

NAU FAAR System
Instructions for Faculty Completing Workload Fall 2016

Log in to the Faculty180 system (www.nau.edu/faculty180) using your NAU ID and password. You will see a screen that lists options on the left, and messages on the right. One of these messages will be to “complete workload form: (date of term).” Click on the workload you wish to complete.

Following the [Workload](#) link, you will find the primary location for entering your data.

Several areas of this page are available only during designated workload periods, because the data are provided centrally. These areas are [Teaching, Advising Load](#), and [Activity Distribution](#). These are accessible when you click on the message from your home page (see above) and only during a workload period. For all other areas, you can input data at any time. When you complete the [Teaching](#) section, you can attach support documents (such as a syllabus); your course evaluations have already been uploaded for you. You can “group” courses in cases where it appears that co-convened courses are listed as separate; you can adjust the credit hours for any situations where this is incorrect.

Click on any area you wish to enter your activities. For example, click on [Scholarly Contributions and Creative Productions](#) to enter research or creative work. You will see previously entered material. You may also have a message that action is required, such as confirming the status of an ongoing activity. Click the “add” link to add additional activities. Follow the directions and cues provided. NOTE: For scholarly or creative activities, you will be asked to identify the review type (e.g., blind peer reviewed) and any relevant foci from NAU’s strategic plan (e.g., focus on diversity; this defaults to “no”). You can attach support documents (such as the pdf of an article or the first page of a publication) or provide URLs for web-based materials. This year, there is an author role option available for books, so you can indicate that you were an editor (vs. author). When you have entered data, you can **save and add another** or **save and return** to the [Workload](#) form.

Continue this process for all your activities for the period under review.

When you complete your [Workload](#) form, you will NOT see a section for a self–evaluation. After you have submitted your workload, you will complete a self-evaluation (which then becomes viewable by all other reviewers). Follow your departmental guidelines for this self-evaluation. You can also attach anything else your department customarily asks of you. You will not need to list the specific activities—such as a

journal publication or committee participation—in the self-evaluation, since they will all be in the CV that is generated from what you entered into the [Workload](#) form, and the CV is what reviewers see while conducting their evaluations (along with all attachments). You should be in communication with your chair/director regarding the contents of a self-evaluation statement.

Click “save and return” to save your entries. You can also preview your CV and save without submitting, in order to return to this later. When you have completed all entries, you can press the button “save and submit” at the top of the page to complete the self-evaluation. Your chair will provide you the date by which this must be submitted.

Click the [Profile](#) link to address any personal information (honors/awards go here). You will find personal information uploaded from the NAU system. You can check for correctness. Do not edit any pre-loaded information that has been entered in this system, but notify your chair of any errors or change it yourself via the self-service module in LOUIE. You can provide additional information that is not in the NAU system, such as degrees, professional licenses, honors or research interests. Save any changes.