



College of Social and Behavioral Sciences
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**FREQUENTLY ASKED QUESTIONS ABOUT
FACULTY REVIEWS IN THE FAAR/FACULTY 180 SYSTEM (all highlighted
information is new with regards to the FAAR/Faculty 180 system)**

**Q: WHY IS NAU USING THE FAAR/FACULTY 180 SYSTEM FOR FACULTY
REVIEWS AND HOW DOES IT BENEFIT ME AS A FACULTY MEMBER?**

A: Northern Arizona University switched to the Faculty Activity and Achievement Reporting (FAAR) aka Faculty 180 system January 2012 to allow faculty to document teaching, service and research/creative activities in a paperless format. It allows the university to capture and maximize the benefits of research and creative activities and facilitate interdisciplinary activities. The program also enables faculty members to update their vitae, populate dynamic web sites and respond to information requests from a single point of data entry.

Q: HOW DO I LOG INTO THE FAAR/FACULTY 180 SYSTEM?

A: Go to www.data180.com/faculty180/nau using Firefox or Safari. You can use Internet Explorer but you might have to type in the website address as opposed to clicking on a link or saving it as a favorite. Then log in using your NAU ID and password.

Q: WHICH EVALUATIONS WILL BE DONE IN THE FAAR SYSTEM?

A: All faculty evaluations for the College of Social & Behavioral Sciences will be done in the FAAR/Faculty 180 system. First through fifth year, Promotion and/or Tenure, Post-Tenure Annual review, 1st Year Non-Tenure Track, Continuing Non-Tenure Track, and Sabbatical applications.

**Q: WHAT PERFORMANCE EVALUATION REVIEWS DO FACULTY HAVE ON
A YEARLY BASIS?**

A: First through fifth year tenure eligible faculty performance evaluations have two components in an academic year: (1) an annual review of their performance in the previous academic year, which is evaluated on a four-point scale (unsatisfactory, satisfactory, meritorious, and highly meritorious) and used as the basis for merit raises; (2) a probationary or retention evaluation of their cumulative performance to assess progress toward earning tenure, in which the faculty is or is not recommended for retention.

First through fifth year non-tenure eligible faculty performance evaluations have two components in an academic year: (1) an annual review of their performance in the previous academic year, which is evaluated on a four-point scale (unsatisfactory, satisfactory, meritorious, and highly meritorious) and used as the basis for merit raises;

(2) a renewal evaluation of their cumulative performance to assess the potential for reappointment (in light of need, availability of funding, performance, and functions served), in which the faculty is or is not recommended for renewal.

Tenure eligible, non-tenure eligible, and tenured faculty who are seeking promotion to a higher rank have performance evaluations with two components in the year they go up for promotion: (1) an annual review of their performance in the previous academic year, which is evaluated on a four-point scale (unsatisfactory, satisfactory, meritorious, and highly meritorious) and used as the basis for merit raises; (2) an evaluation of their cumulative performance to assess whether they are or are not recommended for promotion to the next highest faculty rank. A recommendation for promotion to the rank of associate professor includes tenure.

Post-tenure faculty who are not seeking promotion have a performance evaluation with one component in an academic year – the annual review of their performance in the previous academic year, which is evaluated on a four-point scale (unsatisfactory, satisfactory, meritorious, and highly meritorious) and used as the basis for merit raises.

Q: WHEN DO FACULTY PERFORMANCE EVALUATIONS TAKE PLACE?

A: The evaluations of second through fifth year faculty (both tenure eligible and non-tenure eligible), faculty seeking promotion, and post-tenure faculty take place early in the Fall Semester. The evaluations of first year faculty (both tenure eligible and non-tenure eligible) take place early in the Spring Semester. The specific dates for each step of the review process are found in the annual Personnel Action Calendar, which is found on the Provost's web site.

Q: WHAT CRITERIA AND STANDARDS ARE USED TO EVALUATE FACULTY?

A: The criteria and standards used to evaluate faculty are those found in unit review documents (for example: annual review documents and promotion and tenure documents), the SBS Criteria for Promotion and Tenure, and the NAU Conditions of Faculty Service. Unit criteria must be approved in writing by the Dean and Provost before implementation.

Q: HOW IS FACULTY PERFORMANCE EVALUATED?

A: Faculty performance is evaluated within the context of the faculty's statement of expectations (SOE), which specifies the workload assignment and the allocation of effort that is anticipated in each area of the workload assignment for an academic year, and by the criteria and standards found in unit, college, and university documents.

Q: WHAT ARE THE WORKLOAD AREAS UPON WHICH PERFORMANCE EVALUATIONS ARE BASED?

A: Unless otherwise specified in the statement of expectations, the workload areas for **tenure eligible and tenured faculty** upon which performance evaluations are based are the following:

1. Student-related responsibilities (including teaching, advising, and mentoring);

2. Scholarship, research and/or creative activity; and professional development;
3. Service (including service to the unit/college/university/profession, and to the community as these activities relate to the mission of the university).

The workload areas for **faculty not eligible for tenure** upon which performance evaluations are based are those specific responsibilities for which faculty have been employed. These usually include teaching, advising, and other student-related responsibilities; and service and professional development related to the teaching role.

Q: WHO DOES THE FACULTY PERFORMANCE EVALUATIONS?

A: Annual reviews are done by the following:

1. the appropriate unit committee (for example: Annual Review Committee, Faculty Status Committee);
2. unit chair or director.

Probationary retention reviews for tenure eligible faculty are done by the following:

1. the unit's Faculty Status Committee;
2. unit chair or director;
3. SBS Dean;
4. Provost, who makes a recommendation to the President;
5. President.

Renewal reviews for non-tenure eligible faculty are done by the following:

1. the unit's Faculty Status Committee;
2. unit chair or director;
3. SBS Dean;
4. Provost.

Promotion reviews are done by the following:

1. the unit's Faculty Status Committee;
2. unit chair or director;
3. SBS Promotion and Tenure Review Committee;
4. SBS Dean;
5. Provost, who makes a recommendation to the President;
6. President.

Q: WHAT DO FACULTY SUBMIT FOR PERFORMANCE EVALUATION REVIEWS?

A: Faculty submit professional review information for performance evaluation reviews in the FAAR/Faculty 180 system. Please see the updated checklists and FAAR compiled instructions on the College of Social & Behavioral Sciences website for more specific details.

Q: WHAT IS IN THE FACULTY'S PROFESSIONAL REVIEW FILE THAT IS SUBMITTED FOR REVIEW?

A: In SBS, the professional review information submitted in FAAR/Faculty 180 consists

of information relevant to the review and evaluation of faculty.

1. Statement of expectations (SOE). The SOE covering the previous academic year is used in the annual review; this SOE and those from every year in which the faculty was reviewed are used in probationary retention, lecturer renewal, and promotion and/or tenure reviews. Scan and attach previous SOEs for year under review and all previous years under Self-Evaluation in the FAAR/Faculty 180 system. Starting 2012-2013 the SOE will be done in the FAAR/Faculty 180 system – see SOE instructions.
2. Annual faculty performance report. The report for the year under review is used in the annual review. Scan and attach for year under review (2011-2012) under Self-Evaluation in the FAAR/Faculty 180 system.
3. Current curriculum vitae. Enter CV information into the Profile & Workload Forms in FAAR/Faculty 180.
4. Professional statement or narrative (only in probationary retention, lecturer renewal, and promotion and/or tenure reviews). The short narrative is the faculty's view of her/his role as a faculty and an explanation of how the faculty's choices and performance in the areas covered by the SOE combine to achieve the elements of their faculty role and either show progress toward promotion and/or tenure (tenure eligible and non-tenure eligible 1st to 5th year faculty) or demonstrate that the criteria for promotion and tenure (tenure eligible faculty) or promotion (tenured faculty and lecturers seeking promotion) have been met. Attach for year under review under Self-Evaluation in the FAAR/Faculty 180 system. For faculty seeking Promotion and/or Tenure this can also be attached to the Promotion and/or Tenure Overview section of the Promotion and/or Tenure application in the FAAR/Faculty 180 system.
5. Letters of evaluation and recommendation. This means annual review and probationary retention, lecturer renewal, and promotion and/or tenure letters. These include the recommendation letters added to the PRF as it moves through the levels of the current review and the letters of evaluation and recommendation from the reviews since the last promotion. Scan and attach all applicable letters under Self-Evaluation in the FAAR/Faculty 180 system. Starting 2012-2013 all reviews will be done in the FAAR/Faculty 180 system so this information will be part of the faculty information.
6. Formal evaluations of teaching. The evaluations include printed/paper copies of SBS student opinion survey results and comments and any other types of teaching evaluations that are a part of approved unit policy. The evaluations from the previous academic year are used in the annual review; these and evaluations from every year in which the faculty was reviewed are used in probationary retention, lecturer renewal, and promotion and/or tenure reviews. Scan and attach an electronic copy under Fall/Spring Workload in the FAAR/Faculty 180 system – click on Add for each class – online evaluations.
7. Supporting materials. The supporting materials provide evidence of the scope and quality of the work done in the areas covered by the SOEs. The supporting materials from the previous year are used in the annual review; these and supporting materials from every year in which the faculty was reviewed are used in probationary retention, lecturer renewal, and promotion and/or tenure reviews.

With the exception of annual reviews, the supporting materials submitted in each of the areas covered by the SOE should be preceded by a short introductory statement. For teaching supporting materials scan and attach under Fall/Spring Workload in the FAAR/Faculty 180 system – click on Add for each class – syllabi. For research/scholarly activity – add relevant information in the Workload Form of the FAAR/Faculty 180 system under scholarly activity. For service documentation – add relevant information in the Workload form under Institutional Service, Community Service, etc. of the FAAR/Faculty 180 system.

Q: HOW CAN THE CREDIT LOADS BE ADJUSTED IN THE FAAR/FACULTY 180 SYSTEM?

A: If credit loads need to be adjusted go to the Teaching Section of the Workload Form and update this information where classes are listed. This can be done for dual teaching assignments, honors sections, labs, etc.

Q: WHO IS RESPONSIBLE FOR CREATING AND MAINTAINING THE PROFESSIONAL REVIEW FILE?

A: Faculty are responsible for creating and maintaining all the information in the FAAR/Faculty 180 system (previously documents and materials contained in professional review files). Unit chairs, directors, and the Dean's Office can access this information in the FAAR/Faculty 180 system.

Q: WHAT ARE THE STEPS IN THE FACULTY PERFORMANCE EVALUATION PROCESS?

A: The steps in the faculty performance evaluation process are the following:

1. The chair/director provides faculty with current copies of all documents and templates that will be used in the evaluation process (unit statement of expectations information and template, unit annual review criteria document, unit promotion and tenure document, SBS Criteria for Promotion and Tenure document, the template for the annual faculty performance report, and the like), the list of materials to be included in the professional review file, and the dates by which these materials are to be submitted.
2. Faculty submit their professional review information in the FAAR/Faculty 180 system by the date specified in the Provost's Personnel Action Calendar.
3. The chair/director reviews the professional review information in the FAAR/Faculty 180 system of each faculty for completeness and creates the review in the FAAR/Faculty 180 system so the appropriate unit committee (after having explained the review procedures and deadlines to the committee members) can review the information in the FAAR/Faculty 180 system and make the recommendations. The chair of the appropriate unit committees then enters the decisions in the FAAR/Faculty 180 system for that review. In promotion reviews, if external letters of evaluation are specified in the unit's evaluation criteria and the SBS policy on external letters has been followed, these letters are attached in the FAAR/Faculty 180 system in the Promotion and/or Tenure application under Overview statement.

4. After the information is reviewed by the unit committee, a recommendation letter, signed by the committee chair (and possibly the committee members), is scanned or attached into the FAAR/Faculty 180 system as part of the review. This will be accessible by both the faculty member and the chair/director on the date specified in the review in the FAAR/Faculty 180 system. The committee's letter becomes a part of the faculty's review in the FAAR/Faculty 180 system, and the file is then ready for chair/director for review.
5. After the information is reviewed by the chair/director, a recommendation letter is scanned or attached into the FAAR/Faculty 180 system as part of the review. This will be accessible by the faculty member on the date specified in the review in the FAAR/Faculty 180 system. The committee's letter becomes a part of the faculty's review in the FAAR/Faculty 180 system, and the file is then ready for the dean to review in the FAAR/Faculty 180 system.
6. When the only review being conducted is the annual review, the chair/director submits the review in the FAAR/Faculty 180 system and this is available for the Dean's Office to review.
7. In probationary retention, lecturer renewal, and promotion and/or tenure reviews, the chair/director submits the faculty's review in the FAAR/Faculty 180 system and this is available for the Dean's Office to review.
8. After reviewing the retention or renewal cases, the Dean completes the review and attaches a recommendation letter in the FAAR/Faculty 180 system as part of the review. This will be accessible to both the faculty member and the Provost on the date specified. In probationary retention cases, the Provost reviews the information in the FAAR/Faculty 180 system and makes a recommendation to the President on whether the faculty should or should not be retained. This review and recommendation letter are done in the FAAR/Faculty 180 system and become part of the review. This will be accessible to the faculty member. In lecturer renewal cases, the Provost reviews the information in the FAAR/Faculty 180 system and decides whether the faculty is or is not recommended for renewal. This will be done in the FAAR/Faculty 180 system.
9. Promotion and/or tenure cases submitted to the Dean's Office via FAAR/Faculty 180 are available for the SBS Promotion and Tenure Review Committee to review in the system. After the committee reviews these applications, the committee chair signs the recommendation letter that is attached to the review in the FAAR/Faculty 180 system and is available to the faculty member on the date specified. After the Dean reviews the promotion and/or tenure files, the Dean completes the review in the FAAR/Faculty 180 system, attaching a recommendation letter by the date specified. All levels of review are viewable to the next level reviewers and the faculty member in the FAAR/Faculty 180 system. In promotion and/or tenure cases, the Provost reviews the materials in the FAAR/Faculty 180 system and makes a recommendation to the President on whether the faculty should or should not be promoted. This is also done in the FAAR/Faculty 180 system and is viewable to all levels of review and the faculty member.

Q: WHAT CAN FACULTY DO WHEN THEY ARE DISSATISFIED WITH THE REVIEW THEY RECEIVE IN A RECOMMENDATION LETTER?

A: Whenever faculty are dissatisfied with the review they receive during any level of this review process, they may submit a response in the FAAR/Faculty 180 system. All of these responses will be seen by all levels of reviewers in the FAAR/Faculty 180 system.

In the **annual review** process, if the faculty is dissatisfied with the unit committee's review, an intent to respond is sent to the chair/director within seven days of the review being completed in FAAR/Faculty 180. The final response will be submitted in the FAAR/Faculty 180 system within twelve days of the date of review in the FAAR/Faculty 180 system. If the faculty is dissatisfied with the annual review of the chair/director, an intent to respond is sent to the Dean within seven days of receipt of the review completed in FAAR/Faculty 180. The final response will be submitted in the FAAR/Faculty 180 system within twelve days of the date of review in the FAAR/Faculty 180 system. If the faculty member is dissatisfied with the outcome of that appeal, they may submit an appeal in the FAAR/Faculty 180 system to the Provost within seven days of receipt of the outcome. The decision of the Provost is final.

In all **other reviews**, if the faculty is dissatisfied with a recommendation letter, they may do the following: Within seven days of the review being completed in FAAR/Faculty 180, submit a response in the FAAR/Faculty 180 system. The final response will be submitted in the FAAR/Faculty 180 system within twelve days of the date of review in the FAAR/Faculty 180 system. It becomes a part of the faculty's professional information and will be reviewed by administrators and/or committees at subsequent reviewing levels.

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