

May 4, 2011

To: CLASS Cabinet members

From: Bill Morgan

Subj: Tips for Reviewing and Approving the E-FAARFs of Your Faculty

1. Logon to the eFAAR system and select the "Administration" tab, and then select the menu item "approve faculty input."
2. You should next see on your monitor a list of all your full-time faculty, with a column indicating the date a report was completed, if so done. Send reminders to faculty who have not completed their eFAAR (i.e. no date is in this column) and who have a contractual responsibility to do so. Next begin your review of each completed eFAAR. Please bear in mind that for this year at least, besides being the reviewer of content for accuracy, you are also the "literary style" editor, as most forms will have some entry errors that need correcting.
3. For initial review of completed e-FAARs, click on the "view printable copy" option and check for both content accuracy and format accuracy.
4. If you should get one that appears fully correct, hit "approve" and you are done. Otherwise (or most of the time), you will see some items that need correcting. Do one of the three options below.
 - a. If it is something minor, equivalent to a typo, you can make the correction yourself using the "edit" option and then select "approve (save changes)".
 - b. For substantive changes or more substantial format changes, I recommend you select "reject (notify faculty)," followed by your notification to that colleague of what needs to be changed, and request that the changes be made within a week's time.
 - c. If you know how to make the changes and the faculty member does not, you can agree to make the changes, but indicating you will do so for the faculty member's review before you sign off on these changes. You do this by making the changes with the edit button and other prompts, then hitting the red "exit emulate user" at the lower right of your screen. This creates a revised eFAAR for the faculty member to check. Once the faculty member is OK with it, you can hit the "approve" button and you will be finished with that one, at least until I have reviewed it and possibly asked you to make further changes.