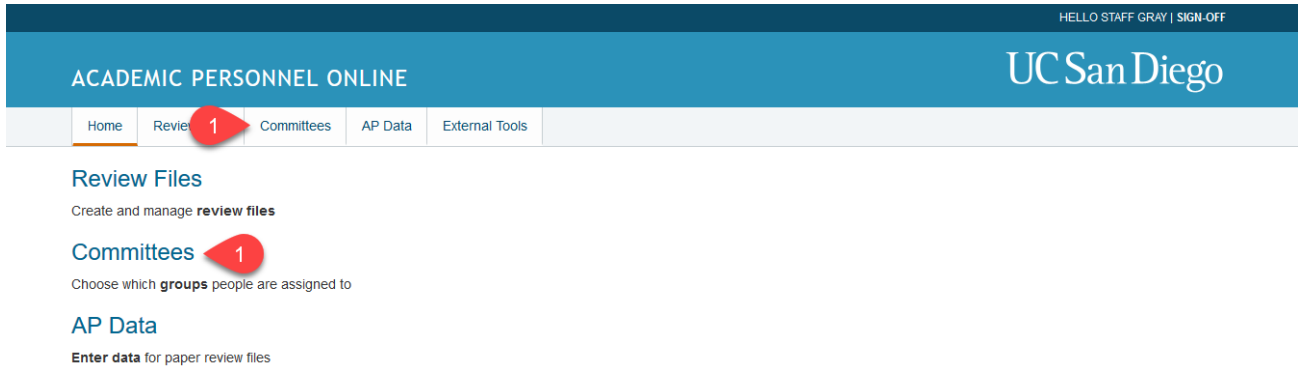


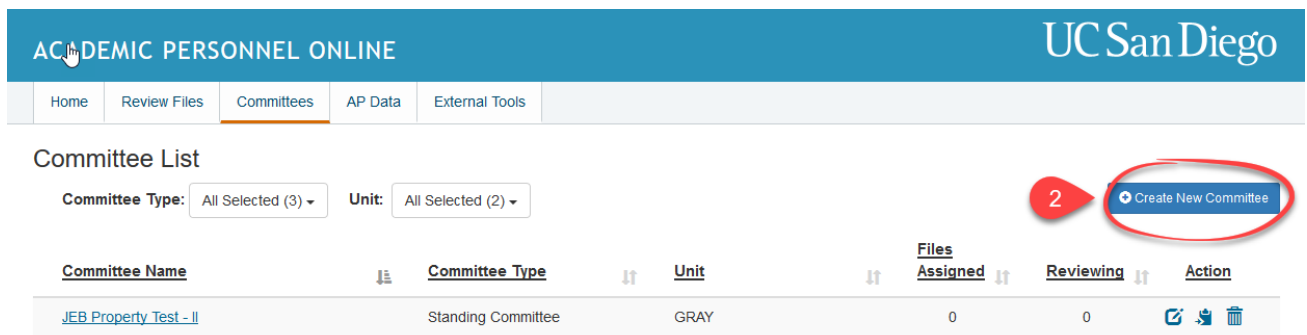
# Dean Staff AP On-Line *Review* Committee Quick Start Guide

## Creating Committees

1. Enter the committee list screen by selecting the "Committees" tab or by clicking on the "Committees" hyperlink on the homepage.



2. Click the "Create New Committee" button.



3. Enter the committee's name.
4. Select the appropriate committee type:
  - a. **Ad Hoc:** a case specific committee that may only be assigned to one review file.
  - b. **Standing:** a permanent committee with a fixed annual membership that may be assigned to multiple review files. Temporary membership changes, such as recusing a member, may be done on a case-by-case basis without affecting the committee's fixed membership.
5. If you are assigned to a dean staff role for multiple divisions/units, select the division for which you are creating the committee.
6. Select Confidentiality type:
  - a. **Non-confidential:** the candidate knows the committee membership and therefore, the committee report is not redacted and is automatically provided to the candidate. The majority of standing committees are non-confidential committees.
  - b. **Confidential:** membership is unknown to the candidate and the committee report will be redacted when the candidate requests a copy. The majority of ad hoc committees are confidential committees.
7. Select a recommendation data requirement:
  - a. Yes: Allows you to enter committee recommendation data, similar to entering dean recommendation data, which will display on file summary page 2 in the pdf file bundle.
  - b. No: Data entry will not be enabled for this committee.
8. Click the "add member(s)" button.

Committee List > Create New Committee

### Create New Committee

Properties

Name:

Committee name is visible to candidate.  
Please keep confidentiality in mind.

Type:

- Standing Committee
- Ad Hoc Committee

Unit: BLUE

Confidentiality: Non-Confidential

Recommendation Data:

- Yes
- No

Members

<input type="checkbox"/>	Name	Title/Series	Department	Membership
No data available in table				

**Add Member(s)**

Delete Members

Save Cancel

- Search for members by name, title/series, or unit (or any combination of fields). You have the option to add academics from outside of your division/unit to each committee, so you may find it helpful to limit the search to the academics within your division/unit if it not your divisional practice to involve outside committee members.
- Select desired individuals by clicking the checkbox next to their name and click the "Add" button.

#### Add Committee Member

Search

Name	Series	Unit
<input type="text"/>	PROFESSORIAL-TENURE - Full	GRAY

**Search**

Results

<input type="checkbox"/>	Name	Title	Series	Unit	Committees
<input type="checkbox"/>	GRAY, Academic 3	PROF-AY	PROFESSORIAL-TENURE - Full	GRAY	0
<input type="checkbox"/>	GRAY, CHAIR	PROF-AY	PROFESSORIAL-TENURE - Full	GRAY	2

Showing 1 to 2 of 2 entries

Previous 1 Next

**Add** Cancel

11. **Optional**-designate a "Chair" member in the membership value column.

12. Click the "Save" button.

Home | Review Files | **Committees** | AP Data | External Tools

Committee List > Create New Committee

### Create New Committee

Properties

**Name:**  
Prof. Gray's Review Committee  
Committee name is visible to candidate.  
Please keep confidentiality in mind.

**Type:**  
 Voting Faculty  
 Standing Committee  
 Ad Hoc Committee

**Unit:** GRAY

**Confidentiality:** Confidential

Members

<input type="checkbox"/>	Name	Title/Series	Department	Membership	
<input type="checkbox"/>	GRAY, Academic 3	PROF-AY	GRAY	Member	10
<input type="checkbox"/>	GRAY, CHAIR	PROF-AY	GRAY	Member Chair	

+ Add Member(s)  
Delete Members

11 Save Cancel

## Editing Committees

1. Enter the committee list screen by selecting the "Committees" tab or by clicking the "Committees" hyperlink on the homepage.
2. Click the "Edit" icon located on the committee's row on the committee list screen.

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

Home | Review Files | **Committees** | AP Data | External Tools

### Committee List

Committee Type: All Selected (3) Unit: All Selected (2) Create New Committee

Committee Name	Committee Type	Unit	Files Assigned	Reviewing	Action
<a href="#">JEB Property Test - II</a>	Standing Committee	GRAY	0	0	2

You may also click on the committee's name to bring up the committee details page and click the "edit" button.

Prof. Gray's Review Committee : Details 




**Committee Type:** Ad Hoc  
**Unit:** GRAY  
**Confidentiality:** Confidential  
**System Properties:**

3. Update any previously selected properties (i.e. committee name, type, confidentiality, unit, and recommendation data).
4. Delete members by clicking the trash icon next to their name, if necessary.
5. Add new members by clicking the "Add member(s)" button. Search for members by name, title/series, or unit (or any combination of fields), select desired members, and click the "Add" button.
6. **Optional**-Update committee member's membership value.
7. After making the appropriate edits, click the "Save" button.

Edit Gray Department Review Committee

Properties

**Name:**  
  
Committee name is visible to candidate. Please keep confidentiality in mind.

**Type:**  
 Voting Faculty  
 Standing Committee 3  
 Ad Hoc Committee

**Unit:**

**Confidentiality:**

**System Info:**  
 Date Created: 06/13/2017      Date Last Changed: 06/13/2017  
 Created By: GRAY, STAFF      Last Changed By: GRAY, STAFF

Members

<input type="checkbox"/>	Name	Title/Series	Department	Membership	<input type="checkbox"/>
<input type="checkbox"/>	GRAY, Academic 3	PROF-AY	GRAY	Chair	<input type="checkbox"/>
<input type="checkbox"/>	GRAY, CHAIR	PROF-AY	GRAY	Member	<input type="checkbox"/>
<input type="checkbox"/>	RED, Academic 2	SR LECT SOE-AY	RED	Member	<input type="checkbox"/>

5

7

Changes to the committee will appear in the committee properties change log.

Gray Department Review Committee : Details

Edit Copy Delete

Properties Members Files

Committee Type: Standing  
Unit: GRAY  
Confidentiality: Non-Confidential

System Properties:  
Date Created: 06/13/2017 Date Last Changed: 06/13/2017  
Created By: GRAY, STAFF Last Changed By: GRAY, STAFF

Committee Properties Change Log:

Date	User	Property	Old Value	New Value
06/13/2017 09:13	GRAY, STAFF	Name	Prof. Gray's Review Committee	Gray Department Review Committee

## Deleting Committees

**Reminder: committees may only be deleted after all assigned review files have reached Post Audit & Store.**

1. Enter the committee list screen by selecting the "Committees" tab or by clicking the "Committees" hyperlink on the homepage.
2. Click the "Delete" icon located on the committee's row on the committee list screen.

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Home Review Files Committees AP Data External Tools

Committee List

Committee Type: All Selected (3) Unit: All Selected (2) Create New Committee

Committee Name	Committee Type	Unit	Files Assigned	Reviewing	Action
<a href="#">JEB Property Test - II</a>	Standing Committee	GRAY	0	0	
<a href="#">JEB Property Test III</a>	Voting Faculty	GRAY	0	0	

You may also click on the committee's name to bring up the committee details page and click the "Delete" button.

## Prof. Gray's Review Committee : Details

2

Edit

Copy

Delete

[Properties](#) | [Members](#) | [Files](#)
**Committee Type:** Ad Hoc**Unit:** GRAY**Confidentiality:** Confidential**System Properties:**

- Click the "delete" button on the confirmation pop-up window.

✕

## Are you sure you want to delete Gray Department Review Committee?

Properties

Name:	Gray Department Review Committee	<b>System Info:</b> Date Created: 06/13/2017      Date Last Changed: 06/13/2017 Created By: GRAY, STAFF      Last Changed By: GRAY, STAFF
Type:	Standing	
Unit:	GRAY	
Confidentiality:	Non-Confidential	

Members

Name	Title/Series	Unit	Membership
GRAY, Academic 3	PROF-AY	GRAY	Chair
GRAY, CHAIR	PROF-AY	GRAY	Member
RED, Academic 2	SR LECT SOE-AY	RED	Member

Delete 3

## [Assigning Committees from the Review File Details Screen](#)

- Enter the review file list by selecting the "Review Files" tab or by clicking the "Review Files" hyperlink on the homepage.
- Click the Candidate's name to open the review file details screen.
- Accept the file for Dean Review by selecting "Accept for Dean Review" in the file action drop down menu and click the "Confirm" button. Click "Confirm" on the pop-up window.
- Scroll down to the "Dean Review-Committee Review" section of the screen and click "Assign Committee".

GRAY, CANDIDATE - AccelMerit - 07\_01\_18

Select File Type | View | [Certs & Notifs](#) | [View File Tracking](#)

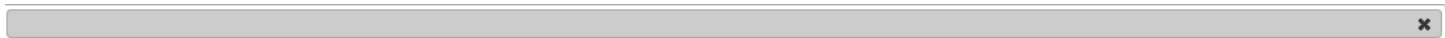
Status: Accepted for Dean review

File Actions... | Confirm

**File ready for review.**

- + FILE PREPARATION
- + DEPARTMENTAL REVIEW
- DEAN REVIEW
- COMMITTEE REVIEW 4 **ASSIGN COMMITTEE**
- DEAN RECOMMENDATION
  - Dean Recommendation Letter [Edit Data](#) [Annotation](#) [As Proposed](#) [Disagree](#)

- Select the committee that you wish to assign to the file from the pop-up window. Selecting a committee will expand the committee's membership and provide you the option to recuse members of the committee from reviewing the file. To recuse a member, uncheck the box next to their name and their name will be stricken through. If you wish to add members to the committee, you must do so within the committee details screen.



### Assign a Committee to:

GRAY, CANDIDATE - AccelMerit - 07\_01\_18

Committee Name	Files Assigned	Reviewing
Ad Hoc Committee(s)		
<input type="radio"/> JEB Ad Hoc NC Rec 1 (Confidential)	0	0
Standing Committee(s)		
<input checked="" type="radio"/> JEB Final Property Test (Non-Confidential) To recuse an individual from reviewing this file, deselect (un-check) their name from the list below. <ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> GREEN, Academic 1 (PROF-AY, GREEN)</li> <li><input type="checkbox"/> <del>GREEN, Academic 3 (PROF-AY, GREEN)</del></li> <li><input checked="" type="checkbox"/> GREEN, Academic 4 (ASSOC PROF-AY, GREEN)</li> </ul>	0	0
<input type="radio"/> JEB Property Test X (Confidential)	0	0
<input type="radio"/> JEB Standing Conf NR (Confidential)	0	0
<input type="radio"/> JEB Standing Conf Rec (Confidential)	0	0

- If you are **not ready** to notify the committee to review the file, click the "Save" button to assign the committee to the file. When you are ready to notify the committee that the file is ready for review, click the "Notify" hyperlink located next in the committee's section on the file details page.

**Committee Review must be completed before the Dean Recommendation Letter can be uploaded**

- + FILE PREPARATION
- + DEPARTMENTAL REVIEW
- DEAN REVIEW
- COMMITTEE REVIEW [ASSIGN COMMITTEE](#)

- Brandy Name Change Test Committee (Standing Non-Confidential) PENDING NOTIFICATION [Notify](#) [Unassign](#)
- Brandy Name Change Test Committee Bundle | [Brandy Name Change Test Committee PDF BUNDLE](#)
- Report - Unredacted

7. If you are ready to notify the committee to review the file, click the “Save & Notify” button. The committee notification pop up screen will display all committee members that will be notified.

### Email Notification to Committee Members

**GRAY, CANDIDATE - AccelMerit - 07\_01\_18**

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The following committee members are assigned to review the file.

**– Brandy Name Change Test Committee (Standing)**

- ✓ Academic 1 GREEN
- ✓ Academic 3 GREEN
- ✓ Academic 4 GREEN

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**To:**  
Academic 1 GREEN <GreenAca1@ucsd.edu>; Academic 3 GREEN <GreenAca3@ucsd.edu>; Academic 4 GREEN <GreenAca4@ucsd.edu>

**CC:**

**Subject:**

**Message:**  
File Ready for Committee Review: (GRAY, CANDIDATE - AccelMerit - 07\_01\_18)

Please type your message here:

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You have been identified as a member of a divisional review committee for the above academic review file. If you feel that you have been contacted in error, please contact your Dean's Office.

The academic review file for this candidate is now ready for review by the divisional review committee. To view this academic review file, log on to AP On-Line (<https://www.act.ucsd.edu/apol/apol>) and click on the link for the file.

Committee members are reminded that University of California policy requires that personnel decisions be based solely upon the materials contained in the academic review file. Access to this information is provided to you as a departmental committee member solely for the purpose of providing a recommendation on this personnel action. Breach of the established rules governing confidentiality in personnel procedures is a violation of the Faculty Code of Conduct.

If you have any questions about the review process, please contact your Dean's Office.

Thank you for your service on this committee.

8

8. Click the “Send” button.



The committee status will now show up as "In Review" on the file details page. There will also be links to end the committee's access to the file, re-notify the committee, unassign the committee, enter recommendation data (if selected as "Yes" when creating the committee" and to upload unredacted and redacted (if a confidential committee) reports.

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Home Review Files Committees AP Data External Tools

GRAY, CANDIDATE - AccelMerit - 07\_01\_18

Select File Type View Certs & Notifs View File Tracking

Status: Dean Committee Review File Actions... Confirm

Committee Review must be completed before the Dean Recommendation Letter can be uploaded

+ FILE PREPARATION  
+ DEPARTMENTAL REVIEW  
- DEAN REVIEW

- COMMITTEE REVIEW ASSIGN COMMITTEE

- Brandy Name Change Test Committee (Standing Non-Confidential) **IN REVIEW** End Access Re-Notify Unassign
- Brandy Name Change Test Committee Bundle | Brandy Name Change Test Committee PDF BUNDLE
- Report - Unredacted Recommendation Data Entry As Proposed Disagree

- DEAN RECOMMENDATION

- Dean Recommendation Letter | As Proposed Disagree  
Committee Review must be completed before the Dean Recommendation Letter can be uploaded

## Assigning Committees from the Committee Details Page

1. Enter the committee list screen by selecting the "Committees" tab or by clicking the "Committees" hyperlink on the homepage.
2. Click on the committee name hyperlink to enter the committee details screen.
3. Click on the "Files" tab on the committee details page.
4. Within the "File(s) Pending Notification" section, click the "Assign File" button.

Home | Review Files | **Committees** | AP Data | External Tools

Committee List > Committee Details > Committee Files

### Gray Department Review Committee : Details

Edit | Copy | Delete

Properties | **Files**

- File(s) Pending Notification

4 Assign File | Package File(s) and Notify | Unassign File(s)

<input type="checkbox"/>	Name	Date Assigned	Department
No data available in table			

- File(s) in Review

End Committee Access | Re-Notify | Unassign File(s)

- Select the file that you wish to assign to the committee from the pop-up window. You may need to limit your search by file name, department, or file status prior to files displaying in the pop-up window.
- Click the "Add" button.

### Assign File(s) to Committee

Search

File Name | Department | File Status

|  | Departmental Review;

Results

<input type="checkbox"/>	File Name	Department	File Status
<input checked="" type="checkbox"/>	GRAY, CANDIDATE - AccelMerit - 07_01_18	GRAY	Departmental Review

Showing 1 to 1 of 1 entries

Previous | 1 | Next

6 Add | Cancel

- You will return to the committee details page where the assigned file will now appear in the "File(s) Pending Notification" section on the "Files" tab.
- To notify the committee that the review file is ready for their review, check the box next to the file name.
- Click the "Package File(s) and Notify" button.

### Gray Department Review Committee : Details

[Edit](#) [Copy](#) [Delete](#)

Properties | Members | **Files**

- File(s) Pending Notification

[+ Assign](#) [Package File\(s\) and Notify](#) [- Unassign File\(s\)](#)

<input type="checkbox"/>	Name	Date Assigned	Department	
<input checked="" type="checkbox"/>	GRAY, CANDIDATE - AccelMerit - 07_01_18	06/13/2017	GRAY	

- File(s) in Review

10. The committee notification pop up screen will display all committee members that will be notified. Enter any relevant information in the provided supplemental text box and click the "Send" button.
11. You will return to the committee details page where the file will now appear in the "File(s) in Review" section on the "Files" tab.