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Accessing AP Data
In order to access AP Data, you must be registered for UCSD’s Single Sign-On (SSO), UCSD’s authentication system for campus business systems. If you are not yet registered, instructions for registering are available on Blink at: http://blink.ucsd.edu/technology/network/access/business-systems/access.html

You also need to be assigned a “role” in AP On-line Review (see below), which tasks you can perform and which screens you can see.

Once you are registered for Single Sign-On and have been assigned a role, you may access the application by clicking the AP Data tab in APOL Review or directly at the following link: https://academicaffairs.ucsd.edu/Modules/APS/Admin/Input.aspx

Training materials and video tutorials can be found at https://academicaffairs.ucsd.edu/aps/apol/AP-Data-Training.html

General information: http://academicaffairs.ucsd.edu/aps/apol/index.html

Assignment of roles in AP Data
The role you are assigned in AP On-Line 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 roles relevant to AP Data are listed below.

**Department Staff:** The role assigned to department academic personnel staff. More than one person in a department may be assigned this role. Department staff can only access records and run reports for individuals associated with their assigned unit(s). Department staff have read only access to the Employee, Review History, and AP Status data screen and limited editing permissions on the Unit 18 data screen.

**Department Chair:** The role assigned to the actual Department Chair. Department Chairs may only access records and run reports for individuals associated with their assigned unit. Department staff have read only access to the Employee, Review History, and AP Status data screen and limited editing permissions on the Unit 18 data screen.

**Dean Staff:** The role assigned to Deans’ staff members responsible for academic personnel affairs. Dean staff can run reports for individuals associated with their assigned division and have global access to the data entry screens. More than one person in a Deans’ office may be assigned this role.

**Dean:** The role assigned to the actual Dean. The Dean can run reports for individuals associated with their assigned division and have global access to the data entry screens.

**CAP Staff:** The role assigned to Academic Senate personnel who assist the Committee on Academic Personnel. CAP staff have read-only global access to the data entry screens.

**APO:** The role assigned to Academic Personnel Services staff members. APO staff have global access to the data entry screens and reporting. More than one person in Academic Personnel Services may be assigned this role.
How to get more help with AP Data

If you have general questions regarding academic personnel policy, please contact your divisional dean’s office.

If you have questions regarding technical issues or error messages in AP Data please contact Academic Technology Services (ATS), ats@ucsd.edu

To submit general questions, feedback, suggestions for improvements or future enhancements, please contact Brandy Cheshire, bmisquez@ucsd.edu

Academic Employee Report Tool

This tool provides the capability to run ad-hoc and canned reports on current academic personnel within your assigned unit(s). Enhanced reporting features will be introduced in future phases.
Creating ad-hoc reports

1. Select the desired unit from the “unit” drop down menu. You will only have access to units assigned to you via AP On-Line Review.
2. Select the academic group(s) you would like to include on the report by clicking the checkbox next to the academic group name. If you would like to see all academic groups on the report, do not click any check boxes.
3. Click the “search” button.

The main report will contain the following default information for each academic employee: Name, Title, Rank, Step, OS indicator, and Home department.
If you choose to include only Unit 18 appointees on your report, the default report will contain the following information: Name, Title, Home Department, Total Quarters, and Quarter Count Details.

You may choose to add additional information to reports or filter results by selecting one or more of the following options:

To save your query for future use, enter a name in the provided text field and click “Save current search”. Your saved query will now be accessible via the “My saved searches” drop down menu for future use.
Generating canned reports

1. Select the desired report from the “Presets” drop down menu.
2. Select the desired unit from the “Unit” drop down menu. You will only have access to units assigned to you via AP On-Line Review.
3. Click “Search”

Available canned reports

<table>
<thead>
<tr>
<th>Report title</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Unit 18 Eligible for 10th Quarter Salary Increase</td>
<td>Report will show all individuals who have earned 9 quarters in the specified unit and upon reappointment, are eligible for a 10th quarter salary increase.</td>
</tr>
<tr>
<td>Unit 18 Eligible for Excellence Review</td>
<td>Report will show all individuals who have earned 17 quarters in the specified unit and upon reappointment, are eligible for an excellence review</td>
</tr>
<tr>
<td>Unit 18 Eligible for Mentor Meeting</td>
<td>Results will show individuals who have been appointed to a 9th quarter in the specified unit.</td>
</tr>
<tr>
<td>Unit 18 Missing Mentor Meeting Status</td>
<td>Results will show all individuals who have been appointed to a 9th quarter in the specified unit and are missing a mentor meeting status data entry.</td>
</tr>
<tr>
<td>Unit 18 Missing Non-Reappointment Reason</td>
<td>Results will show all individuals who are currently appointed in a Unit 18 title who do not have a subsequent reappointment record in the database and are missing a non-reappointment reason data entry.</td>
</tr>
</tbody>
</table>
Probationary Period Reports

One probationary period report is currently available, accessible by clicking the Probationary Period Reports button on the Employee tab on the data entry screens.

<table>
<thead>
<tr>
<th>Report title</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>End Date Approaching</td>
<td>Results will show all individuals who are approaching the end of their 8-year probationary period in a selected academic year.</td>
</tr>
</tbody>
</table>
Replacement AP Queries

The Academic Personnel Queries accessed through EmployeeLink and QueryLink have been retired and are no longer accessible. The AP Data Management system can be used to replicate results generated from the old queries.

File Routing Status - replaces the Academic Personnel File Tracking Query

1. Search for the individual in the “employee lookup” tool.
2. Select the desired individual and click the “Review History” tab.
3. In the Current File Actions section, click the “view details” icon within the active proposed file action record.
4. Once expanded, you will see which campus reviewers the file has been sent to. Department staff will not yet have access to the reviewers’ recommendations. Only after the outcome has been issued will a department have access to the full recommendation data.
1. From the Academic Employee Report tool, select the desired unit from the “unit” drop down menu. You will only have access to units assigned to you via AP On-Line Review.
2. Select the academic group(s) you would like to include on the report by clicking the checkbox next to the academic group name. If you would like to see all academic groups on the report, do not click any check boxes.
3. Click the checkbox next to “Show/Hide reviews due”.
4. Click the “search” button.
5. Click the “export as spreadsheet” button to further manipulate the data. Within the excel sheet, you can filter the data to only display the desired next review due year.
1. Search for the individual in the “employee lookup” tool.
2. Select the desired individual and click the “Review History” tab.
3. Click on the “export as spreadsheet” button located in the Review Outcome History section located on the “Review History” tab.

4. The approved final outcomes* of previous appointment and review actions will be downloaded into an excel sheet for further manipulation.

* Results after approximately 1995.
Leave and Service Modification History: replaces the Academic Personnel Leaves and Duty Modification Query

1. Search for the individual in the “employee lookup” tool.

2. Select the desired individual and click the “Leave and Service Modification” tab.

3. Click on the “export as spreadsheet” button located in the Leave and Service Modification History section.

4. The leave and service medication records* records will be downloaded into an excel sheet for further manipulation.

* Results after approximately 1995.
Employee Record Data Screen

This screen is the default screen in the academic’s profile and contains personal, home department, appointment snapshot, degree/prior service, career milestones, and other special designation data.

Department Staff and Department Chairs have read only access to any information entered in Employee data screen limited to those appointees who have appointments in their assigned units.

Dean Staff and APO staff may add new records and edit existing records in the Employee data screen.
Navigating to the Employee Record Data Screen

Option 1

1. Click on the AP Data tab in APOL Review to enter the data entry screens.

2. Click on the Employee Record tab.

You may search for candidates by typing their first or last name in the “Employee Lookup” search bar located under the menu on the left side of the screen. You’ll see a list of like names appear from which you can click. For quicker results, the preferred method is to search by last name or partial last name.

Alternatively, you can search by name or employee ID number and click the search icon. A list of results will appear on top of the screen from which you can click the “view” button next to the appropriate individual.
Option 2
1. From an on-screen report, click “view” next to the appointee’s name. You will be redirected the selected appointee’s employee record data screen.

Option 3
1. From the Academic Employee Report page, click the “Go to AP Admin” button.
2. Click on the Employee Record tab.
You may search for candidates by typing their first or last name in the “Employee Lookup” search bar located under the menu on the left side of the screen. For quicker results, the preferred method is to search by last name or partial last name.

For your reference, a description of the type of data entered into each field is provided below.

**Personal Information Section**

![Employee Record Form]

1) **Last Name**: The candidate’s Last Name.
2) **First Name**: The candidate’s First Name.
3) **Preferred Name**: The candidate’s preferred name, if applicable.
4) **Employee Number**: The candidate’s employee ID number, if known.
   - Withdrawn or declined candidates are entered with 999999 as the employee id.
5) **PID**: If known, enter the candidate’s Personal Identification Number. Otherwise, the information will be pulled from other campus systems if generated.
6) **Employment Status**: Available selections:
   - ACTIVE
   - DECLINE
   - EMERITUS
   - DECEASED
   - NOT IN AP; STILL @UCSD (e.g. candidate is in a staff title)
   - NEED NEW STATUS-don’t use
   - PROSPECTIVE/PRE-EMPLOYEE (e.g. appointment candidate who does not have an employee ID yet)
   - SEPARATED
• WITHDRAWN
• NOT ACTIVE FOR VARIOUS REASONS—don’t use

7) **Gender**: Candidate’s gender.

8) **Ethnic Group**: Candidate’s ethnic group. Available selections:

- AFRICAN AMER
- ASIAN
- HISPANIC
- NATIVE AMER
- OTHER NON-WHITE
- PACIFIC ISLANDER
- TWO OR MORE RACES
- UNKNOWN
- WHITE

Note: this field will no longer be editable once the record is cross-matched to PPS.

9) **Ethnicity**: Candidate’s ethnicity. Choices vary based on the ethnic group selected in step 8.

10) **Citizen Status**: Candidate’s citizenship status. Available selections are:

- CITIZEN
- NON-CITIZEN
- PERM RESIDENT
- UNKNOWN

**Home Department Section**

11) **Sub Campus**: Sub-campus for the candidate’s home department. Available selections are:

- GC (General Campus)
- HS (Health Sciences)
- SIO (Scripps Institute of Oceanography)

12) **Division/School**: Division or school for the candidate’s home department. Available selections are:

- A&H: Arts & Humanities
- APO: Academic Personnel Services
- BIO SCI: Biological Sciences
- ENG: Engineering
- GRAD STUDIES: Graduate Division
- LIBRARY
- PHYS SCI: Physical Sciences
- PROVOST
- SOC SCI: Social Sciences
- UNEX: University Extension

13) **Department**: Candidate’s home department.

14) **College Affiliation**: College assignment.

15) **Affiliated Program**: An affiliated program, if applicable.
Current Appointment Section
The current appointment section will be populated by PPS data once the two systems cross-match records.

Degree/Prior Service Section

<table>
<thead>
<tr>
<th>Degree/Prior Service</th>
<th>Career Milestones</th>
</tr>
</thead>
<tbody>
<tr>
<td>Highest Degree *</td>
<td>Hire Date *</td>
</tr>
<tr>
<td>UNKNOWN</td>
<td></td>
</tr>
<tr>
<td>Degree Year *</td>
<td>LRF Hire Date</td>
</tr>
<tr>
<td>Degree Institution *</td>
<td></td>
</tr>
<tr>
<td>Prior Service Description *</td>
<td>Year Achieved Assistant Rank</td>
</tr>
<tr>
<td>UNKNOWN, TEST</td>
<td></td>
</tr>
<tr>
<td>Prior College/Univ</td>
<td>Year Achieved Associate Rank</td>
</tr>
</tbody>
</table>

16) **Highest Degree**: Candidate’s highest earned degree.
17) **Degree Year**: Year that the candidate earned their highest degree.
18) **Degree Institution**: Institution where the candidate earned their highest degree.
19) **Prior service description**: Candidate’s prior service description. Available selections are:
   - EMPLOYED BY COLLEGE OR UNIV (INCL ANY UC CAMPUS)
   - EMPLOYED BY DOE LABS
   - EMPLOYED BY INDUSTRY
   - EMPLOYED BY OTHER GOVERNMENTAL AGENCY
   - EMPLOYED BY STATE OF CALIFORNIA
   - NEED NEW CODE; EXISTING DOES NOT MEET NEEDS- rarely used
   - NOT EMPLOYED
   - SELF EMPLOYED
   - STUDENT
   - TESTING – do not select
   - UNKNOWN; TEST– do not select

20) **Prior College or University**: If the candidate was previously employed by another college or university, the name of the institution will be entered here.
**Career Milestones Section**

<table>
<thead>
<tr>
<th>Degree/Prior Service</th>
<th>Career Milestones</th>
</tr>
</thead>
<tbody>
<tr>
<td>Highest Degree *</td>
<td>Hire Date *</td>
</tr>
<tr>
<td>UNKNOWN</td>
<td></td>
</tr>
<tr>
<td>Degree Year *</td>
<td>LRF Hire Date</td>
</tr>
<tr>
<td>Degree Institution *</td>
<td></td>
</tr>
<tr>
<td>Prior Service Description *</td>
<td></td>
</tr>
<tr>
<td>UNKNOWN, TEST</td>
<td></td>
</tr>
<tr>
<td>Prior College/Univ</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

21) **Hire Date**: The date the candidate was hired into an academic appointment.
22) **LRF Hire Date**: If the candidate is appointed as a ladder-rank faculty (LRF), the start date of their LRF appointment. This field may differ from the Hire Date field.
23) **Year Achieved Assistant Rank**: The year the candidate achieved the “assistant” or LPSOE/Senior LPSOE rank in any series while at UCSD.
24) **Year Achieved Associate Rank**: The year the employee achieved the “associate” or LSOE in any series while at UCSD.
25) **Year Achieved Full Rank**: Enter the year the employee achieved the “full” or Senior LSOE rank in any series at UCSD.

**Probationary Period Section**

<table>
<thead>
<tr>
<th>Probationary Period</th>
</tr>
</thead>
<tbody>
<tr>
<td>Clock Start</td>
</tr>
<tr>
<td>Clock End</td>
</tr>
<tr>
<td>Title</td>
</tr>
</tbody>
</table>

26) **Clock Start**: The calendar date in which the appointment subject to the probationary period began.
27) **Clock Length**: Length of probationary period. Default value is 8, with options to extend to 9 or 10 years.
28) **Years of Prior UC Service**: Number of years of service in one or more series that that count towards the current 8-year probationary period. Values are 1-8, selected via a drop-down menu. The default entry is blank.
29) **Clock End**: the calendar date in which the individual’s probationary period ends. Automatically calculated based on the Clock Start date and the Clock Length.
30) **Must Be Promoted By July 1 of**: The year of which this person should be promoted by July 1.
   - Note that the year corresponds to the start of the academic year that the clock end date falls within. For example, if the clock ends 6/30/2020, the must be promoted by July 1 field will show 2019 (i.e. July 1, 2019). This logic was specifically designed for reporting purposes and to ensure that proper notice is given to the
candidate should they not be promoted to the associate rank in time. In reality, the last possible promotion effective date for the example listed above is 7/1/2020.

31) **Title:** Title Code and Title Name, selected from drop down menu. Automatically pulled over from the final action record.

32) **Reason for Extended Clock:** Reason this person’s clock may not appear to be “normal”. Selections include:
   - Childbearing extension
   - Parental Bonding extension
   - Family Leave
   - ASMD
   - Exception Extension

**Separation Section**

If the academic is an active employee, the separation section will appear as follows:

If the academic is separated from UCSD, their separation section will contain the following data:

33) **Title, Step, Department:** The primary title, step, and department at the time of the academic’s separation from UCSD.

34) **Effective Date:** Effective date of the separation

35) **Reason:** Reason this employee is leaving UCSD. Selections include:
   - Death
   - Medical Separation
   - Resigned
   - Intercampus Transfer
   - Retirement
   - Series Change from LRF/LSOE
   - Series change to non-APO title
   - Series change to non-academic
   - Terminal/Denied Tenure
   - Layoff
36) **Destination:** The academic’s employment status following separation from UCSD. Selections include:
- Employed by industry
- Student
- Employed by State of California
- Employed by DOE Labs
- Employed by other governmental agency
- Self-employed
- Not employed
- Employed by college or university (including any UC campus)
- Not applicable (death or retirement)
- Unknown

37) **Future Institution:** If the academic will be employed by another college or University, the institution name will be displayed.

**Review History Data Screen**

This tab contains information about the candidate’s next review due date, their current appointment, any current proposed file actions, and a history of all prior file actions.

Department Staff and Department Chairs have read only access to any information entered on the Review History data screen and may only view records for appointees who currently have or previously held appointments in their assigned unit.
Current file actions

To view current file actions and associated routing records, click the “view details” icon to expand the record.

<table>
<thead>
<tr>
<th>View / edit</th>
<th>Review year</th>
<th>Action</th>
<th>Begin date</th>
<th>End date</th>
<th>Department</th>
<th>Title code</th>
<th>Title / Rank</th>
<th>Step %</th>
<th>Total salary</th>
<th>Scale date</th>
</tr>
</thead>
<tbody>
<tr>
<td>2016-2017</td>
<td>PROMOTION</td>
<td>1/20/2016</td>
<td>1/1/2017</td>
<td>WHITE</td>
<td>1200</td>
<td>ASSOC</td>
<td>PROF-AY</td>
<td>100</td>
<td>$73,800</td>
<td>7/1/2016</td>
</tr>
</tbody>
</table>

You may also click the “view button” to review more of the current file action proposal data.

For your reference, a description of the type of data entered into each field is provided below.

File & Appointment Section

1) **Lead Analyst**: This field is used by AA&T to record the analyst who took the lead on this review file.
2) **Review Year**: Review year that corresponds to the appropriate review cycle.
3) **File number**: The file number is a numbering convention for the distinct review files received in a given review year. Every person reviewed will have a ‘1’ and only those with subsequent review files submitted in the same review year will have a ‘2’ or greater.
• For example, the home department submits a file in July to appoint a Lecturer for Fall quarter. This file would be ‘1’. Then, in December, another department submits a file to appoint the same person for Spring quarter. This file would be ‘2’.

4) **Appointment**: The appointment code is a labeling convention for the distinct department/title code combination of a review file. Every file will have an ‘A’ and only those appointed to a different title or by a different department in the same review year would have subsequent letters.
   • For example, if Professor Xavier is appointed 50% in Electrical and Computer Engineering and 50% in Nanoengineering, he would have two “appointments”, and he would require 2 proposed records; one would be an ‘A’ (file #1, Appointment A) and the other would be a ‘B’ (file #1, Appointment B). This same logic applies for someone appointed with a Professor and Researcher title in the same department.

5) **Begin date**: Effective date for the proposed action.

6) **End date**: End date for the proposed action.
   • Tenured or indefinite end dates are entered as 01/01/2079.

7) **Appointing Dept.**: Department name in which this appointment is being made.

8) **Title**: Proposed 4-digit numeric title code and title.
   • A list of title codes may be found at [http://ucop.edu/academic-personnel-programs/_files/acad-title-codes/academic-titles-sorted-title-code.pdf](http://ucop.edu/academic-personnel-programs/_files/acad-title-codes/academic-titles-sorted-title-code.pdf)

9) **Step**: Numerical step for this proposed action.
   • For Above Scale, A is entered in the step field.
   • For non-salaried appointments, NS is entered in the step field.
   • For titles without associated steps, None is entered in the step field.

10) **Post auditor**: If the action was post audited by AA&T, the analyst’s name who conducted the audit will appear in this field.

11) **Post audit date**: This field is used by AA&T to record the date the file was post audited.

12) **Recruitment number**: Affirmative action recruitment or waiver number.

13) **File received**: The date file was received in the Dean’s office for dean’s authority files or the date received in AA&T for campus review files.

**Action Section**

14) **Action**: Proposed file action by. See appendix A for a list of acceptable action types.

15) **Years accelerated**: If the proposal includes acceleration, the number of years that this proposed action is being considered in advance of when it normally would have been proposed.
   • For example, Professor Stark is currently an Associate Professor, Step 1 and is being proposed for an accelerated merit to Associate Professor, Step 3. This is two-year acceleration, so ‘2’ should be entered into the Years accelerated field.

16) **Appraisal**: If the action includes an appraisal of an assistant rank or LPSOE, the department’s appraisal rating outcome. Available selections are:
• FAVORABLE
• FAVORABLE W/RESERVATIONS
• PROBLEMATIC
• UNFAVORABLE

17) **Retention Case**: If this file is being processed in an attempt to retain an employee, “Yes” is entered in the retention case drop down menu.

18) **Career Equity Review**: If the file proposed is coupled with a career equity review”, “Yes” is entered in the Career equity review drop down menu.

**Salary Section**

19) **Salary type**: Salary type code from the drop-down menu. Available selections are:
   - Annual
   - Hourly
   - Monthly
   - Weekly

20) **Market offscale disposition**: If the proposed salary includes a market off-scale component, a market off-scale disposition is entered. Selections include:
   - LIB OS
   - COMBO EQ RESET
   - COMPRESS RESET
   - INCR AND RESET
   - NEW
   - PRE-EMP RESET
   - PROMO RESET
   - RESET
   - TAPERED
   - AC PERM: used for those Academic Coordinators who now have a permanent OS- rarely used
   - PS PERM: used for those Project Scientists who now have a permanent OS- rarely used

21) **Market Offscale Amount**: Market off-scale amount.

22) **Bonus Offscale Disposition**: If the proposed salary includes a bonus off-scale component, a bonus off-scale disposition is entered. Selections include:
   - NEW
   - PRE-2016
• TAPERED

23) **Bonus Offscale Amount**: Bonus off-scale amount.

24) **Range Taper**: This is an indicator of whether or not the tapered off-scale will be affected when the salary as a whole is ranged when a new salary scale is implemented.

25) **Percentage**: Percentage of effort, if applicable.
   - 0 is entered for non-salaried appointments

26) **Percentage type**: Percentage type if applicable. Selections include:
   - By agreement salary rate
   - Non-salaried
   - Variable percentage

27) **Scale Date**: Date of the salary scale used to determine the salary

28) **Scale Rate**: Scale rate for the rank and step proposed.

29) **From Scale**: If the scale rate is from the published scale, the “from scale” checkbox is selected.

30) **Total Salary**: The total salary rate based on the sum of the market offscale amount, bonus offscale amount, and the scale rate.

**Vote Section**

![Vote Section Diagram]

31) **Yes**: number of “yes” votes.

32) **No**: number of “no” votes.

33) **Abstain**: number of “abstain” votes.

34) **Absent**: number of “absent” votes.

35) **Eligible**: The sum of all entered votes will generate a total eligible count.

If the proposed action included an appraisal:

36) **Favorable**: the number of “favorable” votes.

37) **Favorable w/reservations**: the number of “favorable with reservation” votes.
38) **Problematic**: the number of “problematic” votes.
39) **Unfavorable**: the number of “unfavorable” votes.
40) **Abstain**: the number of “abstain” votes.
41) **Absent**: the number of “absent” votes.
42) **Eligible**: sum of all entered votes will generate a total eligible count.

For all votes:

43) **Explanation of Abstain or Absent Voters**: Any explanation(s) given for any of the abstaining or absent voters, if provided.

**Publication Section**

This section of the screen is optional and may be used to help keep track of publications received with a file.

![Image of Publications section](image)

1) **Publication type**: Type of publications submitted with the file. Choices are:
   - E-pubs (for electronic publications)
   - Paper
   - Mixed (for both electronic and paper publications)
   - None
2) **Publication comments**: Optional field used to describe the publications in detail. For example, you may see descriptions of the box or folder that the publications were received in to better identify them when they are ready to be returned to the candidate, or you may see a list the total number and type of publications received.
3) **Publication return date**: Date that the publications were returned to the department and/or candidate.

**Routing Records**

Routing records are used for tracking EVC authority files and files requiring campus committee review. To view a routing record for a file that is currently undergoing campus review, click the view detail icon within the current file action record.
Upon clicking, the record will expand to show the associated routing records. Please note that department staff will only see values from the To/For column. Other data is not available until the final action outcome has been released.

Review Outcome History
This section shows all actions previously approved for the selected candidate.
To view the proposed action and routing records for a finalized file action, click the “view details” icon. You may also see additional details on the approved final action record by clicking the “view” button.
Unit 18 Data Screen

This screen provides data related to appointee’s Unit 18 and Continuing Lecturer appointment history. **Department staff are only responsible for entering their Unit 18 appointee’s non-reappointment reason and mentor meeting status data into the AP Data Management System, no later than the last day of each quarter.** Deans AP staff and Academic Personnel Services enter other relevant data into the system.

Mentoring meeting status data entry

**Departments are responsible for entering mentor meeting status data.**

1) Locate the appointment that contains the 9th quarter of service within the Unit 18 Quarter List and click the “edit” button.
1) Scroll through the expanded appointment details section and locate the Mentor section. Using the "Mentor Meeting Status" drop-down menu, select one of the following options: Completed, Declined, Postponed, and Scheduled.

2) If applicable, enter the date of the mentor meeting in the "Mentor Meeting Date" field using the calendar tool or by typing the date in the text field.

3) Upload the meeting documentation form in the "Mentor Meeting Documentation Form" section.

4) Click "Save".
Non-reappointment reason disposition data entry

Departments are responsible for entering non-reappointment disposition data.

1) Locate the appointment that requires a non-reappointment reason within the Unit 18 Quarter List and click “edit”.

2) Scroll through the expanded appointment details section and locate the Non-Reappointment section. Using the Non-Reappointment Reason drop down menu, select one of the following options:
   - Reduced need - previous appt due to short-term need
   - Reduced need - current graduate student teaching
   - Reduced need - Senate faculty teaching
   - Reduced need - distinguished Visiting/Adjunct teaching
   - Reduced need - lack of enrollment
   - Recent graduate - preferential hire for training purposes
   - More qualified candidate selected
   - Intellectual/academic diversity
   - Programmatic change/course not offered
   - NSF did not apply
   - NSF withdrew application
   - NSF declined offer
   - NSF unable to teach due to scheduling conflict
   - NSF changed series
   - Poor performance
   - Negative excellence review
   - Inadequate visa status
   - Non-teaching quarter
   - Misconduct

3) Upload any non-reappointment supporting documentation, if desired.

4) Click “Save”.

GREEN, Academic 2 (0GREEN112 // APOL ID 100108)

Department Totals

Unit 18 Quarter List
AP Status Data screen

This tab displays the employee’s current status along with the historical outcomes of prior review files and automatic salary increases (ranges). This is also where non-file entry changes such as a deferred next review date or a delayed start date to the final action are entered.
Changes to data once a decision on the outcome of a file has been made will be made on AP Status screen only.

The four instances where only AP status data entry is warranted (i.e. no proposed records are required):

1. Retirement of a faculty member and automatic granting of an “Emeritus” title.
2. Regularization cases where the candidate receives his/her Ph.D. and can be placed in a non-Acting title *** In addition update the Highest Degree information on the Employee tab.
3. Cases that are Dean’s authority where an academic who is appointed to a non-salaried position will be salaried for more than 1 year of the appointment.
4. Cases that are Dean’s authority where an academic who is appointed to a salaried position will be non-salaried for more than 1 year of the appointment.

Since these cases do not require a full file to be processed, all that is needed is a new AP Status record.

Leaves & Service Modification Screen

This tab provides an academic’s history of leaves and service modification. Service modifications include periods of active service-modified duties (ASMD) and periods of conflict of commitment. Leave and service modification history is limited to those that were dean or EVC authority; departments are responsible for tracking department chair authority leaves outside of AP Data at this time. The leave history records contain information back to approximately 1995 for most academics, with some histories going back further.

This tab also provides sabbatical credit accrual balance or leave in lieu “virtual credit” balance if the academic is appointed in a series eligible for sabbatical or leave in lieu of sabbatical. Those appointed in administrative titles will also have a separate administrative sabbatical credit accrual balance to reflect the number of credits that accrued while in an eligible administrative title.

Currently, the sabbatical credit balance reflects the available number of credits as of the quarter date in which the credits were last calculated. This "Credits as of Date" lets you know that.

- There has been no activity affecting the accrual since this date (e.g. leave or forfeiture).
- There has been no sabbatical credit usage recorded since this date.
- All activity affecting the accrual as well as sabbatical credit usage is accounted for through this date.

For example, of the data shows that an academic has 6 credits with a Credits As Of Date of Fall 2015, this academic has not taken any leaves since the end of Spring Quarter 2015, i.e. 06/30/2015, nor has this academic used any sabbatical credits. To determine the current available balance, add in the number of credits earned for each academic year since 06/30/2015, based upon their appointment basis, taking into consideration any leaves that have affected the quarters accrued.

Soon, the sabbatical credit balance will be updated to reflect the current balance and going forward, the sabbatical credit balance will automatically update to reflect the newly accrued credit after each academic quarter.
For your reference, a description of the type of data entered into each field is provided below.

**Leave or Service Modification Records**
1) **Status:** Status of leave or service modification request. Available selections are:
   - Approved
   - Cancelled (available when editing existing records)
   - Withdrawn (available when editing existing records)
   - Disapproved
   - Revised
   - In Process

2) **Being Date:** Begin date of leave. Entered as MM/DD/YYYY or selected via the calendar icon.

3) **End Date:** End date of leave. Entered as MM/DD/YYYY or selected via the calendar icon.

   # of Days is automatically populated based on the Begin and End dates.

4) **Kind:** Type of leave or service modification. Available selections are:
   - APM025
   - ASMD
   - CONTINUATION OF PREVIOUS LEAVE
   - EXTENDED LEAVE
   - LEAVE
   - OTHER MODIFICATION
   - SABBATICAL

5) **Description:** Leave or service modification description. Available selections are:
   - ADMIN
   - ADMIN /VACATION
   - APM025 ONLY
   - ASMD
   - CAREER DEVELOPMENT PROGRAM
   - CHANGE OF DUTY STATION
   - CHILDBEARING
   - EAP DIRECTOR
   - FIELD RESEARCH
   - FIELD RESEARCH/PROF DEVELOPMENT
   - GOVT/PUBLIC SERVICE
   - HHMI/LUDWIG
   - ILLNESS
   - LEAVE IN LIEU FULL
   - LEAVE IN LIEU PARTIAL
   - MEDICAL LEAVE (APM 710)
   - MILITARY
   - OTHER
   - PERSONAL
   - PERSONAL /VACATION
   - PRIOR EMPLOYMENT CLOSURE
   - PROF DEVELOPMENT
   - PROF DEVELOPMENT/VACATION
   - SABBATICAL
   - SABBATICAL IN RESIDENCE FULL
   - SABBATICAL IN RESIDENCE PARTIAL
   - SABBATICAL PARTIAL
   - SPECIAL RESEARCH
   - SPECIAL RESEARCH /VAC
   - SWITCH PROF TO RES SCI >50%
   - TEMP INTERCAMPUS TRANSFER
   - UC HUMAN RES INS (UCHRI)
   - WORKER'S COMP

6) **Exception Description:** Exception description. Available selections are:
   - >1 YEAR LEAVE
   - ACCEPTED OTHER EMPLOYMENT
   - ADDITIONAL ASMD QUARTER(S)
   - ADVANCE SABB CREDITS
   - ASMD >12 MOS FROM BIRTH
   - EXTENDED LEAVE >30 DAYS
   - FLEXIBLE WORKLOAD
   - FORFEIT LESS
   - FORFEIT NONE
   - OUT OF COUNTRY
   - PAYING FOR W/O SALARY
   - SABBATICAL + LEAVE
   - SUB SERVICE FOR TEACHING
7) **Sabbatical Credit Used**: The number of sabbatical credits used to take a sabbatical leave at the requested pay percentage OR the number of credits forfeited for a leave. In the future, adding a value in this field will deduct the number of credits used from the available sabbatical credit balance.

8) **Service or Pay**: Reflects whether the begin and end dates of the leave or service modification reflect pay dates or service dates.

9) **FMLA**: Indicates if the leave is designated as FMLA.

10) **% of Pay**: Percent of pay employee will receive while on leave or during the service modification.

11) **FTE Reimb**: Indicates if the request included a request for FTE reimbursement.

12) **APM 025 Category**: Type of APM 025 activity 1-3. Note, only Category 1 activities are entered at this time.

13) **APM 025 Activity**: Description of APM 025 activity. Available selections are:
   - Executive Role
   - Outside Teach/Resch
   - Salaried Employee
   - Other Potential Conflict

14) **Comments**: used to record additional information for the leave or service modification request.

Sabbatical/Administrative/Leave in Lieu Credit Records

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**GREEN, Academic 1** (0GREEN111 / A00000000 / APOL ID 100111)

**Sabbatical Credits**

<table>
<thead>
<tr>
<th>Number of Credits</th>
<th>Credits as of</th>
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<tr>
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<td>Winter</td>
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</tbody>
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2015

**Comments**

full sabbatical taken in Fall 2014.

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1) **Number of credits**: Number of credits accrued as of the quarter date of their last usage.

2) **Credits as of**: Quarter in which the credits were calculated.

3) **Year**: Year in which the credits were calculated.

4) **Comments**: Optional comments that provide additional information about the sabbatical credit balance.
<table>
<thead>
<tr>
<th>File Actions</th>
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<tbody>
<tr>
<td>ABOVE SCALE MERIT</td>
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<tr>
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<tr>
<td>ACCEL MERIT + OFF SCALE</td>
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<tr>
<td>ACCEL PROMOTION</td>
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<td>ACCEL PROMOTION + OFF SCALE</td>
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<tr>
<td>ACCEL REAPPT/MERIT</td>
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<tr>
<td>ACCEL REAPPT/MERIT/ APPRAISAL + OFF SCALE</td>
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<td>ACCELERATED ABOVE SCALE MERIT</td>
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<tr>
<td>ACCELERATED FURTHER ABOVE SCALE MERIT</td>
</tr>
<tr>
<td>APPOINTMENT</td>
</tr>
<tr>
<td>APPRAISAL</td>
</tr>
<tr>
<td>CONTINUING APPT FOR UNIT 18</td>
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<tr>
<td>CURRENT APPT DIVIDED INTO NEW TITLE/DEPT/%</td>
</tr>
<tr>
<td>ESTABLISH STEP FOR NON-SALARIED ADJ. PROFESSOR</td>
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<tr>
<td>FURTHER ABOVE SCALE MERIT</td>
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<td>LATERAL SERIES CHANGE</td>
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