

# AP Review Quick Guide

## Department Staff

---

*Optional steps are listed in Orange*

### STEP 1

Prepare candidate's file for review, notify candidate to certify after the appropriate documents have been uploaded.

### STEP 2

***Prior to the department meeting***, notify voting faculty to review the file(s) in AP Review.

### STEP 3

***After the department meets***, enter the vote (this removes access to the file from the voting faculty).

### STEP 4

Enter the proposed status and action.

### STEP 5

Upload the department letter.

### STEP 6

***Is the department letter already signed?***

- **YES** – Go to the next step.
- **NO** – Notify the Chair to electronically sign the department letter.

### STEP 7

(Optional) After the letter is signed, notify the voting faculty to inspect the letter.

### STEP 8

(Optional) Upload dissenting letters.

### STEP 9

End voting faculty access (if applicable).

### STEP 9

Notify candidate to sign the departmental recommendation certification.

### STEP 10

(Optional) Upload the Chair's independent letter.

### STEP 11

Forward the file to the Dean's Office.