

Section B – File Preparation

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Notifying the Candidate that a review is due

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

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

Logging on to *Review*

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

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

SINGLE SIGN-ON
UC San Diego

Sign on with: Business Systems

Username

[Create new account](#)

Password

[Forgot your password?](#)

Sign on

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

Help

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

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



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

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

HELLO STAFF1 ORANGE | SIGN-OFF
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ACADEMIC PERSONNEL ONLINE
UC San Diego

Home
Review Files
Committees
AP Data
External Tools

Review Files

Create and manage **review files**

Committees

Choose which **groups** people are assigned to

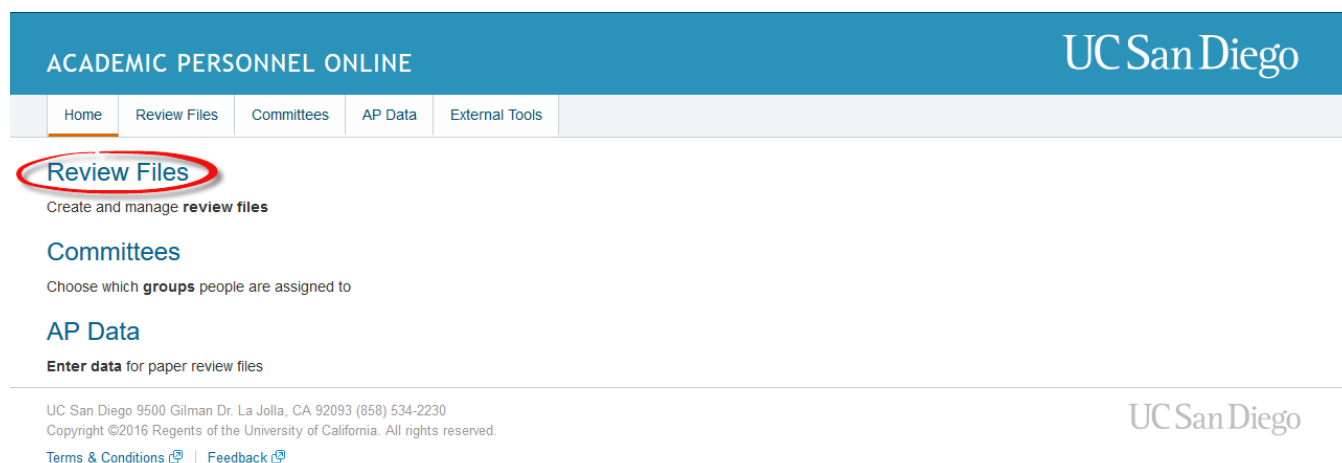
AP Data

Enter data for paper review files

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Creating a new review file

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



ACADEMIC PERSONNEL ONLINE UC San Diego

Home Review Files Committees AP Data External Tools

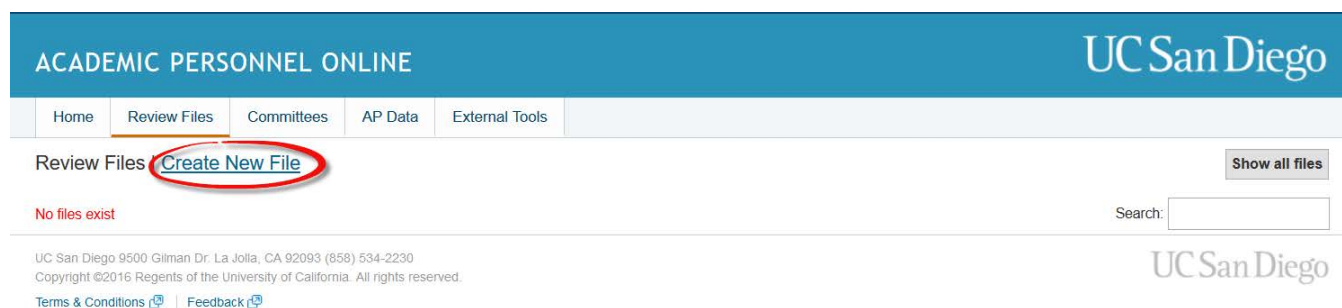
Review Files
Create and manage review files

Committees
Choose which groups people are assigned to

AP Data
Enter data for paper review files

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



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Home Review Files Committees AP Data External Tools

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

No files exist Search:

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



ACADEMIC PERSONNEL ONLINE

Home Review Files Committees AP Data External Tools

[Return to Review Files](#)

Create New File

-- SELECT A CANDIDATE --

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

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

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

ACADEMIC PERSONNEL ONLINE

Home Review Files Committees AP Data External Tools

Return to Review Files

Create New File

-- SELECT A CANDIDATE --

-- SELECT A CANDIDATE --

ORANGE, CANDIDATE

ORANGE, Academic 4

ORANGE, Academic 3

ORANGE, Academic 1

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

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

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

ACADEMIC PERSONNEL ONLINE

Home Review Files Committees AP Data External Tools

Create New File

Candidate Name: ORANGE, CANDIDATE

Select Action: -- SELECT AN ACTION --

Effective Date: TO BE DETERMINED

ABOVE SCALE MERIT

ACCEL MERIT

ACCEL MERIT + OFF SCALE

ACCEL PROMOTION

ACCEL PROMOTION + OFF SCALE

ACCEL REAPPT/MERIT

ACCEL REAPPT/MERIT + OFF SCALE

ACCEL REAPPT/MERIT/ APPRAISAL + OFF SCALE

ACCEL REAPPT/MERIT/APPRAISAL

ACCELERATED ABOVE SCALE MERIT

ACCELERATED FURTHER ABOVE SCALE MERIT

APPRAISAL

FURTHER ABOVE SCALE MERIT

MERIT + OFF SCALE - CAMPUS REVIEW

MERIT + OFF SCALE - DEAN'S AUTH

MERIT - CAMPUS REVIEW

MERIT - DEAN'S AUTHORITY

NO CHANGE - CAMPUS REVIEW

Create Cancel

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


ACADEMIC PERSONNEL ONLINE

Home
Review Files
Committees
AP Data
External Tools

Create New File

Candidate Name: **ORANGE, CANDIDATE**

Select Action: MERIT - DEAN'S AUTHORITY

Effective Date: 07/01/2018 

Create
Cancel

Opening the review file

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

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

ACADEMIC PERSONNEL ONLINE

UC San Diego

Home

Review Files

Committees


AP Data

External Tools

Review Files | [Create New File](#)

Show all files

Search:

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

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

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

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

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[Home](#) | [Review Files](#) | [Committees](#) | [AP Data](#) | [External Tools](#)

ORANGE, CANDIDATE - MeritD - 07_01_18

[View File Tracking](#)

Status: File Prep File Actions...

– FILE PREPARATION

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

+ DEPARTMENTAL REVIEW

+ DEAN FINAL AUTHORITY REVIEW

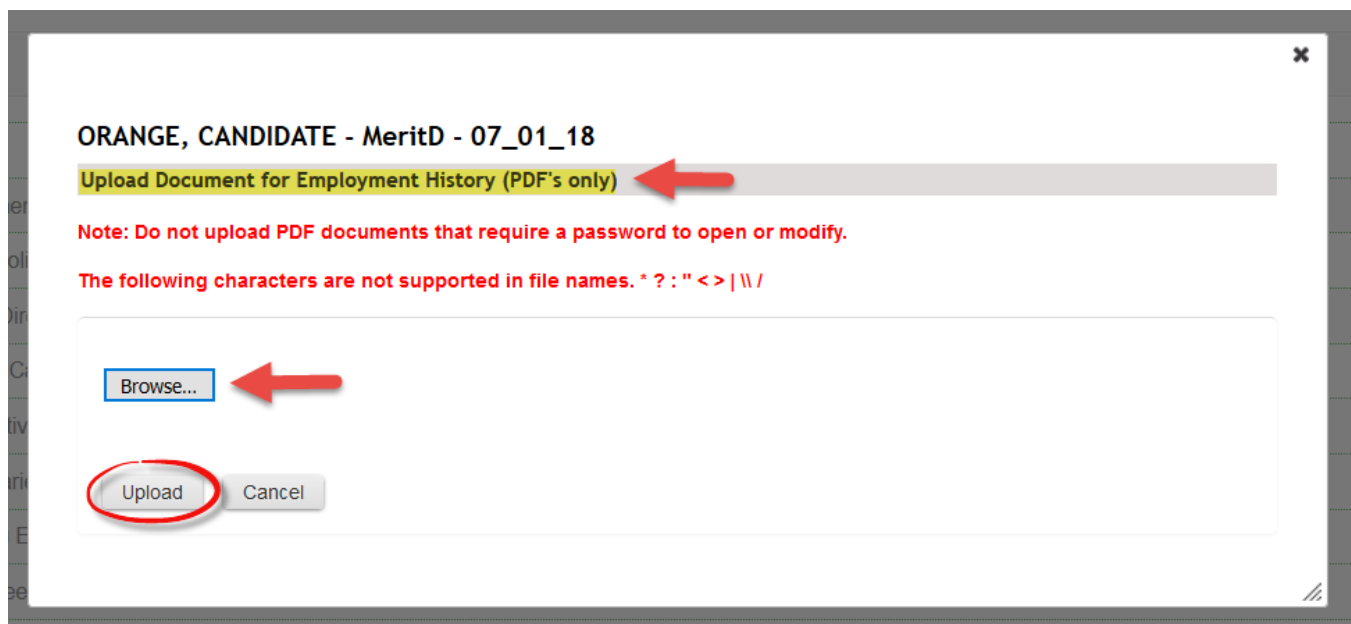
+ POST AUDIT

Uploading documents to the file

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

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

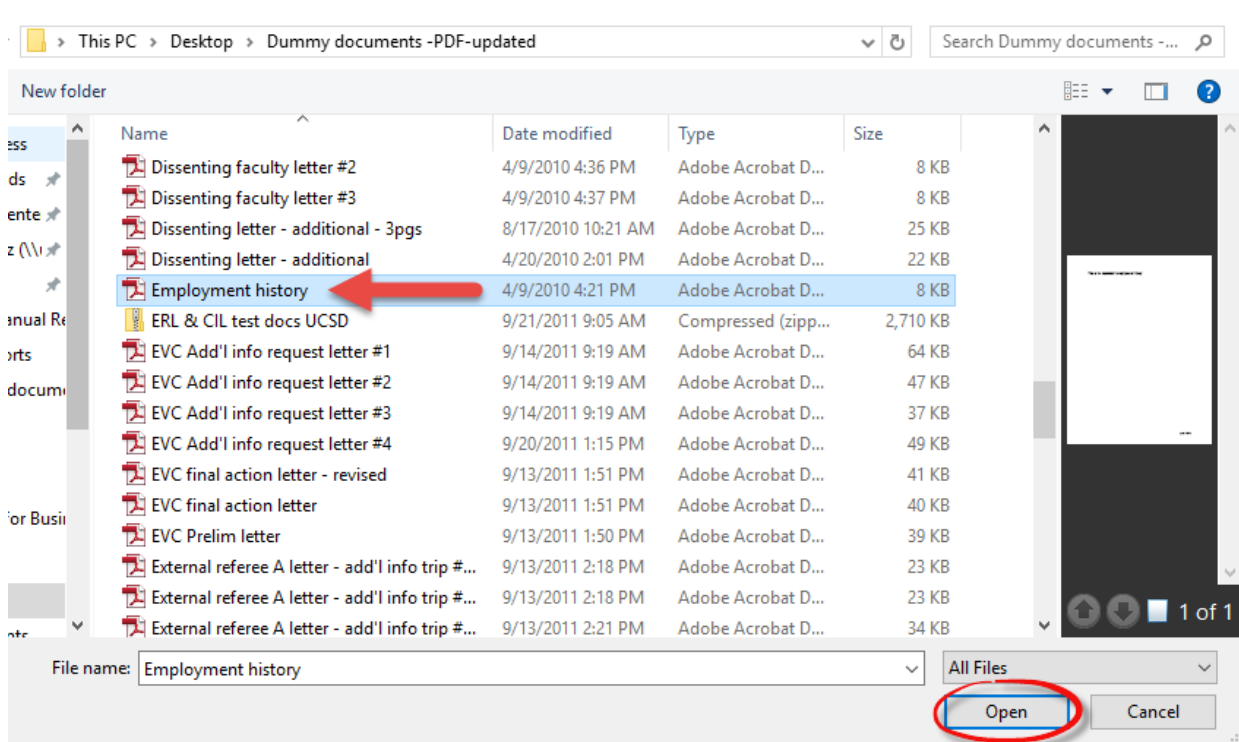
1. Click “Browse” to access the PDF documents created for the Candidate, or type the file name of a specific document in the box provided.



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

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

Highlight the document you want to upload and click "Open."



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

ORANGE, CANDIDATE - MeritD - 07_01_18

Upload Document for Employment History (PDF's only)

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

The following characters are not supported in file names. * ? : " < > | \ /

Browse...

x Employment history.pdf

Upload Cancel

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

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

ORANGE, CANDIDATE - MeritD - 07_01_18

Upload Document for Evidence of Teaching Effectiveness: CAPE Reports (summaries, stat sheets) (PDF's only)

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

The following characters are not supported in file names. * ? : " < > | \ /

Browse...

x CAPE REPORT - CHEM 145 SP 13.pdf
x CAPE REPORT - CHEM 187 WI 13.pdf
x CAPE REPORT - CHEM 228 FA 12.pdf

Upload Cancel

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

Reordering, replacing, and deleting documents in the file

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

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

ORANGE, CANDIDATE - MeritD - 07_01_18

[View File Tracking](#)

Status: File Prep

File Actions... Confirm

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

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

ORANGE, CANDIDATE - MeritD - 07_01_18

Change File Order

▲ Move Up

CAPE REPORT - CHEM 145 SP 13.pdf

CAPE REPORT - CHEM 187 WI 13.pdf

CAPE REPORT - CHEM 228 FA 12.pdf

▼ Move Down

Save

Cancel

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

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

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




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

ORANGE, CANDIDATE - MeritD - 07_01_18

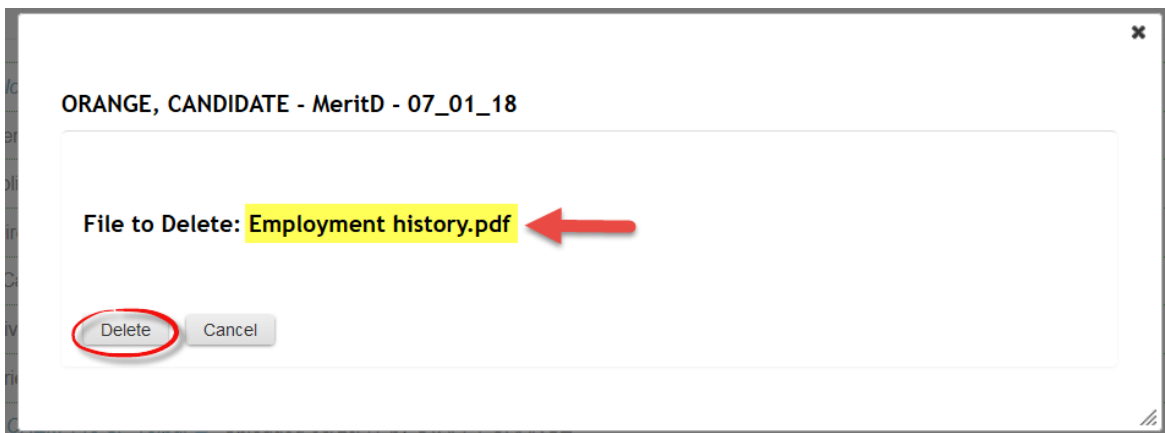
[View File Tracking](#)

Status: File Prep

File Actions... Confirm

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

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



Verifying that all documents have been uploaded

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











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

ORANGE, CANDIDATE - MeritD - 07_01_18

[View File Tracking](#)

Status: File Prep

File Actions...

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

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






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

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

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

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

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

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

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

Email Notification

ORANGE, CANDIDATE - MeritD - 07_01_18

From: bmisquez@ucsd.edu

To:

Cc:

Subject:

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

Message:

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

Please type your message here:

5553 character(s) left

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

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

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

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

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

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

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

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

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

ORANGE, CANDIDATE - MeritD - 07_01_18

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

Status: Dept Rev Cert pending

File Actions... Confirm

 Candidate has been notified to sign the certification

– FILE PREPARATION

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

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

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

■ Subject: Academic review file ready for departmental review (WHITE, CANDIDATE - MeritD - 07_01_18)
 ■ Default Subject: Academic review file ready for departmental review
 ■ Text: Academic review file ready for departmental review (WHITE, CANDIDATE - MeritD - 07_01_18)

Hi Professor White,

A faculty meeting is scheduled for next Wednesday to review and vote on your file. Please inspect the file and sign the certification by Wednesday morning.

Thanks,
Mary Smith
ext. 43917

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

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

If your file includes confidential documents and you wish to obtain access to redacted copies of them (optional), you may do so by clicking on the link in your file requesting access to these documents. You will be notified via email when access has been granted.

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

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

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

ACADEMIC PERSONNEL ONLINE
UC San Diego

Home | Review Files | Access Rights | External Tools

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

Search:

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

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

ACADEMIC PERSONNEL ONLINE

Home
Review Files
Access Rights
External Tools

WHITE, CANDIDATE - MeritD - 07_01_18

Select File Type
View
View File Tracking

Status: Dept Rev Cert pending

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

– FILE PREPARATION

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

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

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

- Biography/Bibliography | *BioBib.pdf* Uploaded 03/29/17 by STAFF1 WHITE
- Sabbatical Report
- Other (do not upload publications)
- Certification: Departmental Review |

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

+ DEPARTMENTAL REVIEW

+ DEAN FINAL AUTHORITY REVIEW

+ POST AUDIT

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

Home

Review Files

Access Rights

External Tools

WHITE, CANDIDATE - MeritD - 07_01_18

 Select File Type
 Select File Type
 Candidate

View

[View File Tracking](#)

Status: Dept Rev Cert pending

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

- FILE PREPARATION


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

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

| |
|--|
| Table of Contents |
| Employment History |
| Candidate Personal Statement |
| Course Load and Student Direction Form |
| Evidence of Teaching Effectiveness |
| CAPE Reports (summaries, stat sheets) |
| Departmental Teaching Evaluations |
| Other Evidence |

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

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

| | |
|---|---|
| <ul style="list-style-type: none"> Biography/Bibliography <i>BioBib.pdf Uploaded 03/29/17 by STAFF1 WHITE</i> | |
| <ul style="list-style-type: none"> Sabbatical Report | |
| <ul style="list-style-type: none"> Other (do not upload publications) | |
| <ul style="list-style-type: none"> Certification: Departmental Review <i>Step 1: Review your file (select 'Candidate' from the dropdown above and click 'View.' Your bundled pdf file will open in a new tab/window)</i> <i>Step 2: Sign the departmental review certification</i> |  |
| + DEPARTMENTAL REVIEW | |
| + DEAN FINAL AUTHORITY REVIEW | |
| + POST AUDIT | |

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

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

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

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

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

I certify that:

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

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

☒ I accept

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

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

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

Browse...

Confirm Cancel

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

File views and file tracking

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

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

WHITE, CANDIDATE - MeritD - 07_01_18

Select File Type **View** **Certs & Notifs** | **View File Tracking**

Select File Type
Candidate
Department

mental Review

File Actions... Confirm

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

+ FILE PREPARATION

- DEPARTMENTAL REVIEW

- COMMITTEE REVIEW [ASSIGN COMMITTEE](#)

1. Department view of the bundled file

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

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

WHITE, CANDIDATE - MeritD - 07_01_18

Select File Type **View** **Certs & Notifs** | **View File Tracking**

Select File Type
Candidate
Department

mental Review

File Actions... Confirm

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

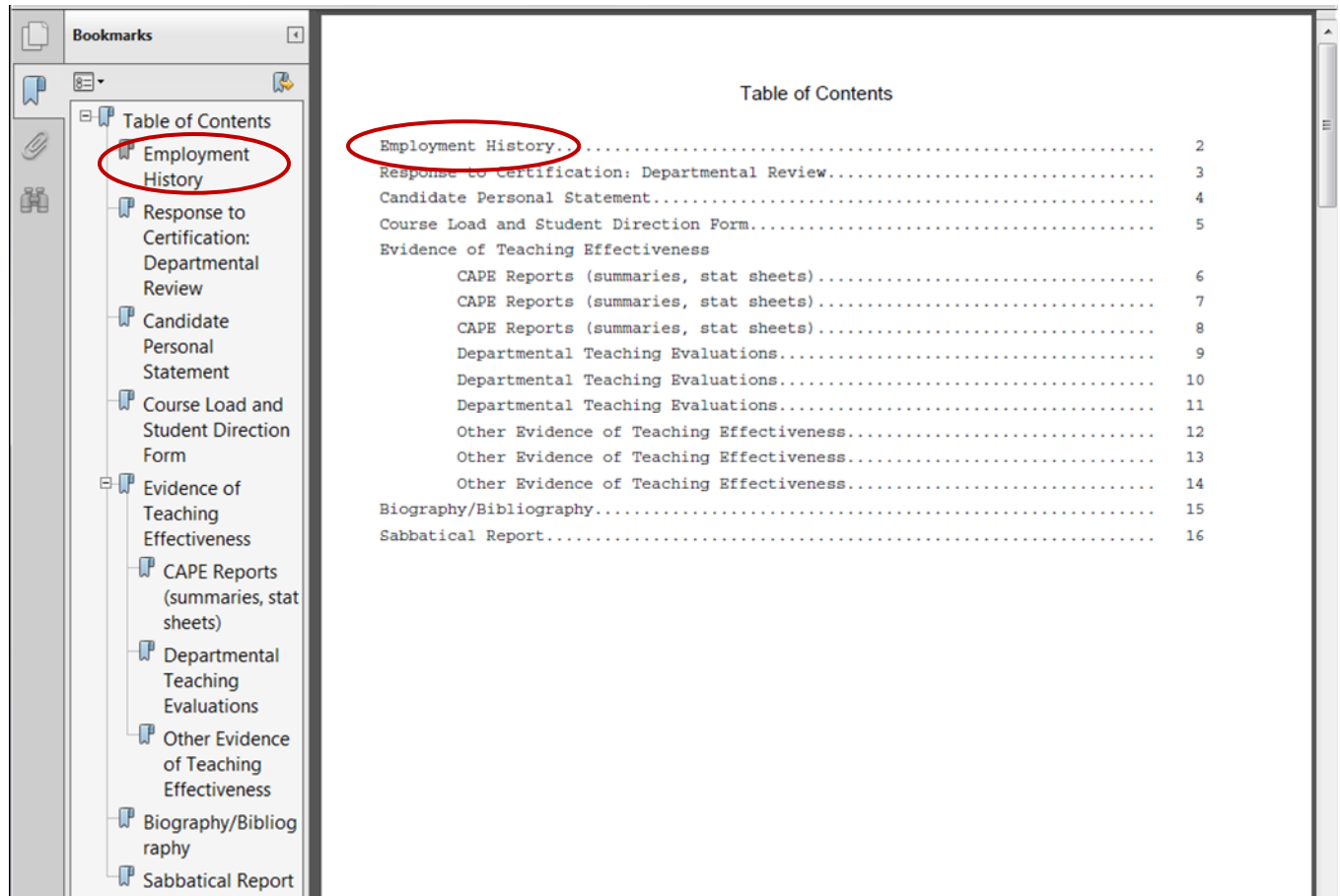
+ FILE PREPARATION

- DEPARTMENTAL REVIEW

- COMMITTEE REVIEW [ASSIGN COMMITTEE](#)

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

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



2. Candidate view of the bundled file

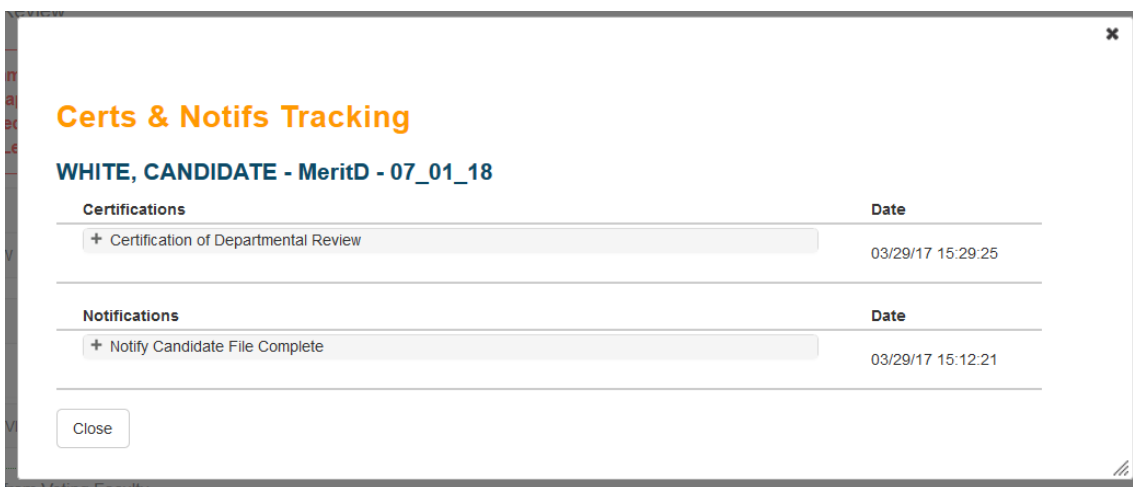
The Candidate view of the bundled file will be different from the Department view if the file contains any confidential documents. The Candidate view will contain only the *redacted* versions of these documents. (In this example, there are not yet any confidential documents in the file, so the Candidate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

3. Certs and Notifs Tracking

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

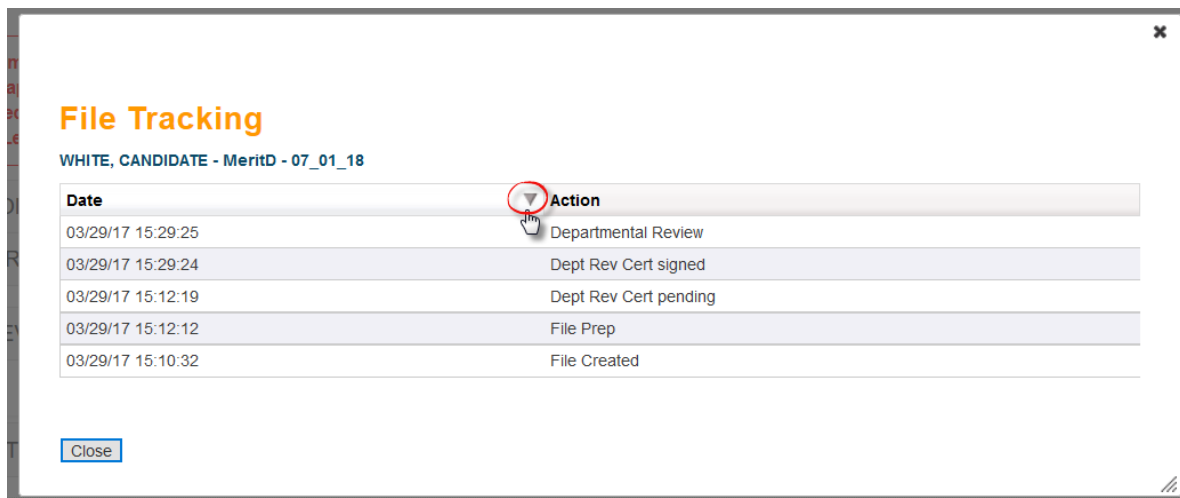
The certifications and notifications are not included in the review file itself, but can be viewed via the links on this screen.

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



4. File Tracking

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



Addendum – Handling of External Referee Letters

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

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

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

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

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









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

WHITE, CANDIDATE - MeritD - 07_01_18

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

Status: File Prep File Actions...

– FILE PREPARATION

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

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

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

WHITE, CANDIDATE - MeritD - 07_01_18

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

Status: File Prep File Actions...

- FILE PREPARATION

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

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

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

Email Notification

WHITE, CANDIDATE - MeritD - 07_01_18

From: bmisquez@ucsd.edu
To: WHITE, CANDIDATE <jebennett@ucsd.edu>
Cc:

Subject:
 Academic review file ready for departmental review (WHITE, CANDIDATE - MeritD - 07_01_18)

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

Please type your message here:

5553 character(s) left

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

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

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

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

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

Send Cancel

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

WHITE, CANDIDATE - MeritD - 07_01_18


Select File Type [View File Tracking](#)

Status: Dept Rev Cert pending

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

- FILE PREPARATION

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



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

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




WHITE, CANDIDATE - MeritD - 07_01_18

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

Status: Dept Rev Cert pending

File Actions... **!** Candidate requests access to External Referee Letters.

- FILE PREPARATION

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

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

The redacted document(s) have been added to the pdf bundle. Please open an updated bundle by selecting the 'Candidate' bundle and clicking on 'View,' an updated bundle will appear with the redacted document(s) included.

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

YELLOW, CANDIDATE - Promo - 07_01_18

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

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

| FILE PREPARATION | |
|---|--|
| • Employment History | <i>Employment history.pdf</i> Uploaded 04/06/17 by STAFF1 YELLOW |
| • Candidate Personal Statement | <i>Candidate personal statement.pdf</i> Uploaded 04/06/17 by STAFF1 YELLOW |
| • Referee ID List, including Solicitation Letter(s) | <i>Referee ID form.pdf</i> Uploaded 04/06/17 by STAFF1 YELLOW |
| • External Referee Letters - Unredacted | |
| • | <i>External referee A letter - unredacted.pdf</i> Uploaded 04/06/17 by STAFF1 YELLOW |
| • | <i>External referee B letter - unredacted.pdf</i> Uploaded 04/06/17 by STAFF1 YELLOW |
| • | <i>External referee C letter - unredacted.pdf</i> Uploaded 04/06/17 by STAFF1 YELLOW |
| • External Referee Letters - Redacted | |
| • | <i>External referee A letter - redacted.pdf</i> Uploaded 04/06/17 by STAFF1 YELLOW |
| • | <i>External referee B letter - redacted.pdf</i> Uploaded 04/06/17 by STAFF1 YELLOW |
| • | <i>External referee C letter - redacted.pdf</i> Uploaded 04/06/17 by STAFF1 YELLOW |
| • Course Load and Student Direction Form | <i>Course Load and Student Direction form.pdf</i> Uploaded 04/06/17 by STAFF1 YELLOW |
| • SOM Teaching and Patient Case Load Form | |
| • Evidence of Teaching Effectiveness | |
| • | CAPE Reports (summaries, stat sheets) |
| • | <i>CAPE REPORT - CHEM 145 SP 13.pdf</i> Uploaded 04/06/17 by STAFF1 YELLOW |
| • | <i>CAPE REPORT - CHEM 187 WI 13.pdf</i> Uploaded 04/06/17 by STAFF1 YELLOW |
| • | <i>CAPE REPORT - CHEM 228 FA 12.pdf</i> Uploaded 04/06/17 by STAFF1 YELLOW |
| • | Departmental Teaching Evaluations |
| • | Other Evidence (e.g. peer review of teaching, course syllabi, teaching statement) |
| • Biography/Bibliography | <i>Biobib revised at dept request.pdf</i> Uploaded 04/06/17 by STAFF1 YELLOW |
| • Sabbatical Report | |
| • Other (do not upload publications) | |
| • Certification: Departmental Review | Sign |
| Step 1: Review your file (select 'Candidate' from the dropdown above and click 'View.' Your bundled pdf file will open in a new tab/window) Step 2: Sign the departmental review certification | |

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

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

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

WHITE, CANDIDATE - MeritD - 07_01_18

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

Status: Dept Rev Cert pending

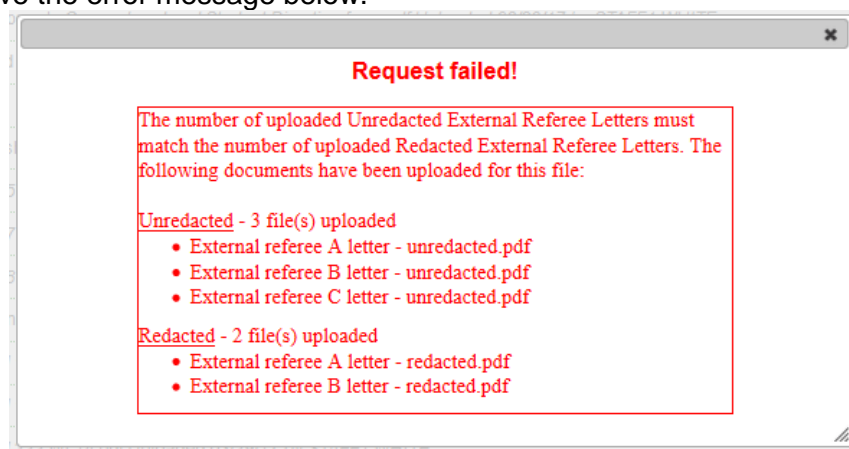
File Actions... Confirm

! Candidate requests access to External Referee Letters.

- FILE PREPARATION

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

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



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

Email Notification

WHITE, CANDIDATE - MeritD - 07_01_18

From: bmisquez@ucsd.edu
To: WHITE, CANDIDATE <jebennett@ucsd.edu>
Cc:
Subject:
Confidential documents available (WHITE, CANDIDATE - MeritD - 07_01_18)

Message:
Confidential documents available (WHITE, CANDIDATE - MeritD - 07_01_18)

Please type your message here:

5800 character(s) left

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

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

After you have viewed these documents, please complete the departmental review certification.

You may upload a written statement in response to or commenting on the materials in the file when completing this certification. This statement will be made available to departmental reviewers prior to determination of the departmental recommendation.

When you have completed the certification, departmental review of your file can proceed.

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

Send Cancel

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

ACADEMIC PERSONNEL ONLINE
UC San Diego

[Home](#) | [Review Files](#) | [Access Rights](#) | [External Tools](#)

WHITE, CANDIDATE - MeritD - 07_01_18

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

Select File Type Candidate

Status: Dept Rev Cert pending

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

Step 2: Sign the departmental review certification

– FILE PREPARATION

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


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

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

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

| Table of Contents | |
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| Employment History..... | 2 |
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| Referee ID List, including Solicitation Letter(s)..... | 4 |
| External Referee Letters - Unredacted..... | 5 |
| External Referee Letters - Unredacted..... | 6 |
| External Referee Letters - Unredacted..... | 7 |
| External Referee Letters - Redacted..... | 8 |
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| Sabbatical Report..... | 19 |

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

| | |
|--|---|
| <ul style="list-style-type: none"> • Sabbatical Report • Other (do not upload publications) • Certification: Departmental Review <ul style="list-style-type: none"> Step 1: Review your file (select 'Candidate' from the dropdown above and click 'View.' Your bundled pdf file will open in a new tab/window) Step 2: Sign the departmental review certification |  |
|--|---|

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