Submission Checklist for Annual Review in Faculty 180

1. Login to FAAR at [www.data180.com/faculty180/nau](http://www.data180.com/faculty180/nau)

2. Under “**Action Item**” click on “**Complete Workload Form: Fall or Spring 20XX**”. Under the Teaching section, verify your teaching load, upload syllabus for your courses (course evaluations should be uploaded already) and any other course materials (Peer Evaluations, Teaching Artifacts, etc.) you wish to add. **You will have to enter this information into both the Fall and Spring workloads.**

3. In the different sections below (Scholarly contributions, Grants, Committees, etc.) update your information by clicking “**View all**” and using the pencil icon on the right to edit. To add a new item, just click on the “**Add**” button at the bottom of the section. You should only have to do this once as this information will carry over to the other semesters.

4. Once you have completed your workload forms you will then click on the “**Complete Evaluation: Self-Eval Annual Review**” link under “**Action Item**” on your Dashboard. Here you will be able to view your Standard CV the way the evaluation committees will see it. You will also be able to view your Statement of Expectations. You will click on the “**Evaluate**” button on the right hand side. This will bring up the self-evaluation box where you can type or attach your self-evaluation (reflection, professional statement, etc.) Once done, hit the “**Save**” button at the bottom.

5. When you are comfortable with the information that you have entered you will then click on the box on the left hand side next to your name and then click on “**Submit Selected Evaluations**”.

Congratulations you have successfully submitted you Annual Review!
If you need to make changes after submitting please contact Janet Savery to reopen the documents.