FAAR/Faculty 180 Quick Reference Guide for Chairs – College of Engineering, Forestry & Natural Sciences

Faculty Activity and Achievement Reporting (FAAR) is also referred to as Faculty 180. FAAR is used at NAU for annual review purposes as well as tracking of Faculty SOEs, CV information, accomplishments, publications, etc. This is where faculty evaluations take place each review cycle.

FAAR can be accessed by going to the following website http://www.data180.com/faculty180/nau and logging in with your NAU ID/password. There is also a link on the CEFNS webpage under Faculty Resources - http://www.nau.edu/CEFNS/Faculty-Resources/ FAAR works best with Firefox or Safari.

Chairs have six tabs in FAAR – HOME, MY DATA, REPORTS, ADMINISTRATION, SETUP AND COMMUNICATION.

The ADMINISTRATION tab is where most of the Chair responsibilities can be carried out.

Chairs are responsible for ensuring their faculty have entered their CV information into the Profile/Workload forms as well as ensuring faculty have entered their teaching/advising information into the Workload Forms provided at the end of each semester (or at least before the beginning of the Fall review cycle). Workload forms for each semester are sent out by central administration and appear as a Message on faculty's HOME tab – "Complete Workload Form: specific semester".

Chairs are also responsible for ensuring their faculty have entered their Statement of Expectations (SOE) information in Faculty 180. The SOE is sent out by central administration and will appear on the faculty HOME tab under messages "Statement of Expectations AY". Faculty should enter their SOE information every year by April 1.

Chairs are responsible for approving faculty SOEs in Faculty 180. To approve SOEs go to the ADMINISTRATION tab and select Input Classifications. From the dropdown selections on #2 of the Input Form select SoE Administrative Approval (Chair). Pick the start semester of the SOE you want to approve. Select which faculty you want to view/approve SOE information for (double click each name or highlight and click the arrow to move them to selected faculty). If you have selected multiple faculty click Multiple to view the SOE information for those faculty. You can then view the SOE information entered by the faculty member. To approve (or not) select Yes or No from the Approval of Expectations: Chair first column drop down choice next to the faculty name. Chairs can change SOE information before approving it but faculty aren't notified of this so make sure to inform your faculty if you make changes so the final SOE is the agreement between the faculty member and the chair.

Note: The Statement of Expectations looks *forward* to the coming year, while the workload forms look *back* over the previous year. Reviews are always done for the previous academic year.

Once faculty have submitted their workload forms prior to the review cycle beginning (see the Provost's website for the Personnel Action Calendar for specific dates) then chairs are responsible for approving faculty workload forms. To approve workloads go to the ADMINISTRATION tab and click on Approve Faculty Input under Workload. Be sure to select the correct semester for the workload forms you want to approve. This gives you an overview of how many faculty have submitted workload forms. Click on the number of faculty for a list of your faculty. Then click on the faculty name to view their workload submission and scroll to the bottom of the workload to either "Approve Workload" or "Reject Workload & Notify Faculty" which will return the Workload form to the faculty member for revisions.

Once workload forms have been approved and ARC/FSC committee members have been selected, Chairs are responsible for setting up evaluations in the system which will allow ARC and/or FSC reviews as well as chair level reviews. Each year the Provost's office creates evaluation templates which are a quick and easy way to set up evaluations. Remember that each faculty member needs two reviews (ARC/FSC & Chair). Note: dean's and provost's level review are set up by the dean's office. From the ADMINISTRATION tab click on Evaluations under Evaluation Workflow. This will show a number and will list previous evaluations. To add a new evaluation click on the Add button. This will prompt a choice for using a template or creating an evaluation from scratch. Click on Add Evaluation. If using a template be sure to select the Evaluation Level and click on your department name in blue. Also be sure to change the title using the standard format but adding the department first. All fields in red need to be completed. Be sure to pay careful attention to the type of evaluation, the faculty being evaluated, the evaluators, the start date of time for the evaluation period, the time period of review and the documents being reviewed.

Another chair responsibility is to track faculty who are going to apply for sabbatical or promotion and/or tenure each year. Faculty should notify the chairs of their intention to apply for either of these by April 1 of each year. Chairs need to notify the dean's office because the dean's office will send these faculty a Sabbatical Application or a Promotion and/or Tenure application in Faculty 180 so they can work on these submissions prior to the next review period in the fall. For Promotions and/or Tenure faculty will also need to provide the chairs with a list of reviewers (usually by the time the spring semester ends) so there is time prior to the review cycle beginning in the fall for chairs to solicit these letters.

Note: Confidential External Letters need to be uploaded into Faculty 180 now that the P&T application process is done in Faculty 180. Given the restraints of the system and that most information entered is viewable by the faculty member a process has been developed that is the easiest workaround for ensuring that reviewers have these letters made available to them in Faculty 180 but this remains confidential. Chairs will create an evaluation in the system (separate from the P&T evaluation) for each faculty member going up for Promotion and/or Tenure in their area. The only purpose of this evaluation is to allow a mechanism for the Chair to attach the confidential external letters of review. This evaluation should restrict the faculty member from viewing these results and the schedule is only for the time period the chair needs to upload these letters. The chair will then go into the evaluation and attach the letters which make them viewable to future FSC members. Once the P&T review is complete this evaluation needs to be deleted from the Faculty 180 system. See full instructions for more information.

Other helpful features that chairs might have a frequent need for on the ADMINISTRATION tab are editing faculty status. This can be done by clicking on Faculty under Add/Edit. The most common use for this might be to Set Faculty Classifications, especially part-time people if they are no longer active.

Another helpful feature on the ADMINISTRATION tab is under Add/Edit by clicking on Courses Taught. This is an easy way to add courses for faculty where they aren't showing up in Faculty 180. This is often the case if multiple faculty are teaching one section or they are listed as secondary instructors.

The COMMUNICATION tab is mostly used by central administration or the dean's office to send a Faculty Classification Form (Statement of Expectations, Sabbatical Application, Promotion and/or Tenure Application) to a faculty member but this can be done if necessary by a chair. Also on the COMMUNICATION tab is a Workload Reminder which can resend the Complete Workload Form to a faculty member.

REPORTS are a nice feature for chairs to be able to compile information on the faculty in your unit and run reports on information that faculty have entered in Faculty 180 to see overviews for faculty, track scholarly activity, grants, courses taught, view prior workload forms, etc.

FAAR/Faculty 180 User Manual located on our website - http://www.nau.edu/CEFNS/Academic-and-Personnel-Forms/