

Instructions for faculty completing Statement of Expectations for academic year 2015-2016.

To create the Statement of Expectation or SOE in the FAAR/Faculty 180 system the first step in the process is to meet with your chair or director to discuss your proposed teaching load and other non-teaching assignments for AY 2015-16.

The Faculty 180 system is set for you to record the outcome of the discussions with your chair and director. The Statement of Expectations message is now on your Home page. When you open your page, you will see a message that states "Statement of Expectations Fall 2015-Spring 2016".

How to access your account on FAAR/Faculty 180 and submit your SOE:

1. Log in to the FAAR/Faculty 180 system (www.data180.com/faculty180/nau) using your NAU ID and password. Faculty 180 does not operate easily with the Internet Explorer (IE) browser. Please use Chrome, Firefox (best) or Safari. There is also a link on the Provost's webpage and the CEFNS webpage.
2. You will be taken to the NAU login screen
3. Please enter your user ID and password
4. The Faculty 180 Screen will open
5. You will see a screen with 2 tabs: Home and My Data
6. You will see a message on the Home tab: "Statement of Expectations Fall 2015-Spring 2016"
7. Please click the message and the "Set Faculty Classifications – Statement of Expectations" screen will open.
8. Fill out your statement of expectations for each section. Use a Word Doc to compose any text you plan to enter in the open boxes. Please enter information normally expected by your department in each box and enter the appropriate percent of load for each activity. Enter N/A on any item or activity that is not appropriate for your Statement of Expectations.
 - A. Expectations: Student-related activities (again best to cut and paste from a word document) and be sure to enter a Percent of load: Student-related activities (e.g. 60) in the box provided below the text box (there is a question mark at the end of each statement that when clicked will provide more information on what is being requested)
 - B. Expectations: Scholarship/research/creative activities (again best to cut and paste from a word document) and be sure to enter a Percent of load: Scholarship/research/creative activities (e.g. 30) in the box provided below the text box
 - C. Expectations: Service activities (again best to cut and paste from a word document) and be sure to enter a Percent of load: Service activities (e.g. 10) in the box provided below the text box
 - D. Expectations: Other (e.g., administrative assignments) if applicable and be sure to enter a Percent of load: Other (e.g. 50) in the box provided below the text box
9. When you complete ALL sections, click the "Submit Classification" button and the data will be sent to your Chair. (To continue working but not Submit, click on Save And Return). Important Note: If you complete part of the Statement of Expectations and hit "Return", all data will be erased.