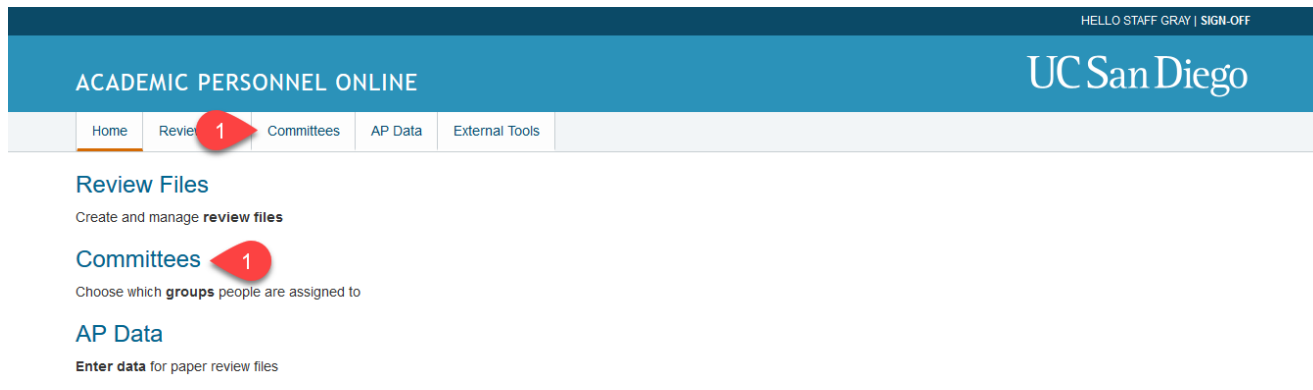


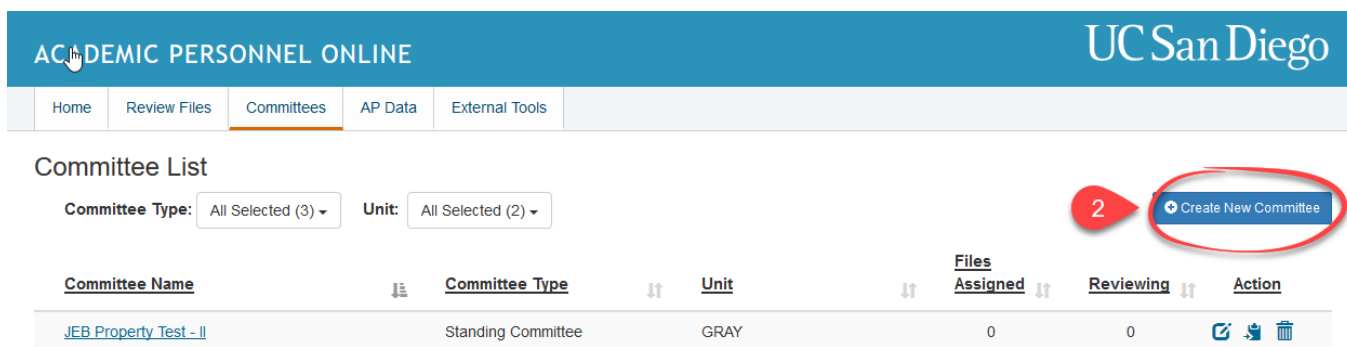
Department Staff AP On-Line Review Committee Quick Start Guide

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.
 - c. **Voting Faculty:** body of faculty members who are eligible to vote on a file.
5. If you are assigned to a department staff role for multiple departments, select the department/unit 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. Click the "add member(s)" button.

ACADEMIC PERSONNEL ONLINE UC San Diego

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

Committee List > Create New Committee

Create New Committee

Properties

Name:
 3

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

Type:

Voting Faculty

Standing Committee 4

Ad Hoc Committee

Unit: COMMUNICATION 5

Confidentiality: Non-Confidential 6

Members

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

7 Add Member(s)
Delete Members

Save Cancel

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8. 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 assigned department/unit for each committee, so you may find it helpful to limit the search to the academics within your department/unit if it not departmental practice to involve outside committee members.
9. Select desired individuals by clicking the checkbox next to their name on the pop-up window and click the "Add" button.

Add Committee Member

Search

Name **Series** **Unit**

8 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
9 Add Cancel

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

11. Click the "Save" button.

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	
<input type="checkbox"/>	GRAY, CHAIR	PROF-AY	GRAY	Member Chair	

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.

ACADEMIC PERSONNEL ONLINE UC San Diego




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

Committee List

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

Committee Name	Committee Type	Unit	Files Assigned	Reviewing	Action
JEB Property Test - II	Standing Committee	GRAY	0	0	
JEB Property Test III	Voting Faculty	GRAY	0	0	

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, and unit).
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"/>	GRAY, CHAIR	PROF-AY	GRAY	Member	
<input type="checkbox"/>	RED, Academic 2	SR LECT SOE-AY	RED	Member	

5

7

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

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.

ACADEMIC PERSONNEL ONLINE UC San Diego

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
JEB Property Test - II	Standing Committee	GRAY	0	0	
JEB Property Test III	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.

ACADEMIC PERSONNEL ONLINE UC San Diego

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

Committee List > Committee Details > Committee Properties

Prof. Gray's Review Committee : Details 2 Edit Copy Delete

Properties Members Files

Committee Type: Ad Hoc
Unit: GRAY
Confidentiality: Confidential

System Properties:

3. 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
Type:	Standing
Unit:	GRAY
Confidentiality:	Non-Confidential

System Info:

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

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

Assigning Committees from the Review File Details Screen

1. Enter the review file list by selecting the "Review Files" tab or by clicking the "Review Files" hyperlink on the homepage.
2. Click the Candidate's name to open the review file details screen.
3. Scroll down to the "Departmental Review-Committee Review" section of the screen and click "Assign Committee".

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

GRAY, CANDIDATE - AccelMerit - 07_01_18

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

Status: Departmental Review File Actions... | Confirm

Step 1: Assign a committee or Voting Faculty (if applicable).
Step 2: Enter Vote (if applicable).
Step 3: Enter Proposed.
Step 4: Upload Dept Letter.

+ FILE PREPARATION

- DEPARTMENTAL REVIEW

- COMMITTEE REVIEW 3 **ASSIGN COMMITTEE**

- VOTING FACULTY REVIEW [ASSIGN VOTING FACULTY](#) | [ENTER VOTE](#)

4. 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. <div style="margin-left: 20px;"> <input checked="" type="checkbox"/> GREEN, Academic 1 (PROF-AY, GREEN) <input type="checkbox"/> GREEN, Academic 3 (PROF-AY, GREEN) <input checked="" type="checkbox"/> GREEN, Academic 4 (ASSOC PROF-AY, GREEN) </div>	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

5. 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 Department Recommendation Letter can be uploaded

+ FILE PREPARATION

- DEPARTMENTAL REVIEW

ASSIGN COMMITTEE

- COMMITTEE REVIEW

- Acceleration Review Committee (Standing Non-Confidential) PENDING NOTIFICATION [Notify](#) [Unassign](#)
- Acceleration Review Committee Bundle | [Acceleration Review Committee PDF BUNDLE](#)
- Report - Unredacted
- Certification: Departmental Committee Report Access

6. 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

WHITE, CANDIDATE - MeritD - 07_01_18

The following committee members are assigned to review the file.

- White Candidate Review Committee (Ad Hoc - Confidential)
 - ✓ ACADEMIC 1 WHITE
 - ✓ ACADEMIC 3 WHITE
 - ✓ Academic 2 WHITE

To:

ACADEMIC 1 WHITE <GMKELS@UCSD.EDU>; ACADEMIC 3 WHITE <LIC005@UCSD.EDU>; Academic 2 WHITE <jebernett@ucsd.edu>

CC:

Subject:

File Ready for Committee Review: (WHITE, CANDIDATE - MeritD - 07_01_18)

Message:

File Ready for Committee Review: (WHITE, CANDIDATE - MeritD - 07_01_18)

Please type your message here:

Greetings White Candidate Review Committee,
Professor White's file contains a [dropbox](#) link to e-pubs located on the last page of the [blob](#). Please review Professor White's review file materials and provide your recommendation report no later than August 31st.
Let me know if you have any questions or concerns.

You have been identified as a member of a departmental review committee for the above academic review file. If you feel that you have been contacted in error, please contact your department.

The academic review file for this candidate is now ready for review by the departmental committee. To view this academic review file, log on to AP On-Line (<https://www.act.ucsd.edu/apoli/apoli>) 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 departmental committee review process, please contact your department. Thank you for your service on this departmental review committee.



7. 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, and to upload unredacted and redacted (if a confidential committee) reports.

ACADEMIC PERSONNEL ONLINE UC San Diego

Home Review Files Committees AP Data External Tools

WHITE, CANDIDATE - MeritD - 07_01_18

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

Status: Department Committee Review File Actions...

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

+ FILE PREPARATION

- DEPARTMENTAL REVIEW

- COMMITTEE REVIEW [ASSIGN COMMITTEE](#)

White Candidate Review Committee (Ad Hoc Confidential) IN REVIEW	End Access Re-Notify Unassign
White Candidate Review Committee Bundle White Candidate Review Committee PDF BUNDLE	
Report - Unredacted	Upload
Report - Redacted	
Certification: Departmental Committee Report Access	

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.

The screenshot shows the 'Gray Department Review Committee : Details' page. The 'Files' tab is selected, and the 'File(s) Pending Notification' section is visible. A red callout '3' points to the 'Files' tab, and a red callout '4' points to the 'Assign File' button. The table below the buttons is empty, with the text 'No data available in table'.

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

5. 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.
6. Click the “Add” button.

The screenshot shows the 'Assign File(s) to Committee' pop-up window. It has a search bar and a table with columns for File Name, Department, and File Status. A red callout '5' points to the checkbox next to the file name 'GRAY, CANDIDATE - AccelMerit - 07_01_18'. A red callout '6' points to the 'Add' button.

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

7. 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.
8. To notify the committee that the review file is ready for their review, check the box next to the file name.

9. Click the “Package File(s) and Notify” button.

Committee List > Committee Details > Committee Files

Gray Department Review Committee : Details

Edit Copy Delete

Properties Members Files

- File(s) Pending Notification

+ Assign 9 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.

Assigning Voting Faculty to Review Files

1. Create voting faculty committees as described in the “Creating Committees” instructions.
2. While on the file details page of a file, click on “Assign Voting Faculty”.

Certification: Departmental Committee Report Access

- VOTING FACULTY REVIEW

2 ASSIGN VOTING FACULTY ENTER VOTE

▪ Dissenting Letters from Voting Faculty

- DEPARTMENTAL RECOMMENDATION

▪ File Summary Proposed

3. Select the voting faculty 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 Voting Faculty to:

GRAY, CANDIDATE - AccelMerit - 07_01_18

Committee Name	Files Assigned	Reviewing
<input checked="" type="checkbox"/> 3 Property Test III (Non-Confidential)	0	0

Committee Members

The people listed below are members of the committee(s) selected above. To recuse an individual from reviewing this file, deselect (un-check) their name from the list(s) below.

JEB Property Test III

- RED, Academic 2 (SR LECT SOE-AY, RED)
- RED, Academic 3 (PROF-AY, RED)
- RED, Academic 4 (ASSOC PROF-AY, RED)

4. 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.
5. 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.
6. Click the "Send" button.

Email Notification to Committee Members

GRAY, CANDIDATE - AccelMerit - 07_01_18

The following committee members are assigned to review the file.

- JEB Property Test III (Voting Faculty)
 - ✓ Academic 2 RED
 - ✓ Academic 3 RED
 - ✓ Academic 4 RED

To:
Academic 2 RED <RedAca2@ucsd.edu>; Academic 3 RED <RedAca3@ucsd.edu>; Academic 4 RED <RedAca4@ucsd.edu>

CC:

Subject:

File ready for departmental review (GRAY, CANDIDATE - AccelMerit - 07_01_18)

Message:

File ready for departmental review (GRAY, CANDIDATE - AccelMerit - 07_01_18)

Please type your message here:

The academic review file noted above is now ready for review by department faculty.

To review this file, log on to AP On-Line (<https://www-act.ucsd.edu/apol/apol>) and click on the link for the file.

Faculty are reminded that University of California policy requires that administrative decisions be based solely upon the materials contained in the academic review file. Please limit your consideration to this information.

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

6

The status for the voting faculty committee(s) will now show up as "In Review" on the file details page. There will also be links to end voting faculty access to the file, re-notify the voting faculty, unassign the voting faculty, and to enter the vote results.