THE

AP ON-LINE INITIATIVE STRATEGIC PLAN

Prepared by the

UCSD Academic Personnel Services Office

in consultation with the

UC Irvine Academic Personnel Office

Updated February 25, 2013

The purpose of this strategic plan is to provide Academic Personnel Services (APS) and AP On-Line constituents with a framework for developing the AP On-Line "Suite of Services." It is intended to be a roadmap for the development process and is a work in progress. It will reflect APS's ongoing consultation process as we seek to understand how this system can best meet the needs and priorities of the campus academic community. It is important to note that AP On-Line is NOT intended to replicate existing paper processes; rather, APS will determine the needs of the campus and create an on-line system that meets these needs in the most efficient and effective way possible.

The Business Need for an Online System

The current paper-based processes are time consuming and labor intensive. Processing an appointment or advancement review file can take up to 18 months from the time the faculty member submits his or her information until a decision is conveyed to the faculty member. There are a number of negative consequences including:

- Inability to respond to recruitment and retention issues in a timely manner, which may result in loss of key faculty and recruits
- The need for retroactive payroll increases, which creates great difficulties in the financial administration of contracts and grants. Some contracts and grants my end prior to execution of payroll changes.

Delays that contribute to this lengthy processing time can occur at each review point, including:

- The department, where files are compiled (including soliciting external referee letters and waiting for replies), faculty committees review the files, and the department chair writes departmental recommendation letters
- The dean's office, where the entire division's files arrive on or near a deadline established to give the dean's office sufficient time for review
- Academic Personnel Services, where files are processed for CAP review and Senior Vice Chancellor decisions
- Other campus-level reviewers (e.g., provosts and the Dean of Graduate Studies), to whom files are routed prior to CAP review
- The Committee for Academic Personnel (CAP), which reviews approximately 30 files per week throughout the academic year

An electronic file processing system can make the process speedier and more efficient in a number of ways:

- **Reducing printing/copying time and costs.** Review files and other documents such as forms and requests often begin as paper documents that are printed, collated, and manually handed from reviewer to reviewer. Multiple copies of the documents (as many as 10 or more) are made to accommodate simultaneous review by reviewing entities and to provide file copies. Both time and resource costs can be reduced with an electronic system.

- **Eliminating manual routing of files.** Review files and other documents, are manually routed via campus mail (or messenger) to departments, deans' offices, APS, campus reviewers, and CAP members for sequential review and approval. Electronic routing enables multiple reviewers to review files quickly and simultaneously, and to respond expeditiously. This will significantly decrease the time required to complete the file review process and reach a decision.

- **Eliminating routing of paper publications.** In the paper-based system, a single set of reprints of the candidate's publications is forwarded with the review file, and they are routed from reviewer to reviewer. Routing is cumbersome (especially large boxes of publications), and they can only be assessed by one reviewer at a time. If the publications were accessible online, assessment would be faster and more efficient.

- **Eliminating duplication of file tracking.** Departments, divisions, and APS all maintain various file tracking systems or databases. Central tracking of files will reduce the workload and speed processing at every level by eliminating this duplication of effort.

- **Improving data reporting**. Currently accessing data is time consuming and it is not always easy to know where to get information from. An online system will make reporting and receiving information quicker and more transparent.

- **Improving transparency.** Faculty typically prepare their review materials up to a year before the requested action takes effect, and they often do not know the status of their files during the paper-based review process. An online system will allow both faculty and staff to easily track the status of review files and other forms and requests (e.g., sabbatical and leave requests).

The Vision

The AP On-Line Suite of Services will be a user-friendly business system that interfaces with other campus portals and allows efficient and effective electronic management of all academic personnel business processes.

Goals

The AP On-Line Suite of Services will:

1. Add ***efficiency*** by reducing the period of time necessary to obtain approval for AP actions, reduce the workload for staff and faculty responsible for preparing and processing AP actions and for approving authorities, and eliminate duplication of effort.
2. Improve ***data accuracy*** by using validity checks to ensure better data entry. As a result, more accurate information will be available, and it will be provided more quickly and consistently.
3. Create and maintain ***electronic records*** of actions and approvals, allowing for easy access to and retrieval of information.
4. ***Reduce risk*** by ensuring compliance with policy and safeguarding faculty due-process rights.
5. Help to create a sense of ownership and ***accountability*** for all users at all levels.
6. Create ***transparency*** and better understanding of processes.
7. Give academic employees more ***control*** over information about their own careers and allow them to more easily record and share information about their accomplishments.

AP On-Line Constituents

APOL will be utilized by the following individuals and entities:

1. Academic appointees and candidates
2. Academic support staff in departments, schools, sections, and colleges; staff supporting review committees, including CAP; and staff for the Vice Chancellor for Research and in the Office of Graduate Studies
3. Department, school, section, and ORU academics (voting faculty, department ad hoc committees, and other committees)
4. Department chairs, ORU directors, and consultants
5. Deans and deans' staff
6. Campus reviewers (Dean of Graduate Studies, provosts, and review committees, including SOM CAP, SIO CAP, CAP, CAP Arts, Shadow CAP, PSSRP, AARP, campus ad hoc committees, and other committees)
7. Central AP staff and the Senior Vice Chancellor for Academic Affairs
8. External referees

Components of AP On-Line Suite of Services

The AP On-Line Suite of Services will include the following components:

e-Recruitment Plan (e-RP): Electronic submission, routing, and approval of recruitment plans, including listing of outreach efforts, identifying search committee members, and drafting job announcements.

RECRUIT: All stages of recruitment, from receipt and review of electronic applications to approval of a final candidate.

REVIEW: All appointment and advancement actions, including appointment of endowed chairs and quarter counts for Unit 18 lecturers.

SERVICE MODIFICATIONS: Requests and tracking for all leaves, including sabbaticals; sabbatical credit calculations; requests for family accommodations, including ASMD, extension of the probationary period, and deferral of reviews; and conflict of commitment reporting.

CAREER ACHIEVEMENTS: All information about scholarly achievements and awards.
COMPENSATION: All compensation requests, including intercampus payments, IPA agreements, honoraria requests, and stipend requests.

REPORTING: Data Warehouse queries for campus users, database views with appropriate security to allow for direct-table data downloads, and database views to support central office access to data.

FACULTY ADMINISTRATORS: All stages of approving and reviewing faculty administrative appointments.

ARCHIVE: All archived files and information.

FACULTY HOME PAGE ("MY CAREER"): Access to Career Achievements database; reminders of actions required (as reviewer, approver, or review candidate); review history and archive of files; next expected review date; expected appraisals and probationary period for assistant-level faculty; AP On-Line roles currently assigned; list of review file results, etc.

DEPARTMENT HOME PAGE: Faculty Data, reviews due list, call to faculty to begin review, etc.

DIVISION HOME PAGE: Faculty data, reviews due list, etc.

ACADEMIC PERSONNEL SERVICES HOME PAGE: Tasks list, pending actions, management of CAP queue, record of final actions by Senior Vice Chancellor for Academic Affairs.

COMMITTEE ON ACADEMIC PERSONNEL HOME PAGE: Management of CAP review files, creation of agendas, record of recommendations.

Required Functions for AP On-Line Components

The following is a list of the required functions for the various components of the AP On-Line Suite of Services. A "wish list" of additional functions is also included.

AP On-Line Component(s)	Required functions/actions for specified AP On-Line Component(s)	Notes and wish list for additional functions	Priority level?
ALL	Provide links to glossary, advice, answers, and help		
REVIEW, SERVICE MODIFICATIONS, CAREER ACHIEVEMENTS, REPORTING	Provide maintenance of data in lookup tables	REVIEW/ADMIN – all lookup tables (artf1377) RECRUIT – tables for division assignment to each department	
ALL	Provide process by which users can make suggestions for system improvements, and process by which suggestions are vetted and prioritized		
REVIEW	Interface with other campus offices to obtain data (data will be used in APOL as appropriate, but not "owned" by AP On-Line). 1. Campus Planning – Course load information 2. CAPE – course and professor evaluations 3. Contracts & Grants (data needs TBD) 4. Office of Graduate Studies (data needs TBD) 5. Office of Research Affairs (data needs TBD) 6. Payroll/Personnel System (data needs TBD) 7. What office? – Endowed chairs (data needs TBD) 8. What office? – Honors/awards, including Nobel Prizes	Changes to the data must be done in the source data and not in APOL. APOL may be the source of some data for academics after the PPS re-write.	
REVIEW	Create Employment History from data existing in APOL (AP status and service modifications data).		

Functional in AP On-Line

Functional Stand Alone Application, still to be determined how to integrate into AP On-Line

AP On-Line Component(s)	Required functions/actions for specified AP On-Line Component(s)	Notes and wish list for additional functions	Priority level?
REVIEW	Solicit and include external referee letters, and redact these letters. *Inclusion of external referee letters and Candidate's ability to request and gain access to redacted letters to be deployed in October 2011.* *Solicitation of these letters from within Review will be in a future phase.*	Accommodate inclusion of Translator's Certification used with foreign-language external referee letters.	Deployed Oct 2011 for both campuses (code version 4.10)
REVIEW	Handle other solicited letters of recommendation (e.g., letters from grad students), including sending confidentiality statement, saving respondents' signed permission to use their letters (electronically signed?), etc.		
REVIEW, SERVICE MODIFICATIONS, COMPENSATION	Allow all campus reviewers (Grad Dean, VC Research, Provosts, CAP, AARP, PSSRP, campus ad hoc committees, Council of Provosts, AARP, Shadow CAP, Shadow PSSRP, Shadow AARP) to review materials and recommend actions. Review by CAP, including additional & prelim deployed November 2010 and March 2011 ORU files that can be processed in Review will be processed in Review during AY 12-13 (VC Research) High-level requirements for the engagement of Advisory Committees are in process April, 2012	Do the shadow committees and roles need to have accompanying shadow staff roles?	In order to decommission Paradox database application, the data collection done for campus ad hoc committees needs to be converted to online application.
REVIEW, SERVICE MODIFICATIONS, COMPENSATION	Compose letters within APOL (using letter writer function).		Done, but need to integrate UCSD's stand-alone eRecruitment Plan application into REVIEW

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AP On-Line Component(s)	Required functions/actions for specified AP On-Line Component(s)	Notes and wish list for additional functions	Priority level?
REVIEW, SERVICE MODIFICATIONS, COMPENSATION	Collaborate with partner institutions (Salk, Burnham, La Jolla Inst. For Allergy & Immunol., HHMI, Ludwig, etc.) regarding the careers of their employees who are affiliated with UCSD.		
REVIEW, SERVICE MODIFICATIONS, COMPENSATION	Process documents for appointments in more than one department (joint appointments), including accounting for academics with next reviews occurring at different times for different appointments.		
REVIEW	Process files for those appointed to more than one title (split appointments), including accounting for academics with next reviews occurring at different times for different appointments.		
REVIEW	Attach previous file to current file for CAP's review; see also Archive component below. Approved Archive business narrative/requirements undergoing technical analysis (2/11/2011)		
RECRUIT, REVIEW, SERVICE MODIFICATIONS, COMPENSATION, FACULTY ADMINISTRATORS	Move completed documents to Archive; see also Archive component below. Approved Archive business narrative/requirements undergoing technical analysis (2/11/2011)		
REVIEW	Create databases and processes to track separations and retentions and to generate reports.	(replace shadow table data collection and Paradox data application collection of separation data)	

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AP On-Line Component(s)	Required functions/actions for specified AP On-Line Component(s)	Notes and wish list for additional functions	Priority level?
REVIEW, SERVICE MODIFICATIONS	Accommodate SIO and SOM internal review groups and processes: 1. During SOM pilot training on 10/13/08, they requested the ability for staff to change the lists of who can be notified for Voting Faculty access: FPM emeritus faculty – while all have right to vote, only one wishes to exercise the right. They don't want to notify faculty who have stated that they do not want to vote. They requested that staff be allowed to change who is notified to vote. 2. Dept of Medicine's CAP only reviews files once, even if file materials change. 3. Routing to divisions. 4. SOM credentials require a lot of the same data as bio/bib. 5. Office of record issue – if SOM runs the clinical files through AP On-Line, should APO be allowed to see these records/files, etc? (3/15/06—SOM dean personnel agreed in principle that APO viewing files is not an issue; could do reporting off the data without needing to contact SOM.) 6. DOMCAP – redacted letter is routinely given to Candidates before the end of the process – can system be changed to accommodate this? (DR, Gloria Bradford, Michele Fraser, 5/20/08) High-level requirements for the engagement of Advisory Committees are in process April, 2012 Team dedicated to determining interim processes in order to process as many files as possible in Review convened Sept 2012 UCSD SOM to pilot files from three departments in REVIEW beginning in April 2013		

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AP On-Line Component(s)	Required functions/actions for specified AP On-Line Component(s)	Notes and wish list for additional functions	Priority level?
REVIEW, SERVICE MODIFICATIONS	Accommodate the workflow for processing Pharmacy, Rady, and IR/PS academic personnel actions (files go to OGS Dean). Files with OGS Dean as final authority can be processed in Review (July 2009)		
REVIEW, SERVICE MODIFICATIONS	Accommodate the processing of Research Scientist and Project Scientist academic personnel actions. High-level requirements for the engagement of Advisory Committees are in process April, 2012 ORU files that can be processed in Review will be processed in Review during AY 12-13 (VC Research) Project Scientist files which do not require committee review and files for those grandfathered on the UCSD scale can be processed in Review as of 10/8/12.	Workflow to include ORU directors & staff and ORA	
ALL	Allow all sections of Biological Sciences to participate (allow for more than one Dept Chair role to be assigned for the one Section department code, while still maintaining distinct access to the files).	Must accommodate structure other than department, as noted at left.	Completed 8/9/2010
e-RP, RECRUIT, REVIEW	Electronically connect all three components of AP On-Line so that the process of approval of recruitment plans, recruitment of candidate, and creation and approval of appointment file is seamless. Discussions are being held between all 10 campuses for the possible adoption of AP Search and link it to Recruit (January 2013). At UCSD, this would mean the replacement of eRP and eWaiver.	Most likely will involve web services. Important to maintain consistent interface	

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AP On-Line Component(s)	Required functions/actions for specified AP On-Line Component(s)	Notes and wish list for additional functions	Priority level?
RECRUIT, REVIEW, SERVICE MODIFICATIONS, COMPENSATION	Allow SVC, Deans, and DOM Chair to delegate their signature authority to a staff member. High-level requirements regarding the removal of need for authority roles to electronic sign letters are in process December 2012	Signature authority only, not decision authority	
RECRUIT, REVIEW, SERVICE MODIFICATIONS, COMPENSATION	Allow individuals to act in a role temporarily (i.e., in a "shadow" role) for CAP, Dean, Chair, and SVCAA		
REVIEW	Allow Dean and SVCAA, as final authority, to approve actions as recommended without the need for a final action letter to be drafted and uploaded.	Do not remove ability to upload a letter Provide for notifications to appropriate entities	
REVIEW	Grant an individual access to a review file for consulting purposes (Consultant role). High-level requirements for the engagement of Advisory Committees are in process April, 2012		
REVIEW	Allow faculty to vote online.	• Determine if wanted by campus • One department allows Asst Profs to participate in discussions of other Asst Profs' files, but not to vote on them. Create a new role to accommodate this access?	

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AP On-Line Component(s)	Required functions/actions for specified AP On-Line Component(s)	Notes and wish list for additional functions	Priority level?
REVIEW	Select faculty from other departments to review and vote on files (e.g., files for Teacher Education Program). High-level requirements for the engagement of Advisory Committees are in process April, 2012		
REVIEW	Issue preliminary decision from SVC and add responses from candidate, department, and campus reviewers.		Completed Nov 2010
REVIEW	Request additional info from department prior to rendering final decision.		Completed 3/28/11
ALL	Support interactions with campus Human Resources for academics in the Senior Management Group.		
REVIEW	Prepare review file.		Campuswide implementation July 2009
REVIEW	Route file for review by department, including access to file by voting faculty and departmental ad hoc committees.		Campuswide implementation July 2009
REVIEW	Review by dean, including option to return file to department, accept file with annotations, or accept without annotations.		Campuswide implementation July 2009
REVIEW	Record dean's final action.		Campuswide implementation July 2009

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AP On-Line Component(s)	Required functions/actions for specified AP On-Line Component(s)	Notes and wish list for additional functions	Priority level?
REVIEW	Record salaries for title codes without matching steps (including Above Scale and non-salaried appointments), and salaries on the UCSD-only Project Scientist scale		deployed 10/8/2012 (v5.0)
REVIEW	Send file to CAP for review, including AP option to return file to dean, accept file with annotations, or accept without annotations.		Completed Nov 2010 and March 2011
REVIEW	Allow SVC to review files and AP to record final actions by SVC.		Completed Nov 2010 and March 2011
ALL	Send emails from different AP On-Line modules to email aliases, instead of only to official UCSD email addresses.		
ALL	Allow certain users (APO role only?) to grant another user a proxy role for mentoring and issue research purposes. (RECRUIT already has this). Proxy roles could also be granted to development programmers to assist them with production support. (artf1836)	Security concerns could be mitigated by allowing the proxy to view what the user can view, but not actually perform any of the functions that would change data. For example, proxy could see file action drop down, but could select an action.	
REVIEW	Build action for review and appointment files via decision tree, rather than from static list of action codes.	See work done previously on this topic.	
ALL	Delete documents created erroneously (review and appointment files, leave requests, etc.).		Facility for deletion of abandoned Review files functional Aug 2011

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AP On-Line Component(s)	Required functions/actions for specified AP On-Line Component(s)	Notes and wish list for additional functions	Priority level?
ALL	Development of training classes.		Classes for Recruit and Review are regular quarterly offerings as of October 2010
REVIEW, HOME PAGE: FACULTY, HOME PAGE: DEPT	Database for biographic data (e.g., bio/bib, one-time self-reporting of ethnicity and race, SOM Census information). Email aliases for notifications might also be stored in this database.		
REVIEW	Allow "executive override" so files can continue to be processed without Candidate signature on certifications. Determine whether this includes the policy requirement of 7-day wait time for Candidate to add a written statement at time of certifications. High-level requirements are in process December, 2012		In order to decommission Paradox database application, this function needs to be converted to online application.
REVIEW	Allow Chair to upload a personal statement.	Document re-labeled "Chair's Independent Letter"	Deployed Oct 2011 for both campuses (code version 4.10)
ALL	Allow departments to be grouped by divisions to enable the campus to assist Department Security Administrators with assigning access to Dean and Dean Staff roles.		
ALL	Allow users to write notes or comments to others who hold the same role. These could be considered "Sticky notes"—one-page forms for internal use only that can be created by each role (Chair, Dean, AP); that are only accessible to others in the same role; and that remain available until 30 days after the file is finalized and stored.		

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AP On-Line Component(s)	Required functions/actions for specified AP On-Line Component(s)	Notes and wish list for additional functions	Priority level?
ALL	Allow reviewers to communicate with next reviewing entity in the review process. This would include procedural comments, questions and clarifications. For example, a Dean could create notes for the SVC or APO. APO would be able to access notes entered by another role (unlike the transitory "sticky notes"). These notes would not be part of the permanent file; they would be transitory and would be deleted after the file has been finalized. (Meeting with Lin Majors, Sharon Letter, Andy Ries, and Dawn, 3/21/06.)		
ALL	Allow APO to save permanent notes on a file as a way to communicate important information (e.g., to next analyst) for processing of future documents.		
REVIEW	Automatically track probationary period. UC PATH may be the tool used to track and manage this (February, 2012)	Capture appraisal and review separately. See work done previously on this topic.	In order to decommission Paradox database application, this function needs to be converted to online application.
ALL	Allow AA&T to perform post-audit review processes for dean's delegated actions (reviews and service modifications).		Completed during AY 2010-2011
ALL	Allow a person who holds both Dept Staff and Candidate roles in the same department to perform the functions for each role within AP On-Line.		

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How Required Functions Meet the Goals for AP On-Line

The following table lists the functions that AP On-Line should perform and the goals (enumerated on pages 3 and 4) that are met by these functions.

AP On-Line Component	Function/Action that AP On-Line should perform in specified component	AP On-Line goals met by this function	Notes and wish list for function	Priority level
RECRUIT	Prepare, review, and approve/disapprove department recruitment plan and outreach reports.	1, 2, 3, 4, 6	• Include data pieces on the bio that show area of research and discipline in a drop-down menu	Done, but need to integrate UCSD's stand-alone eRecruitment Plan application into RECRUIT
RECRUIT	Manage faculty recruitment and candidate selection process.	1, 2, 3, 4, 6		Campuswide implementation February 2010
RECRUIT	Prepare, review, and approve/disapprove selection reports and interim reports. Discussions are being held between all 10 campuses for the possible adoption of AP Search and link it to Recruit (January 2013). At UCSD, this would mean the replacement of eRP and eWaiver.	1, 2, 3, 4, 6	• Create forms within RECRUIT • Make sure all the data needed for these forms is collected (want to include discipline of FM on these forms) • Develop workflow for approval process	
RECRUIT	Prepare, review and approve/disapprove recruitment waiver requests.	1, 2, 3, 4, 6	• Create forms within RECRUIT • Develop workflow for approval process	eWaiver live 1/7/2013 (UCSD)

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AP On-Line Component	Function/Action that AP On-Line should perform in specified component	AP On-Line goals met by this function	Notes and wish list for function	Priority level
RECRUIT	Generate data for the weekly recruitment report: ethnicity, gender, highest degree, research focus (area of research), including National Opinion Research Center (NORC) values.	2	• Ability for applicants to self-identify area of research/research focus and NORC value in RECRUIT • Replaces shadow data collection	
RECRUIT	Generate OADEO and campus reports.	1, 2	• Must collect all data needed for generating reports	Completed during AY 2010-2011

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AP On-Line Component	Function/Action that AP On-Line should perform in specified component	AP On-Line goals met by this function	Notes and wish list for functionality	Priority level?
REVIEW	Prepare, review, and approve/disapprove endowed chair appointments.	1, 2, 3, 4, 6	• Ability for Division or Department to create file for appointment of an endowed chair • Ability to route the file from Dept to Division, then to Gillian, APO/SVC, CAP, and Chancellor • Ability to upload the proper documents; required documents are different than those required for academic reviews • Ability for SVC office to upload some of the documents, and "sign off" that all documents are there • Candidate does not certify this file • Ability to process in conjunction with a review file. • Who needs access for reporting or viewing, but is not part of workflow?	
REVIEW	Prepare, review, and approve/disapprove Unit 18 lecturer pre-six and continuing appointments.	1, 2, 3, 4, 6	• Ability to calculate quarters • Ability to enter salaries not linked by TC+Step combo to a salary scale • Ability to require signature on certifications for only those Lecturers employed by UCSD	

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AP On-Line Component	Function/Action that AP On-Line should perform in specified component	AP On-Line goals met by this function	Notes and wish list for functionality	Priority level?
REVIEW	Prepare, review, and approve/disapprove appointments. High-level requirements are in process December, 2012	1, 2, 3, 4, 6	• No certifications by Candidate • Handling of offer letter – scan in paper with signature? Keep paper version? • Candidate needs access to sign Bio/Bib materials or to submit other materials • Creation of appointment file done by approval of selection report in Recruit? • Recording of acceptance or declination of the offer. Who should have access to this information? Are notifications sent? Allow users to opt out of the emails and possibly use a "News" section for users to check at their convenience.	
REVIEW	Prepare, review, and approve/disapprove normal merit reviews.	1, 2, 3, 4, 6		Normal merit July 2010 Contested merits completed Nov 2010 and March 2011
REVIEW	Prepare, review, and approve/disapprove acceleration actions (promotion, merit, either accelerated action or accelerated review - off cycle), including capture of number of years of acceleration.	1, 2, 3, 4, 6	• Ability to process some accelerated action completed Nov 2010 & Mar 2011 • Ability to change file from Dean's authority to accelerated action and route file through CAP completed March 2011	Deployed Oct 2011 for both campuses (code version 4.10)

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AP On-Line Component	Function/Action that AP On-Line should perform in specified component	AP On-Line goals met by this function	Notes and wish list for functionality	Priority level?
REVIEW	Prepare, review, and approve/disapprove reappointment actions, including reappointments of non-tenured (dean's authority).	Same as above	Will accompany another action (no-change, merit, or promo) unless appointment is non-salaried Ability to process files with single reappointment action, including those with dean's authority, deployed Oct 2011 for both campuses (code version 4.10)	
REVIEW	Prepare, review and approve/disapprove no-change actions.	1, 2, 3, 4, 6	• Ability to process dean's delegated No Change review file completed Nov 2010 and March 2011 • Ability to process EVC-authority No Change review file deployed Oct 2011 for both campuses (code version 4.10) • Ability to provide an alert when there are more than 2 consecutive no-change actions still to be developed	
REVIEW	Prepare, review, and approve/disapprove Further Above Scale merits.	1, 2, 3, 4, 6	• Ability to alert staff if the salary will go above regental threshold still to be developed (artf1460) • Ability to manage the regental approval process, including reporting still to be developed (artf1460)	deployed 10/8/2012 (v5.0)

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AP On-Line Component	Function/Action that AP On-Line should perform in specified component	AP On-Line goals met by this function	Notes and wish list for functionality	Priority level?
REVIEW	Add new bonus or reset market off-scale without other review action.	1, 2, 3, 4, 6		Deployed Oct 2011 for both campuses (code version 4.10)
REVIEW	Prepare, review, and approve/disapprove career reviews: promotions, merits to/through Step VI, merits to Above Scale	1, 2, 3, 4, 6	• Ability to upload external letters (ERL) deployed Oct 2011 for both campuses (code version 4.10) • Functionality to process files with Above Scale salaries deployed 10/8/2012 (v5.0)	ERLs deployed Oct 2011 Salary enhancements deployed 10/8/2012
REVIEW	Prepare, review, and approve/disapprove actions specific to assistant professors: merit/reappointments, appraisals, reviews for promotion to tenure (including issuing notice for terminal cases), and reconsideration of tenure denial.	1, 2, 3, 4, 6	• Ability to record appraisal rating and use it for FM home page, CAP agenda or Where CAP Stood • Ability to request reconsideration prior to submitting review file • Reminder that appraisal needs to be done	ERLs deployed with MR & Promo actions Oct 2011 Appraisal action codes deployed Oct 2012 (v5.0)
REVIEW	Prepare, review, and approve/disapprove crossover merit actions.	1, 2, 3, 4, 6		Completed Nov 2010 and March 2011

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AP On-Line Component	Function/Action that AP On-Line should perform in specified component	AP On-Line goals met by this function	Notes and wish list for functionality	Priority level?
REVIEW	Prepare, review, and approve/disapprove career equity reviews (CERs), retention files, and series changes.	1, 2, 3, 4, 6	• For retentions, need to make the ad_retention_yn field available for data entry • For CERs, need to make the review_class field available for data entry • For series changes, all that is needed is action code(s)	
REVIEW	Prepare, review and approve/disapprove non-salaried actions at dean's authority (single appointments).	1, 2, 3, 4, 6	• Functionality to process files with salaries not on scale 10/8/2012 (v5.0)	deployed 10/8/2012 (v5.0)
REVIEW	Return files submitted after campus deadlines	3, 6	• Ability to rename file and let it remain in Dept Review or File Prep until the following year • Ability for file to be on the "reviews due date" as an "administrative deferral" • Ability for AP to use file action drop-down menu to return file to department • Ability for SVC to override deadline and allow a file to proceed • Possibly have files not accepted after deadline, which includes the 2-week "Dean's discretionary period" • Provide notifications of impending deadlines • Change 10/15 official deadline to 6/30?	

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AP On-Line Component	Function/Action that AP On-Line should perform in specified component	AP On-Line goals met by this function	Notes and wish list for functionality	Priority level?
REVIEW	Establishment of steps for adjunct professors who were previously non-salaried.		• Two action codes added 1/14/10: ESTBLSTP & RESTBLSTP	
REVIEW	Create CAP agenda and annotated agenda; capture final decisions by SVC during Re-CAP.	1, 2, 3		
REVIEW	Prepare, review, and approve/disapprove recall appointments.	1, 2, 3, 4, 6	• SVC has authority for standard recalls; Chancellor retains authority for non-standard recalls. System will need to allow appropriate routing.	
REVIEW	Prepare, review, and approve/disapprove non-salaried Voluntary Clinical appointments/reappointments. UCSD SOM to pilot files from three departments in REVIEW beginning in April 2013	1, 2, 3, 4, 6	• Allow for processing of these files and storage of same, without APO serving as Office of Record; Health Sciences performs post audit and stores	
REVIEW	Prepare, review, and approve/disapprove Librarian appointments/reappointments.	1, 2, 3, 4, 6	• Allow for processing of Librarian files and storage of same, without APO serving as Office of Record; Library performs post audits and stores	
REVIEW	Prepare, review, and approve/disapprove postdoc appointments/reappointments.	1, 2, 3, 4, 6		
REVIEW	Create off-scale worksheet to accompany review files.	1, 2, 3, 4, 6		
REVIEW	Prepare, review, and approve/disapprove UNEX appointments/reappointments.	1, 2, 3, 4, 6		
REVIEW	Prepare, review, and approve/disapprove Summer Session appointments.	1, 2, 3, 4, 6		

Functional in AP On-Line

Functional Stand Alone Application, still to be determined how to integrate into AP On-Line

AP On-Line Component	Function/Action that AP On-Line should perform in specified component	AP On-Line goals met by this function	Notes and wish list for functionality	Priority level?
REVIEW	Prepare, review, and approve/disapprove Associate In appointments.	1, 2, 3, 4, 6		
REVIEW	Prepare, review, and approve/disapprove Research Associate appointments.	1, 2, 3, 4, 6		
REVIEW	Prepare, review, and approve/disapprove Academic Administrator appointments.	1, 2, 3, 4, 6		
REVIEW	Prepare, review, and approve/disapprove Academic Coordinator appointments.	1, 2, 3, 4, 6		
REVIEW	Allow for the creation and processing of more than one file per Candidate per review cycle (e.g., pre-6 Lecturer appointments, retention files for LRF).			Deployed Dec 2011 for UCSD and Jan 2012 for UCI (code version 4.11)
REVIEW	Manage reviews-due process, including notifying departments and faculty members of their next expected review date: "the call" or "reviews due."	3, 4, 5, 6, 7	• Automatic determination of next expected review due based upon title and step, with ability to override the result • Determine next review date as result of deferral • Automatic determination of first review date for those who elected zero-year option at appointment • Automatic determination of appraisals due • Salary actions that do not change the next expected reviews due • Automatic determination of next review of administrators	

Functional in AP On-Line

Functional Stand Alone Application, still to be determined how to integrate into AP On-Line

AP On-Line Component	Function/Action that AP On-Line should perform in specified component	AP On-Line goals met by this function	Notes and wish list for functionality	Priority level?
REVIEW	Provide for process whereby extensions or changes in conditions of appointment are done via memo (e.g., extension of appt for Asst Res Sci, permission to be away from campus more often, etc.).			
REVIEW	Provide for tracking, reminding, and data collection for regularizations.			
REVIEW	Provide process and data collection for instances where SVC overrides reviewers' recommendation.		In order to decommission Paradox database application, this function needs to be converted to online application.	

AP On-Line Component	Function/Action AP On-Line should perform in specified component	AP On-Line goals met by this function	Notes and wish list for functionality	Priority level?
SERVICE MODIFICATION	Prepare, review, and approve/disapprove extensions/ changes of conditions of appointments w/o academic review. UC PATH may be the tool used to track and manage this (February, 2012)	1, 2, 3, 4, 6, 7		In order to decommission Paradox database application, this function needs to be converted to online application.

Functional in AP On-Line

Functional Stand Alone Application, still to be determined how to integrate into AP On-Line

AP On-Line Component	Function/Action AP On-Line should perform in specified component	AP On-Line goals met by this function	Notes and wish list for functionality	Priority level?
SERVICE MODIFICATION	Prepare, review, and approve/disapprove deferral requests.	1, 2, 3, 4, 5, 6, 7	• Initiated by faculty member on the "My Career" page • Ability to distinguish between authority levels for 1st and 2nd requests • Automatic recording of deferral requests for reporting	In order to decommission Paradox database application, this function needs to be converted to online application.
SERVICE MODIFICATION	Request extension of probationary period. UC PATH may be the tool used to track and manage this (February, 2012)	1, 2, 3, 4, 5, 6, 7	• Initiated by faculty member on the "My Career" page • Automatic notification of request to department and dean • Automatic recording of probationary period requests for reporting	In order to decommission Paradox database application, this function needs to be converted to online application.

Functional in AP On-Line

Functional Stand Alone Application, still to be determined how to integrate into AP On-Line

AP On-Line Component	Function/Action AP On-Line should perform in specified component	AP On-Line goals met by this function	Notes and wish list for functionality	Priority level?
SERVICE MODIFICATION	Prepare, review, and approve/disapprove leaves, with and without pay, including calculating FMLA. UC PATH may be the tool used to track and manage this (February, 2012)	1, 2, 3, 4, 5, 6, 7		In order to decommission Paradox database application, this function needs to be converted to online application.
SERVICE MODIFICATION	Prepare, review, and approve/disapprove sabbatical requests; file sabbatical report. UC PATH may be the tool used to track and manage this (February, 2012)	1, 2, 3, 4, 5, 6, 7		In order to decommission Paradox database application, this function needs to be converted to online application.

Functional in AP On-Line

Functional Stand Alone Application, still to be determined how to integrate into AP On-Line

AP On-Line Component	Function/Action AP On-Line should perform in specified component	AP On-Line goals met by this function	Notes and wish list for functionality	Priority level?
SERVICE MODIFICATION	Prepare Family Accommodations Reporting, including ASMD reporting . UC PATH may be the tool used to track and manage this (February, 2012)	1, 2, 3, 4, 5, 6, 7		In order to decommission Paradox database application, this function needs to be converted to online application.
SERVICE MODIFICATION	Prepare, review, and approve/disapprove Change of Work Location.	1, 2, 3, 4, 5, 6, 7		In order to decommission Paradox database application, this function needs to be converted to online application.

Functional in AP On-Line

Functional Stand Alone Application, still to be determined how to integrate into AP On-Line

AP On-Line Component	Function/Action AP On-Line should perform in specified component	AP On-Line goals met by this function	Notes and wish list for functionality	Priority level?
SERVICE MODIFICATION	Prepare, review, and approve/disapprove Conflict of Commitment (APM 025) Pre-Approval of Category 1 Activity.	1, 2, 3, 4, 5, 6, 7	In order to decommission Paradox database application, this function needs to be converted to online application.	Done, but likely to adopt another functioning complete system rather than implementing this one
SERVICE MODIFICATION	Prepare and review Annual Conflict of Commitment (APM 025) report (including those for SOM and faculty administrators).	1, 2, 3, 4, 5, 6, 7		In order to decommission Paradox database application, this function needs to be converted to online application.
SERVICE MODIFICATION	Calculate and report medical leave balances (greater & less than 10 years). UC PATH may be the tool used to track and manage this (February, 2012)	1, 4, 5, 6, 7		

Functional in AP On-Line

Functional Stand Alone Application, still to be determined how to integrate into AP On-Line

AP On-Line Component	Function/Action AP On-Line should perform in specified component	AP On-Line goals met by this function	Notes and wish list for functionality	Priority level?
SERVICE MODIFICATION	Prepare, review, and approve/disapprove exception requests: • Borrow sabbatical credits • Greater than 1 year leave • Accrue beyond max sabbatical credits • Extended Leave, absent more than 10 days without forfeit sabbatical credits • Substitute significant service for some/all teaching during sabbatical in residence • Exceptional clock extensions (two years simultaneously, for medical reasons, etc.)	1, 2, 3, 4, 5, 6, 7	UC PATH may be the tool used to track and manage this (February, 2012)	In order to decommission Paradox database application, this function needs to be converted to online application.
SERVICE MODIFICATION	Prepare, review, and approve/disapprove requests for fellowships.	1, 2, 3, 4, 5, 6, 7		

Functional in AP On-Line

Functional Stand Alone Application, still to be determined how to integrate into AP On-Line

AP On-Line Component	Function/Action AP On-Line should perform in specified component	AP On-Line goals met by this function	Notes and wish list for functionality	Priority level?
CAREER ACHIEVEMENTS DATABASE	Enter bibliographic data, including publications, service, awards.	1, 2, 4, 5, 6, 7	UC PATH may be data-collection point for awards (February, 2012)	
CAREER ACHIEVEMENTS DATABASE	Provide an electronic UCSD repository of publications for use in file review.	1, 2, 4, 5, 6, 7		

Functional in AP On-Line

Functional Stand Alone Application, still to be determined how to integrate into AP On-Line

AP On-Line Component	Function/Action AP On-Line should perform in specified component	AP On-Line goals met by this function	Notes and wish list for functionality	Priority level?
COMPENSATION	Prepare, review, and approve/disapprove Intercampus Transfer/One-Time Payments.	1, 2, 3, 4, 5, 6, 7		
COMPENSATION	Prepare, review, and approve/disapprove honoraria requests.	1, 2, 3, 4, 5, 6, 7		
COMPENSATION	Prepare, review, and approve/disapprove Regental threshold salary approval process.	1, 2, 3, 4, 5, 6, 7		
COMPENSATION	Prepare, review, and approve/disapprove IPA agreements.	1, 2, 3, 4, 5, 6, 7		
COMPENSATION	Prepare, review, and approve/disapprove administrative appointments and compensation.	1, 2, 3, 4, 5, 6, 7		
COMPENSATION	Prepare, review, and approve/disapprove Faculty Salary Exchange Program requests.	1, 2, 3, 4, 5, 6, 7		
COMPENSATION	Prepare, review, and approve/disapprove Faculty Leverage Program requests.	1, 2, 3, 4, 5, 6, 7		
COMPENSATION	Implement salary range adjustments.	1, 2	UC PATH may be the tool used to accomplish this (February, 2012)	
COMPENSATION	Manage salary programs – awarding of, tracking funding, and implementation of changes (off- scales, salary equity, pre-emptive retentions).	1, 2	UC PATH may be the tool used to track and manage this (February, 2012)	
COMPENSATION	Automate PAN review process.	1, 2	UC PATH	

Functional in AP On-Line

Functional Stand Alone Application, still to be determined how to integrate into AP On-Line

AP On-Line Component	Function/Action AP On-Line should perform in specified component	AP On-Line goals met by this function	Notes and wish list for functionality	Priority level?
COMPENSATION	Request, review, and approve/disapprove overload teaching agreements and other additional compensation.	1, 2, 3, 4, 5, 6, 7		
COMPENSATION	Request, review, and approve/disapprove Dept Chair stipends.	1, 2, 3, 4, 5, 6, 7		
COMPENSATION	Prepare, review, and approve/disapprove FTEs for exceptions, new hires, and series changes in conjunction with OADEO.			

Functional in AP On-Line

Functional Stand Alone Application, still to be determined how to integrate into AP On-Line

AP On-Line Component	Function/Action AP On-Line should perform in specified component	AP On-Line goals met by this function	Notes and wish list for functionality	Priority level?
REPORTING	Generate reports (standing and ad hoc) on new faculty at UCSD.	1, 5, 6	• Pushbutton reporting and data downloading from Data Warehouse • Log ad hoc report requests • Provide access to historic and current data so that users can answer their own questions (e.g., identifying LRF or Proj Sci in a specific unit). • Consider how individuals in other units on campus (Chancellor, University Communications, OGS/ORA reporting offices) will access the above data/reports/ information.	
REPORTING	Generate reports (standing and ad hoc) for data correction (i.e. > 100%, missing clock data, etc.).	1, 5, 6		
REPORTING	Generate reports (standing and ad hoc) for data auditing (PPS exception reports, PAN reviews).	1, 5, 6		
REPORTING	Generate reports (standing and ad hoc) that quantify review process: File timeliness, length of review, files that missed deadline, etc.	1, 5, 6		

Functional in AP On-Line

Functional Stand Alone Application, still to be determined how to integrate into AP On-Line

AP On-Line Component	Function/Action AP On-Line should perform in specified component	AP On-Line goals met by this function	Notes and wish list for functionality	Priority level?
REPORTING	Generate reports (standing and ad hoc) on reviews due dates.	1, 5, 6	Automatically calculate when appraisals and reviews are due and file deadline dates. Include automatic 5-year countdown of probationary period and calculation of zero-year and administrator review dates AP Data Warehouse Query for Reviews Due data launched in 2004	In order to decommission Paradox database application, the probationary period functionality needs to be converted to online application.
REPORTING	Generate reports (standing and ad hoc) on separations, including layoffs & non-reappointments.	1, 5, 6	(replace shadow table data collection and Paradox data application collection of separation data)	
REPORTING	Generate reports (standing and ad hoc) on retention.	1, 5, 6	(replace shadow table data collection)	

Functional in AP On-Line

Functional Stand Alone Application, still to be determined how to integrate into AP On-Line

AP On-Line Component	Function/Action AP On-Line should perform in specified component	AP On-Line goals met by this function	Notes and wish list for functionality	Priority level?
REPORTING	Calculate and report sabbatical credits. UC PATH may be the tool used to track and manage this (February, 2012)	1, 5, 6, 7	• Capture sabbatical credit accrual and usage • Calculate credit balance • AP Data Warehouse Query for sabbatical credits data launched in 2004	In order to decommission Paradox database application, this function needs to be converted to online application.
REPORTING	Generate reports (standing and ad hoc) on recruitment. Process to document and analyze all data being collected during the recruitment process in underway October, 2012. Shadow data collection to be halted. Processes, forms, and reports to be streamlines.	1, 5, 6	• Allow departments to generate their own reports on recruitment efforts – gender, ethnicity of applicants, etc. • Allow OADEO to gather data for affirmative action report. • Data collected in both Recruit and e-RP, and processes altered to accommodate these reports (replace shadow table data collection)	

Functional in AP On-Line

Functional Stand Alone Application, still to be determined how to integrate into AP On-Line

AP On-Line Component	Function/Action AP On-Line should perform in specified component	AP On-Line goals met by this function	Notes and wish list for functionality	Priority level?
REPORTING	Generate reports (standing and ad hoc) on leave accruals and usage. UC PATH may be the tool used to track and manage this (February, 2012)	1, 5, 6, 7	In order to decommission Paradox database application, this function needs to be converted to online application.	
REPORTING	Generate reports (standing and ad hoc) on endowed chairs – holders, vacant, etc.	1, 5, 6		
REPORTING	Generate reports (standing and ad hoc) on faculty awards.	1, 5, 6	UC PATH may be data-collection point for awards (February, 2012)	
REPORTING	Generate reports (standing and ad hoc) on faculty administrative appointments (salary, dates of service, next performance review, etc.).	1, 5, 6		
REPORTING	Generate reports (standing and ad hoc) on joint appointments.	1, 5, 6	AP Data Warehouse Query containing historical appointment data launched in 2004	
REPORTING	Generate reports (standing and ad hoc) on years of service.	1, 5, 6		
REPORTING	Generate reports (standing and ad hoc) on college affiliation.	1, 5, 6, 7	AP Data Warehouse Query for College assignments launched in 2005	

Functional in AP On-Line

Functional Stand Alone Application, still to be determined how to integrate into AP On-Line

AP On-Line Component	Function/Action AP On-Line should perform in specified component	AP On-Line goals met by this function	Notes and wish list for functionality	Priority level?
REPORTING	Generate reports (standing and ad hoc) on mean/median salary.	1, 5, 6		
REPORTING	Generate reports (standing and ad hoc) on affiliation (TSRI, Salk, HHMI, Ludwig, Burnham, La Jolla Institute for Allergy & Immunology).	1, 5, 6		
REPORTING	Generate reports (standing and ad hoc) on Unit 18 merits and quarter credits, including Excellence Review report.	1, 5, 6	AP Data Warehouse Query for Unit 18 quarter data launched in 2004	
REPORTING	Generate reports (standing and ad hoc) on headcount.	1, 5, 6		
REPORTING	Generate reports (standing and ad hoc) on rate of agreement among reviewers	1, 5, 6		
REPORTING	Generate reports (standing and ad hoc) on SVC overrides of CAP recommendations	1, 5, 6	In order to decommission Paradox database application, this function needs to be converted to online application.	
REPORTING	Generate reports (standing and ad hoc) on no-change actions	1, 5, 6		
REPORTING	Generate reports (standing and ad hoc) on number of accelerations	1, 5, 6		

Functional in AP On-Line

Functional Stand Alone Application, still to be determined how to integrate into AP On-Line

AP On-Line Component	Function/Action AP On-Line should perform in specified component	AP On-Line goals met by this function	Notes and wish list for functionality	Priority level?
REPORTING	Generate reports (standing and ad hoc) on promotions to tenure	1, 5, 6		
REPORTING	Generate reports (standing and ad hoc) on regental and presidential approval of salaries above the regental threshold, and the number of salaries above the threshold	1, 5, 6		
REPORTING	Generate reports (standing and ad hoc) on non-reappointments	1, 5, 6		
REPORTING	Generate internal exception reports for APS staff (compare PPS data to APS data)	1, 3, 5, 6		
REPORTING	Generate Ladder-Rank Faculty Profile reports.			
REPORTING	Generate an "SVC worksheet" that compiles information already in the system, including statistical information related to a specific issue.			
REPORTING	Include the length of time for completion of review on the Summary form.			

Functional in AP On-Line

Functional Stand Alone Application, still to be determined how to integrate into AP On-Line

AP On-Line Component	Function/Action AP On-Line should perform in this component	AP On-Line goals met by this function	Notes and wish list for additional functions	Priority level?
FACULTY ADMINISTRATORS	Prepare, review, and approve/disapprove faculty administrator appointments.	1, 2, 3, 6		
FACULTY ADMINISTRATORS	Prepare, review, and approve/disapprove faculty administrator compensation: • Equity increases • Merits • Retentions • Stipends • Unit salaries	1, 2, 3, 6		
FACULTY ADMINISTRATORS	Prepare, review, and approve/disapprove faculty administrator 5-year performance reviews.	1, 2, 3, 6		
FACULTY ADMINISTRATORS	Prepare, review, and approve/disapprove transition leaves/sabbatical leaves.	1, 2, 3, 6		In order to decommission Paradox database application, this function needs to be converted to online application.

Functional in AP On-Line

Functional Stand Alone Application, still to be determined how to integrate into AP On-Line

AP On-Line Component	Function/Action AP On-Line should perform in specified component	AP On-Line goals met by this function	Notes and wish list for functionality	Priority level?
FACULTY HOME PAGE: MY CAREER	Notify faculty member (FM) of any actions he or she is expected to take (as a faculty member under review, as a reviewer, as approver).	1, 5, 6, 7	• Provide tabs to various pages (reviews, leaves, approval requests, etc.) • Create mockup	
FACULTY HOME PAGE: MY CAREER	Provide FM access to archived files.	1, 3, 5, 6, 7	• Create mockup	
FACULTY HOME PAGE: MY CAREER	Provide FM information on his or her affiliations, including place to report affiliations: HHMI, Salk, TSRI, Ludwig, Burnham, La Jolla Inst. for Allergy & Immunol., boards of directors, advisory boards.	1, 5, 6, 7	• Create mockup	
FACULTY HOME PAGE: MY CAREER	Provide FM information on his or her endowed chair, including balance of endowed chair funds.	1, 5, 6, 7	• Create mockup	
FACULTY HOME PAGE: MY CAREER	Provide FM information on specifics of his or her current appointment (rank and step, salary, next review due date, appraisal date, etc.).	1,2, 5, 6, 7	• Create mockup	

Functional in AP On-Line

Functional Stand Alone Application, still to be determined how to integrate into AP On-Line

AP On-Line Component	Function/Action AP On-Line should perform in specified component	AP On-Line goals met by this function	Notes and wish list for functionality	Priority level?
FACULTY HOME PAGE: MY CAREER	Allow FM to request leaves, sabbatical, family accommodations, exceptions, etc.	1, 2, 3, 5, 6, 7	• Create mockup	In order to decommission Paradox database application, this function needs to be converted to online application.
FACULTY HOME PAGE: MY CAREER	Provide FM information on any administrative appointment.	1, 5, 6, 7	• Create mockup	
FACULTY HOME PAGE: MY CAREER	Provide FM information on probationary period dates.	1, 5, 6, 7	• Create mockup	In order to decommission Paradox database application, this function needs to be converted to online application.

Functional in AP On-Line

Functional Stand Alone Application, still to be determined how to integrate into AP On-Line

AP On-Line Component	Function/Action AP On-Line should perform in specified component	AP On-Line goals met by this function	Notes and wish list for functionality	Priority level?
FACULTY HOME PAGE: MY CAREER	Provide FM information on sabbatical credit accrual and usage.	1, 5, 6, 7	• Create mockup	In order to decommission Paradox database application, this function needs to be converted to online application.
FACULTY HOME PAGE: MY CAREER	Allow FM to choose an alternate file preparer.	1, 3, 5, 6, 7	artf1472	Completed July 2009
FACULTY HOME PAGE: MY CAREER	Provide FM information on the number of files in process and completed for all at UCSD.	1, 5, 6, 7	• Create mockup	
FACULTY HOME PAGE: MY CAREER	Provide FM information on the roles currently assigned to him or her in AP On-Line.	1, 5, 6, 7	• Create mockup	
FACULTY HOME PAGE: MY CAREER	Provide FM information on his or her teaching responsibilities.		•	
FACULTY HOME PAGE: MY CAREER	Provide FM information on his or her graduate students.		•	

Functional in AP On-Line

Functional Stand Alone Application, still to be determined how to integrate into AP On-Line

AP On-Line Component	Function/Action AP On-Line should perform in specified component	AP On-Line goals met by this function	Notes and wish list for functionality	Priority level?
HOME PAGE - DEPARTMENT	Allow department to enter retention information, whether the information is official or not.	1, 2, 5, 6	Allow customization of view? (replace shadow database).	
HOME PAGE – DEPARTMENT	Allow department to enter separation information, whether the information is official or not.	1, 2, 5, 6	(replace shadow table data collection and Paradox data application collection of separation data)	
HOME PAGE – DEPARTMENT	Allow departments to access faculty "My Career" pages.	1, 2, 5, 6	Possibly using a separate tab?	
HOME PAGE – DEPARTMENT	Allow departments to access list of action items, with the "cliffhangers" noted as such.	1, 2, 5, 6		
HOME PAGE – DEPARTMENT	Provide a "Reports" tab for departments.	1, 2, 5, 6		
HOME PAGE – DEPARTMENT	Provide an "Archived Documents" tab for departments. Approved Archive business narrative/requirements undergoing technical analysis (2/11/2011)	1, 2, 3, 5, 6		
HOME PAGE – DEPARTMENT	Allow departments to access "Career Achievements" database for faculty.	1, 2, 5, 6		

Functional in AP On-Line

Functional Stand Alone Application, still to be determined how to integrate into AP On-Line

AP On-Line Component	Function/Action AP On-Line should perform in specified component	AP On-Line goals met by this function	Notes and wish list for functionality	Priority level?
HOME PAGE - DEPARTMENT	Allow departments to access FM affiliations.	1, 2, 5, 6		
HOME PAGE - DEPARTMENT	Allow departments to enter data regarding non-reappointments.	1, 2, 5, 6	(need discussion about reasons for non-reappointment of lecturers)	
HOME PAGE - DEPARTMENT	Provide information on the number of files in process and completed for all UCSD.	1, 5, 6, 7	• Create mockup	
HOME PAGE - DEPARTMENT	Provide summary information about faculty in department.		• See "Ladder-Rank Faculty Profile" reports	
HOME PAGE - DEPARTMENT	Allow departments to enter data regarding their faculty members' external affiliations (TSRI, Salk, HHMI, Ludwig, Burnham, La Jolla Inst. for Allergy & Immunol.).			
HOME PAGE - DEPARTMENT	Allow departments to enter data regarding the home institution for all their academics holding "Visitor" titles.			
HOME PAGE – DEPARTMENT	Provide summary of individuals granted access to AP On-Line with Dept Chair and Dept Staff roles.		AccessLinkTheNextGeneration campus application provides reporting on these assignments	

Functional in AP On-Line

Functional Stand Alone Application, still to be determined how to integrate into AP On-Line

AP On-Line Component	Function/Action AP On-Line should perform in specified component	AP On-Line goals met by this function	Notes and wish list for functionality	Priority level?
HOME PAGE - DIVISION	Allow divisions to enter retention information, whether the whether the information is official or not.	1, 2, 5, 6	Allow customization of view? (replace shadow database).	
HOME PAGE – DIVISION	Allow divisions to enter separation information, whether the whether the information is official or not.	1, 2, 5, 6	(replace shadow table data collection and Paradox data application collection of separation data)	
HOME PAGE – DIVISION	Allow divisions to access faculty "My Career" pages.	1, 2, 5, 6	Possibly using a separate tab?	
HOME PAGE – DIVISION	Allow divisions to access list of action items, with the "cliffhangers" noted as such.	1, 2, 5, 6		
HOME PAGE – DIVISION	Provide a "Reports" tab for divisions.	1, 2, 5, 6		
HOME PAGE – DIVISION	Provide an "Archived Documents" tab for divisions . Approved Archive business narrative/requirements undergoing technical analysis (2/11/2011)	1, 2, 3, 5, 6		
HOME PAGE – DIVISION	Allow divisions to access "Career Achievements" database for faculty.	1, 2, 5, 6		

Functional in AP On-Line

Functional Stand Alone Application, still to be determined how to integrate into AP On-Line

AP On-Line Component	Function/Action AP On-Line should perform in specified component	AP On-Line goals met by this function	Notes and wish list for functionality	Priority level?
HOME PAGE - DIVISION	Allow divisions to access FM affiliations.	1, 2, 5, 6		
HOME PAGE - DIVISION	Allow divisions to enter data regarding non-reappointments.	1, 2, 5, 6	(conversation re: lecturers)	
HOME PAGE - DIVISION	Provide information on the number of files in process and completed for all UCSD.	1, 5, 6, 7	• Create mockup	
HOME PAGE - DIVISION	Provide summary information about faculty in division.		• See "Ladder-Rank Faculty Profile" reports	
HOME PAGE - DIVISION	Provide summary of individuals granted access to AP On-Line with Dept Chair for departments in the division.		AccessLinkTheNextGeneration campus application provides reporting on these assignments	

Functional in AP On-Line

Functional Stand Alone Application, still to be determined how to integrate into AP On-Line

AP On-Line component	Function/Action AP On-Line should perform for this topic area (Need)	AP On-Line goals met by this function	Notes and wish list for functionality	Priority level?
HOME PAGE – ACAD PERS SVCS	Provide APS staff with a "Task List."	1, 2, 5, 6	Allow customization of view?	
HOME PAGE – ACAD PERS SVCS	Provide APS staff with a pending items/status list ("cliffhangers").	1, 2, 5, 6		
HOME PAGE – ACAD PERS SVCS	Allow APS staff to record achievements (numbers of actions processed, advice and assistance provided to departments, etc.).	1, 2, 5, 6		
HOME PAGE – ACAD PERS SVCS	Manage routing of files to and from CAP.	1, 2, 5, 6	Review by CAP using CAP Queue, including additional & prelim, deployed November 2010 and March 2011	Completed March 2011
HOME PAGE – ACAD PERS SVCS	Provide a "Reports" tab for APS.	1, 2, 5, 6		
HOME PAGE – ACAD PERS SVCS	Provide an "Archived Documents" tab for APS. Approved Archive business narrative/requirements undergoing technical analysis (2/11/2011)	1, 2, 3, 5, 6	"Show All Files" button for Review Files page deployed for all users of Review deployed July 2011 (v4.3)	
HOME PAGE – ACAD PERS SVCS	Provide information on the number of files in process and completed for all UCSD.	1, 5, 6, 7	• Create mockup	

Functional in AP On-Line

Functional Stand Alone Application, still to be determined how to integrate into AP On-Line

AP On-Line component	Function/Action AP On-Line should perform in specified component	AP On-Line goals met by this function	Notes and wish list for functionality	Priority level?
HOME PAGE – CAP	Allow CAP to manage files received from APS.	1, 2, 5, 6	Review by CAP using CAP Queue, including additional & prelim, deployed November 2010 and March 2011	Completed March 2011
HOME PAGE – CAP	Allow CAP to create an agenda for week's cases and to annotate the agenda during CAP's meeting. Use the agenda to capture academic decisions made by SVC and CAP Chair so that SVC/CAP Chair do not have to sign the resulting letters? Perhaps the signature delegation will resolve this issue.	1, 2, 5, 6		
HOME PAGE – CAP	Provide information on the number of files in process and completed for all UCSD.	1, 5, 6, 7	• Create mockup	

Functional in AP On-Line

Functional Stand Alone Application, still to be determined how to integrate into AP On-Line

AP On-Line Component	Function/Action AP On-Line should perform in specified component	AP On-Line goals met by this function	Notes and wish list for functionality	Priority level?
Approved Archive business narrative/requirements undergoing technical analysis (2/11/2011)				
ARCHIVE	Store review files.	1, 3, 5, 6, 7		
ARCHIVE	Store endowed chair funding letter from SVC at time of appointment to endowed chair.	1, 3, 5, 6, 7		
ARCHIVE	Store annual funding letter from Dean to holder of endowed chair.	1, 3, 5, 6, 7		
ARCHIVE	Allow files already in electronic form (from Deans and CAP) to be compared to the paper office-of-record file; scan and add documents as appropriate; and upload complete electronic files into the Archive, with appropriate security applied. Process (to be determined) should ensure that all paper and electronic copies are deleted, including those stored in Deans' or CAP's offices.		What about microfiche?	
ARCHIVE	Provide the Candidate with a mechanism to request access to redacted confidential materials not requested during the file's active workflow.			

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Approved Archive business narrative/requirements undergoing technical analysis (2/11/2011)				
ARCHIVE	Incorporate miscellaneous correspondence from paper files into online archive.			
ARCHIVE	Allow SOM Dean's Office (as office of record) to post audit and store files for faculty with clinical appointments.		Need to determine whether title code is enough to tell programmers which files are post audited by Dean role, with all others post audited by APO role.	

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