Academic Appointee's History Report- replaces the Academic Personnel History Query

To generate an academic appointees' appointment and review history, log into AP Data and complete the following steps:

1. Search for the individual in the "employee lookup" tool.
2. Select the desired individual and click the "Review History" tab.
3. Click on the "export as spreadsheet" button located in the Review Outcome History section located on the "Review History" tab.

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

* Results after approximately 1995.