

Northern Arizona University - Office of the Provost  
**Submitting Faculty Review Materials**  
(rev. 6.20.13)

The following information provides guidelines for Deans and their staff in submitting faculty evaluation materials to the Provost for reviews listed in the Personnel Action Calendar [http://home.nau.edu/provost/faculty\\_info.asp](http://home.nau.edu/provost/faculty_info.asp).

**FACULTY ACTIVITY AND ACHIEVEMENT (FAAR) REPORTING** - The Faculty Activity and Achievement Reporting system provides the necessary tools for submitting annual review materials electronically. The FAAR system allows users to submit, review and respond to electronic submissions without the need to print and transfer copies from office to office. Faculty, review committees, and chairs/deans/directors have secure and easy access to individual files online.

Beginning fall 2013, FAAR is being used for all faculty reviews (Post-tenure and other annual reviews, 1<sup>st</sup> year tenure track, 1<sup>st</sup> year non-tenure track, 2<sup>nd</sup> year tenure track, 3-5 year tenure track, and sabbatical).

To access FAAR, go to this web site and enter your NAU user id and password:  
[www.data180.com/faculty180/nau](http://www.data180.com/faculty180/nau)

**SABBATICAL** - Changes to approved sabbaticals must be communicated in writing to the Chair, to the Dean, and to the Provost. All requests for changes to a previously approved sabbatical must contain explicit information concerning the change. For example, when will the sabbatical be used and if not used will the sabbatical be forfeited and when is the next eligible date for requesting a sabbatical.

**ANNUAL REVIEW** - Annual reviews are conducted in the Faculty Activity and Achievement Reporting system. The Dean/delegate should verify that all annual reviews have been entered prior to the March 1 deadline (ref. Personnel Action Calendar).