click the “My Data” tab
2. Select “Workload Form”
3. In FAAR, select the “home” tab and click “Complete workload form: TERM”
4. On the new page, edit as appropriate considering your activities from the previous semester.
   a. Teaching – Unavailable except during “Workload periods”
   b. Reassigned Duties – any load reassigned to other responsibilities (e.g. administrative release, grant buyout etc.).
   c. Advising Load – Only available during “workload periods”
   d. Activity Distribution – Only available during “workload periods”
   e. Scholarly Contributions and Creative Productions – refer to your department for definitions of items that fall within this category.
      i. Add new submissions/efforts
      ii. Add new status of any activities for which the status has changed (e.g. a manuscript submitted in a prior term that was accepted for publication in the term being reported).
         1. For an existing item that needs updated status, click the “Edit” button
         2. In the new window, click the “Edit Status” button.
         3. **Click Add**
         4. Change status, semester and year as appropriate and click “Save and Return”
   f. Institutional Committees – note the titles of these committees cannot be changed, and new committees can be listed as “other” by faculty. Notify your chair to add any institutional committees.
      i. If available, copy ongoing committees
      ii. Modify existing
      iii. Add any new
   g. Consulting
   h. Other Institutional Service – activities that are university related, but not listed as “institutional committees”
      i. Professional Service
      j. Community Service
k. Professional Development

l. Self-Evaluation – refer to department requirements regarding whether any information is required in this category of the workload form.

m. Browse and attach your SOE - this will only need to be done in Fall 2012 (reviewing AY 11-12). Future SOE’s are built in the FAAR system and will display automatically.

5. Click “Save and Return” if additional time is needed to edit the form. Once completed, click “Submit Completed Workload for Review”
Complete Workload Form (end of term)
A new step that must be completed following each semester. Your chair/dean will notify you when this will occur, and a link will be displayed on the “My Data” tab in FAAR displaying the semester for which the workload form must be completed (e.g. Complete workload form: Spring 2012).

This requires faculty to report, while fresh in mind, activities from the previous term. Secondly, load directed (as displayed in the SOE) must be reported for each area. Work that is posted may include any scholarly/creative efforts (updating vita essentially), course syllabi and course evaluations, and service activities.

Overview
1. Vice Provost for Academic Personnel initiates workload.
2. Faculty enters information and data by completing the “workload form.”
3. Chair/Dean review and approve

End of Term Workload Form
This link is available only during specific periods following each semester.

1. In FAAR, select the “home” tab and click “Complete workload form: TERM”
2. On the new page, edit as appropriate considering your activities from the previous semester.

Section 1 - Teaching – All classes for which you were listed as the instructor of record in Louie will be displayed.

i. Sub Section A – [semester, year]. Modify the load hours for every class. If you taught a class (e.g., independent study) for which you did not have load, make sure “0” is in the box.
ii. If a class you taught is not listed, let your chair know – this indicates the schedule of classes was potentially inaccurate.

iii. If more than one class is listed as separate when they should be combined (e.g., co-convened courses), combine these courses into one.
iv. **Subsection B: Course attachments** – Attach the syllabus and student course evaluations for each class listed. *Note that course evaluations should be automatically attached within a year.*

v. Add documents by clicking on the add button. A dialog box will open that will allow you to search your desktop or drives to find the artifact you want to add (syllabus, course evaluations, peer review or other document). Click “upload” to add this to the system.
Next, select the type of artifact (syllabus, course evaluations, peer review or other document). Lastly, verify that the course(s) you want to associate this document with are checked in the upload check box. When you have completed all these steps, click on the “upload” button. When the upload is complete you will see a hyperlinked number in the appropriate column for the course.

vi. See the Getting My Course Evaluations document for information about how to find and upload your course evaluations

Section 2 Scholarly Contributions and Creative Productions - You may see a notation to “Copy Ongoing Activities – Complete before adding new entries” under this section. Clicking on this link will pull in all activities that were entered into the system that are listed as ongoing. You should review this list to be sure all of the items presented on this page should be imported. You can adjust the status of the activity (e.g., from accepted to published). Once you have reviewed and updated these entries, click “Save” to add these to your Workload form.

To add a scholarly contribution or creative production, click on the “Add” button. You will be prompted to select a Type using the drop down menu. After choosing the type, click the “Continue” button.
A new input form will be presented to you. Fields with red labels are required for data entry. Those with black labels are optional. When you have finished your data entry, click on the “Save and Add Another” or “Save and Return” button to complete your entry.
Section 3 Advising Load – list the number of students for whom you are officially listed as the academic advisor. The information in this section is imported from Peoplesoft. If the number or distribution of advisees is not correct, you should make the changes here.
Section 4 Reassigned Duties – any load reassigned to other responsibilities (e.g. administrative release, grant buyout etc.). You can enter this directly into this text box by clicking the “add” button and typing the information into the form that is launched. When you are finished, click “save and return.” If you later need to change any of this information, you would click on the pencil icon under edit.

Section 5 Institutional Committees – note the titles of these committees cannot be changed, and new committees cannot be added by faculty. Notify your chair to add any institutional committees.

vii. If “Copy Ongoing Activities” is visible, click on the link (this copies all activities already entered into the FAAR system into the form – you have to do this first. If that link isn’t there, skip to step iv.

viii. On the pop-up window, change the status of any activities as necessary. For example, if you no longer serve on a committee that is listed, from the drop down menu select that it ended in the semester being reported.
ix. Once you’ve reviewed and modified status for all activities, click the “Save” button.

x. To add a new committee, click on the “add” button. Use the pull down menus to indicate the start and end semesters and years. Institutional committees are formally charged, regular committees. These may be at any level of the university. If the committee you are trying to enter is not a university level committee (the default level), click on the “change” link to the right of Northern Arizona University. This will present you with a unit/college tree. Clicking on the plus (+) button next to the unit/college name, opens a sub-level for each unit/college.

Clicking on the blue text will choose that unit/college/sub-unit and return you to the input form. On this form, you will use the pull down menu to select the committee.
Section 6 Other Institutional Service – activities that are university related, but not listed as “institutional committees.” Follow the same procedures as outlined in Section 5 Institutional Committees above. However, because these committees are not necessarily standing committees with specific titles, you will need to enter the title of the committee. All fields with red labels must be completed.

Section 7 Professional Service- follow same procedures as outlined in Section 6 Other Institutional Service above.

Section 8 Consulting - follow same procedures as outlined in Section 6 Other Institutional Service above.

Section 9 Community Service- follow same procedures as outlined in Section 6 Other Institutional Service above.

Section 10 Activity Distribution – indicate the proportion of time, which should reflect your SOE
based on % load for each area.

xi. These are the same numbers that appear on your SOE for the specified term (e.g. a faculty member with a 3 class load would list formal class/lab = 30, Prepare/grade = 30, student meetings & advising = 0, research = 20, service = 20).

xii. Average work hours per week: The standard (based on the “15 hour load” at 3 work hours/load hour = 45 work hours/week

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**Section 11 Professional Development** - follow same procedures as outlined in Section 6 Other Institutional Service above.

**Section 12 Self-Evaluation** – refer to department requirements regarding whether any information is required in this category of the workload form.

xiii. This area is where you will upload your SOE from the past academic year (to be sent to you in an email from Janet Savery).

xiv. When you upload your SOE (or any other department self-evaluation materials you need) be sure to choose the full academic year
Click “Save and Return” if additional time is needed to edit the form. Once completed, click “Submit Completed Workload for Review”

3. Click “Save and Return” if additional time is needed to edit the form. Once completed, click “Submit Completed Workload for Review”

Reviewing & Approving Workload Form
Directions for Chair/SON Dean and the Executive Dean. Note that chairs/SON dean review and approves all faculty workload forms. The CHHS Executive Dean reviews and approves all chair, SON Dean and the associate dean’s workload form.

1. In FAAR, select the “Administration” tab and click “Approve Faculty Input”
2. Edit the Unit as appropriate (e.g. Department)
3. Change “Semester” to the semester to be reviewed (the prior semester)
4. Click on the name of the unit, then the number (blue) next to the unit for which faculty are listed.
5. Click on the faculty member name
6. Either approve or reject (reject sends the form back to the faculty member for revision) by clicking the appropriate button at the bottom of the page.

Chair/SON Dean/Executive Dean 2-3 months following the end of each term, after faculty have submitted their workload form
Annual Evaluation (Annual Review)
Refer to the Personnel Action Calendar for due dates and responsibilities for data to enter and levels of review based on faculty rank.

Overview
1. Department Chairs/SON Dean initiates.
2. Faculty enters information and data.
3. Chair/SON Dean verify all required documentation (determined by department) is present and approves for review by ARC (or FSC if these are the same).
4. Department annual review/faculty status committee’s review, write recommendation & committee chair’s submit evaluation.
5. Department chair/SON Dean reviews and writes recommendation.
6. Executive Dean reviews and approves or returns for revisions (as necessary).

Initiating Peer & Chair Review
Directions for chairs/SON Dean to set up the annual reviews in FAAR. Each faculty classification (e.g. 2nd year tenure track, post-tenure, non-tenure track etc.) will need to be set up using due dates and procedures following the personnel action calendar.

Evaluations will be set up for each of the following:
- Faculty Peer Annual Review
- Chair Review

Note: You will need the following:
- Personnel Action Calendar for dates
- Names of faculty in each category of review
- Names of Annual Review Committee/Faculty Status committee

1. Log in to the system (www.data180.com/faculty180/nau).
2. Go to the Administration tab.
3. Click Evaluations link. Click Add.
4. Evaluation Details
   a. Evaluation Level: Ensure the level is correct (should be departmental for FSC and Chair reviews, college for dean reviews)
   c. Create a descriptive title for the evaluation. Recommended titles:
      i. 1st year Non TT annual review – Peer (or Chair)
      ii. 1st year TT probationary/annual review – Peer (or Chair)
      iii. 3rd – 5th Year TT probationary/annual review – Peer (or Chair)
      iv. Continuing Non TT annual review – Peer (or Chair)
      v. Post-tenure comprehensive review – Peer (or Chair)
      vi. Post-tenure expedited review – Peer (or Chair)
      vii. Second year TT probationary/annual review – Peer (or Chair)
   d. Select type (e.g., Annual Evaluation)
   e. Set start and end dates. These should match the time period from the Personnel Action Calendar (see http://home.nau.edu/provost/faculty_info.asp) for the particular evaluation. For example, the FSC/ARC review of 2nd Year Tenure Track is to take place from 9/10/12 to 9/21/12.
   f. Select the faculty response due date (how long the faculty members have to respond to an evaluation). Most often this is 7, but it varies and the calendar indicates dates.
   g. Select appropriate levels of access to the evaluation (Leave as viewable for all evaluations except if setting up for external reviewers. Faculty should NOT be able to view the evaluation you create to hold the external reviewers’ comments)
   h. Select faculty being evaluated [the “faculty picker” will open]
      i. Change the level in the box from NAU to your department
      ii. Pick names of those being evaluated and use the arrow to put them in the “selected” box
      iii. Click the “select faculty” box at the lower right

5. Assign Evaluator(s)
   a. Assign evaluators (e.g., pick the members of the FSC/ARC, following same procedure as in 4h; if it is your evaluation, pick yourself)
   b. Assign evaluation author (chair of FSC; this person will be authorized to input ratings and comments; for the chair’s evaluation, you should be the author). NOTE: do not pick multiple authors.
   c. Click if you want to send email notification (goes to committee)

6. Evaluation Contents
a. Identify start semester (e.g., fall 2011) and end (spring or summer 2012) according to the nature of the evaluation:
   i. **Annual and expedited** reviews would cover the previous year
      ii. **Comprehensive** reviews cover the appropriate period (e.g., 3 or 5 years).
          NOTE: unless your department has required something different, the data in the system will only cover last academic year, so for the first few years, faculty will need to attach further information.
   iii. **Promotion/tenure** reviews cover the full period of a person’s NAU career
   iv. **Sabbatical** reviews should cover the time period at least to the last sabbatical.

b. Document should default to Standard CV. Note: For some evaluations, you will also want to add “classification forms.” Some examples:
   i. For a “promotion and tenure” evaluation, you would want to include the “promotion and/or tenure application” form.
   ii. For a sabbatical evaluation, select “sabbatical application” form.

c. Select classification form according to the type of evaluation (e.g., **First-year peer review** uses the input form “peer annual evaluation” and **First-year chair review** uses the input form “chair’s annual evaluation”).

7. Notifications
   a. This is optional, but you can identify the next level of review to receive notification that the evaluation is created.
   b. Press save and return.

8. Click “Save and Add Return” or, if you need to create another review, “Save and Add another.”

Deans or associate deans create the **dean-level evaluation**, following the same steps (but initiated by the college-level administrator and the next level should be Daniel Kain).

Note: You may also access HELP within the Faculty 180 program from the Home tab. Click on Evaluations.
Faculty Submit Materials
Faculty review data already entered in the system (will have been initially entered by completing the “workload form” after each semester). Additional information is added, and supporting documentation and evidence is included. Departments/units are responsible for specifying the information to attach and the metrics by which faculty are reviewed.

Faculty will need a self-evaluation typed up ready to attach following departmental/school guidelines and requirements.

1. In FAAR, click the “My Data” tab
2. Click the “Workload Form”
3. Verify all information is up to date.
4. Click “Add” next to #12 Self Evaluation
5. Start semester – select the first semester under review
6. End semester – select the last semester under review
7. Title: Enter “Annual Review Self-Evaluation – YEAR” (e.g. Annual Review Self-Evaluation – AY 11-12)
8. Browse and attach your self-evaluation file NOTE: it is helpful to include your name in the name of the file.
9. Click Save and Return

Chair Verification of Format/Completion
Department chairs/SON Dean verify that each faculty member has submitted all necessary materials into the FAAR system. This occurs through reviewing and approving the end of semester workload form (following each semester). The final verification for annual review is to make sure a self-reflection and/or all department required documentation is present in FAAR. To do so, use the following steps.

1. In FAAR, in the Administration tab, click “Approve Faculty Input”
2. Click the blue number next to the unit for which you are reviewing faculty input.
3. Choose the semester for which you need to review for complete materials (e.g. spring 2012 for the AY 11-12 review cycle conducted in fall 2012).
4. When done, click “Exit Emulation”
5. Repeat for all faculty.

Faculty Due date according to Personnel Action Calendar
Department chairs/SON Dean Follow dates in the Personnel Action Calendar
ARC/FSC review

The entire ARC and FSC committee will have access to files, but only the committee chair is able to submit the review and evaluation. If a unit has an FSC and ARC, one committee chair will be responsible for compiling the recommendations from both committees and submitting that letter. Each department and committee must determine how evaluation comments from committee members will be compiled.

Annual Review Committee – Evaluation comments must be entered into the FAAR system using the evaluation template. A summary letter can be written and attached, but this must be in addition to the ratings and notes entered into the FAAR system form (see ARC/FSC Evaluation Submission).

Faculty Status Committee – For any non-tenured tenure track faculty, a statement regarding progress toward tenure must be included. If the ARC and FSC are the same, then that committee can make a recommendation within the evaluation form and, if desired, also attach a letter.

1. From the home page in FAAR, click the “complete evaluation” link (there are likely multiple links available).
2. A list of faculty to review is visible. Click “View” on the Standard CV for the desired faculty member to review.
   a. All efforts/activities from only the review period are displayed.
   b. Blue text indicates links – click on those to see specific files.
   c. Look for the self-evaluation link for the faculty member’s statement.
3. Following department criteria/process, committee’s compile evaluations and develop an evaluation score (merit rating) and comment for each area in which faculty have load as well as an overall rating/comment. These areas include any of the following:
   a. Overall
   b. Other
   c. Scholarship
   d. Service
   e. Student-related (teaching & advising)
   f. Retention/renewal recommendation

Follow dates in the Personnel Action Calendar.
ARC/FSC Evaluation Submission
Only the lead evaluator (e.g. committee chair) will have the evaluation option available. Evaluation comments must be entered into the FAAR system using the evaluation template. A summary letter can be written and attached, but this must be in addition to the ratings and notes entered into the FAAR system form.

1. From the home page in FAAR, click the “complete evaluation” link (there are likely multiple links available).
2. A list of faculty to review is visible. Click “Evaluate” for the desired faculty member
3. **For Annual Review** (ARC – FSC proceed to step 4 below):
   a. On the next screen, click on the blue “Peer Annual Evaluation” link

   b. A window will pop up. In this window, enter information as appropriate.
      i. Value (drop down list) for each category
         - 4 = Highly Meritorious
         - 3 = Meritorious
- 2 = Satisfactory
- 1 = Unsatisfactory
- “Select” if the category is not applicable

ii. Notes – enter comments/notes for each relevant classification

iii. Peer retention/renewal recommendation – select appropriate response and add comment as necessary.

iv. Click “Submit Classifications”

   c. This returns you to your home page (in IE, it is the home page in the same new window – you can close this and go back to the original browser window)

4. **Progress toward tenure – for tenure track, non-tenured faculty only**

   a. Enter or attach the committee evaluation of progress toward tenure. This can be pasted into the “Evaluation” text box, or a letter can be attached using the “Browse” button.

5. On the “Evaluate” page, if you wish, browse and attach any documentation or letters.

6. On the “Evaluate” page, next to “Evaluation Complete” select “Yes”

7. Click “Save and Return”
Chair review

1. From the home page in FAAR, click the “complete evaluation: CLASSIFICATION - Chair” link
2. A list of faculty is displayed. Click “View” under “standard CV” to view faculty materials.
   a. Only activities from the period under review are displayed
   b. View the self-evaluation by clicking on the link
   c. View the ARC/FSC recommendation by clicking on the blue “Annual Review 2011-12” link
      i. On the pop-up window, click “Peer Annual Evaluation”
      ii. The next window displays peer ratings and comments
3. Once you have prepared your evaluation, go back to the faculty list and click the “Evaluate” button
4. Click the blue “Chair’s Annual Evaluation” link
5. A window will pop up. In this window, enter information as appropriate.
   a. Value (drop down list) for each category
      • 4 = Highly Meritorious
      • 3 = Meritorious
      • 2 = Satisfactory
      • 1 = Needs Improvement
      • “Select” if the category is not applicable
   b. Notes – enter comments/notes for each relevant classification
   c. Chair’s retention/renewal recommendation – select appropriate response and add
      comment as necessary.
   d. Click “Submit Classifications”
6. This returns you to your home page in the same new window – close this and go back to the
   original browser window
7. On the “Evaluate” page, if you wish, browse and attach any documentation or letters. Enter
   any comments into the text box
8. On the “Evaluate” page, next to “Evaluation Complete” select “Yes”
9. Click “Save and Return”
10. Repeat the process for all faculty reviews
# Promotion & Tenure

Refer to the Personnel Action Calendar for due dates and responsibilities.

## Overview

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## Initiating Faculty Application for P&T

Directions to make the application for promotion and/or tenure available to faculty. Please note that annual review must separately be set up for faculty seeking promotion/tenure.

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1. In Faculty 180, go to the Communication tab
2. In the “Homepage Messages” area, select “Faculty Classification Form”
3. In the pop-up window, make sure the appropriate unit is visible (e.g. NURSINGSCH)
4. For semester, select the semester in which the application will be submitted (e.g. Fall 2012 – as opposed to the annual review which requires selecting dates from the previous year)
5. Check the Promotion and/or Tenure Application box
6. In the faculty list on the right, check the box next to all faculty who are applying for tenure/promotion.
7. Click “Send and Return”
**Initiating FSC/Chair Review**

Directions for chairs/SON Dean to set up the promotion & tenure/annual reviews in FAAR. Refer to the personnel action calendar for due dates.

Evaluations will be set up for each of the following:

- Faculty Status Committee
- Chair Review

Note: You will need the following:

- Personnel Action Calendar for dates
- Names of faculty being considered for promotion/tenure
- Names of Faculty Status Committee with committee chair

1. From the home page in FAAR, click the “administration” tab and select “Evaluations” at the bottom left side of the page.
2. On the next screen, click “Add”
3. Next screen, enter the following:
   a. Evaluation level – enter your specific department/unit (e.g. Health Sciences, Nursing, CommSciDis etc) by clicking the “Change” link
   b. Evaluation Process – Select “Promotion & Tenure 2012-2013”
   c. Title – Enter one of the following depending on the faculty member’s intended application:
      i. Promotion Review – Peer (or chair)
      ii. Tenure Review - Peer (or chair)
      iii. Promotion & Tenure Review – Peer (or chair)
      iv. Sabbatical Review - Peer (or chair)
   d. Type – Select the appropriate response
   e. Start Date & Time (when faculty can begin to post materials) – select a date. This is up to you, although consider an early August start date for all except 1st year reviews which are due in January.
   f. Due Date & Time – Enter the date that faculty materials are due to the department chair/SON Dean according to the Personnel Action Calendar.

Departments, however, have some flexibility with due dates at the discretion of the chair in consultation with departmental ARC prior to the deadline for chair letters submitted to the executive dean. **The dates that chair reviews are due to the** Department chairs/SON Dean August Dean
Executive Dean are firm.
g. Faculty Response Due Date – select the number of days faculty have to respond to each recommendation. In virtually all cases, it’s 12 days. (COFS indicates they must provide their intention to respond within 7 days and the written response within 12). Sabbatical responses are due within 7 days.
h. Evaluation Access – leave as “Allow” for options 1 & 2 and make a choice whether to allow reviewers in any evaluation process access (the 3rd item).
i. Faculty Being Evaluated
   i. Click “Select Faculty”
   ii. On the pop-up screen, under “Standard Filters” choose “All Active” to view all faculty. You can limit the number of faculty names visible by choosing “Full time” or “Part time”
   iii. Click on the faculty names for the review category (can choose multiple by holding the ctrl key while clicking on names), then click the → to move faculty names into the “Selected” area.
   iv. Click “Select Faculty”
j. If desired, enter a description of requirements in the “Description” text box.
k. Assign Evaluators
   i. Click “Select Faculty”
   ii. In the standard filters area, under unit select “change” to make your unit visible (note: if any committee members are outside of your department, you’ll need to select the appropriate unit to find those names) and click “Select faculty”
   iii. Add all FSC committee members.
   iv. **Make sure to add yourself (chair/SON dean) to this list.** You may need to verify that faculty have submitted all required materials and listing yourself makes this possible.
l. Evaluation Author – Select and move the committee chair(s) (or the person responsible for submitting the review letter) to the “selected” area. Move chairs of both the ARC and FSC if applicable.
m. Select whether or not evaluators will receive an email notice when materials are submitted.
n. Evaluation Contents
   i. In documents, select Standard CV and
      1. Promotion and/or Tenure Application (if relevant) or
      2. Sabbatical Application
ii. Start Semester – choose the first semester being reviewed, which should be the first semester of their position (e.g. Fall 2001)
   1. For sabbatical, choose fall of semester after last sabbatical or if this is the first sabbatical, use start date of hire.
iii. End Semester – Choose the last semester being reviewed (e.g. summer 2012) or for sabbatical – “present”
iv. Faculty Classification input forms – select
   1. “Promotion and/or Tenure response” if appropriate or
   2. Sabbatical recommendation
o. Notifications – Add the chair/SON Dean
   i. click the select faculty button
   ii. Navigate to find the chair/SON Dean name, move it to selected
   iii. Click “Select Faculty”
4. Click “Save and Add Another” if you need to create another review or “Save and Return” if you have finished.
Initiating College P&T Committee Review
The associate dean will initiate the College P&T committee Review of applications for promotion and/or tenure.  
Associate Dean  Early August

Initiating Faculty submission of P&T Materials
The associate dean will initiate faculty submission of P&T materials.  
1. Go to the “communication” tab.  
2. Click on “Faculty Classification Form” in the lower right.  
3. Select the semester of application.  
4. Check the box “Promotion and/or Tenure Application.”  
5. Select the appropriate faculty from the list.  
Associate Dean  Early August

Initiating Executive Dean Review
The associate dean will initiate the Executive Dean Review of applications for promotion and/or tenure.  
Associate Dean  Early August

Initiating External Reviewers
These instructions explain how to incorporate external evaluations into the FAAR system for such actions as promotion to professor. These instructions are directed to the unit administrator—typically a chair or director—charged with soliciting and managing the external reviews.  
Chair/SON Dean  Following Personnel Action Calendar

1. Follow unit procedures for identifying appropriate reviewers.  
2. Chair/director secures the waiver of access form from the candidate. This form will need to be digitized, but also stored in a secure departmental file.  
3. There are two options for providing materials to the reviewer.  
   a. Follow past practice, where chair/director mails (or emails) appropriate materials to the reviewer, including the waiver.  
   b. After the candidate has entered relevant materials in Faculty 180, he or she sends chair/director a link to the “CV” in the system, which can be shared electronically with the reviewer. (Alternatively, chair/director can emulate the faculty member, generate the CV, and send the url to the reviewer).  
   c. Be sure to provide the reviewer with a copy of the signed waiver form.  
4. When the review is received, follow these steps to enter it into Faculty180. If the review is provided in digital format (preferred) you simply attach it; if it is provided in hard copy, you
must scan and then attach it as follows:
   a. Chair/director creates an evaluation in Faculty 180. Name this evaluation as follows: External Evaluator’s Review. Chair/director (or designee) will be the designated evaluator; select the candidate to be evaluated.
   b. BE CERTAIN to DISABLE the access rights for the faculty member (see attached screen shot).
   c. Save the evaluation; you will “complete” it when you have the review.
   d. Attach the review to the evaluation when you complete this.
5. The evaluation will now appear as an attachment on the candidate’s CV (under the “evaluations” section) when reviewers conduct their review. It is important to emphasize the confidential nature of such documents.
6. After the review period is over (final decision rendered), remove the external review from Faculty180 by deleting the file. You will keep a copy of the review in the departmental files, secured and managed in such a way that the subject of the review cannot have access to it.
Faculty Submit Materials
Faculty review data already entered in the system (will have been initially entered by completing the “workload form” after each semester). Additional information is added, and supporting documentation and evidence is included. Departments/units are responsible for specifying the information to attach and the metrics by which faculty are reviewed.

Refer to the FAAR Guidelines for Tenure-Promotion manual for more detailed directions.

Faculty will need a self-evaluation typed up ready to attach following departmental/school guidelines and requirements.

1. In FAAR, click the “Home” tab
2. Click the “Complete Promotion and/or Tenure Application: Fall 2012” link
3. Select the action for which you are applying
4. Complete the form following department guidelines and requirements (see the next section “summary guidelines for preparing and submitting P&T materials) for the CHHS required format. Department/school/unit information may go beyond the minimum college required documentation.
5. You can continue to work on this application. Make sure you “Save and Return”
6. Once you have completed the application, click the “Submit” button.

Summary Guidelines for Preparing and submitting materials

Curriculum Vita
The foundation of your application packet is the curriculum vita in FAAR. Workload documents and reports submitted every semester provide base information. Faculty must make sure all activities are appropriately entered using the “Workload” form. This includes attaching any supporting documentation (e.g. conference proceedings, manuscripts, acceptance letters etc.). Refer to the FAAR Handbook for specific directions to update the vita.

Promotion and/or Tenure Overview Statement
Type a professional statement that is pasted into the appropriate area in FAAR. Within this section, attach the following:

a. Unit criteria for promotion and/or tenure
b. Years of prior service credit (if applicable). Provide documentation stating any such credit. This may be a copy of the original letter of offer, or a copy of a memo received from the Provost
c. Statements of Expectations for all years at NAU (or all years since the previous promotion)
d. Annual Performance Evaluation letters (for all years since hire at current rank, or since previous promotion)
   i. Self-evaluation
   ii. Peer evaluation
   iii. Chair evaluation

**Overview of Teaching (student-related activities)**
Paste a summary narrative of student-related activities particularly addressing the extent to which unit criteria for promotion/tenure have been met/exceeded.
Attach the following:
- Summary table of Courses taught (see table below for recommended format)
- Sample Syllabi
- Other documentation providing supporting evidence of having met and/or exceeded unit criteria for promotion/tenure.
- Other items as required by the unit.

**Overview of Scholarship/Creative Activity**
Paste a summary narrative of scholarly activity, particularly addressing the extent to which unit criteria for promotion/tenure have been met/exceeded.
*Make sure to attach manuscripts and files to the citation in your vita using the workload form in FAAR.*
Attach the following:
- Any additional scholarly documentation that is not linked to citations in your vita
- Other items required by the unit.

**Overview of Service**
Paste a summary narrative of service, particularly addressing the extent to which unit criteria for promotion/tenure have been met/exceeded.
Attach the following:
- Any additional documentation that is not included in your vita
- Other items required by the unit.

As you prepare your application, remember that the Promotion and Tenure committee members are your peers and would like to see you evaluated and/or promoted, but that you must make your
case in a thorough, yet succinct, and convincing manner.

**Years in the rank:** Indicate the number of the year that you are currently in. Example if you started in 2008 and the current year is 2010: Current Rank: Associate Professor Years in current rank, including this year: 2nd year (the same will apply for start dates in August 2008 or January 2009).

**Chair Verification of Format/Completion**
Department chair’s/SON Dean are supposed to verify that each faculty member has submitted all necessary materials into the FAAR system. To do so, use the following steps.

1. From the home page in FAAR, click the “complete evaluation” link.
2. For each faculty member, click the “View” button under “Standard CV.” Review for all required materials (e.g. self-evaluation, other information you have required)
3. If materials are missing, follow up with faculty.

**ARC/FSC review**
The entire ARC and FSC committee will have access to files, but only the chair (or one committee member) is able to submit the review and evaluation. Each department and committee must determine how evaluation comments from committee members will be compiled.

Evaluation comments must be entered into the FAAR system using the evaluation template. A summary letter must also be written and attached, but this must be in addition to the ratings and notes entered into the FAAR system form (see ARC/FSC Evaluation Submission).

1. From the home page in FAAR, click the “complete evaluation” link (there are likely multiple links available).
2. A list of faculty to review is visible. Click “View” on the Standard CV for the desired faculty member to review.
   a. All efforts/activities from only the review period are displayed.
   b. Blue text indicates links – click on those to see specific files
   c. Look for the self-evaluation link for the faculty member’s statement.
   d. Look for the Application for Promotion and/or Tenure link.
3. Following department criteria/process, committee’s compile evaluations and make a recommendation.
ARC/FSC Evaluation Submission

Only the lead evaluator (e.g. committee chair) will have the evaluation option available. Evaluation comments must be entered into the FAAR system using the evaluation template. A summary letter can be written and attached, but this must be in addition to the ratings and notes entered into the FAAR system form.

1. From the home page in FAAR, click the “complete evaluation” link (there are likely multiple links available).
2. A list of faculty to review is visible. Click “Evaluate” for the desired faculty member.
3. On the next screen, click on the blue “Promotion/Tenure Evaluation” link
   a. Notes – the statement reflecting FSC consensus/majority in each relevant box (teaching, scholarship, service)
   b. Peer retention/renewal recommendation – select appropriate response and add comment as necessary.
   c. Click “Submit Classifications”
4. This returns you to your home page (in IE, it is the home page in the same new window – you can close this and go back to the original browser window)
5. On the “Evaluate” page, if you wish, browse and attach any documentation or letters.
6. On the “Evaluate” page, next to “Evaluation Complete” select “Yes”
7. Click “Save and Return”

Chair review

1. From the home page in FAAR, click the “complete evaluation: Promotion & Tenure/Annual Review - Chair” link
2. A list of faculty is displayed. Review faculty materials.
   a. View the application by clicking on the link
   b. View the ARC/FSC recommendation by clicking on the Standard CV view button
3. Once you have prepared your evaluation, go back to the faculty list and click the “Evaluate” button
4. In the new window, click the blue “Promotion and/or Tenure Response” link
5. On the next screen, click on the blue “Promotion/Tenure Evaluation” link
   a. Notes – the statement reflecting FSC consensus/majority in each relevant box (teaching, scholarship, service)
   b. Peer retention/renewal recommendation – select appropriate response and add comment as necessary.

ARC/FSC committee chairs

Following dates in the Personnel Action Calendar

Department Chair/SON Dean

Following dates in the Personnel Action Calendar

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c. Click “Submit Classifications”
6. This returns you to your home page (in IE, it is the home page in the same new window – you can close this and go back to the original browser window)
7. On the “Evaluate” page, if you wish, browse and attach any documentation or letters.
8. On the “Evaluate” page, next to “Evaluation Complete” select “Yes”
9. Click “Save and Return”

**College P&T committee review**
Only the lead evaluator (e.g. committee chair) will have the evaluation option available. Evaluation comments must be entered into the FAAR system using the evaluation template. A summary letter can be written and attached, but this must be in addition to the ratings and notes entered into the FAAR system form.

1. From the home page in FAAR, click the “complete evaluation” link (there are likely multiple links available).
2. A list of faculty to review is visible. Click “Evaluate” for the desired faculty member
3. Click on the vita and application buttons to view materials

**Submission of College P&T committee recommendation**

1. From the home page in FAAR, click the “complete evaluation: Promotion & Tenure – CHHS P&T” link
2. A list of faculty to review is visible. Click “Evaluate” for the desired faculty member
3. Click on the vita and application buttons to view materials
4. On the next screen, click on the blue “Promotion/Tenure Evaluation” link
   a. Notes – the statement reflecting P&T consensus/majority in each relevant box (teaching, scholarship, service)
   b. Peer retention/renewal recommendation – select appropriate response and add comment as necessary.
   c. Click “Submit Classifications”
5. This returns you to your home page (in IE, it is the home page in the same new window – you can close this and go back to the original browser window)
6. On the “Evaluate” page, if you wish, browse and attach any documentation or letters.
7. On the “Evaluate” page, next to “Evaluation Complete” select “Yes”
8. Click “Save and Return”
**Sabbatical**
Refer to the Personnel Action Calendar for due dates and responsibilities.

**Overview**
1. Department Chairs/SON Dean initiates.
2. Faculty enters information and data.
3. Chair/SON Dean verifies all required documentation (determined by department) is present and approves for review by ARC.
4. Department faculty status committee’s review, write recommendation & committee chair submits evaluation.
5. Department chair/SON Dean reviews and writes recommendation

**Initiating FSC Review of P&T Application**
Directions for chairs/SON Dean to set up the promotion & tenure/annual reviews in FAAR. Refer to the personnel action calendar for due dates.

Evaluations will be set up for each of the following:
- Faculty Status Committee
- Chair Review

Note: You will need the following:
- Personnel Action Calendar for dates
- Names of faculty being considered for promotion/tenure
- Names of Faculty Status Committee with committee chair

**Faculty Completes Sabbatical Application**
1. The sabbatical application is available through a link on your Home page in the FAAR system (http://www.data180.com/faculty180/nau) or by clicking on the Faculty 180 Login button on the www.nau.edu/faculty180 site)
Clicking the “Complete Sabbatical Application: Fall 2012” link will take you directly to the sabbatical application form.
2. Under Section 1 – Sabbatical Period Requested, enter the academic terms you will be requesting as a sabbatical leave. For example, if you are requesting a sabbatical for the fall term only, you would enter a start date of fall 2013 and an end date of fall 2013. Alternatively, if you are requesting a full year sabbatical leave, you would enter a start date of Fall 2013 with an end date of Spring 2014.

3. In Sections 3 & 4 you can either type text directly into the text boxes, copy and paste text from a word processor document or upload a file that includes the required information for
that section. *If you upload a document, be sure to note in the text box to “Please see attached [document].” This notation alerts the evaluator that an attachment is included.*

4. In Section 5 – Current CV, you should attach a copy of your most recent Curriculum Vita. Ultimately, this will be included in the FAAR system after several years of use. If you have already entered your CV into the FAAR system, you would enter the link to your FAAR CV in the text box.

5. When you have completed entering information on your sabbatical application, you can either (a) choose **Save and Return** (if you want to make further changes/edits) or **Submit** if you are finished and want to submit it for review by the FSC, Chair and Dean.
Executive Dean Review
Refer to the Personnel Action Calendar for due dates and responsibilities for data to enter and levels of review based on faculty rank.

Overview
1. Associate Dean constructs
2. Executive Dean reviews

Constructing Dean Review
Directions for Associate Dean to set up the Executive Dean reviews in FAAR.

Set up evaluations for each of the following within a new “Dean’s Review” process:
- 2nd Year Tenure Track Probationary/Annual Review - Executive Dean
- Sabbatical Requests – Executive Dean
- Post-Tenure Annual Review - Executive Dean
- Continuing Non-Tenure Track Annual Review - Executive Dean
- 3rd-5th Year Tenure Track Annual Review - Executive Dean
- Promotion & Tenure/Annual Review – Executive Dean
- 1st Year Tenure Track Annual Review- Executive Dean
- 1st Year Non-Tenure Track Annual Review- Executive Dean
- Set up any evaluations for faculty on non-standard contracts

1. From the Administration page in FAAR, click the “Evaluations” tab
2. Click the “Add” button
3. Make sure “Evaluation Level” lists “College of Health & Human Svcs” (if not, click “Change” and navigate as appropriate)
4. Evaluation Process – Select appropriate year (e.g. Annual Review 2011-12)
5. Create an appropriate title from one of the following:
   - 2nd Year Tenure Track Probationary/Annual Review - Executive Dean
   - Sabbatical Requests – Executive Dean
   - Post-Tenure Annual Review - Executive Dean

Associate Dean/Program Coordinator Senior
July - August

Refer to the current year Personnel Action Calendar
- Continuing Non-Tenure Track Annual Review - Executive Dean
- 3rd-5th Year Tenure Track Annual Review - Executive Dean
- Promotion & Tenure/Annual Review – Executive Dean
- 1st Year Tenure Track Annual Review - Executive Dean
- 1st Year Non-Tenure Track Annual Review - Executive Dean

6. Set start date/time according to the Provost’s Personnel Action Calendar
7. Set end date/time according to the Provost’s Personnel Action Calendar
8. Faculty response – set days as outlined in the Provost’s Personnel Action Calendar
9. Access to Results – Set each as “allow”
10. Faculty being evaluated – click “Select Faculty”
    a. In the pop-up window, click “Change” next to unit on the right side of the window and select “HLTHHUMSRV”
    b. In the Unselected box, click the blue number
    c. When prompted, choose “List” to view all CHHS faculty
    d. Click on any names for the particular evaluation and click the right arrow to move them to the “selected” box
    e. When done choosing all relevant faculty, click “Select Faculty”
11. In the description, add the executive dean’s responsibility as specified in the Provost’s calendar
12. Assign Evaluator – click the “Select faculty” and navigate (same was as in #10 above) and choose the Executive Dean
13. Evaluation author – click “select faculty” and move the Executive Dean to the selected box (leave “email notification” at “no”)
14. Evaluation Contents
    a. Start semester – set as appropriate (start of year being reviewed)
    b. End semester – set final semester being reviewed
    c. Documents reviewed in Evaluation
        i. Select the Standard CV and Statement of Expectation. Also select sabbatical and/or promotion and/or Tenure application if relevant.
        ii. Faculty Input forms – choose the appropriate form from the following
            1. Dean’s Recommendation for retention/renewal
            2. Promotion and/or Tenure Recommendation Dean
            3. Sabbatical Recommendation – Dean recommendation
15. Notifications – select faculty if necessary (likely is not)
16. Click “Save and Return” or “Save and Add Another”
Conducting Executive Dean Review

1. From the home page in FAAR, click the “complete evaluation” link.
2. Review and make recommendations
Viewing Documents within FAAR

Documents connected with any specific faculty are viewable by that faculty member in the FAAR system. For example, approved SOE’s, ARC letters, Dean letters etc. can all be viewed.

Note: Internet Explorer tends not to work very well when viewing these documents. If you have issues, then try a different web browser such as Firefox.

Viewing SOE & Review Documents
- While in FAAR, go to the “My Data” tab
- In the “My Reports” area click “Printable Classification Forms”
- In the Form area, choose the desired report
- Select the start semester and year for the desired report
- Click “View”
  Report will display in a new tab or window.

Viewing Curriculum Vita
- While in FAAR, go to the “My Data” tab
- In the “My Reports” area click “Vita”
- In the type box, select “Standard CV”
- Check the “All” box to view all activities or
  - Select the start and end semester and year for the desired CV
- Click “Refresh Report” and the vita will display
Getting Course Evaluations for Submission in FAAR

For Fall 2012, all evaluations will need to be retrieved from the course evaluation system, saved as a PDF and attached in FAAR.

Who? Any Faculty
When? During workload reporting periods (until reports are automatically attached in FAAR)

Getting Your Course Evaluations:

1. Go to the E-Learning Web site (http://www.nau.edu/elearning)
2. Click the “evaluations” tab on the top of the page (blue banner)
3. Select the “reports-summary” link
4. Authenticate (user name and password)
5. Select “Multiple Course Evaluation Reports (Multiple Instructor Reports in PDF format).” Click the “Perform Selected Action” button.
6. Use the drop down menu to select the appropriate semester. Click the “submit” button (use a Control+Click to select multiple courses)
7. Click on the course you want the report for. Click on the “Review Selected Reports” button
8. You will be sent an email in your NAU email account with the PDF file titled “EvalReports.pdf”
9. Open the PDF file
10. Save a copy (File – Save a Copy – OK on the cannot save changes dialogue box)
11. Rename the report (e.g., “Fall 2011 ESE 548 Course Evaluation”) and save the report to a location on your computer or a server.

Loading Your Course Evaluations into the FAAR system:

1. In FAAR, under the MY DATA tab, click on the appropriate workload form in the “Prior Workload Forms” (middle box on the right side)
2. In section B, click the “Add” button next to the appropriate course
3. In the Course Attachments dialog box, you must enter information for each field with red text (file and type)
   a. For file, enter the same name you used when you saved the file
   b. Under the type field, use the drop down menu to select “Course Evaluation”
   c. If more than one course appears under these two required fields, you will need to check the “upload” box next to the course or courses where this course evaluation should appear (generally only one course will appear in this box)
d. Click the “Upload” button. Your file will now appear as a number in the table next to the course in section B
### Appendix: Classification Input Forms for Various Evaluations Chairs Create
(as of August, 2012)

<table>
<thead>
<tr>
<th>Evaluation and evaluator</th>
<th>Classification Input Form</th>
</tr>
</thead>
<tbody>
<tr>
<td>Annual review, peer (same for First-year review that is created later). <strong>NOTE:</strong> if your unit separates annual and retention reviews, you will need to create separate evaluations for these, but the use the same input forms (ARC would give ratings; FSC would address retention/renewal)</td>
<td>Peer Annual Evaluation (includes scores, retention/renewal recommendation, and expedited post-tenure review decision)</td>
</tr>
<tr>
<td>Post-tenure comprehensive review, peer</td>
<td>Post-Tenure Comprehensive Review, Peer (includes scores for comprehensive review)</td>
</tr>
<tr>
<td>Sabbatical review, peer</td>
<td>Sabbatical Recommendation—Peer review</td>
</tr>
<tr>
<td>Promotion and/or tenure review, FSC</td>
<td>Promotion and/or Tenure Recommendation FSC</td>
</tr>
<tr>
<td>Annual review, chair</td>
<td>Chair’s Annual Evaluation (includes scores for each area, retention/renewal recommendation, and expedited post-tenure review decision)</td>
</tr>
<tr>
<td>Post-tenure comprehensive review, chair</td>
<td>Post-Tenure Comprehensive Review, Chair (includes scores for comprehensive review)</td>
</tr>
<tr>
<td>Sabbatical review, chair</td>
<td>Sabbatical Recommendation—Chair/Director</td>
</tr>
<tr>
<td>Promotion and/or tenure review, chair</td>
<td>Promotion and/or Tenure Recommendation Chair/Director</td>
</tr>
</tbody>
</table>

**Note:** the additional review forms for dean and provost review follow the same pattern.

While these basic forms apply, it should be noted that you may need to create multiple evaluations for each of the above reviews. For example, the time frame for reviewing is different for first-year TT faculty, first-year non-TT faculty, second-year TT faculty, and 3-5 year faculty. These differing review periods will require different evaluations.