FAAR/Faculty 180 Quick Reference Guide for Evaluators – 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.

Faculty have two tabs in FAAR – HOME & MY DATA.

Once faculty have submitted their workload forms for the previous academic year being reviewed and these have been approved by the chairs, the chairs will set up evaluations in Faculty 180 to allow reviewers to review faculty.

If you are on an ARC/FSC then your HOME tab will have messages and input forms for you to access the evaluations you are scheduled to review. These will only appear in your messages for the time period allowed for the review. If you do not see an evaluation that you think you should have access to, contact your chair because they might need to revise the access dates on that evaluation or add you as an evaluator. The message will begin with "Complete Evaluation" for whatever group of reviews you are participating in. When you click on this message it will take you to a list of the faculty being reviewed in this evaluation. You will be able to access the SOE and Standard CV information by clicking on the View tab. This will take you into the faculty members Faculty 180 file to view their workload submissions for the time period being reviewed. Note: If you don't see all of the faculty member's information contact your chair because they might need to adjust the Evaluation documents Start and End Semester time frame. If you don't have access to view either the SOE or Standard CV contact your chair because they might need to revise the evaluation to include those documents being reviewed in the evaluation. If you are on a committee that is evaluating Sabbatical or Promotion and/or Tenure applications you will also be able to view those documents via a link in that evaluation. If you are a committee member only you will have viewing access.

If you are the committee chair you will have the ability to Evaluate the committee members. This should be done when all of the committee members have completed their independent evaluations of each faculty member review and have met to discuss the reviews and/or finalize the review letter that will be attached to the evaluation. When you are ready to Evaluate it will take you into a separate screen where you will need to complete Part B, adding the ratings for each category the faculty member is being evaluated on; teaching, scholarship, service. This can be done using the drop down. Indicate N/A for any category the faculty member is not being rated on. Part C involves selecting the recommendation option from the drop down choices. Part D is where the review letter can be uploaded by clicking on browse and selecting the file. Once this is complete click on Save and Return. This will save the evaluation and a green check mark will show up next to the Faculty name. Please note this only saves the evaluation. This allows for continuing to work on the evaluations for the other faculty members for that review category. You still need to Submit evaluations when they are complete. To do this click the check box before the faculty name and click Submit Selected Evaluations. This will make the evaluation viewable to the faculty member and the next level of evaluators. The message will then disappear from your Home tab.

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