FAAR Folder Organization - Tenured

1. Folder titled “General”

 1a. FAAR Content sheet and order

 1b. Current FAAR Summary Narrative

 1c. Department LRT Definitions

2. Folder titled “Teaching”

 2a. Teaching Self Evaluation Narrative

 2b. Curriculum and Course Development (if applicable)

 2c. Student Achievements (under your mentorships)

 2d. Student Evaluations (scan your IDEA breakdown)

3. Folder titled “Scholarly/Creative”

 3a. Listing of Scolarly/Creative for the current FAAR year

 3b. Supporting Documents for Scholarly/Creative

4. Folder titled Service

 4a. Listing of Service for the current FAAR year broken down into subcategories – Department, University, Community and Profession as needed

 4b. Supporting Documents for Service

5. Collegiality

 5a. Narrative statement of collegiality