

## Appendix 1 – Home Screens for Different Roles

The content of the AP On-Line *Review* home screen varies from role to role. Because this manual is intended primarily for departmental academic personnel staff, the Department Staff home screen is the default. The home screens for other roles are shown below.

### Candidate home screen

The Candidate can click “Review Files” to go to the screen where his or her review file is listed (or can be created), or can click “Access Rights” to designate one or more Candidate Alternates (see Appendix 2). “External Tools” provides a link to the Academic Personnel Services website.

HELLO CANDIDATE GRAY | SIGN-OFF

ACADEMIC PERSONNEL ONLINE UC San Diego

Home Review Files Access Rights External Tools

**Review Files**  
Create and manage **review files**

**Access Rights**  
Choose who can **access** and edit your data

UC San Diego 9500 Gilman Dr. La Jolla, CA 92093 (858) 534-2230  
Copyright ©2016 Regents of the University of California. All rights reserved.  
Terms & Conditions | Feedback

UC San Diego

### Department Chair home screen

The Department Chair can click “Review Files” on the home screen to open a list of review files, including his or her own file if a review is due.

Note that the Department Chair’s home screen offers the “Access Rights” option for use when the chair is a candidate for review and may wish to designate a Candidate Alternate.

Also, the Department Chair role can create departmental review committees and have access to the AP Data Management System, so they have the appropriate tabs available for that purpose.

HELLO CHAIR RED | SIGN-OFF

ACADEMIC PERSONNEL ONLINE UC San Diego

Home Review Files Access Rights Committees AP Data External Tools

**Review Files**  
Create and manage **review files**

**Access Rights**  
Choose who can **access** and edit your data

**Committees**  
Choose which **groups** people are assigned to

**AP Data**  
**Enter data** for paper review files

UC San Diego 9500 Gilman Dr. La Jolla, CA 92093 (858) 534-2230  
Copyright ©2016 Regents of the University of California. All rights reserved.  
Terms & Conditions | Feedback

UC San Diego

## Dean Staff home screen

On the Dean Staff home screen, three links are available: “Review Files” (a link to the list of files ready for review or in process), “Committees”, and “AP Data” (a link to the AP Data Management System)

HELLO DEANSTAFF1 BLUE | SIGN-OFF

ACADEMIC PERSONNEL ONLINE UC San Diego

Home Review Files Committees AP Data External Tools

**Review Files**  
Create and manage **review files**

**Committees**  
Choose which **groups** people are assigned to

**AP Data**  
**Enter data** for paper review files

UC San Diego 9500 Gilman Dr. La Jolla, CA 92093 (858) 534-2230  
Copyright ©2016 Regents of the University of California. All rights reserved.  
Terms & Conditions | Feedback

UC San Diego

## Dean home screen

The Dean’s home screen includes links for “Review Files”, “Access Rights”, “Committees” and “AP Data”. The Dean will use Access Rights when he or she is a candidate for review.

HELLO DIVISIONDEAN BLUE | [SIGN-OFF](#)

ACADEMIC PERSONNEL ONLINE UC San Diego

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

**Review Files**  
Create and manage **review files**

**Access Rights**  
Choose who can **access** and edit your data

**Committees**  
Choose which **groups** people are assigned to

**AP Data**  
**Enter data** for paper review files

---

UC San Diego 9500 Gilman Dr. La Jolla, CA 92093 (858) 534-2230  
Copyright ©2016 Regents of the University of California. All rights reserved.  
[Terms & Conditions](#) | [Feedback](#)

UC San Diego

**CAP and EVC screens are not shown in this manual.**