

# FAAR System for Faculty Expectations and Review

<http://www.data180.com/faculty180/nau>

**Note: FAAR seems to work best with Firefox. Internet Explorer tends to have some glitches. Log in using your NAU ID and password.**

## Contents

<a href="#">Process Overview</a> .....	3
<a href="#">Workload Form</a> .....	4
<a href="#">Overview</a> .....	4
<a href="#">Workload Form – General</a> .....	5
<a href="#">Complete Workload Form (end of term)</a> .....	6
<a href="#">Overview</a> .....	6
<a href="#">End of Term Workload Form</a> .....	6
<a href="#">Reviewing &amp; Approving Workload Form</a> .....	8
<a href="#">Statement of Expectations</a> .....	9
<a href="#">Overview</a> .....	9
<a href="#">Chair/Dean initiate Input classification</a> .....	9
<a href="#">Faculty Enter Info</a> .....	10
<a href="#">Chair/Dean review &amp; approve or return</a> .....	10
<a href="#">Peer Annual Evaluation (Annual Review)</a> .....	12
<a href="#">Overview</a> .....	12
<a href="#">Initiating Peer Review</a> .....	12
<a href="#">Initiating Chair Review</a> .....	15
<a href="#">Faculty Submit Materials</a> .....	17
<a href="#">Chair Verification of Format/Completion</a> .....	17
<a href="#">ARC/FSC review</a> .....	18
<a href="#">ARC/FSC Evaluation Submission</a> .....	19
<a href="#">Chair review</a> .....	20
<a href="#">Promotion &amp; Tenure/Sabbatical</a> .....	22
<a href="#">Overview</a> .....	22
<a href="#">Initiating FSC Review of P&amp;T Application</a> .....	22
<a href="#">Initiating Chair Review of P&amp;T Application</a> .....	25
<a href="#">Initiating College P&amp;T Committee Review</a> .....	28
<a href="#">Initiating Faculty submission of P&amp;T Materials</a> .....	28
<a href="#">Faculty Submit Materials</a> .....	28
<a href="#">Summary Guidelines for Preparing and submitting materials</a> .....	28
<a href="#">Chair Verification of Format/Completion</a> .....	30
<a href="#">ARC/FSC review</a> .....	30
<a href="#">ARC/FSC Evaluation Submission</a> .....	31

<a href="#">Chair review</a> .....	31
<a href="#">College P&amp;T committee review</a> .....	33
<a href="#">Submission of College P&amp;T committee recommendation</a> .....	33
<a href="#">Executive Dean Review</a> .....	34
<a href="#">Overview</a> .....	34
<a href="#">Constructing Dean Review</a> .....	34
<a href="#">Conducting Executive Dean Review</a> .....	34
<a href="#">Viewing Documents within FAAR</a> .....	35
<a href="#">Viewing SOE &amp; Review Documents</a> .....	35
<a href="#">Viewing Curriculum Vita</a> .....	35
<a href="#">Getting Course Evaluations for Submission in FAAR</a> .....	35
<a href="#">Getting Your Course Evaluations:</a> .....	35
<a href="#">Loading Your Course Evaluations into the FAAR system:</a> .....	36



## Process Overview

Process	Procedure	Timeline
Statement of Expectations  Note: the SOE looks <i>forward</i> to the coming year, while the workload report looks <i>back</i> over the previous year.	Dean's office initiates Faculty Enter information Chair and then Dean approve (some back and forth with faculty may be necessary)	Prior to April 1 every spring
Profile/Workload Forms – General  Activities and CV information (other than teaching/advising etc that is available only during the workload review period) can be entered at any time	Faculty enter information	Any time
Workload Forms (Faculty review and indicate load directed toward activities from previous academic year)	Vice Provost for Academic Personnel initiates Faculty Enter data Chair approves	Prior to beginning of faculty review cycle
Annual Review	Dean's office initiates review Faculty enter data Chairs create evaluations ARC/FSC Committee review Chair Review Dean review as necessary	Personnel Action Calendar published by the Provost – see website <a href="http://home.nau.edu/provost/faculty_info.asp">http://home.nau.edu/provost/faculty_info.asp</a>
Retention/Renewal Review	Dean's office initiates review Faculty enter data Chairs create evaluations	Personnel Action Calendar published by the Provost – see website <a href="http://home.nau.edu/provost/faculty_info.asp">http://home.nau.edu/provost/faculty_info.asp</a>

	<p>ARC/FSC Committee review</p> <p>Chair Review</p> <p>Dean review</p> <p>Provost review (for tenure track faculty only)</p> <p>President decision (for non renewal of tenure track faculty only)</p>	
<p>Promotion &amp; Tenure</p> <p>Sabbatical</p>	<p>Dean's office initiates</p> <p>Faculty enter data</p> <p>Chairs create evaluations</p> <p>ARC/FSC Committee review</p> <p>Chair review</p> <p>College P&amp;T review</p> <p>Dean Review</p> <p>Provost Review (final step for Sabbatical)</p> <p>President Decision</p>	<p>Personnel Action Calendar published by the Provost – see website</p> <p><a href="http://home.nau.edu/provost/faculty_info.asp">http://home.nau.edu/provost/faculty_info.asp</a></p>

## Profile/Workload Forms

The foundation of the system – this is your electronic vita. All efforts and activities should be entered into the profile/workload forms. Any report or review will pull data from what is entered in the profile/workload forms. Prior to each review cycle, faculty will be prompted to submit a formal “Workload Form”. The Profile/Workload form link on the MY DATA tab (under Standard Input Forms) is available at all times.

Every piece of information entered is organized by the term when the effort occurred or last changed (e.g. submission date, accepted for publication date, published date). For example, if a grant is submitted in the fall 2012 semester, this effort should be entered in the Workload Form by faculty. Thus, any reports of efforts conducted in the fall 2012 semester will automatically display the citation for the submitted grant

**When a scholarly product or grant is accepted or changes status in any other way**, you will need to update the status of that activity through the workload form. For example, if a submitted grant is funded, the citation needs to be modified through the workload link. Directions to accomplish this are below in the “Updating scholarly activities.”

## Overview

1. Teaching is only available during Workload Submission periods. This information is populated automatically from the class schedule. It is critical that you are listed as the instructor of record in every class for which you have load.
2. Reassigned Duties include any activities where load is assigned that do not fit within scholarship, teaching, advising or a service category. For example, grant funded activities or administrative release would be included in this category.
3. Enter advising load and the number of advisees for which you are formally assigned. Typically only formal advisors (e.g., faculty/staff who complete graduation checks) have load for advising. All other student advising & mentoring falls within teaching.
4. Activity Distribution is only available during the workload period. These numbers do not populate automatically from the SOE. Rather, they are an estimate of the relative allocation of your time.
5. Scholarly Contributions and Creative Productions
6. Service – note that Institutional service will list only recognized university committees. If you

## Who?

Faculty

## When?

Anytime

Prior to the beginning of the review cycle – see Personnel Action Calendar published by the Provost

Faculty

1. Any time
2. When prompted to submit workload reports twice/year (prior to the beginning of the review cycle)

serve on such a committee that is not listed, inform the dean's office. However, you can enter unlisted committees under "other."

---

## Profile/Workload Forms – General

Faculty can add or update service, professional development, or scholarly/creative activity at any time. To do so, go to the "My Data" tab and select the "Workload Form" link in the Standard Input Forms area.

1. In FAAR, click the "My Data" tab
2. Select "Workload Form"

Faculty

Any time

During workload submission periods follow these instructions:

3. In FAAR, select the "home" tab and click "Complete workload form: TERM"
4. On the new page, edit as appropriate considering your activities from the previous semester.
  - a. Teaching – Unavailable except during "Workload periods"
  - b. Reassigned Duties – any load reassigned to other responsibilities (e.g. administrative release, grant buyout etc.).
  - c. Advising Load – Only available during "workload periods"
  - d. Activity Distribution – Only available during "workload periods"
  - e. Scholarly Contributions and Creative Productions – refer to your department for definitions of items that fall within this category.
    - i. Add new submissions/efforts
    - ii. Modify the status of any activities for which the status has changed (e.g. a manuscript submitted in a prior term that was accepted for publication in the term being reported).
  - f. Institutional Committees – note the titles of these committees cannot be changed, and new committees can be listed as "other" by faculty. Notify the dean's office to add any institutional committees.
    - i. If available, copy ongoing committees
    - ii. Modify existing
    - iii. Add any new
  - g. Consulting
  - h. Other Institutional Service – activities that are university related, but not listed as "institutional committees"
  - i. Professional Service
  - j. Community Service

- k. Professional Development
  - l. Self-Evaluation – refer to department requirements regarding any other information that is required for reviews and could be added in this category of the workload form.
  - m. **Browse and attach your SOE - this will only need to be done in Fall 2012 (reviewing AY 11-12). Future SOE's are built in the FAAR system and will display automatically.**
5. Click "Save and Return" if additional time is needed to edit the form. Once completed, click "Submit Completed Workload for Review"

## Complete Workload Form prior to review cycle

A new step that must be completed prior to the review cycle each semester. The SBS dean’s office will notify you when this will occur, and a link will be displayed on the “My Data” tab in FAAR displaying the semester for which the workload form must be completed (e.g., Complete workload form: Spring 2012).

This requires faculty to report, , activities from the previous academic year which will be reviewed. Secondly, demonstration of work assigned in the Statement of Expectations must be reported for each faculty member. Work that is posted may include any scholarly/creative efforts (updating vita essentially), course syllabi and course evaluations, and service activities.

### Overview

1. Vice Provost for Academic Personnel initiates workload.
2. Faculty enters information and data by completing and submitting the “workload form.”
3. Chairs review and approve

	Who?	When?
	Faculty	Prior to review cycle
	Vice Provost for Academic Personnel	Prior to the beginning of the review cycle
	Faculty enter data	

## Workload Form

This link is available only during specific periods prior to the beginning of the review cycle.

1. In FAAR, select the “home” tab and click “Complete workload form: “TERM”
2. On the new page, edit as appropriate considering your activities from the previous semester.
  - a. Teaching – All classes for which you were listed as the instructor of record in Louie will be displayed.
    - i. Modify the load hours for every class. If you taught a class (e.g., independent study) for which you did not have load, make sure “0” is in the box.
    - ii. If a class you taught is not listed, let your chair know – this indicates the schedule of classes was potentially inaccurate.
    - iii. If more than one class is listed as separate when they should be combined

Faculty	, once initiated by the VPAP.
---------	-------------------------------

- (e.g., co-convened courses), combine these courses into one.
- b. Course attachments – Attach the syllabus and student course evaluations for each class listed.
  - c. Reassigned Duties – any load reassigned to other responsibilities (e.g., administrative release, grant buyout etc.).
  - d. Advising Load – list the number of students for whom you are officially listed as the academic advisor. In SBS, most students are advised centrally and not by faculty.
  - e. Activity Distribution – indicate the proportion of time, which should reflect your SOE based on % load for each area.
    - i. These are the same numbers that appear on your SOE for the specified term (e.g., a faculty member with a 3 class load would list formal class/lab = 30, Prepare/grade = 30, student meetings & advising = 0, research = 20, service = 20).
    - ii. Average work hours per week: The standard (based on the “15 hour load” at 3 work hours/load hour = 45 work hours/week).
  - f. Scholarly Activities
    - i. If “Copy Ongoing Activities” is visible, click on the link (this copies all activities already entered into the FAAR system into the form – you have to do this first. If that link isn’t there, skip to step iv).
    - ii. On the pop-up window, change the status of any activities as necessary. For example, if a manuscript was submitted in a prior year, the drop down menu will display “Submitted.” If this manuscript was published, use the drop down menu to change that to “Completed/Published.”
    - iii. Once you’ve reviewed and modified status for all activities, click the “Save” button.
    - iv. Click “Add” to add any new scholarly/creative activities
  - g. Institutional Committees – note the titles of these committees cannot be changed, and new committees cannot be added by faculty. Notify the dean’s office to add any institutional committees.
    - i. If “Copy Ongoing Activities” is visible, click on the link (this copies all activities already entered into the FAAR system into the form – you have to do this first. If that link isn’t there, skip to step iv).
    - ii. On the pop-up window, change the status of any activities as necessary. For example, if you no longer serve on a committee that is listed, from the drop down menu select that it ended in the semester being reported.

- iii. Once you've reviewed and modified status for all activities, click the "Save" button.
  - iv. Modify existing
  - v. Add any new
  - h. Consulting - follow same procedures as outlined in e. Scholarly Activities above
  - i. Other Institutional Service – activities that are university related, but not listed as "institutional committees." Follow the same procedures as outlined in e. Scholarly Activities above
  - j. Professional Service- follow same procedures as outlined in e. Scholarly Activities above
  - k. Community Service- follow same procedures as outlined in e. Scholarly Activities above
  - l. Professional Development- follow same procedures as outlined in e. Scholarly Activities above
  - m. Self-Evaluation – refer to department requirements regarding whether any information is required in this category of the workload form; i.e. Annual Performance Report, Professional Narrative, etc.
3. Click "Save and Return" if additional time is needed to edit the form. Once completed, click "Submit Completed Workload for Review"

## Reviewing & Approving Workload Form

### Directions for Chairs

1. In FAAR, select the "Administration" tab and click "Approve Faculty Input"
2. Edit the Unit as appropriate (e.g., Department)
3. Change "Semester" to the semester to be reviewed (the prior semester)
4. Click on the name of the unit, then the number (blue) next to the unit for which faculty are listed.
5. Click on the faculty member name
6. Either approve or reject (reject sends the form back to the faculty member for revision) by clicking the appropriate button at the bottom of the page.

Chairs

After faculty have submitted their workload form, prior to the beginning of the review cycle

## Statement of Expectations

Called Faculty Annual Expectations/Input Classifications – Statement of Expectations

### Who?

### When?

### Overview

1. Department chairs Dean set “Input Classifications” early in the spring semester.
2. Faculty enter information and negotiate with chair following traditional SOE development procedures.
3. Chair reviews and returns for revisions and/or approves

Dean’s office initiates

Faculty enters info

Faculty/chair-dean negotiate

Chair approves

Dean approves

Begins early spring semester.

Draft SOE’s must be approved by department chair/director by April 1.

---

## Dean’s office initiate Faculty Annual Expectations/Input classifications (SOE)

Directions for initiating development of the SOE.

1. In FAAR, click “Communication” tab
2. Select “Faculty Classification Form”
3. Review “Unit” to verify the appropriate department/school is listed.
  - a. To change the unit displayed, click “Change”
  - b. Next to the school/unit (), click the +
  - c. Select the appropriate department/school
  - d. The screen will automatically update to display the unit selected
4. Employment status – make sure “all active” is selected.
5. Semester – choose the start semester (e.g. Fall 2014 if the SOE is being built for the AY 14-15).
6. Check the “Statement of Expectations” box.
7. In the faculty list, check the box next to every faculty member you want to create an SOE.
8. Click “Send and Return”

Dean’s office

Early spring semester (allow enough time for a draft to be approved by the chair by April 1)

Each faculty member selected will then have a message on their FAAR system “Home” page that says “Complete Faculty Annual Expectations: Semester”

**Note: Make sure to notify faculty that they need to log on and complete the SOE.**

## Faculty Enter Info

Directions for writing the first draft of the SOE and submitting it to the Chair/Dean.

1. In FAAR, click “Home” tab and select “Complete Faculty Annual Expectations”
2. Enter goals/expectations for each category (student-related activities; scholarship; service; other). Be sure to list the specific classes you will be teaching for each semester.
3. For “Percent of load” in each category, enter a 1-3 digit number reflecting the percent of effort directed toward that activity with no additional characters (e.g., %).
4. Click “Save and Return” if you need additional time to complete your SOE.
5. When done, click “Submit Classifications”

Faculty

Early spring semester  
(allow enough time for a  
draft to be approved by  
the chair by April 1)

Your chair/dean will now need to review and approve. If revisions to the SOE are necessary, the chair will send the SOE back to you and the “Complete Faculty Annual Expectations” link will appear again on your home page in FAAR. NOTE: you can always view what you have submitted through the link “view printable classification forms” from the “my data” tab.

## Chair/Dean review & approve or return

Directions for approving the SOE.

1. In FAAR, click “Administration” tab and select “Input Classifications”
2. Make sure the appropriate “Unit” is displayed
3. From the “Input form” dropdown menu, select “SOE Administrative Approval (Chair/Dean)”
4. Start semester – choose the term of the SOE( e.g., Fall 2013)
5. Select all faculty desired to review
  - a. Hold the “Ctrl” key down and click on names to select multiple faculty and move the faculty to the “Selected faculty” area by clicking >>.
  - b. To move all faculty, click on the first name in the list, hold the shift key down while clicking the last name on the list. All will be highlighted in blue. Click >>
  - c. Under “Input Option” choose one of the following:
    - i. Multiple – Displays a table of all selected faculty in which you can enter data all at once. May require scrolling right.
    - ii. Individual – One faculty member’s form will be displayed and you’ll need to enter all info, then click to change the page to the next faculty member.
  - d. Review Expectations: Student-related activities & Scholarship & Service & Other. In the text box, edit text with goals/objectives/activities for each faculty member as

Chair/ Dean

April 1

necessary.

- e. Percent of load: Review the % of effort for each category and edit as necessary.

Make sure to only enter a 1-3 digit number without any extra characters (e.g., "%")

- 6. If the SOE is approved and no changes are necessary (if not approved, go to step 7);
  - a. At the top of the table, find the drop down box under the word "Value" and choose "Yes"
  - b. Click "Submit Classifications" at the bottom of the page.
- 7. If edits are made, the SOE must be returned to the faculty member for revisions;
  - a. At the top of the table, find the drop down box under the word "Value" and choose "No"
  - b. Click "Submit Classifications" at the bottom of the page.
  - c. This returns the SOE to the faculty member for revisions – go back to "Faculty Enter Info" directions on previous page.

## Annual Evaluation (Annual Review)

Refer to the Personnel Action Calendar for due dates and responsibilities for data to enter and levels of review based on faculty rank.

### Overview

1. Dean's office initiates.
2. Faculty enters information and data.
3. Chairs create evaluations
4. Chair/ Dean verify all required documentation (determined by department) is present and approves for review by ARC (or FSC if these are the same).
5. Department annual review/faculty status committee's review, write recommendation and committee chairs submit evaluation.
6. Department chair/ reviews and writes recommendation
7. Dean reviews and approves or returns for revisions (as necessary) and writes recommendation

### Who?

### When?

Dean's Office Faculty enter data

ARC/FSC review & write recommendation

Dept. chair/dean review and write recommendation

Dean reviews and approves and writes recommendation

August – Refer to the current year Personnel Action Calendar

### College of Social and Behavioral Sciences

#### Post Tenure Annual Review Materials Checklist

#### for Tenured Faculty Not Seeking Promotion

	Old document requirement		New FAAR requirement
1	Faculty Review Routing Form	This form is used to document each level of review and recommendation. Must have all required signatures.  <i>Form is located on the Provost's website</i>	N/A
2	Current Curriculum Vita	Submit a current copy of the	Profile & Workload Forms in

		curriculum vitae	Faculty 180
3	Statement of Expectations	Submit a signed copy of the SOE for the year under review.	Scan and attach for year under review (2011-2012) under self-evaluation
4	Annual Performance Report	Submit the report for the year under review.	Scan and attach for year under review (2011-2012) under self-evaluation
5	Course Evaluations	Faculty must submit course evaluations to include printout summaries and student comments for the year under review.	Scan and attach under Fall/Spring Workload – click on Add for each class – online evaluations
6	Teaching/advising/other student related activities supporting materials	This includes course syllabi, teaching innovations, and other supporting documentation you wish to include for the year under review.	Scan and attach under Fall/Spring Workload – click on Add for each class – syllabi
7	Research/scholarly activities supporting materials	All articles, grants, books, and other scholarly works that you wish to be included for the year under review.	Add in Workload form under scholarly activity
8	Service documentation	Documentation of university and professional service	Add in Workload form under Institutional Service, Community Service, etc.

## Retention/Progress towards tenure reviews

Refer to the Personnel Action Calendar for due dates and responsibilities for data to enter and levels of review based on faculty rank.

### Overview

1. Dean's office initiates.
2. Faculty enters information and data.
3. Chairs create evaluations

### Who?

Dean's Office Faculty enter data  
ARC/FSC review & write recommendation

### When?

August – Refer to the current year Personnel Action Calendar

- |   |   |
|---|---|
| 4. Chair/ Dean verify all required documentation (determined by department) is present and approves for review by ARC (or FSC if these are the same). | Dept. chair/dean review and write recommendation    |
| 5. Department annual review/faculty status committee's review, write recommendation & committee chairs submit evaluation.                             | Dean reviews and approves and writes recommendation |
| 6. Department chair/ reviews and writes recommendation  |   |
| 7. Dean reviews and approves or returns for revisions (as necessary) and writes recommendation  |   |

Creating ARC/FSC Evaluations Directions for chairs/ to set up the annual reviews in FAAR. Each faculty classification (e.g., 2<sup>nd</sup> year tenure track, post-tenure, non-tenure track, etc.) will need to be set up using due dates and procedures following the personnel action calendar.

Department Chairs

Evaluations will be set up for each of the following:

- ARC/FSC Annual Review
- Chair Review

Note: You will need the following:

- Personnel Action Calendar for dates
- Names of faculty in each category of review
- Names of Annual Review Committee members/Faculty Status Committee members

Dean's office will send this out to Department Chairs

Prior to the start of the Fall Semester

1. From the home page in FAAR, click the "administration" tab and select "Evaluations" at the bottom left side of the page.
2. On the next screen, click "Add"
3. Next screen, enter the following:
  - a. Evaluation level – enter your specific unit (e.g., by clicking the "Change" link)
  - b. Evaluation Process – Select "Annual Review 2011-12" (previous year)
  - c. Title – Enter an appropriate title based on the specific faculty being identified. Titles must match those in the Personnel Action Calendar. Type one of the following:
    - i. 2<sup>nd</sup> Year Tenure Track Probationary/Annual Review – ARC/FSC
    - ii. Post-Tenure Annual Review- ARC/FSC
    - iii. Promotion & Tenure/Annual Review (for annual review only – promotion/tenure directions are found in the next section)
    - iv. Continuing Non-Tenure Track Annual Review- ARC/FSC
    - v. 3<sup>rd</sup>-5<sup>th</sup> Year Tenure Track Annual Review- ARC/FSC
    - vi. 1<sup>st</sup> Year Tenure Track Annual Review- ARC/FSC
    - vii. 1<sup>st</sup> Year Non-Tenure Track Annual Review- ARC/FSC

Department chairs

Early August

- d. Type – Select “Annual Evaluation”
- e. Start Date & Time and End Date & Time (these should match the time period from the Personnel Action Calendar. For example, the FSC/ARC review of 2<sup>nd</sup> Year Tenure Track Faculty is to take place from 9/10/12 to 9/21/12.)
- f. Faculty Response Due Date – select the number of days faculty have to respond to each recommendation. In virtually all cases, it’s “7” days.
- g. Evaluation Access – leave as “Allow” for options 1 & 2 and make a choice whether to allow reviewers in any evaluation process access (the 3<sup>rd</sup> item).
- h. Faculty Being Evaluated
  - i. Click “Select Faculty”
  - ii. On the pop-up screen, under “Standard Filters” choose “All Active” to view all faculty. You can limit the number of faculty names visible by choosing “Full time” or “Part time”
  - iii. Click on the faculty names for the review category (can choose multiple by holding the cntrl key while clicking on names), then click the → to move faculty names into the “Selected” area.
    - 1. Select only those faculty in the specific review category. For example, if the evaluation being set up is for “2<sup>nd</sup> year Tenure Track Annual Review” only those 2<sup>nd</sup> year TT faculty names should be in the “Selected” box.
  - iv. Click “Select Faculty”
- i. If desired, enter a description of requirements in the “Description” text box.
- j. Assign Evaluators
  - i. Click “Select Faculty”
  - ii. In the standard filters area, under unit select “change” to make your unit visible (note: if any committee members are outside of your department, you’ll need to select the appropriate unit to find those names) and click “Select faculty”
  - iii. Click and select all ARC and FSC members – Assign Evaluator(s)
- k. Evaluation Author – Select and move the committee chair (or the person responsible for submitting the review letter) to the “selected” area. If your department has a separate FSC from the ARC, then the chair from the ARC must be listed as an evaluation author (more than one author can be listed if necessary).
- l. Select whether or not you will receive an email notice when materials are submitted.
- m. Evaluation Contents

- i. Document should default to Standard CV. For some evaluations you will also want to add “classification forms” (Examples: For “Promotion and Tenure” evaluation, you would want to include the “Promotion and/or Tenure Application” form. Same for Sabbatical.)
- ii. Start Semester – choose the first semester **of the previous year.**
- iii. End Semester – Choose the last semester being reviewed (e.g., spring 2012)
- iv. Faculty Classification input forms – select “Annual Evaluation”
- n. Notifications – Add the chair for FSC/ARC reviews
  - i. click the select faculty button
  - ii. Navigate to find the chair, move it to selected
  - iii. Click “Select Faculty”

Click “Save and Add Return” or, if you need to create another review, “Save and Add another.”

## Creating Chair Evaluations

Directions for chairs/ to set up the chair annual reviews in FAAR. Each faculty classification (e.g. 2<sup>nd</sup> year tenure track, post-tenure, non-tenure track etc.) will need to be set up using due dates and procedures following the personnel action calendar.

Evaluations will be set up for the Chair Review of faculty.

Note: You will need the following:

- Personnel Action Calendar for dates
  - Names of faculty in each category of review
1. From the home page in FAAR, click the “administration” tab and select “Evaluations” at the bottom left side of the page.
  2. On the next screen, click “Add”
  3. Next screen, enter the following:
    - a. Evaluation level – enter your specific unit by clicking the “Change” link
    - b. Evaluation Process – Select “Annual Review 2011-12”
    - c. Title – Enter an appropriate title based on the specific faculty being identified. Titles must match those in the Personnel Action Calendar. Type one of the following:
      - i. 2<sup>nd</sup> Year Tenure Track Probationary/Annual Review - Chair
      - ii. Post-Tenure Annual Review- Chair
      - iii. Continuing Non-Tenure Track Annual Review- Chair
      - iv. 3<sup>rd</sup>-5<sup>th</sup> Year Tenure Track Annual Review- Chair

Department Chairs

Prior to the Start of the Faculty Review Cycle

Dean’s office will send this out to Department Chairs

Prior to the start of the Fall Semester

Department chairs/

Early August

- v. 1<sup>st</sup> Year Tenure Track Annual Review- Chair
  - vi. 1<sup>st</sup> Year Non-Tenure Track Annual Review- Chair
- d. Type – Select “Annual Evaluation”
- o. Start Date & Time and End Date & Time (these should match the time period from the Personnel Action Calendar. For example, the FSC/ARC review of 2<sup>nd</sup> Year Tenure Track Faculty is to take place from 9/10/12 to 9/21/12.)
- e. Faculty Being Evaluated
  - i. Click “Select Faculty”
  - ii. On the pop-up screen, under “Standard Filters” choose “All Active” to view all faculty. You can limit the number of faculty names visible by choosing “Full time” or “Part time”
  - iii. Click on the faculty names for the review category (can choose multiple by holding the cntrl key while clicking on names), then click the → to move faculty names into the “Selected” area.
    - 1. Select only those faculty in the specific review category. For example, if the evaluation being set up is for “2<sup>nd</sup> year Tenure Track Annual Review” only those 2<sup>nd</sup> year TT faculty names should be in the “Selected” box.
  - iv. Click “Select Faculty”
- f. If desired, enter a description of requirements in the “Description” text box.
- g. Assign Evaluators
  - i. Click “Select Faculty”
  - ii. In the standard filters area, under unit select “change” to make your unit visible and click “Select faculty”
  - iii. Click and select the chair (yourself)
- h. Evaluation Author – Select the chair (yourself) to the “selected” area.
- i. You should select the option to receive an email notice when materials are submitted.
- j. Evaluation Contents
  - i. Document should default to Standard CV. For some evaluations you will also want to add “classification forms” (Examples: For “Promotion and Tenure” evaluation, you would want to include the “Promotion and/or Tenure Application” form. Same for Sabbatical.)
  - i. Start Semester – choose the first semester of the review period.
  - ii. End Semester – Choose the last semester being reviewed (e.g.. summer 2012)

- iii. Faculty Classification input forms – select “Annual Evaluation”
  - k. Notifications – Add the SBS Dean
    - i. click the select faculty button
    - ii. Navigate to find the SBS Dean name, move it to selected
    - iii. Click “Select Faculty”
- 4. Click “Save and Add Return” or, if you need to create another review, “Save and Add another.”

## Faculty Submit Materials

Faculty review data already entered in the system (will have been initially entered by completing the “profile/workload forms” (or CV information). Additional information is added, and supporting documentation and evidence is included. Departments/units are responsible for specifying the information to attach and the metrics by which faculty are reviewed.

Faculty will need a self-evaluation typed and ready to attach following departmental/school guidelines and requirements. This was previously the Annual Performance Report.

1. In FAAR, click the “My Data” tab
2. Click the “Profile/Workload Forms”
3. Verify all information is up to date.
4. Click “Add” next to #12 Self Evaluation
5. Start semester – select the first semester under review
6. End semester – select the last semester under review
7. Title: Enter “Annual Review Self-Evaluation or Annual Performance Report – YEAR” (e.g. Annual Review Self-Evaluation – AY 11-12)
8. Browse and attach your self-evaluation file **NOTE: it is helpful to include your name in the name of the file.**
9. Click “Save and Return”.

Faculty

Due date according to Personnel Action Calendar

## Chair Verification of Format/Completion

Department chairs/ are required to verify that each faculty member has submitted all necessary materials into the FAAR system. To do so, use the following steps.

1. From the home page in FAAR, click the “complete evaluation” link.
2. For each faculty member, click the “View” button under “Standard CV.” Review for all required materials (e.g., self-evaluation, other information you have required)

Department chairs/

Follow dates in the Personnel Action Calendar

3. If materials are missing, follow up with faculty.

## Annual Review Committee (ARC)/Faculty Status Committee (FSC) review

The entire ARC and FSC committee will have access to files, but only the chairs (or one member from each committee if you have two) are able to submit the review and evaluation. Each department and committee must attach a written recommendation to the evaluation in the FAAR system. This can be signed by all the committee members or just the committee chair as appropriate.

ARC/FSC committee members

Follow dates in the Personnel Action Calendar

**Annual Review Committee** – Evaluation comments must be entered into the FAAR system using the evaluation template. A summary letter will be written and attached, but this must be in addition to the ratings and notes entered into the FAAR system form (see ARC/FSC Evaluation Submission).

**Faculty Status Committee** – For any tenure track faculty, a statement regarding progress toward tenure must be included. If the ARC and FSC are the same, then that committee can make a recommendation within the evaluation form and also attach a letter.

1. From the home page in FAAR, click the “complete evaluation” link (there are likely multiple links available).
2. A list of faculty to review is visible. Click “View” on the Standard CV for the desired faculty member to review.
  - a. All efforts/activities from **only the review period** are displayed.
  - b. Blue text indicates links – click on those to see specific files
  - c. Look for the self-evaluation link for the faculty member’s statement.
3. Following department criteria/process, committee’s compile evaluations and develop an evaluation score (merit rating) and comment for each area in which faculty have load as well as an overall rating/comment. These areas include any of the following;
  - a. Overall
  - b. Other
  - c. Scholarship
  - d. Service
  - e. Student-related (teaching & advising)
  - f. Retention/renewal recommendation

## ARC/FSC Evaluation Submission

Only the lead evaluator (e.g. committee chair) will have the evaluation option available. Evaluation

comments must be entered into the FAAR system using the evaluation template. **A summary letter must be written and attached. The Summary Letter will be in addition to the ratings and notes entered into the FAAR system form.**

1. From the home page in FAAR, click the “complete evaluation” link (there are likely multiple links available).
2. A list of faculty to review is visible. Click “Evaluate” for the desired faculty member
3. **For Annual Review** (ARC – FSC proceed to step 4 below):
  - a. On the next screen, click on the blue “Peer Annual Evaluation” link
  - b. A window will pop up. In this window, enter information as appropriate.
    - i. Value (drop down list) for each category
      - 4 = Highly Meritorious
      - 3 = Meritorious
      - 2 = Satisfactory
      - 1 = Needs Improvement
      - “Select” if the category is not applicable
    - ii. Notes – enter comments/notes for each relevant classification
    - iii. Peer retention/renewal recommendation – select appropriate response and add comment as necessary.
    - iv. Click “Submit Classifications”
  - c. This returns you to your home page (in IE, it is the home page in the same new window – you can close this and go back to the original browser window)
4. **Progress toward tenure – for tenure track faculty only**
  - a. Enter or attach the committee evaluation of progress toward tenure. This can be pasted into the “Evaluation” text box, or a letter can be attached using the “Browse” button.
5. On the “Evaluate” page, browse and attach any documentation or letters.
6. On the “Evaluate” page, next to “**Evaluation Complete**” select “Yes”
7. Click “Save and Return”

ARC/FSC committee chairs

Following dates in the  
Personnel Action  
Calendar

### Evaluator Instructions:

1=unsatisfactory; 2=satisfactory; 3=meritorious; 4=highly meritorious. The overall score should reflect the weighted contributions of the other scores.

### Classifications for Faculty, Sample to begin Summer 2012 Semester

Classification	Value	Notes
Overall Score <sup>?</sup>	Select ▼	<input type="text"/>
Score of Other <sup>?</sup>	Select ▼	<input type="text"/>
Score of Scholarship <sup>?</sup>	Select ▼	<input type="text"/>
Score of Service <sup>?</sup>	Select ▼	<input type="text"/>
Score of Student-Related <sup>?</sup>	Select ▼	<input type="text"/>
Peer retention/renewal recommendation <sup>?</sup>	Select ▼	<input type="text"/>

### Chair review

1. From the home page in FAAR, click the “complete evaluation: CLASSIFICATION - Chair” link
2. A list of faculty is displayed. Click “View” under “standard CV” to view faculty materials.
  - a. Only activities from the period under review are displayed
  - b. View the self-evaluation by clicking on the link
  - c. View the ARC/FSC recommendation by clicking on the blue “Annual Review 2011-12” link
    - i. On the pop-up window, click “Peer Annual Evaluation”
    - ii. The next window displays peer ratings and comments
3. Once you have prepared your evaluation, go back to the faculty list and click the “Evaluate” button

Department Chairs

Following the dates in the Personnel Action Calendar

4. Click the blue “Chair’s Annual Evaluation” link
5. A window will pop up. In this window, enter information as appropriate.
  - a. Value (drop down list) for each category
    - 4 = Highly Meritorious
    - 3 = Meritorious
    - 2 = Satisfactory
    - 1 = Needs Improvement
    - “Select” if the category is not applicable
  - b. Notes – enter comments/notes for each relevant classification
  - c. Chair’s retention/renewal recommendation – select appropriate response and add comment as necessary.
  - d. Click “Submit Classifications”
6. This returns you to your home page in the same new window –close this and go back to the original browser window
7. On the “Evaluate” page, , browse and attach any documentation or letters. Enter any comments into the text box
8. On the “Evaluate” page, next to “**Evaluation Complete**” select “Yes”
9. Click “Save and Return”
10. Repeat the process for all faculty reviews

## Promotion & Tenure/Sabbatical

Refer to the Personnel Action Calendar for due dates and responsibilities.

### Overview

1. Dean’s office initiates.
2. Faculty enters information and data.
3. Chair creates evaluations
4. Chair verifies all required documentation (determined by department) is present and approves for review by ARC.
5. Department annual review/faculty status committee’s review, write recommendation and committee chair’s submit evaluation.

### Who?

Dean’s office  
 Faculty submitting materials for promotion/tenure enter data  
 ARC/FSC  
 Dept. chair

### When?

Refer to the current year Personnel Action Calendar

6. Department chair reviews and writes recommendation
7. SBS Promotion & Tenure Committee reviews and writes recommendation
8. Dean reviews and writes recommendation
9. Provost reviews and provides recommendation in FAAR system
10. President review and provides recommendation in FAAR system

SBS Promotion & Tenure  
Committee

Dean/Provost/President

### **Initiating ARC/FSC Review of P&T Application**

Directions for chairs to set up the promotion & tenure/annual reviews in FAAR. Refer to the personnel action calendar for due dates.

Evaluations will be set up for each of the following:

- Faculty Status Committee
- Chair Review

Note: You will need the following:

- Personnel Action Calendar for dates
  - Names of faculty being considered for promotion/tenure
  - Names of Faculty Status Committee with committee chair
-

1. From the home page in FAAR, click the “administration” tab and select “Evaluations” at the bottom left side of the page.
2. On the next screen, click “Add”
3. Next screen, enter the following:
  - a. Evaluation level – enter your specific department/unit (e.g. etc) by clicking the “Change” link
  - b. Evaluation Process – Select “Promotion & Tenure/Annual Review 2011-12”
  - c. Title – Enter one of the following depending on the faculty member’s intended application:
    - i. Promotion Review - Peer
    - ii. Tenure Review - Peer
    - iii. Promotion & Tenure Review – Peer
    - iv. Sabbatical Review - Peer
  - d. Type – Select the appropriate response
  - e. Start Date & Time (when faculty can begin to post materials) – select a date. This is up to you, although consider an early August start date for all except 1<sup>st</sup> year reviews which are due in January.
  - f. Due Date & Time – Enter the date that faculty materials are due to the department chair/ according to the Personnel Action Calendar.  
**The dates that chair reviews are due to the Dean are firm.**
  - g. Faculty Response Due Date – select the number of days faculty have to respond to each recommendation. In virtually all cases, it’s 12 days. (COFS indicates they must provide their intention to respond within 7 days and the written response within 12). Sabbatical responses are due within 7 days.
  - h. Evaluation Access – leave as “Allow” for options 1 & 2 and make a choice whether to allow reviewers in any evaluation process access (the 3<sup>rd</sup> item).
  - i. Faculty Being Evaluated
    - i. Click “Select Faculty”
    - ii. On the pop-up screen, under “Standard Filters” choose “All Active” to view all faculty. You can limit the number of faculty names visible by choosing “Full time” or “Part time”
    - iii. Click on the faculty names for the review category (can choose multiple by holding the cntrl key while clicking on names), then click the → to move faculty names into the “Selected” area.

Department chairs

Early August

- iv. Click "Select Faculty"
  - j. If desired, enter a description of requirements in the "Description" text box.
  - k. Assign Evaluators
    - i. Click "Select Faculty"
    - ii. In the standard filters area, under unit select "change" to make your unit visible (note: if any committee members are outside of your department, you'll need to select the appropriate unit to find those names) and click "Select faculty"
    - iii. Add all FSC committee members.
    - iv. **Make sure to add yourself (chair/ dean) to this list.** You will need to verify that faculty have submitted all required materials and listing yourself makes this possible.
  - l. Evaluation Author – Select and move the committee chair(s) (or the person responsible for submitting the review letter) to the "selected" area. Move chairs of both the ARC and FSC if applicable.
  - m. Select whether or not evaluators will receive an email notice when materials are submitted.
  - n. Evaluation Contents
    - i. In documents, select Standard CV and
      - 1. Promotion and/or Tenure Application (if relevant) or
      - 2. Sabbatical Application
    - ii. Start Semester – choose the first semester being reviewed, which should be the first semester of their position (e.g., Fall 2001)
      - 1. For sabbatical, choose fall of semester after last sabbatical or if this is the first sabbatical, use start date of hire.
    - iii. End Semester – Choose the last semester being reviewed (e.g. summer 2012) or for sabbatical – "present"
    - iv. Faculty Classification input forms – select
      - 1. "Promotion and/or Tenure response" if appropriate or
      - 2. Sabbatical recommendation
  - o. Notifications – Add the chair/ Dean
    - i. click the Select Faculty button
    - ii. Navigate to find the chair/Dean name, move it to Selected
    - iii. Click "Select Faculty"
4. Click "Save and Add Another" if you need to create another review or "Save and Return" if you have finished.

## Initiating Chair Review of P&T Application

Directions for chairs/ Dean to set up the promotion & tenure/annual reviews in FAAR. Refer to the personnel action calendar for due dates.

Evaluations will be set up for each of the following:

- Chair Review

Note: You will need the following:

- Personnel Action Calendar for dates
- Names of faculty being considered for promotion/tenure
- Names of SBS Promotion & Tenure committee with committee chair

1. From the home page in FAAR, click the “Administration” tab and select “Evaluations” at the bottom left side of the page. Department chairs/ Dean Early August
2. On the next screen, click “Add”
3. Next screen, enter the following:
  - a. Evaluation level – enter your specific department/unit by clicking the “Change” link
  - b. Evaluation Process – Select “Promotion & Tenure/Annual Review 2011-12”
  - c. Title – Enter one of the following depending on the faculty member’s intended application:
    - i. Promotion/Annual Review - Chair
    - ii. Tenure/Annual Review - Chair
    - iii. Promotion & Tenure/Annual Review – Chair
    - iv. Sabbatical/Annual Review - Chair
  - d. Type – Select the appropriate response
  - e. Start Date & Time (when faculty can begin to post materials) – select a date. This is up to you, although consider an early August start date for all except 1<sup>st</sup> year reviews which are due in January.
  - f. Due Date & Time – Enter the date that faculty materials are due to the department chair/ Dean according to the Personnel Action Calendar.  
**The dates that chair reviews are due to the College P&T committee are firm (disregard for sabbatical).**
  - g. Faculty Response Due Date – select the number of days faculty have to respond to each recommendation. In virtually all cases, it’s “12 days except for sabbatical

- which allows 7 days.
- h. Evaluation Access – leave as “Allow” for options 1 & 2 and make a choice whether to allow reviewers in any evaluation process access (the 3<sup>rd</sup> item).
  - i. Faculty Being Evaluated
    - i. Click “Select Faculty”
    - ii. On the pop-up screen, under “Standard Filters” choose “All Active” to view all faculty. You can limit the number of faculty names visible by choosing “Full time” or “Part time”
    - iii. Click on the faculty names for the review category (can choose multiple by holding the cntrl key while clicking on names), then click the → to move faculty names into the “Selected” area.
    - iv. Click “Select Faculty”
  - j. If desired, enter a description of requirements in the “Description” text box.
  - k. Assign Evaluators
    - i. Click “Select Faculty”
    - ii. In the standard filters area, under unit select “change” to make your unit visible (note: if any committee members are outside of your department, you’ll need to select the appropriate unit to find those names) and click “Select faculty”
    - iii. Add yourself (chair/ dean) to this list.
  - l. Evaluation Author – Select and move your name.
  - m. Select whether or not you want to receive an email notice when materials are submitted.
  - n. Evaluation Contents
    - i. In documents, select Standard CV and
      - 1. Promotion and/or Tenure Application (if relevant) **or**
      - 2. Sabbatical Application
    - ii. Start Semester – choose the first semester being reviewed, which should be the first semester of their position (e.g., Fall 2001)
      - 1. For sabbatical, choose fall of semester after last sabbatical or if this is the first sabbatical, use start date of hire.
    - iii. End Semester – Choose the last semester being reviewed (e.g., summer 2012) or for sabbatical – “present”
    - iv. Faculty Classification input forms – select “Promotion and/or Tenure Response”  
or

- v. Sabbatical Recommendation
- o. Notifications – Add the chair/Dean
  - i. click the select faculty button
  - ii. Navigate to find the chair/Dean name, move it to selected
  - iii. Click “Select Faculty”
- 4. Click “Save and Add Another” if you need to create another review or “Save and Return” if you have finished.

**For more detail, see the SBS “FAAR Guidelines for Tenure-Eligible Faculty or Tenured Faculty Seeking Promotion”**

### Initiating College P&T Committee Review

The dean’s office will initiate the College P&T committee Review of applications for promotion and/or tenure.

Dean’s office

Early August

### Initiating Faculty submission of P&T Materials

The dean’s office will initiate faculty submission of P&T materials.

Dean’s office

Early August

1. Go to the “communication” tab.
2. Click on “Faculty Classification Form” in the lower right.
3. Select the semester of application.
4. Check the box “Promotion and/or Tenure Application.”
5. Select the appropriate faculty from the list.

### Faculty Submit Materials

Faculty review data already entered in the system (will have been initially entered by completing the “profile/workload forms” prior to the review cycle). Additional information is added, and supporting documentation and evidence is included. Departments/units are responsible for specifying the information to attach and the metrics by which faculty are reviewed.

Faculty will need a self-evaluation (Annual Performance Report) typed and ready to attach following departmental/school guidelines and requirements.

1. In FAAR, click the “Home” tab
2. Click the “Complete Promotion and/or Tenure Application: Fall 2012” link
3. Select the action for which you are applying
4. Complete the form following department guidelines and requirements (see the next

Faculty

Due date according to Personnel Action Calendar

section “summary guidelines and checklists for preparing and submitting P&T materials) for the SBS required format. **Department/school/unit information may go beyond the minimum college required documentation.**

5. You can continue to work on this application. Make sure you select “Save and Return”
6. Once you have completed the application, click the “Submit” button.

## Summary Guidelines for Preparing and submitting materials

### *Curriculum Vita*

The foundation of your application packet is the curriculum vita in FAAR. Profile/Workload documents and reports submitted every semester provide base information. Faculty must make sure all activities are appropriately entered using the “Workload” form. This includes attaching any supporting documentation (e.g., conference proceedings, manuscripts, acceptance letters etc.).

Refer to the SBS FAAR Instructional Manual for specific directions to update the vita information in the Profile/Workload forms.

### *Promotion and/or Tenure Overview Statement*

Type a professional statement that is pasted into the appropriate area in FAAR. Within this section, attach the following:

- a. Unit criteria for promotion and/or tenure
- b. Years of prior service credit (if applicable). Provide documentation stating any such credit. This may be a copy of the original letter of offer or a copy of a memo received from the Provost
- c. Statements of Expectations for all years at NAU (or all years since the previous promotion)
- d. Annual Performance Evaluation letters (for all years since hire at current rank or since previous promotion)
  - i. Self-evaluation
  - ii. Peer evaluation
  - iii. Chair evaluation

### *Overview of Teaching (student-related activities)*

Paste a summary narrative of student-related activities particularly addressing the extent to which unit criteria for promotion/tenure have been met/and/or exceeded.

Attach the following:

- Summary table of Courses taught (see table below for recommended format)
- Sample Syllabi
- Other documentation providing supporting evidence of having met and/or exceeded unit criteria for promotion/tenure.
- Other items as required by the unit.

### *Overview of Scholarship/Creative Activity*

Paste a summary narrative of scholarly activity, particularly addressing the extent to which unit criteria for promotion/tenure have been met and/or exceeded.

**Make sure to attach manuscripts and files to the citation in your vita using the workload form in FAAR.**

Attach the following:

- Any additional scholarly documentation that is not linked to citations in your vita
- Other items required by the unit.

### *Overview of Service*

Paste a summary narrative of service, particularly addressing the extent to which unit criteria for promotion/tenure have been met and/or exceeded.

Attach the following:

- Any additional documentation that is not included in your vita
- Other items required by the unit.

As you prepare your application, remember that the Promotion and Tenure committee members are your peers and would like to see you evaluated and/or promoted, but that you must make your case in a thorough, yet succinct, and convincing manner.

**Years in the rank:** Indicate the number of the year that you are currently in. Example if you started in 2008 and the current year is 2010: Current Rank: Associate Professor Years in current rank, including this year: 2<sup>nd</sup> year (the same will apply for start dates in August 2008 or January 2009).

**College of Social and Behavioral Sciences**

**Promotion & Tenure/Annual Review Materials Checklist (Effective Fall 2010)**

**(Faculty applying for promotion and tenure)**

	Old document requirement		New FAAR requirement
1	Faculty Review Routing Form	This form is used to document each level of review and recommendation and must have all required signatures and dates. <i>Form is located on the Provost's website.</i>	N/A
2	Statement of Expectations (SOE)	Submit signed copies of the current SOE (for annual review) and those from previous years.	Scan and attach for year under review (2011-2012) as well as all previous years under self-evaluation
3	Annual performance report	Submit the report for the year under review. Retain previous reports in your personal file.	Scan and attach for year under review (2011-2012) under self-evaluation
4	Curriculum vitae (CV)	Submit a current copy of the curriculum vitae.	Profile & Workload Forms in Faculty 180
5	Professional statement or narrative	Submit a narrative explaining your faculty role and how your choices and performance in the areas covered in the SOE combine to achieve this faculty role and show progress toward promotion and tenure.	Attach for year under review (2011-2012) under self-evaluation or add as an attachment in the Promotion and/or Tenure Overview Statement area.
6	Letters of recommendation & evaluation written by all committees (e.g., unit Annual Review, Faculty Status Com.) & administrators (e.g., chair, director, dean, Provost).	Recommendation letters for the current review are added to the file as it moves through the process. Submit previous letters from all levels of review since date of hire. For probationary review, this includes all previous retention and annual review letters.	Scan and attach for all one through five years under self-evaluation or add as an attachment in the Promotion and/or Tenure Overview Statement area.

7	Formal evaluations of teaching	Submit paper copies of SBS student opinion survey results and comments and other teaching evaluations that are approved unit policy from the year under review and all previous years.	Scan and attach under Fall/Spring Workload – click on Add for each class, online evaluations. Also add these in the Promotion and/or Tenure Teaching area.
8	Supporting materials in teaching, advising, & other student-related responsibilities	Submit course syllabi and other documentation of your performance in this area. Include a brief statement on your teaching philosophy, illustrate how this philosophy guided pedagogical choices and accomplishments, and show how these activities were evaluated and contributed to your unit’s goals & emphases.	Scan and attach under Fall/Spring Workload – click on Add for each class, syllabi. Also want to add these as attachments in the Promotion and/or Tenure Teaching area.
9	Supporting materials in research, scholarship and/or creative activity	Submit documentation of your work in this area (e.g., publications, grant & contract work, exhibitions, papers, and the like). Include a brief overview of your work in this area, explain the appropriateness of the means of disseminating the work and how it was evaluated or reviewed, and indicate how the accomplishments combine to form a coherent body of work that contributed to your unit’s goals & emphases.	Add in Workload form under scholarly activity. Also want to add these as attachments in the Promotion and/or Tenure Scholarship/Creative area.
10	Supporting materials in professional/community service	Submit documentation of your work in this area. Include a brief overview of your service activities and indicate how these accomplishments fulfill your service role and meet your unit’s goals & emphases.	Add in Workload form under Institutional Service, Community Service, etc. Also want to add these as attachments in the Promotion and/or Tenure Service area.

**Promotion to Professor/Annual Review Materials Checklist (Effective Fall 2010)**

**(Tenured Faculty)**

	Old document requirement		New FAAR requirement
1	Faculty Review Routing Form	This form is used to document each level of review and recommendation and must have all required signatures and dates. <i>Form is located on the Provost's website.</i>	N/A
2	Statement of Expectations (SOE)	Submit signed copies of the current SOE (for annual review) and those from previous years.	Scan and attach for year under review (2011-2012) as well as all previous years under self-evaluation
3	Annual performance report	Submit the report for the year under review. Retain previous reports in your personal file.	Scan and attach for year under review (2011-2012) under self-evaluation
4	Curriculum vitae (CV)	Submit a current copy of the curriculum vitae.	Profile & Workload Forms in Faculty 180
5	Professional statement or narrative	Submit a narrative explaining your faculty role and how your choices and performance in the areas covered in the SOE combine to achieve this faculty role and show progress toward promotion and tenure.	Attach for year under review (2011-2012) under self-evaluation or add as an attachment in the Promotion and/or Tenure Overview Statement area.
6	Letters of recommendation & evaluation written by all committees (e.g., unit Annual Review, Faculty Status Com.) & administrators (e.g., chair, director, dean, Provost).	Recommendation letters for the current review are added to the file as it moves through the process. Submit previous letters from all levels of review since date of hire. For probationary review, this includes all previous retention and annual review letters.	Scan and attach for all one through five years under self-evaluation or add as an attachment in the Promotion and/or Tenure Overview Statement area.
7	Formal evaluations of teaching	Submit paper copies of SBS student opinion survey results and comments and other teaching evaluations that are approved unit policy	Scan and attach under Fall/Spring

		from the year under review and all previous years.	Workload – click on Add for each class, online evaluations. Also add these in the Promotion and/or Tenure Teaching area.
8	Supporting materials in teaching, advising, & other student-related responsibilities	Submit course syllabi and other documentation of your performance in this area. Include a brief statement on your teaching philosophy, illustrate how this philosophy guided pedagogical choices and accomplishments, and show how these activities were evaluated and contributed to your unit’s goals & emphases.	Scan and attach under Fall/Spring Workload – click on Add for each class, syllabi. Also want to add these as attachments in the Promotion and/or Tenure Teaching area.
9	Supporting materials in research, scholarship and/or creative activity	Submit documentation of your work in this area (e.g., publications, grant & contract work, exhibitions, papers, and the like). Include a brief overview of your work in this area, explain the appropriateness of the means of disseminating the work and how it was evaluated or reviewed, and indicate how the accomplishments combine to form a coherent body of work that contributed to your unit’s goals & emphases.	Add in Workload form under scholarly activity. Also want to add these as attachments in the Promotion and/or Tenure Scholarship/Creative area.
10	Supporting materials in professional/community service	Submit documentation of your work in this area. Include a brief overview of your service activities and indicate how these accomplishments fulfill your service role and meet your unit’s goals & emphases.	Add in Workload form under Institutional Service, Community Service, etc. Also want to add these as attachments in the Promotion and/or Tenure Service area.

**Promotion to Senior or Principal Lecturer/Annual Review Materials Checklist (Effective Fall 2008)**

	Old document requirement		New FAAR requirement
1	Faculty Review Routing Form	This form is used to document each level of review and recommendation and must have all required signatures and dates. <i>Form is located on the Provost's website.</i>	N/A
2	Statement of Expectations (SOE)	Submit signed copies of the current SOE (for annual review) and those from previous years.	Scan and attach for year under review (2011-2012) as well as all previous years under self-evaluation
3	Annual performance report	Submit the report for the year under review. Retain previous reports in your personal file.	Scan and attach for year under review (2011-2012) under self-evaluation
4	Curriculum vitae (CV)	Submit a current copy of the curriculum vitae.	Profile & Workload Forms in Faculty 180
5	Professional statement or narrative	Submit a narrative explaining how your performance in the areas specified in the statements of expectations meets the requirements for promotion to senior or principal lecturer.	Attach for year under review (2011-2012) under self-evaluation or add as an attachment in the Promotion and/or Tenure Overview Statement area.
6	Letters of recommendation & evaluation written by all committees (e.g., unit Annual Review, Faculty Status Com.) & administrators (e.g., chair, director, dean, Provost).	Recommendation letters for the current review are added to the file as it moves through the process. Submit previous letters from all levels of review since date of hire. For promotion to senior lecturer, this includes all renewal and annual review letters. For promotion to principal lecturer, this includes renewal and annual review letters since promotion to senior lecturer.	Scan and attach for all five years under self-evaluation or add as an attachment in the Promotion and/or Tenure Overview Statement area. Best to add this in the Promotion and/or Tenure Overview Statement area.
7	Formal evaluations of teaching	Submit paper copies of SBS student opinion survey	Scan and attach under Fall/Spring

		results and comments and other teaching evaluations that are approved unit policy from the year under review and all previous years.	Workload – click on Add for each class – online evaluations. Also add these in the Promotion and/or Tenure Teaching area.
8	Supporting materials in teaching, advising, & other student-related responsibilities (and any other responsibilities found in your statements of expectations)	Submit course syllabi and other documentation of your performance in this area. Include a brief statement on your teaching philosophy, illustrate how this philosophy guided pedagogical choices and accomplishments, and show how these activities were evaluated and contributed to your unit’s goals & emphases.	Scan and attach under Fall/Spring Workload – click on Add for each class – syllabi. Also want to add these as attachments in the Promotion and/or Tenure Teaching area.

### Chair Verification of Format/Completion

Department chairs are supposed to verify that each faculty member has submitted all necessary materials into the FAAR system. They also must approve the submitted workloads. To do so, use the following steps.

- |   |                        |   |
|---|------------------------|---|
| <ol style="list-style-type: none"> <li>1. For each faculty member, click the “View” button under “Standard CV.” Review for all required materials (e.g., self-evaluation, other information you have required)</li> <li>2. If materials are missing, follow up with faculty.</li> <li>3. From the administration tab in FAAR, click the “approve faculty input” link.</li> <li>4. Numbers will be highlighted for submitted workload, etc.</li> </ol> | Department chairs/Dean | Follow dates in the Personnel Action Calendar |
|---|------------------------|---|

### ARC/FSC review

The entire ARC and FSC committee will have access to files, but only the chair (or one committee member) is able to submit the review and evaluation. Each department and committee must determine how evaluation comments from committee members will be compiled.	ARC/FSC committee members	Follow dates in the Personnel Action Calendar
---	---------------------------	---

Evaluation comments must be entered into the FAAR system using the evaluation template. A summary letter **must also** be written and attached, but this must be in addition to the ratings and notes entered into the FAAR system form (see ARC/FSC Evaluation Submission).

- 
1. From the home page in FAAR, click the “complete evaluation” link (there are likely multiple links available).
  2. A list of faculty to review is visible. Click “View” on the Standard CV for the desired faculty member to review.
    - a. All efforts/activities from **only the review period** are displayed.
    - b. Blue text indicates links – click on those to see specific files
    - c. Look for the self-evaluation link for the faculty member’s statement.
    - d. Look for the Application for Promotion and/or Tenure link.
  3. Following department criteria/process, committee’s compile evaluations and make a recommendation.

### ARC/FSC Evaluation Submission

Only the lead evaluator (e.g. committee chair) will have the evaluation option available.

Evaluation comments must be entered into the FAAR system using the evaluation template. **A summary letter can be written and attached, but this must be in addition to the ratings and notes entered into the FAAR system form.**

1. From the home page in FAAR, click the “complete evaluation” link (there are likely multiple links available).
2. A list of faculty to review is visible. Click “Evaluate” for the desired faculty member
3. On the next screen, click on the blue “Promotion/Tenure Evaluation” link
  - a. Notes – the statement reflecting FSC consensus/majority in each relevant box (teaching, scholarship, service)
  - b. Peer retention/renewal recommendation – select appropriate response and add comment as necessary.
  - c. Click “Submit Classifications”
4. This returns you to your home page (in IE, it is the home page in the same new window – you can close this and go back to the original browser window)
5. On the “Evaluate” page, if you wish, browse and attach any documentation or letters.
6. On the “Evaluate” page, next to “**Evaluation Complete**” select “Yes”
7. Click “Save and Return”

ARC/FSC committee chairs

Following dates in the  
Personnel Action Calendar

## Chair review

1. From the home page in FAAR, click the “complete evaluation: Promotion & Tenure/Annual Review - Chair” link
2. A list of faculty is displayed. Review faculty materials.
  - a. View the application by clicking on the link
  - b. View the ARC/FSC recommendation by clicking on the Standard CV view button
3. Once you have prepared your evaluation, go back to the faculty list and click the “Evaluate” button
4. In the new window, click the blue “Promotion and/or Tenure Response” link
5. On the next screen, click on the blue “Promotion/Tenure Evaluation” link
  - a. Notes – the statement reflecting FSC consensus/majority in each relevant box (teaching, scholarship, service)
  - b. Peer retention/renewal recommendation – select appropriate response and add comment as necessary.
  - c. Click “Submit Classifications”
6. This returns you to your home page (in IE, it is the home page in the same new window – you can close this and go back to the original browser window)
7. On the “Evaluate” page, if you wish, browse and attach any documentation or letters.
8. On the “Evaluate” page, next to “**Evaluation Complete**” select “Yes”
9. Click “Save and Return”

Department Chair Dean

Following dates in the  
Personnel Action Calendar

## College P&T committee review

Only the lead evaluator (e.g. committee chair) will have the evaluation option available. Evaluation comments must be entered into the FAAR system using the evaluation template. **A summary letter can be written and attached, but this must be in addition to the ratings and notes entered into the FAAR system form.**

1. From the home page in FAAR, click the “complete evaluation” link (there are likely multiple links available).
2. A list of faculty to review is visible. Click “Evaluate” for the desired faculty member
3. Click on the vita and application buttons to view materials

College P&T Committee

Following dates in the Personnel Action Calendar

## Submission of College P&T committee recommendation

1. From the home page in FAAR, click the “complete evaluation: Promotion & Tenure – SBS P&T” link
2. A list of faculty to review is visible. Click “Evaluate” for the desired faculty member
3. Click on the vita and application buttons to view materials
4. On the next screen, click on the blue “Promotion/Tenure Evaluation” link
  - a. Notes – the statement reflecting P&T consensus/majority in each relevant box (teaching, scholarship, service)
  - b. Peer retention/renewal recommendation – select appropriate response and add comment as necessary.
  - c. Click “Submit Classifications”
5. This returns you to your home page (in IE, it is the home page in the same new window – you can close this and go back to the original browser window)
6. On the “Evaluate” page, if you wish, browse and attach any documentation or letters.
7. On the “Evaluate” page, next to “**Evaluation Complete**” select “Yes”
8. Click “Save and Return”

College P&T Committee Chair

Following dates in the Personnel Action Calendar

## Dean Review

Refer to the Personnel Action Calendar for due dates and responsibilities for data to enter and levels of review based on faculty rank.

### Overview

1. Dean's office initiates
2. Dean reviews

Dean's office

August

Dean

Refer to the current year Personnel Action Calendar

Dean's office

August

### Constructing Dean Review

Directions for Dean's office to set up the Dean reviews in FAAR.

Set up evaluations for each of the following within a new "Dean's Review" process:

- 2<sup>nd</sup> Year Tenure Track Probationary/Annual Review - Dean
- Sabbatical Requests –Dean
- Post-Tenure Annual Review- Dean
- Continuing Non-Tenure Track Annual Review- Dean
- 3<sup>rd</sup>-5<sup>th</sup> Year Tenure Track Annual Review- Dean
- Promotion & Tenure/Annual Review –Dean
- 1<sup>st</sup> Year Tenure Track Annual Review- Dean
- 1<sup>st</sup> Year Non-Tenure Track Annual Review- Dean
- **Set up any evaluations for faculty on non-standard contracts**

### Conducting Dean Review

1. From the home page in FAAR, click the "complete evaluation" link.
2. Review and make recommendations

Dean

Refer to the current year Personnel Action Calendar



## Viewing Documents within FAAR

Documents connected with any specific faculty are viewable by that faculty member in the FAAR system. For example, approved SOE's, ARC letters, Dean letters etc. can all be viewed.

**Note: Internet Explorer tends not to work very well when viewing these documents. If you have issues, then try a different web browser such as Firefox.**

Who?

When?

## Viewing SOE & Review Documents

- While in FAAR, go to the "MY DATA" tab
  - In the "My Reports" area click "Printable Classification Forms"
  - In the Form area, choose the desired report
  - Select the start semester and year for the desired report
  - Click "View"
- Report will display in a new tab or window.

Any Faculty

Any Time

## Viewing Curriculum Vita

- While in FAAR, go to the "MY DATA" tab
- In the "My Reports" area click "Vita"
- In the type box, select "Standard CV"
- Check the "All" box to view all activities or
  - Select the start and end semester and year for the desired CV
- Click "Refresh Report" and the vita will display

Any Faculty

Any Time

## Getting Course Evaluations for Submission in FAAR

For Fall 2012, all evaluations will need to be retrieved from the course evaluation system, saved as a PDF and attached in FAAR.

Who?

When?

## Getting Your Course Evaluations:

1. Go to [www.nau.edu/course\\_evals/reports](http://www.nau.edu/course_evals/reports)
2. Click here to enter your course evaluations

Any Faculty

During workload reporting periods (until

3. Select the term you wish to retrieve course evaluations for – Fall 2011, etc.
4. Submit
5. Select one course at a time and click on View Selected Report
6. Once the evaluation opens click on File, Save As and then save the file as a PDF or HTML format (you can Rename the report (e.g., “Fall 2011 PSY 548 Course Evaluation”) and save the report to a location on your computer or a server.

reports are automatically attached in FAAR)

### Loading Your Course Evaluations into the FAAR system:

1. In FAAR, under the MY DATA tab, click on the appropriate workload form in the “Prior Workload Forms” (middle box on the right side)
2. In section B, click the “Add” button next to the appropriate course
3. In the Course Attachments dialog box, you must enter information for each field with red text (file and type)
  - a. Select the file you created using the above steps
  - b. Under the type field, use the drop down menu to select “Course Evaluation”
  - c. If more than one course appears under these two required fields, you will need to check the “upload” box next to the course or courses where this course evaluation should appear (generally only one course will appear in this box)
  - d. Click the “Upload” button. Your file will now appear as a number in the table next to the course in section B

Any Faculty

During workload reporting periods (until reports are automatically attached in FAAR)