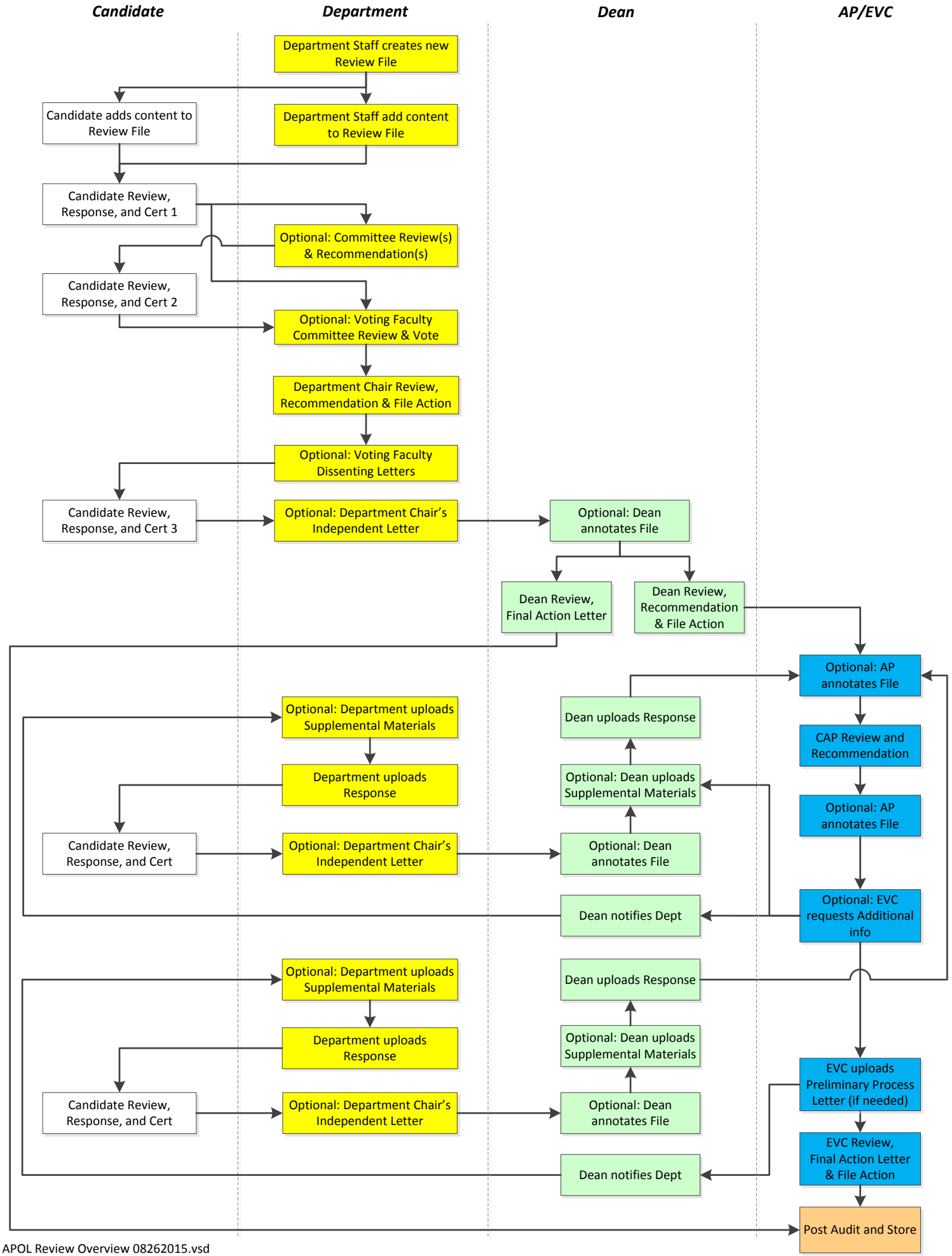
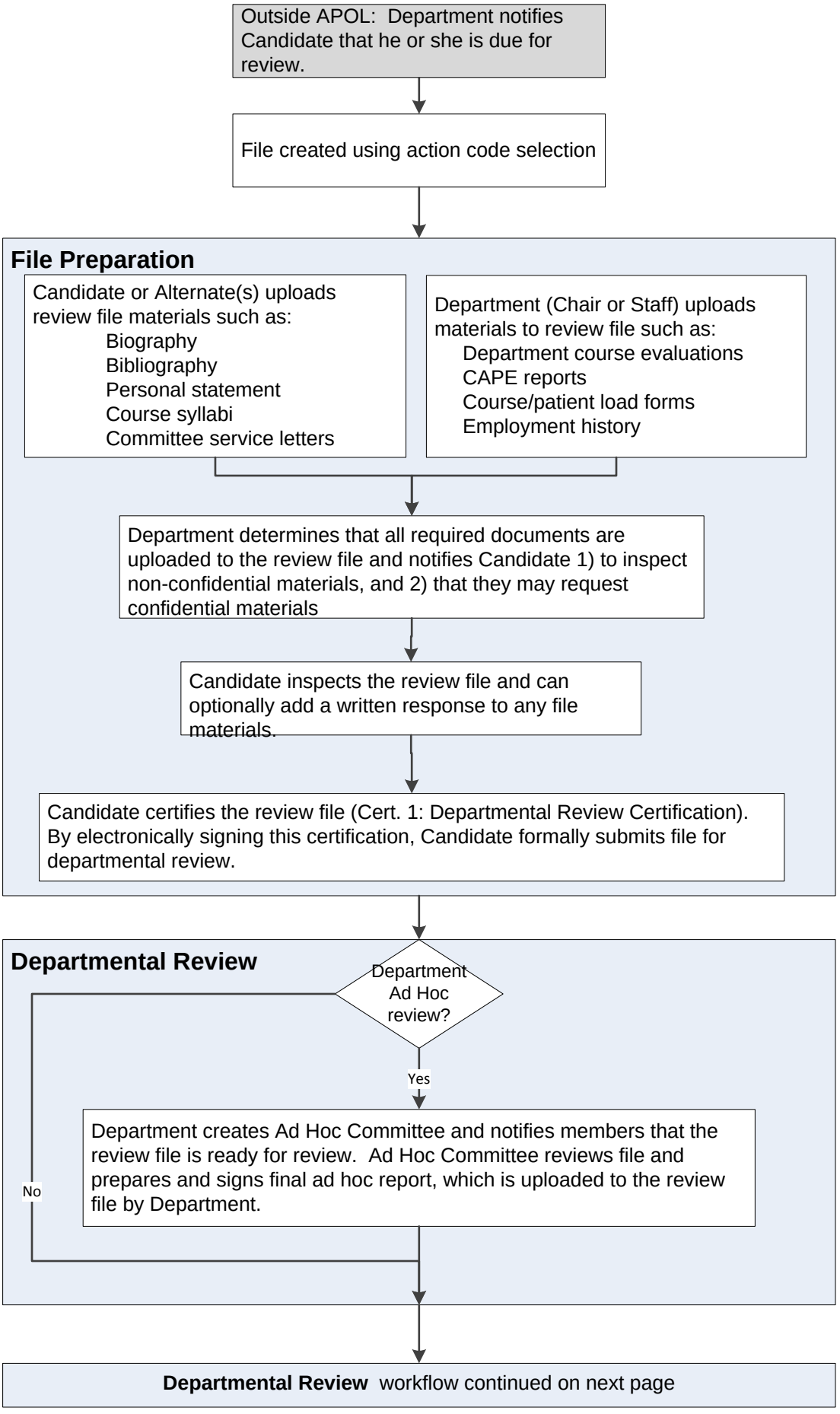
APOL Review Overview

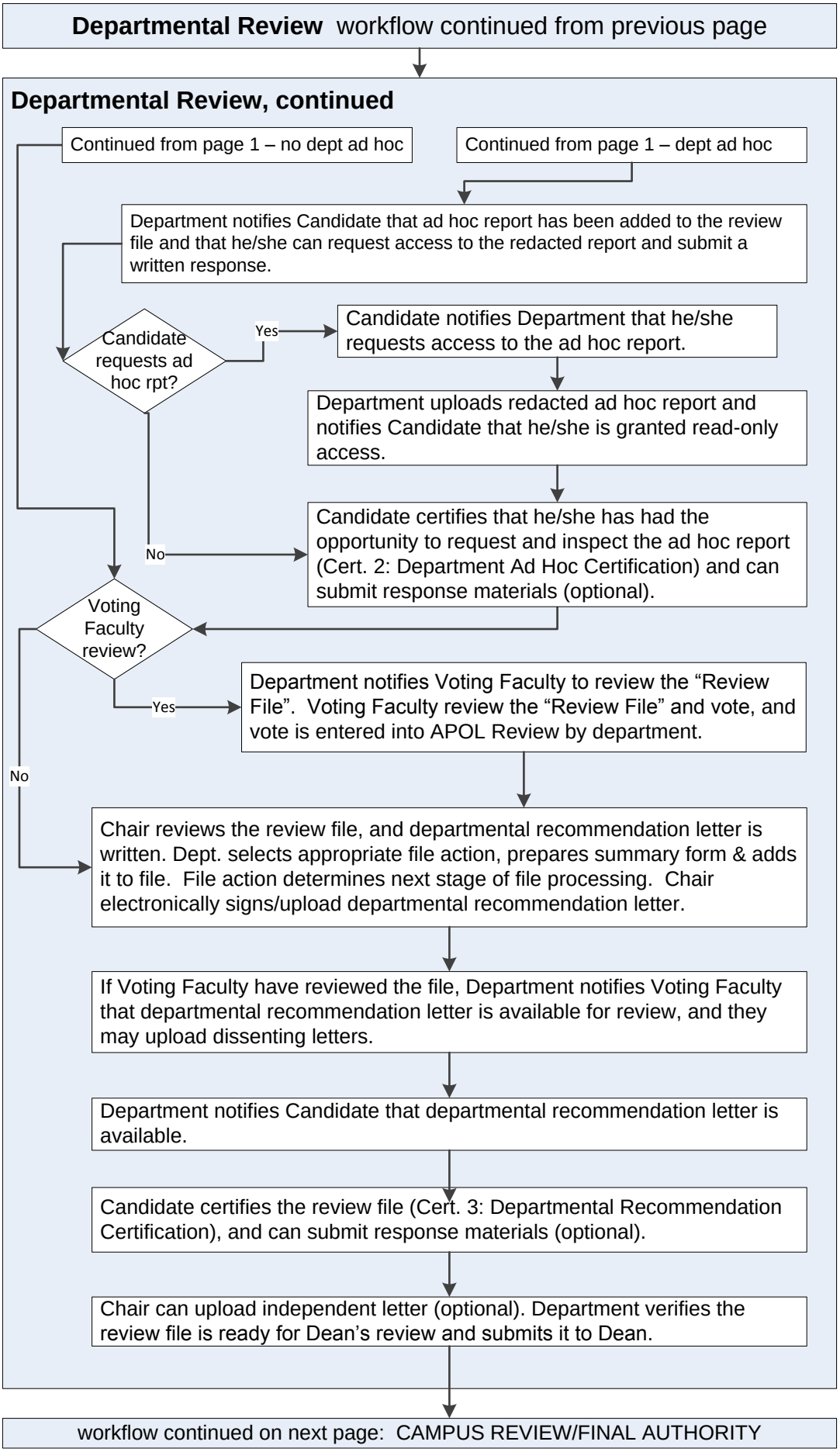


AP On-Line Review



Departmental Review workflow continued on next page

AP On-Line Review



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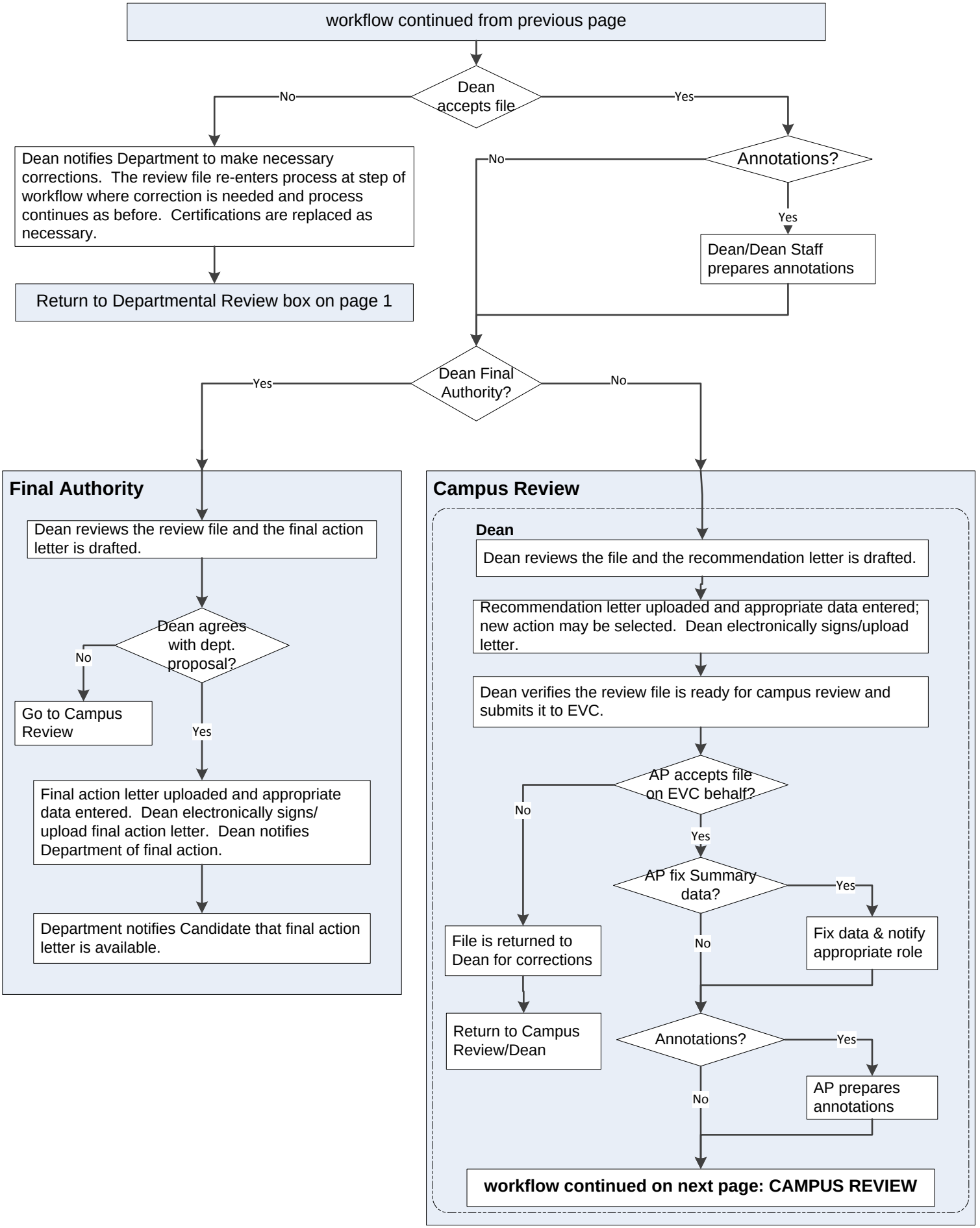

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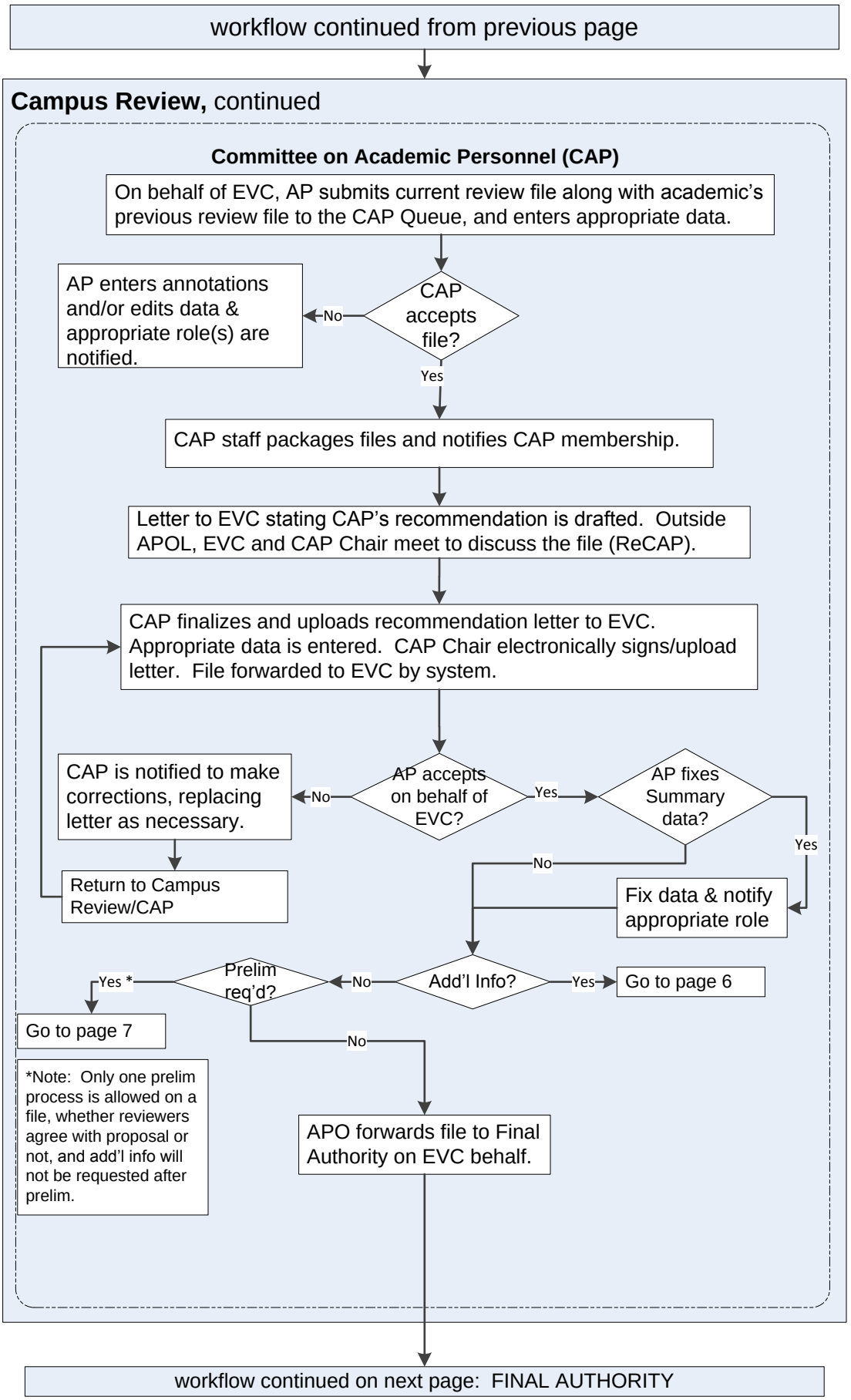
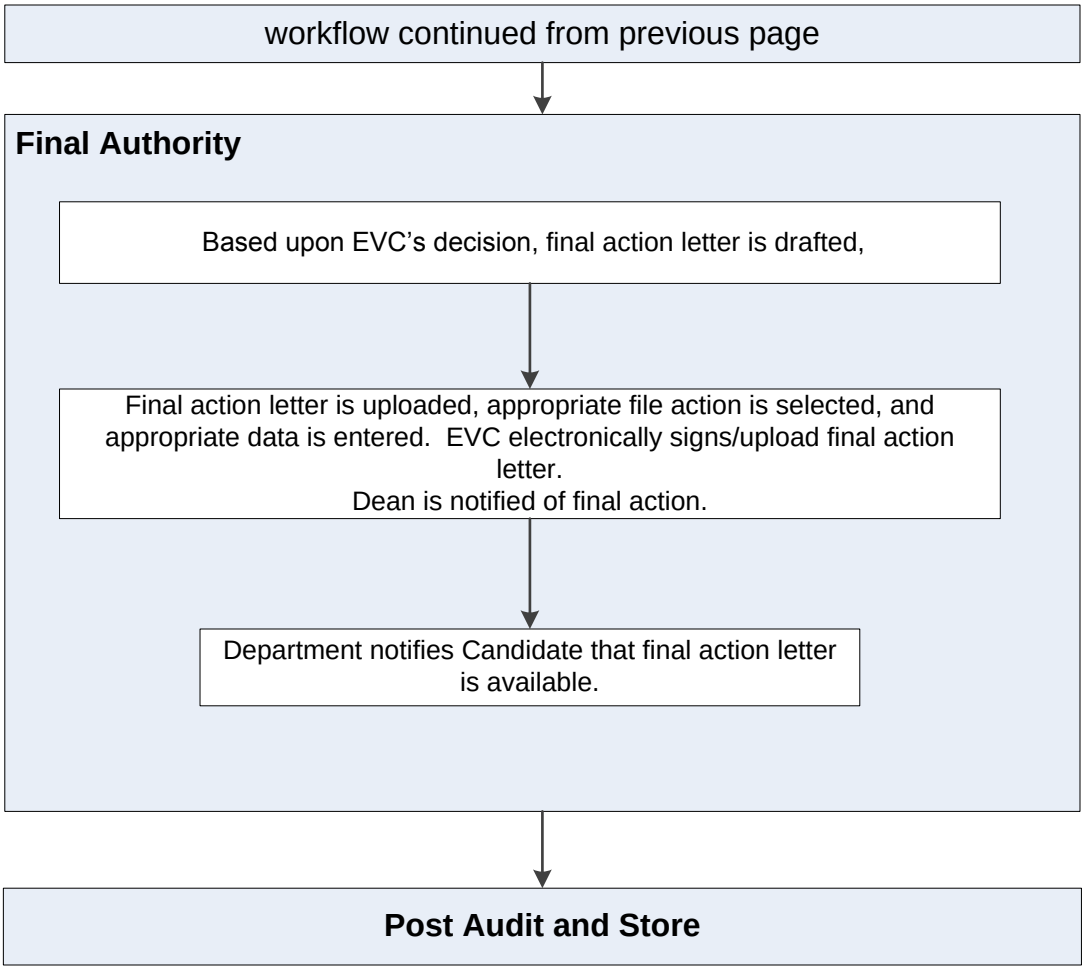
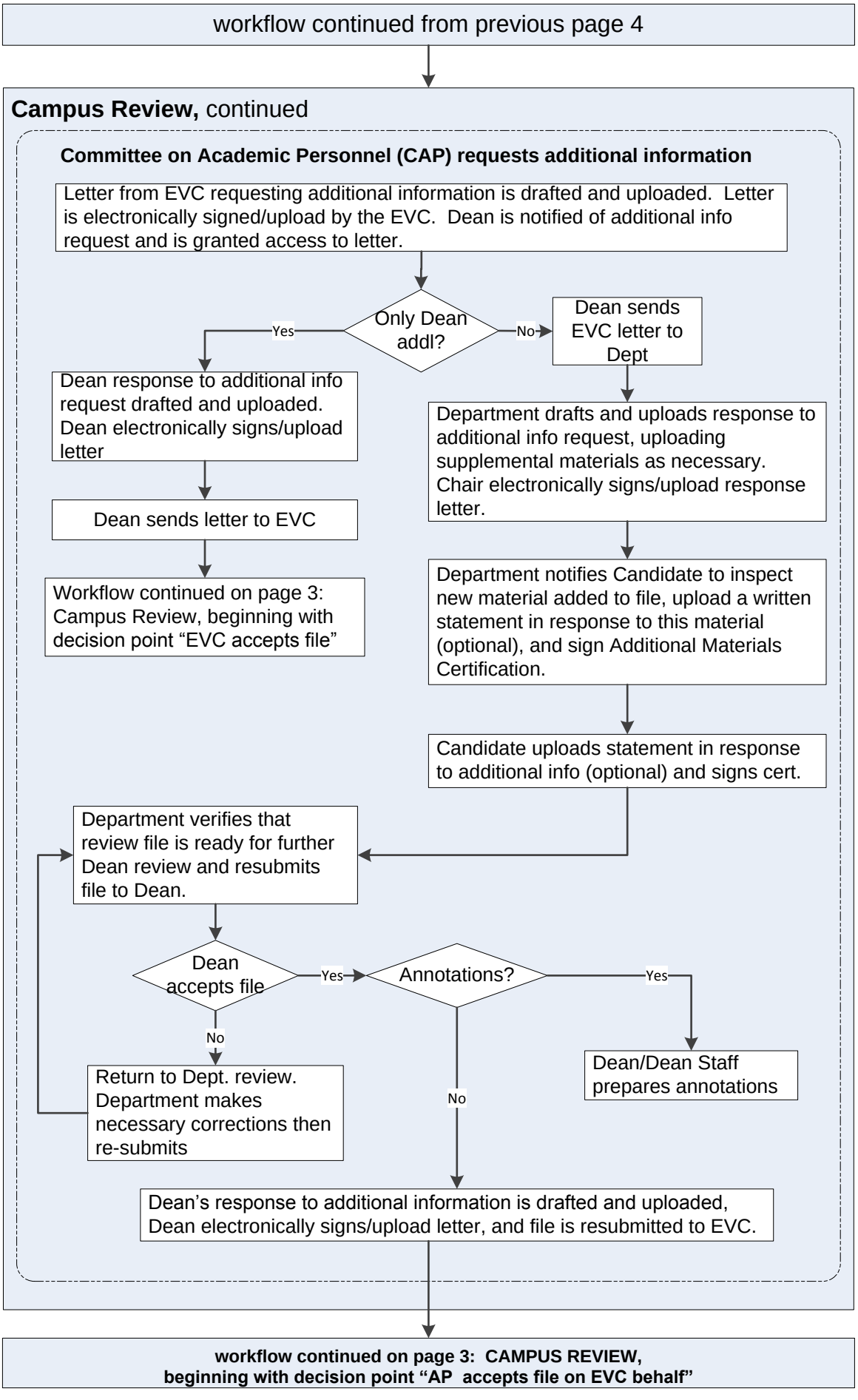


AP On-Line Review



AP On-Line Review



AP On-Line Review

workflow continued from page 4

Campus Review, continued

EVC issues a preliminary decision

Letter from EVC to Dept Chair presenting preliminary assessment based on reviewers' recommendation is drafted and uploaded. Letter is electronically signed/ upload by EVC. Appropriate data is entered. Dean is notified of preliminary assessment & granted access to EVC and campus reviewers' letters.

Dean notifies Department that access to EVC and campus reviewers' letters has been granted.

Department drafts and uploads letter accepting or rebutting prelim and may upload additional materials as well. Dept. Chair electronically signs/upload letter.

Department notifies Candidate to inspect new material added to the file, to upload a written statement in response to the new material (optional), and to sign Additional Material Certification.

Candidate uploads statement in response to preliminary assessment (optional) and signs cert.

Department verifies that file is ready and submits file to Dean.

Dean accepts file

No

Department is notified to make necessary corrections. The review file re-enters process at step of workflow where correction is needed and proceeds as before. Certifications are replaced as necessary.

Yes

Annotations?

Yes

Dean/Dean Staff prepares annotations

No

Dean's response to prelim is drafted/uploaded, Dean electronically signs/ upload letter, and file is resubmitted to EVC.

workflow continued on page 3: CAMPUS REVIEW, beginning with decision point "AP accepts file on EVC behalf"