

Creating and Processing Review Files In Academic Personnel On-Line Review

**Training and Reference Manual
for Departmental and Deans' Academic Personnel Staff**

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Preface: About This Manual

This manual was written from the point of view of departmental academic personnel staff, focusing on step-by-step instructions to help them create review files and shepherd them through the departmental review process.

The steps completed by other roles (e.g., Committee members, Voting Faculty, Department Chair, Dean Staff) are also shown so that departmental AP staff can get a more complete picture of AP On-Line Review, and so that the manual can serve other roles.

Each section corresponds to one of the major processes completed in *Review*: file preparation, departmental review, campus review, and review by the person with final authority for the action.

Each section shows the screens and instructions for most of the roles involved in a given process, in the order in which they occur. (Screens are not shown for certain roles, but appropriate information is provided at those points in the process.)

Conventions used in previous editions remain the same:

- Information **highlighted in yellow** pertains to actions that must be completed *outside Review*.
- A red arrow (►) indicates points that are especially important to be aware of.
- For the sake of brevity, AP On-Line *Review* is generally referred to simply as “*Review*,” the Committee on Academic Personnel is referred to as “CAP,” and the Executive Vice Chancellor for Academic Affairs is referred to as the “EVC.”

If you are using this manual online, links in the table of contents, at the beginning of each section, and within the text will take you to the appropriate part of the manual.

If you print a copy, note that the pages are laid out to accommodate duplex (back-to-back) printing to save paper, if your printer supports that function. It is recommended that you print the manual in color in order to easily see highlights, arrows, and material circled in red on the screen shots.

The manual is organized so that you can put it in a binder with tabbed dividers for different sections for easy reference.