

MEMORANDUM

Date: March 1, 2023

To: UAH Faculty

From: Dave Puleo
Provost and Executive Vice President for Academic Affairs

Subject: FAR – Faculty 180

It is time to plan for your submission of the annual Faculty Activity Report (FAR) using Faculty180. All full-time faculty (lecturers, clinical, tenure-earning, and tenured) are required to submit an annual FAR within Faculty180.

- **Faculty** will have from **March 1st until April 1st** to review, edit, and upload any information for their (FAR/FARE). As a reminder, faculty are able to update their “Activities” in Faculty180 year-round but they must submit their FAR, which includes a summary, by April 1.
- **Chairs** will have from **April 2nd to April 19th** to review the FARs and provide written evaluations within the Faculty180 system.
- **Faculty will then have from April 20th to April 30th to “acknowledge” the chair’s evaluation.** Faculty are provided an opportunity to respond in writing during this period in the system.
- **Deans will have from May 3rd through May 18th to “acknowledge” the evaluation.** They will also have an opportunity to add any comments.

Faculty should refer to their college’s administrators to determine specific submission requirements.

Faculty members must use the electronic process and be mindful of the due dates. Reappointments and any potential merit increases are dependent on the information contained in the FAR submission. The deadlines follow the [Faculty Handbook](#).

Support for faculty will be provided by the UAH Enhanced Teaching and Learning Center (ETLC). Throughout the open period, ETLC will provide multiple opportunities for support as listed below.

Support opportunities – Spring 2023:

- [Faculty180 Training Course](#) - available 24/7
- [View the Faculty180 documentation](#)
- Attend ETLC Open Office Hours - [Click here for the Zoom link to the meetings.](#)
 - Monday, March 6th; 10:30-11:30am
 - Tuesday, March 7th; 1:30-2:30pm
 - Monday, March 27th; 1:30-2:30pm
 - Tuesday, March 28th; 1:30-2:30pm
 - Wednesday, March 29th; 1:30-2:30pm
 - Thursday, March 30th; 1:30-2:30pm
 - Friday, March 31st; 1:30-2:30pm
- Email helpdesk@uah.edu for support.