



FAAR Instructions for Faculty

Timeline of tasks in FAAR

Term:	Spring -----	Summer -----	Fall -----			
Faculty:	SOE	Spring Workload	RPT Apps	Annual Review	Fall Workload	
Chairs:	SOE Approval		Workload Approval	AR/RPT Evaluations		

Statement of expectations

SOEs are opened and re-opened by the dean’s office or department. First meet with your chair/director to discuss expectations and SOE format.

Completing SOE

- Log in to FAAR: <https://www.faculty180.com/sysadmin/login.php?dbID=nau>
- Find the SOE link on your **Home** tasks list. If link is missing, contact your chair or college admin.
- Enter your expectations and percent of load. Tips:
 - Include semester terms in the text boxes.
 - Keep a copy on your computer.
 - Enter percentages as 60, for example, instead of 60% or .60.
 - SOE should total 100% for full-time or what your reduced FTE percentage is.
 - When updates are needed, add amendments rather than deleting previous information.
- Press **Save** to return to the SOE later from your home page or press **Submit Classifications** when you are finished.

Viewing SOEs (two options)

- Go to **Forms & Reports > Printable Classification Forms > Statement of Expectations**, setting term.
- Alternatively, click the **Quicklinks** button at the top right and click **Statement of Expectations**.

Activities and workload

Workload is a single semester view of your Activities page.

Entering activities

- On the navigation bar, go to **Activities**.
- Click the **Add** button within each section to add new activity.
- You can view past teaching and upload attachments (other edits must be done on workload).
- Add new statuses within the original activity entry; do not create a new entry. All collaborators need to manage statuses on their own Activities/Workload.
- Keep end term as “ongoing” if you are involved in an activity over several semesters.



Filling out workload form

Workload forms open at the end of the semester.

- Find the Workload link on your **Home** page tasks list.
- Review and add activity as needed for the semester of interest.
- Only on the workload form can you group courses, adjust teaching load, select not taught, add text on teaching-related activities, and, further down, add your activity distribution.
- Prior workloads are available on the **Forms & Reports** page.

Self-evaluations

Submit your self-evaluation **after** updating your activities and submitting your workload.

- Find the self-evaluation link on you **Home** page or go to **Evaluations** on the navigation menu.
- Click the **Statement of Expectations** eye icon  to review it.
- Click the **StandardCV** eye icon  to view how your FAAR CV will be shown to reviewers.
- Click the **Evaluate** button. Add important text and upload an attachment. Press **Save**.
- When finished, select the checkbox and press **Submit Selected Evaluations**.

Degree entry

Degrees are not editable in FAAR and are pulled weekly from PeopleSoft.

- Log in to PeopleSoft: <http://peoplesoft.nau.edu/>
- On the compass navigation icon (top right) go to **Classic Home**.
- Navigate to **Self Service > Personal information > NAU Degree Information**.
- Click **Add Degree**.
- First select **Level of Degree**, then degree magnifying glass to search for your degree name.
- Fill out the rest of the form. When entering **Granting Institution**, first click the magnifying glass to search for the institution name.
- Press **Save Degree**. Your supervisor will receive an email to verify the degree.

More details and instructions are available on the provost website: <https://in.nau.edu/provost/vice-provost-for-faculty-affairs/faar-system/>