

Section C – Departmental Review of the File

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

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

HELLO STAFF1 WHITE | SIGN-OFF

ACADEMIC PERSONNEL ONLINE UC San Diego

Home Review Files Committees AP Data External Tools

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

Search:

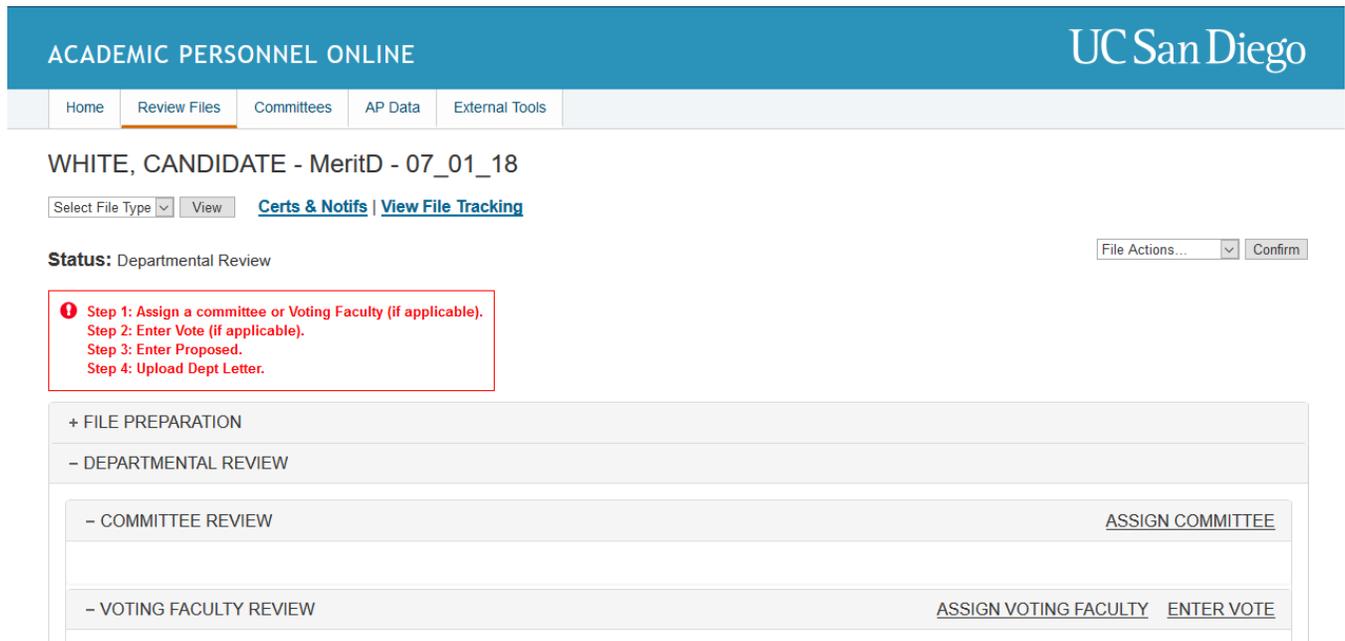
Alert	File Name	Dept Name	Div Name	Status	Last Action
	WHITE, CANDIDATE - MeritD - 07_01_18	WHITE	BROWN	Departmental Review	04/06/17

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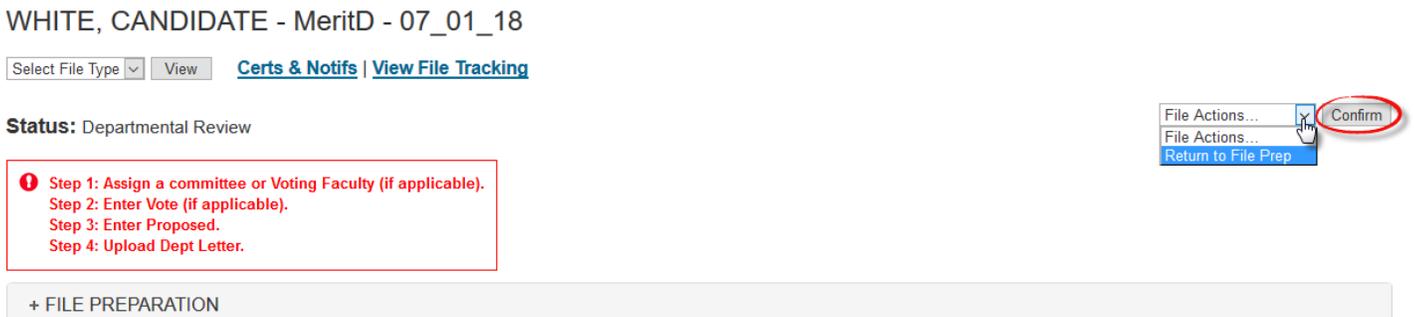
UC San Diego

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

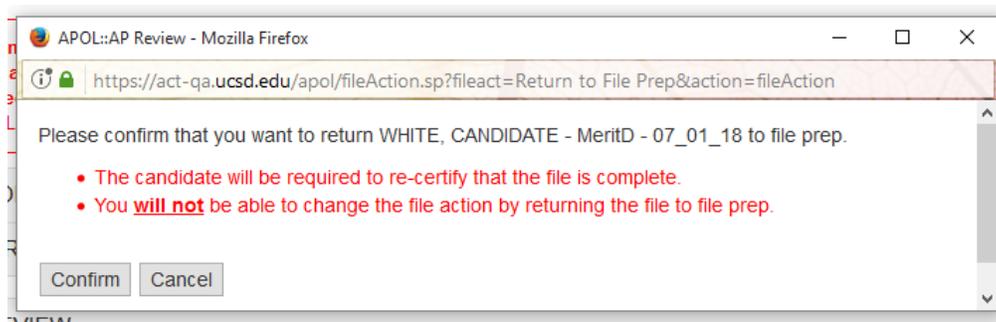
- ▶ If your department does not conduct departmental ad hoc or standing committee review or voting faculty reviews for the action proposed, you can proceed directly to the step for entering the data for the action on the Proposed Status screen (page C-33).



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



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



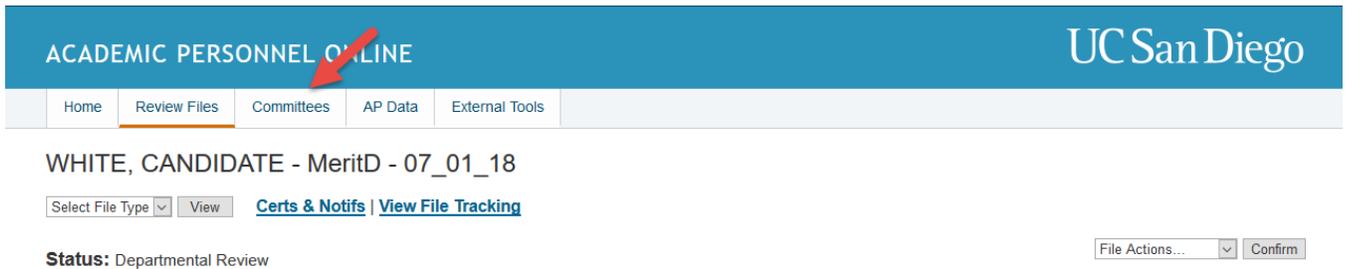
Departmental committee review of the file

Creating department committees

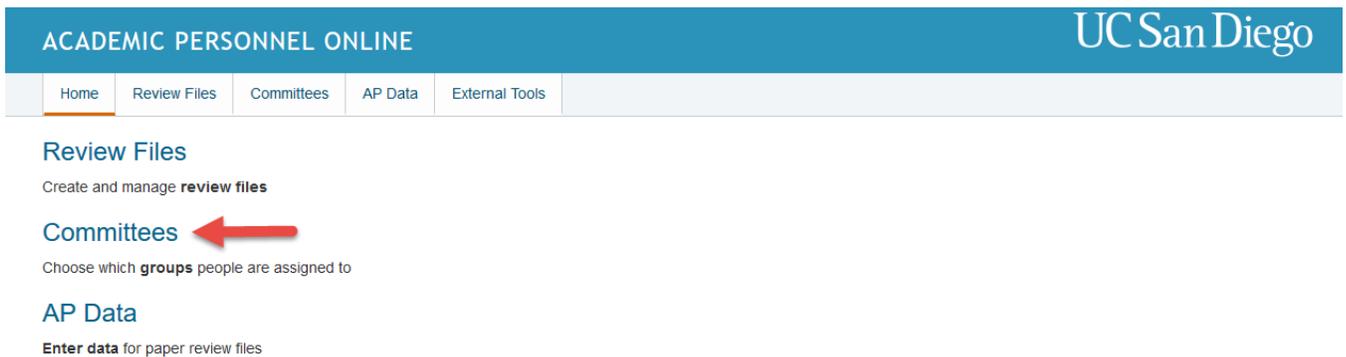
Outside AP On-Line, you will need to obtain the names of the faculty who will serve as committee members before you proceed.

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

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



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



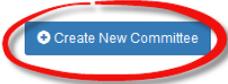
2. Clicking Committees will open the Committee List screen where you may view any previously created committees and create new committees, if needed.
3. Click "Create New Committee" to open the Create New Committee screen.

ACADEMIC PERSONNEL ONLINE UC San Diego

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

Committee List

Committee Type: Unit:



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

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4. Enter a name for the committee (e.g., “White Candidate Ad Hoc”) in the provided name field.
5. Select a committee type. Choices are:
 - a. Voting Faculty: body of faculty members who are eligible to vote on a file.
 - b. Standing Committee: a permanent committee with a fixed annual membership that may be assigned to multiple review files. Temporary membership changes, such as recusing a member, may be done on a case-by-case basis without affecting the committee’s fixed membership.
 - c. Ad Hoc Committee: a case specific committee that may only be assigned to one review file
6. If you are assigned to a role in multiple departments, you will have the option to choose which department the committee belongs to.
7. Select a confidentiality type. Choices are:
 - a. Non-confidential: the candidate knows the committee membership and therefore, the committee report is not redacted and is automatically provided to the candidate,. The majority of standing committees are non-confidential committees.
 - b. Confidential: membership is unknown to the candidate and the committee report will be redacted when the candidate requests a copy. The majority of ad hoc committees are confidential committees.

Committee List > Create New Committee

Create New Committee

Properties

Name:

1

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

2 Type:

- Voting Faculty
- Standing Committee
- Ad Hoc Committee

Unit: YELLOW 3

Confidentiality: Non-Confidential 4

Members

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

Add Member(s)

Delete Members

Save Cancel

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

Add Committee Member

Search

Name Series Unit

Results

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

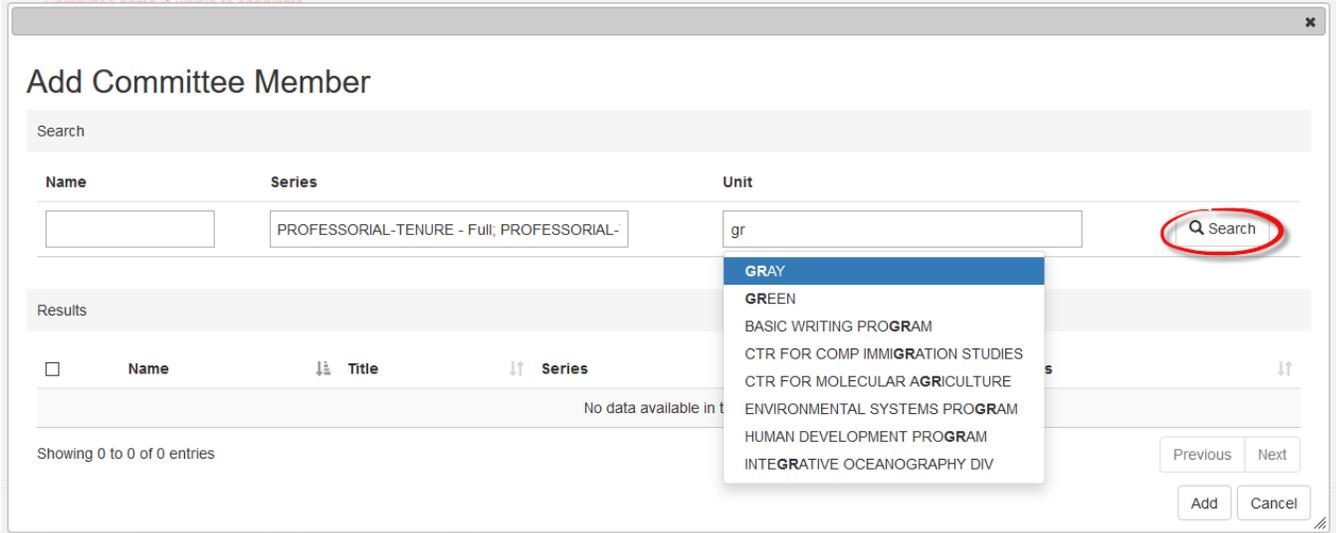
Showing 0 to 0 of 0 entries

Previous Next

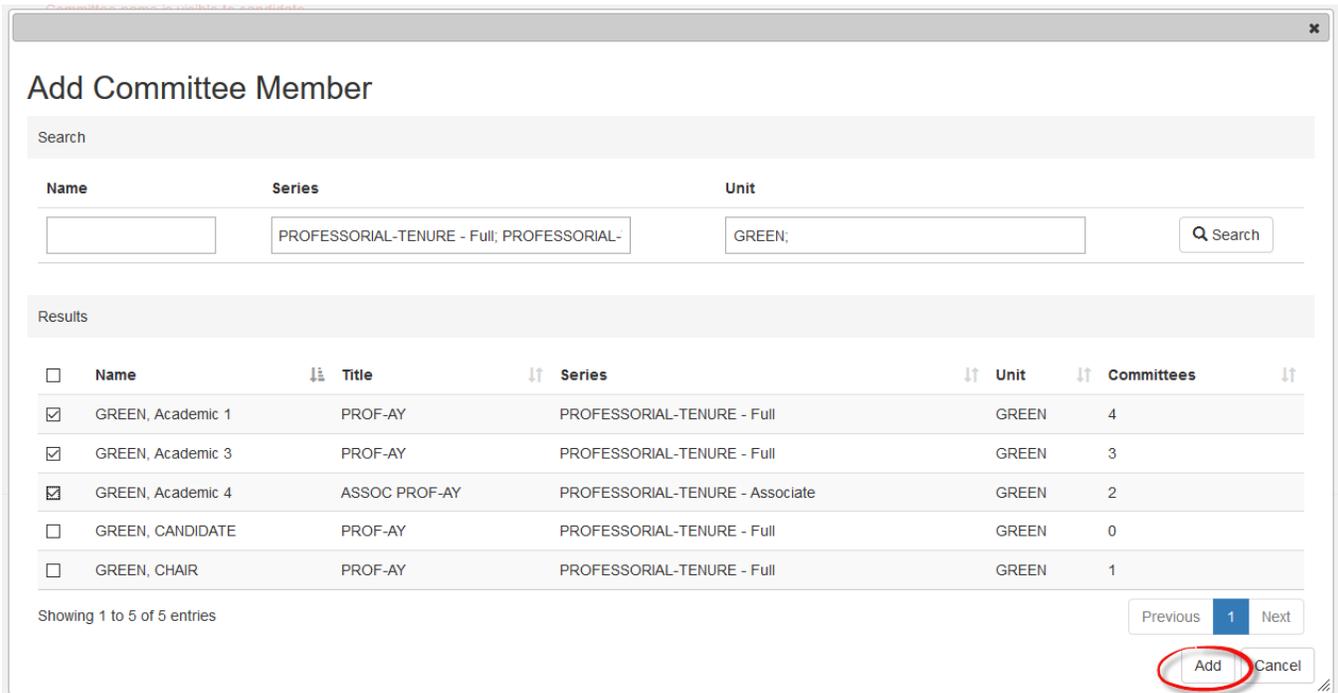
You can search for members by name, academic series, and department by entering criteria in each field. You have the option to add academics from outside of your department on

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

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



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



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

Person Details

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

- Committees

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

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

- File-Specific Committee Assignments

- File-Specific Recusals

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

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UC San Diego

Home
Review Files
Committees
AP Data
External Tools

Committee List > Create New Committee

Create New Committee

Properties

Name:

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

Type:

Voting Faculty

Standing Committee

Ad Hoc Committee

Unit:

Confidentiality:

Members

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

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Delete single member

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

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

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Home
Review Files
Committees
AP Data
External Tools

Committee List

Committee Type: **Unit:**

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

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

ACADEMIC PERSONNEL ONLINE UC San Diego

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

Committee List

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

Create New Committee

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

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

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

Search:

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

Assigning Committees

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

ACADEMIC PERSONNEL ONLINE UC San Diego

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

WHITE, CANDIDATE - MeritD - 07_01_18

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

Status: Departmental Review File Actions... Confirm

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

+ FILE PREPARATION

- DEPARTMENTAL REVIEW

- COMMITTEE REVIEW **ASSIGN COMMITTEE**

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

- Dissenting Letters from Voting Faculty

- DEPARTMENTAL RECOMMENDATION

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

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

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

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

Cancel Save Save & Notify

3. Selecting a committee will expand the committee’s membership and provide you the option to recuse members of the committee from reviewing the file. To recuse a member, uncheck the box next to their name and their name will be stricken through. If you wish to add members to the committee, you must do so within the committee details screen.

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

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

Cancel Save Save & Notify

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

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

+ FILE PREPARATION

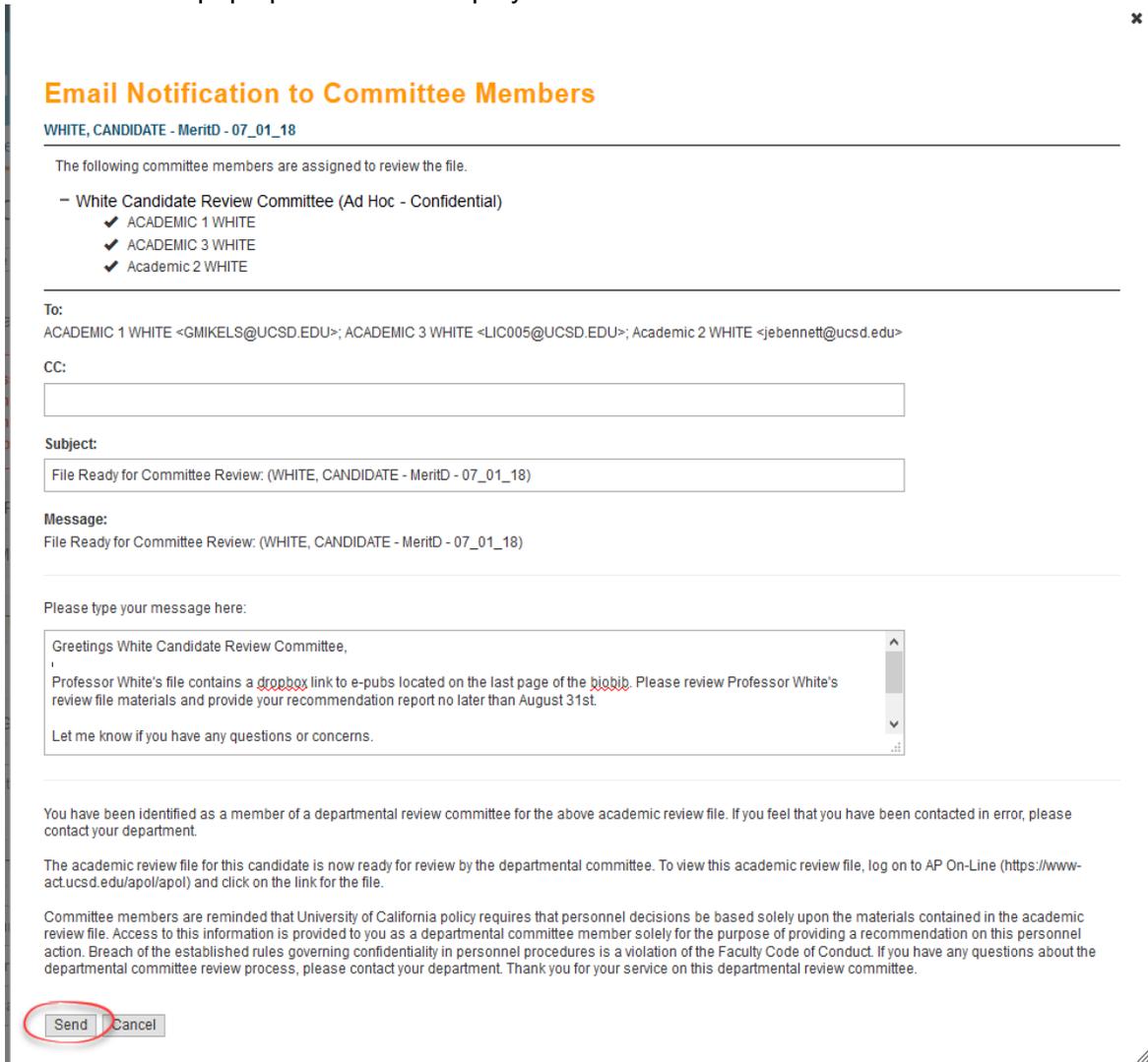
- DEPARTMENTAL REVIEW

- COMMITTEE REVIEW

ASSIGN COMMITTEE

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

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



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

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

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

The committee will now show up as “In Review” on the file details page. There will also be links to end the committee’s access to the file, re-notify the committee, unassign the committee, and to upload unredacted and redacted (if a confidential committee) reports.

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Home Review Files Committees AP Data External Tools

WHITE, CANDIDATE - MeritD - 07_01_18

Select File Type View Certs & Notifs View File Tracking

Status: Department Committee Review File Actions... Confirm

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

+ FILE PREPARATION

- DEPARTMENTAL REVIEW

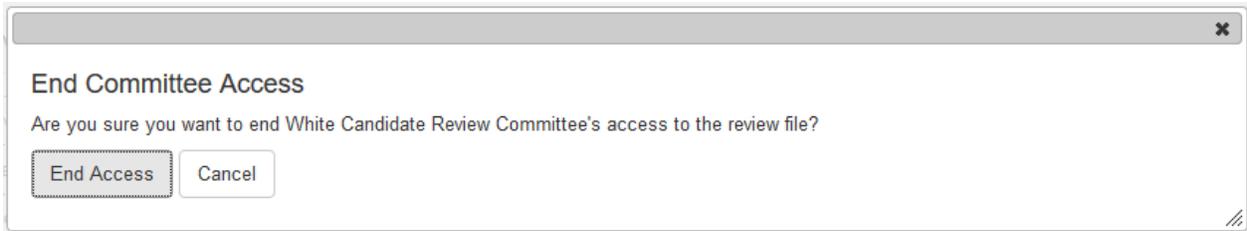
- COMMITTEE REVIEW ASSIGN COMMITTEE

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

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

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

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



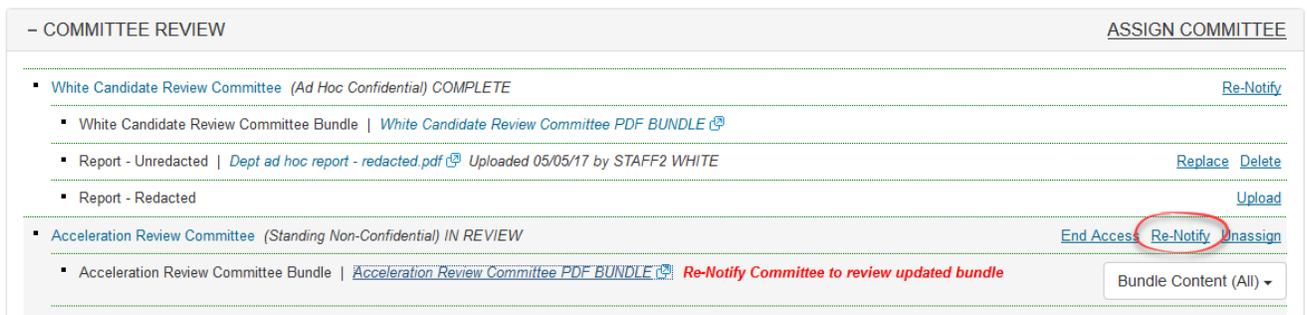
After ending access or uploading a report, the committee's status will display "Complete" on the file details screen.



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

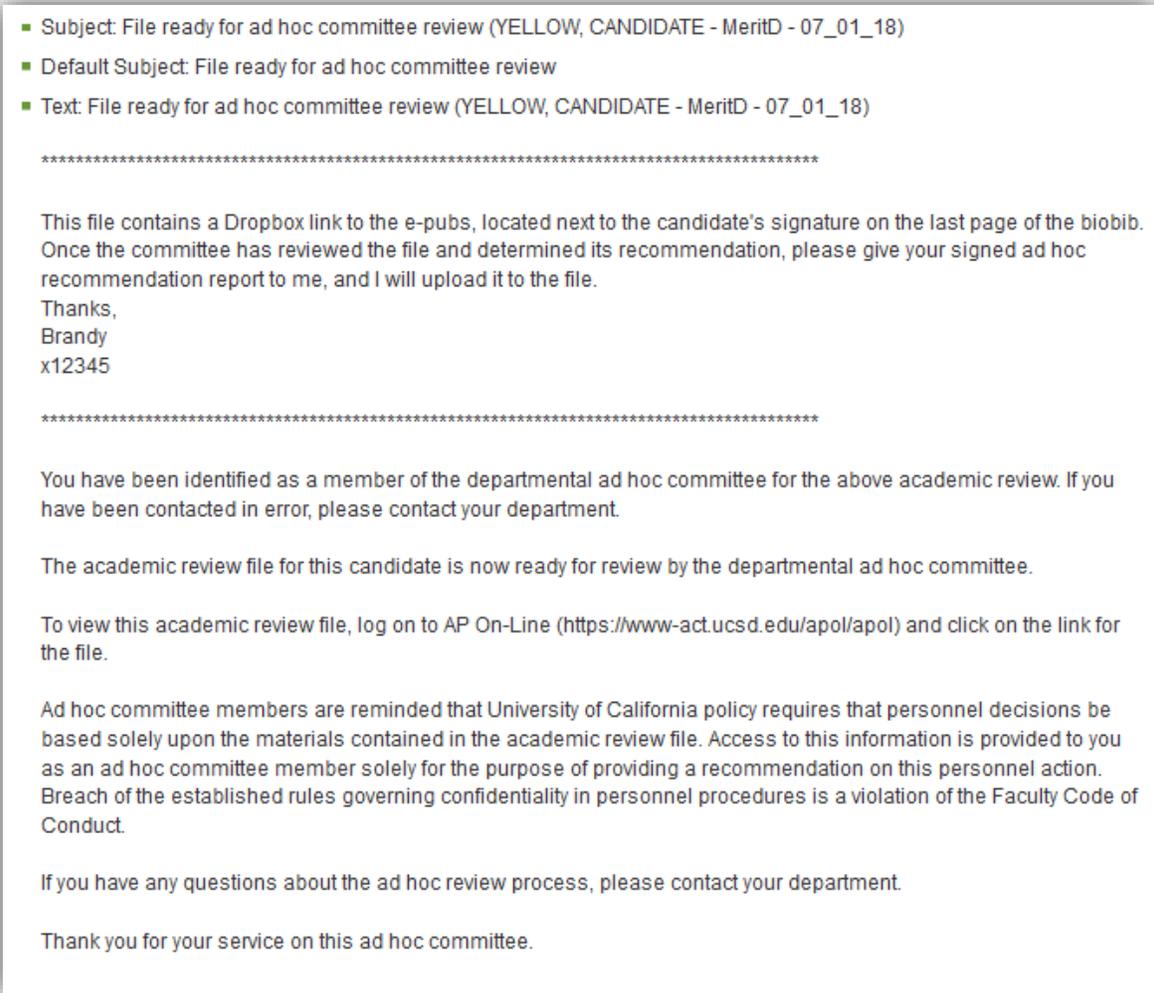


The committee's review file bundle will automatically update to include the newly selected report. You may choose to re-notify the committee within APOL Review by clicking the renotify hyperlink.



1. Department Ad Hoc review process

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



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

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

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

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

YELLOW, Candidate - MeritD - 07_01_18

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

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

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

+ FILE PREPARATION

- DEPARTMENTAL REVIEW

- COMMITTEE REVIEW [ASSIGN COMMITTEE](#)

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

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

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

YELLOW, Candidate - MeritD - 07_01_18

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

Status: Departmental Review

File Actions... Confirm

Committee report has been uploaded - notify candidate.

+ FILE PREPARATION

- DEPARTMENTAL REVIEW

- COMMITTEE REVIEW ASSIGN COMMITTEE

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

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

- DEPARTMENTAL REVIEW

- COMMITTEE REVIEW ASSIGN COMMITTEE

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

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

Email Notification

YELLOW, Candidate - MeritD - 07_01_18

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

Subject:

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

Message:

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

Please type your message here:

Hi Professor Yellow,

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

Best wishes,
Brandy
x12345]

5048 character(s) left

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

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

To obtain a redacted copy of the confidential committee reports:

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

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

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

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

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

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

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

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

YELLOW, Candidate - MeritD - 07_01_18

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

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

i Candidate has been notified to sign the certification

+ FILE PREPARATION

- DEPARTMENTAL REVIEW

- COMMITTEE REVIEW [ASSIGN COMMITTEE](#)

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

2. Candidate’s inspection and signature process

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

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

Hi Professor Yellow,

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

Best wishes,
Brandy
x12345

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

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

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

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

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

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

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

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

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

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

YELLOW, Candidate - MeritD - 07_01_18 Academic Personnel Home

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

Status: Dept Committee Cert pending

Sign Departmental Committee Cert or request Committee Report.

+ FILE PREPARATION

- DEPARTMENTAL REVIEW

- COMMITTEE REVIEW

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

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

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

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

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

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

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

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

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

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

YELLOW, Candidate - MeritD - 07_01_18

Select File Type View Certs & Notifs View File Tracking

Status: Dept Committee Cert pending

File Actions... Confirm

! Candidate requests access to committee report.

+ FILE PREPARATION

- DEPARTMENTAL REVIEW

- COMMITTEE REVIEW ASSIGN COMMITTEE

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

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

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

d. After you have uploaded the redacted ad hoc report, the review file detail screen will display a message directing you to notify the Candidate that access to the redacted report has been granted.

e. Click "Notify Candidate Access Has Been Granted".

YELLOW, Candidate - MeritD - 07_01_18

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

Status: Dept Committee Cert pending

File Actions...

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

+ FILE PREPARATION

- DEPARTMENTAL REVIEW

- COMMITTEE REVIEW ASSIGN COMMITTEE

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

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



Email Notification

YELLOW, Candidate - MeritD - 07_01_18

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

Subject:

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

Message:

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

Please type your message here:

5779 character(s) left

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

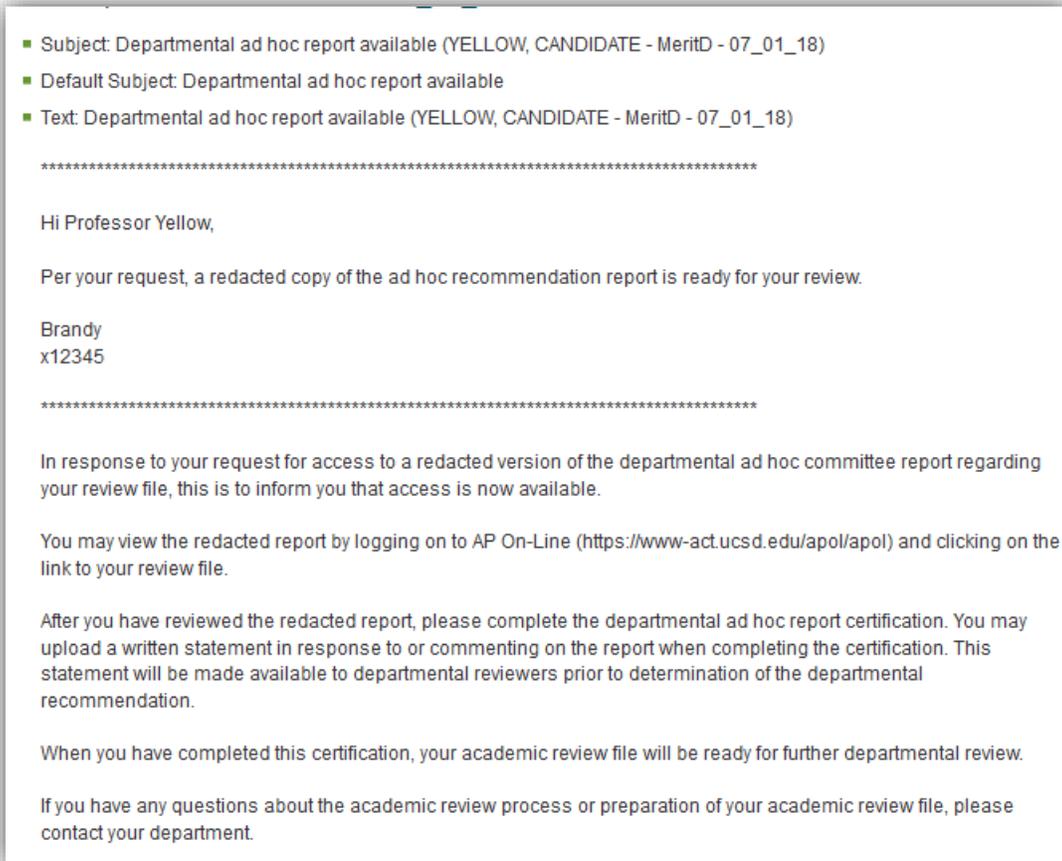
You may view the redacted documents by logging on to AP On-Line (<https://www.act.ucsd.edu/apol>) and clicking on the link to your review file. After you have viewed these documents, please complete the departmental committee report certification. You may upload a written statement in response to or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

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

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

3. Candidate views redacted ad hoc report and signs certification

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



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

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

YELLOW, Candidate - MeritD - 07_01_18

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

Status: Dept Committee Cert pending

Sign departmental committee certification.

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

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

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

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

- Employment History..... 2
- Additional Reviewers/Committees
- Yellow's Review Committee Report - Redacted..... 3** (indicated by a red arrow)
- Candidate Personal Statement..... 4
- Biography/Bibliography..... c

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

YELLOW, Candidate - MeritD - 07_01_18

Candidate [View File Tracking](#)

Status: Dept Committee Cert pending

Sign departmental committee certification.

+ FILE PREPARATION

- DEPARTMENTAL REVIEW

- COMMITTEE REVIEW

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

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

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

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

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

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

I certify that:

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

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

I accept 

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

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

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

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

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

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

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

File Tracking

YELLOW, Candidate - MeritD - 07_01_18

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

Voting Faculty review and vote

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

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

YELLOW, Candidate - MeritD - 07_01_18

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

Status: Departmental Review File Actions... | Confirm

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

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

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

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

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

c. Select the voting faculty committee that you wish to assign to the file from the pop-up window. Selecting a committee will expand the committee's membership and provide you the option to recuse members of the committee from reviewing the file. To recuse a member, uncheck the box next to their name and their name will be stricken through. If you wish to add members to the committee, you must do so within the committee details screen.

Assign Voting Faculty to:

GRAY, CANDIDATE - AccelMerit - 07_01_18

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

Committee Members

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

JEB Property Test III

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

- d. If you are **not ready** to notify the committee to review the file, click the “Save” button to assign the committee to the file. When you are ready to notify the committee that the file is ready for review, click the “Notify” hyperlink located next in the committee’s section on the file details page.
- e. If you are ready to notify the committee to review the file, click the “Save & Notify” button. The committee notification pop up screen will display all committee members that will be notified.
- f. Click the “Send” button.

Email Notification to Committee Members

GRAY, CANDIDATE - AccelMerit - 07_01_18

The following committee members are assigned to review the file.

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

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

CC:

Subject:

Message:

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

Please type your message here:

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

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

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

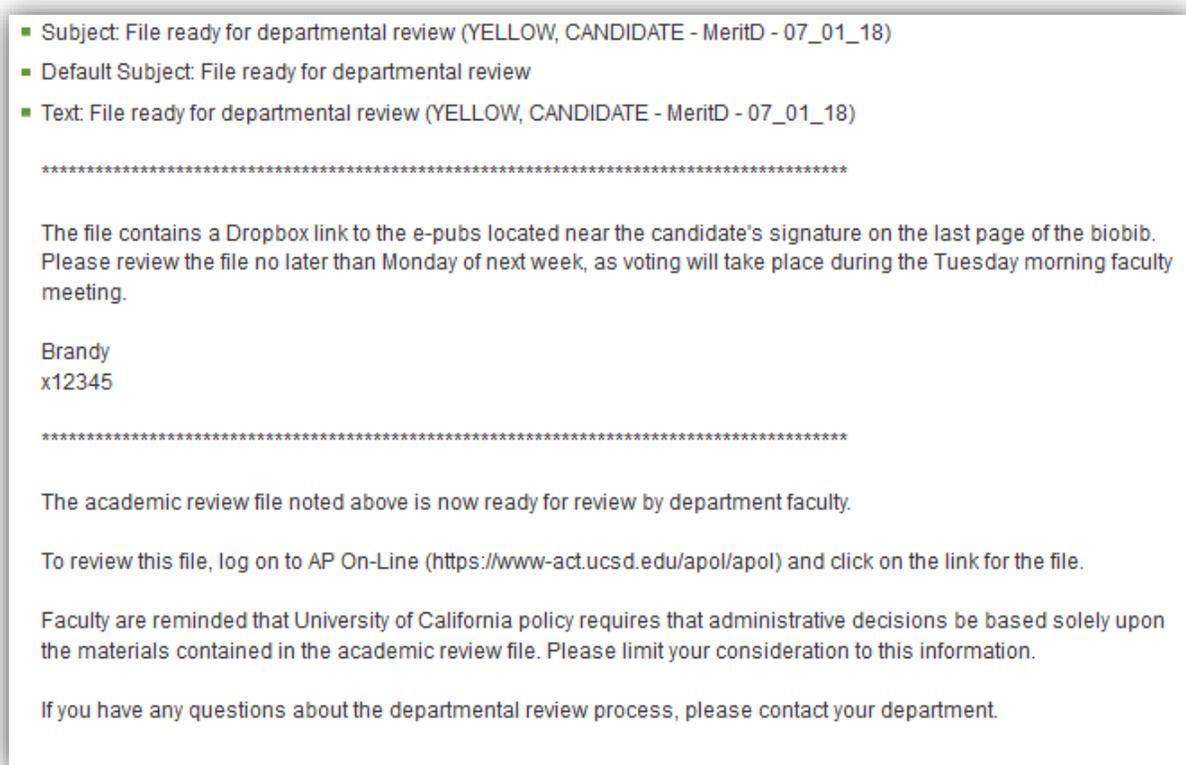
If you have any questions about the departmental review process, please contact your department.



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

2. The faculty review and voting process

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



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

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

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

Entering the faculty vote and Proposed Status data

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

YELLOW, Candidate - MeritD - 07_01_18

Select File Type View Certs & Notifs View File Tracking

Status: Voting Faculty Review

File Actions... Confirm

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

The screenshot displays a web interface for reviewing a file. It is organized into several sections: '+ FILE PREPARATION', '- DEPARTMENTAL REVIEW', and '- COMMITTEE REVIEW'. Under the committee review section, there are items for 'Yellow's Review Committee (Ad Hoc Confidential) COMPLETE', including a bundle, an unredacted report, a redacted report, and a certification. Below this is the '- VOTING FACULTY REVIEW' section, which contains 'Voting Faculty Review' (with a sub-item 'Tenure Promotion Voting Faculty (Voting Faculty) IN REVIEW') and 'Dissenting Letters from Voting Faculty'. At the top right of the voting faculty review section, there are four buttons: 'ASSIGN VOTING FACULTY', 'RENOTIFY', 'END ALL ACCESS', and 'ENTER VOTE'. The 'END ALL ACCESS' button is circled in red.

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

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

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

Department Vote

YELLOW, Candidate - MeritD - 07_01_15

Review/Promotion

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

Explanation of Abstain & Absent

240 character(s) left

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

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

YELLOW, Candidate - MeritD - 07_01_18

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

Status: Departmental Review

File Actions...

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

+ FILE PREPARATION

- DEPARTMENTAL REVIEW

- COMMITTEE REVIEW

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

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

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

- DEPARTMENTAL RECOMMENDATION

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

Proposed

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

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

Proposed Status

YELLOW - Candidate - MeritD - 07_01_15

Present Status

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

Proposed Status

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

Save Status Delete Status Cancel

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

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

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

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

Proposed Status

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

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

Save Status Delete Status Cancel

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

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

Proposed Status
 YELLOW, Candidate - MeritD - 07_01_15

Present Status		Proposed Status	
Department:	YELLOW	Department:	YELLOW
Title, Rank & Step:	1200 - ASSOCIATE PROFESSOR-ACAD YR, STEP 2	*Title & Rank:	1200 - ASSOCIATE PROFESSOR-ACAD YR
Total Salary:	\$75,000.00	Step & OS:	3 OS: <input type="checkbox"/>
Scale Rate:	\$75,000.00 (FROM 07/01/2014 SCALE)	Total Salary:	\$79,200.00
Market OS:	\$0.00	*Scale Rate:	\$79,200.00 From Scale: <input checked="" type="checkbox"/>
Bonus OS:	\$0.00	*Scale Date:	7/1/2014
Basis:	Academic	Basis:	Academic
% of Time:	100%	*% of Time:	100.0
*Years at Rank:	4	Effective Dates: (mm/dd/yyyy)	
*Years at Step:	2	*Begin:	07/01/2015
*As of:	06/30/2015 (06/30/yyyy)	*End:	01/01/2079 (Indefinite end date: 01/01/2079)
		*Action:	MERIT - DEAN'S AUTHORITY
		Years Accet:	

Save Status Delete Status Cancel

Uploading and signing of departmental recommendation letter

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

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

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

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

- DEPARTMENTAL RECOMMENDATION

File Summary GenFileSummary.pdf Uploaded 06/19/17 by STAFF1 YELLOW	Proposed
Departmental recommendation letter	Upload
Certification: Departmental Recommendation Access	
Chair's Independent Letter	

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

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

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

YELLOW, Candidate - MeritOSD - 07_01_18

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

Status: Departmental Review

File Actions... Confirm

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

+ FILE PREPARATION

- DEPARTMENTAL REVIEW

- COMMITTEE REVIEW

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

- VOTING FACULTY REVIEW [EDIT VOTE](#)

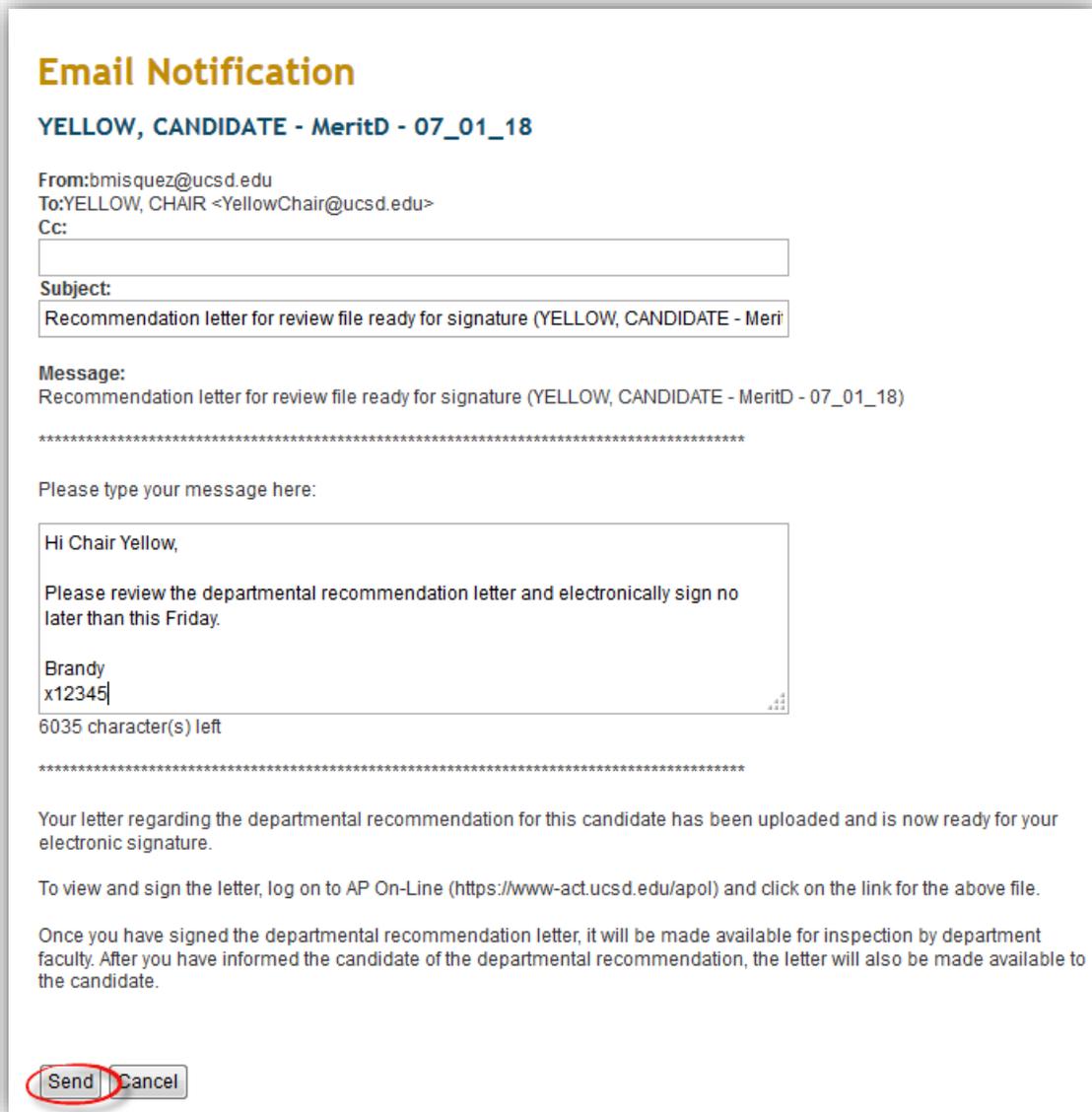
- Voting Faculty Review
 - Tenure Promotion Voting Faculty (Voting Faculty) COMPLETE
- Dissenting Letters from Voting Faculty [Upload](#)

- DEPARTMENTAL RECOMMENDATION

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

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

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



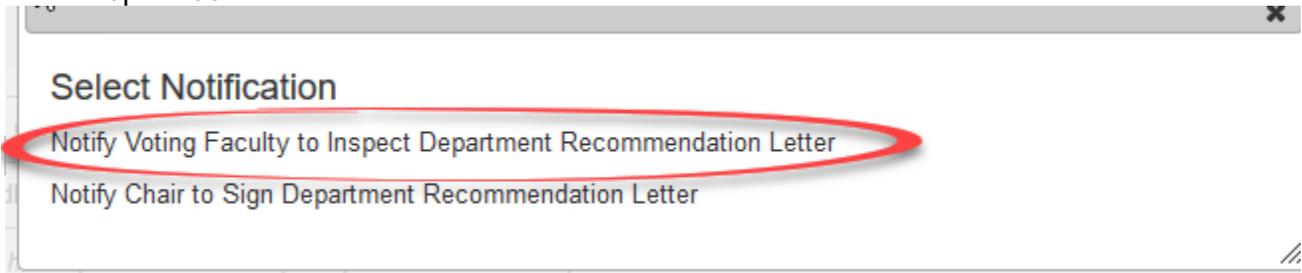
Voting Faculty inspection of departmental recommendation letter and submission of dissenting letters

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

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

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

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



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

Email Notification to Committee Members

YELLOW, Candidate - MeritOSD - 07_01_18

The following committee members are assigned to review the file.

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

To:

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

CC:

Subject:

Message:

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

Please type your message here:

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

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

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

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

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

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

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

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

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

Brandy
x12345

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

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

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

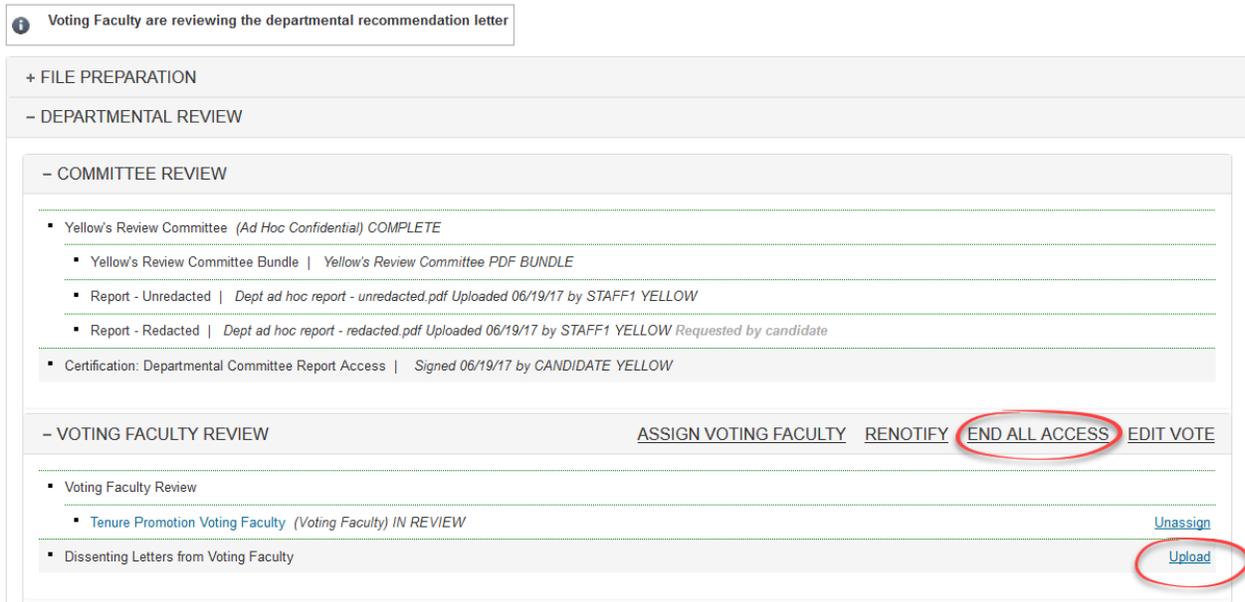
If you have any questions about the departmental review process, please contact your department.

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

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

3. Uploading dissenting letters

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



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

End Committee Access

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

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



Candidate’s certification of departmental recommendation access

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

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

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



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

Email Notification

YELLOW, CANDIDATE - MeritD - 07_01_18

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

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

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

Please type your message here:

Hi Professor Yellow,

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

Brandy x12345

5484 character(s) left

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

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

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

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

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

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

Hi Professor Yellow,

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

Brandy x12345

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

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

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

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

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

YELLOW, Candidate - MeritOSD - 07_01_18

Select File Type [View File Tracking](#)

Status: Dept Recommend Cert pending

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

+ FILE PREPARATION

- DEPARTMENTAL REVIEW

- COMMITTEE REVIEW

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

- VOTING FACULTY REVIEW

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

- DEPARTMENTAL RECOMMENDATION

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

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

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

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

- DEPARTMENTAL RECOMMENDATION

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

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

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

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

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

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

I certify that:

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

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



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

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

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



x Cand response when signs Dept Review Cert.pdf



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

Addition of Chair’s independent letter

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

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

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

Status: Departmental Review File Actions...

Next steps:

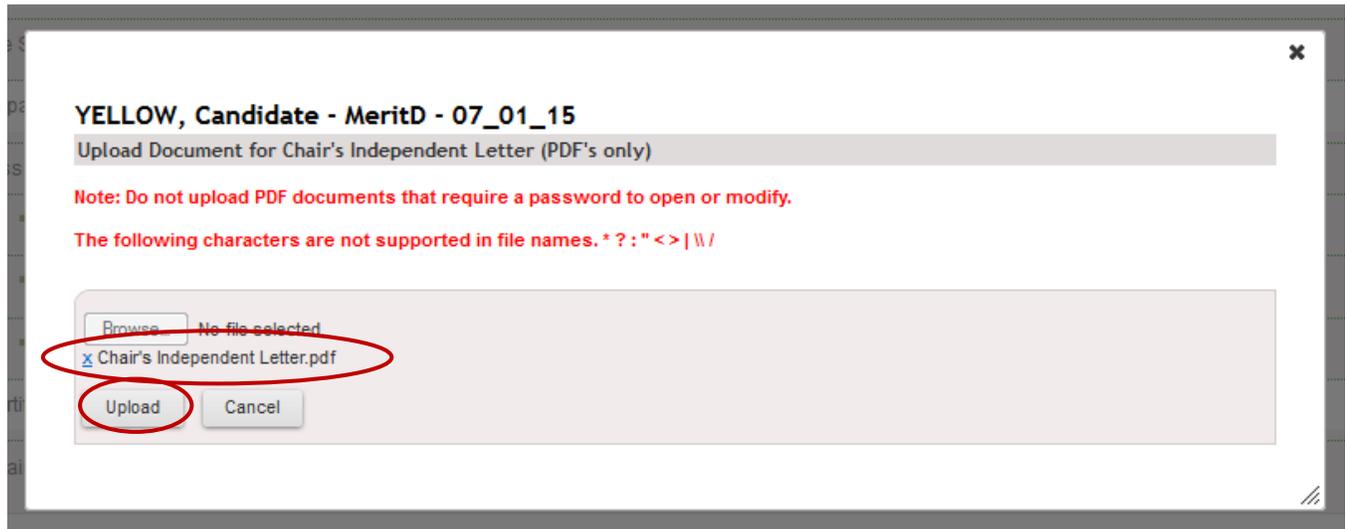
- Upload Chair’s independent letter (optional)
- Forward file to the Dean’s Office

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

- Notify candidate to sign dept recommend cert

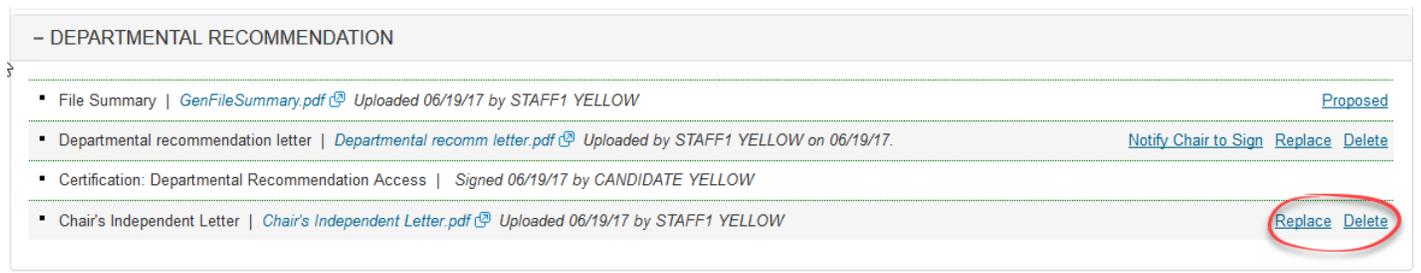
+ FILE PREPARATION	
- DEPARTMENTAL REVIEW	
- COMMITTEE REVIEW	
<ul style="list-style-type: none"> ▪ Yellow’s Review Committee (Ad Hoc Confidential) COMPLETE <ul style="list-style-type: none"> ▪ Yellow’s Review Committee Bundle Yellow’s Review Committee PDF BUNDLE ▪ Report - Unredacted Dept ad hoc report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

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



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

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



Submitting the file for the Dean's review

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

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

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

YELLOW, Candidate - MeritOSD - 07_01_18

Select File Type View Certs & Notifs View File Tracking

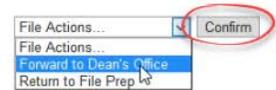
Status: Departmental Review

Next steps:

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

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

- Notify candidate to sign dept recommend cert



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

+ FILE PREPARATION

- DEPARTMENTAL REVIEW

- COMMITTEE REVIEW

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

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

Confirm Cancel

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

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

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

YELLOW, Candidate - MeritOSD - 07_01_18

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

Status: Dean Final Authority Review Pending 

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

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

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

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

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

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

Addendum: Managing Committees

Below you will find more information on managing committees.

[Editing Committees](#)

1. Enter the committee list screen by selecting the “Committees” tab or by clicking the “Committees” hyperlink on the homepage.
2. Click the “Edit” icon located on the committee’s row on the committee list screen.

ACADEMIC PERSONNEL ONLINE UC San Diego

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

Committee List

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

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

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

ACADEMIC PERSONNEL ONLINE UC San Diego

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

Committee List > Committee Details > Committee Properties

Prof. Gray's Review Committee : Details 2   

Properties Members Files

Committee Type: Ad Hoc
Unit: GRAY
Confidentiality: Confidential

System Properties:

3. Update any previously selected properties (i.e. committee name, type, confidentiality, and unit).
4. Delete members by clicking the trash icon next to their name, if necessary.
5. Add new members by clicking the “Add member(s)” button. Search for members by name, title/series, or unit (or any combination of fields), select desired members, and click the “Add” button.
6. **Optional**-Update committee member’s membership value.
7. After making the appropriate edits, click the “Save” button.

ACADEMIC PERSONNEL ONLINE **UC San Diego**

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

Committee List > Committee Details > Edit Committee

Edit Gray Department Review Committee

Properties

Name:

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

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

Type:
 Voting Faculty
 Standing Committee
 Ad Hoc Committee

Unit:

Confidentiality:

Members

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

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

Gray Department Review Committee : Details

Properties | Members | Files

Committee Type: Standing
Unit: GRAY
Confidentiality: Non-Confidential

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

Committee Properties Change Log:

Date	User	Property	Old Value	New Value
06/13/2017 09:13	GRAY, STAFF	Name	Prof. Gray's Review Committee	Gray Department Review Committee

Deleting Committees

Reminder: committees may only be deleted after all assigned review files have reached Post Audit & Store.

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

ACADEMIC PERSONNEL ONLINE UC San Diego

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

Committee List

Committee Type: All Selected (3) | Unit: All Selected (2) | [Create New Committee](#)

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

You may also click on the committee's name to bring up the committee details page and click the "Delete" button.

ACADEMIC PERSONNEL ONLINE UC San Diego

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

Committee List > Committee Details > Committee Properties

Prof. Gray's Review Committee : Details

[Edit](#) [Copy](#) [Delete](#)

Properties | Members | Files

Committee Type: Ad Hoc
Unit: GRAY
Confidentiality: Confidential

System Properties:

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

Are you sure you want to delete Gray Department Review Committee?

Properties

Name: Gray Department Review Committee
 Type: Standing
 Unit: GRAY
 Confidentiality: Non-Confidential

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

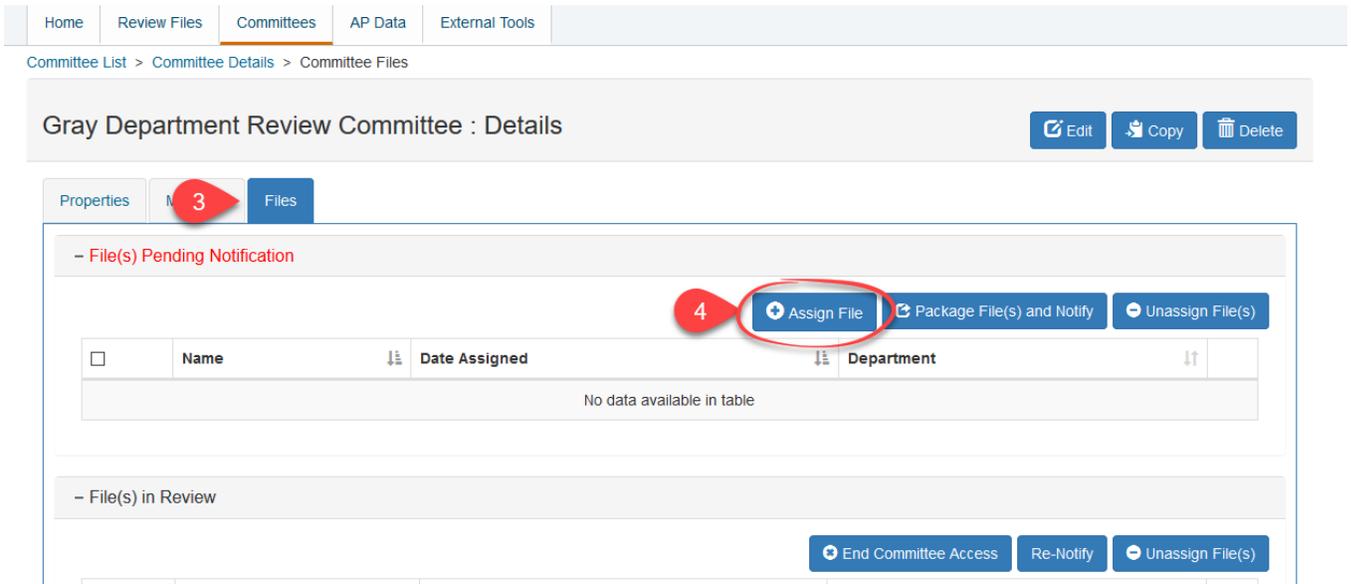
Members

Name	Title/Series	Unit	Membership
GRAY, Academic 3	PROF-AY	GRAY	Chair
GRAY, CHAIR	PROF-AY	GRAY	Member
RED, Academic 2	SR LECT SOE-AY	RED	Member

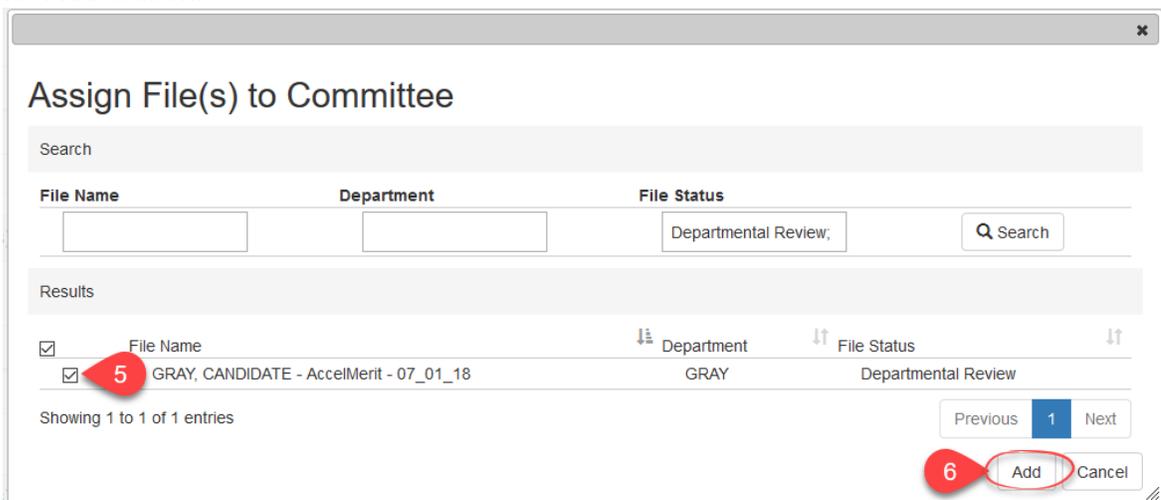
[Delete](#)

Assigning Committees from the Committee Details Page

1. Enter the committee list screen by selecting the "Committees" tab or by clicking the "Committees" hyperlink on the homepage.
2. Click on the committee name hyperlink to enter the committee details screen.
3. Click on the "Files" tab on the committee details page.
4. Within the "File(s) Pending Notification" section, click the "Assign File" button.



5. Select the file that you wish to assign to the committee from the pop-up window. You may need to limit your search by file name, department, or file status prior to files displaying in the pop-up window.
6. Click the “Add” button.



7. You will return to the committee details page where the assigned file will now appear in the “File(s) Pending Notification” section on the “Files” tab.
8. To notify the committee that the review file is ready for their review, check the box next to the file name.
9. Click the “Package File(s) and Notify” button.

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

Committee List > Committee Details > Committee Files

Gray Department Review Committee : Details

Edit Copy Delete

Properties | Members | **Files**

- File(s) Pending Notification

Assign **9** Package File(s) and Notify Unassign File(s)

<input type="checkbox"/>	Name	Date Assigned	Department	
<input checked="" type="checkbox"/>	GRAY, CANDIDATE - AccellMerit - 07_01_18	06/13/2017	GRAY	

- File(s) in Review

- 10. The committee notification pop up screen will display all committee members that will be notified. Enter any relevant information in the provided supplemental text box and click the “Send” button.
- 11. You will return to the committee details page where the file will now appear in the “File(s) in Review” section on the “Files” tab.