

## **Section F – EVC'S Action as Final Authority**

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### **CAP reconsideration and EVC final decision**

When the file is submitted for the EVC's final decision, the CAP Review section of the review file detail screen will be expanded. CAP will reconsider the file and make its final recommendation to the EVC, who will render the final decision. The steps completed by CAP and the EVC are not shown in this Manual.

- CAP REVIEW

- CAP RECOMMENDATION

- CAP Recommendation Letter | *CAP recommendation letter - revised.pdf* Uploaded by STAFF CAP on 06/20/17.

- PRELIMINARY ASSESSMENT

- RESPONSE

- Preliminary Assessment
  - Review Letter - Preliminary Assessment | *CAP reconsideration letter following prelim.pdf* Uploaded by STAFF CAP on 06/20/17.

### **Notification to Dean of EVC final decision**

1. When the EVC's final action letter is uploaded, a notification will be sent to the Dean and Dean Staff roles.

Below is the notification they will receive.

- Subject: Final action letter completed (YELLOW, Candidate - MeritD - 07\_01\_15)
- Text: This is an email generated by AP On-Line Review.

The letter regarding the Executive Vice Chancellor's final action on the academic review file noted above is now available. To view the letter, log on to AP On-Line (<https://www-act.ucsd.edu/apol/apol>) and click on the link for this review file.

After the dean has informed the department chair of the result of this review, the department roles must be provided access to the final action letter. You may do so via the File Action drop-down menu.

Please do not reply to this email, as messages sent to the AP On-Line email address are not monitored.

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The EVC's final action is now available for your review.

## Dean's notification to department

The review file detail screen will display a message directing the Dean or Dean Staff to forward the completed file, which includes the EVC's final action letter, to the department. In this example, the Dean will do so.

1. The Dean will select "Notify Dept of Final Action Letter" on the File Actions drop-down menu and click "Confirm."

The screenshot shows the AP On-Line review file detail screen for a candidate named 'YELLOW, Candidate - AccelMerit - 07\_01\_18'. The top navigation bar includes links for Home, Review Files, Committees, AP Data, and External Tools. Below the navigation is a status message: 'Status: EVC Final Authority'. A red box highlights the 'Forward completed file to department' button. The main content area displays a tree view of the review process: FILE PREPARATION, DEPARTMENTAL REVIEW, DEAN REVIEW, CAMPUS REVIEW, EVC FINAL AUTHORITY REVIEW, FINAL ACTION, and POST AUDIT. Under FINAL ACTION, there is a link to a PDF file titled 'EVC final action letter.pdf' uploaded by 1 APO on 06/20/17. On the right side, a 'File Actions...' dropdown menu is open, showing options: 'File Actions...', 'Notify Dept of Final Action letter' (which is highlighted with a red circle), and 'Return to Final authority'. A 'Confirm' button is also visible next to the dropdown.

2. The following notification to the department will appear, and the Dean can add instructions in the message box and then click "Send."

## Email Notification

**YELLOW, Candidate - AccelMerit - 07\_01\_18**

**From:**bmisquez@ucsd.edu

**To:**YELLOW, Chair <yellowChair@ucsd.edu>;YELLOW, STAFF1 <bmisquez@ucsd.edu>;YELLOW, STAFF2 <bmisquez@ucsd.edu>

**Cc:**

|

**Subject:**

Final action letter completed (YELLOW, Candidate - AccelMerit - 07\_01\_18)

**Message:**

Final action letter completed (YELLOW, Candidate - AccelMerit - 07\_01\_18)

Please type your message here:

6286 character(s) left

The letter regarding the Executive Vice Chancellor's final action on the academic review file noted above is now available. To view the letter, log on to AP On-Line (<https://www.act.ucsd.edu/apol>) and click on the link for this review file.

After the department chair has informed the candidate of the result of this review, the candidate must be provided access to the final action letter. You may do so via the File Action drop-down menu.



## Department's notification to Candidate

- When the department receives the notification above from the Dean, it should inform the Candidate of the decision outside of Review before providing access to the final action letter.
- On the review file detail screen, there will be a message directing the user (Department Chair/Department Staff) to notify the Candidate of the final action. In this example, the Department Chair will do so.
- On the File Actions drop-down menu, the Department Chair will select “Notify Candidate Final Action Letter” and click “Confirm.”

The screenshot shows a navigation bar with links: Home, Review Files, Committees, AP Data, and External Tools. Below this, the title "YELLOW, Candidate - AccelMerit - 07\_01\_18" is displayed. Underneath the title are buttons for "Select File Type" and "View", followed by links for "Certs & Notifs" and "View File Tracking". A status message "Status: EVC Final Action" is shown, along with a red-bordered box containing the message "Final Action is complete - notify candidate". To the right, a "File Actions..." dropdown menu is open, with the option "Notify Candidate of Final Action Letter" highlighted in blue and circled in red. Other options in the menu include "File Actions..." and "Return to Dean".

- The Candidate will see the following e-mail notification from the Department Chair.

- Subject: Final action letter available (YELLOW, Candidate - MeritOSCR - 07\_01\_15)
- Text: This is an email generated by AP On-Line, UCSD's electronic academic personnel system.

The letter regarding the final action on your academic review file (noted above) is now available. To view the letter, log on to AP On-Line (<https://www-act.ucsd.edu/apol/apol>) and click on the link for your review file.

If you have any questions about the departmental review process, please contact your department.

Following are any supplemental information and/or instructions provided by your department:

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- If the candidate is not provided access to the final action letter within two weeks after the letter is uploaded, Review will generate an automatic notification to the Department Chair and Dean,

with a cc: to the Department Staff, Dean Staff, and APO roles. The notification will be repeated every two weeks until access is provided.

► This manual does not show the steps for processing of the file by CAP and the EVC. However, the sample File Tracking screen below shows the file review status points for a completed EVC authority file, allowing you to see the process that occurs after the Dean submits the file to the EVC.

The file review status points on the File Tracking screen are listed in reverse chronological order. In this example, they start at the point where the file has been accepted for the Dean's review. (The prior status points do appear on the screen, but were not captured in this screen shot.)

You can see the progress of the file through CAP's review, the issuance of a preliminary assessment, the department's response to the prelim, CAP's reconsideration of the file, and the final action

File Tracking	
Date	Action
08/16/14 15:41:57	Post Audit and Store
08/16/14 15:37:32	Final Action
08/16/14 15:25:52	Final Authority
08/16/14 15:25:20	Campus Review following prelim pending
08/16/14 15:24:05	CAP reconsideration
08/16/14 15:22:06	Accepted for Campus Review following prelim
08/16/14 15:00:23	Campus Review following prelim pending
08/16/14 13:57:44	Accepted for Dean review following prelim
08/16/14 13:53:27	Dean Review following prelim pending
08/16/14 13:47:46	Add'l Info Cert signed
08/16/14 13:36:39	Add'l Info Cert pending
08/16/14 13:22:27	Dept response to prelim
08/16/14 11:18:56	Prelim Assess to Dean
08/16/14 11:06:26	Campus Review
08/16/14 11:05:40	Campus Review Pending
08/16/14 11:02:33	CAP Review
08/16/14 11:01:35	Accepted for Campus Review
08/16/14 10:58:37	Campus Review Pending
08/15/14 08:54:34	Accepted for Dean review