

Creating and Processing Review Files In Academic Personnel On-Line *Review*

**Training and Reference Manual
for Departmental and Deans' Academic Personnel Staff**

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Preface: About This Manual

This manual was written from the point of view of departmental academic personnel staff, focusing on step-by-step instructions to help them create review files and shepherd them through the departmental review process.

The steps completed by other roles (e.g., Committee members, Voting Faculty, Department Chair, Dean Staff) are also shown so that departmental AP staff can get a more complete picture of AP On-Line *Review*, and so that the manual can serve other roles.

Each section corresponds to one of the major processes completed in *Review*: file preparation, departmental review, campus review, and review by the person with final authority for the action.

Each section shows the screens and instructions for most of the roles involved in a given process, in the order in which they occur. (Screens are not shown for certain roles, but appropriate information is provided at those points in the process.)

Conventions used in previous editions remain the same:

- Information **highlighted in yellow** pertains to actions that must be completed *outside Review*.
- A red arrow (▶) indicates points that are especially important to be aware of.
- For the sake of brevity, AP On-Line *Review* is generally referred to simply as “*Review*,” the Committee on Academic Personnel is referred to as “CAP,” and the Executive Vice Chancellor for Academic Affairs is referred to as the “EVC.”

If you are using this manual online, links in the table of contents, at the beginning of each section, and within the text will take you to the appropriate part of the manual.

If you print a copy, note that the pages are laid out to accommodate duplex (back-to-back) printing to save paper, if your printer supports that function. It is recommended that you print the manual in color in order to easily see highlights, arrows, and material circled in red on the screen shots.

The manual is organized so that you can put it in a binder with tabbed dividers for different sections for easy reference.

Section A – Introduction to Review

This section includes:

About AP On-Line.....	A-1
Accessing <i>Review</i>	A-1
Assignment of roles in <i>Review</i>	A-2
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About AP On-Line

AP On-Line is a UCSD business system for electronically processing academic personnel actions. It is a suite of services that currently includes AP On-Line *e-Recruitment Plan* (for submitting recruitment plans), AP On-Line *Recruit* (an online job application system), and AP On-Line *Review* (for processing review files).

This manual deals only with *Review*. Separate user guides for *e-Recruitment Plan* and *Recruit* are available on the AP On-Line [User Information page](#) on the Academic Personnel Services Web site.

Accessing Review

In order to access *Review*, you must be registered for Single Sign-On, UCSD's "gatekeeper" for access to campus business systems. If you are not yet registered, instructions for registering are available on Blink at:

<http://blink.ucsd.edu/Blink/External/Topics/Policy/0,1162,14006,00.html>

Single Sign-On requires a user I.D. and a password. *It is extremely important not to share your password with anyone, because doing so allows them access to all your personal information, as well as the information in Review.*

You also need to be assigned a "role" in *Review* (see below), which will determine what materials you can see and what actions you can take.

Once you are registered for Single Sign-On and have been assigned a role, you can log on to *Review* at <https://www-act.ucsd.edu/apol/>

Links to *Review* and the other AP On-Line services are also available on the [Academic Personnel Services home page](#).

Assignment of roles in *Review*

The role you are assigned in *Review* determines which tasks you can perform and which screens you can see.

Department Security Administrators (DSAs) are responsible for assigning the roles of Department Chair, Department Staff, Dean, and Dean Staff.

The Candidate role is automatically assigned to academics for whom Academic Personnel Services is the office of record. This is done via a data table maintained by APS. New academic appointees receive access to *Review* as soon as they are assigned a UCSD employee ID number.

A few roles are assigned temporarily for the purpose of processing a single file. These roles are Department Ad Hoc Member and Voting Faculty, which are assigned by the Department Staff or Department Chair; and the Candidate Alternate role, which is assigned by the Candidate.

The roles currently available are listed below. More roles will be added in future phases.

- ▶ **“Role families” are pairs of roles in which one role can replace or delete documents uploaded by the other. Role families are indicated by brackets.**

Candidate: The role assigned to the academic appointee under review.

Candidate Alternate: The role assigned to a person chosen by the Candidate to assist with compiling and uploading documents for the review file. This person should be a faculty assistant, if possible. A Candidate may designate more than one Candidate Alternate.

Department Staff: The role assigned to department staff members responsible for assembling and processing review files. More than one person in a department may be assigned this role.

Department Chair: The role assigned to the actual Department Chair. Only this role can sign departmental recommendation letters.

Department Committee Member: The temporary role assigned by the Department Chair or Department Staff to faculty members serving on a departmental review committees.

Voting Faculty: The temporary role assigned by the Department Chair or Department Staff to faculty members eligible to vote on a particular file.

Dean Staff: The role assigned to Deans' staff members responsible for screening incoming review files and coordinating Deans' assessment of and action on these files.

Dean: The role assigned to the actual Dean. Only this role can sign the Dean's final action letter or recommendation letter.

Division Committee Member: The temporary role assigned by the Dean or Dean Staff to faculty members serving on divisional review committees.

CAP Chair: The role assigned to the current CAP chair. Only this role can sign CAP recommendation letters.

CAP Staff: The role assigned to Academic Senate personnel who assist the Committee on Academic Personnel.

CAP Member: The role assigned to current CAP members.

APO: The role assigned to Academic Personnel Services staff members.

EVC: The role assigned to the current Executive Vice Chancellor for Academic Affairs. Only the EVC role can sign letters requesting additional information, preliminary decision letters, and EVC final action letters.

Types of files that can be processed in *Review*

The chart below lists the actions available in AP On-Line *Review*.

Please note that the following actions cannot be processed in *Review*.

- Actions for academics with joint appointments or split appointments
- Actions for series that are reviewed by campus-level panels/committees other than CAP (e.g., AARP, PSSRP)
- Actions for series that are reviewed by CAP and are Dean's Authority (e.g. Research Scientist, Continuing Lecturers)
- Career equity reviews (CER)
- Terminal reappointment
- Retention or pre-emptive retention

Action code in AP On-Line <i>Review</i>	Description of Action
Merit	
ABOVE-SCALE MERIT	Merit advancement to an above-scale salary (Action always requires campus review)
ACCEL ABOVE-SCALE MERIT	Accelerated merit to an above-scale salary (Action always requires campus review)
ACCEL FURTHER ABOVE-SCALE MERIT	Accelerated merit for candidate who already has an above-scale salary (Action always requires campus review)
ACCEL MERIT	Accelerated merit (Action always requires campus review)

ACCEL MERIT + OFFSCALE	Accelerated merit with a market offscale salary or new bonus offscale salary component
FURTHER ABOVE-SCALE MERIT	Normal merit advancement for a candidate who already has an above-scale salary (Action always required campus review)
MERIT – CAMPUS REVIEW	Normal merit (at any rank) requiring campus review
MERIT - CONTESTED	Dean disagrees with department’s proposed action, and the file becomes a Campus Review action
MERIT – DEAN’S AUTH	Uncontested normal merit at Associate or Full rank (If dean agrees with action proposed by department, it is "uncontested")
MERIT + OFFSCALE – DEAN'S AUTH	Dean's authority normal merit with a market offscale salary component
MERIT + OFFSCALE – CAMPUS REVIEW	Any normal merit with a new bonus offscale salary component.
Reappointment and merit	
ACCEL REAPPT/MERIT	Accelerated reappointment and merit (Action always requires campus review)
ACCEL REAPPT/MERIT + OFFSCALE	Accelerated reappointment and merit with a market offscale salary component or a new bonus offscale salary component (Action always requires campus review)
REAPPT/MERIT – CAMPUS REVIEW	Uncontested reappointment/normal merit after first review at Assistant rank
REAPPT/MERIT – DEAN'S AUTH	Uncontested reappointment/normal merit at first review at Assistant rank, and reappointment/normal merit for appointees with term end dates in all ranks
REAPPT/MERIT + OFFSCALE – CAMPUS REVIEW	Reappointment and normal merit with a market offscale salary component or a new bonus offscale salary component
REAPPT/MERIT +	Dean's authority reappointment/normal merit, with a market offscale salary

OFFSCALE – DEAN'S AUTH	component
Reappointment/Merit/Appraisal	
APPRAISAL	Appraisal of candidate's career to date (Always requires a campus review)
ACCEL REAPPT/MERIT/APPRAISAL – CAMPUS REVIEW	Reappointment, accelerated merit, and appraisal of candidate's career to date
ACCEL REAPPT/MERIT/APPRAISAL + OFFSCALE – CAMPUS REVIEW	Reappointment, accelerated merit, and appraisal of candidate's career to date, with a market offscale salary component.
REAPPT/MERIT/APPRAISAL – CAMPUS REVIEW	Reappointment, normal merit, and appraisal of candidate's career to date
REAPPT/MERIT/APPRAISAL + OFFSCALE – CAMPUS REVIEW	Reappointment, normal merit, and appraisal of candidate's career to date, with a market offscale salary component or a new bonus offscale salary component
REAPPT/APPRAISAL – CAMPUS REVIEW	Reappointment and appraisal of candidate's career to date
REAPPT/APPRAISAL + OFFSCALE – CAMPUS REVIEW	Reappointment and appraisal of candidate's career to date, with a market offscale salary component or a new bonus offscale salary component
Promotion	
ACCEL PROMOTION	Accelerated promotion (Action always requires campus review)
ACCEL PROMOTION + OFFSCALE	Accelerated promotion with a market offscale salary component or a new bonus offscale salary component (Action always requires campus review)
PROMOTION	Promotion (Action always requires campus review)
PROMOTION + OFFSCALE	Promotion with a market offscale salary component or a new bonus offscale

	salary component (Action always requires campus review)
No change	
NO CHANGE – CAMPUS REVIEW	Uncontested No Change after first review at Assistant rank, contested No Change at any rank, second consecutive No Change at any rank
NO CHANGE – DEAN'S AUTHORITY	Uncontested No Change at first review at Assistant rank, and uncontested No Change at Associate and Full ranks
Reappointment only	
REAPPOINTMENT – CAMPUS REVIEW	Reappointment after first review at Assistant rank
REAPPOINTMENT – DEAN'S AUTH	Reappointment at first review at Assistant rank
To Be Determined	
TBD	Select this action when creating a file and the proposed file action is unknown.

Preparing documents for uploading into review file

Review file documents (employment history, teaching evaluations, etc.) must be created outside *Review*. You can create a Word document, convert it to a PDF file, and upload the PDF into the online review file. *This is the preferred method*, since converted Word documents are searchable, and CAP and other reviewers frequently want to search files for specific information. You can also scan an existing paper document to create a PDF and upload that PDF, but scanned documents are not searchable.

The complete instructions for uploading PDFs into a review file are provided in the File Preparation section of this manual.

It is important to name PDFs in a way that lets you and others easily identify them. For example, the names for CAPE report PDFs should include the candidate's last name and the class name, number, quarter, and year (e.g., JONES CAPE - CHEM 202 SP 09). This makes it clear what each document is and lets you easily determine whether documents are listed in the correct order in the online file.

Although it is possible to include multiple documents (e.g., several CAPE reports) in a single PDF, it is recommended that you not do so. Departmental recommendation letters often make references to

specific documents, and it is easier for reviewers to locate an individual document in the file than to hunt for a specific section in a long PDF containing several documents.

There are also limitations on PDF size. In order to ensure that PDF documents are not unnecessarily large (thereby creating PDF bundling problems in *Review*), a size limit of 20 megabytes has been established for *each* PDF uploaded into *Review*. While it is important that PDFs not exceed this size limit, they still must be clear and readable. Guidelines for setting up your scanning hardware and software to keep document size to a minimum are provided in [Appendix 3](#), “Document Scanning Guidelines.”

- **Note:** Publications should *never* be uploaded as documents in the review file. They may either be submitted separately as paper documents, or you can store electronic documents in a “drop box” and create a link to it in the Bibliography section of the Biography and Bibliography form. Instructions for doing so are available on the [Forms and Examples](#) page of the Academic Personnel Services website (<http://academicaffairs.ucsd.edu/aps/advance-train/forms.html>). Open the “Reviews” drawer on this page, go to the “UCSD Biography and Bibliography” box (top row), and click “Submitting Publications Electronically.”

Individual documents vs. bundled documents

In the file preparation stage of the review process, when the review file is being constructed, documents are uploaded as individual PDFs that can be replaced as needed. However, once a Candidate certifies the file for departmental review, all the individual file documents are “bundled” into a single PDF (with a bookmark for each document), and individual documents can no longer be changed or replaced.

Candidate certifications

Just as for PDF files, Candidates are requested to sign certifications in *Review* at certain points during the review process in order to confirm that they are aware of their rights and that University procedures have been followed. The titles of the certifications in *Review* are different from those used in PDF files, and a new certification has been added.

For PDF files, three certifications are used:

- Certification A: Candidate’s certification statement for academic personnel review file prior to determination of departmental recommendation
- Certification B: Candidate’s certification statement for academic personnel review file after determination of departmental recommendation
- Certification C: Certification of materials added to academic personnel file after file has been forwarded to Academic Personnel Services

In *Review*, four certifications are used:

- Certification of Departmental Review: The Candidate electronically signs this certification to confirm that file is complete and ready for departmental review.
- Certification of Departmental Committee Report Access (new certification): If a departmental committee report has been added to the file, the Candidate electronically signs this certification to verify that he or she has been offered access to a redacted version of the report.

- **Certification of Departmental Recommendation Access:** After the department has determined its recommendation, the Candidate electronically signs this certification to verify that he or she has been offered access to the departmental recommendation letter.
- **Certification of Additional Materials:** If new material is added to the online file after it has been submitted for review by CAP and the EVC, the Candidate signs this certification to verify that he or she is aware of the additions and has been offered access to them.

In *Review*, all certifications can be re-signed and replaced in the file as necessary. For example, if a new student testimonial letter is added to the file after the Candidate has already signed the Certification of Departmental Review, this certification should be re-signed and replaced.

Certifications are not included in the bundled review file; they are stored separately. However, you can see a listing of all notifications sent and all certifications signed, with a time and date stamp displayed for each, on the review file detail screen, as explained in more detail later in this manual.

Notifying other roles to take action

At certain points in the review process, one role (such as Department Staff) may need to notify another role (such as Candidate) that a certain action needs to be taken—for example, that a certification needs to be signed. At these points, the sender is prompted by *Review* to choose a notification type (e.g., “Notify Candidate Dept Rev Cert”) onscreen. The notification will appear in a pop-up window. It will contain required information that cannot be changed, but the sender can add details in a message box provided above the notification text.

- ▶ It is recommended that you *always* include your name and contact information in the message box.

Steps that must be completed outside *Review*

There are certain steps, such as notifying Candidates that they are due for review and conducting a faculty vote, that currently must be completed outside *Review* via e-mails, phone calls, or meetings.

Such steps are **highlighted in yellow** in these instructions.

For example, the department will notify the Candidate outside of *Review* that the departmental recommendation has been determined, and the Candidate may be invited to meet with the department chair in person to discuss the recommendation before the review proceeds.

How to get more help with *Review*

If you have general questions regarding completing academic personnel processes, please contact your dean's office.

If you have questions regarding technical issues or error messages in *Review*, or if you want to make an appointment for personal, on-site assistance from Academic Personnel Services staff via the AP Assists program, please call Ext. 40068.

To submit questions and receive a telephone or e-mail response, use the " Feedback" link at the bottom right-hand corner of each page of the AP On-Line *Review* application.

+ POST AUDIT

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Section B – File Preparation

This section includes:

Notifying the Candidate that a review is due	B-1
Logging on to <i>Review</i>	B-1
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Reordering, replacing, and deleting documents in the file	B-9
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Candidate's inspection of file and signing of departmental review certification	B-13
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Notifying the Candidate that a review is due

The department notifies the Candidate outside *Review* that he or she is due for review.

This step should be completed by whatever method the department currently uses, and at the correct time to ensure compliance with departments' and Deans' deadlines. (In a future phase of *Review* development, departments will be able to notify Candidates electronically that they are due for review.)

Logging on to *Review*

As detailed in Section A, you must be registered for Single Sign-On and have an assigned role in *Review* in order to log on.

1. Paste the following URL into your browser: <https://www-act.ucsd.edu/apol/>
(A link to *Review* is also provided on the [Academic Personnel Services Web page](#).)
2. You will see the following screen. Enter your Single Sign-On user name and password and click "Sign On."

SINGLE SIGN-ON
UC San Diego

Sign on with: Business Systems

Username

Create new account

Password

Forgot your password?

Sign on

i Sign out and close your browser when you're finished.

Help

- Learn about Passwords and Access
- Contact the ACT Help Desk

- You will see the following screen for a few seconds.



- You will then see the *Review* home screen for the Department Staff role.

(Note: The content of the home screen varies from role to role. Views of the home screens for other roles are available in [Appendix 1.](#))

HELLO STAFF! ORANGE | SIGN-OFF

ACADEMIC PERSONNEL ONLINE
UC San Diego

Home
Review Files
Committees
AP Data
External Tools

Review Files

Create and manage **review files**

Committees

Choose which **groups** people are assigned to

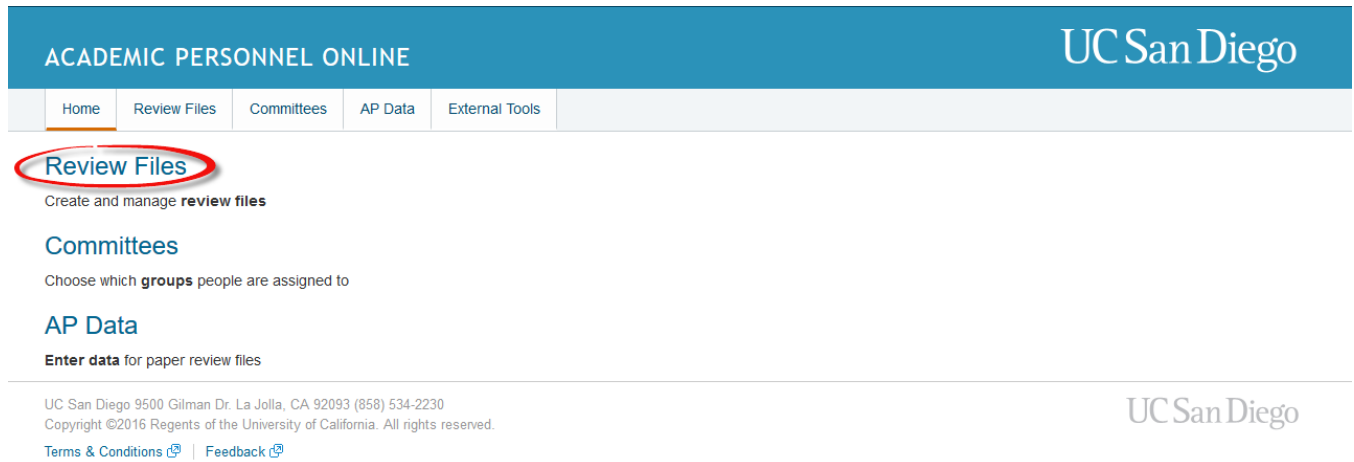
AP Data

Enter data for paper review files

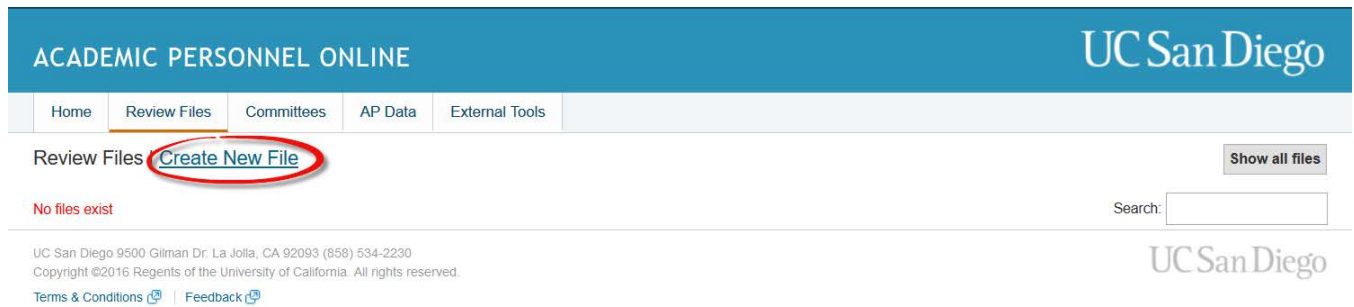
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Creating a new review file

- To create a new review file for a Candidate, click “Review Files” on the Department Staff home screen.



2. On the next screen, click “Create New File.”



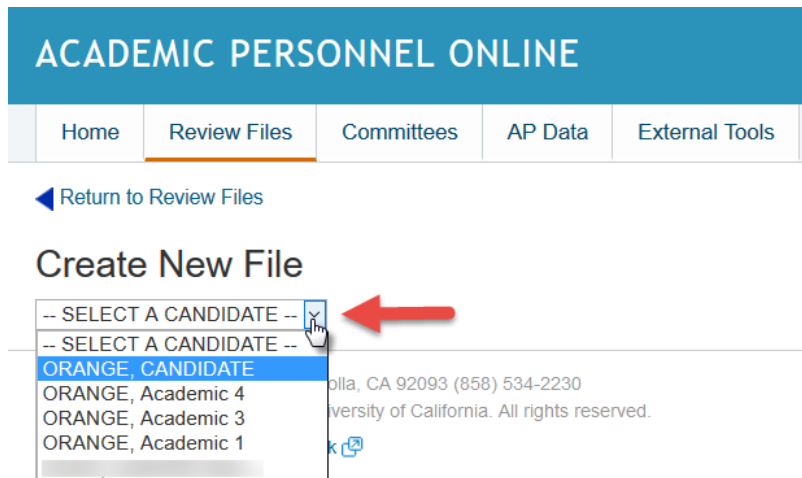
3. You will see a screen with a “Select a Candidate” drop-down menu that allows you to choose from a list of academic personnel in your department.



4. Scroll down to find the name of the person for whom you want to create a file and click on the name. If the person’s name does not appear in the drop-down menu, click the Review Files tab at the top of the screen to see whether a file already exists.

If the Candidate’s name is on neither the drop-down menu nor the list of existing review files, contact Academic Personnel Services for help. This usually occurs because the system

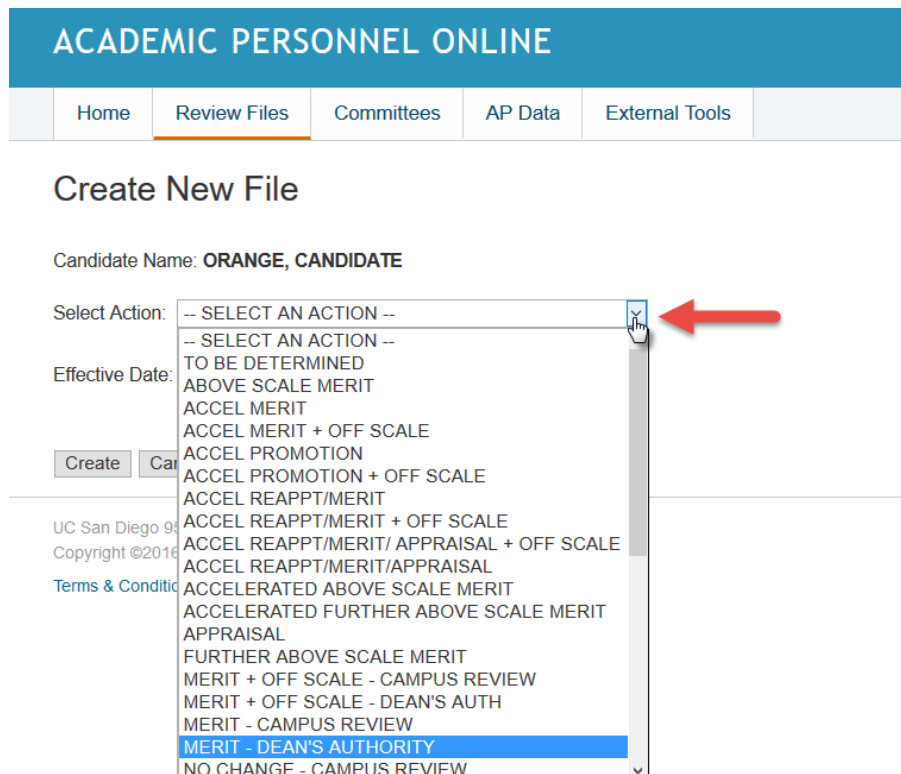
contains the wrong department code for the Candidate, and APS will need to correct it before the new review file can be created.



5. On the next screen, there will be a “Select an Action” drop-down menu. Scroll down and click on the file action the department is proposing (e.g., merit, accelerated merit).

The choice of file action will determine the path the file will take in *Review*. For example, if you select “Merit,” the system will know the Dean is the final authority for the proposed action. If you select “Accel Merit,” the system will know the file must go to CAP for review and to the EVC for final action. In the example below, the action is a “Merit.”

The proposed action can be changed, if necessary, at a later step.



- 6. Next, enter the effective date of the proposed action (note the format for the date: 07/01/18) and click “Create” to establish a new review file and return to the Review Files screen.

ACADEMIC PERSONNEL ONLINE

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

Create New File

Candidate Name: **ORANGE, CANDIDATE**

Select Action: MERIT - DEAN'S AUTHORITY

Effective Date: 07/01/2018

Create Cancel

Opening the review file

After you create a new review file, the file name will appear on a list of files for academics in your department accessed by clicking the “Review Files” tab. In the example below, only one file is listed, but ordinarily you would see several. Note that this screen also shows the current status of the file, “File Prep.” The status will change as the file moves through the review process.

- 1. Click the Candidate name to open the review file detail screen.

ACADEMIC PERSONNEL ONLINE UC San Diego

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

Review Files | [Create New File](#) Show all files

Search:

Alert	File Name	Dept Name	Div Name	Status	Last Action
	ORANGE, CANDIDATE - MeritD - 07_01_18	ORANGE	BLUE	File Prep	03/29/17

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You will see four or six sections, or “drawers,” on the screen, depending on the file action you selected. If the action is one for which the Dean has final authority, you will see File Preparation, Departmental Review, Dean Final Authority Review, and Post Audit, as shown on the next page..

If the EVC had authority for the action, the drawers would be File Preparation, Departmental Review, Dean Review, Campus Review, EVC Final Authority Review, and Post Audit.

The File Preparation section is expanded to display the various types of documents that can be included in the file, with an “Upload” link for each type. The other sections are collapsed at this point in the review process.

ACADEMIC PERSONNEL ONLINE UC San Diego

Home Review Files Committees AP Data External Tools

ORANGE, CANDIDATE - MeritD - 07_01_18

[View File Tracking](#)

Status: File Prep

File Actions...

- FILE PREPARATION

- Employment History [Upload](#)
- Candidate Personal Statement [Upload](#)
- Referee ID List, including Solicitation Letter(s) [Upload](#)
- Course Load and Student Direction Form [Upload](#)
- SOM Teaching and Patient Case Load Form [Upload](#)
- Evidence of Teaching Effectiveness
 - CAPE Reports (summaries, stat sheets) [Upload](#)
 - Departmental Teaching Evaluations [Upload](#)
 - Other Evidence (e.g. peer review of teaching, course syllabi, teaching statement) [Upload](#)
- Biography/Bibliography [Upload](#)
- Sabbatical Report [Upload](#)
- Other (do not upload publications) [Upload](#)
- Certification: Departmental Review [Notify Candidate to Certify](#)

+ DEPARTMENTAL REVIEW

+ DEAN FINAL AUTHORITY REVIEW

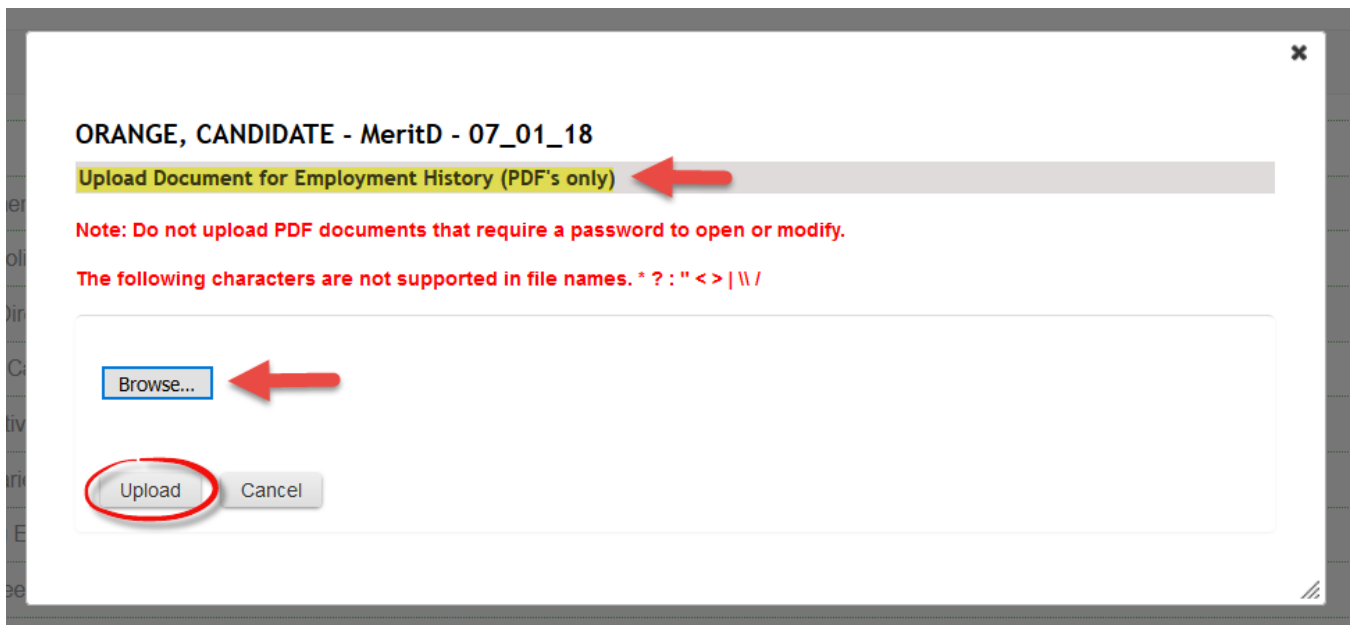
+ POST AUDIT

Uploading documents to the file

When you click the “Upload” link for a particular document type, a screen will appear telling you to upload a document of that type (e.g., “Upload Document for Employment History”).

Use this screen to upload **PDF documents that you have created and stored outside Review.** (See “Preparing documents for uploading into a review file” on page A-4.)

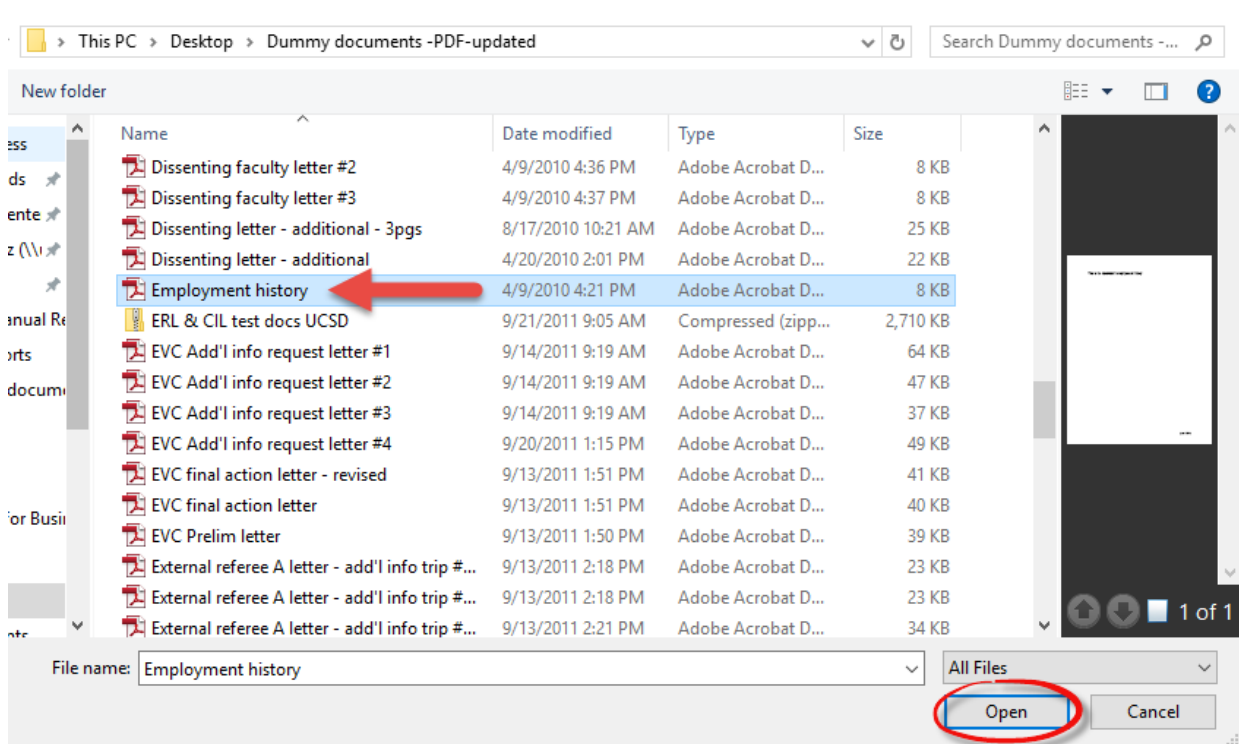
1. Click “Browse” to access the PDF documents created for the Candidate, or type the file name of a specific document in the box provided.



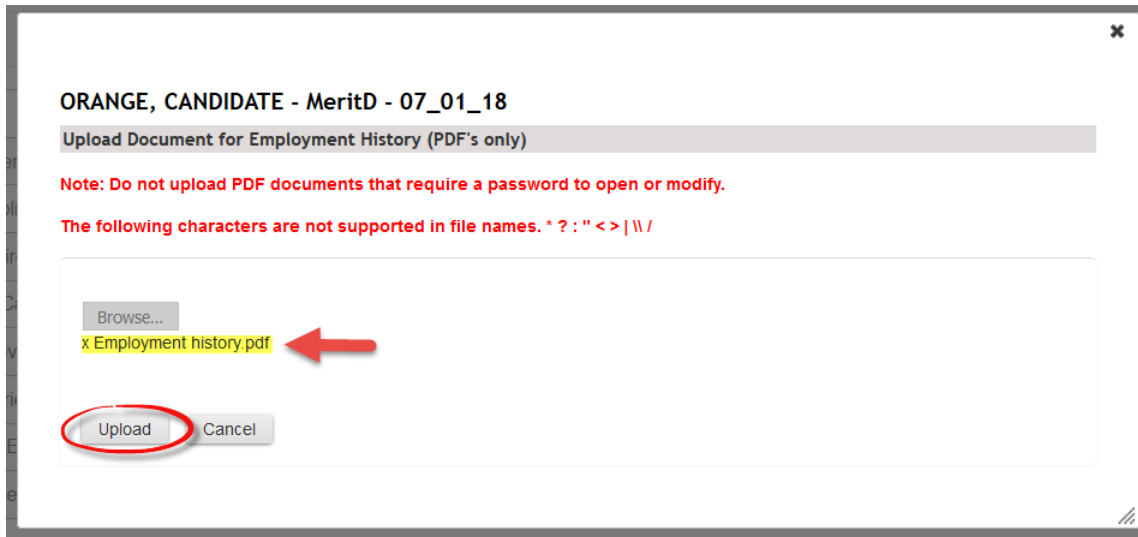
2. If you click Browse, you will use the icons in the left-hand column of the screen and the “Look in” box at the top of the screen to navigate to the location on your computer where you have stored the PDFs.

▶ Reminder: It is important that PDF names be clear and complete so you and others can easily determine what they are.

Highlight the document you want to upload and click “Open.”

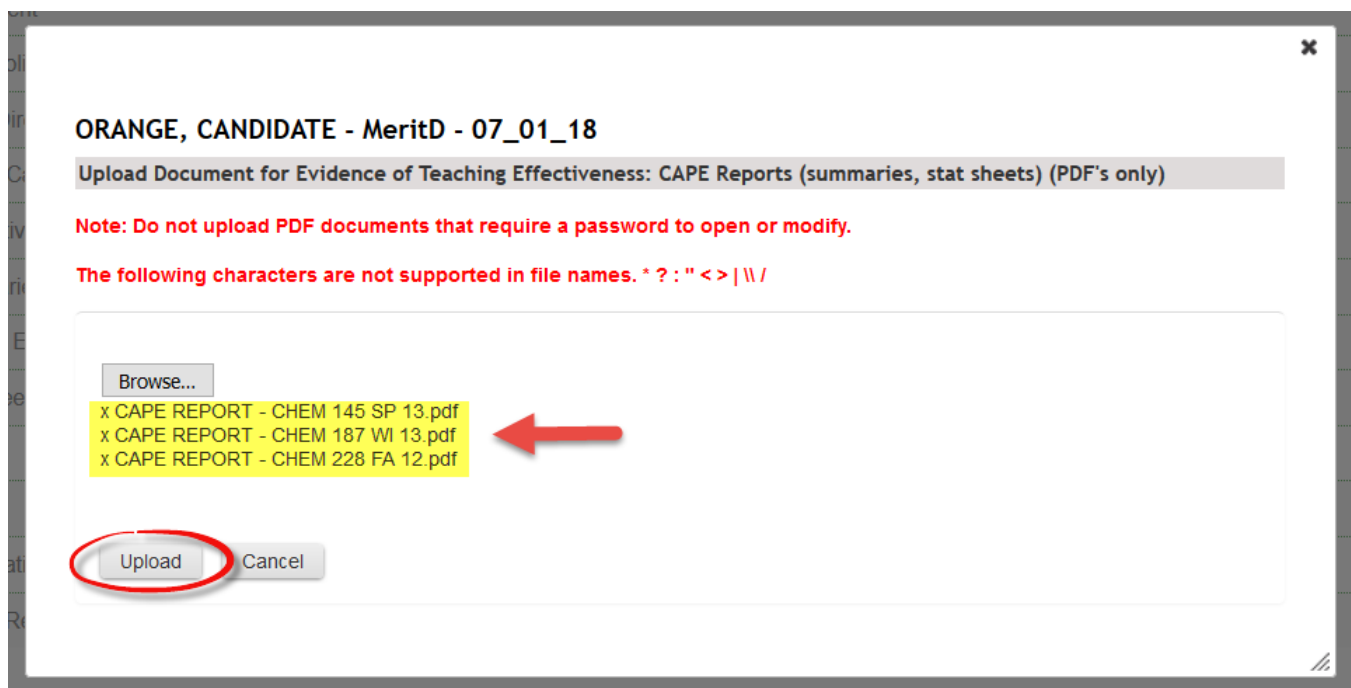


- You will see the “Upload Document” screen again. The file name of the document you are uploading now appears below the Browse button. Click “Upload” to upload the document to the review file.



- You can upload several documents of the *same type* (for example, CAPE reports) at once, and all will be listed under the same document header on the review file detail screen.

To do so, click “Browse” on the Upload Document screen, highlight the document you want to upload, and click “Open,” as in step 2 above. You will return to the Upload Document screen where the Browse button appears. *Do not click Upload yet.* Click Browse again, highlight the next document you want to upload, and click “Open” again. Repeat the process until you have selected all documents you want to upload, and then click “Upload.”



- After each document is uploaded, the review file detail screen will display a link to the PDF, the date the document was uploaded, and the name of the person who uploaded it, as shown in the image below.

Reordering, replacing, and deleting documents in the file

If several documents of one type (such as CAPE reports) have been uploaded, you can change the order in which they appear.


1. To do this, click “Reorder” on the line for the document type.

ORANGE, CANDIDATE - MeritD - 07_01_18

[View File Tracking](#)

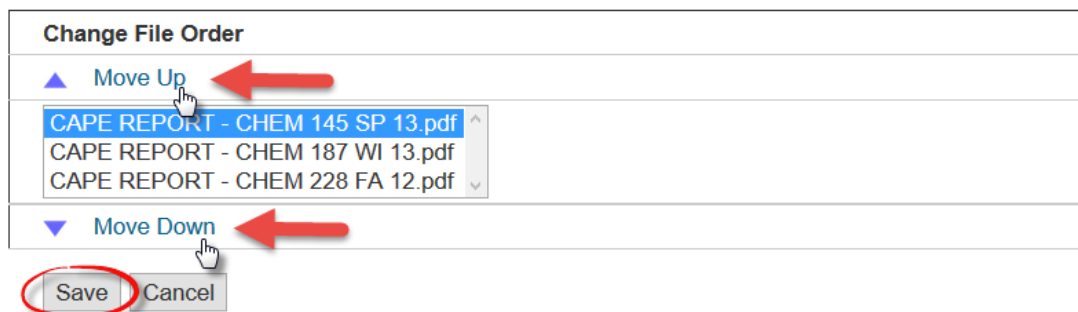
Status: File Prep

File Actions...

- FILE PREPARATION	
▪ Employment History Employment history.pdf Uploaded 03/29/17 by STAFF1 ORANGE	Replace Delete
▪ Candidate Personal Statement Candidate personal statement - revised.pdf Uploaded 03/29/17 by STAFF1 ORANGE	Replace Delete
▪ Referee ID List, including Solicitation Letter(s)	Upload
▪ Course Load and Student Direction Form Course Load and Student Direction form.pdf Uploaded 03/29/17 by STAFF1 ORANGE	Replace Delete
▪ SOM Teaching and Patient Case Load Form	Upload
▪ Evidence of Teaching Effectiveness	
▪ CAPE Reports (summaries, stat sheets)	 Reorder
▪ CAPE REPORT - CHEM 145 SP 13.pdf Uploaded 03/29/17 by STAFF1 ORANGE	Replace Delete
▪ CAPE REPORT - CHEM 187 WI 13.pdf Uploaded 03/29/17 by STAFF1 ORANGE	Replace Delete
▪ CAPE REPORT - CHEM 228 FA 12.pdf Uploaded 03/29/17 by STAFF1 ORANGE	Replace Delete
▪ Departmental Teaching Evaluations	Upload
▪ Other Evidence (e.g. peer review of teaching, course syllabi, teaching statement)	Upload

2. You will see the following screen. Highlight the item to be moved and click “Move Up” or “Move Down,” then click “Save” to preserve the new order and to return to the review file detail screen.

ORANGE, CANDIDATE - MeritD - 07_01_18



3. Once a document has been uploaded, the link choices for the document become “Replace” and “Delete.”

- ▶ Only the “role family” (i.e., Candidate/Alternate or Department Chair/Department Staff) that uploaded a document can delete it—for example, a Department Chair cannot delete a document uploaded by a Candidate. Also, the only way a role family can *replace* a document uploaded by another role family is if the document is first deleted by the role family that uploaded it.

If you click “Replace,” the procedure for browsing and uploading the replacement document is the same as for originally uploading it.

4. To delete a document without replacing it, click the “Delete” link.

ORANGE, CANDIDATE - MeritD - 07_01_18

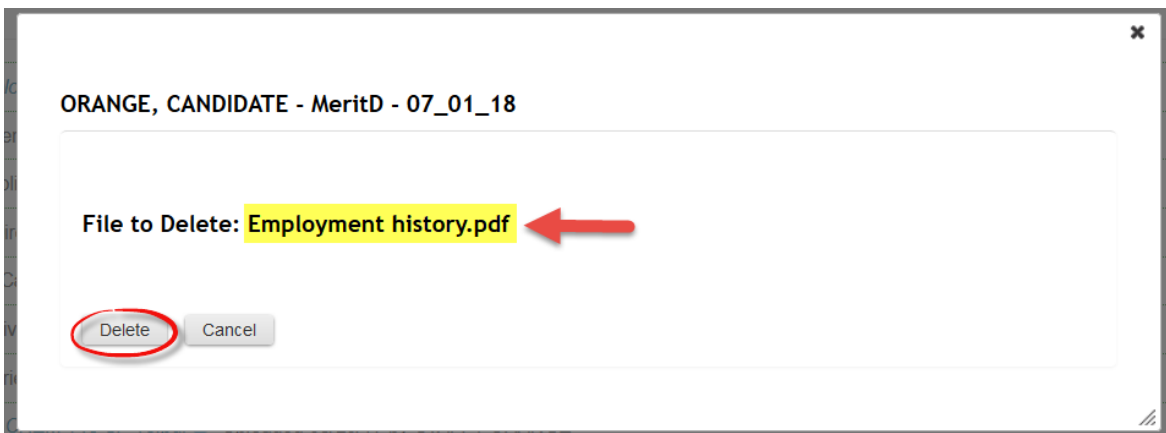
[View File Tracking](#)

Status: File Prep

File Actions... Confirm

- FILE PREPARATION	
▪ Employment History Employment history.pdf Uploaded 03/29/17 by STAFF1 ORANGE	Replace Delete
▪ Candidate Personal Statement Candidate personal statement - revised.pdf Uploaded 03/29/17 by STAFF1 ORANGE	Replace Delete
▪ Referee ID List, including Solicitation Letter(s)	Upload
▪ Course Load and Student Direction Form Course Load and Student Direction form.pdf Uploaded 03/29/17 by STAFF1 ORANGE	Replace Delete
▪ SOM Teaching and Patient Case Load Form	Upload

5. This opens a new screen showing the name of the document you have chosen to delete. Click the “Delete” button to complete this step and return to the review file detail screen.



Verifying that all documents have been uploaded

You will know that all necessary documents have been uploaded when there is a PDF link, date, and name after each type of document required for the file.











- ▶ You must determine which documents are necessary for a particular type of file; the system cannot do this for you. For example, the SOM Teaching and Patient Case Load form is not required for a General Campus professor’s file, so although it is listed in the File Preparation area, you would not need to upload this type of document.

ORANGE, CANDIDATE - MeritD - 07_01_18

[View File Tracking](#)

Status: File Prep

File Actions...

- FILE PREPARATION	
▪ Employment History Employment history.pdf  Uploaded 03/29/17 by STAFF1 ORANGE	Replace Delete
▪ Candidate Personal Statement Candidate personal statement - revised.pdf  Uploaded 03/29/17 by STAFF1 ORANGE	Replace Delete
▪ Referee ID List, including Solicitation Letter(s)	Upload
▪ Course Load and Student Direction Form Course Load and Student Direction form.pdf  Uploaded 03/29/17 by STAFF1 ORANGE	Replace Delete
▪ SOM Teaching and Patient Case Load Form	Upload
▪ Evidence of Teaching Effectiveness	
▪ CAPE Reports (summaries, stat sheets)	Upload Reorder
▪ CAPE REPORT - CHEM 145 SP 13.pdf  Uploaded 03/29/17 by STAFF1 ORANGE	Replace Delete
▪ CAPE REPORT - CHEM 187 WI 13.pdf  Uploaded 03/29/17 by STAFF1 ORANGE	Replace Delete
▪ CAPE REPORT - CHEM 228 FA 12.pdf  Uploaded 03/29/17 by STAFF1 ORANGE	Replace Delete
▪ Departmental Teaching Evaluations	Upload Reorder
▪ Dept Teaching Eval - CHEM 102 FA 12.pdf  Uploaded 03/29/17 by STAFF1 ORANGE	Replace Delete
▪ Dept Teaching Eval - CHEM 165 SP 13.pdf  Uploaded 03/29/17 by STAFF1 ORANGE	Replace Delete
▪ Dept Teaching Eval - CHEM 222 WI 14.pdf  Uploaded 03/29/17 by STAFF1 ORANGE	Replace Delete
▪ Other Evidence (e.g. peer review of teaching, course syllabi, teaching statement)	Upload
▪ Biography/Bibliography BioBib.pdf  Uploaded 03/29/17 by STAFF1 ORANGE	Replace Delete
▪ Sabbatical Report	Upload
▪ Other (do not upload publications)	Upload
▪ Certification: Departmental Review	Notify Candidate to Certify

(Note: Since the proposed action in this example is a normal merit, external referee letters are not required. However, for actions that do require them, you would first need to upload the Referee ID List, which contains the solicitation letter(s) sent to external referees. You would then see a line for the external referee letters, and you would be able to upload them at that point. A more complete discussion of external referee letters is contained in Appendix 5 in this manual.)

- *It is strongly recommended that you ask the Candidate to check all the uploaded documents at this point, before you notify him or her to sign the Certification of Departmental Review (see next step). This way, documents can be easily corrected and replaced. If you find that a document must be replaced *after* the certification has been signed, you will need return the file to File Prep, make corrections, and then ask the Candidate to inspect the file and sign the certification again.*

Notifying the Candidate to inspect the file and sign the departmental review certification

After all necessary documents have been uploaded, but prior to the departmental review of the file, the Candidate must be offered the opportunity to inspect the file and upload a response to the materials in the file. The Candidate will verify that he or she has received this opportunity by electronically signing the Certification of Departmental Review.

1. On the file details page, scroll down to the line for Certification: Department Review and click the “Notify Candidate to Certify” link. (Previous versions of *Review* required that

notifications were via the file action drop down menu. This changed effective June 2017 with the final *Review enhancement release*)

▪ Dept Teaching Eval - CHEM 102 FA 12.pdf Uploaded 03/29/17 by STAFF1 ORANGE	Replace Delete
▪ Dept Teaching Eval - CHEM 165 SP 13.pdf Uploaded 03/29/17 by STAFF1 ORANGE	Replace Delete
▪ Dept Teaching Eval - CHEM 222 WI 14.pdf Uploaded 03/29/17 by STAFF1 ORANGE	Replace Delete
▪ Other Evidence (e.g. peer review of teaching, course syllabi, teaching statement)	Upload
▪ Biography/Bibliography BioBib.pdf Uploaded 03/29/17 by STAFF1 ORANGE	Replace Delete
▪ Sabbatical Report	Upload
▪ Other (do not upload publications)	Upload
▪ Certification: Departmental Review	Notify Candidate to Certify

2. You will see the notification to the Candidate. The notification contains standard wording that cannot be changed, but you can add further information or instructions in the message box provided. *Be sure to include your name and contact information in the message.* When you are ready to send the notification, click “Send” at the bottom of the screen.

Email Notification

ORANGE, CANDIDATE - MeritD - 07_01_18

From: bmisquez@ucsd.edu
To:
Cc:

Subject:
Academic review file ready for departmental review (ORANGE, CANDIDATE - MeritD - 07_

Message:
Academic review file ready for departmental review (ORANGE, CANDIDATE - MeritD - 07_01_18)

Please type your message here:

5553 character(s) left

This is to inform you that your academic review file (noted above) is now ready for departmental review

You may inspect all non-confidential documents in your review file by logging on to AP On-Line (<https://www-act.ucsd.edu/apol>) and clicking on the link to your review file.

If your file includes confidential documents and you wish to obtain access to redacted copies of them (optional), you may do so by clicking on the link in your file requesting access to these documents. You will be notified via email when access has been granted if the material has not previously been uploaded to your file.

When you have completed your inspection of the materials in your file, please complete the departmental review certification. You may upload a written statement in response to or commenting on materials in your review file when completing this certification. This statement will be made available to departmental reviewers prior to determination of the departmental recommendation.

If you have any questions about the academic review process or preparation of your academic review file, please contact your department.

[Send](#) [Cancel](#)

- ▶ After the Candidate has been notified to sign the Certification of Departmental Review, nothing other than a Referee ID list, including solicitation letters, and redacted and/or unredacted external referee letters can be uploaded, deleted, or replaced in the file unless the file is returned to File Preparation.

Note that in the screen below, links (“Upload,” “Replace,” etc.) are no longer available on the right side of the screen for all document types excluding Referee ID list, and the “Status” line has changed from “File Prep” to “Dept Rev Cert Pending.”

The Candidate must sign the Certification of Departmental Review before the review process can proceed.


ORANGE, CANDIDATE - MeritD - 07_01_18

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

Status: Dept Rev Cert pending



File Actions...

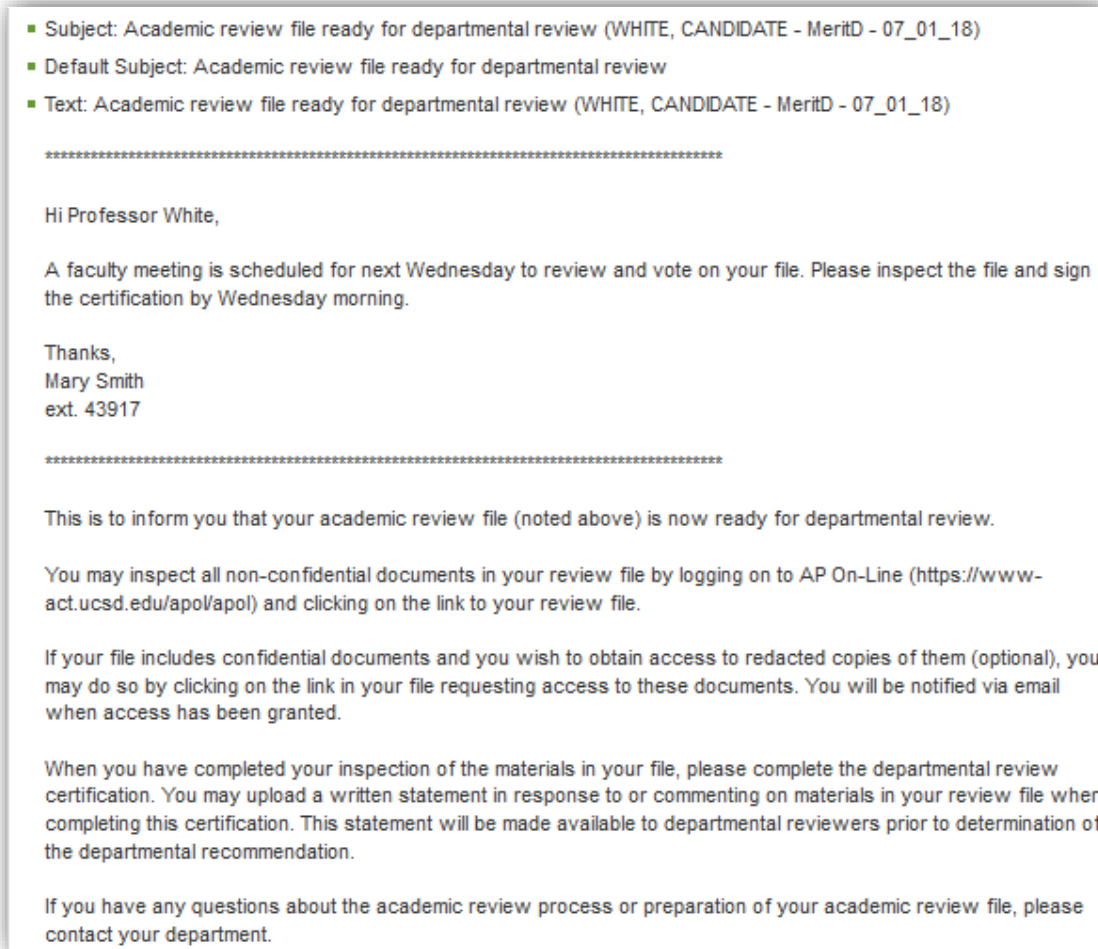
 Candidate has been notified to sign the certification

– FILE PREPARATION

▪ Employment History <i>Employment history.pdf</i> Uploaded 03/29/17 by STAFF1 ORANGE	
▪ Candidate Personal Statement <i>Candidate personal statement - revised.pdf</i> Uploaded 03/29/17 by STAFF1 ORANGE	
▪ Referee ID List, including Solicitation Letter(s)	Upload
▪ Course Load and Student Direction Form <i>Course Load and Student Direction form.pdf</i> Uploaded 03/29/17 by STAFF1 ORANGE	
▪ SOM Teaching and Patient Case Load Form	
▪ Evidence of Teaching Effectiveness	
▪ CAPE Reports (summaries, stat sheets)	
▪ <i>CAPE REPORT - CHEM 145 SP 13.pdf</i> Uploaded 03/29/17 by STAFF1 ORANGE	
▪ <i>CAPE REPORT - CHEM 187 WI 13.pdf</i> Uploaded 03/29/17 by STAFF1 ORANGE	
▪ <i>CAPE REPORT - CHEM 228 FA 12.pdf</i> Uploaded 03/29/17 by STAFF1 ORANGE	
▪ Departmental Teaching Evaluations	
▪ <i>Dept Teaching Eval - CHEM 102 FA 12.pdf</i> Uploaded 03/29/17 by STAFF1 ORANGE	
▪ <i>Dept Teaching Eval - CHEM 165 SP 13.pdf</i> Uploaded 03/29/17 by STAFF1 ORANGE	

Candidate’s inspection of file and signing of departmental review certification

1. Below is the Candidate’s view of the notification to inspect the file and sign the Certification of Departmental Review.



2. The Candidate will log on to *Review* and click “Review Files” on the Candidate home screen. (For a view of the Candidate home screen, see [Appendix 1.](#))
3. On the Review Files screen, the file name will be preceded by an exclamation point indicating that some action must be taken, and the Status column will show that the Certification of Departmental Review is pending. The Candidate will click the file name to open the review file detail screen.

ACADEMIC PERSONNEL ONLINE UC San Diego

Home | Review Files | Access Rights | External Tools

Review Files | [Create New File](#) Show all files

Search:

Alert	File Name	Dept Name	Div Name	Status	Last Action
	WHITE, CANDIDATE - MeritD - 07_01_18	WHITE	BROWN	Dept Rev Cert pending	03/29/17

- 4. The review file detail screen will display a message directing the Candidate to sign the Certification of Departmental Review.

ACADEMIC PERSONNEL ONLINE

Home | **Review Files** | Access Rights | External Tools

WHITE, CANDIDATE - MeritD - 07_01_18

Select File Type ▾ View [View File Tracking](#)

Status: Dept Rev Cert pending

❗ Step 1: Review your file (select 'Candidate' from the dropdown above and click 'View.' Your bundled pdf file will open in a new tab/window)
Step 2: Sign the departmental review certification

- FILE PREPARATION

- Employment History | *Employment history.pdf* Uploaded 03/29/17 by STAFF1 WHITE
- Candidate Personal Statement | *Candidate personal statement.pdf* Uploaded 03/29/17 by STAFF1 WHITE
- Referee ID List, including Solicitation Letter(s)

- 5. The red text in the File Preparation section also directs the Candidate to sign this certification, and a “Sign” link is provided.

▶ **The Candidate should inspect the file (see next step) before clicking “Sign.”**

- Biography/Bibliography | *BioBib.pdf* Uploaded 03/29/17 by STAFF1 WHITE
- Sabbatical Report
- Other (do not upload publications)
- Certification: Departmental Review | [Sign](#)
Step 1: Review your file (select 'Candidate' from the dropdown above and click 'View.' Your bundled pdf file will open in a new tab/window)
Step 2: Sign the departmental review certification

+ DEPARTMENTAL REVIEW

+ DEAN FINAL AUTHORITY REVIEW

+ POST AUDIT

- 6. To inspect the bundled file, the Candidate will select “Candidate” on the Select File Type drop-down menu and click “View.”

WHITE, CANDIDATE - MeritD - 07_01_18

Select File Type **View** [View File Tracking](#)
 Select File Type
 Candidate
Status: Dept Rev Cert pending

- Step 1: Review your file (select 'Candidate' from the dropdown above and click 'View.' Your bundled pdf file will open in a new tab/window)**
- Step 2: Sign the departmental review certification**

- FILE PREPARATION

- Employment History | *Employment history.pdf* Uploaded 03/29/17 by STAFF1 WHITE

7. The Candidate can navigate through the bundled PDF file either by using the bookmarks at the left side of the screen or by clicking on an item in the Table of Contents. When the inspection is complete, the Candidate can close the window to return to the review file detail screen.

The screenshot shows a PDF viewer interface. On the left is a sidebar with a 'Table of Contents' bookmark. Under this bookmark, 'Employment History' is selected and circled in red. The main area of the viewer displays the 'Table of Contents' of the PDF, with 'Employment History...' also circled in red. The table lists various sections and their page numbers:

Section	Page Number
Employment History...	2
Candidate Personal Statement...	3
Course Load and Student Direction Form...	4
Evidence of Teaching Effectiveness	
CAPE Reports (summaries, stat sheets)...	5
CAPE Reports (summaries, stat sheets)...	6
CAPE Reports (summaries, stat sheets)...	7
Departmental Teaching Evaluations...	8
Departmental Teaching Evaluations...	9
Departmental Teaching Evaluations...	10
Other Evidence of Teaching Effectiveness...	11
Other Evidence of Teaching Effectiveness...	12
Other Evidence of Teaching Effectiveness...	13
Biography/Bibliography...	14
Sabbatical Report...	15

8. On the review file detail screen, the Candidate will click “Sign” to open the Certification of Departmental Review.

- Biography/Bibliography | *BioBib.pdf Uploaded 03/29/17 by STAFF1 WHITE*
- Sabbatical Report
- Other (do not upload publications)
- Certification: Departmental Review | Sign
 - Step 1: Review your file (select 'Candidate' from the dropdown above and click 'View.' Your bundled pdf file will open in a new tab/window)*
 - Step 2: Sign the departmental review certification*

+ DEPARTMENTAL REVIEW

+ DEAN FINAL AUTHORITY REVIEW

+ POST AUDIT

9. In the certification, the Candidate will click “I accept” and can use the “Browse” button to upload a response to materials in the file (optional). **The Candidate’s response is created and converted to a PDF for uploading into the file outside Review.**

The title of the uploaded document will appear below the Browse button.

The Candidate will click “Confirm” to electronically sign the certification.

▶ **By electronically signing this certification, the Candidate formally submits the file for departmental review.**

Certification of Departmental Review for Review File WHITE, CANDIDATE - MeritD - 07_01_18

I certify that:

1. 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.
2. I was provided the opportunity to ask questions and to supply pertinent information and evidence.
3. I have reviewed all non-confidential material in my academic review file.
4. I was provided the opportunity to request redacted copies of confidential material (if any) in my academic review file.
5. I understand I may submit a written statement for inclusion in this file in response to or commenting upon material in the file.
6. If relevant to this review, I was given the opportunity to provide, in writing, names of persons who, in my view, might not be able to objectively evaluate my qualifications and performance.

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. It does not imply your agreement or 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 accept

Upload New Response Document(s) (PDF’s only) - This is optional.

Note: Do not upload PDF documents that require a password to open or modify.

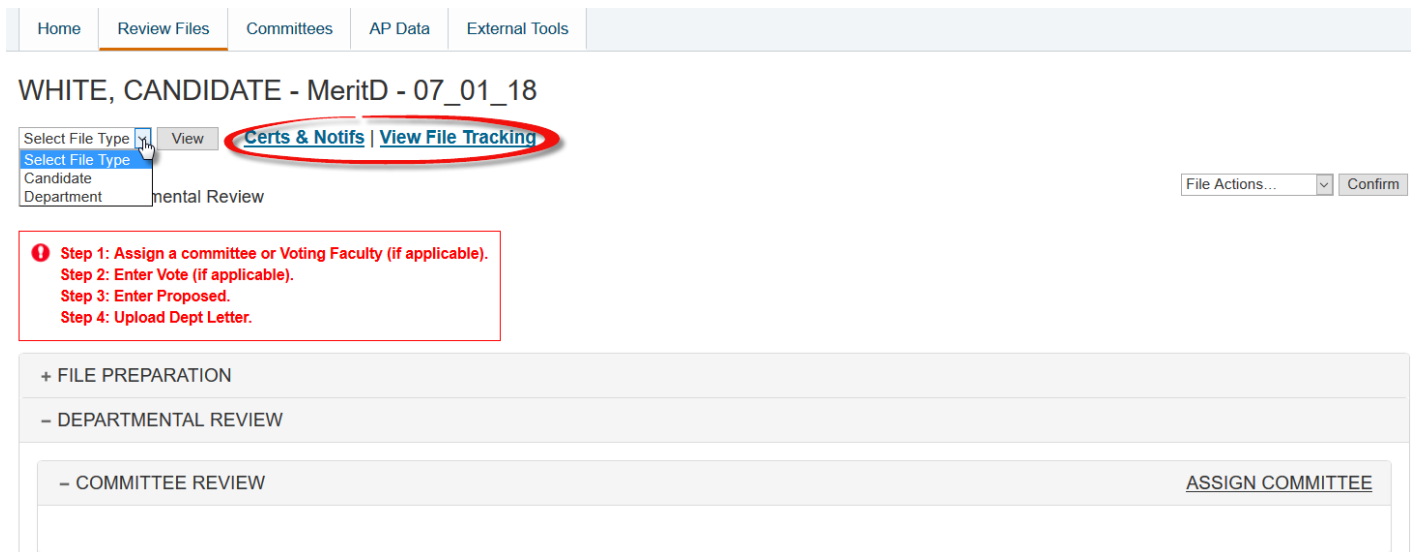
Any apostrophe in your file name will be replaced with an underscore.

Browse...

Note: If the file is later returned to the department by the Dean’s office for corrections, and the Candidate is asked to re-sign the Departmental Recommendation Certification, the Candidate can delete the original response to the materials in the file (if any) by checking the delete box on the pop-up screen that appears after clicking “I accept” (not shown), and a new response can be uploaded. Alternatively, the original response can be left in place, and a new response can be added as well by clicking the Browse button. *This can be done any time the Candidate is asked to re-sign any certification.*

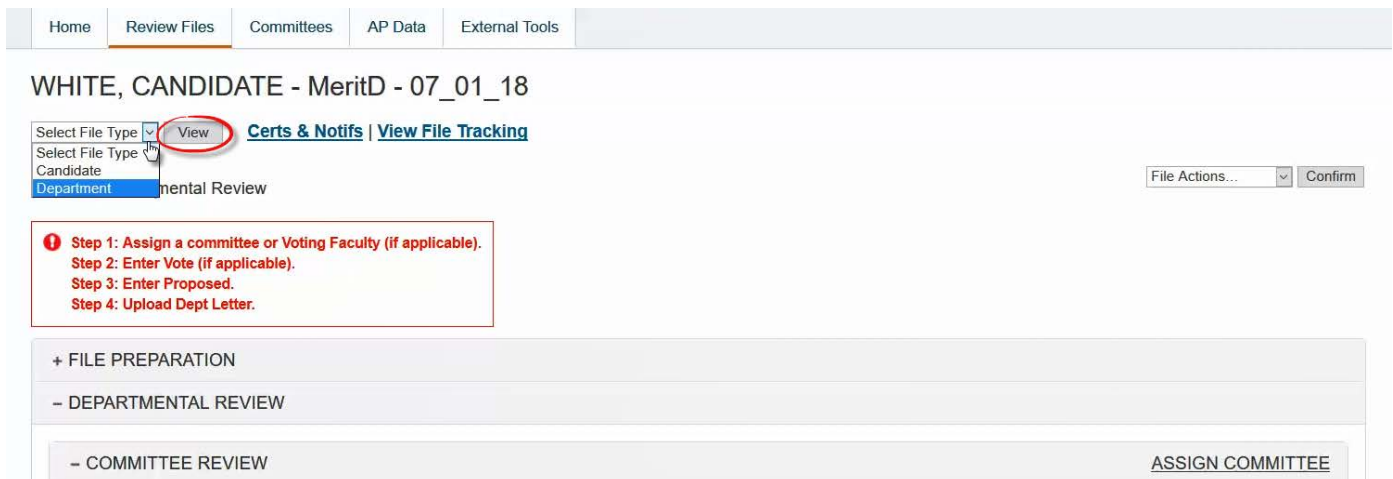
File views and file tracking

Once the Candidate has been notified to sign the Certification of Departmental Review, you will have access to both views of the bundled file (the Department view and the Candidate view), which are available via the Select File Type drop-down menu. You will also have two links to information about the progress of the file, “Certs & Notifs” and “View File Tracking.” Note that the Candidate will have access to View File Tracking, but not Certs & Notifs, because notifications may contain confidential information.



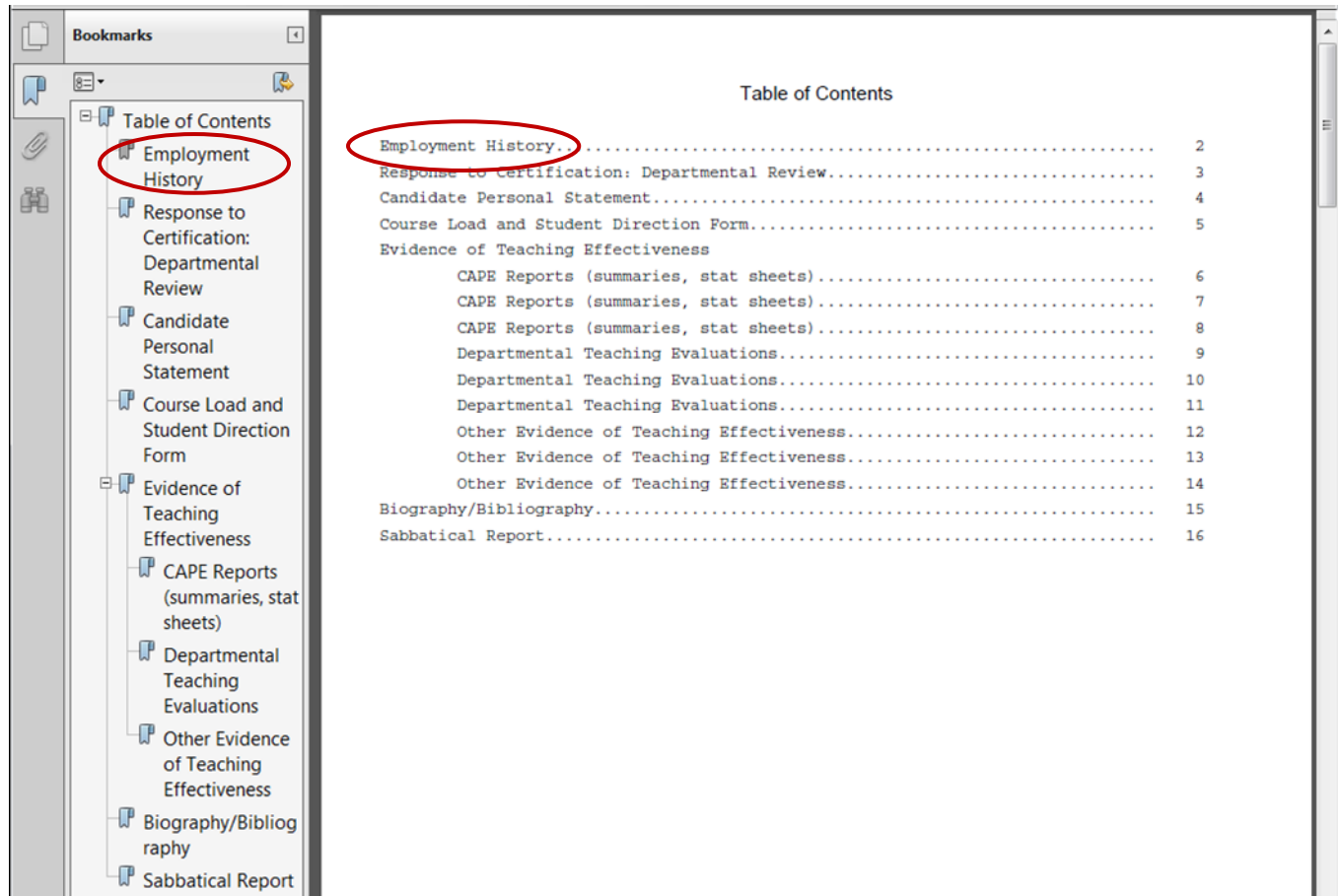
1. Department view of the bundled file

On the Select File Type drop-down menu, highlight “Department” and then click “View.”



The Department view of the bundled file will contain any *unredacted* confidential documents included in the file, such as the unredacted departmental ad hoc committee report. (There are not yet any unredacted documents in this example file.)

Clicking on an item in either the Bookmarks column or the Table of Contents will take you to that item in the file.



2. Candidate view of the bundled file

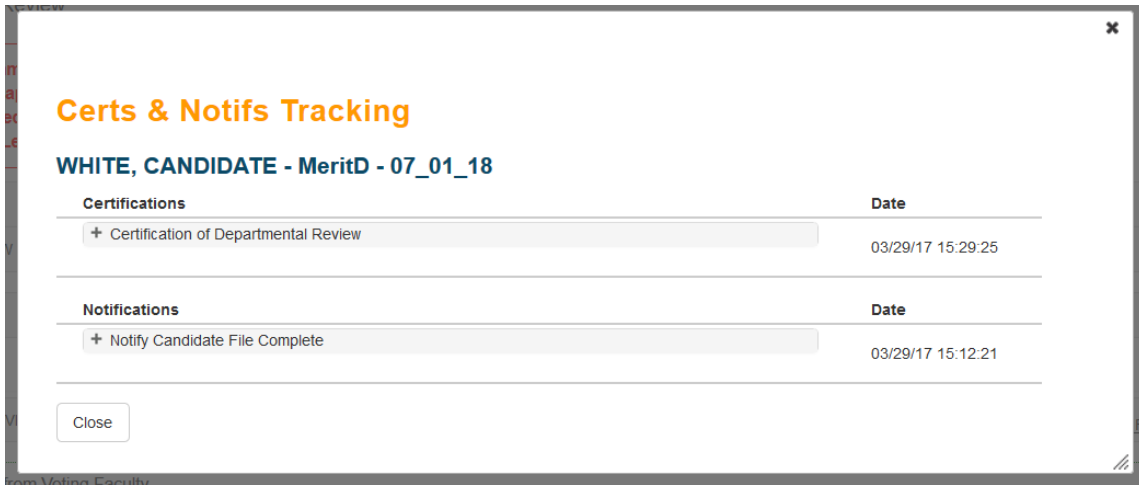
The Candidate view of the bundled file will be different from the Department view if the file contains any confidential documents. The Candidate view will contain only the *redacted* versions of these documents. (In this example, there are not yet any confidential documents in the file, so the Candidate view is still the same as the Department view above.)

3. Certs and Notifs Tracking

If you click the “Certs & Notifs” link on the review file detail screen, you will see a list of the certifications signed by the Candidate to date and a list of any online notifications sent by one role to another (e.g., by Department Staff to Department Ad Hoc or Voting Faculty).

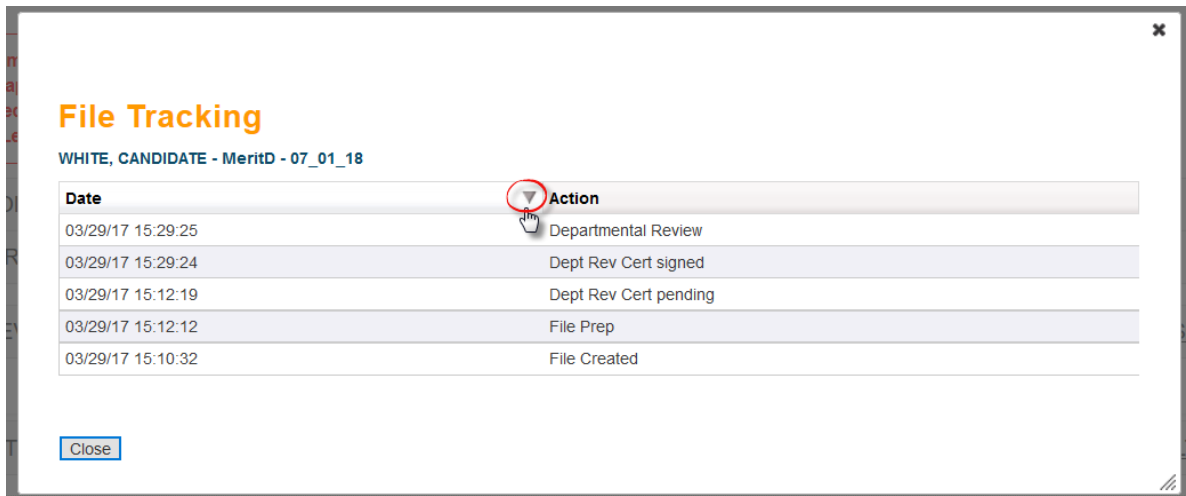
The certifications and notifications are not included in the review file itself, but can be viewed via the links on this screen.

By default, the certifications and notifications appear in *reverse* chronological order so you always see the most recently completed item first.



4. File Tracking

If you click the “View File Tracking” link, you will see a list of the steps that have been completed or are pending. By default, these steps appear in reverse chronological order so you always see the most recently completed step first, but you can click the down arrow to change to chronological order.



Addendum – Handling of External Referee Letters

- To upload external referee letters during the File Preparation stage (Section B), you must first upload the Referee ID List, which includes the solicitation letter(s) sent to the external referees.

Like all other documents in the file, the Referee ID List and external referee letters are PDFs created outside *Review*.

File names for external referee letters *must not* include referees’ actual names (or any other information that might disclose their identities), but instead should be labeled with letters of the alphabet (“External Referee Letter A,” “External Referee Letter B,” etc.) to correspond to the letters on the Referee ID List.

Note that you can reorder, delete, and replace these documents until the Candidate is notified to sign the Certification of Departmental Review.

Effective June 2017, *Review* also includes the ability to upload the redacted versions of the external referee letters prior to notifying the candidate to certify and request redacted copies. The redacted versions of external letters will not automatically be provided, the candidate will still need to request them. However, if they are already uploaded, the system will automatically refresh for the candidate and an onscreen alert will inform the candidate that the letters have been uploaded and can be viewed in their candidate bundle.

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

WHITE, CANDIDATE - MeritD - 07_01_18

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

Status: File Prep File Actions... Confirm

– FILE PREPARATION

▪ Employment History Employment history.pdf Uploaded 03/29/17 by STAFF1 WHITE	Replace Delete
▪ Candidate Personal Statement Candidate personal statement.pdf Uploaded 03/29/17 by STAFF1 WHITE	Replace Delete
▪ Referee ID List, including Solicitation Letter(s) Referee ID form.pdf Uploaded 04/05/17 by STAFF1 WHITE	Replace Delete
▪ External Referee Letters - Unredacted	Upload Reorder
▪ External referee A letter - unredacted.pdf Uploaded 04/05/17 by STAFF1 WHITE	Replace Delete
▪ External referee B letter - unredacted.pdf Uploaded 04/05/17 by STAFF1 WHITE	Replace Delete
▪ External referee C letter - unredacted.pdf Uploaded 04/05/17 by STAFF1 WHITE	Replace Delete
▪ External Referee Letters - Redacted	Upload
▪ Course Load and Student Direction Form Course Load and Student Direction form.pdf Uploaded 03/29/17 by STAFF1 WHITE	Replace Delete

- When the file is complete, you will notify the Candidate to sign the Certification of Departmental Review by clicking the “Notify Candidate to Certify” link located at the bottom of the file preparation section.

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

WHITE, CANDIDATE - MeritD - 07_01_18

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

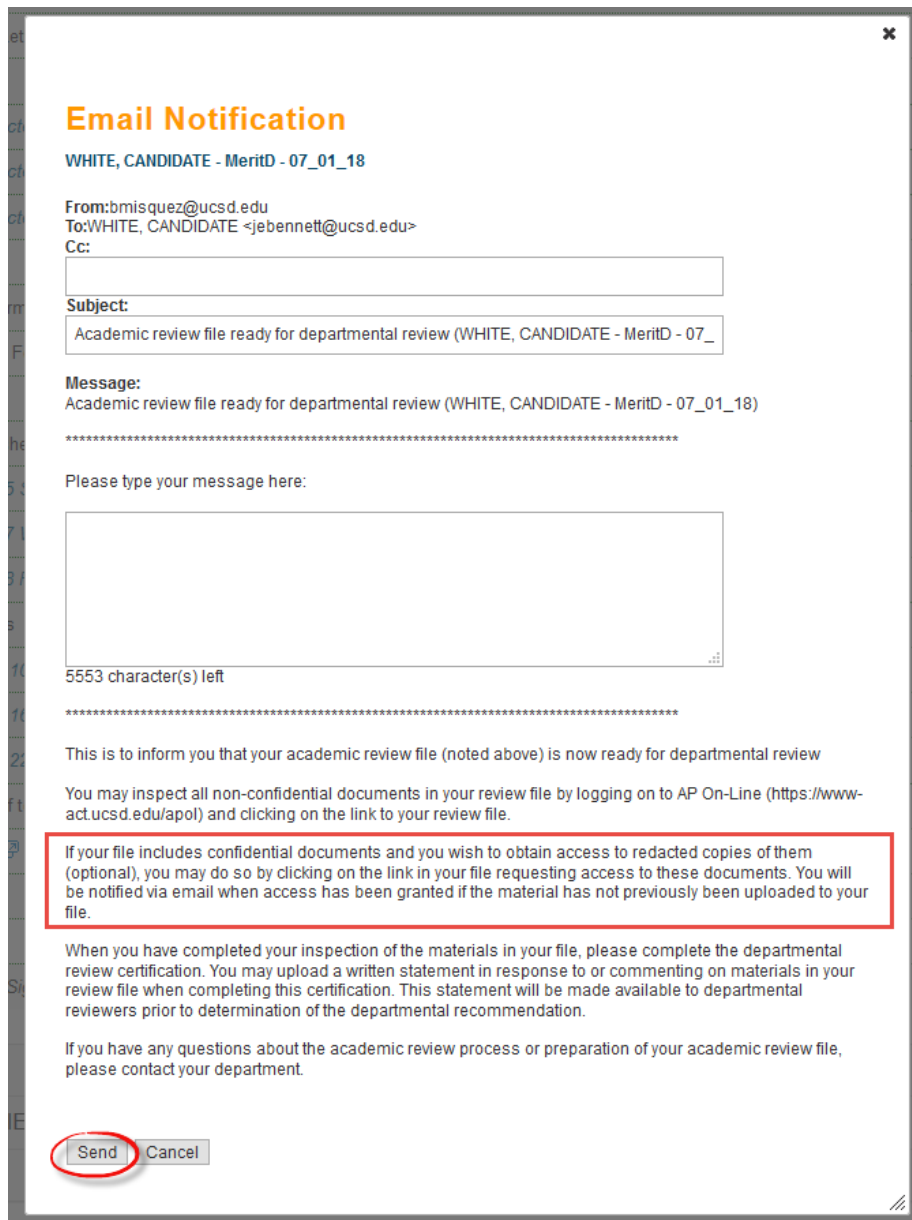
Status: File Prep File Actions...

- FILE PREPARATION

▪ Employment History Employment history.pdf Uploaded 03/29/17 by STAFF1 WHITE	Replace Delete
▪ Candidate Personal Statement Candidate personal statement.pdf Uploaded 03/29/17 by STAFF1 WHITE	Replace Delete
▪ Referee ID List, including Solicitation Letter(s) Referee ID form.pdf Uploaded 04/05/17 by STAFF1 WHITE	Replace Delete
▪ External Referee Letters - Unredacted	Upload Reorder
▪ External referee A letter - unredacted.pdf Uploaded 04/05/17 by STAFF1 WHITE	Replace Delete
▪ External referee B letter - unredacted.pdf Uploaded 04/05/17 by STAFF1 WHITE	Replace Delete
▪ External referee C letter - unredacted.pdf Uploaded 04/05/17 by STAFF1 WHITE	Replace Delete
▪ External Referee Letters - Redacted	Upload
▪ Course Load and Student Direction Form Course Load and Student Direction form.pdf Uploaded 03/29/17 by STAFF1 WHITE	Replace Delete
▪ SOM Teaching and Patient Case Load Form	Upload
▪ Evidence of Teaching Effectiveness	
▪ CAPE Reports (summaries, stat sheets)	Upload Reorder
▪ CAPE REPORT - CHEM 145 SP 13.pdf Uploaded 03/29/17 by STAFF1 WHITE	Replace Delete
▪ CAPE REPORT - CHEM 187 WI 13.pdf Uploaded 03/29/17 by STAFF1 WHITE	Replace Delete
▪ CAPE REPORT - CHEM 228 FA 12.pdf Uploaded 03/29/17 by STAFF1 WHITE	Replace Delete
▪ Departmental Teaching Evaluations	Upload Reorder
▪ Dept Teaching Eval - CHEM 102 FA 12.pdf Uploaded 03/29/17 by STAFF1 WHITE	Replace Delete
▪ Dept Teaching Eval - CHEM 165 SP 13.pdf Uploaded 03/29/17 by STAFF1 WHITE	Replace Delete
▪ Dept Teaching Eval - CHEM 222 WI 14.pdf Uploaded 03/29/17 by STAFF1 WHITE	Replace Delete
▪ Other Evidence (e.g. peer review of teaching, course syllabi, teaching statement)	Upload
▪ Biography/Bibliography BioBib.pdf Uploaded 03/29/17 by STAFF1 WHITE	Replace Delete
▪ Sabbatical Report	Upload
▪ Other (do not upload publications)	Upload
▪ Certification: Departmental Review	Notify Candidate to Certify

3. You will see the following notification to the Candidate. (Note that the Candidate will be able to request access to redacted copies of external referee letters.)

You can add a message in the box provided and then click Send.



- 4. The review file detail screen will instruct the Candidate to review their file materials and either sign the Certification of Departmental Review or request access to the external referee letters. In this example, the Candidate requests access by clicking the appropriate link.

WHITE, CANDIDATE - MeritD - 07_01_18

Select File Type [View File Tracking](#)

Status: Dept Rev Cert pending

- Step 1: Review your file (select 'Candidate' from the dropdown above and click 'View.' Your bundled pdf file will open in a new tab/window)**
Step 2: Request access to redacted referee letters (optional)
Step 3: Sign the department review certification

- FILE PREPARATION	
▪ Employment History	<i>Employment history.pdf</i> Uploaded 03/29/17 by STAFF1 WHITE
▪ Candidate Personal Statement	<i>Candidate personal statement.pdf</i> Uploaded 03/29/17 by STAFF1 WHITE
▪ Referee ID List, including Solicitation Letter(s)	<i>Referee ID form.pdf</i> Uploaded 04/05/17 by STAFF1 WHITE
▪ External Referee Letters - Unredacted	
▪	<i>External referee A letter - unredacted.pdf</i> Uploaded 04/05/17 by STAFF1 WHITE
▪	<i>External referee B letter - unredacted.pdf</i> Uploaded 04/05/17 by STAFF1 WHITE
▪	<i>External referee C letter - unredacted.pdf</i> Uploaded 04/05/17 by STAFF1 WHITE
▪ External Referee Letters - Redacted	
▪ Course Load and Student Direction Form	<i>Course Load and Student Direction form.pdf</i> Uploaded 03/29/17 by STAFF1 WHITE
▪ SOM Teaching and Patient Case Load Form	
▪ Evidence of Teaching Effectiveness	
▪ CAPE Reports (summaries, stat sheets)	
▪	<i>CAPE REPORT - CHEM 145 SP 13.pdf</i> Uploaded 03/29/17 by STAFF1 WHITE
▪	<i>CAPE REPORT - CHEM 187 WI 13.pdf</i> Uploaded 03/29/17 by STAFF1 WHITE
▪	<i>CAPE REPORT - CHEM 228 FA 12.pdf</i> Uploaded 03/29/17 by STAFF1 WHITE
▪ Departmental Teaching Evaluations	
▪	<i>Dept Teaching Eval - CHEM 102 FA 12.pdf</i> Uploaded 03/29/17 by STAFF1 WHITE
▪	<i>Dept Teaching Eval - CHEM 165 SP 13.pdf</i> Uploaded 03/29/17 by STAFF1 WHITE
▪	<i>Dept Teaching Eval - CHEM 222 WI 14.pdf</i> Uploaded 03/29/17 by STAFF1 WHITE
▪ Other Evidence (e.g. peer review of teaching, course syllabi, teaching statement)	
▪ Biography/Bibliography	<i>BioBib.pdf</i> Uploaded 03/29/17 by STAFF1 WHITE
▪ Sabbatical Report	
▪ Other (do not upload publications)	
▪ Certification: Departmental Review	Sign Req Ltr
Step 1: Review your file (select 'Candidate' from the dropdown above and click 'View.' Your bundled pdf file will open in a new tab/window)	
Step 2: Request access to redacted referee letters (optional)	
Step 3: Sign the department review certification	

- The Candidate will click Confirm on the subsequent pop-up screen to request access and return to the review file detail screen.
- If the Department Staff had not previously uploaded the redacted external referee letters prior to notifying the candidate to certify, they will receive a notification (not shown) that the Candidate has requested access to the redacted external referee letters. A message stating that the Candidate requests access will appear on the review file detail screen, and there will be an Upload button on the line for redacted external letters.





WHITE, CANDIDATE - MeritD - 07_01_18

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

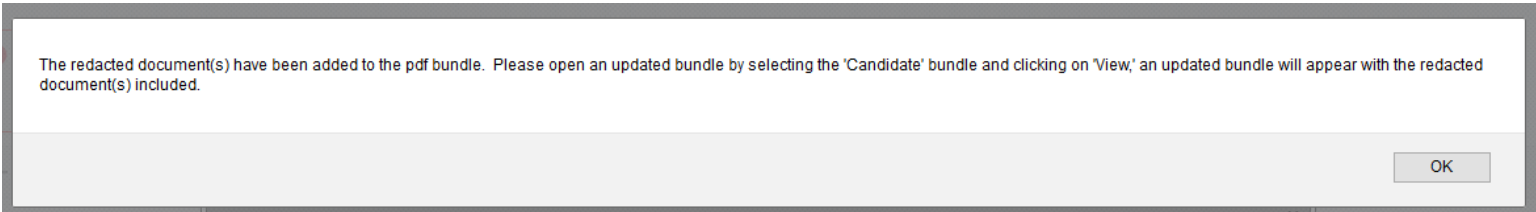
Status: Dept Rev Cert pending

File Actions...

! Candidate requests access to External Referee Letters.

- FILE PREPARATION	
• Employment History <i>Employment history.pdf</i> Uploaded 03/29/17 by STAFF1 WHITE	
• Candidate Personal Statement <i>Candidate personal statement.pdf</i> Uploaded 03/29/17 by STAFF1 WHITE	
• Referee ID List, including Solicitation Letter(s) <i>Referee ID form.pdf</i>  Uploaded 04/05/17 by STAFF1 WHITE	Replace Delete
• External Referee Letters - Unredacted	Upload Reorder
• <i>External referee A letter - unredacted.pdf</i>  Uploaded 04/05/17 by STAFF1 WHITE	Replace Delete
• <i>External referee B letter - unredacted.pdf</i>  Uploaded 04/05/17 by STAFF1 WHITE	Replace Delete
• <i>External referee C letter - unredacted.pdf</i>  Uploaded 04/05/17 by STAFF1 WHITE	Replace Delete
• External Referee Letters - Redacted	Upload

If the redacted external referee letters were previously uploaded, the candidate will receive an onscreen notification that the redacted copies are now included in their pdf bundle.



After clicking “OK”, the onscreen instructions to the candidate will update and the “Req Ltr” link will disappear.

YELLOW, CANDIDATE - Promo - 07_01_18

Select File Type [View File Tracking](#)

Status: Dept Rev Cert pending

- Step 1: Review your file (select 'Candidate' from the dropdown above and click 'View.' Your bundled pdf file will open in a new tab/window)**
Step 2: Sign the departmental review certification

– FILE PREPARATION

- Employment History | *Employment history.pdf* Uploaded 04/06/17 by STAFF1 YELLOW
- Candidate Personal Statement | *Candidate personal statement.pdf* Uploaded 04/06/17 by STAFF1 YELLOW
- Referee ID List, including Solicitation Letter(s) | *Referee ID form.pdf* Uploaded 04/06/17 by STAFF1 YELLOW
- External Referee Letters - Unredacted
 - *External referee A letter - unredacted.pdf* Uploaded 04/06/17 by STAFF1 YELLOW
 - *External referee B letter - unredacted.pdf* Uploaded 04/06/17 by STAFF1 YELLOW
 - *External referee C letter - unredacted.pdf* Uploaded 04/06/17 by STAFF1 YELLOW
- External Referee Letters - Redacted
 - *External referee A letter - redacted.pdf* Uploaded 04/06/17 by STAFF1 YELLOW
 - *External referee B letter - redacted.pdf* Uploaded 04/06/17 by STAFF1 YELLOW
 - *External referee C letter - redacted.pdf* Uploaded 04/06/17 by STAFF1 YELLOW
- Course Load and Student Direction Form | *Course Load and Student Direction form.pdf* Uploaded 04/06/17 by STAFF1 YELLOW
- SOM Teaching and Patient Case Load Form
- Evidence of Teaching Effectiveness
 - CAPE Reports (summaries, stat sheets)
 - *CAPE REPORT - CHEM 145 SP 13.pdf* Uploaded 04/06/17 by STAFF1 YELLOW
 - *CAPE REPORT - CHEM 187 WI 13.pdf* Uploaded 04/06/17 by STAFF1 YELLOW
 - *CAPE REPORT - CHEM 228 FA 12.pdf* Uploaded 04/06/17 by STAFF1 YELLOW
 - Departmental Teaching Evaluations
 - Other Evidence (e.g. peer review of teaching, course syllabi, teaching statement)
- Biography/Bibliography | *Biobib revised at dept request.pdf* Uploaded 04/06/17 by STAFF1 YELLOW
- Sabbatical Report
- Other (do not upload publications)
- Certification: Departmental Review | [Sign](#)

Step 1: Review your file (select 'Candidate' from the dropdown above and click 'View.' Your bundled pdf file will open in a new tab/window)
Step 2: Sign the departmental review certification

7. The number of redacted letters uploaded must match the number of unredacted letters in the file, and the system is able to detect the numbers. If the numbers do not match, you will receive an error message when you try to notify the candidate (in a later step) that the redacted letters are available.

Note, however, that the system can only detect whether equal numbers of redacted and unredacted letters have been uploaded. It cannot determine whether each redacted letter corresponds to the correct unredacted letter, so you must ensure that the letters match up.

8. To notify the Candidate that access to the redacted external referee letters is available, click the “Notify Candidate Access Has Been Granted” link located at the bottom of the file preparation section.

WHITE, CANDIDATE - MeritD - 07_01_18

Select File Type View Certs & Notifs View File Tracking

Status: Dept Rev Cert pending

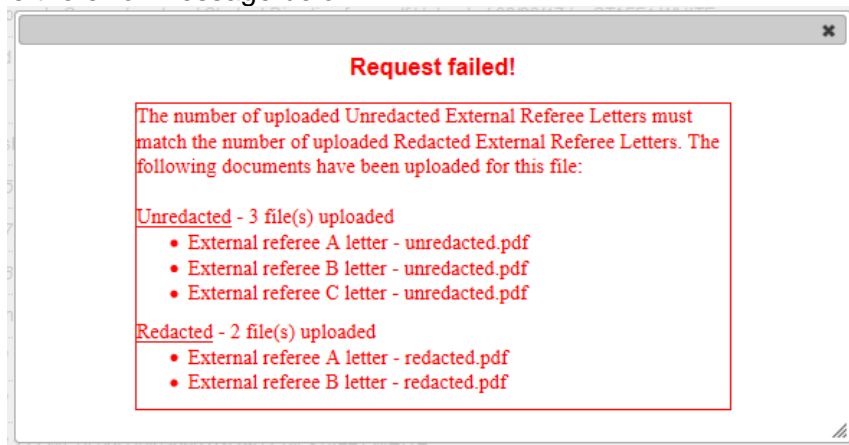
File Actions... Confirm

Candidate requests access to External Referee Letters.

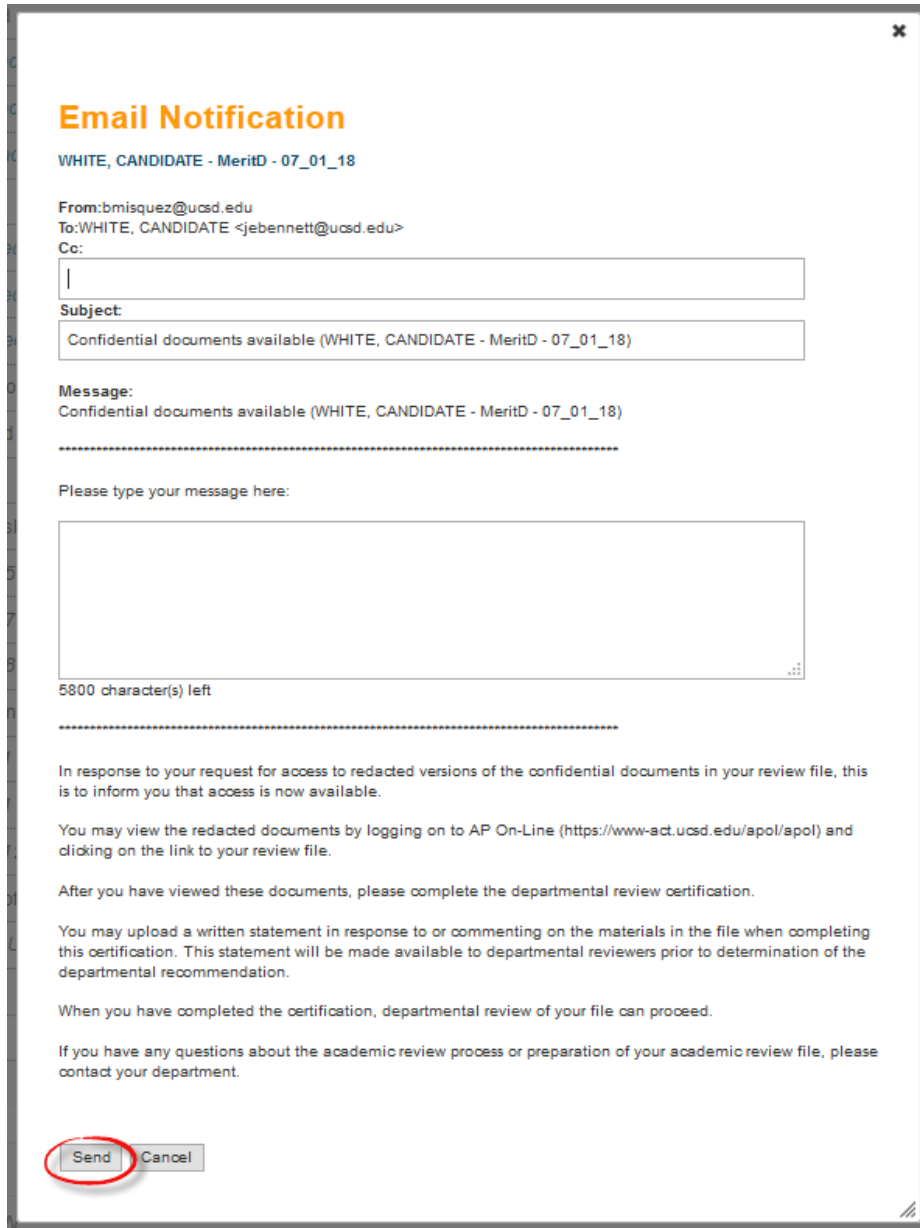
FILE PREPARATION

- Employment History | *Employment history.pdf* Uploaded 03/29/17 by STAFF1 WHITE
- Candidate Personal Statement | *Candidate personal statement.pdf* Uploaded 03/29/17 by STAFF1 WHITE
- Referee ID List, including Solicitation Letter(s) | *Referee ID form.pdf* Uploaded 04/05/17 by STAFF1 WHITE [Replace](#) [Delete](#)
- External Referee Letters - Unredacted [Upload](#) [Reorder](#)
 - External referee A letter - unredacted.pdf* Uploaded 04/05/17 by STAFF1 WHITE [Replace](#) [Delete](#)
 - External referee B letter - unredacted.pdf* Uploaded 04/05/17 by STAFF1 WHITE [Replace](#) [Delete](#)
 - External referee C letter - unredacted.pdf* Uploaded 04/05/17 by STAFF1 WHITE [Replace](#) [Delete](#)
- External Referee Letters - Redacted [Upload](#) [Reorder](#)
 - External referee A letter - redacted.pdf* Uploaded 04/06/17 by STAFF1 WHITE [Replace](#) [Delete](#)
 - External referee B letter - redacted.pdf* Uploaded 04/06/17 by STAFF1 WHITE [Replace](#) [Delete](#)
 - External referee C letter - redacted.pdf* Uploaded 04/06/17 by STAFF1 WHITE [Replace](#) [Delete](#)
- Course Load and Student Direction Form | *Course Load and Student Direction form.pdf* Uploaded 03/29/17 by STAFF1 WHITE
- SOM Teaching and Patient Case Load Form
- Evidence of Teaching Effectiveness
 - CAPE Reports (summaries, stat sheets)
 - CAPE REPORT - CHEM 145 SP 13.pdf* Uploaded 03/29/17 by STAFF1 WHITE
 - CAPE REPORT - CHEM 187 WI 13.pdf* Uploaded 03/29/17 by STAFF1 WHITE
 - CAPE REPORT - CHEM 228 FA 12.pdf* Uploaded 03/29/17 by STAFF1 WHITE
 - Departmental Teaching Evaluations
 - Dept Teaching Eval - CHEM 102 FA 12.pdf* Uploaded 03/29/17 by STAFF1 WHITE
 - Dept Teaching Eval - CHEM 165 SP 13.pdf* Uploaded 03/29/17 by STAFF1 WHITE
 - Dept Teaching Eval - CHEM 222 WI 14.pdf* Uploaded 03/29/17 by STAFF1 WHITE
 - Other Evidence (e.g. peer review of teaching, course syllabi, teaching statement)
- Biography/Bibliography | *BioBib.pdf* Uploaded 03/29/17 by STAFF1 WHITE
- Sabbatical Report
- Other (do not upload publications)
- Certification: Departmental Review [Notify Candidate Access Has Been Granted](#)

9. If the number of redacted letters in the system does not match the number of unredacted letters, you will receive the error message below.



- 10. When the numbers of letters match, as in the screen below, you will be able to notify the candidate that access has been granted by clicking the “Notify Candidate Access Has Been Granted” link, as shown in Step 8.
- 11. The notification to the Candidate will appear, and you can add information in the message box provided, then click Send. (The Candidate’s view of the notification is not shown here.)



- 12. Before signing the certification, the Candidate should inspect the redacted letters in the Candidate view of the bundled PDF.

ACADEMIC PERSONNEL ONLINE UC San Diego

Home Review Files Access Rights External Tools

WHITE, CANDIDATE - MeritD - 07_01_18

Select File Type **View** [View File Tracking](#)
Select File Type
Candidate
Status: Dept Rev Cert pending

Step 1: Review your file (select 'Candidate' from the dropdown above and click 'View.' Your bundled pdf file will open in a new tab/window)
Step 2: Sign the departmental review certification

- FILE PREPARATION

- Employment History | *Employment history.pdf Uploaded 03/29/17 by STAFF1 WHITE*

13. The Candidate can click “External Referee Letters – Redacted” in the bookmarks column, or click on each letter in the table of contents. Only the redacted letters will be available in the Candidate view of the file.

The screenshot shows a document viewer interface. On the left is a 'Bookmarks' sidebar with a tree view containing items like 'Table of Contents', 'Employment History', 'Candidate Personal Statement', 'External Referee Letters - Redacted', 'Course Load and Student Direction Form', 'Evidence of Teaching Effectiveness', 'CAPE Reports (summaries, stat sheets)', and 'Departmental Teaching'. The 'External Referee Letters - Redacted' item is circled in red. The main area displays a 'Table of Contents' with the following entries:

Item	Page
Employment History.....	2
Candidate Personal Statement.....	3
External Referee Letters - Redacted.....	4
External Referee Letters - Redacted.....	5
External Referee Letters - Redacted.....	6
Course Load and Student Direction Form.....	7
Evidence of Teaching Effectiveness	
CAPE Reports (summaries, stat sheets).....	8
CAPE Reports (summaries, stat sheets).....	9
CAPE Reports (summaries, stat sheets).....	10
Departmental Teaching Evaluations.....	11
Departmental Teaching Evaluations.....	12
Departmental Teaching Evaluations.....	13
Biography/Bibliography.....	14
Sabbatical Report.....	15

Note that the Department view of the bundled file will contain both the unredacted and redacted letters.

The screenshot shows a document titled "Table of Contents" with a sidebar on the left containing a "Bookmarks" pane. The sidebar lists various sections, and a red circle highlights the "External Referee Letters - Unredacted" and "External Referee Letters - Redacted" entries. The main content area lists the following items and their page numbers:

Section	Page Number
Employment History	2
Candidate Personal Statement	3
Referee ID List, including Solicitation Letter(s)	4
External Referee Letters - Unredacted	5
External Referee Letters - Unredacted	6
External Referee Letters - Unredacted	7
External Referee Letters - Redacted	8
External Referee Letters - Redacted	9
External Referee Letters - Redacted	10
Course Load and Student Direction Form	11
Evidence of Teaching Effectiveness	
CAPE Reports (summaries, stat sheets)	12
CAPE Reports (summaries, stat sheets)	13
CAPE Reports (summaries, stat sheets)	14
Departmental Teaching Evaluations	15
Departmental Teaching Evaluations	16
Departmental Teaching Evaluations	17
Biography/Bibliography	18
Sabbatical Report	19

14. After reviewing the redacted letters, the candidate will sign the departmental review certification by clicking the “Sign” link and then clicking “Confirm” on the subsequent pop-up screen (not shown).

The screenshot shows a document upload interface with the following sections:

- Sabbatical Report
- Other (do not upload publications)
- Certification: Departmental Review |

Below the Certification section, there are two steps:

- Step 1: Review your file (select 'Candidate' from the dropdown above and click 'View.' Your bundled pdf file will open in a new tab/window)
- Step 2: Sign the departmental review certification

A red oval highlights a "Sign" button in the top right corner of the interface.

15. If, later in the review process, CAP or the EVC requests additional information in the form of additional external referee letters, you must *first* upload a revised Referee ID List. An Upload link for uploading additional letters will then appear (not shown here). After the additional letters have been uploaded, an Upload link for Supporting Documents will appear (not shown here).

Section C – Departmental Review of the File

This section includes:

Departmental committee review of the fileC-3
 Creating department committees.....C-3
 Assigning Committees.....C-9
 Candidate’s inspection of file and certification of ad hoc report accessC-15
 Voting Faculty review and voteC-26
 Entering the faculty vote and Proposed Status data.....C-30
 Uploading and signing of departmental recommendation letterC-35
 Voting Faculty inspection of recommendation letter and submission of dissenting letters C-37
 Candidate’s certification of departmental recommendation accessC-42
 Addition of Chair’s independent letterC-48
 Submitting the file for the Dean’s reviewC-49
 Addendum: Managing Committees.....C-51

After the Candidate has uploaded a response to the materials in the file (optional) and has signed the Certification of Departmental Review, the department’s processing of the file can proceed. This may include review by a departmental ad hoc committee and/or a faculty review and vote, if required by your department.

You will see an exclamation point (your cue to take action) next to the Candidate’s name on the Review Files screen, and the status will now be “Departmental Review.” Click the Candidate’s name to see what action is required.

HELLO STAFF1 WHITE | SIGN-OFF

ACADEMIC PERSONNEL ONLINE UC San Diego

Home Review Files Committees AP Data External Tools

Review Files | [Create New File](#) Show all files

Search:

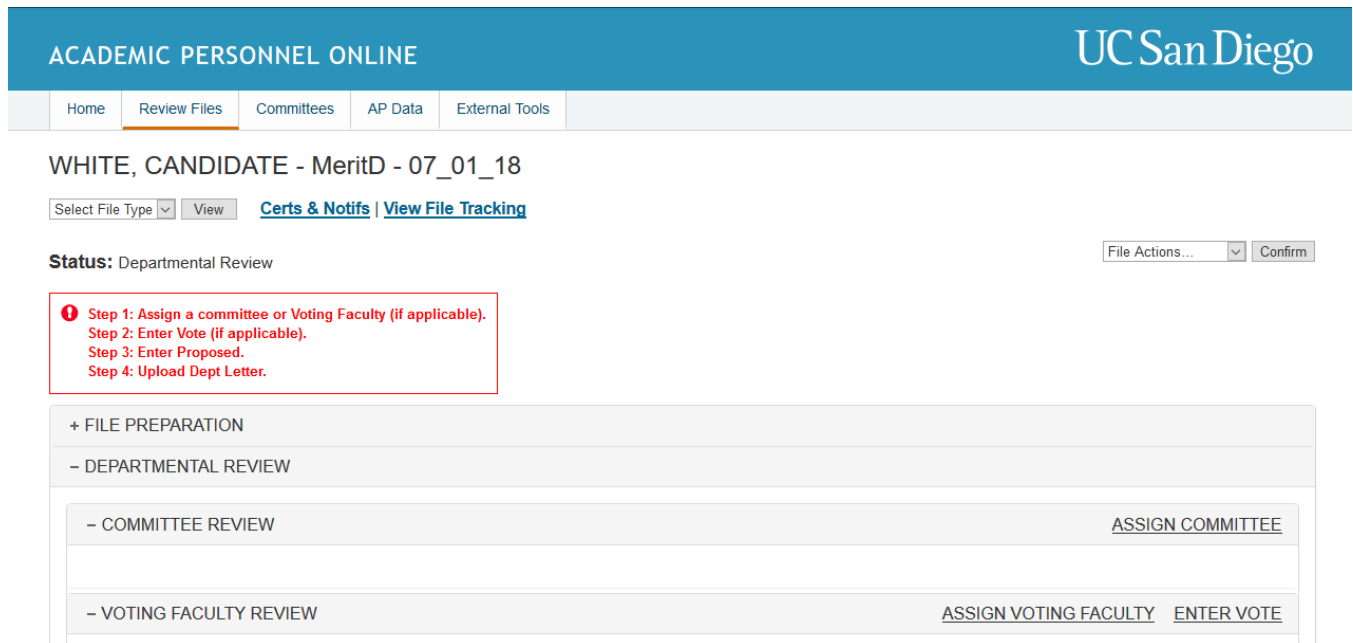
Alert	File Name	Dept Name	Div Name	Status	Last Action
	WHITE, CANDIDATE - MeritD - 07_01_18	WHITE	BROWN	Departmental Review	04/06/17

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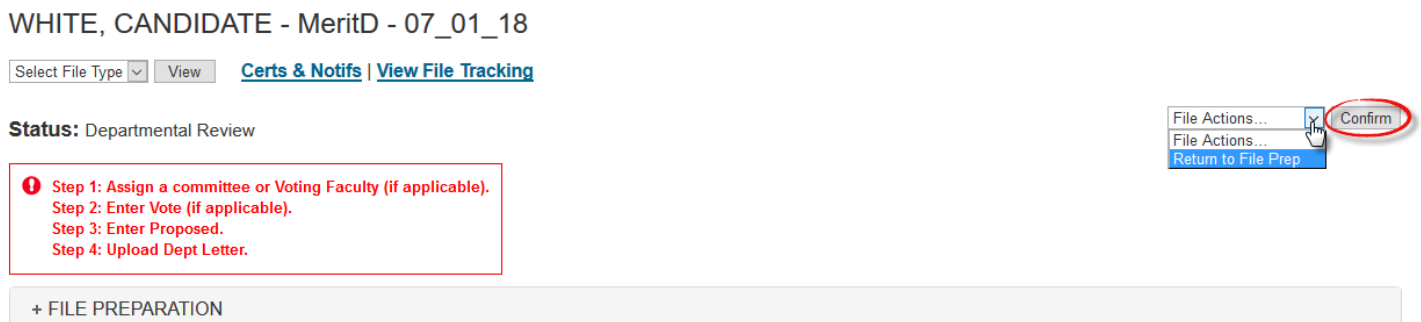
UC San Diego

The review file detail screen will display a message directing you to either assign a departmental ad hoc or standing committee to review the file, assign eligible voting faculty to review the file and vote, or enter Proposed Status information and upload the departmental recommendation letter.

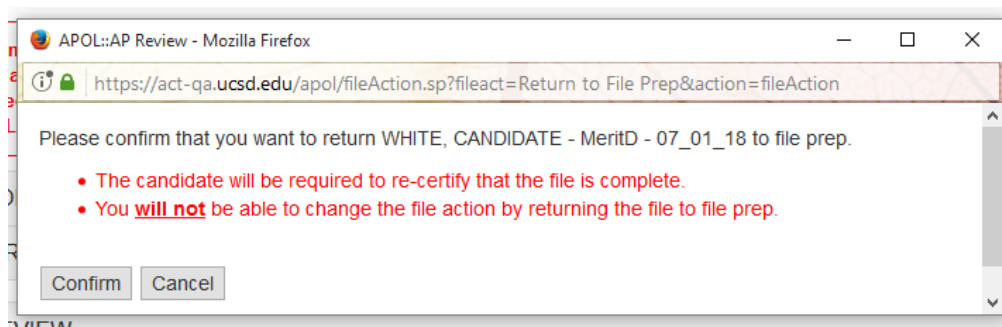
- ▶ If your department does not conduct departmental ad hoc or standing committee review or voting faculty reviews for the action proposed, you can proceed directly to the step for entering the data for the action on the Proposed Status screen (page C-33).



Note that if the file needs to be returned to file prep after it has reached the Departmental Review stage, you can do so by highlighting “Return to File Prep” on the File Actions menu and clicking “Confirm.”



If you return the file to File Prep, the following screen will appear to alert you that the candidate will be required to re-certify if any changes are made to the uploaded documents and that you cannot change the file name by returning the file.



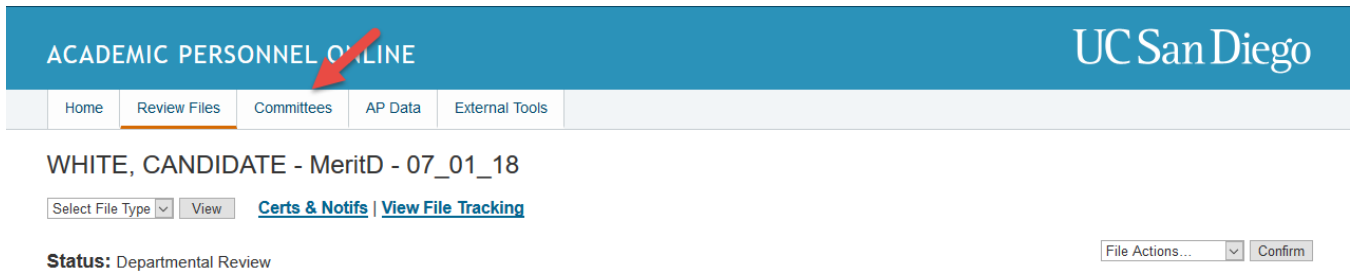
Departmental committee review of the file

Creating department committees

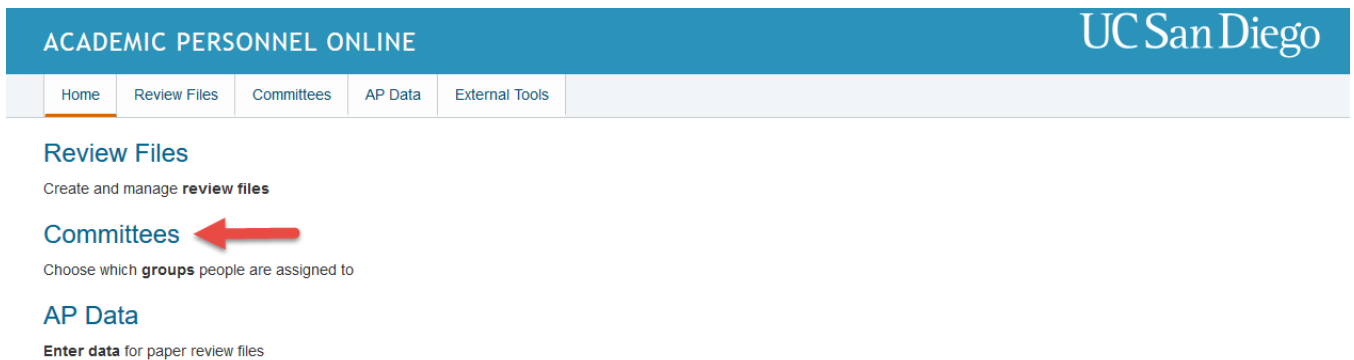
Outside AP On-Line, you will need to obtain the names of the faculty who will serve as committee members before you proceed.

Please see the [Addendum: Managing Committees](#) at the end of Section C for more information related to committee management.

1. Click the Committees tab at the top of the review file detail screen.



Reminder: You can also access Committees from the Home page.



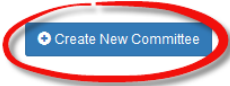
2. Clicking Committees will open the Committee List screen where you may view any previously created committees and create new committees, if needed.
3. Click "Create New Committee" to open the Create New Committee screen.

ACADEMIC PERSONNEL ONLINE UC San Diego

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

Committee List

Committee Type: Unit:



<u>Committee Name</u>	<u>Committee Type</u>	<u>Unit</u>	<u>Files Assigned</u>	<u>Reviewing</u>	<u>Action</u>
No matching records found. Select unit(s) from the Unit drop down menu to view committee list.					

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4. Enter a name for the committee (e.g., "White Candidate Ad Hoc") in the provided name field.
5. Select a committee type. Choices are:
 - a. Voting Faculty: body of faculty members who are eligible to vote on a file.
 - b. Standing Committee: 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. Ad Hoc Committee: a case specific committee that may only be assigned to one review file
6. If you are assigned to a role in multiple departments, you will have the option to choose which department the committee belongs to.
7. Select a confidentiality type. Choices are:
 - 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.

Committee List > Create New Committee

Create New Committee

Properties

Name:

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

Type:

Voting Faculty
 Standing Committee
 Ad Hoc Committee

Unit: YELLOW

Confidentiality: Non-Confidential

Members

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

Add Member(s)

Delete Members

Save | Cancel

- You can then choose to save the committee without adding members by clicking “Save” OR you can choose to add the members prior to saving the new committee by clicking “Add member(s)”.
- Clicking “Add member(s)” will bring up the Add Committee Member search tool.

Add Committee Member

Search

Name: Series: Unit:

Results

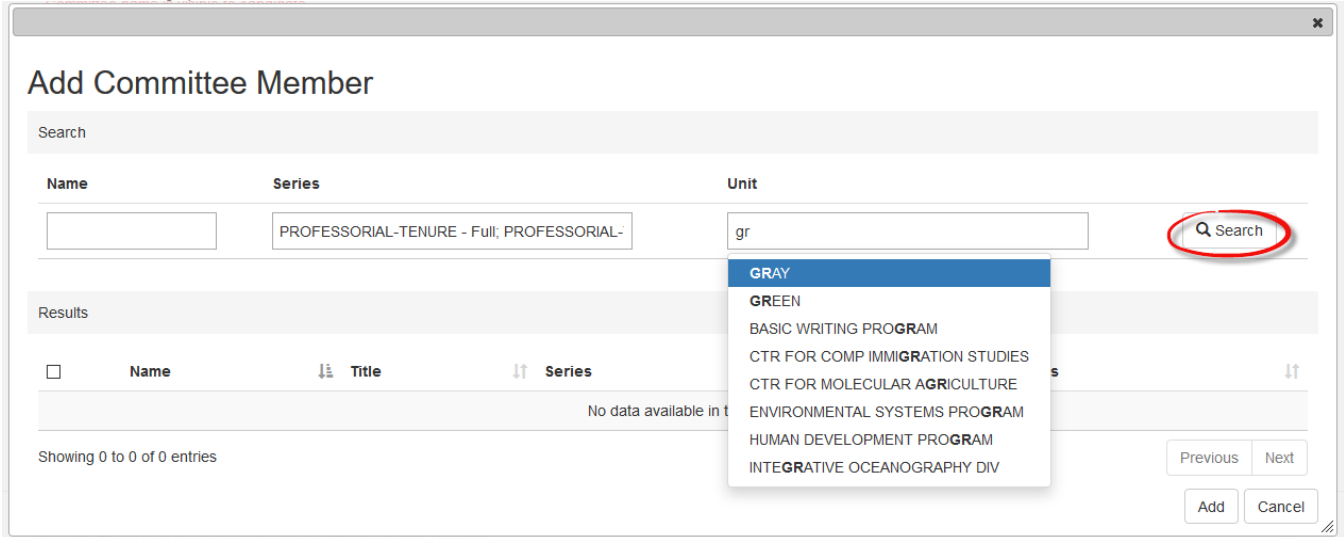
<input type="checkbox"/>	Name	Title	Series	Unit	Committees
No data available in table					

Showing 0 to 0 of 0 entries

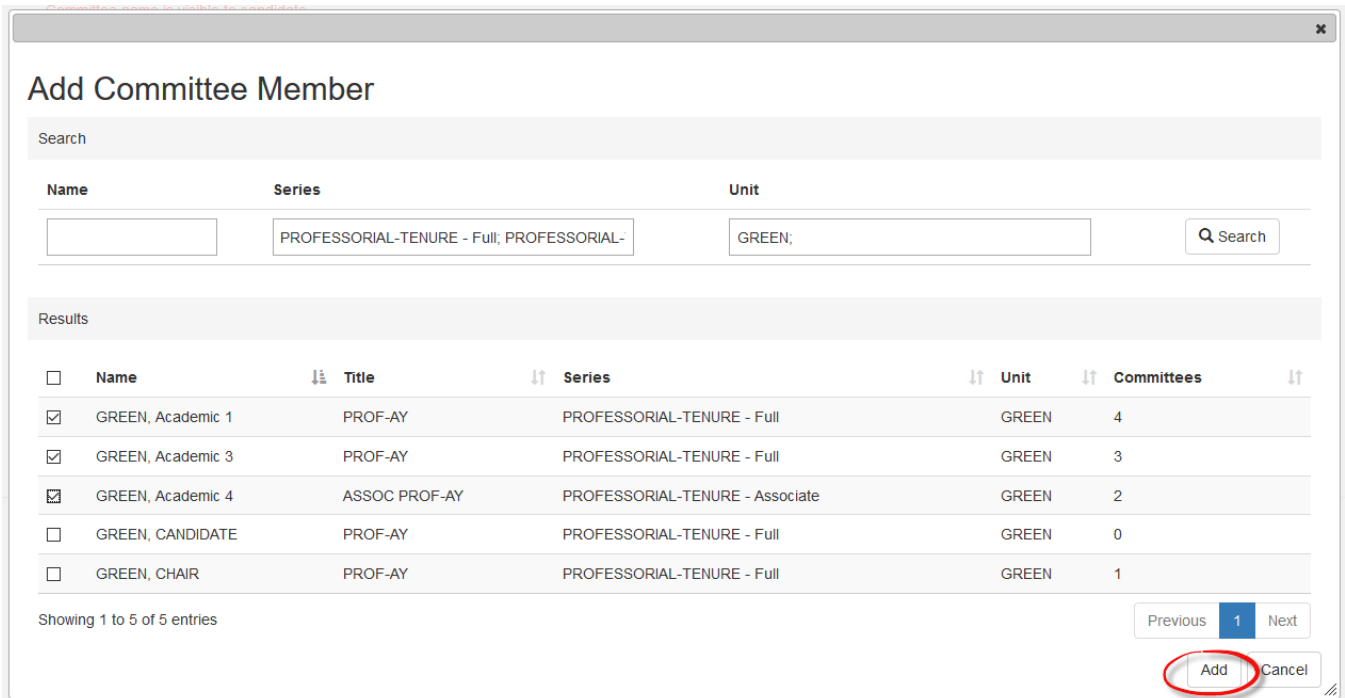
You can search for members by name, academic series, and department by entering criteria in each field. You have the option to add academics from outside of your department on

your committees, so you may find it helpful to limit the search to the academics within your department if it not your departmental practice to involve outside committee members.

10. After entering your search criteria, click “Search”.



11. A list of academics meeting the entered criteria will populate onscreen. Using the check box next to the name of each person, click those that you wish to add to the committee and click “Add”.



If you are unsure that you have selected the correct person and would like some additional details about their current appointment, click on their name in the committee member search results list. The resulting Person Details pop up screen will list their email address, current appointments, department, and current committee service.

Person Details
GREEN, Academic 1
GreenAca1@ucsd.edu
PROF-AY, GREEN ASST PROF-AY, PHYSICS

- Committees

Committees in YELLOW	Files Pending	Files in Review	Membership
Green committee	0	0	Member
Yellow candidate ad hoc	0	0	Member

Committee Service in Other Areas	Standing + Ad Hoc Committees	Committee Chair Service
BROWN	2 + 0 Committees	0 Committees
BLUE	2 + 0 Committees	1 Committees

- File-Specific Committee Assignments

- File-Specific Recusals

12. After adding the desired members to the committee, you will have the opportunity to review and edit your previously selected committee properties and verify the membership. Note that you also have the ability to designate a committee chair, add additional members, or delete members before saving the committee.

ACADEMIC PERSONNEL ONLINE UC San Diego

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

Committee List > Create New Committee

Create New Committee

Properties

Name:

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

Type:
 Voting Faculty
 Standing Committee
 Ad Hoc Committee

Unit:

Confidentiality:

Members

<input type="checkbox"/>	Name	Title/Series	Department	Membership	<input type="checkbox"/>
<input type="checkbox"/>	WHITE, ACADEMIC 1	PROF-AY	WHITE	Member	<input type="checkbox"/>
<input type="checkbox"/>	WHITE, Academic 2	SR LECT SOE-AY	WHITE	Member	<input type="checkbox"/>
<input type="checkbox"/>	WHITE, ACADEMIC 3	PROF-AY	WHITE	Member	<input type="checkbox"/>

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Delete single member

Delete multiple members (must select the associated checkbox next to member name)

13. After verifying all committee details, click "Save". You will then be directed to the Committee List screen where you can manage your newly created and previously created committees. See Committee Management for instructions related to editing, copying, or deleting committee's.

ACADEMIC PERSONNEL ONLINE UC San Diego

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

Committee List

Committee Type: Unit:

Committee Name	Committee Type	Unit	Files Assigned	Reviewing	Action
Acceleration Review Committee	Standing Committee	WHITE	0	0	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
P. Claus Review Committee	Ad Hoc Committee	WHITE	0	0	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
Promotion Review Committee	Standing Committee	WHITE	0	0	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
White Candidate Review Committee	Ad Hoc Committee	WHITE	0	0	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>

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14. When you are ready to assign and/or notify the committee members to review the file, click the Review Files tab at the top of the screen to open the Review Files list.

ACADEMIC PERSONNEL ONLINE UC San Diego

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

Committee List

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

Create New Committee

15. On the Review Files list, click the Candidate's name to open the review file detail screen.

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

Review Files | [Create New File](#) Show all files

Search:

Alert	File Name	Dept Name	Div Name	Status	Last Action
	WHITE, CANDIDATE - MeritD - 07_01_18	WHITE	BROWN	Departmental Review	04/06/17

Assigning Committees

1. On the review file detail screen, click "Assign Committee".

ACADEMIC PERSONNEL ONLINE UC San Diego

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

WHITE, CANDIDATE - MeritD - 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 **ASSIGN COMMITTEE**

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

- Dissenting Letters from Voting Faculty

- DEPARTMENTAL RECOMMENDATION

- File Summary [Proposed](#)
- Departmental recommendation letter
- Certification: Departmental Recommendation Access
- Chair's Independent Letter

2. From the assign a committee pop up screen, select the committee that you wish to assign to the file.


Assign a Committee to:
WHITE, CANDIDATE - MeritD - 07_01_18

Committee Name	Files Assigned	Reviewing
Ad Hoc Committee(s)		
<input type="radio"/> P. Claus Review Committee (Non-Confidential)	0	0
<input type="radio"/> White Candidate Review Committee (Confidential)	0	0
Standing Committee(s)		
<input type="radio"/> Acceleration Review Committee (Non-Confidential)	0	0
<input type="radio"/> Promotion Review Committee (Non-Confidential)	0	0

Cancel Save Save & Notify

3. 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:
WHITE, CANDIDATE - MeritD - 07_01_18

Committee Name	Files Assigned	Reviewing
Ad Hoc Committee(s)		
<input type="radio"/> P. Claus Review Committee (Non-Confidential)	0	0
<input type="radio"/> White Candidate Review Committee (Confidential)	0	0
Standing Committee(s)		
<input checked="" type="radio"/> Acceleration Review Committee (Non-Confidential) To recuse an individual from reviewing this file, deselect (un-check) their name from the list below.	0	0
<input checked="" type="checkbox"/> WHITE, ACADEMIC 1 (PROF-AY, WHITE) <input type="checkbox"/> WHITE, ACADEMIC 3 (PROF-AY, WHITE)  <input checked="" type="checkbox"/> WHITE, Academic 2 (SR LECT SOE-AY, WHITE)		
<input type="radio"/> Promotion Review Committee (Non-Confidential)	0	0

Cancel Save Save & Notify

4. If you are not ready to notify the committee to review the file, click “save” to assign the committee to the file. When you are ready to notify the committee that the file is ready for review, click “notify” on the committee line on the file details page.

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

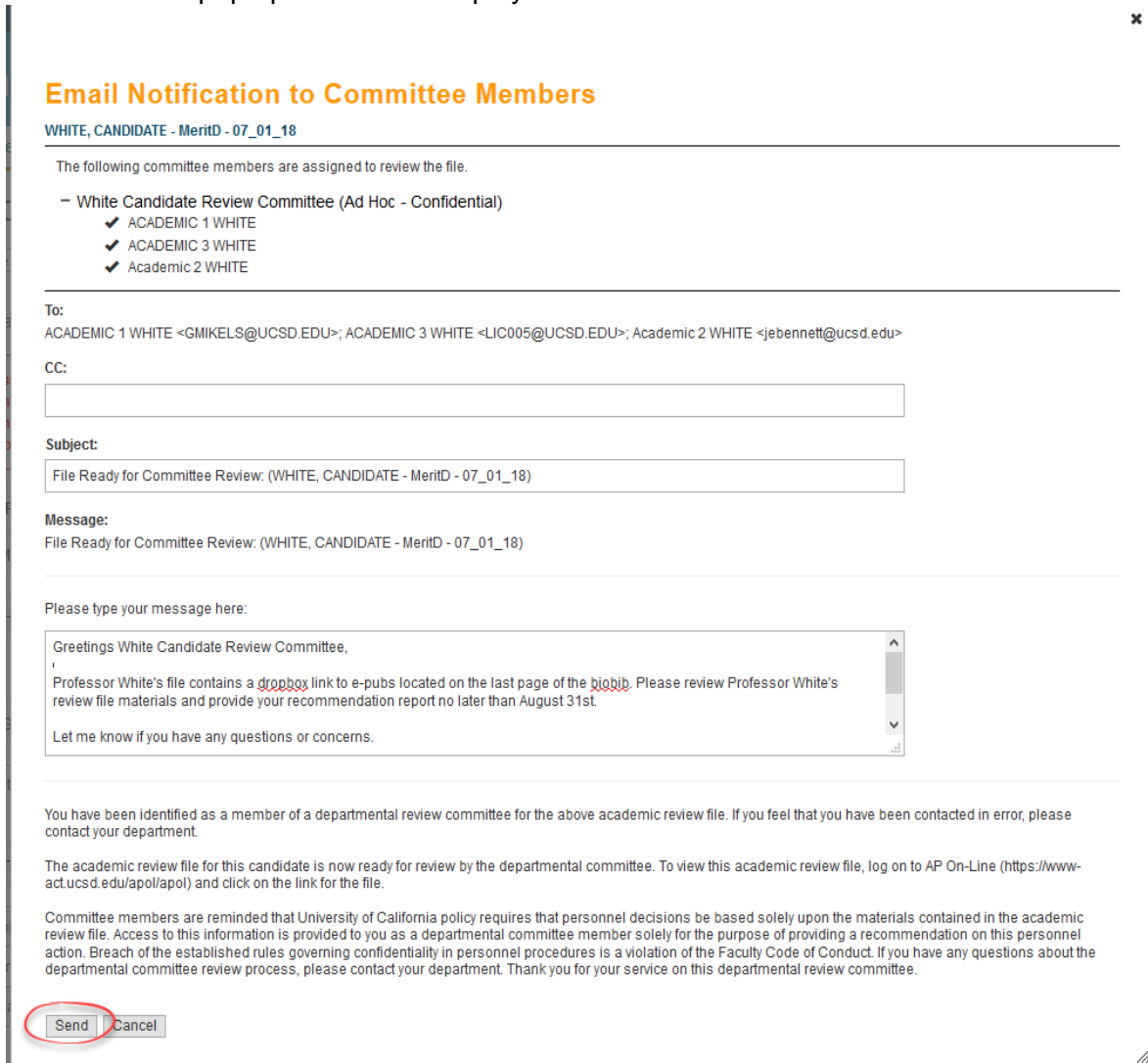
+ FILE PREPARATION

- DEPARTMENTAL REVIEW

- COMMITTEE REVIEW ASSIGN COMMITTEE

- 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

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



You can add further information or instructions in the message box at the top of the notification.

For example, you may wish to tell committee members where they can view publications, either via a Drop Box link located on the last page of the bibliography or as paper documents outside *Review*. Also, since the committee must hand you its signed report outside AP On-Line (see next step), you can instruct them to do so in the message box.

When you are ready to send the notification, click “send.”

The committee 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 View Certs & Notifs View File Tracking

Status: Department Committee Review File Actions... Confirm

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

+ FILE PREPARATION

- DEPARTMENTAL REVIEW

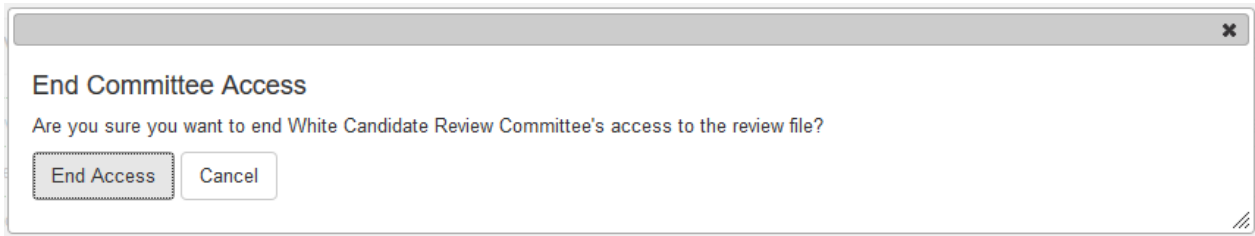
- COMMITTEE REVIEW ASSIGN COMMITTEE

- 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 Upload
- Report - Unredacted
- Report - Redacted
- Certification: Departmental Committee Report Access

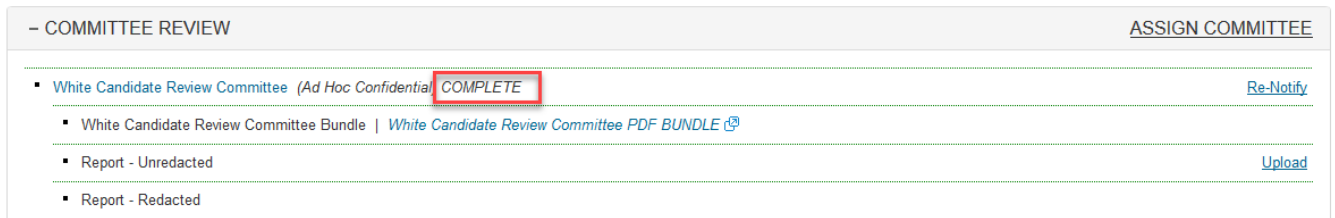
- You may assign multiple committees concurrently or sequentially by following the same steps described above.

The screens that the Department Committee Member role sees when reviewing the file (Home screen, Review Files screen, and review file detail screen) are not available for this manual, but the review steps are listed below.

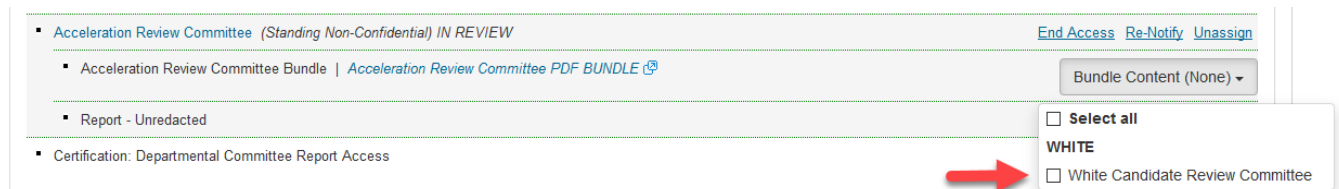
- When a committee member logs on to *Review*, he or she will see a home screen with the option to click the Review Files tab.
 - When the member clicks the Review Files tab, the next screen will display a list of all the review files for which this faculty member is a committee reviewer. (There will be more than one file listed if the faculty member has been asked to serve on more than one committee..)
 - When the member clicks the Candidate's name, the review file detail screen will open.
 - To open the bundled PDF of the review file, the member will click on the committee bundle hyperlink next within the committee's section on the file details screen.
 - The member can navigate through the file by clicking document names in the Bookmarks column or in the Table of Contents, then close the window to return to the review file detail screen.
 - The committee members will discuss the review file, write and sign the report, and hand the report to the department staff outside *Review*.
 - You will need to scan the report and convert it to a PDF, then upload the PDF to the review file.
- Uploading a committee report will automatically end the committee's access to the file. If you need to end their access prior to uploading the report, click "End Access". A confirmation pop up will as you to confirm by clicking the end access button.



After ending access or uploading a report, the committee's status will display "Complete" on the file details screen.



If multiple committees are reviewing a single file, and you would like to share a copy of a completed committee report with a committee that is still reviewing the file, expand the bundle content drop down menu and select the checkbox next to the committee's name.

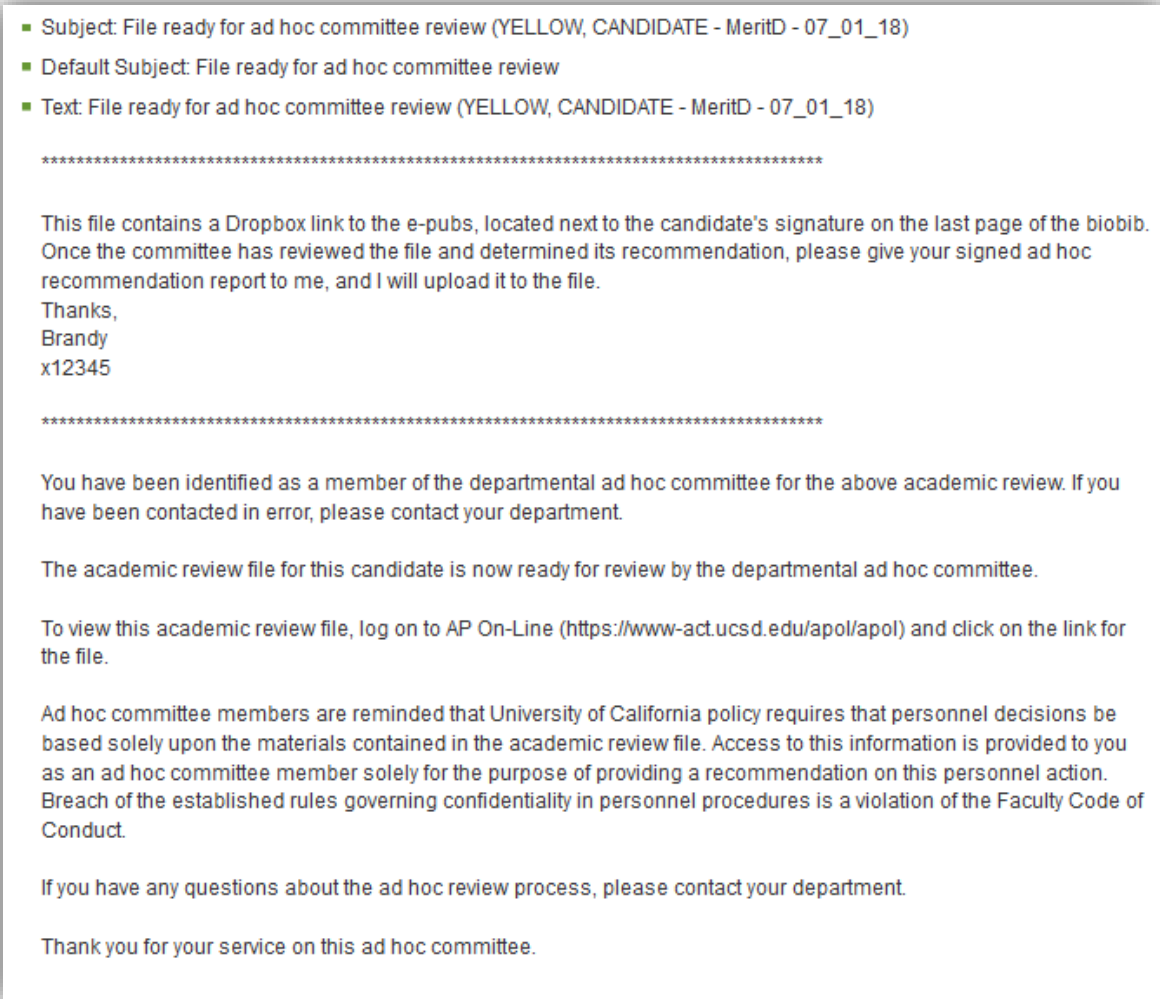


The committee's review file bundle will automatically update to include the newly selected report. You may choose to re-notify the committee within APOL Review by clicking the renotify hyperlink.



1. Department Ad Hoc review process

- a. Below is the Department Ad Hoc view of the notification.



b. The screens that the department committee member role sees when reviewing the file (Home screen, Review Files screen, and review file detail screen) are not available for this manual, but the review steps are listed below.

- When a committee member logs on to *Review*, he or she will see a home screen with the option to click the Review Files tab.
- When the member clicks the Review Files tab, the next screen will display a list of all the review files for which this faculty member is an committee member reviewer. (There will be more than one file listed if the faculty member has been asked to serve on more than one committee, or if the faculty member is a member of a standing ad hoc committee and reviews all files.)
- When the member clicks the Candidate's name, the review file detail screen will open.
- To open the bundled PDF of the review file, the member will select "Department" on the Select File Type drop-down menu and click "View."

- The member can navigate through the file by clicking document names in the Bookmarks column or in the Table of Contents, then close the window to return to the review file detail screen.
 - The ad hoc committee members will discuss the review file, write and sign the report, and hand the report to the department staff outside Review.
- c. After the ad hoc committee has been notified to review the file, the review file detail screen will display a link for uploading the *unredacted* ad hoc committee report. You will need to scan the report and convert it to a PDF, then upload the PDF to the review file.

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

YELLOW, Candidate - MeritD - 07_01_18

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

Status: Department Committee Review File Actions... | Confirm

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

+ FILE PREPARATION

- DEPARTMENTAL REVIEW

- COMMITTEE REVIEW [ASSIGN COMMITTEE](#)

- Yellow's Review Committee (Ad Hoc Confidential) IN REVIEW [End Access](#) [Re-Notify](#) [Unassign](#)
 - Yellow's Review Committee Bundle | [Yellow's Review Committee PDF BUNDLE](#)
 - Report - Unredacted [Upload](#)
 - Report - Redacted
- Certification: Departmental Committee Report Access

Candidate's inspection of file and certification of ad hoc report access

1. Notifying the candidate to inspect the file
 - a. After you have uploaded the committee report, there will be a message on the review file detail screen stating that the report has been uploaded and directing you to notify the Candidate (that he or she can request access to a redacted version of the ad hoc report, upload a response if desired, and sign the Certification of Departmental Ad Hoc Report Access). Note that "Replace" and "Delete" links are now available on the screen and that you have the option to upload a redacted version of a confidential committee report prior to the candidate requesting access.

YELLOW, Candidate - MeritD - 07_01_18

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

Status: Departmental Review

File Actions... Confirm

Committee report has been uploaded - notify candidate.

+ FILE PREPARATION

- DEPARTMENTAL REVIEW

- COMMITTEE REVIEW ASSIGN COMMITTEE

- Yellow's Review Committee (Ad Hoc Confidential) COMPLETE [Re-Notify](#)
 - Yellow's Review Committee Bundle | [Yellow's Review Committee PDF BUNDLE](#)
 - Report - Unredacted | [Dept ad hoc report - unredacted.pdf](#) Uploaded 06/19/17 by STAFF1 YELLOW [Replace](#) [Delete](#)
 - Report - Redacted [Upload](#)
 - Certification: Departmental Committee Report Access [Notify Candidate to Certify](#)

b. To notify the Candidate, click “Notify Candidate to Certify” on the certification: departmental committee report access line on the file details page.

- DEPARTMENTAL REVIEW

- COMMITTEE REVIEW ASSIGN COMMITTEE

- Yellow's Review Committee (Ad Hoc Confidential) COMPLETE [Re-Notify](#)
 - Yellow's Review Committee Bundle | [Yellow's Review Committee PDF BUNDLE](#)
 - Report - Unredacted | [Dept ad hoc report - unredacted.pdf](#) Uploaded 06/19/17 by STAFF1 YELLOW [Replace](#) [Delete](#)
 - Report - Redacted [Upload](#)
 - Certification: Departmental Committee Report Access [Notify Candidate to Certify](#)

c. You will see the notification to the Candidate with a message box at the bottom where you can add additional information or instructions. To send the notification, click “Send” at the bottom of the screen.

Email Notification

YELLOW, Candidate - MeritD - 07_01_18

From: bmisquez@ucsd.edu
To: YELLOW, Candidate <yellowCand@ucsd.edu>
Cc:

Subject:

Departmental committee reports available (YELLOW, Candidate - MeritD - 07_01_18)

Message:

Departmental committee reports available (YELLOW, Candidate - MeritD - 07_01_18)

Please type your message here:

Hi Professor Yellow,

If you'd like to see the redacted committee report, please request access per the instructions below.

Best wishes,
Brandy
x12345]

5048 character(s) left

One or more departmental committee reports has been uploaded to your academic review file (noted above).

Non-confidential committee reports are automatically included in your review file.

To obtain a redacted copy of the confidential committee reports:

1. Log on to AP On-Line (<https://www-act.ucsd.edu/apol/apol>)
2. Click on the link for your review file.
3. Click on the 'Req Report' link to request access to these documents.

If your department has previously uploaded the redacted confidential committee reports, your review file will be updated to include the confidential reports. If not, you will be notified via email when access has been granted.

After you have reviewed the committee report(s), please complete the departmental committee report certification. You may upload a written statement in response to or commenting on the report when completing the certification. This statement will be made available to departmental reviewers prior to determination of the departmental recommendation.

If you do not wish to view the departmental committee reports, please log on to AP On-Line, click the link to your review file, and complete the departmental committee report certification now.

When you have completed this certification, your academic review file will be ready for further departmental review.

If you have any questions about the academic review process or preparation of your academic review file, please contact your department.

- d. The review file detail screen will now show that the status of the file is now “Dept Committee Cert pending.”

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

YELLOW, Candidate - MeritD - 07_01_18

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

Status: Dept Committee Cert pending File Actions... | Confirm

i Candidate has been notified to sign the certification

+ FILE PREPARATION

- DEPARTMENTAL REVIEW

- COMMITTEE REVIEW [ASSIGN COMMITTEE](#)

- Yellow's Review Committee (Ad Hoc Confidential) COMPLETE [Re-Notify](#)
 - Yellow's Review Committee Bundle | [Yellow's Review Committee PDF BUNDLE](#)
 - Report - Unredacted | [Dept ad hoc report - unredacted.pdf](#) Uploaded 06/19/17 by STAFF1 YELLOW [Replace](#) [Delete](#)
 - Report - Redacted [Upload](#)
 - Certification: Departmental Committee Report Access

2. Candidate’s inspection and signature process

- a. Below is the Candidate’s view of the notification to request access to the ad hoc report, if desired, and to inspect the file and sign the ad hoc certification.

Departmental committee reports available (YELLOW, Candidate - MeritD - 07_01_18)

Hi Professor Yellow,

If you'd like to see the redacted committee report, please request access per the instructions below.

Best wishes,
Brandy
x12345

One or more departmental committee reports has been uploaded to your academic review file (noted above).

Non-confidential committee reports are automatically included in your review file.
To obtain a redacted copy of the confidential committee reports:

1. Log on to AP On-Line (<https://www.act.ucsd.edu/apol/apol>)
2. Click on the link for your review file.
3. Click on the 'Req Report' link to request access to these documents.

If your department has previously uploaded the redacted confidential committee reports, your review file will be updated to include the confidential reports. If not, you will be notified via email when access has been granted.

After you have reviewed the committee report(s), please complete the departmental committee report certification. You may upload a written statement in response to or commenting on the report when completing the certification. This statement will be made available to departmental reviewers prior to determination of the departmental recommendation.

If you do not wish to view the departmental committee reports, please log on to AP On-Line, click the link to your review file, and complete the departmental committee report certification now.

When you have completed this certification, your academic review file will be ready for further departmental review.

If you have any questions about the academic review process or preparation of your academic review file, please contact your department.

- b. There will be a message on the review file detail screen directing the Candidate to request the report or sign the departmental committee cert.

The Candidate will click “Req Report to request access to the redacted report.

YELLOW, Candidate - MeritD - 07_01_18 Academic Personnel Home

Select File Type ▾ View [View File Tracking](#)

Status: Dept Committee Cert pending

Sign Departmental Committee Cert or request Committee Report.

+ FILE PREPARATION

- DEPARTMENTAL REVIEW

- COMMITTEE REVIEW

- Yellow's Review Committee (Ad Hoc Confidential) COMPLETE
 - Yellow's Review Committee Bundle | [Yellow's Review Committee PDF BUNDLE](#)
 - Report - Unredacted | [Dept ad hoc report - unredacted.pdf](#) Uploaded 06/19/17 by STAFF1 YELLOW
 - Report - Redacted
- Certification: Departmental Committee Report Access | [Sign Departmental Committee Cert or request Committee Report.](#)

[Sign](#) [Req Report](#)

- b. The Candidate will then click “Confirm” in the pop-up box. If at this point the Candidate changes his or her mind, he or she can click “Cancel” to return to the review file detail screen and sign the certification.

If the redacted version of the report was previous uploaded, the candidate will receive an onscreen alert informing that the report is now available in their file pdf bundle.

2. Uploading a redacted version of committee report and notifying candidate of access
 - a. If the candidate requests access to the ad hoc report, you will receive the following email message notifying you to upload a redacted version of the report.

- Subject: Candidate requests access to ad hoc report (YELLOW, CANDIDATE - MeritD - 07_01_18)
- Default Subject: Candidate requests access to ad hoc report
- Text: The above candidate has been notified that the departmental ad hoc committee report for this academic review file is available and has requested access to a redacted version of the report, as provided by University policy.

Please ensure that a redacted version of the report is uploaded to AP On-Line, and then provide the candidate access to the redacted report by using the File Action drop-down menu.

After reviewing the report, the candidate will be given the opportunity to submit a statement in response to or commenting on the report, and will be requested to electronically sign the ad hoc report certification verifying that access to the report and the opportunity to respond where provided.

After this certification has been signed, this review file can be made available for departmental review and determination of the departmental recommendation.

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

b. The review file detail screen will display a message stating that the Candidate requests access to the committee report, and an “Upload” link will appear on the line for “Report – Redacted.”

YELLOW, Candidate - MeritD - 07_01_18

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

Status: Dept Committee Cert pending

File Actions... ▾ Confirm

! Candidate requests access to committee report.

+ FILE PREPARATION

- DEPARTMENTAL REVIEW

- COMMITTEE REVIEW ASSIGN COMMITTEE

- Yellow's Review Committee (Ad Hoc Confidential) COMPLETE [Re-Notify](#)
 - Yellow's Review Committee Bundle | [Yellow's Review Committee PDF BUNDLE](#)
 - Report - Unredacted | [Dept ad hoc report - unredacted.pdf](#) Uploaded 06/19/17 by STAFF1 YELLOW [Replace](#) [Delete](#)
 - Report - Redacted | **Requested by candidate** [Upload](#)
- Certification: Departmental Committee Report Access

(Note that the Candidate can choose *not* to request access and can just sign the certification to verify that access was offered. In that case, you would *not* receive the e-mail notification above. Instead, you would proceed to the steps for Voting Faculty review of the file and vote [page C-26], if applicable, and/or enter the Proposed Status data [page C-33].)

c. **You will need to redact the ad hoc report outside Review** to remove any confidential information, including the identity of ad hoc committee members, and then create and upload a PDF of the redacted report.

- d. After you have uploaded the redacted ad hoc report, the review file detail screen will display a message directing you to notify the Candidate that access to the redacted report has been granted.
- e. Click "Notify Candidate Access Has Been Granted".

YELLOW, Candidate - MeritD - 07_01_18

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

Status: Dept Committee Cert pending

File Actions...

! Notify candidate that access to redacted committee report has been granted.

+ FILE PREPARATION

- DEPARTMENTAL REVIEW

- COMMITTEE REVIEW ASSIGN COMMITTEE

- Yellow's Review Committee (Ad Hoc Confidential) COMPLETE [Re-Notify](#)
 - Yellow's Review Committee Bundle | [Yellow's Review Committee PDF BUNDLE](#)
 - Report - Unredacted | [Dept ad hoc report - unredacted.pdf](#) Uploaded 06/19/17 by STAFF1 YELLOW [Replace](#) [Delete](#)
 - Report - Redacted | [Dept ad hoc report - redacted.pdf](#) Uploaded 06/19/17 by STAFF1 YELLOW Requested by candidate [Replace](#) [Delete](#)
- Certification: Departmental Committee Report Access [Notify Candidate Access Has Been Granted](#)

- f. You will then see the notification to the Candidate. You can add further information or instructions in the message box at the bottom of the notification and then click "Send."



Email Notification

YELLOW, Candidate - MeritD - 07_01_18

From: bmisquez@ucsd.edu
To: YELLOW, Candidate <yellowCand@ucsd.edu>
Cc:

Subject:

Departmental committee reports access granted (YELLOW, Candidate - MeritD - 07_01_18)

Message:

Departmental committee reports access granted (YELLOW, Candidate - MeritD - 07_01_18)

Please type your message here:

5779 character(s) left

In response to your request for access to redacted versions of the confidential committee report(s) in your review file, this is to inform you that access is now available.

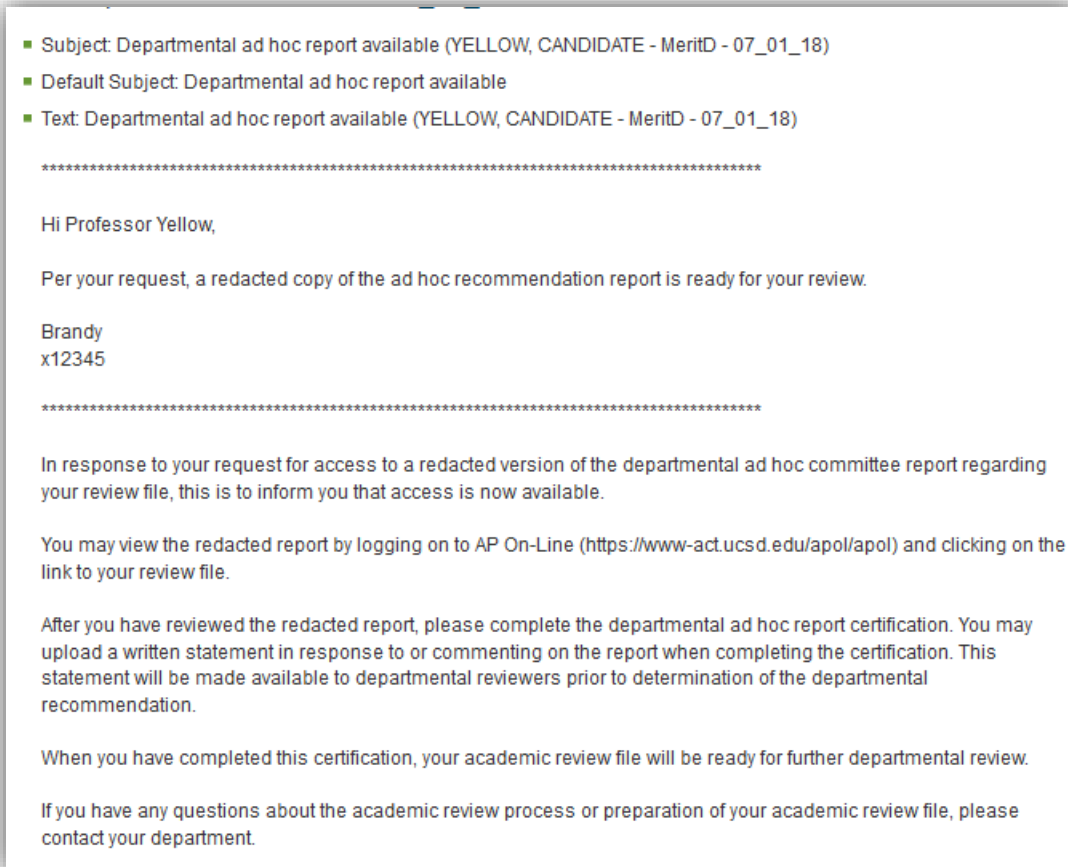
You may view the redacted documents by logging on to AP On-Line (<https://www.act.ucsd.edu/apol>) and clicking on the link to your review file. After you have viewed these documents, please complete the departmental committee report certification. You may upload a written statement in response to or commenting on the report(s) when completing the certification. This statement will be made available to departmental reviewers prior to determination of the departmental recommendation.

When you have completed this certification, your academic review file will be ready for further departmental review.

If you have any questions about the academic review process or preparation of your academic review file, please contact your department.

3. Candidate views redacted ad hoc report and signs certification

- a. Below is the Candidate's view of the notification to inspect the ad hoc report and sign the ad hoc certification.



- b. The review file detail screen will display a message directing the Candidate to sign the Certification of Departmental Committee Report Access.

▶ **The Candidate should read the redacted committee report before signing the certification.** The Candidate can access the report by highlighting “Candidate” on the Select File Type drop-down menu and clicking “View” to see the Candidate view of the bundled file.

YELLOW, Candidate - MeritD - 07_01_18

Select File Type View [View File Tracking](#)

Status: Dept Committee Cert pending

Sign departmental committee certification.

The screenshot shows a web interface with a sidebar on the left containing expandable sections: '+ FILE PREPARATION', '- DEPARTMENTAL REVIEW', and '- COMMITTEE REVIEW'. The '- COMMITTEE REVIEW' section is expanded, showing a list of documents:

- Yellow's Review Committee (Ad Hoc Confidential) COMPLETE
 - Yellow's Review Committee Bundle | Yellow's Review Committee PDF BUNDLE
 - Report - Unredacted | Dept ad hoc report - unredacted.pdf Uploaded 06/19/17 by STAFF1 YELLOW
 - Report - Redacted | Dept ad hoc report - redacted.pdf Uploaded 06/19/17 by STAFF1 YELLOW
- Certification: Departmental Committee Report Access | [Sign](#)
Sign departmental committee certification.

- c. The Candidate can open the redacted ad hoc report by clicking on that document in either the Bookmarks column or in the Table of Contents, and then close the window to return to the review file detail screen.

The screenshot shows a PDF viewer window with a sidebar on the left containing a 'Table of Contents' menu. The main content area displays a 'Table of Contents' page with the following items:

Table of Contents	
Employment History.....	2
Additional Reviewers/Committees	
Yellow's Review Committee Report - Redacted.....	3
Candidate Personal Statement.....	4
Biography/Bibliography	c

A red arrow points to the 'Yellow's Review Committee Report - Redacted' entry in the table.

- d. On the review file detail screen, the Candidate will click “Sign” to open the ad hoc certification.

YELLOW, Candidate - MeritD - 07_01_18

Candidate [View File Tracking](#)

Status: Dept Committee Cert pending

Sign departmental committee certification.

+ FILE PREPARATION

- DEPARTMENTAL REVIEW

- COMMITTEE REVIEW

- Yellow's Review Committee (Ad Hoc Confidential) COMPLETE
 - Yellow's Review Committee Bundle | Yellow's Review Committee PDF BUNDLE
 - Report - Unredacted | Dept ad hoc report - unredacted.pdf Uploaded 06/19/17 by STAFF1 YELLOW
 - Report - Redacted | Dept ad hoc report - redacted.pdf Uploaded 06/19/17 by STAFF1 YELLOW
- Certification: Departmental Committee Report Access | **Sign**
 Sign departmental committee certification.

- e. The Candidate will click "I accept" on the certification and can use the Browse button to upload a response, if desired.

The response is a document created and converted to a PDF file outside Review for uploading into the review file.

The file name of the uploaded document will appear below the Browse button.

The Candidate can then click "Confirm" to electronically sign the certification.

Certification of Departmental Committee Report Access for Review File YELLOW, Candidate - MeritD - 07_01_18

I certify that:

1. I was provided an opportunity to obtain a copy of the department's (redacted, if applicable) committee report(s).
2. I was provided the opportunity to submit a written statement for inclusion in the academic review file in response to or commenting upon material in the department committee report.

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. It does not imply your agreement or 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 accept 

Upload New Response Document(s) (PDF's only) - This is optional.

Note: Do not upload PDF documents that require a password to open or modify.

Any apostrophe in your file name will be replaced with an underscore.

x Cand response when re-signs Ad Hoc Cert.pdf

- g. The review file detail screen will show that the Certification of Departmental Ad Hoc Report Access has been signed. Note that the Candidate can click “View File Tracking” at any time to see where the file is in the review process.

- COMMITTEE REVIEW	
▪ Yellow's Review Committee (Ad Hoc Confidential) COMPLETE	
▪ Yellow's Review Committee Bundle Yellow's Review Committee PDF BUNDLE	
▪ Report - Unredacted Dept ad hoc report - unredacted.pdf Uploaded 06/19/17 by STAFF1 YELLOW	
▪ Report - Redacted Dept ad hoc report - redacted.pdf Uploaded 06/19/17 by STAFF1 YELLOW	
▪ Certification: Departmental Committee Report Access Signed 06/19/17 by CANDIDATE YELLOW	

- h. When the Candidate clicks “View File Tracking,” a list of actions completed or pending is displayed in reverse chronological order. This order can be changed by clicking the down arrow next to the “Action” column header.

File Tracking

YELLOW, Candidate - MeritD - 07_01_18

Date	Action
06/19/17 14:31:35	Departmental Review
06/19/17 14:31:34	Dept Committee Cert signed
06/19/17 14:20:35	Dept Committee Cert pending
06/19/17 13:39:17	Departmental Review
06/19/17 13:39:12	Yellow's Review Committee Review
06/14/17 07:56:19	Prof. Yellow's Review Committee Review (Current Committee Name: Yellow's Review Committee)
06/14/17 07:55:55	Departmental Review
06/14/17 07:55:54	Dept Rev Cert signed
06/14/17 07:55:01	Dept Rev Cert pending
06/14/17 07:54:48	File Prep
06/14/17 07:53:27	File Created

Voting Faculty review and vote

1. Notifying voting faculty to review the file
 - a. After the Candidate has signed the department committee certification, the review file detail screen will display a message directing you to notify Voting Faculty to review the file or (if your department does not require a faculty review and vote for the proposed action) upload the departmental recommendation letter once the File Summary is ready.

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

YELLOW, Candidate - MeritD - 07_01_18

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

Status: Departmental Review File Actions... | Confirm

Assign Voting Faculty or upload departmental recommendation letter once File Summary is ready

- + FILE PREPARATION
- DEPARTMENTAL REVIEW
 - COMMITTEE REVIEW
 - Yellow's Review Committee (Ad Hoc Confidential) COMPLETE
 - Yellow's Review Committee Bundle | [Yellow's Review Committee PDF BUNDLE](#)
 - Report - Unredacted | [Dept ad hoc report - unredacted.pdf](#) Uploaded 06/19/17 by STAFF1 YELLOW
 - Report - Redacted | [Dept ad hoc report - redacted.pdf](#) Uploaded 06/19/17 by STAFF1 YELLOW Requested by candidate
 - Certification: Departmental Committee Report Access | [Signed 06/19/17 by CANDIDATE YELLOW](#)
 - VOTING FACULTY REVIEW [ASSIGN VOTING FACULTY](#) | [ENTER VOTE](#)
 - Dissenting Letters from Voting Faculty
 - DEPARTMENTAL RECOMMENDATION
 - File Summary [Proposed](#)
 - Departmental recommendation letter
 - Certification: Departmental Recommendation Access

Prior to assigning voting faculty committees to review a file, you must create voting faculty groups as described in the Creating department committees section of this manual.

b. While on the file details page of a file, click on “Assign Voting Faculty”.

- Certification: Departmental Committee Report Access | [Signed 06/19/17 by CANDIDATE YELLOW](#)
- VOTING FACULTY REVIEW [ASSIGN VOTING FACULTY](#) | [ENTER VOTE](#)
 - Dissenting Letters from Voting Faculty
- DEPARTMENTAL RECOMMENDATION

c. 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"/> JEB 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)

- d. 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.
- e. 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.
- f. 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:

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.

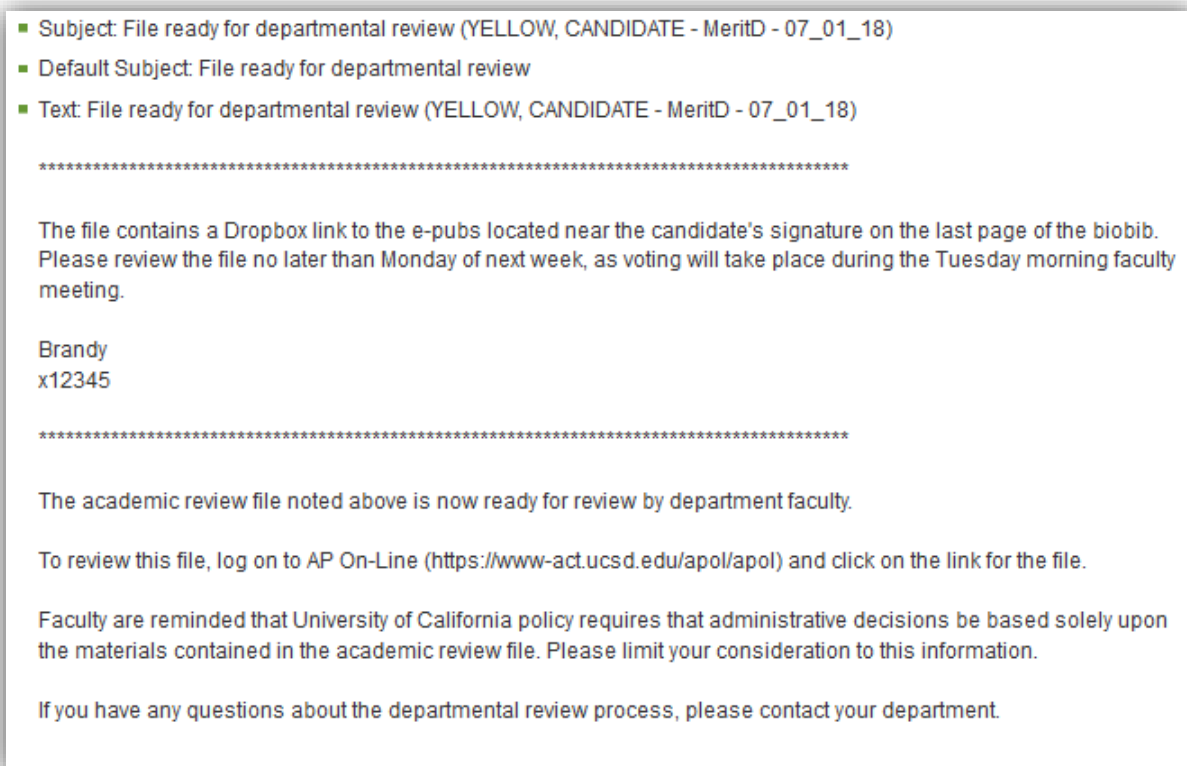
If you have any questions about the departmental review process, please contact your department.



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.

2. The faculty review and voting process

a. Below is the Voting Faculty view of the notification to review the file.



b. The screens that the Voting Faculty role sees are not available for this manual, but the steps for review of the file and voting are listed below.

- When Voting Faculty log on to *Review*, they will see a home screen with the “Review Files” option.
- Voting Faculty will click “Review Files” to display a list of Candidates under faculty review.
- When Voting Faculty click a Candidate’s name, the review file detail screen for that Candidate will open.
- To open the bundled PDF of the review file, Voting Faculty will select “Department” on the Select File Type drop-down menu and then click “View.”

- Voting Faculty can navigate through the file by clicking document names in the Bookmarks column or in the Table of Contents, and then close the window to return to the review file detail screen.
- Voting Faculty will discuss the review file, vote, and report the results of the vote to Department Staff outside Review. The Department Staff role will upload the vote results in Review.

Entering the faculty vote and Proposed Status data

1. Enter the vote or click “End All Access” in order to end faculty access to the file
 - a. Click “Vote” on the File Summary line to open the Department Vote form.

YELLOW, Candidate - MeritD - 07_01_18

Select File Type View Certs & Notifs View File Tracking

Status: Voting Faculty Review

File Actions... Confirm

Enter vote data (this will remove all voting faculty committee's access to the file).

The screenshot displays a web interface for reviewing a file. It is organized into several sections: '+ FILE PREPARATION', '- DEPARTMENTAL REVIEW', and '- COMMITTEE REVIEW'. Under the committee review section, there are items like 'Yellow's Review Committee (Ad Hoc Confidential) COMPLETE' and various reports. Below this is the '- VOTING FACULTY REVIEW' section, which includes a 'Voting Faculty Review' item with a 'Tenure Promotion Voting Faculty (Voting Faculty) IN REVIEW' sub-item and a 'Unassign' link. At the bottom of the voting faculty review section, there are four buttons: 'ASSIGN VOTING FACULTY', 'RENOTIFY', 'END ALL ACCESS', and 'ENTER VOTE'. The 'END ALL ACCESS' button is circled in red.

- b. Enter the vote and an explanation of any abstentions or absences in the boxes provided, and then click “Insert Department Vote” at the bottom of the screen.

When you have saved the vote, Voting Faculty access to the review file ends, and you will be returned to the review file detail screen.

Departmental Ad Hoc Report - Unredacted | Dept ad hoc report - unredacted.pdf Uploaded 08/02/14 by STAFF1 YELLOW

Department Vote

YELLOW, Candidate - MeritD - 07_01_15

Review/Promotion

For	<input type="text" value="2"/>
Against	<input type="text" value="0"/>
Abstain	<input type="text" value="1"/>
Absent	<input type="text" value="0"/>
Eligible (Bylaw 55)	<input type="text" value="3"/>

Explanation of Abstain & Absent

240 character(s) left

Note: Saving a department vote will remove access to the file from the voting faculty.

1. Enter the Proposed Status data
 - a. Click "Proposed" on the review file detail screen to open the Proposed Status form.

YELLOW, Candidate - MeritD - 07_01_18

Select File Type View Certs & Notifs View File Tracking

Status: Departmental Review

File Actions... Confirm

- ❗ Step 1: Enter the Proposed Status
- Step 2: Upload the departmental recommendation letter.

+ FILE PREPARATION

- DEPARTMENTAL REVIEW

- COMMITTEE REVIEW

- Yellow's Review Committee *(Ad Hoc Confidential)* COMPLETE
 - Yellow's Review Committee Bundle | *Yellow's Review Committee PDF BUNDLE*
 - Report - Unredacted | *Dept ad hoc report - unredacted.pdf Uploaded 06/19/17 by STAFF1 YELLOW*
 - Report - Redacted | *Dept ad hoc report - redacted.pdf Uploaded 06/19/17 by STAFF1 YELLOW Requested by candidate*
- Certification: Departmental Committee Report Access | *Signed 06/19/17 by CANDIDATE YELLOW*

- VOTING FACULTY REVIEW [ASSIGN VOTING FACULTY](#) [RENOTIFY](#) [EDIT VOTE](#)

- Voting Faculty Review
 - Tenure Promotion Voting Faculty *(Voting Faculty)* COMPLETE
- Dissenting Letters from Voting Faculty

- DEPARTMENTAL RECOMMENDATION

- File Summary | [GenFileSummary.pdf](#) Uploaded 06/19/17 by STAFF1 YELLOW Proposed
- Departmental recommendation letter

b. On the Proposed Status form, several fields under “Present Status” (e.g., title, rank, and step) will have been populated automatically. Check carefully to make sure this data is correct.

- ▶ **If it is not correct, stop work on the file and contact Academic Personnel Services to get the data corrected.**

Proposed Status

YELLOW - Candidate - MeritD - 07_01_15

Present Status

Department: YELLOW
 Title, Rank & Step: 1200 - ASSOCIATE PROFESSOR-ACAD YR, STEP 2
 Total Salary: \$75,000.00
 Scale Rate: \$75,000.00 (FROM 07/01/2014 SCALE)
 Market OS: \$0.00
 Bonus OS: \$0.00
 Basis: Academic
 % of Time: 100%
 * Years at Rank:
 * Years at Step:
 * As of:
 (06/30/yyyy)

Proposed Status

Department: YELLOW
 * Title & Rank: --SELECT--
 Step & OS: OS:
 Total Salary:
 * Scale Rate: From Scale:
 * Scale Date:
 Basis:
 * % of Time:
 Effective Dates: (mm/dd/yyyy)
 * Begin:
 * End: 01/01/2079
 (Indefinite end date: 01/01/2079)
 * Action: MERIT - DEAN'S AUTHORITY
 Years Accel:

Save Status Delete Status Cancel

- c. Under “Present Status,” fill in the number of years the candidate will have served at his or her present rank and step as of the next June 30, and fill in the “as of” year (note the required format).
- d. Under “Proposed Status,” fill in the information listed below.

Note that this is the final opportunity for the department to correct the proposed action and other data if it was entered incorrectly or if the proposed action has changed since the file was created.

- Select the proposed title and rank from the drop-down menu; this will automatically populate the Basis field.
- Fill in the step (using numbers [2, 3, etc.], not Roman numerals [II, III, etc.]), and press the Tab key. The Total Salary, Scale Rate, and Scale Date fields will be populated automatically if the step entered matches a published salary scale. If you enter a step in error and tab out of the field, populating the three salary fields, uncheck the “From Scale” box. This will delete the information from those three fields and you can manually enter the salary rate information.
- If the salary does not have an associated step on the salary scale (i.e. Lecturer), leave the step field empty and manually enter the scale rate and most current scale date.
- If there is an off-scale salary, check the OS box, and new fields for market off- scale and bonus off-scale (not shown here) will appear for adding off-scale information.
- Fill in the percentage of time
- Fill in the Begin date of the proposed action.

- Fill in the End date if there is one. The default is “01/01/2079” for those with indefinite end dates (e.g., tenured faculty).
- Choose the type of action being proposed from the drop-down Action menu (see screen below).
- Fill in the number of years of acceleration, if applicable.
- Click “Save Status” at the bottom of the screen when data entry is complete

Proposed Status

YELLOW, CANDIDATE - MeritD - 07_01_13
NOTE: MOVED OFF MINIMUM SCALE

Present Status		Proposed Status	
Department:	YELLOW	Department:	YELLOW
Title, Rank & Step:	1200 - ASSOC PROF-AY, STEP 2 OS	*Title & Rank:	1200 - ASSOC PROF-AY
Total Salary:	\$71,300.00	Step & OS:	3 OS: <input type="checkbox"/>
Scale Rate:	\$69,300.00 (FROM 10/01/2009 SCALE)	Total Salary:	\$79,200.00
Market OS:	\$0.00	*Scale Rate:	\$79,200.00 From Scale: <input checked="" type="checkbox"/>
Bonus OS:	\$2,000.00 NEW	*Scale Date:	7/1/2014
Basis:	Academic	Basis:	Academic
% of Time:	100%	*% of Time:	100.0
*Years at Rank:	4	Effective Dates: (mm/dd/yyyy)	
*Years at Step:	2	*Begin:	07/01/2015
*As of:	06/30/2015 (06/30/yyyy)	*End:	01/01/2079 (Indefinite end date: 01/01/2079)
		*Action:	MERIT - DEAN'S AUTHORITY
		Years Accel:	

Save Status Delete Status Cancel

► **Important:** In the screen above, there is an example of a note stating that the salary has been moved off the minimum scale. These notes are created by the APO role in the behind-the-scenes data. (Other notes you may see include On Minimum Scale, Proj Sci on UCSD Scale, Proj Sci UCSD Minimum Scale, and Proj Sci UCSD SC/Moved Off Min.) If you see such a note and think it is incorrect, please contact the APS unit manager for your department immediately to discuss whether the note is accurate or should be removed.

e. Below is an example of a Proposed Status screen with all fields populated.

Uploading and signing of departmental recommendation letter

1. After the Proposed Status data has been entered, the review file detail screen will display a message directing you to upload the departmental recommendation letter, and an “Upload” link will be available on the line for that document.

The departmental recommendation letter must be prepared outside *Review*, and you will need to create a PDF of the letter to upload to the review file.

Note: AP staff can add the Chair’s signature to the departmental recommendation letter while preparing it outside *Review*, or the Chair can sign the letter electronically after it is uploaded, if he or she prefers to do so. The system *will not* automatically notify the chair to sign when the recommendation letter is uploaded. AP staff must select “Notify Chair” on the File Actions drop-down menu to prompt the Chair to sign.

2. Click “Upload” and upload the recommendation letter in the same way you uploaded other PDFs.

- 3. When you have uploaded the departmental recommendation letter, a message on the review file detail screen will direct you to either notify the Voting Faculty to inspect the letter or notify the Chair to sign the letter.

If you choose to notify Voting Faculty, you will bypass the electronic Chair signature process, so you should already have uploaded the letter with the Chair’s signature on it.

Note: It is acceptable to have both a handwritten signature and an electronic signature, but only one is required.

YELLOW, Candidate - MeritOSD - 07_01_18

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

Status: Departmental Review

File Actions... Confirm

Step 1: Notify Chair to sign the dept recommendation letter (optional if the letter contains a signature)
Step 2: Notify Voting Faculty to inspect the dept recommendation letter (optional)
Step 3: Notify the Candidate to sign dept recommendation cert

+ FILE PREPARATION

- DEPARTMENTAL REVIEW

- COMMITTEE REVIEW

- Yellow's Review Committee (Ad Hoc Confidential) COMPLETE
 - Yellow's Review Committee Bundle | [Yellow's Review Committee PDF BUNDLE](#)
 - Report - Unredacted | [Dept ad hoc report - unredacted.pdf](#) Uploaded 06/19/17 by STAFF1 YELLOW
 - Report - Redacted | [Dept ad hoc report - redacted.pdf](#) Uploaded 06/19/17 by STAFF1 YELLOW Requested by candidate
- Certification: Departmental Committee Report Access | Signed 06/19/17 by CANDIDATE YELLOW

- VOTING FACULTY REVIEW [EDIT VOTE](#)

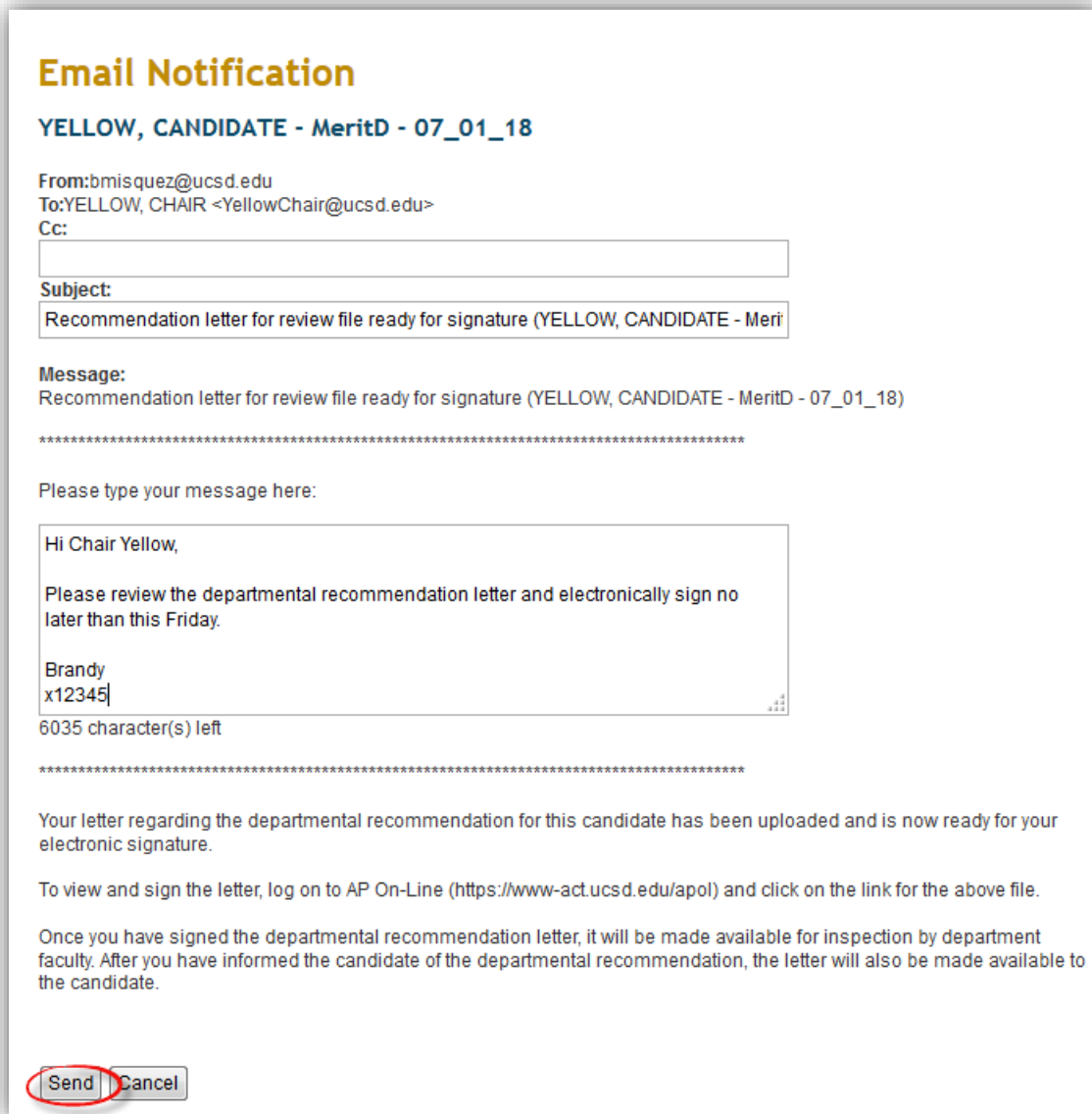
- Voting Faculty Review
 - Tenure Promotion Voting Faculty (Voting Faculty) COMPLETE
- Dissenting Letters from Voting Faculty [Upload](#)

- DEPARTMENTAL RECOMMENDATION

- File Summary | [GenFileSummary.pdf](#) Uploaded 06/19/17 by STAFF1 YELLOW [Proposed](#)
- Departmental recommendation letter | [Departmental recomm letter.pdf](#) Uploaded by STAFF1 YELLOW on 06/19/17. [Notify](#) [Replace](#) [Delete](#)
- Certification: Departmental Recommendation Access [Notify Candidate to Certify](#)

Click "Notify" to notify the chair to e-sign the dept. letter OR to notify voting faculty to inspect the dept. letter



- 4. If you choose “Notify Chair to sign Department Letter” on the pop up window,you will see the notification below. You may add comments or instructions to this notification, if needed. (Note that if the Chair had uploaded the recommendation letter, it would have been signed automatically at the time it was uploaded.)



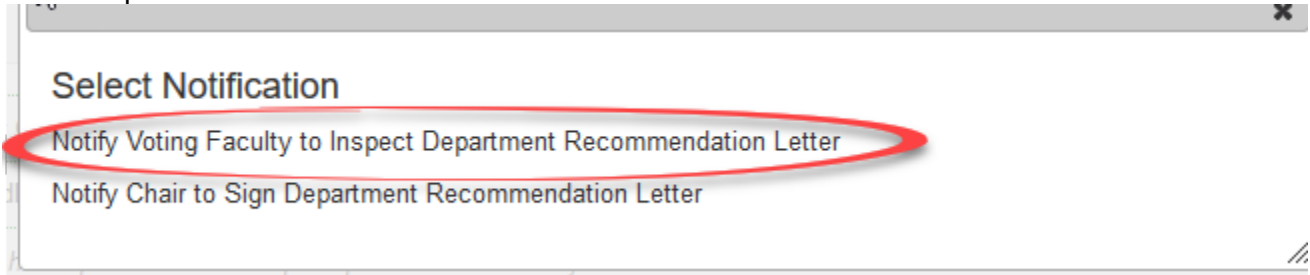
Voting Faculty inspection of departmental recommendation letter and submission of dissenting letters

If Voting Faculty reviewed and voted on the file before the departmental recommendation letter was written, the same faculty members must be offered the opportunity to read the recommendation letter and, if they wish, upload dissenting letters. (Note: If a faculty review and vote were *not* conducted, faculty *cannot* inspect the letter or submit dissenting letters.)

1. Notifying Voting Faculty to inspect letter
 - a. Click “Notify” on the departmental recommendation letter line.

- DEPARTMENTAL RECOMMENDATION	
▪ File Summary GenFileSummary.pdf  Uploaded 06/19/17 by STAFF1 YELLOW	Proposed
▪ Departmental recommendation letter Departmental recomm letter.pdf  Uploaded by STAFF1 YELLOW on 06/19/17.	Notify Replace Delete
▪ Certification: Departmental Recommendation Access	Notify Candidate to Certify
▪ Chair's Independent Letter	

- b. Click “Notify Voting Faculty to Inspect Departmental Recommendation Letter” on the pop-up window.



- c. You will see the notification to Voting Faculty with Faculty groups that were previously notified to review and vote on the file will be checked by default.

Email Notification to Committee Members

YELLOW, Candidate - MeritOSD - 07_01_18

The following committee members are assigned to review the file.

- Tenure Promotion Voting Faculty (Voting Faculty)
 - Academic 1 YELLOW
 - Academic 2 YELLOW
 - Academic 3 YELLOW
 - Academic 4 YELLOW
 - Candidate YELLOW (Recused)

To:

Academic 1 YELLOW <yellowAca1@ucsd.edu>; Academic 2 YELLOW <yellowAca2@ucsd.edu>; Academic 3 YELLOW <yellowAca3@ucsd.edu>; Academic 4 YELLOW <yellowAca4@ucsd.edu>

CC:

Subject:

Message:

Departmental recommendation letter available for review (YELLOW, Candidate - MeritOSD - 07_01_18)

Please type your message here:

The departmental recommendation letter for the above candidate is available for inspection by voting faculty.

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

Voting faculty may submit letters dissenting from the departmental recommendation. Letters must be submitted to your departmental academic personnel contact outside AP On-Line. These letters are not confidential documents and will be included in the review file.

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

- d. You can add further information and instructions in the message box at the bottom of the notification and then click “Notify Voting Faculty” to send the notification.

► **Note that Voting Faculty are informed that dissenting letters are *not* confidential.** The Candidate will be able to read them when offered the opportunity to inspect the file before it is submitted for the Dean’s review.

2. Voting Faculty inspection of letter and submission of dissenting letters
 - a. Below is the Voting Faculty's view of the notification regarding inspection of the recommendation letter.

■ Subject: Departmental recommendation letter available for review (YELLOW, CANDIDATE - MeritD - 07_01_18)
 ■ Default Subject: Departmental recommendation letter available for review
 ■ Text: Departmental recommendation letter available for review (YELLOW, CANDIDATE - MeritD - 07_01_18)

Please review the departmental recommendation letter by Friday afternoon. If you want to submit a dissenting letter, please hand it to me no later than 3 pm on Monday.

Brandy
x12345

The departmental recommendation letter for the above candidate is available for inspection by voting faculty.

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

Voting faculty may submit letters dissenting from the departmental recommendation. Letters must be submitted to your departmental academic personnel contact outside AP On-Line. These letters are not confidential documents and will be included in the review file.

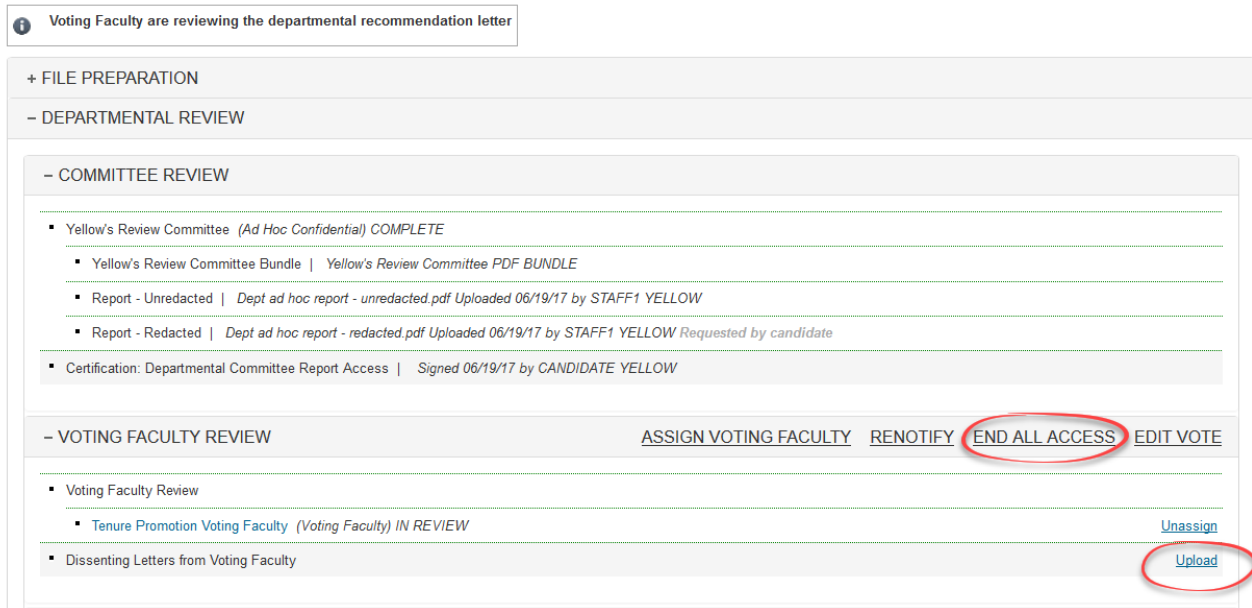
If you have any questions about the departmental review process, please contact your department.

- b. Voting Faculty will log on to view the departmental letter. Screen shots are not available in this manual, but the following are the steps they will follow.
 - Voting Faculty will click “Review Files” on their home page to display the file list.
 - They will click the appropriate Candidate’s name to open the review file detail screen.
 - They will select “Department” on the Select File Type drop-down menu and click “Confirm” to open the department view of the bundled PDF and read the departmental recommendation letter.
- c. **Any dissenting letters must be prepared, signed and handed to you outside of Review.**
 - ▶ **Voting Faculty should be given three calendar days to submit dissenting letters to you.** The three-day waiting period is meant to give the voting faculty a reasonable time frame in which to review the departmental recommendation and respond, if they wish to do so. Elapsed time is tracked by *Review*, however, the system now allows you to bypass the 3 day waiting period.

- d. You will need to scan the letters, convert them to PDF documents, and upload them to the review file.

3. Uploading dissenting letters

- a. After the notification is sent to Voting Faculty, an “Upload” link for dissenting letters will appear on the review file detail screen. You can upload letters one at a time without triggering resumption of the workflow.
- b. After all dissenting letters have been uploaded (or to end the waiting period if there are no dissenting letters), click “End All Access.”



- c. Click “End Access” to end Voting Faculty access to the file and return to the review file detail screen.

End Committee Access

Are you sure you want to end Tenure Promotion Voting Faculty's access to the review file?

Note that the dissenting letters are not bundled into the file at this point. This enables you to add, delete, or correct these letters after you have ended Voting Faculty access to the file.

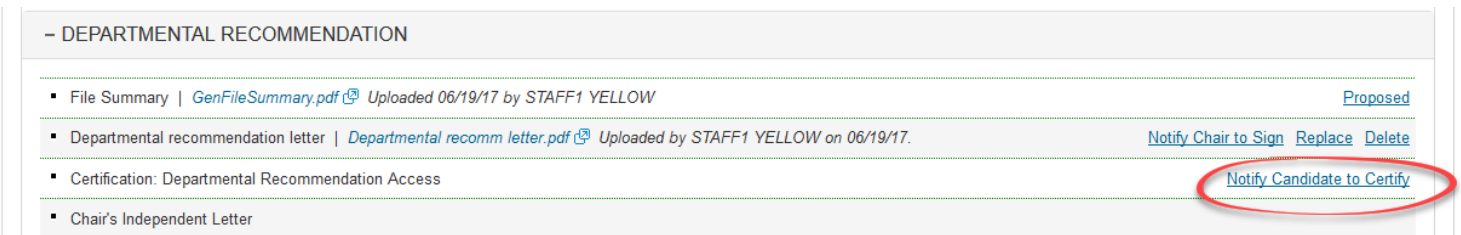


Candidate’s certification of departmental recommendation access

1. Notifying Candidate to inspect letter and sign certification
 - a. After Voting Faculty have been notified to inspect the departmental recommendation letter and have had the opportunity to submit dissenting letters, the review file detail screen will display a message directing you to notify the Candidate to sign the Departmental Recommendation Access Certification once the recommendation letter is ready..

Before you send this notification to the Candidate, the department should inform the Candidate outside *Review* that a recommendation has been determined, and the Candidate can be invited to meet with the Department Chair to discuss the recommendation.

- b. To send the notification to the Candidate, click “Notify Candidate to Certify”.



- c. You will then see the notification to the Candidate. You can add further information or instructions in the message box provided and click “Send” to send the notification and return to the review file detail screen.

Email Notification

YELLOW, CANDIDATE - MeritD - 07_01_18

From: bmisquez@ucsd.edu
To: YELLOW, CANDIDATE <YELLOWCAND@UCSD.EDU>
Cc:

Subject:
Departmental recommendation letter available for review (YELLOW, CANDIDATE - Meri

Message:
Departmental recommendation letter available for review (YELLOW, CANDIDATE - MeritD - 07_01_18)

Please type your message here:

Hi Professor Yellow,

Please review the departmental recommendation letter. If you wish to submit a written statement in response to the letter or any materials in the file, you may do so at the time you sign the certification of departmental recommendation access.

Brandy x12345

5484 character(s) left

The department has considered your academic review file and has determined its recommendation. The departmental recommendation letter is now available for your inspection.

You may review this letter, all other non-confidential materials in your academic review file, and redacted versions of any confidential materials you requested during the departmental review process by logging on to AP On-Line (<https://www-act.ucsd.edu/apol/apol>) and clicking on the link for your review file.

After you have inspected your file, please complete the departmental recommendation certification. You may upload a written statement in response to or commenting on the departmental recommendation letter or any other materials in the file when completing this certification. This statement will be made available to campus reviewers.

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

- Below is the Candidate's view of the notification to inspect the departmental recommendation letter.

- Subject: Departmental recommendation letter available for review (YELLOW, CANDIDATE - MeritD - 07_01_18)
- Default Subject: Departmental recommendation letter available for review
- Text: Departmental recommendation letter available for review (YELLOW, CANDIDATE - MeritD - 07_01_18)

Hi Professor Yellow,

Please review the departmental recommendation letter. If you wish to submit a written statement in response to the letter or any materials in the file, you may do so at the time you sign the certification of departmental recommendation access.

Brandy x12345

The department has considered your academic review file and has determined its recommendation. The departmental recommendation letter is now available for your inspection.

You may review this letter, all other non-confidential materials in your academic review file, and redacted versions of any confidential materials you requested during the departmental review process by logging on to AP On-Line (<https://www-act.ucsd.edu/apol/apol>) and clicking on the link for your review file.

After you have inspected your file, please complete the departmental recommendation certification. You may upload a written statement in response to or commenting on the departmental recommendation letter or any other materials in the file when completing this certification. This statement will be made available to campus reviewers.

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

3. Candidate reviews letter and signs certification
 - a. When the Candidate logs on to *Review*, the Status column on the Review Files screen will show that the departmental recommendation cert is pending. The Candidate will click the file name to open the review file detail screen.
 - b. The review file detail screen will display a message directing the Candidate to sign the departmental recommendation cert, and there will be a "Sign" link on the screen.
- ▶ **The Candidate should read the departmental recommendation letter *before* signing the certification.** To do so, the Candidate will select "Candidate" on the Select File Type menu and click "View" to open the Candidate's view of the bundled file.

YELLOW, Candidate - MeritOSD - 07_01_18

Select File Type [View File Tracking](#)

Status: Dept Recommend Cert pending

Step 1: Review your file (select 'Candidate' from the dropdown above and click 'View.' Your bundled pdf file will open in a new tab/window)
Step 2: Sign the departmental recommendation certification

+ FILE PREPARATION

- DEPARTMENTAL REVIEW

- COMMITTEE REVIEW

- Yellow's Review Committee (Ad Hoc Confidential) COMPLETE
 - Yellow's Review Committee Bundle | Yellow's Review Committee PDF BUNDLE
 - Report - Unredacted | Dept ad hoc report - unredacted.pdf Uploaded 06/19/17 by STAFF1 YELLOW
 - Report - Redacted | Dept ad hoc report - redacted.pdf Uploaded 06/19/17 by STAFF1 YELLOW
- Certification: Departmental Committee Report Access | Signed 06/19/17 by CANDIDATE YELLOW

- VOTING FACULTY REVIEW

- Voting Faculty Review
 - Tenure Promotion Voting Faculty (Voting Faculty) COMPLETE
- Dissenting Letters from Voting Faculty
 - Dissenting faculty letter #1.pdf Uploaded 06/19/17 by STAFF1 YELLOW
 - Dissenting faculty letter #2.pdf Uploaded 06/19/17 by STAFF1 YELLOW

- DEPARTMENTAL RECOMMENDATION

- File Summary | GenFileSummary.pdf Uploaded 06/19/17 by STAFF1 YELLOW
- Departmental recommendation letter | Departmental recomm letter.pdf Uploaded by STAFF1 YELLOW on 06/19/17.
- Certification: Departmental Recommendation Access | [Sign](#)
Step 1: Review your file (select 'Candidate' from the dropdown above and click 'View.' Your bundled pdf file will open in a new tab/window)
Step 2: Sign the departmental recommendation certification
- Chair's Independent Letter

- c. The Candidate can navigate to the recommendation letter by clicking the document name in either the Bookmarks column or the Table of Contents. The Candidate can then close the window to return to the review file detail screen.

File Summary.....	2
Employment History.....	3
Dissenting Letters from Voting Faculty.....	4
Dissenting Letters from Voting Faculty.....	5
Dissenting Letters from Voting Faculty.....	6
Departmental recommendation letter.....	7
<i>Electronically signed by Chair YELLOW on 08/04/14.</i>	
Response to Certification: Departmental Ad Hoc Access.....	8
Departmental Ad Hoc Report - Redacted.....	9
Response to Certification: Departmental Review.....	10
Candidate Personal Statement.....	11
Course Load and Student Direction Form.....	12
Evidence of Teaching Effectiveness	
CAPE Reports (summaries, stat sheets).....	13
CAPE Reports (summaries, stat sheets).....	14
CAPE Reports (summaries, stat sheets).....	15
Departmental Teaching Evaluations.....	16
Departmental Teaching Evaluations.....	17
Departmental Teaching Evaluations.....	18
Other Evidence of Teaching Effectiveness.....	19
Other Evidence of Teaching Effectiveness.....	20
Other Evidence of Teaching Effectiveness.....	21
Biography/Bibliography.....	22
Sabbatical Report.....	23

d. On the review file detail screen, the Candidate will click “Sign” to open the departmental recommendation certification.

- DEPARTMENTAL RECOMMENDATION

- File Summary | GenFileSummary.pdf Uploaded 06/19/17 by STAFF1 YELLOW
- Departmental recommendation letter | Departmental recomm letter.pdf Uploaded by STAFF1 YELLOW on 06/19/17.
- Certification: Departmental Recommendation Access |
Step 1: Review your file (select 'Candidate' from the dropdown above and click 'View.' Your bundled pdf file will open in a new tab/window)
Step 2: Sign the departmental recommendation certification
- Chair's Independent Letter

Sign

- e. In the certification, the Candidate will click “I accept” and can use the Browse button to upload a response to the departmental recommendation, if desired.

The response document is created and converted to a PDF file outside *Review* for uploading into the review file.

After the response has been uploaded, the document name will appear below the Browse button.

The candidate will then click “Confirm” to electronically sign the certification and return to the review file detail screen.

Certification of Departmental Recommendation Access for Review File YELLOW, Candidate - MeritOSD - 07_01_18

I certify that:

1. I was informed of the departmental recommendation.
2. I was provided the opportunity to inspect all non-confidential material (including the departmental recommendation letter) in my academic review file.
3. I was provided the opportunity to request redacted copies of confidential material (if any) in my academic review file.
4. I was provided the opportunity to include a written statement regarding the departmental recommendation and/or other file materials.

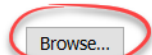
Note: Your acceptance on this certification indicates only that you acknowledge that the procedures required by University policy were followed prior to departmental consideration of your file. It does not imply your agreement or disagreement with any of the assessments or opinions in the academic review file. If you have questions, contact your department's academic personnel representative before accepting.



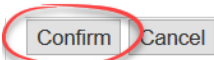
Upload New Response Document(s) (PDF's only) - This is optional.

Note: Do not upload PDF documents that require a password to open or modify.

Any apostrophe in your file name will be replaced with an underscore.



x Cand response when signs Dept Review Cert.pdf



- f. The review file detail screen (not shown) will indicate that the certification has been signed.
- ▶ g. **Reminder:** If the file is returned to the department by the Dean’s office for corrections, and the Candidate is asked to re-sign the Departmental Recommendation Certification, the Candidate can delete the original response to the materials in the file (if any) by checking the delete box on the pop-up screen that appears when “I accept” is clicked (not shown), and a new response can be uploaded. Alternatively, the original response can be left in place, and a new response can be added as well by clicking the Browse button. *This can be done any time the Candidate is asked to re-sign any certification.*

Addition of Chair’s independent letter

1. You will see a message on the review file detail screen stating that the candidate has signed the Certification of Departmental Recommendation Access and that a Chair’s independent letter can be uploaded before the file is forwarded to the dean. **(Note:** A chair’s independent letter is optional and is rarely included. It is *not* an expected part of the file.)

The Chair’s independent letter is a document created and converted to a PDF file outside Review for uploading into the review file.

2. Click the “Upload” link on the line for this document.

Status: Departmental Review File Actions...

Next steps:

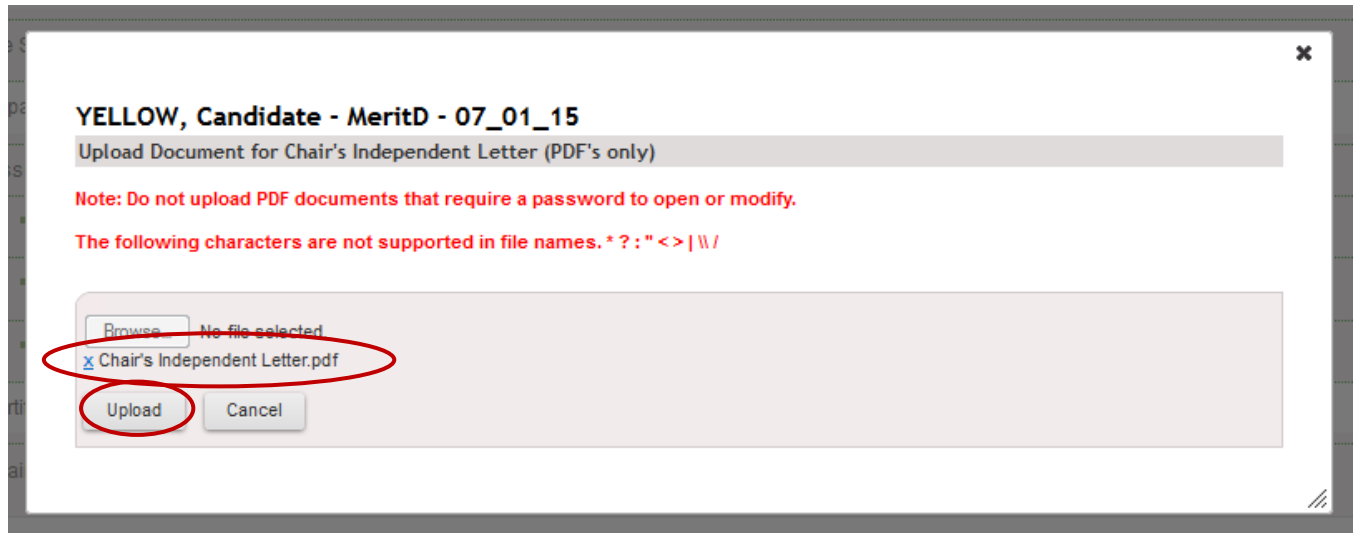
- Upload Chair’s independent letter (optional)
- Forward file to the Dean’s Office

Next step if the Dean’s Office has returned the file:

- Notify candidate to sign dept recommend cert

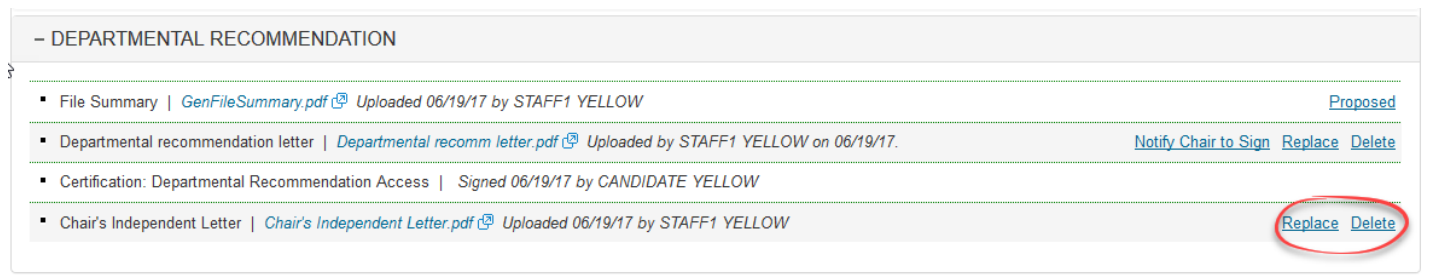
+ FILE PREPARATION	
- DEPARTMENTAL REVIEW	
- COMMITTEE REVIEW	
<ul style="list-style-type: none"> ▪ Yellow’s Review Committee (Ad Hoc Confidential) COMPLETE <ul style="list-style-type: none"> ▪ Yellow’s Review Committee Bundle Yellow’s Review Committee PDF BUNDLE ▪ Report - Unredacted Dept ad hoc report - unredacted.pdf Uploaded 06/19/17 by STAFF1 YELLOW ▪ Report - Redacted Dept ad hoc report - redacted.pdf Uploaded 06/19/17 by STAFF1 YELLOW Requested by candidate ▪ Certification: Departmental Committee Report Access Signed 06/19/17 by CANDIDATE YELLOW 	
- VOTING FACULTY REVIEW EDIT VOTE	
<ul style="list-style-type: none"> ▪ Voting Faculty Review <ul style="list-style-type: none"> ▪ Tenure Promotion Voting Faculty (Voting Faculty) COMPLETE ▪ Dissenting Letters from Voting Faculty Upload Reorder <ul style="list-style-type: none"> ▪ Dissenting faculty letter #1.pdf Uploaded 06/19/17 by STAFF1 YELLOW Replace Delete ▪ Dissenting faculty letter #2.pdf Uploaded 06/19/17 by STAFF1 YELLOW Replace Delete 	
- DEPARTMENTAL RECOMMENDATION	
<ul style="list-style-type: none"> ▪ File Summary GenFileSummary.pdf Uploaded 06/19/17 by STAFF1 YELLOW Proposed ▪ Departmental recommendation letter Departmental recomm letter.pdf Uploaded by STAFF1 YELLOW on 06/19/17. Notify Chair to Sign Replace Delete ▪ Certification: Departmental Recommendation Access Signed 06/19/17 by CANDIDATE YELLOW ▪ Chair’s Independent Letter Upload 	

- On the pop-up screen, click the Browse button to go to the Chair's independent letter on your computer and select it for uploading. The document name will appear beneath the Browse button. Click the Upload button to upload the letter.



- The review file detail screen will now show that the Chair's independent letter has been uploaded, and Replace and Delete links will be available.

Note: The Chair's independent letter does not require an electronic signature, and the Candidate will not be able to view this confidential letter until he or she is notified of the final outcome of the review at the end of the review process.



Submitting the file for the Dean's review

- After the Candidate has signed the Certification of Departmental Recommendation Access and the Chair's Independent Letter (if any) has been added to the file, you can forward the file to the Dean's office for review.
 - ▶ It is strongly recommended that you carefully check the file one last time to ensure that it is complete, accurate, and ready for review. Most importantly, ensure that the Proposed Status data is accurate, because once the file is submitted, the data cannot be corrected unless the file is returned to File Prep.**

To do so, highlight “Department” on the Select File Type menu, then click “View” to open and inspect the Department view of the bundled file. Close the bundled view to return to the review file detail screen.

2. When you are ready to submit the file, highlight “Forward to Dean’s Office” on the File Actions menu and click “Confirm.”

YELLOW, Candidate - MeritOSD - 07_01_18

Select File Type View Certs & Notifs View File Tracking

Status: Departmental Review

Next steps:

- Upload Chair's independent letter (optional)
- Forward file to the Dean's Office

Next step if the Dean's Office has returned the file:

- Notify candidate to sign dept recommend cert

File Actions... Confirm
File Actions...
Forward to Dean's Office
Return to File Prep

+ FILE PREPARATION
- DEPARTMENTAL REVIEW
- COMMITTEE REVIEW

3. You will see the following screen asking you to confirm that you want to forward the file to the Dean’s office. Click “Confirm” to submit the file and return to the review file detail screen.

Do you want to forward YELLOW, Candidate - MeritOSD - 07_01_18 to Dean's Office?

Confirm Cancel


4. Note that in this example (a normal merit review), the status is now “Final Authority Review Pending,” since the Dean has final authority for the action. The “File Preparation” and “Departmental Review” sections of the screen are collapsed, and the “Final Authority” section is expanded.

(If the proposed action had been one requiring review by CAP and a final decision by the EVC, there would be a “Campus Review” drawer on this screen between “Departmental Review” and “Final Authority,” and it would be expanded instead.)

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

YELLOW, Candidate - MeritOSD - 07_01_18

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

Status: Dean Final Authority Review Pending 

- + FILE PREPARATION
- + DEPARTMENTAL REVIEW
- DEAN FINAL AUTHORITY REVIEW
- COMMITTEE REVIEW
- FINAL ACTION
 - Final Action Letter

- After the file is submitted to the Dean, a File Summary will be generated by *Review*. This will be accessible in the Department and Dean views of the file.

To see the File Summary, click on that document in the table of contents of the bundled file.

Name:	YELLOW, Candidate		
Primary Department:	YELLOW	College:	
Proposed File Action:	MERIT - DEAN'S AUTHORITY	Effective:	07/01/2015 - 01/01/2079

Present Status				Proposed Status			
Department:	YELLOW			Department:	YELLOW		
Title, Rank & Step:	1200 ASSOCIATE PROFESSOR-ACAD YR, Step 2			Title, Rank & Step:	1200 ASSOCIATE PROFESSOR-ACAD YR, Step 3		
Total Salary:	\$75,000.00			Total Salary:	\$79,200.00		
Scale:	\$75,000.00 (07/01/2014) From Scale:Y			Scale:	\$79,200.00 (07/01/2014) From Scale:Y		
Market OS:	-0-			Market OS:	-0-		
Bonus OS:	-0-			Bonus OS:	-0-		
Basis:	Academic	% of Time:	100%	Basis:	Academic	% of Time:	100%
Years at:	Rank: 4.0	Step: 2.0	(as of 06/30/2015)	Effective Dates:	07/01/2015 - 01/01/2079		

Department Vote (where applicable)		
Review/Promotion:	For	2
	Against	0
	Abstain	1
	Absent	0
	Eligible (Bylaw 55)	3
Explanation of Abstain & Absent:	Chair abstained	

Addendum: Managing Committees

Below you will find more information on managing committees.

[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) 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 “edit” 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

Properties | Members | Files

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.

ACADEMIC PERSONNEL ONLINE UC San Diego

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

Committee List > Committee Details > Edit Committee

Edit Gray Department Review Committee

Properties

Name:

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

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

Type:
 Voting Faculty
 Standing Committee
 Ad Hoc Committee

Unit:

Confidentiality:

Members

<input type="checkbox"/>	Name	Title/Series	Department	Membership	
<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	

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

Gray Department Review Committee : Details

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.

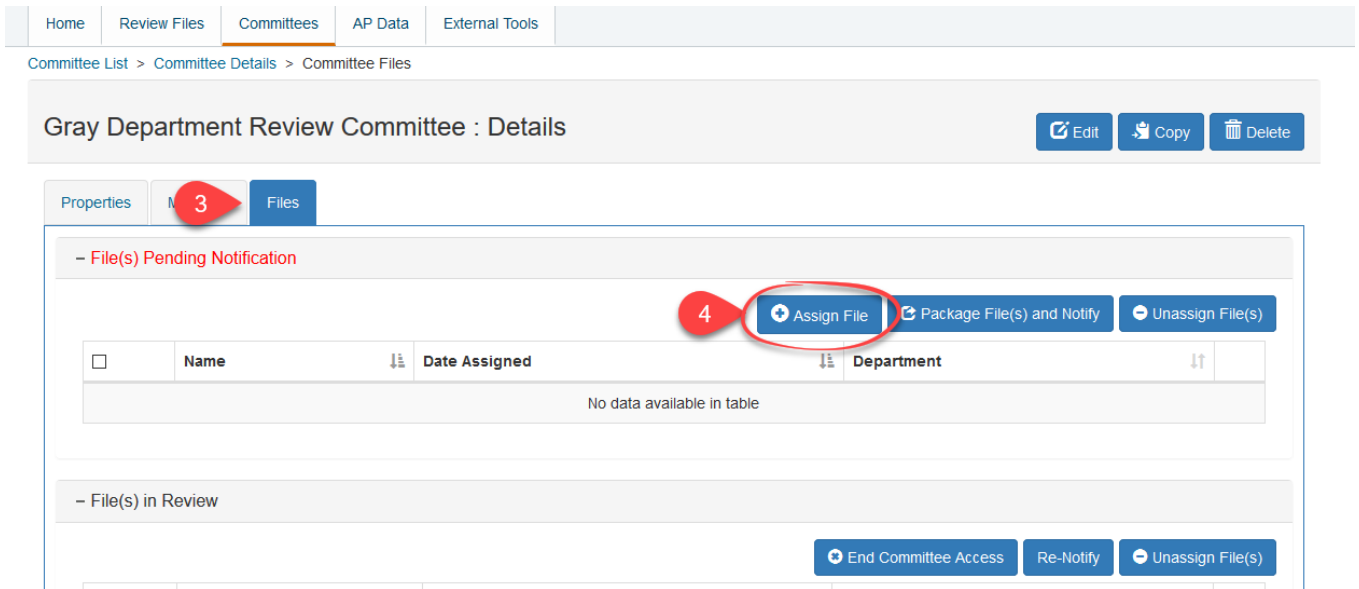
1. Enter the committee list screen by selecting the "Committees" tab or by clicking the "Committees" hyperlink on the homepage.
2. Click the "Delete" icon located on the committee's row on the committee list screen.

You may also click on the committee’s name to bring up the committee details page and click the “Delete” button.

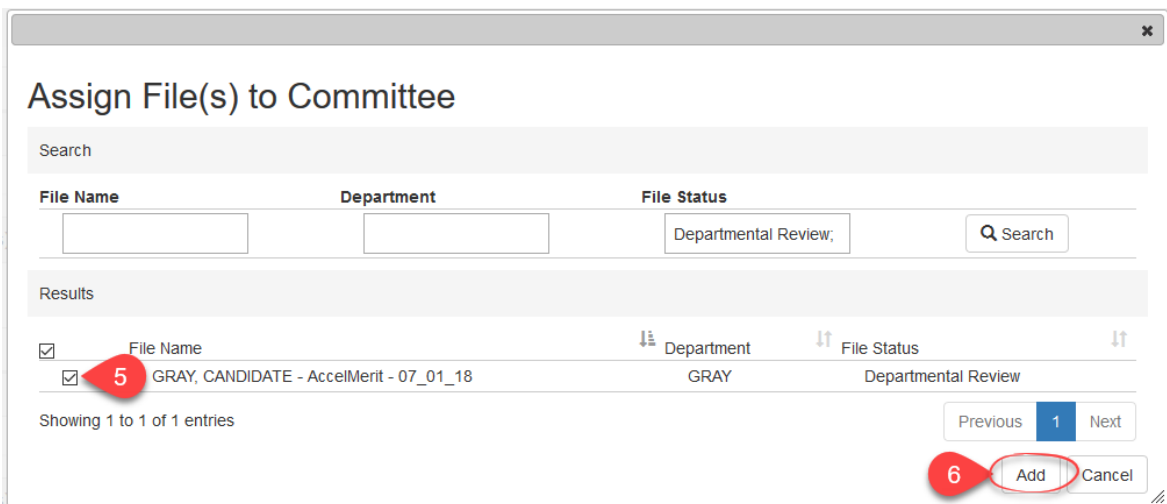
3. Click the “delete” button on the confirmation pop-up window.

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.



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.



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.

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

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 - AccellMerit - 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.

Section D – Dean’s Review as Final Authority

This section includes:

Dean Staff initial review of the file	D-1
Returning the file to department for corrections.....	D-3
Department makes requested corrections.....	D-4
Accepting the file for the Dean’s review	D-7
Data editing	D-8
Annotating the file	D-10
Divisional Committee Review.....	D-18
Creating Committees.....	D-18
Assigning Committees.....	D-20
Dean’s review for decision as final authority	D-23
Addendum: Managing Divisional Review Committees	D-33

Note: As a “role family,” the Dean and Dean Staff roles can perform the same functions, except that only the Dean can sign letters. When either role can perform a particular function, the default in this manual is the Dean Staff role.

Dean Staff initial review of the file

When a file is submitted to the Dean’s office, the Dean Staff will check it for completeness, accuracy, and compliance with policy before the Dean reviews it for a final decision.

- ▶ When the department submits the file to the Dean, there is *no notification* to the Dean or Dean Staff roles. An exclamation point next to a file name on the Review File screen (see below) is the cue that action needs to be taken on that file. The Dean and Dean Staff roles must monitor the Review File screen to determine what files have been submitted for review and where they are in the review process.

1. Dean Staff inspection of file

- a. On the Review Files screen, the Dean Staff will click the Candidate’s name to open the review file detail screen. Note that the file status is Final Authority Review Pending.

ACADEMIC PERSONNEL ONLINE					UC San Diego	
Home	Review Files	Committees	AP Data	External Tools		
Review Files Create New File					Show all files	
					Search: <input type="text"/>	
Alert	File Name	Dept Name	Div Name	Status	Last Action	
	YELLOW, Candidate - AccelMerit - 07_01_18	YELLOW	BLUE	Accepted for Dean review	06/14/17	
	YELLOW, Candidate - MeritOSD - 07_01_18	YELLOW	BLUE	Dean Final Authority Review Pending	06/19/17	

- b. On the review file detail screen, a message will be displayed directing the Dean Staff to accept the file or return it to the department for corrections.

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

YELLOW, Candidate - MeritOSD - 07_01_18

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

Status: Dean Final Authority Review Pending File Actions...

Accept or return to department

- + FILE PREPARATION
- + DEPARTMENTAL REVIEW
- DEAN FINAL AUTHORITY REVIEW
 - COMMITTEE REVIEW
 - FINAL ACTION
 - Final Action Letter

- c. To inspect the file, the Dean Staff will click "Department" on the Select File Type drop-down menu and then click "View." (Note: The Department view contains any unredacted documents in the file, while the Candidate view contains only redacted versions of these documents.)

YELLOW, Candidate - MeritOSD - 07_01_18

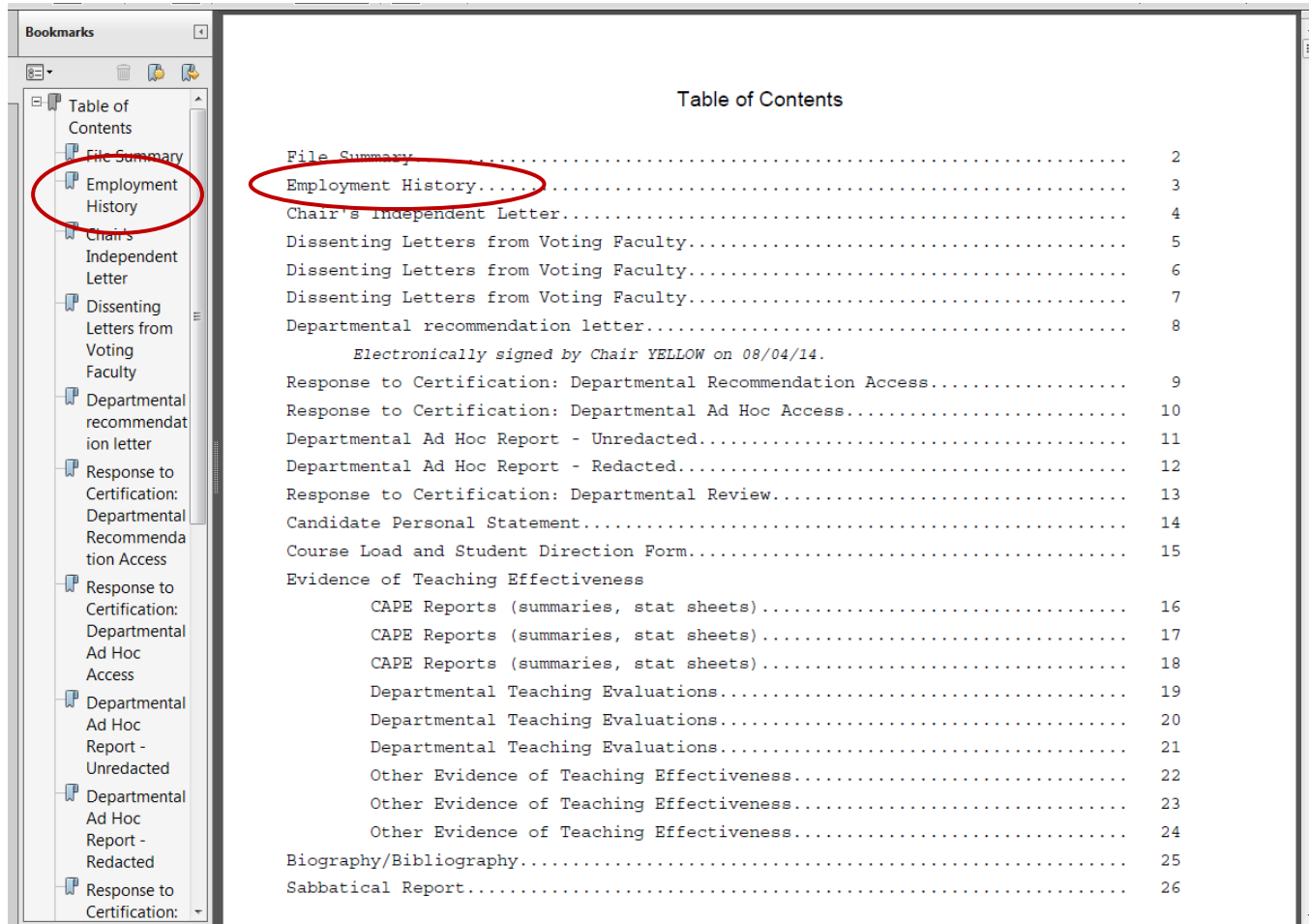
Select File Type [Certs & Notifs](#) | [View File Tracking](#)

Select File Type
Candidate
Department | Dean Final Authority Review Pending File Actions...

Accept or return to department

- + FILE PREPARATION
- + DEPARTMENTAL REVIEW
- DEAN FINAL AUTHORITY REVIEW
 - COMMITTEE REVIEW

- d. The bundled PDF of the file will appear. The Dean Staff can navigate to any document by clicking the document name in either the Table of Contents or in the Bookmarks column, and then close the window to return to the review file detail screen.
- **Important:** During this inspection of the file, the Dean Staff should make a list of any minor corrections needed and the page numbers of the documents on which they occur. *This information will be needed for annotating the file in a later step.*



Returning the file to department for corrections

1. If the initial review of the file turns up substantive errors that cannot be handled via annotations (e.g., “Proposed” data is incorrect or a required document is missing), the Dean Staff will return the file to the department for corrections by highlighting “Return to Department” on the File Actions menu and clicking “Confirm.”

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

YELLOW, Candidate - MeritOSD - 07_01_18

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

Status: Dean Final Authority Review Pending

Accept or return to department

+ FILE PREPARATION
+ DEPARTMENTAL REVIEW
- DEAN FINAL AUTHORITY REVIEW

Return to Department | **Confirm**
File Actions...
Accept for Dean Review
Return to Department

2. The Dean's office will inform the department outside Review what corrections or additions are needed. The department will not receive an e-mail notification.

Department makes requested corrections

1. On the review file detail screen, the status will be "File returned to Dept. by Dean's Office," and there will be a red text box containing instructions to the department.

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

YELLOW, Candidate - MeritOSD - 07_01_18

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

Status: File returned to Dept. by Dean's Office

File Actions... | Confirm

+ FILE PREPARATION
- DEPARTMENTAL REVIEW
- COMMITTEE REVIEW

- Yellow's Review Committee (Ad Hoc Confidential) COMPLETE
 - Yellow's Review Committee Bundle | Yellow's Review Committee PDF BUNDLE
 - Report - Unredacted | Dept ad hoc report - unredacted.pdf Uploaded 06/19/17 by STAFF1 YELLOW
 - Report - Redacted | Dept ad hoc report - redacted.pdf Uploaded 06/19/17 by STAFF1 YELLOW
 - Certification: Departmental Committee Report Access | Signed 06/19/17 by CANDIDATE YELLOW

- VOTING FACULTY REVIEW

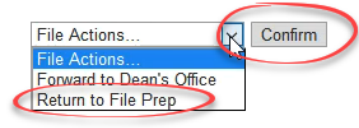
2. Depending on the correction requested by the Dean's office, you will select the appropriate action from File Actions drop-down menu. In this example, the Dean's office has asked the department to upload a missing CAPE report, so you would need to select "Return to File Prep" and click "Confirm."

YELLOW, Candidate - MeritOSD - 07_01_18

Select File Type View Certs & Notifs View File Tracking

Status: File returned to Dept. by Dean's Office

Dean's office has returned the file. Make corrections as discussed then forward the file to the Dean's office.



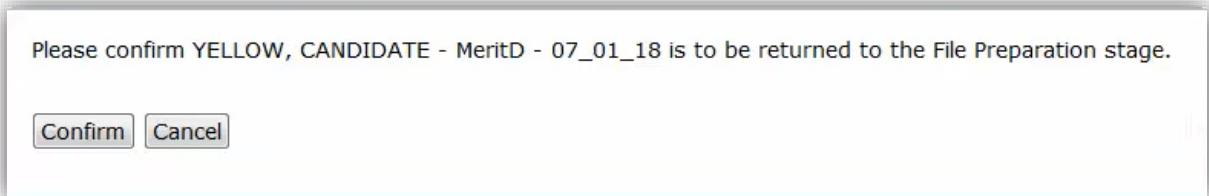
+ FILE PREPARATION

- DEPARTMENTAL REVIEW

- COMMITTEE REVIEW ASSIGN COMMITTEE

- Yellow's Review Committee (Ad Hoc Confidential) COMPLETE Re-Notify
 - Yellow's Review Committee Bundle 1 Yellow's Review Committee PDF BUNDLE Fr

- The following screen will appear. Clicking “Confirm” will return you to the review file detail screen.



- After the necessary correction has been made in File Prep, the Candidate must be notified to re-sign the Certification of Departmental Review, and you should inform the Candidate (in the message box on the notification) of what has been corrected in the file.
- You are not required to re-enter the Proposed Status data and re-upload the departmental recommendation letter before returning the file to the Dean’s Office, however, you may do so. Uploading a revised recommendation letter will require that the candidate be notified to re-sign the Certification of Departmental Recommendation Letter Access.
- If Voting Faculty were notified to inspect the original departmental recommendation letter, you must may choose to re-notify them to inspect the letter again, even if there are no changes. The reason (e.g., missing CAPE report added to file) can be provided in the message box in the notification. Although the notification informs Voting Faculty that they can submit dissenting letters, for this example it is assumed that they will not do so.
- After the Candidate has signed this certification, you can now re-submit the file to the Dean.

Below are several additional return to department scenarios and the various required steps.

Scenario 1 – Add/Change/Delete Files in File Prep

- | | |
|---------------|--|
| Step 1 | ▪ Return File to file prep |
| Step 2 | ▪ <i>(optional) Add/replace/delete files</i> |
| Step 3 | ▪ Ask the Candidate to re-certify Certification of Departmental Review |
| Step 4 | ▪ Forward to Dean's Office |

Scenario 2 – Changes to the Vote and/or Proposed

- | | |
|---------------|--|
| Step 1 | ▪ <i>(optional) Change or add a vote and/or</i>
▪ <i>(optional) Changing anything on the Proposed</i> |
| Step 2 | ▪ Forward to Dean's Office |

Scenario 3 – Replacing the Department Letter

- | | |
|---------------|---|
| Step 1 | ▪ Replace the Department Letter |
| Step 2 | ▪ <i>(optional) Ask Chair to e-sign the new letter</i> |
| Step 3 | ▪ <i>(optional) Notify Voting Faculty to review the new letter</i> |
| Step 4 | ▪ <i>(optional) Upload/Delete/Replace dissenting letters</i> |
| Step 5 | ▪ Ask the Candidate to re-certify the Certification of Departmental Recommendation Access |
| Step 6 | ▪ <i>(optional) Upload/Replace the Chair's Independent Letter</i> |
| Step 7 | ▪ Forward to Dean's Office |

Scenario 4 – Replacing/Deleting/Uploading the Chair's Independent Letter

- | | |
|---------------|--|
| Step 1 | ▪ Replace/Delete/Upload the Chair's Independent Letter |
| Step 2 | ▪ Forward to Dean's Office |

Scenario 5 – Engaging (or re-engaging) the Ad Hoc

- | | |
|---------------|--|
| Step 1 | ▪ <i>Notify Ad Hoc to review the file option is not available if ad hoc was engaged in previous step</i> |
| Step 2 | ▪ Replace/Delete/Upload Ad hoc report. System will delete the redacted Ad Hoc report if it exists (with warning) |
| Step 3 | ▪ Ask the Candidate to re-certify Certification of Ad Hoc Report |
| Step 4 | ▪ <i>(optional) Notify Voting Faculty to review the revised file</i> |
| Step 5 | ▪ <i>(optional) If changes to the departmental letter are required, follow workflow in Scenario 3.</i> |
| Step 6 | ▪ Forward to Dean's Office |

Scenario 6 – Engaging the voting faculty (who were not previously engaged)

- | | |
|---------------|---|
| Step 1 | ▪ Notify faculty that review file is ready for review. System will delete the Recommendation Letter if it exists (with warning) |
| | ▪ All other steps should follow the "normal" workflow |

Scenario 7 – Replacing or Adding Dissenting Letters

- | | |
|---------------|---|
| Step 1 | ▪ <i>(optional) Change or add a vote and/or</i>
▪ <i>(optional) Changing anything on the Proposed (i.e. changing the</i> |
|---------------|---|

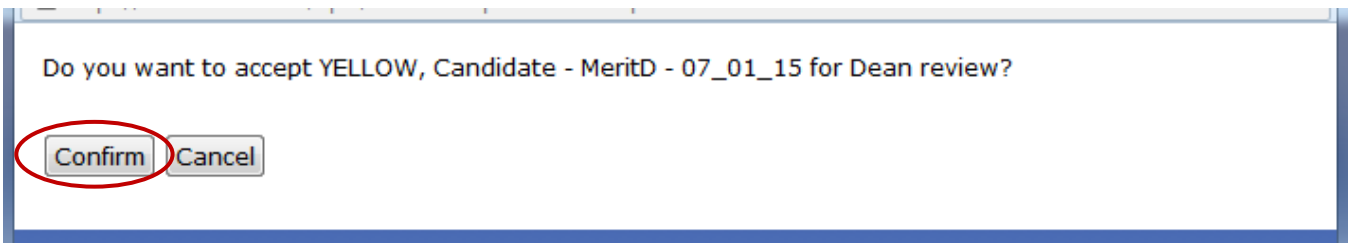
	<i>File Action) and</i>
	▪ Replace/add/delete dissenting letters
Step 2	▪ Ask the Candidate to re-certify
<i>Step 3</i>	▪ <i>(optional) Upload/Replace the Chair’s Independent Letter (CIL)</i>
Step 4	▪ Forward to Dean’s Office

Accepting the file for the Dean’s review

1. If the file is complete and correct, or if it needs only minor annotations, the Dean Staff will highlight “Accept for Dean Review” on the “File Actions” drop-down menu and click “Confirm.”

The screenshot shows a web interface for reviewing a file. At the top, there are navigation tabs: Home, Review Files (selected), Committees, AP Data, and External Tools. Below the tabs, the file name is 'YELLOW, Candidate - MeritOSD - 07_01_18'. There are buttons for 'Select File Type', 'View', 'Certs & Notifs', and 'View File Tracking'. The status is 'Dean Final Authority Review Pending'. A red box highlights the text 'Accept or return to department'. On the right, a dropdown menu is open, showing options: 'Return to Department', 'File Actions...', 'Accept for Dean Review' (highlighted with a red circle), and 'Return to Department'. A 'Confirm' button is also visible and circled in red. Below the status, there is a list of review stages: '+ FILE PREPARATION', '+ DEPARTMENTAL REVIEW', '- DEAN FINAL AUTHORITY REVIEW', '- COMMITTEE REVIEW', '- FINAL ACTION' (with a sub-item 'Final Action Letter'), and '+ POST AUDIT'. At the bottom, there is a footer with contact information for UC San Diego and a logo.


2. On the next screen, the Dean Staff will again click “Confirm” to verify that the file is being accepted for the Dean’s review and to return to the review file detail screen.




- 3. The Status line on the review file detail screen will show that the file has been accepted for Final Authority review.

YELLOW, Candidate - MeritOSD - 07_01_18

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

Status: Accepted for Dean Final Authority review  File Actions... | Confirm

 Assign committees (optional), enter data to proceed with Dean Final Authority review or switch to Campus Review.

+ FILE PREPARATION
+ DEPARTMENTAL REVIEW
- DEAN FINAL AUTHORITY REVIEW

Data editing

The Edit Data link allows the Dean Staff to correct any errors entered by Department Staff instead of returning the file to the department for corrections. Examples are correcting the number of years at rank and step, the title code, the new step and salary, etc.

Note: Only data initially entered into “Proposed” by the Department Staff or Chair roles can be changed. If any documents need to be revised and replaced, the file must be returned to the department.

- 1. To correct data, the Dean Staff will click “Edit Data” on the review file detail screen.
- ▶ Data editing must be done before the Dean Staff clicks “Annotation,” “Disagree,” or “As Proposed,” or the ability to make data changes will be lost.

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

YELLOW, Candidate - MeritOSD - 07_01_18

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

Status: Accepted for Dean Final Authority review File Actions... Confirm

Assign committees (optional), enter data to proceed with Dean Final Authority review or switch to Campus Review.

+ FILE PREPARATION

+ DEPARTMENTAL REVIEW

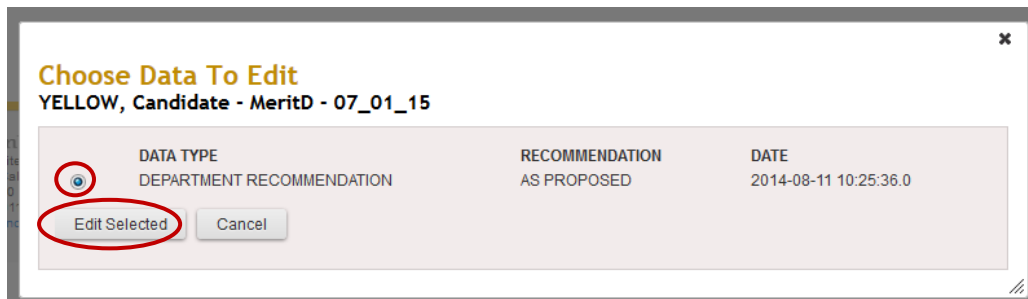
- DEAN FINAL AUTHORITY REVIEW

- COMMITTEE REVIEW [ASSIGN COMMITTEE](#)

- FINAL ACTION

Final Action Letter [Edit Data](#) [Annotation](#) [Disagree](#) [As Proposed](#)

- When the Dean Staff clicks “Edit Data,” a pop-up window will appear with a choice of data types to edit. (In this case, only the Department Recommendation data is available to edit.) The Dean Staff will click the button next to a data type to select it, and then click “Edit Selected.”



- The “Proposed” data screen will appear, and the Dean Staff can correct the data as needed.
- After the Dean Staff corrects the data and clicks “Save Status,” a new pop-up window, “Data Edit Annotations,” will appear. Here the Dean Staff can enter an annotation about what has been corrected, explaining the reason and showing who made the correction. The annotation should include the Dean Staff name, telephone extension, and the date of the correction. When the annotation is complete, the Dean Staff will click “Save” to return to the review file detail screen.

Data Edit Annotations
YELLOW, Candidate - MeritD - 07_01_15

Record Just Edited:

DATA TYPE	RECOMMENDATION	DATE
DEPARTMENT RECOMMENDATION	AS PROPOSED	2014-08-11 10:25:36.0

Annotation:

For this normal merit action and after discussion with the department staff, the Step has been corrected from Step 2 to Step 3.
Jay Jones, ext. 25698, 8/1/2014

Save Cancel

NOTE: The edited data has already been saved. Pressing "Cancel" will cancel the edits to this annotation only.

Annotating the file

1. If annotations are needed, the Dean Staff will click "Annotation" on the review file detail screen.
 - ▶ **Annotations must be done *before* the Dean Staff clicks "Disagree" or "As Proposed," or the ability to make annotations will be lost.**

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

YELLOW, Candidate - MeritOSD - 07_01_18

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

Status: Accepted for Dean Final Authority review File Actions... | Confirm

Assign committees (optional), enter data to proceed with Dean Final Authority review or switch to Campus Review.

- + FILE PREPARATION
- + DEPARTMENTAL REVIEW
- DEAN FINAL AUTHORITY REVIEW
 - COMMITTEE REVIEW [ASSIGN COMMITTEE](#)
 - FINAL ACTION
 - Final Action Letter [Edit Data](#) | **Annotation** | [Disagree](#) | [As Proposed](#)

- a. The Dean Staff will then see the following screen and will click “Add Annotation.” Note that the annotation for the data edit already entered on the File Summary is listed under Content Type.

Annotations

YELLOW, Candidate - MeritD - 07_01_15

Content Type	Page No.	
File Summary	1	

Add Annotation | Save | Cancel

NOTE: Your annotation is not saved until you click the "Save" button

- 2. To make an annotation, the Dean Staff will first select the document to be annotated (the Sabbatical Report, in this example) from a drop-down menu of file documents.

Annotations

YELLOW, Candidate - MeritD - 07_01_15

Content Type	Page No.
File Summary	1

Attention:

- The Page field refers to where the page to be annotated exists in the bundled PDF. Obtain this page number from the bundle using the "View File" link on the file detail page prior to entering the annotation(s).
- Only one annotation entry allowed per page number of the bundle; adding an annotation using the same page number as an existing annotation will delete the existing annotation text. To edit an existing annotation, click on the Edit button of the Content Type annotation to be edited.
- Annotations will appear as the last item on the Table of Contents of the file.

Type: -- Please Select --

Page: Biography/Bibliography
Candidate Personal Statement

Annotation: Chair's Independent Letter
Course Load and Student Direction Form
Departmental Ad Hoc Report - Redacted
Departmental Ad Hoc Report - Unredacted
Departmental recommendation letter
Dissenting Letters from Voting Faculty
Employment History
Evidence of Teaching Effectiveness: CAPE Reports (summaries, stat sheets)
Evidence of Teaching Effectiveness: Departmental Teaching Evaluations
Evidence of Teaching Effectiveness: Other Evidence of Teaching Effectiveness
Response to Certification: Departmental Ad Hoc Access
Response to Certification: Departmental Recommendation Access
Response to Certification: Departmental Review
Sabbatical Report

Add to List Cancel

NOTE: Your annotation is not saved until you "Add to List" and click the "Save" button on the next screen

3. The document selected will appear in the "Type" field, and the Dean Staff will enter the page number on which the error was found. The Dean Staff should briefly describe the error and provide the correct information, and then click "Add to List."

Annotations

YELLOW, Candidate - MeritD - 07_01_15

Content Type	Page No.
File Summary	1

Attention:

- The Page field refers to where the page to be annotated exists in the bundled PDF. Obtain this page number from the bundle using the "View File" link on the file detail page prior to entering the annotation(s).
- Only one annotation entry allowed per page number of the bundle; adding an annotation using the same page number as an existing annotation will delete the existing annotation text. To edit an existing annotation, click on the Edit button of the Content Type annotation to be edited.
- Annotations will appear as the last item on the Table of Contents of the file.

Type:

Page:

Annotation:

Sabbatical was taken in academic year 2012-13, not in 2013-14.

NOTE: Your annotation is not saved until you "Add to List" and click the "Save" button on the next screen

4. The document names and the page numbers of annotated items will appear under the "Content Type" and "Page No." headings at the top of the annotation screen.

(Note that the page number should be the one in the actual document. It does not refer to the placement of the page within the bundled PDF. For example, the bundled PDF might be 120 pages long, and the sabbatical report might be on pages 89–91 of the bundle, but if an error is found on page 2 of the sabbatical report, the page number listed in the annotation should be page 2.)

To add further annotations, the Dean Staff will click “Add More” and repeat the process.

Annotations

YELLOW, Candidate - MeritD - 07_01_15

Content Type	Page No.	
Employment History	1	Edit
File Summary	1	
Sabbatical Report	2	Edit

[Add More](#) [Save](#) [Cancel](#)

NOTE: Your annotation is not saved until you click the "Save" button

- To edit annotations before or after saving them, the Dean Staff will click the “Edit” button for the appropriate annotation. The document type and page number cannot be changed.
- **Note:** you cannot edit File Summary comments, as they are the result of data corrections, not document corrections.

Annotations

YELLOW, Candidate - MeritD - 07_01_15

Content Type	Page No.	
File Summary	1	
Employment History	1	<input type="button" value="Edit"/>
Sabbatical Report	2	<input type="button" value="Edit"/>

Attention:

- The Page field refers to where the page to be annotated exists in the bundled PDF. Obtain this page number from the bundle using the "View File" link on the file detail page prior to entering the annotation(s).
- Only one annotation entry allowed per page number of the bundle; adding an annotation using the same page number as an existing annotation will delete the existing annotation text. To edit an existing annotation, click on the Edit button of the Content Type annotation to be edited.
- Annotations will appear as the last item on the Table of Contents of the file.

Type:

Page:

Annotation:

Sabbatical was taken in academic year 2012-13, not 2013-14.

NOTE: Your annotation is not saved until you "Add to List" and click the "Save" button on the next screen

6. When all annotations have been made, the Dean Staff will click "Save" to save the annotations and automatically return to the review file detail screen.

Annotations

YELLOW, Candidate - MeritD - 07_01_15

Content Type	Page No.	
+ Employment History	1	<input type="button" value="Edit"/>
+ File Summary	1	
+ Sabbatical Report	2	<input type="button" value="Edit"/>

NOTE: Your annotation is not saved until you click the "Save" button

7. To add further annotations, the Dean Staff can again click “Annotation” on the review file detail screen.

- COMMITTEE REVIEW [ASSIGN COMMITTEE](#)

- FINAL ACTION

▪ Final Action Letter [Edit Data](#) [Disagree](#) [As Proposed](#)

8. A modified version of the Annotations screen will appear, with a different button (“Add Annotations”) at the bottom (compare to button in step 4 above). The Dean Staff will click “Add Annotation” to add a new annotation, following the steps above.

Annotations

YELLOW, Candidate - MeritD - 07_01_15

Content Type	Page No.	
File Summary	1	
Employment History	1	<input type="button" value="Edit"/>
Sabbatical Report	2	<input type="button" value="Edit"/>

NOTE: Your annotation is not saved until you click the "Save" button

9. The Dean Staff will then click "Save" to exit the Annotations screen and return to the review file detail screen.

Annotations

YELLOW, Candidate - MeritD - 07_01_15

Content Type	Page No.	
File Summary	1	
Employment History	1	<input type="button" value="Edit"/>
Sabbatical Report	2	<input type="button" value="Edit"/>

NOTE: Your annotation is not saved until you click the "Save" button

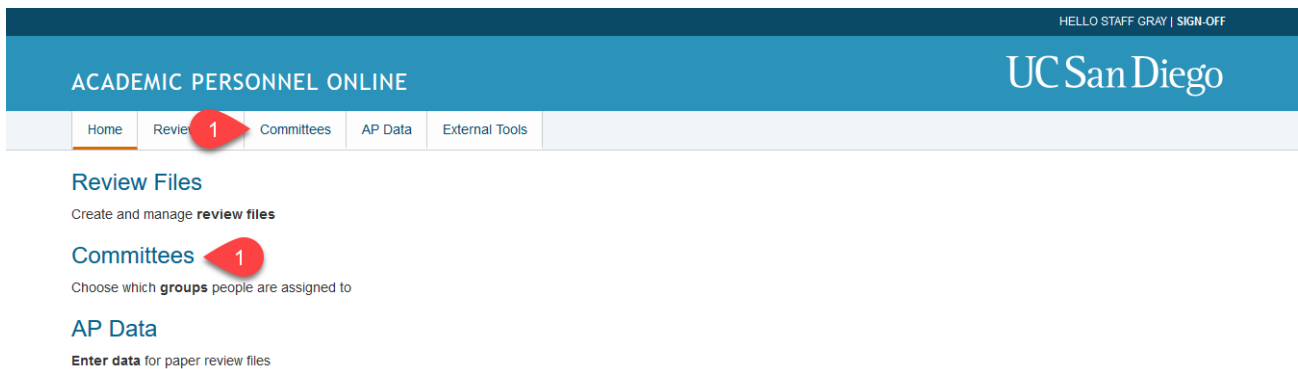
► Annotations will appear at the bottom of the table of contents in the Department view of the bundled file (not shown here).

Divisional Committee Review

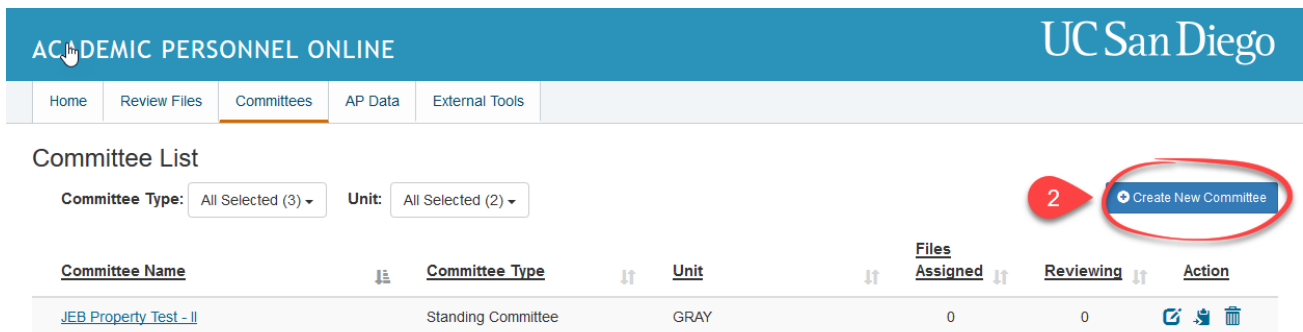
When a file is first accepted for Dean's review, the dean must first determine if a divisional review committee should review the file prior to determining the dean's recommendation. Before assigning a committee to a file, you must create a committee.

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.

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:
 Standing Committee 4
 Ad Hoc Committee

Unit: BLUE 5

Confidentiality: Non-Confidential 6

Recommendation Data:
 Yes
 No 7

Members

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

8 **Add Member(s)**

Delete Members

Save Cancel

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UC San Diego

- 9. 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.
- 10. Select desired individuals by clicking the checkbox next to their name and click the “Add” button.

- 11. **Optional**-designate a “Chair” member in the membership value column.
- 12. Click the “Save” button.

Assigning Committees

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. 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.
4. Scroll down to the “Dean 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: 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.	0	0
<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)		
<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

Cancel Save Save & Notify

- 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.

i 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 Committeee (Standing Non-Confidential) **PENDING NOTIFICATION** [Notify](#) [Unassign](#)
 - Brandy Name Change Test Committeee Bundle | [Brandy Name Change Test Committeee 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

The following committee members are assigned to review the file.

- **Brandy Name Change Test Committeee (Standing)**
 - ✓ Academic 1 GREEN
 - ✓ Academic 3 GREEN
 - ✓ Academic 4 GREEN

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:

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. 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.

ACADEMIC PERSONNEL ONLINE UC San Diego

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 Committeee (Standing Non-Confidential) **IN REVIEW** [End Access](#) [Re-Notify](#) [Unassign](#)
 - Brandy Name Change Test Committeee Bundle | [Brandy Name Change Test Committeee 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

Dean’s review for decision as final authority

When a normal merit file is accepted for the Dean’s review, the Dean must determine whether he or she agrees or disagrees with the proposed action. If the Dean agrees, a final action letter will be issued (see details below). If the Dean disagrees, the file becomes a contested merit and must be submitted for Campus review and a decision by the EVC. (See page E-1.)

1. In this scenario, the Dean agrees with the proposed action, so the Dean Staff will click “As Proposed” on the review file detail screen.

YELLOW, Candidate - MeritOSD - 07_01_18

Select File Type View Certs & Notifs View File Tracking

Status: Accepted for Dean Final Authority review

File Actions... Confirm

Assign committees (optional), enter data to proceed with Dean Final Authority review or switch to Campus Review.

+ FILE PREPARATION

+ DEPARTMENTAL REVIEW

- DEAN FINAL AUTHORITY REVIEW

- COMMITTEE REVIEW ASSIGN COMMITTEE

- FINAL ACTION

- Final Action Letter [Edit Data](#) [Annotation](#) [Disagree](#) [As Proposed](#)

+ POST AUDIT

- The Proposed Status screen will appear. The Dean Staff should check the information for accuracy and then click "As Proposed" at the bottom of the screen to verify that the data is correct and the Dean approves the proposed action.

Proposed Status

YELLOW, Candidate - MeritD - 07_01_15

Department:	YELLOW
Title, Rank & Step:	1200 - ASSOCIATE PROFESSOR-ACAD YR , Step 3
Total Salary:	\$79,200.00
Scale Rate:	\$79,200.00 (07/01/2014 SCALE) From Scale: <input checked="" type="checkbox"/>
Basis:	Not Available % OF TIME: 100%
Effective Dates:	07/01/2015 - 01/01/2079

- 4. The Dean Staff will then be directed to upload the Dean’s final action letter. **This letter is created and converted to a PDF file outside Review.** There will be an Upload button on the screen, and the upload process will be the same as for all other file documents.

YELLOW, Candidate - MeritOSD - 07_01_18

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

Status: Accepted for Dean Final Authority review File Actions... | Confirm

Assign committees (optional), enter data to proceed with Dean Final Authority review or switch to Campus Review.

+ FILE PREPARATION	
+ DEPARTMENTAL REVIEW	
- DEAN FINAL AUTHORITY REVIEW	
- COMMITTEE REVIEW	ASSIGN COMMITTEE
- FINAL ACTION	
▪ Final Action Letter	Upload Edit Data Annotation Disagree As Proposed*

- 5. Note that if the Dean uploads the final action letter, the letter will be signed automatically. If the Dean Staff uploads the letter, unsigned, the Dean Staff has the option to notify the Dean to sign the letter via the “Notify” link on the file details page.

YELLOW, Candidate - MeritOSD - 07_01_18

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

Status: Accepted for Dean Final Authority review File Actions... | Confirm

Notify Dept of Final Action or notify Dean to sign letter.

+ FILE PREPARATION	
+ DEPARTMENTAL REVIEW	
- DEAN FINAL AUTHORITY REVIEW	
- COMMITTEE REVIEW	
- FINAL ACTION	
▪ Final Action Letter Dean's final action letter.pdf Uploaded by DEANSTAFF1 BLUE on 06/19/17.	Notify Dean to Sign Edit Data Annotation Disagree As Proposed* Replace Delete

- 6. There will now be a message box on the Dean Staff review file detail screen indicating that the Dean has been notified to sign the final action letter.

YELLOW, Candidate - MeritOSD - 07_01_18

Select File Type View Certs & Notifs View File Tracking

Status: Accepted for Dean Final Authority review

File Actions... Confirm

Dean has been notified to sign the final action letter



- + FILE PREPARATION
- + DEPARTMENTAL REVIEW
- DEAN FINAL AUTHORITY REVIEW

7. The Dean's review file detail screen will show that the letter is waiting for the Dean's signature. Note that either the Dean or Dean Staff can revise, replace, or delete the final action letter, if needed, but *only the Dean can sign the letter*. The Dean will click "Sign" to do so.

YELLOW, Candidate - MeritOSD - 07_01_18

Select File Type View Certs & Notifs View File Tracking

Status: Accepted for Dean Final Authority review

File Actions... Confirm

Final Action Letter is waiting your signature

- + FILE PREPARATION
 - + DEPARTMENTAL REVIEW
 - DEAN FINAL AUTHORITY REVIEW
 - COMMITTEE REVIEW
 - FINAL ACTION
- Final Action Letter | [Dean's final action letter.pdf](#) Uploaded by DEANSTAFF1 BLUE on 06/19/17. **Sign** Edit Data Annotation Disagree As Proposed* Replace Delete
- Final Action Letter is waiting your signature

8. The following screen will appear, and the Dean will click "Confirm."

I am signing Final Action Letter for Review File YELLOW, Candidate - MeritOSD - 07_01_18

Confirm Cancel

9. The review file detail screen will then show that the final action letter has been signed.

YELLOW, Candidate - MeritOSD - 07_01_18

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

Status: Accepted for Dean Final Authority review

File Actions...

Notify Dept of Final Action

- + FILE PREPARATION
- + DEPARTMENTAL REVIEW
- DEAN FINAL AUTHORITY REVIEW
- COMMITTEE REVIEW
- FINAL ACTION
 - Final Action Letter | [Dean's final action letter.pdf](#) Electronically signed by Division Dean BLUE on 06/19/17. [Edit Data](#) [Annotation](#) [Disagree](#) [As Proposed*](#) [Replace](#) [Delete](#)

10. After the Dean has signed the final action letter, the Dean Staff will notify the department of the Dean Final Action via the File Actions drop-down menu.



YELLOW, Candidate - MeritOSD - 07_01_18

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

Status: Accepted for Dean Final Authority review

File Actions...

- File Actions...
- Notify Dept of Dean Final Action
- Return to Department

Notify Dept of Final Action

- + FILE PREPARATION
- + DEPARTMENTAL REVIEW
- DEAN FINAL AUTHORITY REVIEW
- COMMITTEE REVIEW
- FINAL ACTION
 - Final Action Letter | [Dean's final action letter.pdf](#) Electronically signed by Division Dean BLUE on 06/19/17. [Edit Data](#) [Annotation](#) [Disagree](#) [As Proposed*](#) [Replace](#) [Delete](#)
- + POST AUDIT

12. The Dean or Dean Staff (and any other role with access to the review file) can click “View File Tracking” on the review file detail screen above to see a list of all actions taken on this Candidate's file to date, as shown below.

File Tracking

Date	Action
08/12/14 11:25:04	Final Action
08/12/14 10:49:11	Final Authority Review with annotations
08/11/14 10:43:32	Accepted for Final Authority review
08/11/14 10:27:34	Final Authority Review Pending
08/11/14 10:27:08	Departmental Review
08/11/14 10:27:06	Dept Recommend Cert signed
08/11/14 10:26:23	Dept Recommend Cert pending
08/11/14 10:24:32	File returned to Dept. by Dean's Office
08/11/14 08:28:16	Final Authority Review Pending
08/11/14 08:21:47	Departmental Review
08/11/14 08:16:19	Dept Recommend Cert signed
08/08/14 11:47:52	Dept Recommend Cert pending
08/08/14 11:32:33	Departmental Review
08/04/14 10:34:58	Dept Ad Hoc Cert signed
08/02/14 16:09:24	Dept Ad Hoc Cert pending
08/02/14 15:29:00	Department Ad hoc Review
08/02/14 14:17:33	Departmental Review
08/02/14 14:17:32	Dept Rev Cert signed
08/02/14 14:06:26	Dept Rev Cert pending
08/02/14 14:05:12	File Prep
08/02/14 13:36:12	Dept Rev Cert pending
08/02/14 13:04:06	File Prep
08/02/14 12:36:25	File Created

13. Any role *except* Candidate and Candidate Alternate can also click on “Certs & Notifs” on the review file detail screen to see listings of the certifications and notifications for the Candidate’s file.

Certs & Notifs Tracking

YELLOW, Candidate - MeritD - 07_01_15

Cert	Date
+ Certification of Departmental Recommendation Access	08/11/14 10:27:08
+ Certification of Departmental Recommendation Access	08/11/14 08:16:20
+ Certification of Departmental Ad Hoc Report Access	08/04/14 10:34:59
+ Certification of Departmental Review	08/02/14 14:17:33

Notification	Date
+ Notify Department Final Action Letter Available	08/12/14 11:25:07
+ Notify Dean Final Action Letter Uploaded and Need to Sign	08/12/14 10:58:33
+ Notify Candidate Departmental Recommendation Letter Available	08/11/14 10:26:26
+ Notify Voting Faculty Access to Departmental recommendation letter	08/11/14 10:26:00
+ Notify Chair Departmental Recommendation Letter Uploaded and Need to Sign	08/11/14 10:24:19
+ Notify Voting Faculty Access to Departmental recommendation letter	08/11/14 10:23:30
+ Notify Candidate Departmental Recommendation Letter Available	08/08/14 11:47:56

14. The following notification will be sent by the Dean’s office to the Department Chair, with a cc: to Department Staff.

- -

- Subject: Final action letter completed (YELLOW, Candidate - MeritD - 07_01_15)
- Text: The letter regarding the dean’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.

Please notify candidate of final action letter.

15. A message will appear on the review file detail screen directing the Department Staff to notify the Candidate that the final action letter is available.

YELLOW, Candidate - MeritOSD - 07_01_18

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

Status: Dean Final Action File Actions... ▾ Confirm

Final Action is complete - notify candidate

+ FILE PREPARATION
+ DEPARTMENTAL REVIEW
- DEAN FINAL AUTHORITY REVIEW
- COMMITTEE REVIEW

▶ 16. Outside *Review*, the department should inform the Candidate of the final results of the review in whatever way it prefers (e.g., the department may invite the Candidate to meet with the Department Chair to discuss the final decision). This should be done *before* providing the Candidate access to the final action letter.

17. After the final action has been communicated to the Candidate outside *Review*, you must provide the Candidate access to the final action letter before the file can be completed and moved to the Post Audit stage. On the “File Actions” menu, select “Notify Candidate: Final Action Letter” and click “Confirm.”

YELLOW, Candidate - MeritOSD - 07_01_18

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

Status: Dean Final Action

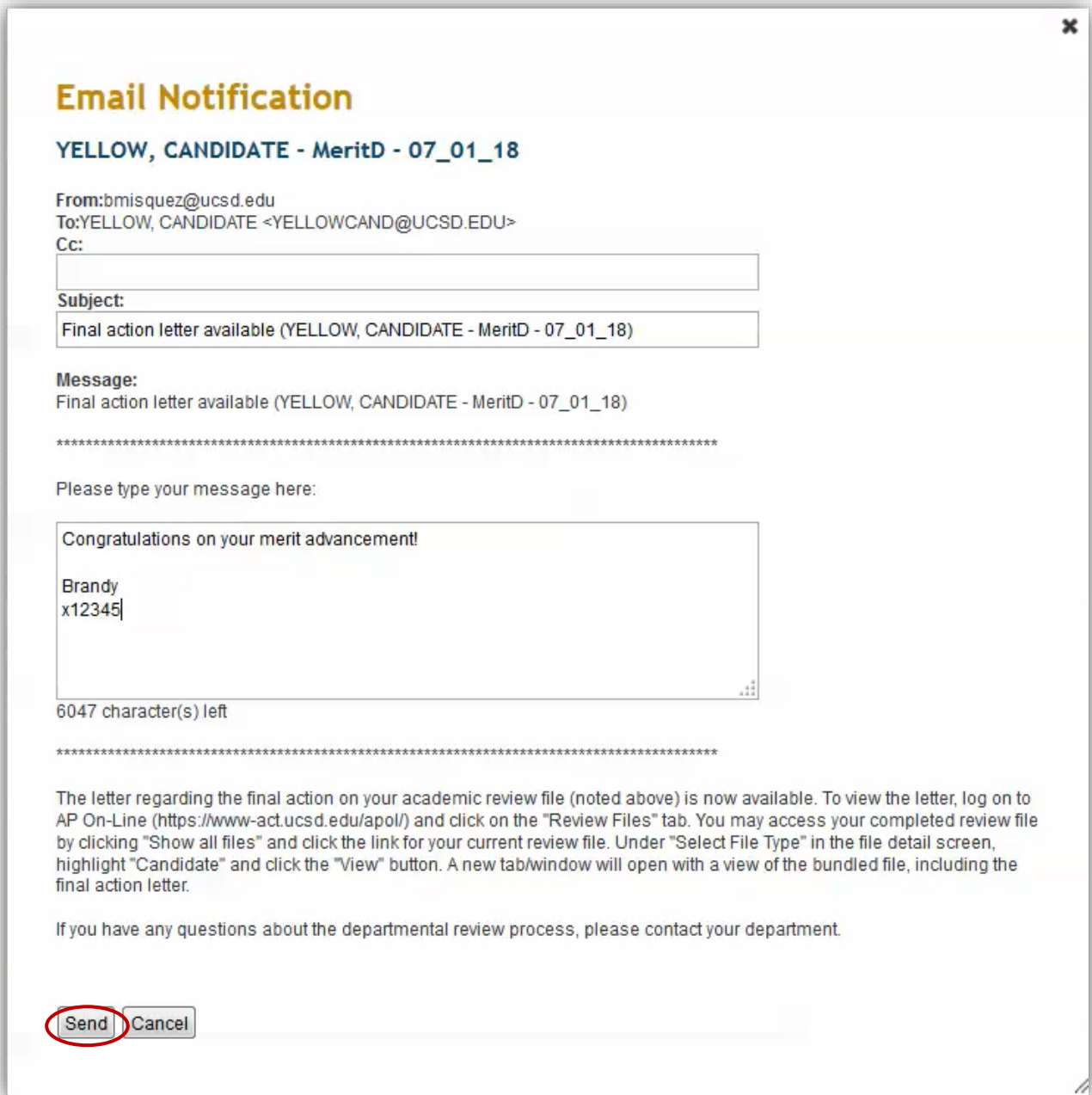
File Actions...

- File Actions...
- Notify Candidate of Final Action Letter
- Return to Dean

Final Action is complete - notify candidate

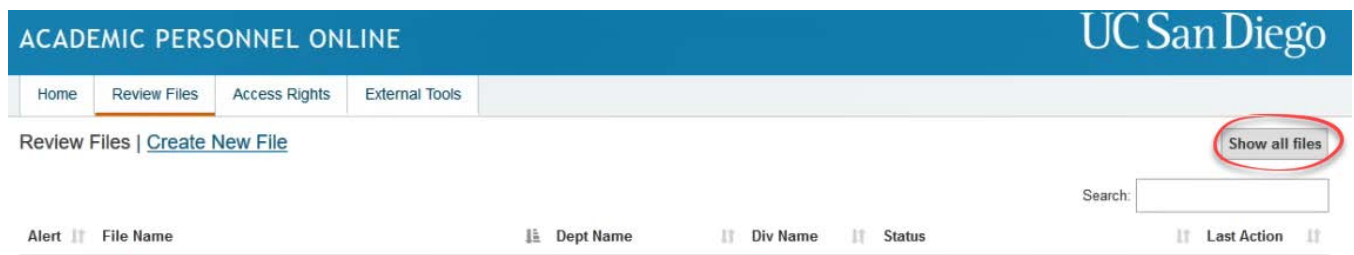
- + FILE PREPARATION
- + DEPARTMENTAL REVIEW
- DEAN FINAL AUTHORITY REVIEW
- COMMITTEE REVIEW
- FINAL ACTION
 - Final Action Letter | *Dean's final action letter.pdf Electronically signed by Division Dean BLUE on 06/19/17.*

18. You will see the following notification to the Candidate. You can add further information in the message box at the bottom of the screen and then click "Send."



19. The Candidate can click the Review Files tab to open the Review Files screen.

20. Since the Candidate’s file will be in “Post Audit and Store” at this point and won’t be visible on the Review Files screen, the Candidate must click on “Show all files” to display a list of his or her completed review files.



21. The Candidate can now click on his or her file to view the review file detail screen.

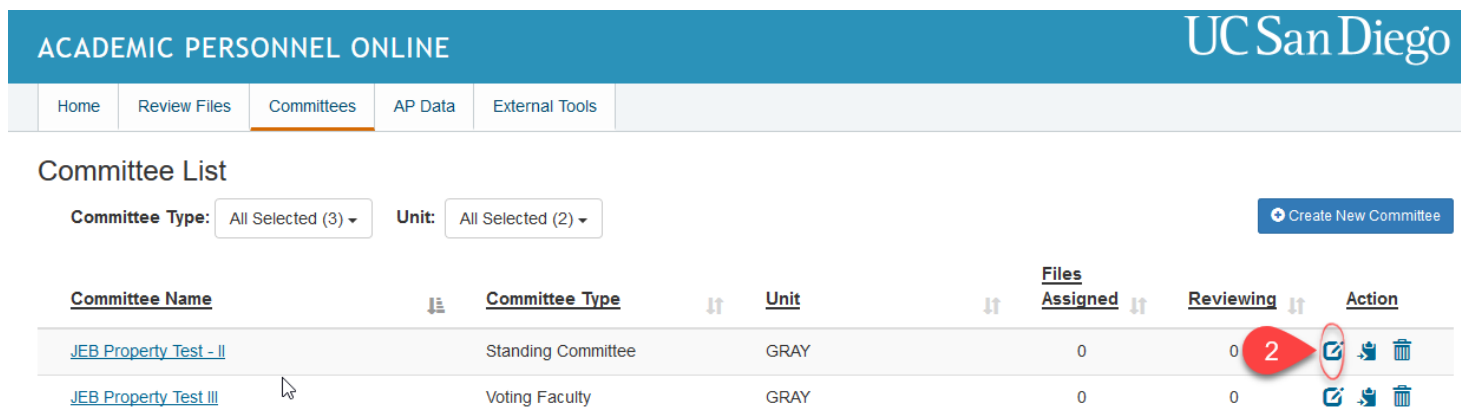
22. On the review file detail screen, the Candidate should select “Candidate” on the File Type drop-down menu and click the View button to access the Candidate’s view of the bundled file. The Candidate can then select the Final Action Letter in the Bookmarks or Table of Contents.

Addendum: Managing Divisional Review Committees

Below you will find more information on managing committees.

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.



You may also click on the committee’s name to bring up the committee details page and click the “edit” 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

Properties | Members | Files

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.

ACADEMIC PERSONNEL ONLINE UC San Diego

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

Committee List > Committee Details > Edit Committee

Edit Gray Department Review Committee

Properties

Name:

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

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

Type:
 Voting Faculty
 Standing Committee 3
 Ad Hoc Committee

Unit:

Confidentiality:

Members

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

5

6

4

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.

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
<a>JEB Property Test - II	Standing Committee	GRAY	0	0	<a>2 <a>Edit <a>Copy <a>Delete
<a>JEB Property Test III	Voting Faculty	GRAY	0	0	<a>Edit <a>Copy <a>Delete

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



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

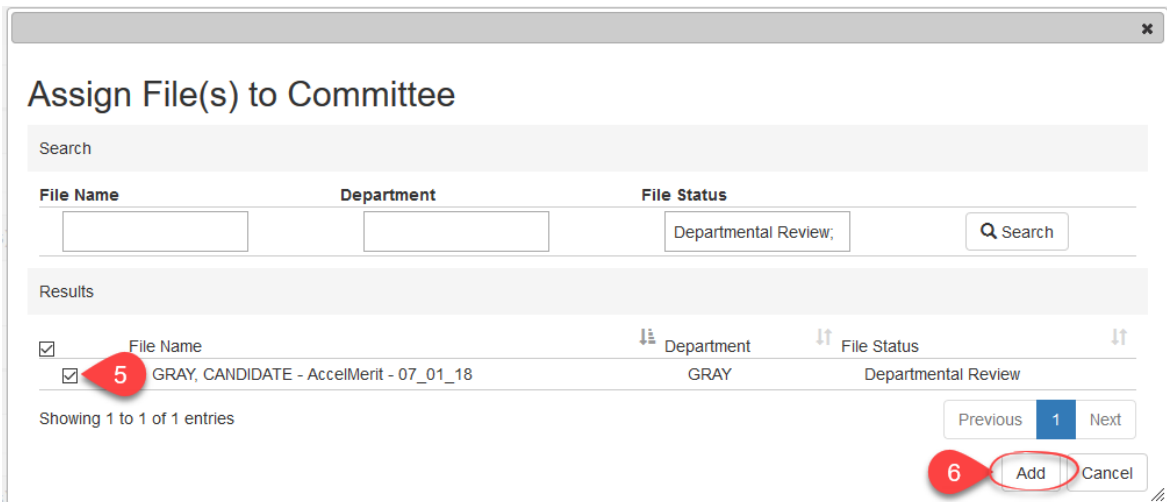
Assign File Package File(s) and Notify Unassign File(s)

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

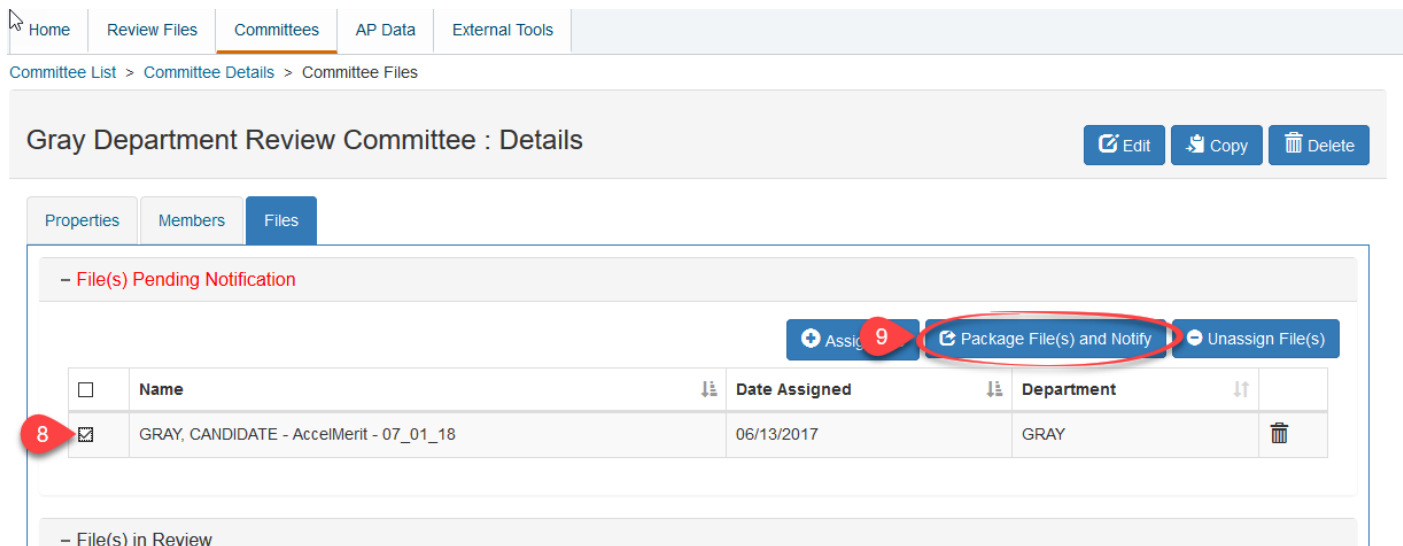
- File(s) in Review

End Committee Access Re-Notify Unassign File(s)

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.



- 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.



- 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.

Section E – Campus Review

This section contains:

Dean’s review and recommendation when Dean is not the final authorityE-1
 Department’s response to request for additional information or prelimE-5
 Candidate’s certification of additional materialsE-12
 Submitting the department’s prelim response to the DeanE-16
 Dean’s letter commenting on the department’s response to the prelimE-16

Dean’s review and recommendation when Dean is not the final authority

If the Dean does not have final authority for the action proposed, he or she will review the file and make a recommendation that will be added to the file for the EVC’s consideration. In the scenario below, the Dean does not support a proposed normal merit, so the case becomes a contested merit, and the EVC has final authority.

1. Changing a normal merit to a contested merit

When the Dean disagrees with a proposed normal merit, the Dean’s office will notify the department outside AP On-Line, and will change the file type to “Contested Merit” in Review.

- a. To do so, the Dean Staff will click “Disagree” on the review file detail screen to switch to Campus Review.

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

YELLOW, Candidate - MeritOSD - 07_01_17

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

Status: Accepted for Dean Final Authority review File Actions... | Confirm

ⓘ Assign committees (optional), enter data to proceed with Dean Final Authority review or switch to Campus Review.

- + FILE PREPARATION
- + DEPARTMENTAL REVIEW
- DEAN FINAL AUTHORITY REVIEW
 - COMMITTEE REVIEW [ASSIGN COMMITTEE](#)
 - FINAL ACTION
 - Final Action Letter [Edit Data](#) [Annotation](#) [Disagree](#) [As Proposed](#)

- b. The Final Action Data screen will appear. The Dean Staff will enter data reflecting the Dean’s recommendation and will change the action to “Contested Merit.” (See next page for example of completed screen.)

x

Final Action Data

YELLOW, Candidate - MeritOSD - 07_01_17

Proposed Status

Department: YELLOW
Title, Rank & Step: 1200 - ASSOC PROF-AY, Step 2 OS
Total Salary: \$89,700.00
Scale Rate: \$77,300.00 (07/01/2016 SCALE) From Scale:
Market OS: \$12,400.00 NO DISPO
Bonus OS: \$0.00
Basis: Not Available % OF TIME: 100%
Effective Dates: 07/01/2017 - 01/01/2079

Final Action Data

*Result: --SELECT--
*Title Code: --SELECT--
Step & OS: Offscale:
*Scale Rate: \$0.00 From Scale:
Total Salary: \$0.00
*Scale Date:
*Action: --SELECT--
Years Accel:

- c. Below is an example of a completed Final Action Data screen. *The asterisked fields must be completed in order to save the screen.*

Note that in this example, the Dean recommends an *upward* modification to a merit with a bonus offscale, but *any* disagreement with the normal merit originally proposed by the department makes the case a *contested merit*.

The Offscale box is checked, which expands the salary fields to include market and bonus offscale salary options. “Merit - Contested” is selected on the drop-down Action menu. Clicking “Save” saves the new data.

Final Action Data

*Result: UPMOD

*Title Code: 1200 - ASSOC PROF-AY

Step & OS: 2 Offscale:

*Scale Rate: \$77,300.00 From Scale:

Total Salary: \$92,000.00

*Scale Date: 7/1/2016

Market OS Dispo: NO DISPO

Market OS Amount: \$12,400.00

Bonus OS Dispo: NEW

Bonus OS Amount: \$2,300.00

*Action: MERIT - CONTESTED

Years Accel:

Save Cancel

2. Uploading the Dean’s recommendation letter

Note that there is an asterisk next to the “Disagree” link. This is intended to serve as a reminder to the Dean and Dean Staff that the Dean disagreed with the action proposed by the Department.

YELLOW, Candidate - MeritOSD - 07_01_17

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 [ASSIGN COMMITTEE](#)
 - DEAN RECOMMENDATION
 - Dean Recommendation Letter
[Upload](#) [Edit Data](#) [Annotation](#) [As Proposed](#) [Disagree*](#)

- a. The Dean’s recommendation letter must be created and converted to a PDF outside Review.
- b. When the letter has been uploaded, a message will direct the user to submit the file to the EVC or notify the Dean to sign the letter.

YELLOW, Candidate - MeritOSD - 07_01_17

Select File Type View Certs & Notifs View File Tracking

Status: Accepted for Dean review

File Actions... Confirm

Submit file to EVC or notify Dean to sign letter.

+ FILE PREPARATION

+ DEPARTMENTAL REVIEW

- DEAN REVIEW

- COMMITTEE REVIEW

- DEAN RECOMMENDATION

Dean Recommendation Letter | [Dean's recommendation letter.pdf](#) Uploaded by DEANSTAFF1 [Notify Dean to Sign](#) [Edit Data](#) [Annotation](#) [As Proposed](#) [Disagree*](#) [Replace](#) [Delete](#) BLUE on 06/19/17.

- c. Select “Submit file to EVC” on the File Actions drop-down menu and click “Confirm.”

YELLOW, Candidate - MeritOSD - 07_01_17

Select File Type View Certs & Notifs View File Tracking

Status: Accepted for Dean review

Submit file to EVC Confirm

Submit file to EVC or notify Dean to sign letter.

+ FILE PREPARATION

+ DEPARTMENTAL REVIEW

- DEAN REVIEW

- COMMITTEE REVIEW

- DEAN RECOMMENDATION

Dean Recommendation Letter | [Dean's recommendation letter.pdf](#) Uploaded by DEANSTAFF1 [Notify Dean to Sign](#) [Edit Data](#) [Annotation](#) [As Proposed](#) [Disagree*](#) [Replace](#) [Delete](#) BLUE on 06/19/17.

- b. On the subsequent screen (not shown), the Dean Staff will click “Confirm” to verify that the file is being submitted to the EVC for review by CAP and a decision by the EVC.

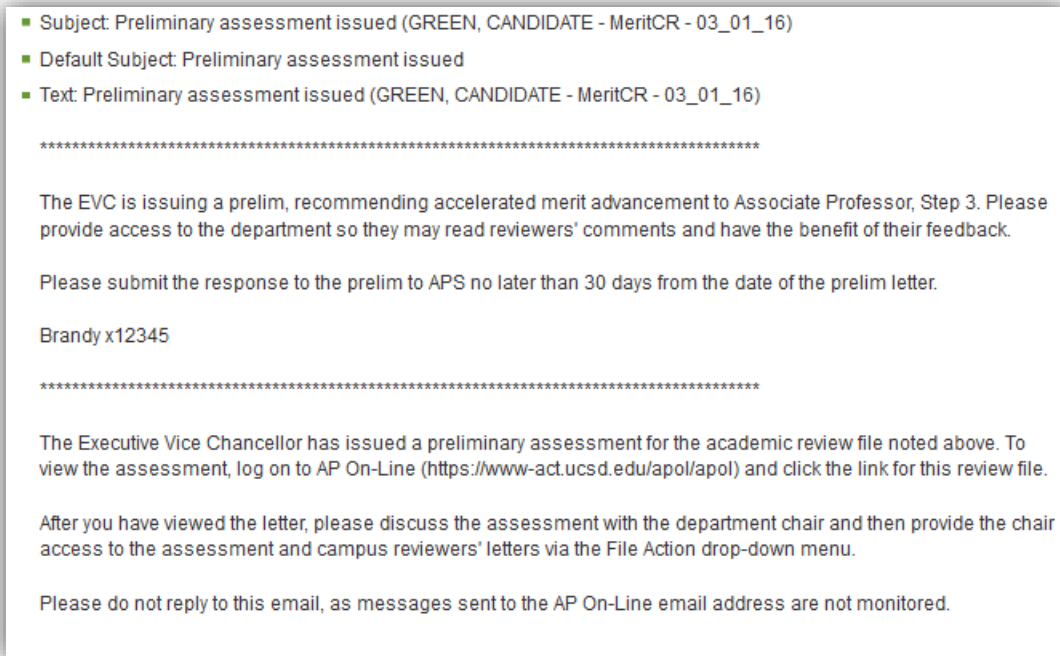
Department’s response to request for additional information or prelim

Following CAP’s review, the EVC may request additional information, issue a preliminary decision, or do both in succession. The request for additional information and/or the preliminary decision will be communicated to the department via the Dean.

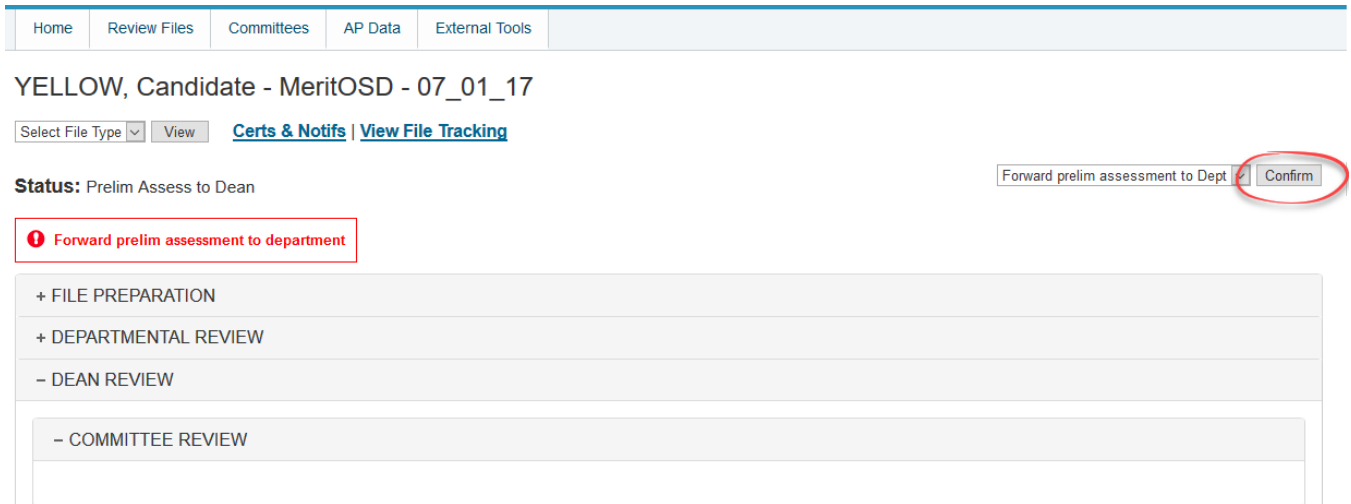
This manual contains only the screens and instructions for the Department’s and Dean’s responses to a preliminary assessment (“prelim”), because the steps for responding to a request for additional information are very similar, with similar screens and notifications.

The scenario for the following prelim process is that the department has proposed a normal merit advancement from Associate Professor, Step II, to Associate Professor, Step III. The dean has recommended a normal merit with the addition of a half-step bonus offscale salary component instead, and CAP agrees, so the EVC’s preliminary assessment is that an upward modification to a normal merit with a new bonus off-scale salary component is warranted. The department does not feel the bonus offscale is justified, so it rebuts the prelim and reiterates its original proposed action (normal merit, no bonus offscale).

1. Dean is informed of prelim
 - a. When the EVC’s prelim letter has been uploaded, the Dean will receive a notification that a prelim has been issued and will be directed to provide access to the department. Below is the e-mail notification the Dean will receive.



- b. The review file detail screen will display a message directing the Dean to forward the prelim to the department. The Dean Staff will click “Forward prelim assessment to Dept” on the File Actions drop-down menu and then click “Confirm.”



- c. The notification to the department will appear. The Dean Staff can add instructions in the message box at the bottom of the screen and then click “Send.”

Email Notification

GREEN, CANDIDATE - MeritCR - 03_01_16

From: bmisquez@ucsd.edu
To: GREEN, CHAIR <GreenChair@ucsd.edu>
Cc:
bmisquez@ucsd.edu, bmisquez@ucsd.edu
Subject:
Preliminary assessment (GREEN, CANDIDATE - MeritCR - 03_01_16)

Message:
Preliminary assessment (GREEN, CANDIDATE - MeritCR - 03_01_16)

Please type your message here:

Please review the preliminary assessment and upload your response within two weeks. If you have any questions, let me know.

Brandy
x12345

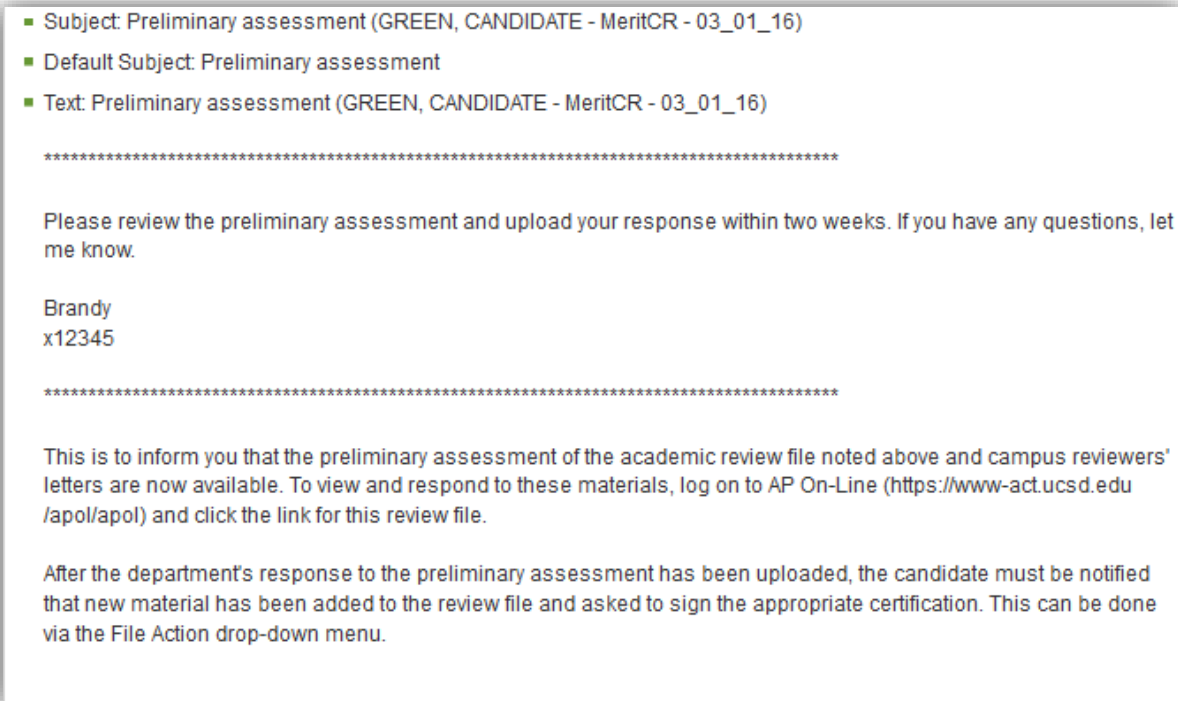
6049 character(s) left

This is to inform you that the preliminary assessment of the academic review file noted above and campus reviewers' letters are now available. To view and respond to these materials, log on to AP On-Line (<https://www-act.ucsd.edu/apol/apol>) and click the link for this review file.

After the department's response to the preliminary assessment has been uploaded, the candidate must be notified that new material has been added to the review file and asked to sign the appropriate certification. This can be done via the File Action drop-down menu.

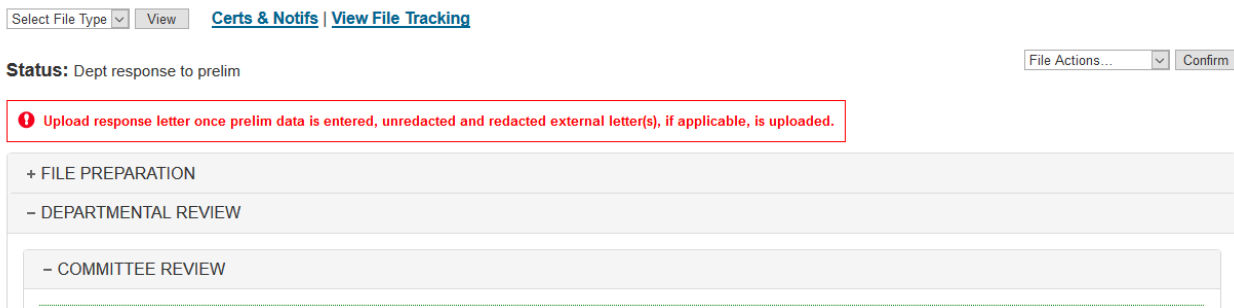
Send Cancel

- 2. Department uploads response to prelim
 - a. Below is the prelim notification the Department will receive.



- b. There will be a message on the review file detail screen directing the department to upload a response to the prelim.

YELLOW, Candidate - MeritOSD - 07_01_17



- c. Outside Review, the department must prepare a letter responding to the prelim, along with any supporting materials it wishes to send as part of its response.

You will need to create PDFs of these documents to upload into the review file.

- d. Note that there is no “Upload” link yet on the line for the response to the prelim. The choices at this point are “As Proposed” (which means the department continues to recommend the same action it proposed originally), “Disagree” (which means that the department does not accept the prelim, but now disagrees with its own original proposed action and is proposing a different action), and “Accept Prelim” (which means the department accepts the EVC’s preliminary decision).

- PRELIMINARY ASSESSMENT

▪ Preliminary Assessment

- Response letter to preliminary assessment | [As Proposed](#) [Disagree](#) [Accept Prelim](#)
Upload response letter once prelim data is entered, unredacted and redacted external letter(s), if applicable, is uploaded.

- Supporting documents

- Referee ID List, including Solicitation Letter(s) [Upload](#)

- Certification: Additional Materials

- Chair's Independent Letter

The following three pages show you the screens you would see if you clicked on each of the three options.

- e. Clicking “**As Proposed**” would bring up the Proposed Status screen. The data reflects the department’s original proposal (normal merit). You would check the data for accuracy and click “As Proposed” to verify that it is correct and return to the review file detail screen.

Proposed Status

YELLOW, Candidate - MeritD - 07_01_15

Department:	YELLOW
Title, Rank & Step:	1200 - ASSOC PROF-AY , Step 3
Total Salary:	\$79,200.00
Scale Rate:	\$79,200.00 (07/01/2014 SCALE) From Scale: <input checked="" type="checkbox"/>
Basis:	Not Available % OF TIME: 100%
Effective Dates:	07/01/2015 - 01/01/2079

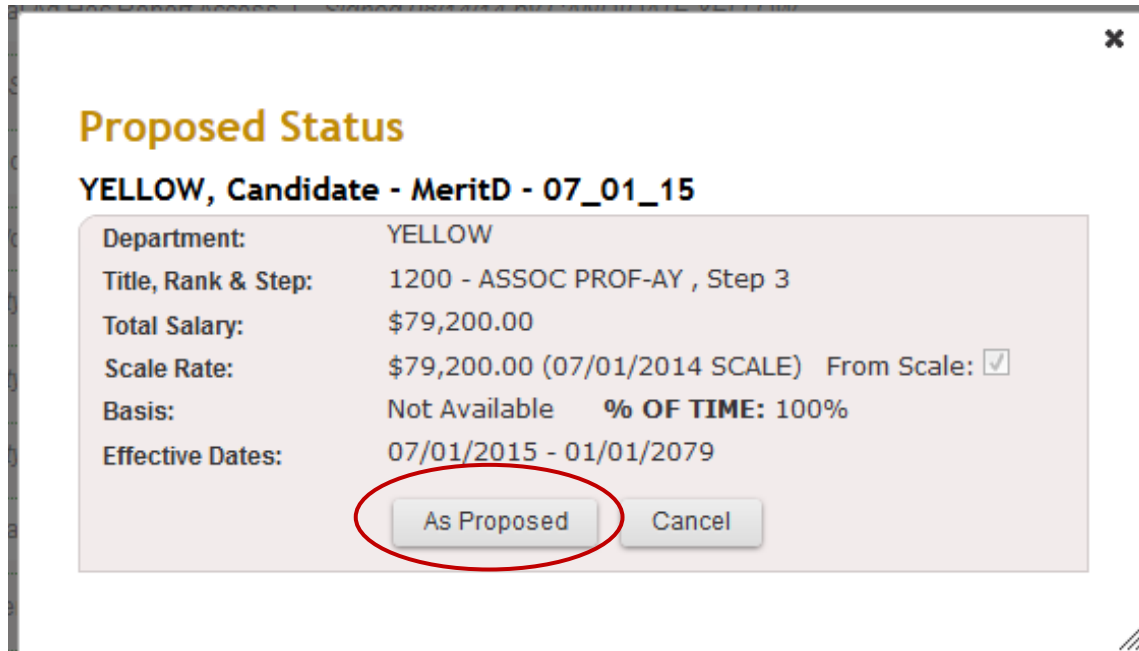
[As Proposed](#) [Cancel](#)

- f. Clicking “**Disagree**” would bring up the Recommendation Data screen. Information regarding the department’s *new* proposed action would be filled in by the Department Staff on the “Recommendation” side of the screen. As an aid to filling in this data, the “Proposed Status” side of the screen shows the data for the department’s initial proposed action.

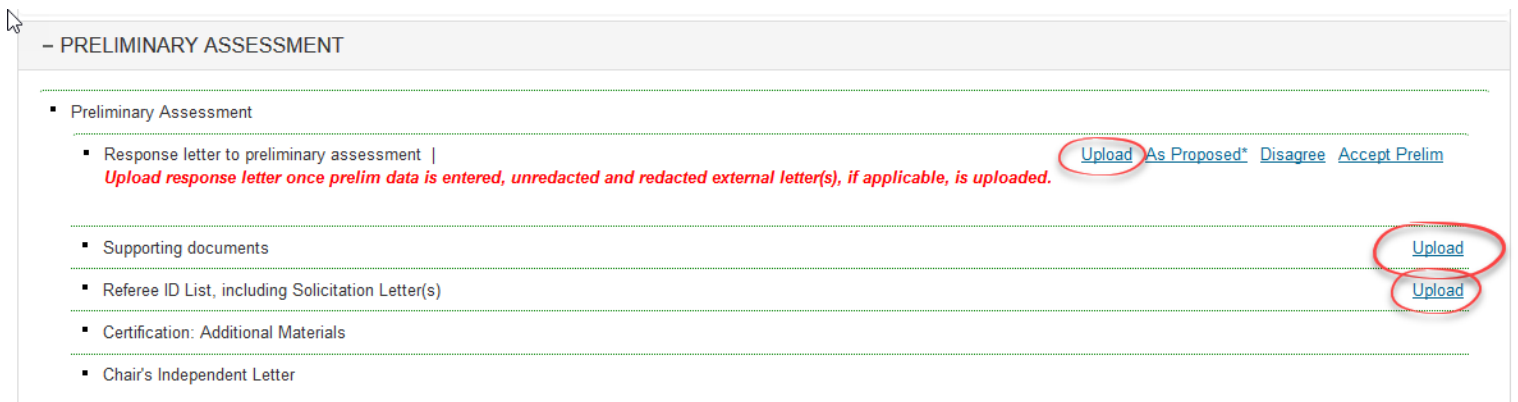
After filling in the Recommendation data, you would click Save to return to the review file detail screen.

- g. Clicking “**Accepting Prelim**” would bring up the Accepting Prelim Assessment screen. You would check the data to ensure that it reflects the action the department is accepting and then click “Save” to return to the review file detail screen.

- h. In this scenario, the department stands by its initial proposed action, so you would click “As Proposed.”
- i. Since the department is reiterating its original proposed action, the Proposed Status screen will show the data for that action. Verify that the information is correct and click “As Proposed.”



- j. Upload links now appear on the lines for the department’s response to the prelim and supporting documents. The Upload button for the Referee ID List remains available in case supporting documents include new external referee letters.



- k. When you have uploaded the supporting documents, the review file detail screen will show that they have been uploaded, the date they were uploaded, and the name of the person who uploaded them. Note that the documents can be reordered if necessary.

Candidate's certification of additional materials

1. Department notifies Candidate to sign cert

After the department's response letter is uploaded, the review file detail screen will display a message directing the Department Staff to notify candidate to sign the Additional Materials Cert or notify Chair to sign letter.

YELLOW, Candidate - MeritOSD - 07_01_17

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

Status: Dept response to prelim

File Actions...

! Notify candidate to sign Additional Materials Cert or notify Chair to sign letter.

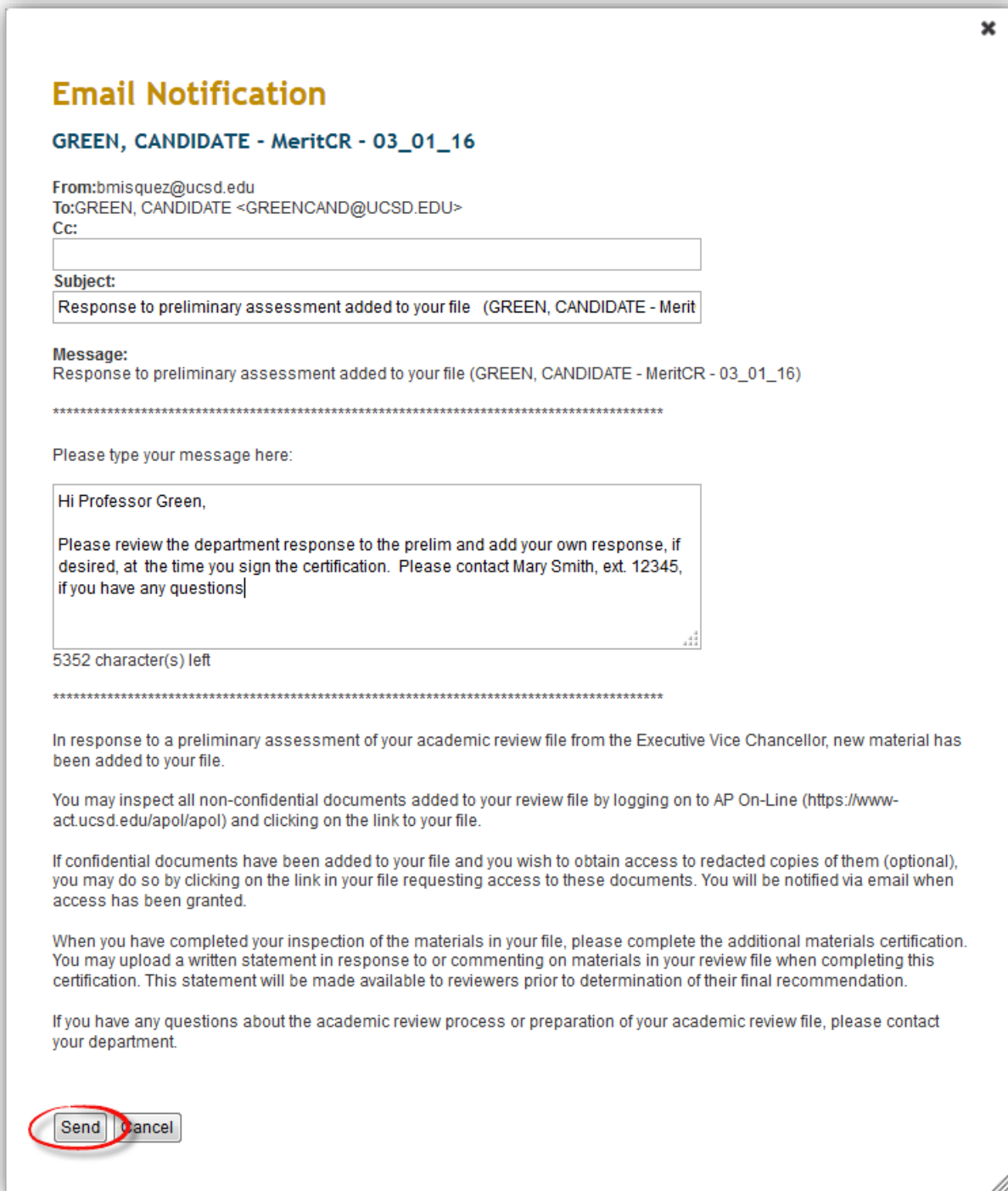
+ FILE PREPARATION

- DEPARTMENTAL REVIEW

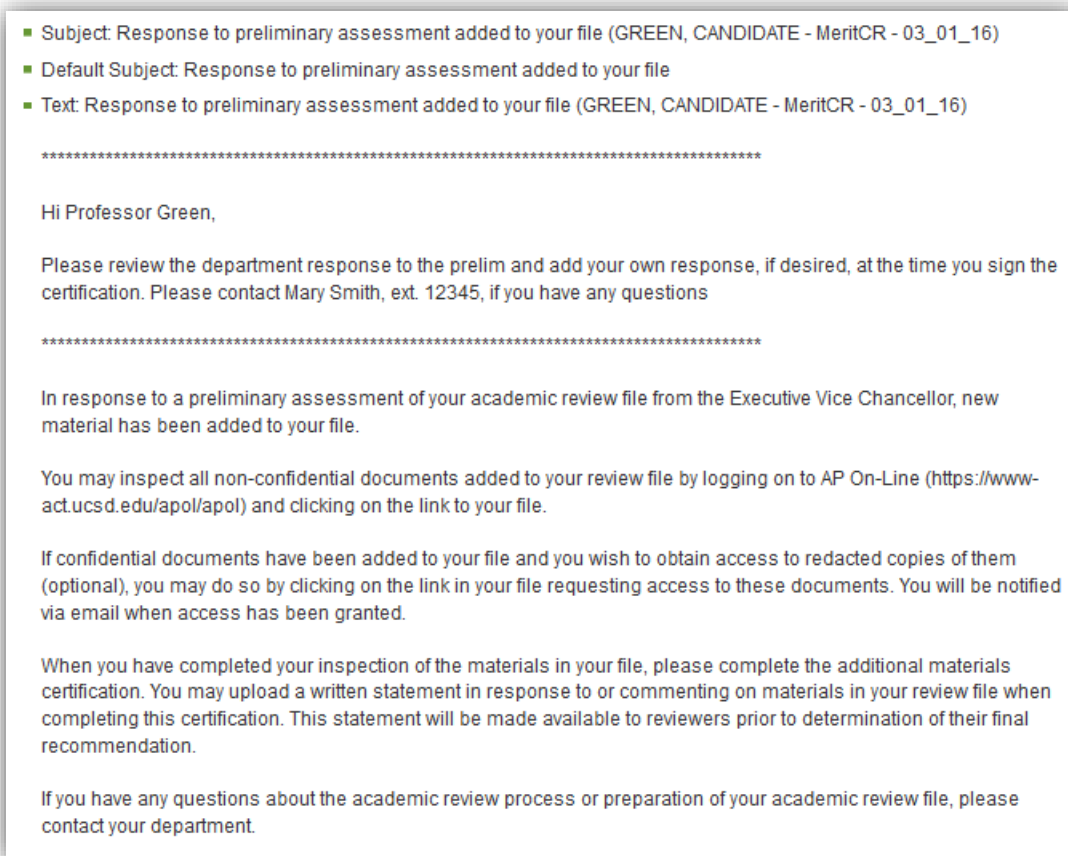
- COMMITTEE REVIEW

▪ Physical Chemistry Section (Ad Hoc Confidential) COMPLETE

- a. You will see the following notification to the candidate. You can add supplemental instructions in the message box and then click "Send." (Note that in this example, the Department Chair is the role sending the notification and has included his name in the message box.)



- 2. Candidate inspects the file and signs certification
 - a. Below is the e-mail notification the Candidate receives.



- b. A message on the review file detail screen will direct the Candidate to sign the additional materials certification.

YELLOW, Candidate - MeritOSD - 07_01_17

Select File Type [View File Tracking](#)

Status: Add'l Info Cert pending

❗ **Step 1:** Review your file (select 'Candidate' from the dropdown above and click 'View.' Your bundled pdf file will open in a new tab/window, and will include the department's response to the preliminary assessment).
Step 2: Sign the additional materials certification.

+ FILE PREPARATION
- DEPARTMENTAL REVIEW
- COMMITTEE REVIEW
<ul style="list-style-type: none"> Physical Chemistry Section (Ad Hoc Confidential) COMPLETE <ul style="list-style-type: none"> Physical Chemistry Section Bundle Physical Chemistry Section PDF BUNDLE Report - Unredacted Report - Redacted Certification: Departmental Committee Based Access

- c. The Candidate should view the departmental response to the prelim *before* signing the certification, then click “Sign” to access the certification. (Refer to pages C-22 – C-23 for steps for viewing the bundled file.)

- PRELIMINARY ASSESSMENT

- Preliminary Assessment
 - Response letter to preliminary assessment | Dept responding to prelim - letter.pdf Uploaded by STAFF1 YELLOW on 06/19/17.
 - Supporting documents
 - Referee ID List, including Solicitation Letter(s)
 - Certification: Additional Materials | Sign
 - Step 1: Review your file (select 'Candidate' from the dropdown above and click 'View.' Your bundled pdf file will open in a new tab/window, and will include the department's response to the preliminary assessment).
 - Step 2: Sign the additional materials certification.
 - Chair's Independent Letter

- d. In the certification form, the Candidate will check “I accept” and can click the Browse button to upload a response to the additional materials, if desired. (This response is created and converted to a PDF outside Review.) The name of the document uploaded will appear below the Browse button. The Candidate will then click “Confirm” to electronically sign the certification and return to the review file detail screen.

Certification: Additional Materials for Review File YELLOW, Candidate - MeritOSD - 07_01_17

I certify that:

1. I was informed of the new material that was added to my review file after the departmental recommendation was determined and the review file was submitted for campus review.
2. If the new material was confidential, I was provided the opportunity to inspect a redacted copy of the material.
3. I was provided the opportunity to submit a written statement in response to or commenting on the new material for inclusion in my review file.

Note: Your acceptance on this certification indicates only that you acknowledge that the procedures required by University policy were followed prior to submission of new material for campus review. It does not imply your agreement or disagreement with any of the assessments or opinions in your academic review file. If you have questions, contact your department's academic personnel representative before accepting.

I accept

Upload New Response Document(s) (PDF's only) - This is optional.

Note: Do not upload PDF documents that require a password to open or modify.

Any apostrophe in your file name will be replaced with an underscore.

Browse...

Confirm Cancel

- e. The review file detail screen will show that the cert has been signed.

Submitting the department's prelim response to the Dean

After the Candidate has signed the Certification of Additional Materials, there will be a message on the review file detail screen directing you to submit the file with the prelim response to the Dean. Select "Submit file to Dean" on the File Actions drop-down menu and click "Confirm."

YELLOW, Candidate - MeritOSD - 07_01_17

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

Status: Add'l Info Cert signed

Submit file to Dean

! Candidate signed Add'l Materials Cert. Upload Chair's Independent Letter, if appropriate, and/or submit file to Dean

+ FILE PREPARATION
- DEPARTMENTAL REVIEW
- COMMITTEE REVIEW
<ul style="list-style-type: none"> ▪ Physical Chemistry Section (Ad Hoc Confidential) COMPLETE <ul style="list-style-type: none"> ▪ Physical Chemistry Section Bundle Physical Chemistry Section PDF BUNDLE ▪ Report - Unredacted ▪ Report - Redacted ▪ Certification: Departmental Committee Report Access

Dean's letter commenting on the department's response to the prelim

1. After the department uploads its response to the prelim and resubmits the file to the Dean, the file status becomes "Dean Review following prelim pending." The Dean's office must again inspect the file and either accept it or return it to the department for corrections. In this scenario, the Dean's office is accepting the file as is.
 - a. The Dean Staff will select "Accept for Dean Review" on the File Actions drop-down menu and click Confirm.

YELLOW, Candidate - MeritOSD - 07_01_17

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

Status: Dean Review following prelim pending

! Accept or return to department

File Actions...
 File Actions...
 Accept for Dean Review
 Return to Department

+ FILE PREPARATION
+ DEPARTMENTAL REVIEW
- DEAN REVIEW
- COMMITTEE REVIEW

- b. On the subsequent screen (not shown), the Dean Staff will click "Confirm" to verify that the file is being accepted.
3. The Dean Staff can annotate the file if necessary (as described on pages D-11 – D-17) and the Dean will then review the file to determine his or her recommendation.

- If the Dean now decides to support the action originally proposed by the department, the Dean Staff will choose “As Proposed.”
 - If the Dean still disagrees with the action originally proposed by the department and accepts the EVC’s preliminary decision, the Dean Staff will choose “Disagree.”
- a. In this example, the department is reiterating its original proposed action, and the Dean now supports it, so the Dean Staff will click “As Proposed.”

– DEAN RECOMMENDATION

- Dean Recommendation Letter | *Dean's recommendation letter.pdf* Uploaded by DEANSTAFF1 BLUE on 06/20/17.

– PRELIMINARY ASSESSMENT

– RESPONSE

- Preliminary Assessment
 - Response letter to preliminary assessment
[Edit Data](#) [Annotation](#) [As Proposed](#) [Disagree](#) [Accept Prelim](#)
 - Supporting documents

- b. The Proposed Status Screen will appear. The Dean Staff should verify that the information is correct and then click “As Proposed” to confirm the Dean’s response and return to the review file detail screen.

Proposed Status

YELLOW, Candidate - MeritD - 07_01_15

Department:	YELLOW
Title, Rank & Step:	1200 - ASSOC PROF-AY , Step 3
Total Salary:	\$79,200.00
Scale Rate:	\$79,200.00 (07/01/2014 SCALE) From Scale: <input checked="" type="checkbox"/>
Basis:	Not Available % OF TIME: 100%
Effective Dates:	07/01/2015 - 01/01/2079

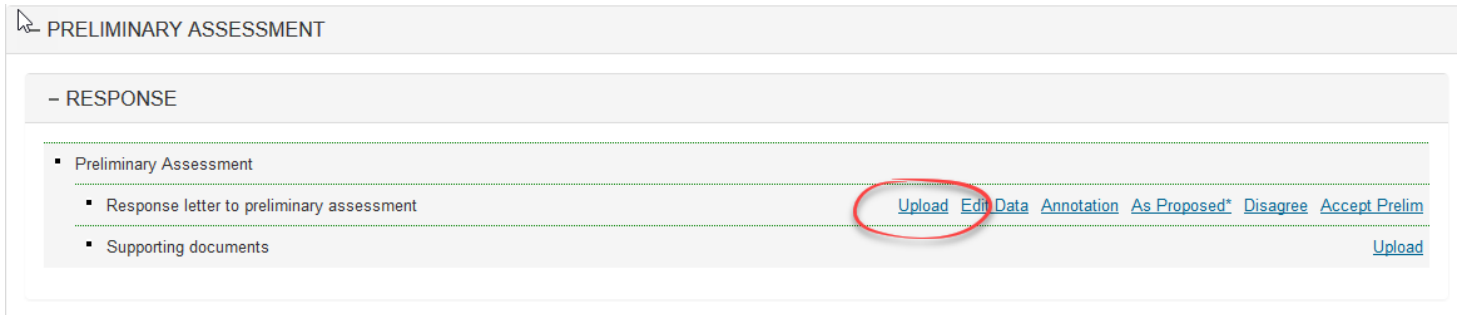
As Proposed
Cancel

► **Note:** If the Dean accepts the preliminary decision (and the Dean Staff therefore clicks “Disagree” to indicate disagreement with the action originally proposed by the department),

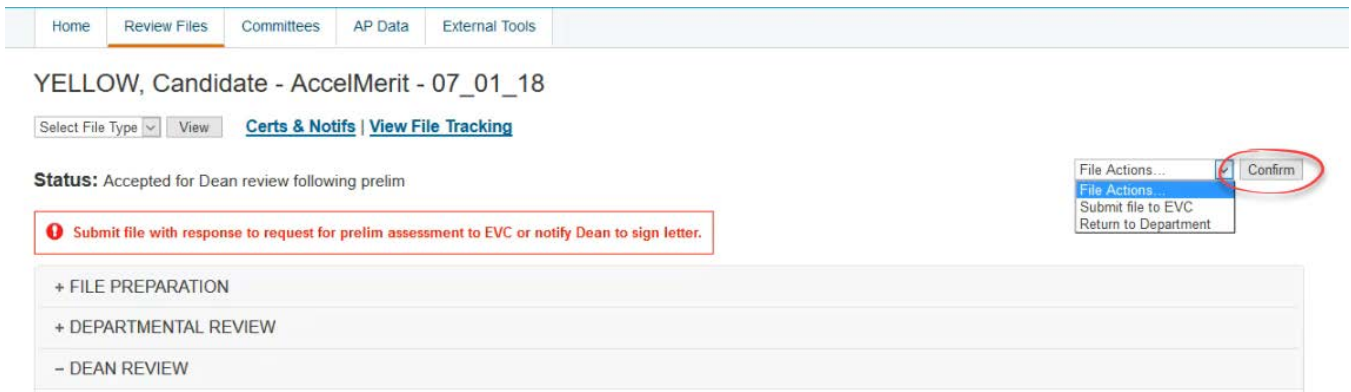
a Recommendation Data screen will appear that will contain empty fields. The Dean Staff will need to fill in the information for the action that is stated in the preliminary decision, as this is what the Dean now recommends (same steps as on page E-15).

- c. On the review file detail screen, there will now be an “Upload” link for the Dean’s response. The Dean Staff will upload the Dean’s letter regarding the department’s response to the prelim and may also upload any supporting documents.

► **Note that any supporting documents must be uploaded *first*, because the Upload link for supporting documents will be lost if the Dean’s response letter is uploaded first.**



- d. The review file detail screen will display a message directing the user to submit the file to the EVC. The Dean Staff will select “Submit file to EVC” on the File Actions drop-down menu and click “Confirm.”



- e. On the subsequent screen (not shown), the Dean Staff will again click “Confirm” to verify the action and return to the review file detail screen.
- f. Note that after the file is submitted to the EVC, only the Dean, APO, and the EVC will be able to see the second page of the File Summary screen:

Name:	YELLOW, Candidate		
Primary Department:	YELLOW	College:	
Proposed File Action:	MERIT - DEAN'S AUTHORITY	Effective:	07/01/2015 - 01/01/2079

Reviewer's Recommendations													
Role	Recommendend	TC	Title	Step	OS	Salary	Base	MOS	BOS	Scale	From Scale	MOS Dispo	BOS Dispo
DEAN	AS PROPOSED	1200	ASSOC PROF-AY	3		\$79,200.00	\$79,200.00	\$0.00	\$0.00	07/01/2014	Y		
DEPARTMENT	AS PROPOSED	1200	ASSOC PROF-AY	3		\$79,200.00	\$79,200.00	\$0.00	\$0.00	07/01/2014	Y		
EVC	UPMOD	1200	ASSOC PROF-AY	3	OS	\$81,500.00	\$79,200.00	\$0.00	\$2,300.00	07/01/2014	Y		NEW
CAP	UPMOD	1200	ASSOC PROF-AY	3	OS	\$81,500.00	\$79,200.00	\$0.00	\$2,300.00	07/01/2014	Y		NEW
DEAN	UPMOD	1200	ASSOC PROF-AY	3	OS	\$81,500.00	\$79,200.00	\$0.00	\$2,300.00	07/01/2014	Y		NEW

Final Authority Decision ("final action")													
Role	Recommendend	TC	Title	Step	OS	Salary	Base	MOS	BOS	Scale	From Scale	MOS Dispo	BOS Dispo

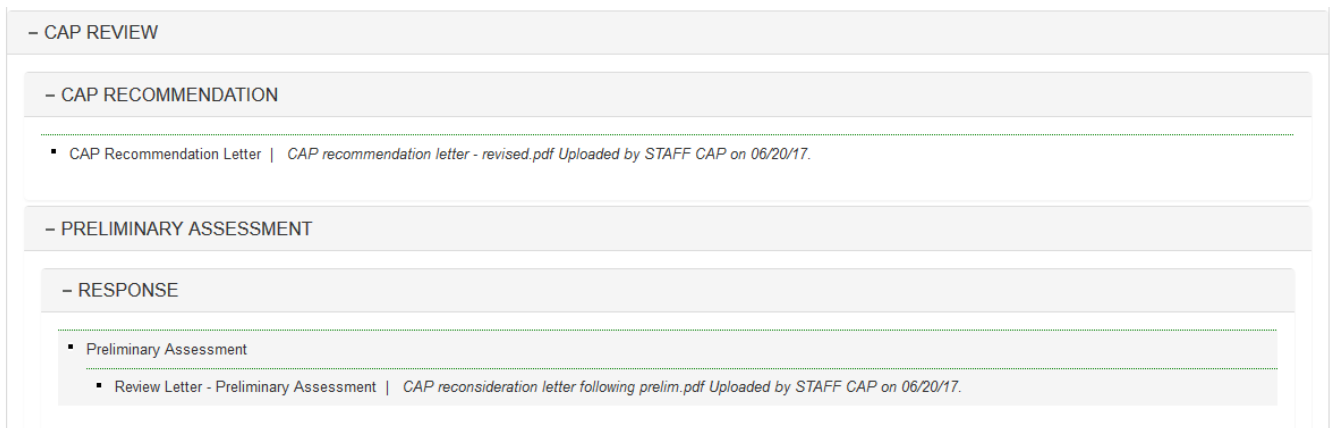
Section F – EVC’S Action as Final Authority

This section covers:

CAP reconsideration and EVC final decision	F-1
Notification to Dean of EVC final decision	F-1
Dean’s notification to department.....	F-2
Department’s notification to Candidate	F-4

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.



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/apo/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.

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 interface. At the top is a navigation bar with links: Home, Review Files, Committees, AP Data, and External Tools. Below this is the file title: "YELLOW, Candidate - AccelMerit - 07_01_18". There are buttons for "Select File Type", "View", "Certs & Notifs", and "View File Tracking". The status is "EVC Final Authority". A red box highlights a message: "Forward completed file to department". On the right, a "File Actions" dropdown menu is open, showing options: "File Actions...", "File Actions...", "Notify Dept of Final Action Letter" (highlighted in blue), and "Return to Final authority". A "Confirm" button is circled in red 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:

Message:

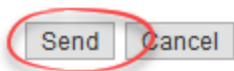
Final action letter completed (YELLOW, Candidate - AccelMerit - 07_01_18)

Please type your message here:

6286 character(s) left

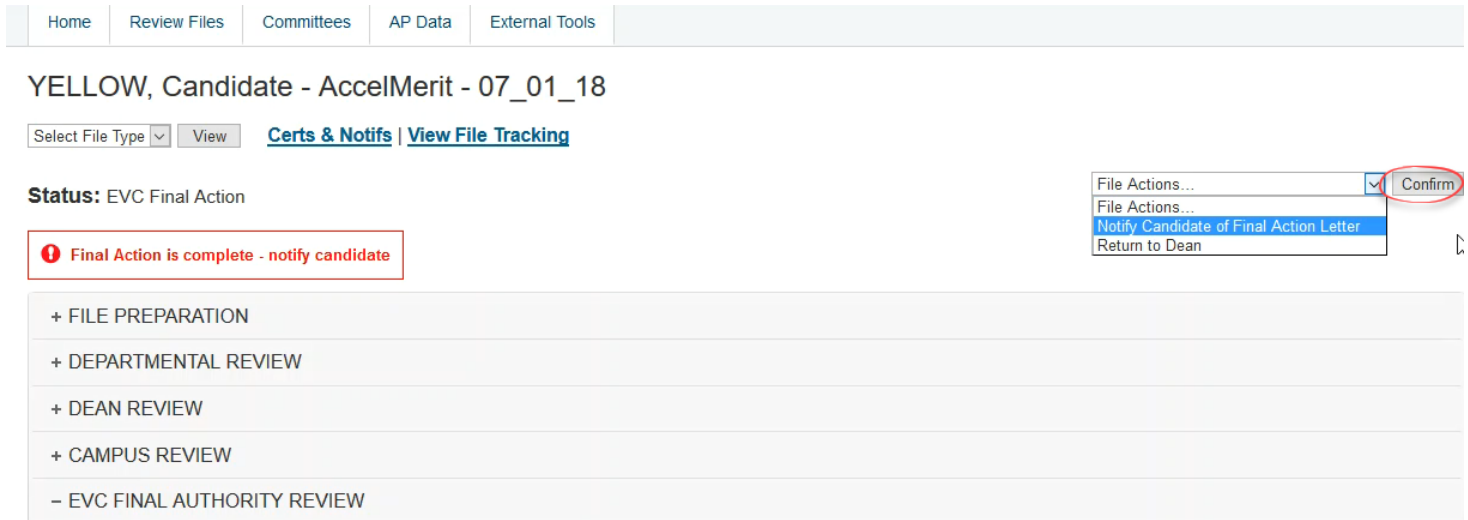
The letter regarding the Executive Vice Chancellor's final action on the academic review file noted above is now available. To view the letter, log on to AP On-Line (<https://www-act.ucsd.edu/apol>) and click on the link for this review file.

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.

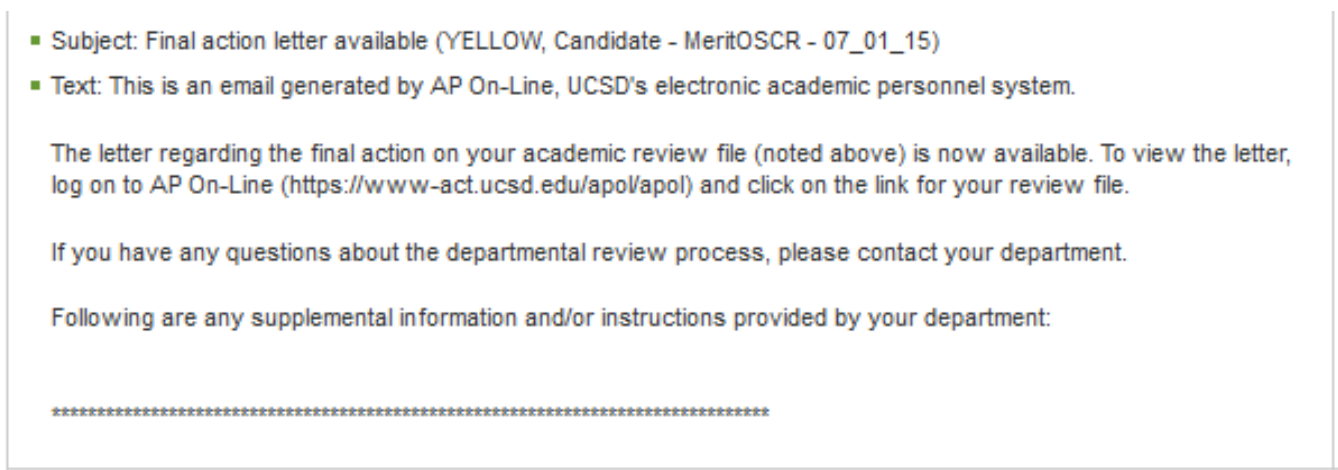


Department's notification to Candidate

1. 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.
2. 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.
3. On the File Actions drop-down menu, the Department Chair will select "Notify Candidate Final Action Letter" and click "Confirm."



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



- ▶ 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

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

Appendix 1 – Home Screens for Different Roles

The content of the AP On-Line *Review* home screen varies from role to role. Because this manual is intended primarily for departmental academic personnel staff, the Department Staff home screen is the default. The home screens for other roles are shown below.

Candidate home screen

The Candidate can click “Review Files” to go to the screen where his or her review file is listed (or can be created), or can click “Access Rights” to designate one or more Candidate Alternates (see Appendix 2). “External Tools” provides a link to the Academic Personnel Services website.

HELLO CANDIDATE GRAY | SIGN-OFF

ACADMIC PERSONNEL ONLINE UC San Diego

Home Review Files Access Rights External Tools

Review Files
Create and manage **review files**

Access Rights
Choose who can **access** and edit your data

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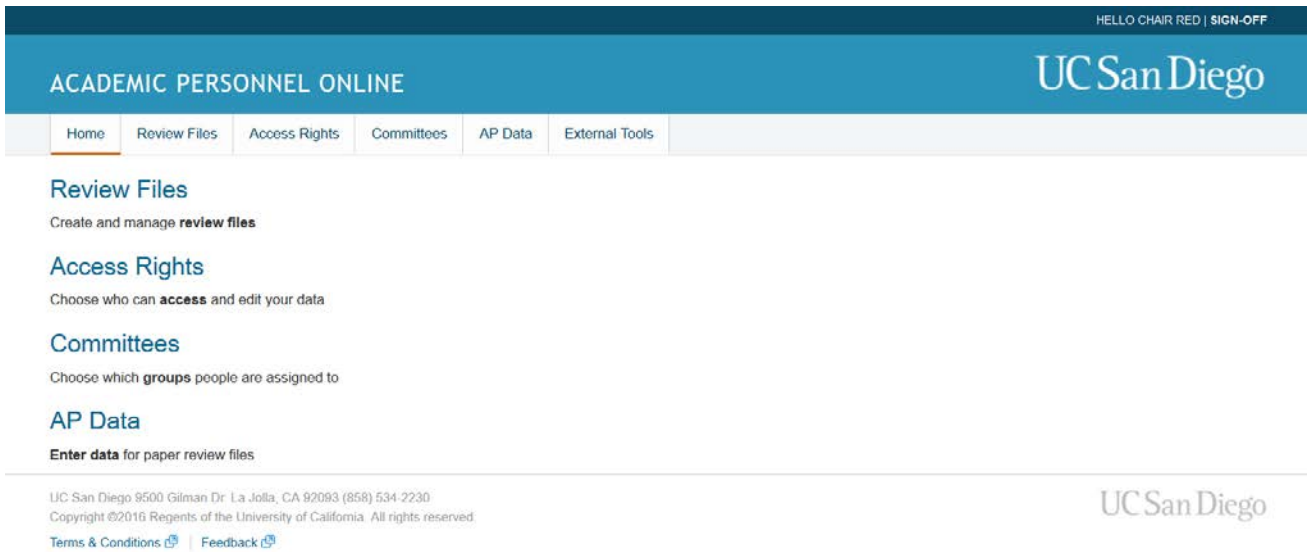
UC San Diego

Department Chair home screen

The Department Chair can click “Review Files” on the home screen to open a list of review files, including his or her own file if a review is due.

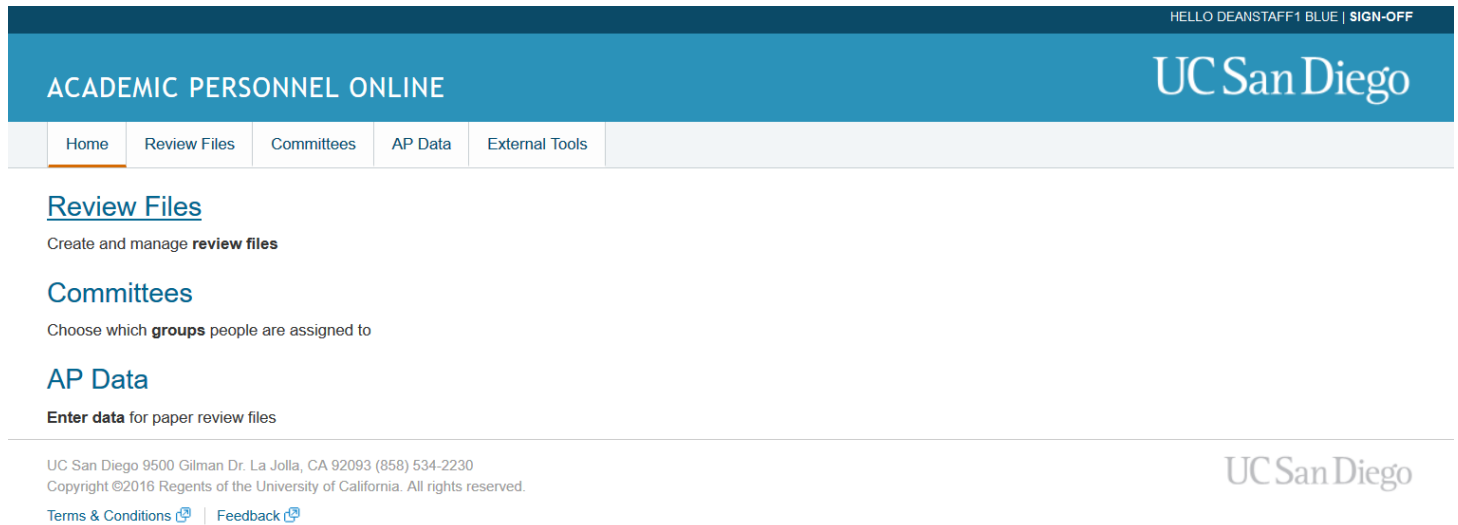
Note that the Department Chair’s home screen offers the “Access Rights” option for use when the chair is a candidate for review and may wish to designate a Candidate Alternate.

Also, the Department Chair role can create departmental review committees and have access to the AP Data Management System, so they have the appropriate tabs available for that purpose.



Dean Staff home screen

On the Dean Staff home screen, three links are available: “Review Files” (a link to the list of files ready for review or in process), “Committees”, and “AP Data” (a link to the AP Data Management System)



Dean home screen

The Dean’s home screen includes links for “Review Files”, “Access Rights”, “Committees” and “AP Data”. The Dean will use Access Rights when he or she is a candidate for review.

HELLO DIVISIONDEAN BLUE | SIGN-OFF

ACADEMIC PERSONNEL ONLINE UC San Diego

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

Review Files
Create and manage **review files**

Access Rights
Choose who can **access** and edit your data

Committees
Choose which **groups** people are assigned to

AP Data
Enter data for paper review files

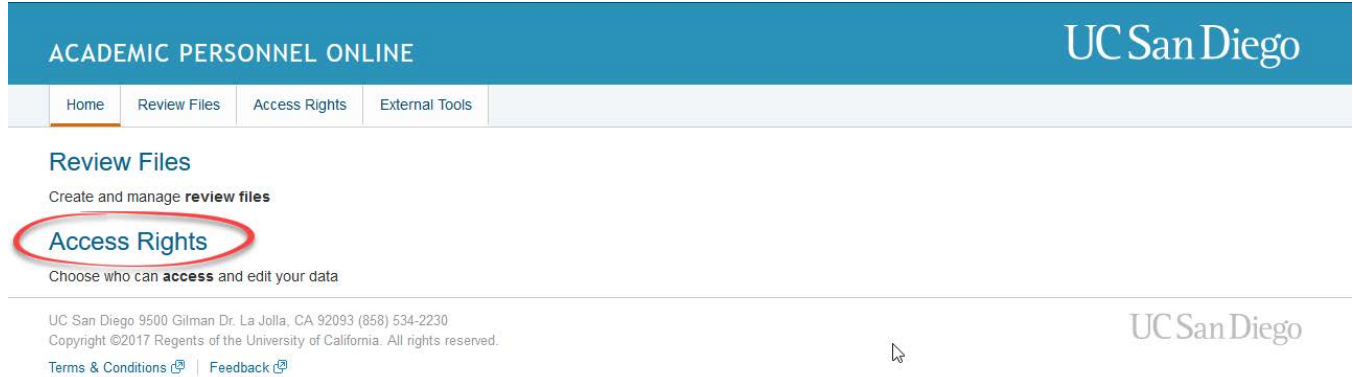
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CAP and EVC screens are not shown in this manual.

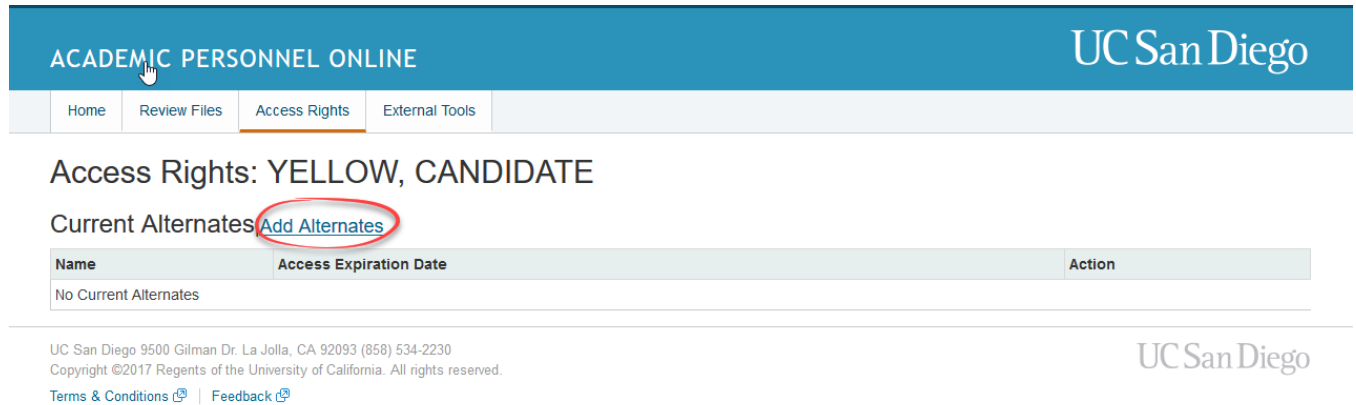
Appendix 2 – Candidate Designates Candidate Alternate(s)

1. On the Candidate home screen, the Candidate can click “Review Files” to go to the screen where his or her review file is listed (or can be created), or can click “Access Rights” to designate one or more Candidate Alternates.



2. If the Candidate clicks “Access Rights,” the following screen will appear. The Candidate will click “Add Alternates.”

Note: The Candidate can specify an access expiration date for the Candidate Alternate. Otherwise, access expires by default when the Candidate signs the Certification of Departmental Review.



3. The Candidate can either enter the Alternate’s name in the box provided or perform a search by following the instructions on the screen.

ACADEMIC PERSONNEL ONLINE UC San Diego

[Home](#) | [Review Files](#) | [Access Rights](#) | [External Tools](#)

[Return to Current Alternates](#)

Access Rights: YELLOW, CANDIDATE

Add Alternates:

Find:

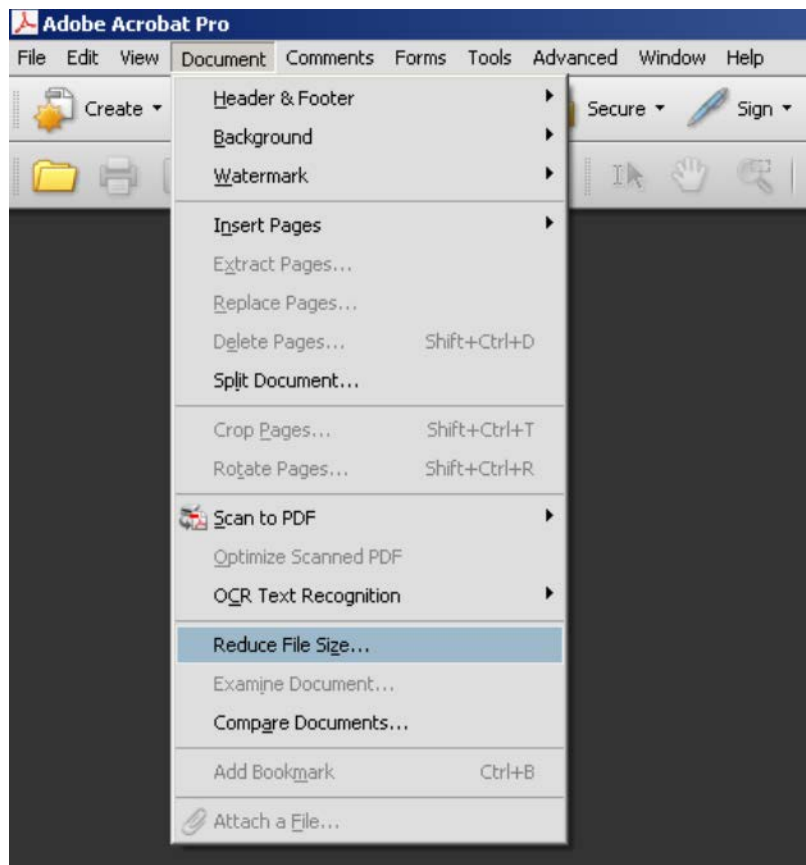
- Search in your home department by name in format: LAST, FIRST
- Entering fewer letters will widen search
- Entering more letters will narrow search results
- Examples:
 - To search for John Smith enter SMITH, JOHN
 - To search for everyone in your department with last name "Smith", enter SMITH
 - To search for any last name in your department beginning with S, enter "S"

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Appendix 3 – Document Scanning Guidelines

1. Turn the “searchable text” option off (this is also referred to as Optical Character Recognition or OCR). If OCR is on, the PDF will be too large to be uploaded in *Review*, and it would be too large for most browsers to open.
 - ▶ **Note:** Whenever possible, it is best to convert a Word document into a PDF than to scan a document and convert it to a PDF. A Word document that has been converted is searchable; a scanned document is not.
2. Unless color is absolutely necessary, always scan in black and white.
 - 300 dpi (dots per inch) provides better readability
 - 200 dpi is better for limiting document size, but text may not be clear
3. If color is necessary, either of the settings below is acceptable, but the first option is best for keeping document size to a minimum.
 - Full color scanning: 200 dpi
 - Scan with desired color settings and dpi, but reduce the file size in Adobe Acrobat by clicking Reduce File Size on the Document menu (see screen shot below).



Appendix 4 – Candidate's Certifications

1. Certification of Departmental Review

Certification of Departmental Review for Review File WHITE, CANDIDATE - MeritD - 07_01_18

I certify that:

1. 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.
2. I was provided the opportunity to ask questions and to supply pertinent information and evidence.
3. I have reviewed all non-confidential material in my academic review file.
4. I was provided the opportunity to request redacted copies of confidential material (if any) in my academic review file.
5. I understand I may submit a written statement for inclusion in this file in response to or commenting upon material in the file.
6. If relevant to this review, I was given the opportunity to provide, in writing, names of persons who, in my view, might not be able to objectively evaluate my qualifications and performance.

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. It does not imply your agreement or 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 accept

Upload New Response Document(s) (PDF's only) - This is optional.

Note: Do not upload PDF documents that require a password to open or modify.

Any apostrophe in your file name will be replaced with an underscore.

Browse...

Confirm

Cancel

2. Certification of Departmental Committee Report Access

Certification of Departmental Committee Report Access for Review File YELLOW, Candidate - MeritD - 07_01_18

I certify that:

1. I was provided an opportunity to obtain a copy of the department's (redacted, if applicable) committee report(s).
2. I was provided the opportunity to submit a written statement for inclusion in the academic review file in response to or commenting upon material in the department committee report.

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. It does not imply your agreement or 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 accept

Upload New Response Document(s) (PDF's only) - This is optional.

Note: Do not upload PDF documents that require a password to open or modify.

Any apostrophe in your file name will be replaced with an underscore.

Browse...

x Cand response when re-signs Ad Hoc Cert.pdf

Confirm

Cancel

3. Certification of Departmental Recommendation Access

Certification of Departmental Recommendation Access for Review File YELLOW, Candidate - MeritOSD - 07_01_18

I certify that:

1. I was informed of the departmental recommendation.
2. I was provided the opportunity to inspect all non-confidential material (including the departmental recommendation letter) in my academic review file.
3. I was provided the opportunity to request redacted copies of confidential material (if any) in my academic review file.
4. I was provided the opportunity to include a written statement regarding the departmental recommendation and/or other file materials.

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. It does not imply your agreement or 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 accept

Upload New Response Document(s) (PDF's only) - This is optional.

Note: Do not upload PDF documents that require a password to open or modify.

Any apostrophe in your file name will be replaced with an underscore.

x Cand response when signs Dept Review Cert.pdf

Appendix 5 – Handling of Fourth-Year Appraisals

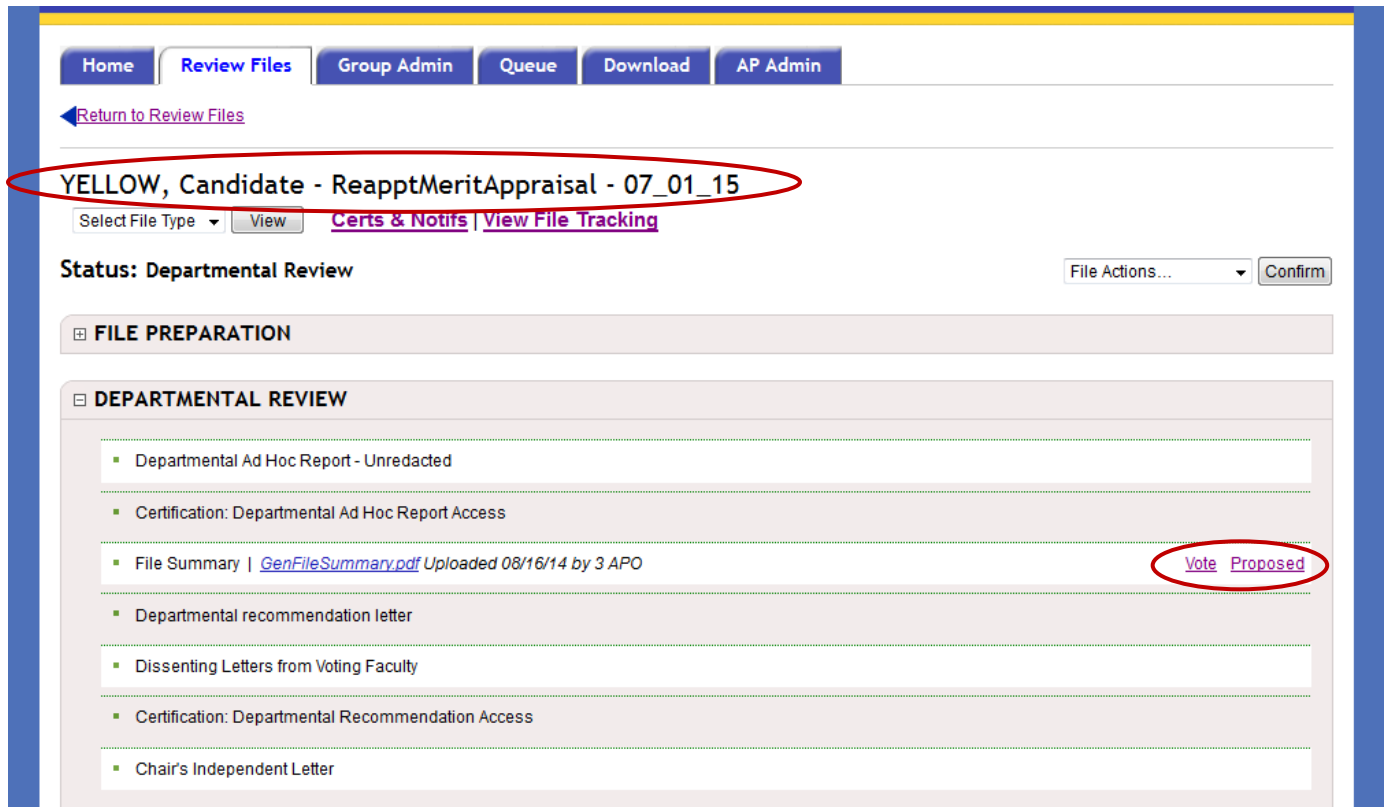
An appraisal is normally conducted in the fourth year of an Assistant-level candidate’s appointment in order to evaluate his or her achievements and potential for promotion to the Associate level. An appraisal may be coupled with a review for a regular action, or it may be conducted as a stand-alone action. (In the example below, the appraisal occurs at the same time as a review for a reappointment and merit.)

If conducted at the same time as an academic review, the appraisal is formally documented in the review file. If the appraisal is conducted a stand-alone action, the process is the same except where noted, but you would choose just “Appraisal” as the action code, and the file name (circled below) would be “YELLOW, Candidate – Appraisal – 07_01_15.” In either case, “Appraisal” *must* be part of the action code or you will not see the necessary screens.

Entering the faculty vote, appraisal vote, and proposed status data

You must notify Voting Faculty to review the file (see pages C-28 through C-34). Eligible faculty will vote separately on the proposed review action and the appraisal rating for the candidate **and will report the votes to you outside AP On-Line.**

1. After you have notified Voting Faculty to review the file, a “Vote” link and a “Proposed” link will appear on the File Summary line on the review file detail screen. **You should enter the votes first to end Voting Faculty access to the file.**
2. When you have been informed of the faculty votes, click “Vote” to open the Department Vote form.



This is the screen you will see.

Departmental Ad Hoc Report - Unredacted

Certi
File S
Depa
Diss
Certi
Cha
AMPU
INAL
OST

Department Vote

YELLOW, Candidate - ReapptMeritAppraisal - 07_01_15

Review/Promotion	Appraisal
For <input type="text"/>	Favorable <input type="text"/>
Against <input type="text"/>	Favorable w/Reservations <input type="text"/>
Abstain <input type="text"/>	Problematic <input type="text"/>
Absent <input type="text"/>	Unfavorable <input type="text"/>
Eligible (Bylaw 55) <input type="text" value="0"/>	Abstain <input type="text"/>
	Absent <input type="text"/>
	Eligible (Bylaw 55) <input type="text" value="0"/>

Explanation of Abstain & Absent

255 character(s) left

Note: Saving a department vote will remove access to the file from the voting faculty.

CSan
Web sit
ity of Ca
34-2230
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Propo
s your fe

- 3. Enter the Review/Promotion vote and Appraisal vote (or just the Appraisal vote, if the appraisal is conducted as a stand-alone action), along with an explanation of any abstentions or absences in the boxes provided, and then click "Insert Department Vote" at the bottom of the screen. This will return you to the review file detail screen.

Department Vote
YELLOW, Candidate - ReapptMeritAppraisal - 07_01_15

Review/Promotion		Appraisal	
For	<input type="text" value="10"/>	Favorable	<input type="text" value="0"/>
Against	<input type="text" value="0"/>	Favorable w/Reservations	<input type="text" value="7"/>
Abstain	<input type="text" value="1"/>	Problematic	<input type="text" value="3"/>
Absent	<input type="text" value="2"/>	Unfavorable	<input type="text"/>
Eligible (Bylaw 55)	<input type="text" value="13"/>	Abstain	<input type="text" value="1"/>
		Absent	<input type="text" value="2"/>
		Eligible (Bylaw 55)	<input type="text" value="13"/>

Explanation of Abstain & Absent:

220 character(s) left

Note: Saving a department vote will remove access to the file from the voting faculty.

4. On the review file detail screen, click “Proposed” to open the Proposed Status form.

APPLICATION TOOLS

Home Review Files Group Admin Queue Download AP Admin

[Return to Review Files](#)

YELLOW, Candidate - ReapptMeritAppraisal - 07_01_15

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

Status: Departmental Review File Actions... Confirm

FILE PREPARATION

DEPARTMENTAL REVIEW

- Departmental Ad Hoc Report - Unredacted
- Certification: Departmental Ad Hoc Report Access
- File Summary | [GenFileSummary.pdf](#) Uploaded 08/16/14 by 3 APO [Vote Proposed](#)
- Departmental recommendation letter
- Dissenting Letters from Voting Faculty
- Certification: Departmental Recommendation Access
- Chair's Independent Letter

CAMPUS REVIEW

FINAL AUTHORITY

POST AUDIT

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5. On the Proposed Status form, some of the “Present Status” fields will have been populated automatically. Check carefully to make sure this data is correct.
 - ▶ If it is not correct, stop work on the file and contact Academic Personnel Services to get the data corrected before proceeding.

Proposed Status

YELLOW, Candidate - ReapptMeritAppraisal - 07_01_15

Present Status

Department: YELLOW

Title, Rank & Step: 1300 - ASST PROF-AY, STEP 2

Total Salary: \$61,100.00

Scale Rate: \$61,100.00 (FROM 07/01/2014 SCALE)

Market OS: \$0.00

Bonus OS: \$0.00

Basis: Academic

% of Time: 100%

*Years at Rank:

*Years at Step:

*As of:

Proposed Status

Department: YELLOW

*Title & Rank:

Step & OS: OS:

Total Salary:

*Scale Rate: From Scale:

*Scale Date:

Basis:

*% of Time:

Effective Dates: (mm/dd/yyyy)

*Begin:

*End:
(Indefinite end date: 01/01/2079)

*Action:

*Appraisal:

Years Accel:

6. Under “Present Status,” fill in the number of years the candidate will have served at his or her present rank and step as of the next June 30, and fill in the “as of” year (note the required format).
7. Under “Proposed Status,” fill in the information as instructed on pages C38 – C39. (If the appraisal is conducted as a stand-alone action, the “Present Status” and “Proposed Status” data—including title, rank, step, salary, and percentage of time--should be the same.)
 - ▶ Note that this is the final opportunity for the department to correct the proposed action and other data if it was entered incorrectly or if the proposed action has changed since the file was created.

- 8. In the "Appraisal" field, use the drop-down menu to select the appropriate appraisal rating based on the faculty vote. In this example, the vote is "Favorable w/ Reservations." Click "Save Status" at the bottom of the screen when data entry is complete. You will be returned to the review file detail screen, where you can continue processing the file.

