Completing the Self Evaluation in the FAAR system

A change to the evaluation system in Faculty180 means a slightly different approach to self-evaluations in 2019-2020 for annual reviews (of the 2018-19 AY). Previously, the self-evaluation was a part of the workload form. Departments used differing approaches for how to complete the self-evaluation. The self-evaluation is no longer part of the workload form.

1. Go to the FAAR system – http://www.data180.com/faculty180/nau

2. Complete the workload form for the relevant semesters (Fall 18 and Spring 19; in some departments, Summer 19 is included).

3. Submit these workload forms. This gives your Chair the opportunity to approve the form or send it back for revision. For example, if you forgot to include an item or if you have an error in your course load, the form can be sent back to you for revision.

4. You will have a message to perform your self-evaluation on you Home Page. *Please do not do the self-evaluation prior to submitting your workload forms.* When you do your self-evaluation, you will see your review materials exactly as other reviewers see them. Thus, you can see your SOE and your CV (with attachments).
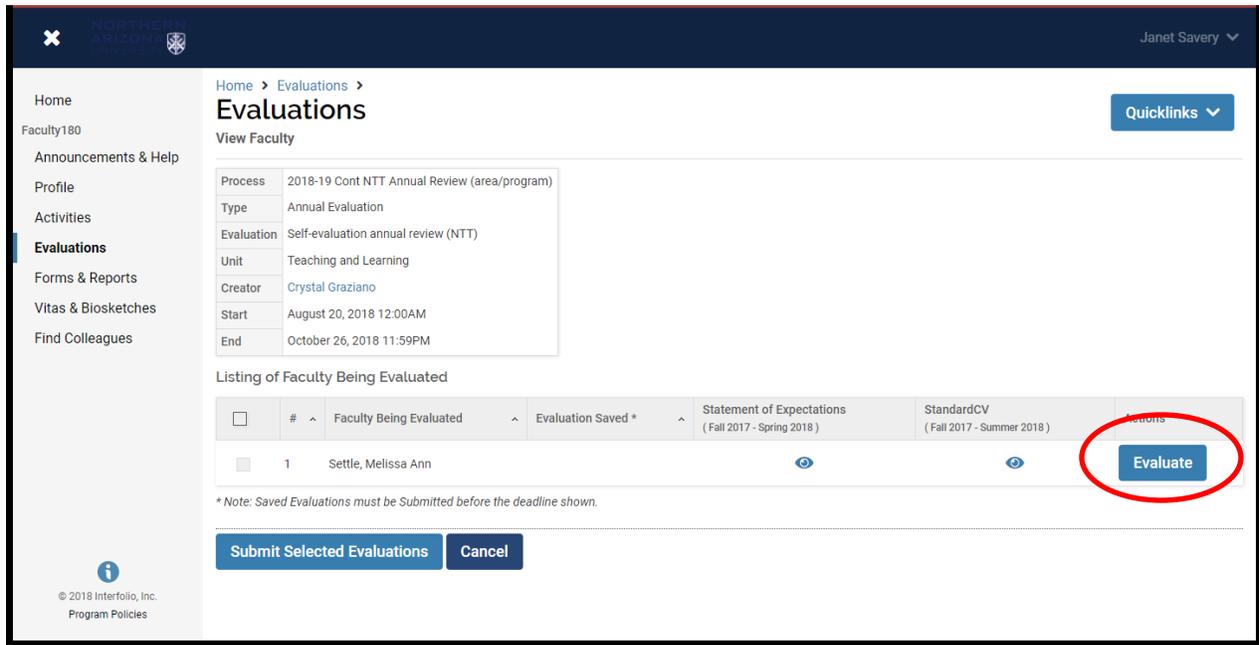

** If you have not **submitted** your workload forms you will not see the items that you have updated when viewing your StandardCV.

5. When you are ready to do your self-evaluation click on the **Evaluate** button.

You can type or paste your self-evaluation in the "standard evaluation input" box (see below) or attach it, depending on your department practices. NOTE: departments vary in what they ask of faculty in the self-evaluation (reflection, self-statement). Please be sure to work with your Chair on the specific requirements/recommendations.
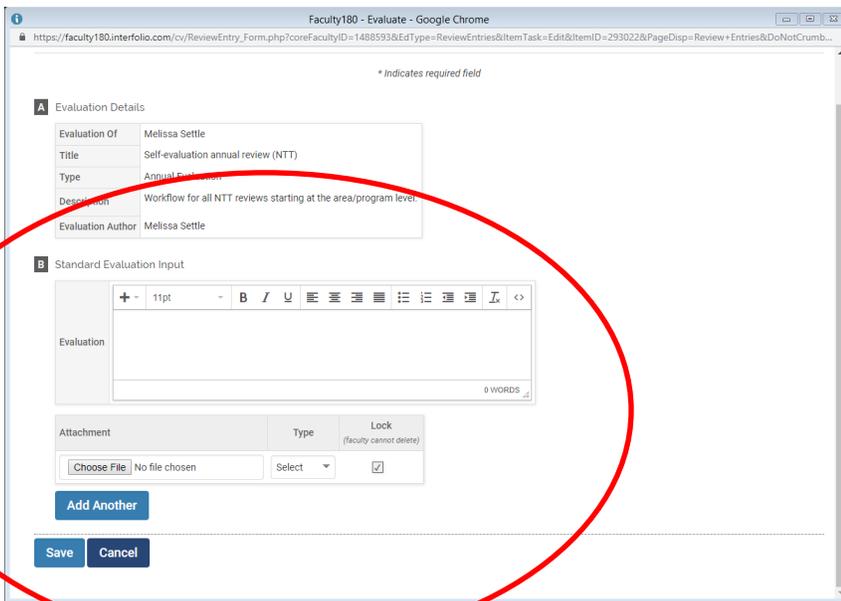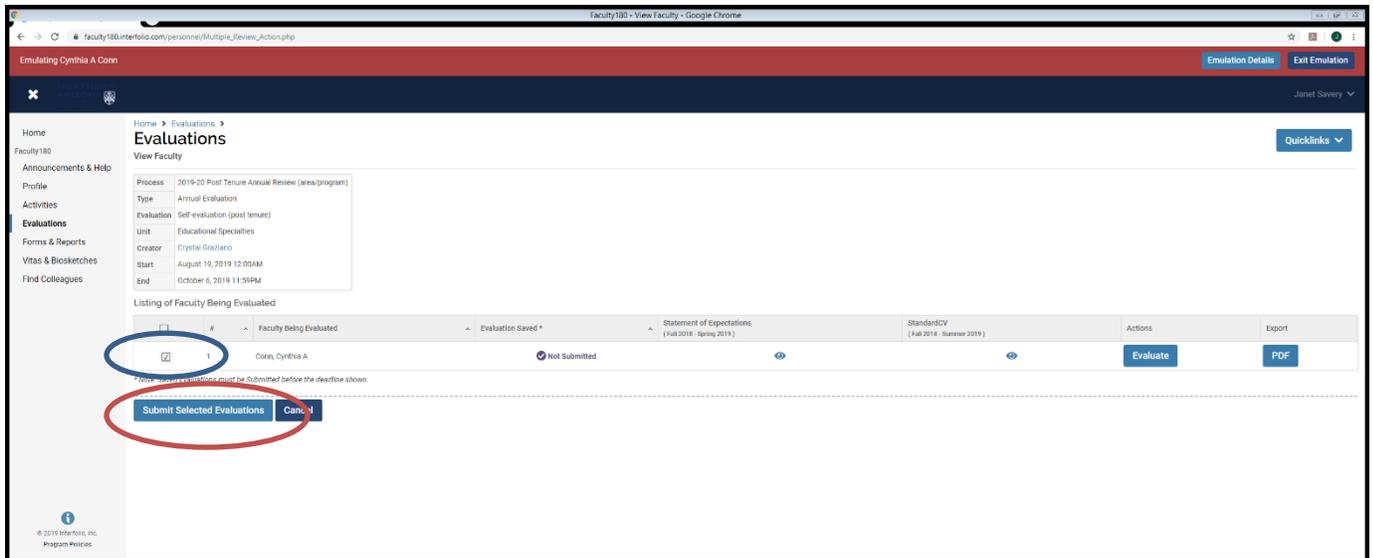

6. Once you have completed your self-evaluation click on the **Save** button on the bottom of the form.

7. You will then go back to this screen showing that your evaluation is complete
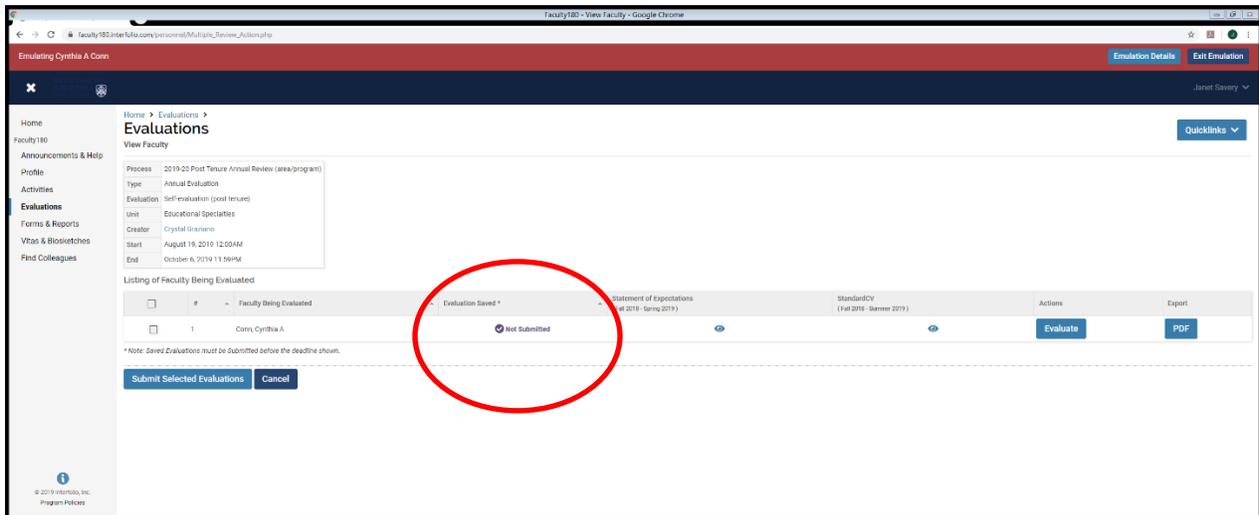
8. You will then need to click on the box to the left of your name and then hit the "**Submit Selected Evaluations**".

If you need to make changes after you have submitted you will need to contact Janet Savery (928-523-0392, janet.savery@nau.edu) to un-submit the form for you.