

NAU FAAR System

Instructions for faculty completing Statement of Expectations for academic year 2012-2013.

To create the Faculty Annual Expectations (aka Statement of Expectation or SOE) in the FAAR/Faculty 180 system the first step in the process is to meet with your chair or director to discuss your proposed teaching load and other non-teaching assignments for AY 2012-13.

The Faculty 180 system is set for you to record the outcome of the discussions with your chair and director. The Faculty Annual Expectations message is now on your account page. When you open your page, you will see a message that states "Complete Faculty Annual Expectations".

Please click on the statement and your Faculty Annual Expectations (SOE) form will be displayed for you to complete.

****Important Note: If you complete part of the Faculty Annual Expectations and hit "Return", all data will be erased. It might be best to work from a Word Doc and paste the text into the form.

How to access your account on FAAR/Faculty 180:

1. Log in to the FAAR/Faculty 180 system (www.data180.com/faculty180/nau) using your NAU ID and password. You must type or "cut and paste" the website into a web browser (best is Firefox) as opposed to clicking on the link or saving the website as a "favorite". Faculty 180 does not operate easily with the Internet Explorer (IE) browser. Please use Chrome, Firefox or Safari.
2. You will be taken to the NAU login screen
3. Please enter your user ID and password
4. The Faculty 180 Screen will open
5. You will see a screen with 2 tabs: Home and My Data
6. You will see a message to "Complete your Faculty Annual Expectations"
7. Please click the message and another screen will open.
8. Fill out your statement of expectations****
 - A. Select Fall 2012 as the "Begin Viewing Date"
 - B. Select Fall 2012 as the "End Viewing Date" – however **be sure to enter information for the Academic Year period of Fall 2012-Spring 2103.**
 - C. Use a Word Doc to compose any text you plan to enter in the open boxes. Please enter information normally expected by your department in each box and enter the appropriate percent of load for each activity. Enter N/A on any item or activity that is not appropriate for your Statement of Expectations.

D. Once you finish with your answers for each open box, cut and paste the information from your Word Doc into the open boxes in Faculty 180

E. On completion of all needed information, select "Submit Classifications"

9. There is a question mark at the end of each statement that when clicked will provide more information on what information is being requested.
10. When you complete ALL sections, click "submit classification" button and the data will be sent to your Chair.