

## Finding Colleagues with Complementary Interests

One advantage of the FAAR system is that it collects information that can help you connect with colleagues who have common teaching and/or research interests. If, for example, you are looking for someone who might add policy expertise to a research project, FAAR may be able to help. Here are the steps to follow:

1. Log in to your FAAR account (nau.edu/faculty180).
2. Click on the “My Data” tab.
3. In the “My Reports” box, click on “Search Other Faculty.”
4. Type the word or phrase of interest in box 1, “Word Search.” You can use partial words for broader searches (e.g., “sustain” would bring up “sustain,” “sustainable,” “sustainability,” and so on) or quotes for highly specific searches (e.g., “health policy”).
5. Select the unit of interest. The default is all of NAU, but you can pick a particular college or department by clicking on “change.”
6. Choose a date range. Picking Fall 2011 to current term covers the full period of use at NAU.
7. Select either “Interests” (teaching and research interests identified by faculty) or “Scholarly Contributions and Creative Productions.” The latter selection searches for words in the titles of scholarly/creative work in the system. You can do separate searches for both categories. NOTE: be sure that you have entered your own teaching and research interests through the Profile Form on the MyData tab.
8. Results will appear in a separate window, with the search term in **bold**.

The screenshot shows the 'Search Faculty Activities' web interface. At the top, there is a navigation bar with 'My Data > Search Faculty Activities', 'Home', 'HELP', and 'LOG OUT'. The main content area is titled 'Search Faculty Activities' and contains four numbered sections:

- 1 Word Search:** A 'Search For' text input field with a placeholder 'Use quotes to find exact matches.'
- 2 Unit (optional):** A dropdown menu currently set to 'Northern Arizona University' with a '[ Change ]' link.
- 3 Date Range (optional):** Two rows of dropdown menus. The first row is 'From' with 'Fall' and '2011'. The second row is 'To' with 'Winter' and '2014'.
- 4 Section:** A dropdown menu currently set to 'Interests' with 'Scholarly Contributions and Creative Productions' as an option.

At the bottom of the form are 'Search' and 'Return' buttons.