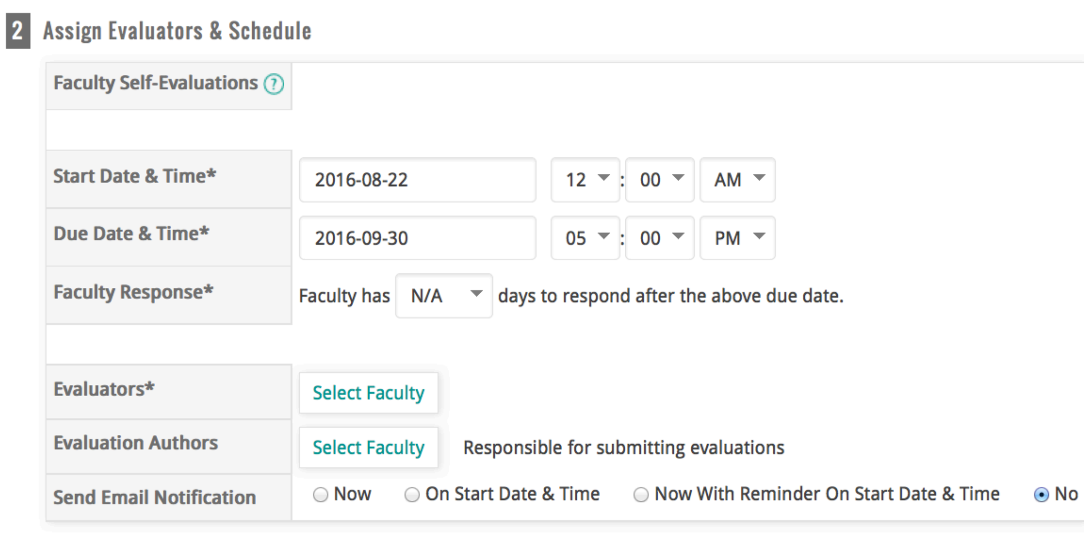
NORTHERN ARIZONA UNIVERSITY
Office of the Provost

FAAR Evaluations 2016: Guidance for Chairs

For fall of 2016, there are only a few changes in the FAAR process. As you recall, last year we included the self-evaluation for the annual review process. This was a decision by the College Liaisons—re-affirmed for this year—to use a process that would allow faculty members to review their own materials in the FAAR system so they would see exactly what other reviewers see. The self-evaluation is open-ended (no rating; just space for text). Therefore, if your department/unit has developed a specific format or set of expectations for this self-evaluation, you need to communicate that to your faculty. Such a format might be a simple instruction to reflect on their progress/achievements for last year in the areas of teaching, scholarship and service.

The evaluation process has been “spawned” centrally. This means that all the required parts (except evaluators) for each evaluation and all dates have been entered. You can find your evaluations in the Evaluations section listed on your Administration page. Click on the blue Evaluations, and this opens your full list. Check “In Process Only” to get the list of evaluations for this year. Then click on the blue number to expand the list of evaluations. You can edit each by clicking on the pencil icon.

When you edit, please do NOT change the documents to be included or the forms that are embedded. All you need to do at your level is to **verify that the proper faculty have been selected to be evaluated** (correct errors, but inform the dean’s office of changes) and **select the evaluators and evaluation authors** (both for the chair level and the FSC level, under step 2, Assign Evaluators & Schedule). Recall that there should only be one author for every evaluation. You can also choose to send the evaluators an email—that’s your choice. See the screen shot below:


2 Assign Evaluators & Schedule

Faculty Self-Evaluations	
Start Date & Time*	2016-08-22 12 : 00 AM
Due Date & Time*	2016-09-30 05 : 00 PM
Faculty Response*	Faculty has N/A days to respond after the above due date.
Evaluators*	Select Faculty
Evaluation Authors	Select Faculty Responsible for submitting evaluations
Send Email Notification	Now / On Start Date & Time / Now With Reminder On Start Date & Time / No

A couple changes to be aware of. First, at the ACC suggestion, we altered the due dates this year to spread out the time when files are due, giving more prep time for some reviews. Second, we broadened the chairs’ access to the files. This review period opens on 8/22, and stays open until the time your evaluation is due. You can do a preview of the materials at any time in that period. You should give faculty members feedback if their materials are incomplete prior to the beginning of the FSC review—that is the hard date for the materials to be finalized, and it varies according to the review type (see attached calendar). Provide faculty feedback via a conversation or an email, but outside of the FAAR system.

Your actual *evaluation* period for each type is open from 8/22 (prior to when the FSC begins its review) until the chair's due date. You are, thus, given the opportunity to manage your workload. However, recall that you must consider both the FSC review and the faculty response before finalizing your evaluation.

FAQ's for Chairs:

Q: **What is the flow for each of the various evaluations?**
A: See the steps on the attached calendar for review start and end dates, as well as the guide for submission dates for faculty. In addition, note the following:

*Workload submitted any time after initiated (fall 15, spring 16, maybe summer 16)

*Workload approved by chair before submission date for annual review (9/9 for 2nd year; 10/7 for Tenured; 10/21 for 3-5 TT; 10/28 for NTT)

*Sabbatical and P&T applications submitted by FSC start date

*Self-evaluations for annual reviews must be submitted by the work day before the FSC start date

Q: **What's the difference between the workload submission/approval and the self-evaluation?**
A: The workload submission and approval process is the opportunity for the chair, working with faculty, to make sure the materials are correct. For example, a faculty member might have co-convened courses listed as separate entities (that's how the system sees them). In the submission process, the faculty member combines these, and the chair, in approving the workload, affirms they are correct. Similarly, a faculty member may have listed nothing in institutional service, but the chair knows there should be some committees. This process helps get accurate data.

In contrast, the self-evaluation (associated only with annual reviews) is the opportunity for the faculty member to reflect on the accomplishments found in FAAR. Standards and formats for this self-evaluation vary by units.

Ideally, the process would look something like this: Faculty member submits workload soon after each semester closes. Chair approves input (through the administration tab, "Approve Faculty Input") soon thereafter, but well before the due date of the self-evaluation. Then the self-evaluation (and all the accomplishments in the workload) becomes viewable for subsequent reviewers.

Q: **What is the process for approving a workload?**
A: Under the Administration section, go to the link that says "Approve Faculty Input." You will see a list of workloads by term, as well as the % of faculty who have completed their workloads. Click on the *eye* icon (under actions). You will see which faculty

members have submitted their forms. Click on the eye icon under View and Approve for a given member. There is a selection at the top of the screen that allows you to approve (save changes), "reject and notify faculty member," or cancel. After reviewing the form, make the appropriate selection. Note, also, that there is an option on the list of faculty to email them. This generates an automatic text to remind them to complete the form.

Q: **Why is the chair's evaluation period so long?**
A: This allows the chair to first do a "preview" of the materials. No evaluation is submitted, but the chair can provide feedback to faculty. For example, if you see a person listing the same publication several times on a CV, you can alert them to this. Then, the chair can manage the workload of performing the actual evaluation, but without submitting a final evaluation until after the FSC and faculty response are considered.

Q: **Why is there no self-evaluation for the sabbatical or promotion/tenure processes?**
A: Faculty complete applications in the system, so they don't need the additional step of reflecting on the application.

Q: **Can I return someone's self-evaluation after they have submitted it?**
A: Yes. You go to your list of evaluations and find the one you wish to return. Click on the blue number (indicating the number submitted and number possible). Then you can check "unsubmit" for the evaluation of the person in question. Be sure, then, to change the due date of the evaluation if the date has passed. (This same process is used when any level of review has to correct an error or make some other change.)

Q: **Someone said the work they added in the workload was not in the CV. What explains this?**
A: The evaluations have been set up to lock CVs as soon as the first person submits an evaluation (generally the FSC author). This guarantees that all reviewers will be looking at the same set of materials.

Faculty Personnel Review Submission Dates, Fall 2016

Workload submission. This is done from your homepage in FAAR. This confirms the activities and accomplishments for a given term. You can do this any time after the workload is initiated (generally soon after the end of any given semester). Simply click on the message to "Complete Workload: *term*." Additional information about completing the workload form or other aspects of FAAR is available on the web page of the Vice Provost for Academic Personnel (http://nau.edu/Provost/FAAR-System/). You should be sure to submit Fall 2015 and Spring 2016 by the date given to you by your chair/director. In general, this should be submitted by the end of September (earlier if you are seeking promotion or a sabbatical).

The dates below represent when the applications or self-evaluations (for annual reviews) are due in the system. You will have a message on your homepage to complete the self-evaluation, but you should submit your self-evaluation only after you have submitted your workload forms and your chair has approved them. This will allow you to see the materials in your review file exactly as the other reviewers will see them.

Action	**Due Date**
The following requests require no self-evaluation, since there is an application form:	
Sabbatical application	9/5/16
Promotion/tenure application	9/16/16

Each annual review requires a self-evaluation, aligned with the department standards and practices:

Second year TT annual review	9/9/16
Post tenure annual review	10/7/16
3-5 TT annual review	10/20/16
Continuing NTT annual review	10/27/16