FAAR/Faculty 180 Quick Reference Guide – 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.

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.

The HOME tab will have messages and input forms and you can easily access your Statement of Expectations from this tab.

MY DATA has the Profile/Workload forms. This is the foundation of the system – this is your electronic vita. Activities and CV information (other than teaching/advising which is only available during the workload review period and sent as a separate workload document for each semester) can be entered anytime.

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.

To make entries in the Profile/Workload forms follow these simple steps:

For each section (for example Section 2, Scholarly Contributions and Creative Productions) click on the drop down arrow to view entries and click on the pencil icon to edit. Click on Add to create a new entry. Red fields are required and once entries are complete, click on Save and Add Another or Save and Return and the bottom of the screen. You can always click on Return to take you back to the previous screen.

To enter your SOE, click on the link in your HOME tab under Messages and add your SOE information in each category – A. Student-related activities, B. Scholarship/research/creative activities, C. Service activities, etc. Click Save and Return to continue working on the SOE document. Click Return to go back to the previous screen. Only click on Submit Classifications when you are ready to submit your SOE to your chair for approval.

Prior to the review cycle (usually available shortly following the end of each semester) you will need to submit your workload form for the previous semester. This will appear as a Message on your HOME tab: e.g. Complete Workload Form: Spring 2014. This is where you will upload teaching and advising activities for the previous semester. Be sure to attach any related syllabi and other related documents as well as Copy Ongoing Activities. Again, click on Save and Return to continue working on the document and only click Submit when ready to send to Chair. For complete FAAR instruction please see the CEFNS

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