

## Certification Process

### Faculty Instructions

You will receive an email from the AP contact in your Department notifying you at various times in the review process in order for you to complete the certifications required for your review file.

### Completing the Certification 1-A, 1-B, 2, or 3

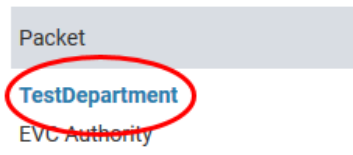
1. Login to Interfolio via review.ucsd.edu.
2. Click on “Your Packets” on the left-hand menu.



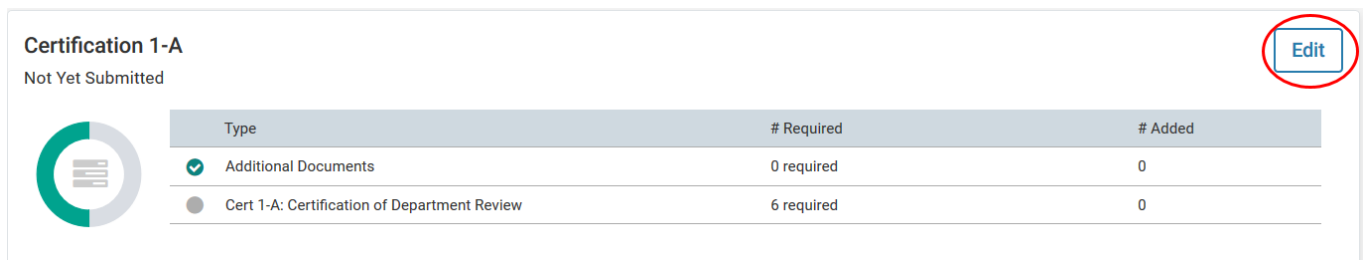
3. Under the “Active” section, click on the department name for the file you have in progress.

## Your Packets

### Active



4. Scroll to the certification that you want to complete and click the “Edit” button.



A screenshot of the 'Certification 1-A' details page. The page shows the certification status as 'Not Yet Submitted'. On the right side, there is an 'Edit' button circled in red. Below the status, there is a table with the following data:

Type	# Required	# Added
✓ Additional Documents	0 required	0
● Cert 1-A: Certification of Department Review	6 required	0

5. Click the “Fill Out Form” button.

▼ Certification 1-B  
Not Yet Submitted **Unlocked**

Submit 0 of 0  
Required Files

Please do not complete the certification 1-B form until you are instructed to do so by your department.

Cert 1-B: Certification of Departmental Committee Report Access 4 required questions, **Fill Out Form**

This form has not been complete.

6. Read and answer each question.

- Note: If you need clarification on any of these questions, please contact your Department.

### Cert 1-A: Certification of Department Review

Eric Northman

I certify that:

Note: Your acceptance on this certification indicates only that you acknowledge that the procedures required by University policy were followed prior to departmental consideration of your file. disagreement with any of the assessments or opinions in the academic review file. If you have questions, contact your department's academic personnel representative before accepting.

I was informed of the impending academic review for this personnel action and of the relevant University of California policies and procedures related to the academic review process. \*

Yes

No

7. Enter today's date.

**Today's Date \***

09/12/2018

8. List any items that you have added to your response in the “Items/Statements I have added” box.

**Items/Statements I have added:**

Evaluation from mentee

9. Click "Return to Packet."



10. The Certification will show a status of "Completed but Not Yet Submitted."

▼ Certification 1-B  
Not Yet Submitted **Unlocked** Submit 0 of 0  
Required Files

Please do not complete the certification 1-B form until you are instructed to do so by your department.

Cert 1-B: Certification of Departmental Committee Report Access 4 required questions, Edit Form

Title	Details	Actions
<a href="#">Cert 1-B: Certification of Departmental Committee Report Access</a>	Completed Not Yet Submitted	<a href="#">Edit</a>

11. Click the "Submit" button.

▼ Certification 1-B  
Not Yet Submitted **Unlocked** **Submit** 0 of 0  
Required Files

Please do not complete the certification 1-B form until you are instructed to do so by your department.

Cert 1-B: Certification of Departmental Committee Report Access 4 required questions, Edit Form

Title	Details	Actions
<a href="#">Cert 1-B: Certification of Departmental Committee Report Access</a>	Completed Not Yet Submitted	<a href="#">Edit</a>

12. Click "Yes" on the confirmation pop up.

**Confirm** ✕

You cannot edit the documents and forms within a section once it has been submitted. An administrator will need to unlock the section in order for you to make any changes. Are you sure you want to submit the section Certification 1-B at this time?

**Yes** No

13. Your department will receive a notification that your certification has been submitted.