

NAU Faculty Activity and Achievement Reporting (FAAR) Best Practices

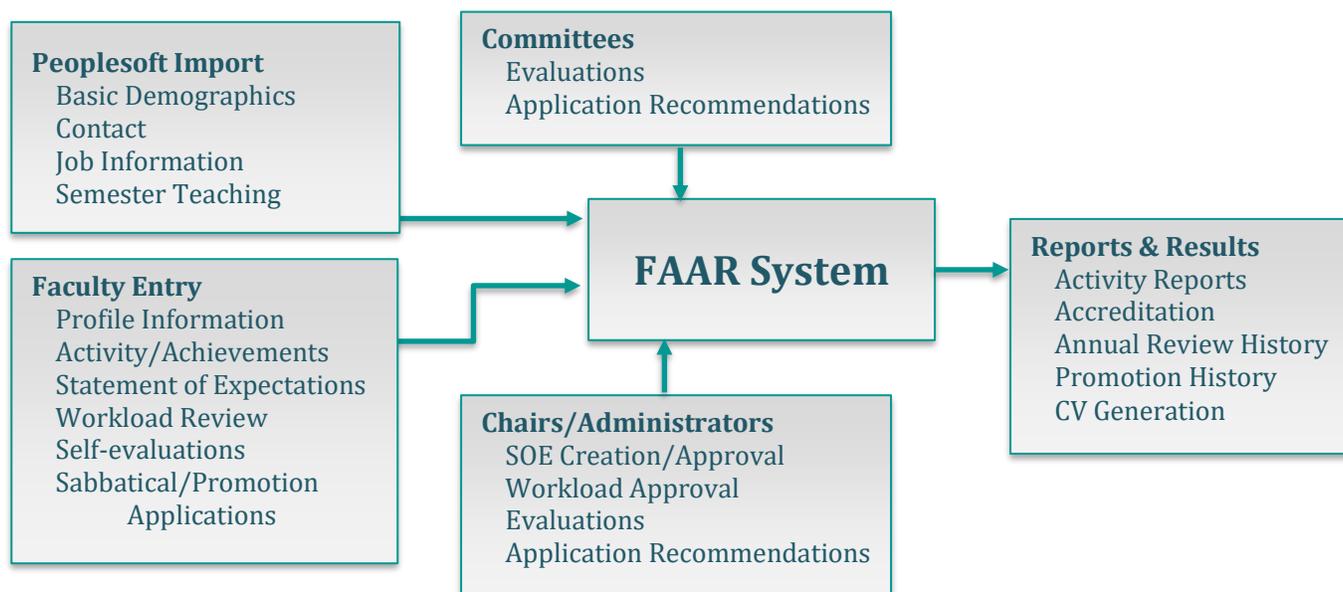
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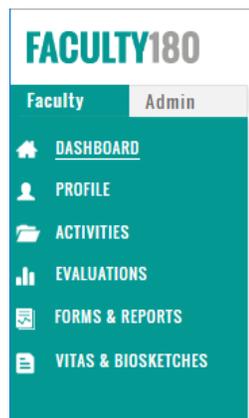
GENERAL

What is FAAR?

Faculty can think of the Faculty Activity and Achievement Reporting (FAAR) system (<http://nau.edu/faculty180>) as their electronic CV. The Office of the Provost uses PeopleSoft to populate contact information, position information, and courses taught each semester. Each faculty member enters the rest of the work usually shown on a CV or review materials, like degrees, scholarly activity, service, grants, statements of expectations (SOEs), teaching and memberships. FAAR then creates reports and populates CVs for use by different university constituents. FAAR tracks annual and semi-annual procedures including statements of expectation, workload activity, annual reviews, and sabbatical and promotion applications/recommendations.



Main Navigation



The **Dashboard** shows the *To Do* list with *Action Items* such as coauthor verification, applications, workload reviews, evaluations to perform, response alerts, and statements of expectations. The X button in the Actions column removes items, but workloads are designed to only be removed when the workload is submitted. If you have no activities to update/verify on your workload, you can simply go into the Workload form and press the *Submit for Review* button. The To-do list is the only place you can access the editing mode of the SOE and application forms.

Tip: Clear old Workload alerts by going into the Workload Form and pressing Submit for Review.

On the *Dashboard*, you can *Search Faculty* interests and scholarly/creative activity. You can also change panels under *Manage Your Data* by pressing the gear in the top left corner and *Filters* to enter a date range. (See next image.)



The **Profile** area features information that does not change regularly. PeopleSoft populates some of this information. You may add degrees, new title/rank, honors, memberships, research interests, etc. Keep your profile up to date, as some profile information shows up on your FAAR CV, is searchable by other faculty, and could show up on faculty profiles on university websites.

The **Activities** area is where periodic work is entered for your FAAR-generated CV. Some tasks may be ongoing, some may span several semesters, and some may have several statuses within a single entry. When entering activities, some scholarly productions give you the opportunity to send a *Coauthor Verification* to the dashboard of an NAU collaborator for approval onto their own *Activities* area. If it is accepted, any status changes will not transfer, so all collaborators must keep track of changing statuses on their own profile. Within Activities, you can easily sort items by clicking the headings of columns. Teaching and advising activity does not show up in Activities, but can be viewed at any time by going to *Vitas or Forms & Reports – Initiated Workload Forms*.

Best Practice: You can add/update activities at any time, not just during workload reviews.

Best Practice: Add new statuses within the original activity entry; do not create a new entry. All collaborators need to manage statuses.

The **Evaluations** area shows *Evaluations of Me*, which includes self-evaluations, peer evaluations, chair/dean/provost evaluations, and recommendations on Sabbatical or Promotion and Tenure (P&T) applications. This page also shows the evaluations you need to complete for others.

Forms & Reports gives you the option to view completed classification forms – SOE being the most popular (SOE is also available in the Quicklinks drop down at the top), but also Sabbatical and P&T applications. These forms can only be edited/submitted via the Dashboard To-Do list link. If you need the dashboard link to create or edit a form, please contact your chair or college liaison. Once forms are submitted, they must be re-opened by an admin for edits.

Here you can also see Prior Workload Forms submitted in the past. You can access Workload forms that need to be reviewed. You can also access Activity Reporting here, where you can build reports on your activity in a chosen time frame and see a compact listing of items in an activity category.

Vitas & Biosketches is where one can view FAAR-generated CVs. This is what evaluators and review committees see, so check it out to catch duplicates and errors! The *Add* button allows custom CV creation.

FACULTY TASKS

Statement of Expectations

SOE Completion. Faculty complete their Statement of Expectations each spring as a look forward to the upcoming academic year. The SOE link shows up on the dashboard after the dean's office initiates the process. The process for submission is as follows:

1. Meet with your chair/director to discuss proposed teaching load and non-teaching expectations for the upcoming academic year. Find out how to format your SOE.
2. In FAAR, click the message on your Dashboard To-Do list called *Statement of Expectations Fall 20XX-Spring 20XX*. Contact your college liaison if you do not see the SOE link.
3. Fill out your expectations for each activity as decided with your chair/director.
4. Enter the numerical percent of load for each activity.
5. *Submit Classifications* when you are finished, or simply press *Save* to return to the SOE later from your dashboard.

Best Practice: Keep a word doc file of your SOE as a back-up.

Statement of Expectations Best Practices:

- SOE percentages should total 100%, unless on reduced FTE and pay, use FTE percentage.
- SOE reflects the entire academic year. If loads differ between fall and spring, provide enough detail that reviewer can see how the load is balanced, and report the average percentage. For example, a 3/3 load and a 2/4 load are still both 60% for the AY.
- When updating an SOE (e.g. course load changes, grant release, unexpected leave) add text to amend existing SOE rather than change text. This allow reviewers to understand changes. On occasion, specific reasons for changes may not be appropriate to write in your SOE.
- Move and describe release from any given area in the *Other* section. This includes administrative/special assignment release or release for funded grant activity (i.e. "bought out" time). For example, if a single "course release" is provided for an administrative responsibility, *Student-related* should be reduced by 10% for the AY and the administrative activity should be described in *Other* with the related 10% load noted. Additionally, the SOE should specifically state how the activity listed in *Other* will be evaluated and who will do that evaluation. There may be cases where other activities cannot be evaluated at a lower level (i.e. ARC or Chair) and can only be evaluated at higher levels. Make this clear in the SOE. The lower levels of review should use the "N/A" option to score that area.

SOE and Form Viewing. You may view your SOE at any time from the *Quicklinks* menu on the top right of FAAR. You may add any quicklinks whenever you see the *+Add a Quicklink* option on the top right.

Another approach to view your completed SOE and other forms: go to *Forms & Reports > Printable Classification Forms > Choose Statement of Expectations* or other desired form > Select the semester of interest > Press *View*.



Workload Form

Prior to each review cycle, faculty are prompted to submit a formal *Workload Form*, serving as the opportunity to update statuses, confirm whether particular activities have ended or are ongoing, and to enter teaching, advising, and workload percentages for the semester of interest. The Office of the Provost initiates a workload period centrally, sending a message to the dashboard: *Complete Workload Form [Term]*.

Note: Teaching, advising, and activity distribution can only be submitted via the *Workload Form*.

1. **Teaching.** Courses and course evaluations are automatically loaded. If a course is missing, the faculty member was not listed as a Primary Instructor in the schedule of classes. If a course evaluation report is missing, the faculty member was not selected for evaluation in the class setup.
 - a. Edit teaching load for specific classes by typing into the boxes – total teaching load for the term is automatically calculated. Total teaching load should match what is assigned in the SOE and be aligned with unit workload process.
 - b. Group/ungroup classes by checking boxes and selecting *Group*. Click the *Course Not Taught* box if it should not be included in your load.
 - c. Describe any other teaching-related activities in the text box.
 - d. Add syllabus and other supporting documentation in section *B Course Attachments* using the *Add* button.
2. **Advising** is only available during Workload review. If you advised students as part of your load, press *Add* button and enter the number of students officially advised.
3. **Activity Distribution** is only available during Workload review. This is a reflection back to your Statement of Expectations percentages. Add percentages actually worked for the term.
4. **All other activities.** This populates from entries in the *Activities* area and only shows ongoing or current semester items.
 - a. When *Activities require your attention* appears, you must verify/update status and dates before you can add new activities.
 - b. You can add new items or edit an item for the term by pressing the pencil icon.
 - c. *No data available in table* means you do not have any items of that type in the current semester for which you are doing your workload. Press *View All* to see all-time activity.
5. **Submit for Review.** You can save at any time, but you must press *Submit* when you have completed your Workload form.
6. You will receive an email if your chair/director has rejected and returned your workload form for revision.
7. You can view your workload forms in *Forms & Reports > Prior Workload Forms* or *Initiated Workload Forms*. Remember, workload forms are just a semester snapshot of items in your *Activities* area.

Best Practice: Group co-convening courses.

Best Practice: An activity performed over several semesters (like a committee) can be kept ongoing; do not end the activity and restart it each semester.

Best Practice: Finish your Statement of Expectations before your Workload. Finish your Workload before your Self-evaluation.

Self-Evaluations

New faculty complete their self-evaluations in Spring for the prior Fall semester, and continuing faculty complete their self-evaluation in Fall for the prior academic year. Make sure your workload forms are complete. This ensures your FAAR-generated CV will be up to date for reviewers.

1. On your dashboard click on *Complete Evaluation: Self Evaluation* (wording may differ).
2. Click the *Evaluate* button to the right of your name.
3. Type or paste your self-evaluation in the “standard evaluation input” box or attach it, depending on your department practices.
4. Click *Save*—this action just saves your information, and you will have the ability to return to the evaluation to edit.
5. You will now see a green check mark next to your name; this only means the information has been saved, not submitted.
6. Click the checkbox next to your name, and click *Submit Selected Evaluations*—this action will attach the information to your FAAR CV, and you will no longer have the ability to edit.
7. Your self-evaluation will now be a part of the record that subsequent reviewers will view in their evaluation of your work.

Note: When you do your self-evaluation, you see your review materials (SOE and CV) exactly as other reviewers see them.

Best Practice: Paste information into the text box as well as attaching your self-evaluation.

Best Practice: Make sure you fully *Submit* your self-evaluation after completion.

Special Applications: Sabbatical, Promotion & Tenure

If you are up for promotion or applying for sabbatical, an admin will send a special form to your dashboard. Fill out the form according to department guidelines. Press *Save* to return later for edits. Remember to press *Submit* when finished. You may still be evaluated in the annual review process to receive scores. To view these completed forms, go to *Forms & Reports > Printable Classification Forms > Choose the desired form > Select the semester of interest > Press View*.

Vitas & Biosketches

The CV is built using data already entered into FAAR. Information displayed in your CV is added using *Profile*, *Activities* and *Workload Forms*. Use *StandardCV* to display all information from FAAR or within a specified time frame:

1. Go to *Vitas & Biosketches* on the navigation list.
2. Find *StandardCV* and click the view eyeball 
 - a. Check box “or all”, refresh report
 - b. Select start/end terms to filter info
 - c. From here you can also choose other CV versions.
3. Create customized CVs by clicking the *Add* button. Choose a template (e.g. NIH Biosketch), press *Save* and *Edit*, then choose what items to show on the CV.
4. Export and Edit CV.
 - a. To edit the appearance of the CV, export it to MSWord and edit (look for MSWord icon at top center of View Vita screen).

Best Practice: Choosing “or all” on your CV view is a great way to catch duplicate entries. Each new status should be updated in a single entry. Ongoing activities should not stop and restart.

Best Practice: Never add items into FAAR more than once. If you can't see something, change your search terms or review the item in *Activities* to ensure it is entered accurately.

CHAIR/DIRECTOR TASKS

Faculty Management

Faculty lists and classifications (attributes about faculty) are uploaded at the end of each semester, and new faculty are added at the start of Fall and Spring semesters. The upload includes staff that taught part-time, and all full and part-time faculty.

Note: Lists default to showing only faculty with Full Time status. You must change the view if you want to see Part Time faculty.

Tip: Add *Emulate User* as a Quicklink for fast access.

Emulate User. You can emulate a user by going to *Administration* → *Tools* → *Emulate User* and finding the right person to emulate. When you emulate a user, you see the user's FAAR record as he or she does. This can help you assist with questions and access items specific to the user.

Statement of Expectation

SOE Creation and Re-opening. The SOEs are initiated via the *Communication* area by the deans' offices. If SOEs haven't been initiated, please contact your college FAAR liaison. However, creating or re-opening an SOE can be done by any admin, but must be done carefully:

1. Go to *Admin* → *Communication* → *Faculty Classification Form*.
2. Set the start semester as Spring 20XX and the End Semester as 20XX (e.g. Spring 2016-Fall 2017). **Do not use "Ongoing"**.
3. Click Statement of Expectations as the input form to send.
4. Set an expiration and due date if you'd like, and whether an email is sent. Expiration is when it disappears from the user's dashboard.
5. Select the names to whom you are sending the SOE. This should be the last step; doing other steps after selecting names may clear out the name selections.

Warning: Never set End Semester to "Ongoing" for Statements of Expectation.

Best Practice: Work with faculty to establish a standard SOE format for the department. See Provost document for detailed SOE guidelines.

SOE Approval. A chair or director can do bulk approvals through the following steps:

1. Go to *Admin* → *Administration* → *Input Classification*.
2. Select "SoE Administrative Approval (Chair)" as the input form. DO NOT select Statement of Expectations, as that will not show approval selections.
3. Select Fall 20XX as the start semester.
4. Select faculty by clicking on individual names using Ctrl button or select the whole list. Too many selections can make the report run slowly.
5. Click *Multiple* to see everyone at once, or *Individual* to see them one at a time.
6. You can see which faculty have submitted SOEs because there will be text entered and a submission date.
7. Indicate approval through the pull-down choice next to the faculty name. Press *Submit*.

Warning: Selecting more than 20 people and pressing Multiple could overload the system.

Warning: Only approve SOEs for the latest approval period. Approving old SOEs will overwrite new SOEs if old SOEs were set to "Ongoing"

NOTE: If you reject an SOE, you will need to inform the faculty member by email or some other means. To open the SOE again for their revision, send the SOE message through the "Communication" function described above.

Workload

Workload approval. Chairs/directors approve faculty workloads after submission by faculty. This can be done any time after faculty submit the form, well before the actual review period.

1. Go to *Admin* → *Administration* → *Approve Faculty Input*.
2. For the term you wish to approve (e.g., Fall 2016), click on the eye icon under *Actions*.
3. For the faculty member you wish to approve (after they have submitted), click on the eye icon under *View and Approve*.
4. If the workload is correct, click *Approve* at the top of the form.
5. If the workload needs revision, click on *Reject and Return*.

Tip: From the faculty listing page you can send email reminders.

Annual Reviews and Recommendations

The Office of the Provost creates reviews centrally according to lists provided by each college. Directors should work with individual faculty members to ensure that their review materials are clear and well organized.

Familiarize yourself with the Personnel Action Calendar for deadlines nau.edu/provost/reviews-tenure/

Sending Sabbatical/P&T Forms. For any faculty members who are seeking to apply for a sabbatical or action in promotion and/or tenure, you can send them the appropriate forms via FAAR at any time. The Dean's office may initiate this step. Follow these steps:

1. Go to *Admin* → *Communication* → *Faculty Classification Form*.
2. Under *Unit*, click on the start and end semesters. Generally, these will be the fall and spring semesters of the coming academic year.
3. Choose the appropriate Custom Form (P&T or Sabbatical).
4. Select the faculty member(s).
5. Click *Send* in the lower right.
6. The faculty member will receive the form on their dashboard.

Evaluations - Also applicable to Annual Review Committee (ARC) and Faculty Status Committee (FSC). Evaluation will commence formally when faculty members submit their self-evaluation in FAAR, locking the CV for future reviewers.

1. On the Dashboard Action Item list click *Complete Evaluation: [Evaluation Name]*
 - a. Alternatively, go to *Faculty* → *Evaluations* → *Perform Evaluations*. For the set of faculty you wish to review, click *Evaluate*.
2. Click the SOE and CV links to look at review materials.
 - a. The Fall/Winter/Spring terms in SOE will likely show the same information, since SOEs are for the full academic year.
 - b. The evaluations from previous review steps are at the end of the CV.
3. Click the *Evaluate* button to evaluate each person. Text entry is preferred over just attachments.
 - a. Only Evaluation Authors (e.g. Dept Chair, Head of FSC/ARC) will see the Evaluate button. See part C of the next section if you need an alternate committee member to be able to submit the review for the chair of the committee.
4. Select all checkboxes and press *Submit Selected Evaluations* when finished.

Best Practice: Paste the decision or copy of the letter into the text box in addition to attaching the letter.

Re-opening, Extensions and Author Settings. Department admins have access to the evaluation setups for their faculty. Go to *Admin → Administration → Evaluations*, and navigate to the evaluation of interest. The following changes can be made:

Tip: The “In Process Only” option and the Search box are useful to filter to evaluations of interest.

- A. **Re-open a submitted evaluation:** Click the #/# link, check the box next to the person, press *Unsubmit Selected Evaluations*. If the evaluation due date has passed see (B).
- B. **Extend an evaluation:** Click the edit pencil icon.
 - a. To extend the due date for everyone, change the Due Date & Time in “2 Assign Evaluators & Schedule.”
 - b. To extend the due date for one person, click Author Settings button and enter a new due date/time in “B Time Due” next to the person’s name.
- C. **Assign a different author/submitter for the FSC/ARC Chair:** Click the edit pencil icon.
 - a. Under “2 Assign Evaluators & Schedule” click *Faculty Selected* button next to *Evaluation Authors*.
 - b. Choose the second committee member who will submit the committee chair’s evaluation.
 - c. Save the evaluation, then return to the settings.
 - d. Click *Author Settings* button.
 - e. In the column for the chair, select “Author” for everyone except their own name, where “Evaluator” should be selected instead. In the column for the alternate submitter, select “Evaluator” for everyone except the chair, selecting “Author” instead.
 - f. Click *Save* twice to save all changes.
- D. **Allow a Collaborative Evaluation:** This allows all evaluators to modify the evaluation form, but only the author can submit the form. Only one author is allowed in this case.
 - a. Under “2 Assign Evaluators & Schedule” click the checkbox next to *Collaborative Evaluation*. Click *Save*.

Best Practice: Choosing two Authors without also using *Author Settings* will create a multiplicity of unnecessary evaluations. Use *Author Settings* to avoid this.

External Evaluator Letters. The following describes how to create a placeholder for confidential external letters related to promotion and/or tenure. It applies only to chairs/directors who need to make such letters available to reviewers.

1. Go to *Admin → Administration → Evaluations*.
2. At the bottom, click *Add*.
3. Click radio button “Do not use a template.”
4. Evaluation process: select [current AY] Promotion/Tenure Review [area/program for most departments; a few have faculty at the division level].
5. Title: External evaluations [current year].
6. Type: Tenure and Promotion (use for all).
7. Access to Evaluations: VERY IMPORTANT—CLICK THE “RESTRICT” BUTTON for “Faculty can view these results.” THIS WILL PREVENT FACULTY FROM VIEWING THESE LETTERS.

Important: Click *restrict* next to “Faculty can view these results” for external evaluator letters.

The screenshot shows the 'evaluation form' interface. Under the '1 Evaluation Details' section, there are several fields: 'Evaluation Level*' (Teaching and Learning [Change]), 'Evaluation Process*' (15-16 Promotion/Tenure Review Process (area/program)), 'Title*' (External evaluations 2015), and 'Type*' (Tenure and Promotion). Below these fields, there are radio buttons for 'Allow' and 'Restrict' under the heading 'Access to Evaluation Results'. The 'Restrict' radio button is selected, and a red box highlights this selection. Below this, there are three more rows of radio buttons for 'Access to Results*', each with an 'Allow' and 'Restrict' option. The first row is for 'Evaluators in other evaluations of this evaluation process can view these results' (with a note about department-level ten level tenure evaluators), the second for 'Evaluators in other evaluation processes can view these results' (with a note about annual evaluations), and the third for 'Evaluation can be viewed in evaluation reports'.

8. Faculty Being Evaluated: Click *Select faculty* and select names of all faculty you will need to upload external letters.
9. Start date will be today's date, and you can set any due date you wish.
10. Evaluator and Evaluation author: select yourself for both.
11. DO NOT select any forms.
12. Scroll to the bottom and click *Save*.
13. Return to your dashboard.
14. Click on External Evaluations link.
15. Click *Evaluate* next to faculty member.
16. Under Standard Evaluation Choose File and upload external letter.
17. Click *Add Another* for additional letters.
18. Click *Save*.
19. Check the box next to faculty name and hit *Submit Selected Evaluations*.
20. To ensure that the faculty member cannot view the external letters you just uploaded, emulate the faculty member, go to their CV and scroll to the bottom. Under *Evaluations* you should not be able to see the external evaluation.

Faculty Qualifications/Accreditation

The Faculty Qualifications module in FAAR allows for checking and updating faculty qualifications for accreditation purposes.

1. Go to *Admin* → *Reports* → Click report of interest (AACSB, ABET, NCATE-CAEP, Regional Accreditation)
2. Chose terms and faculty of interest. Click *Build Report*.
3. You will see a summary of accreditation-related data as entered in FAAR by faculty.
4. For reports that show the degrees, if the degree is hyperlinked, that means a transcript is available.
5. In Faculty Roster: the last two columns document graduate credits or qualification through exception (experience). There are three ways to update these columns:
 - a. Click the dash and input the text in the pop-up box, then Submit.
 - b. Use *Administration* → *Input Classifications* and choose HLC: Qualifications as the input form. Choose the term, people, and whether you want to view all or individual.
 - c. Send the form to faculty to complete through *Admin* → *Communication* → *Dashboard Message - Faculty Classification Form*. Click the HLC: Qualifications form, then choose the faculty to send to.

Best Practice: Set an Expiration Date so the form does not stay on the dashboard.