

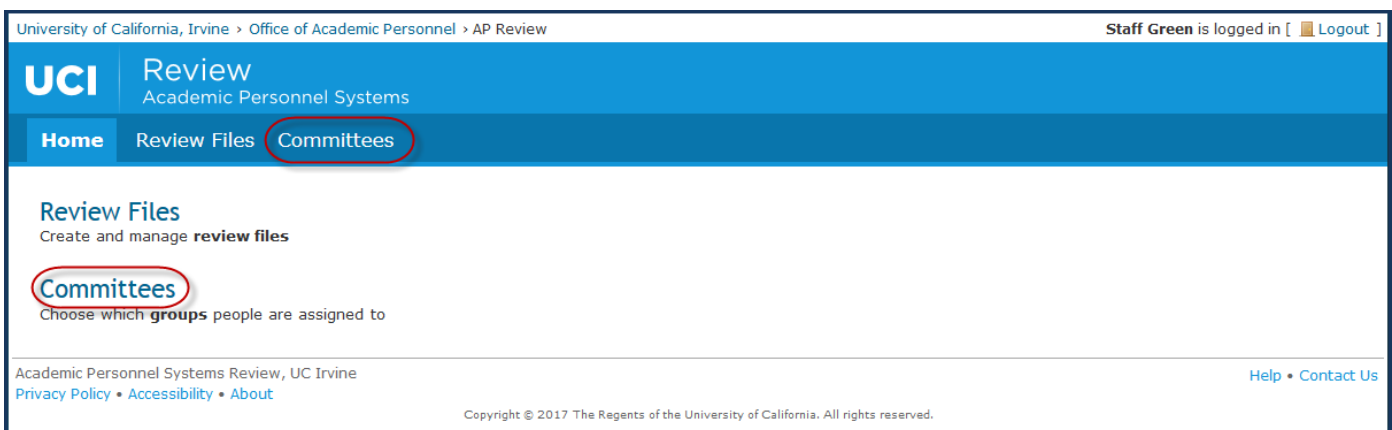
AP REVIEW—Department Committees

This guide contains information on:

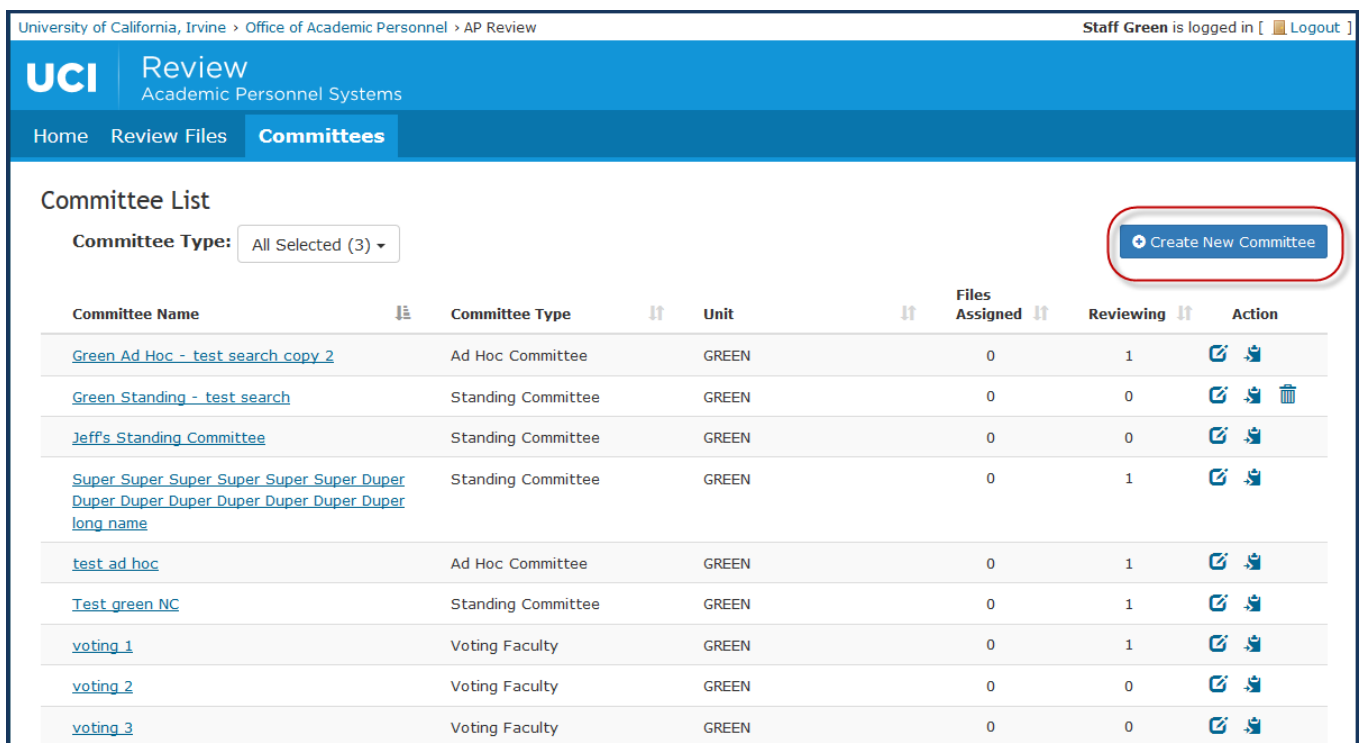
- Creating a committee, including voting faculty, at the department level.
 - You are responsible for maintaining the membership of each committee. Unlike previous version of the system, voting faculty members will need to be added/removed as they join/leave the department.

A. Creating Committees

1. Enter the committee list screen by selecting the “Committees” tab or by clicking on the “Committees” hyperlink on the homepage.



2. Click “Create New Committee” button.



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: GREEN

Confidentiality:

Members

	Name	Title/Series	Department	Membership
No data available in table				

3. Enter the committee's name. The committee's name is **VISIBLE** to the candidate. Please use discretion when naming your committees.
4. Select the appropriate committee type:
 - a. **Ad Hoc:** a case specific committee that may only be assigned to one review file.
 - b. **Standing:** 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. **Voting Faculty:** body of faculty members who are eligible to vote on a file.
5. If you are assigned to a department staff role for multiple departments, select the department for which you are creating the committee.
6. Select Confidentiality type:
 - a. **Non-confidential:** membership of the committee is known to the candidate and therefore, the committee report, which is separate from the department letter, is not redacted and is automatically provided to the candidate. The majority of standing committees are non-confidential.
 - b. **Confidential:** membership of the committee is unknown to the candidate and therefore, the committee report, which is separate from the department letter, will be redacted if/when the candidate requests a copy. The majority of ad hoc committees are confidential committees.
7. Click "add member(s)" button.

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: GREEN

Confidentiality:

Members

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

- Search for members by name, title/series, unit (department), or any combination of fields. You have the option to add academics from outside of your assigned department/unit for each committee if it is your department/unit's practice to include outside committee members.
- Select desired individuals by clicking the checkbox next to their name on the pop-up window and click the "Add" button.

Add Committee Member

Search

Name: Series: Unit:

Results

<input type="checkbox"/>	Name	Title	Series	Unit	Committees
<input type="checkbox"/>	GREEN, CANDIDATE 1	ASSOC PROF-AY	PROFESSORIAL-TENURE - Associate	GREEN	12
<input type="checkbox"/>	GREEN, CANDIDATE 2	PROF-AY	PROFESSORIAL-TENURE - Full	GREEN	13
<input type="checkbox"/>	GREEN, CHAIR	PROF-AY-B/E/E	PROFESSORIAL-TENURE - Full	GREEN	15
<input type="checkbox"/>	GREEN, FACULTY	SR LECT SOE-AY	LECTURER-SECURITY OF EMPLOYMENT	GREEN	8

Showing 1 to 4 of 4 entries

Previous **1** Next

10. **Optional** – designate a “Chair” in the membership value column.
11. Click the “Save” button.

Members

	Name	Title/Series	Department	Membership	
<input type="checkbox"/>	GREEN, CANDIDATE 1	ASSOC PROF-AY	GREEN	Member	<input type="checkbox"/>
<input type="checkbox"/>	GREEN, CANDIDATE 2	PROF-AY	GREEN	Member Chair	<input type="checkbox"/>

B. 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.

Committee List

Committee Type: All Selected (3) ▾

Committee Name	Committee Type	Unit	Files Assigned	Reviewing	Action
Best Review Committee in Town	Standing Committee	GREEN	0	0	<input type="button" value="Edit"/> <input type="button" value="Copy"/> <input type="button" value="Delete"/>
Green Ad Hoc - test search copy 2	Ad Hoc Committee	GREEN	0	1	<input type="button" value="Edit"/> <input type="button" value="Copy"/>
Green Standing - test search	Standing Committee	GREEN	0	0	<input type="button" value="Edit"/> <input type="button" value="Copy"/> <input type="button" value="Delete"/>
Jeff's Standing Committee	Standing Committee	GREEN	0	0	<input type="button" value="Edit"/> <input type="button" value="Copy"/>
Super Super Super Super Super Super Duper Duper Duper Duper Duper Duper Duper long name	Standing Committee	GREEN	0	1	<input type="button" value="Edit"/> <input type="button" value="Copy"/>
test ad hoc	Ad Hoc Committee	GREEN	0	1	<input type="button" value="Edit"/> <input type="button" value="Copy"/>
Test green NC	Standing Committee	GREEN	0	1	<input type="button" value="Edit"/> <input type="button" value="Copy"/>
voting 1	Voting Faculty	GREEN	0	1	<input type="button" value="Edit"/> <input type="button" value="Copy"/>
voting 2	Voting Faculty	GREEN	0	0	<input type="button" value="Edit"/> <input type="button" value="Copy"/>
voting 3	Voting Faculty	GREEN	0	0	<input type="button" value="Edit"/> <input type="button" value="Copy"/>

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

Committee List > Committee Details > Committee Properties

Best Review Committee in Town : Details

Properties

Members

Files

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

System Properties:

Date Created: 07/14/2017 **Date Last Changed:** 07/14/2017
Created By: Green, Staff **Last Changed By:** Green, Staff

Committee Properties Change Log:

Date	User	Property	Old Value	New Value

3. Update any previously selected properties (i.e. committee name, type, confidentiality, or 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, unit (department), or any combination of fields. Select desired member(s), and click the “Add “ button.
6. **Optional**-Designate a “Chair” in the membership value column.

Committee List > Edit Committee

Edit Best Review Committee in Town

Properties

Name:

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

Type:
 Voting Faculty
 Standing Committee
 Ad Hoc Committee

Unit: GREEN

Confidentiality:

System Info:

Date Created: 07/14/2017 Date Last Changed: 07/14/2017
 Created By: Green, Staff Last Changed By: Green, Staff

Members

		Name	Title/Series	Department	Membership	
<input type="checkbox"/>	<input type="checkbox"/>	GREEN, CANDIDATE 1	ASSOC PROF-AY	GREEN	<input type="text" value="Member"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	GREEN, CANDIDATE 2	PROF-AY	GREEN	<input type="text" value="Member"/>	<input type="checkbox"/>

Any changes, except for membership, to the committee will appear in the committee properties change log.

Committee List > Committee Details > Committee Properties

Best Review Committee in Town : Details

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

System Properties:

Date Created: 07/14/2017 Date Last Changed: 07/14/2017
 Created By: Green, Staff Last Changed By: Green, Staff

Committee Properties Change Log:

Date	User	Property	Old Value	New Value

When editing committees, the following property locks apply:

- **Name Change:** Always allowed.
- **Committee Type:** Locked once a committee has been assigned to a file.
- **Confidentiality:** Locked if the committee’s report has been uploaded to an assigned file.
- **Recommendation data:** Locked after data has been entered and saved.
- **Unit/Department:** Locked after the committee has been notified to review a file.

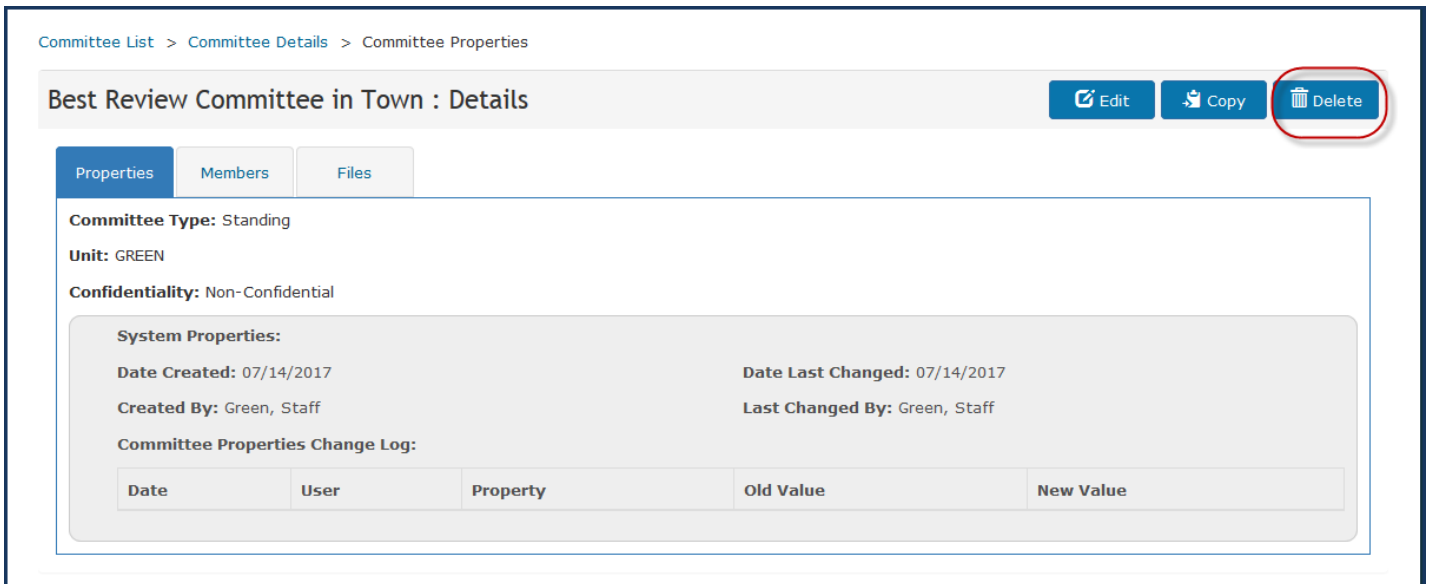
C. Deleting Committees

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

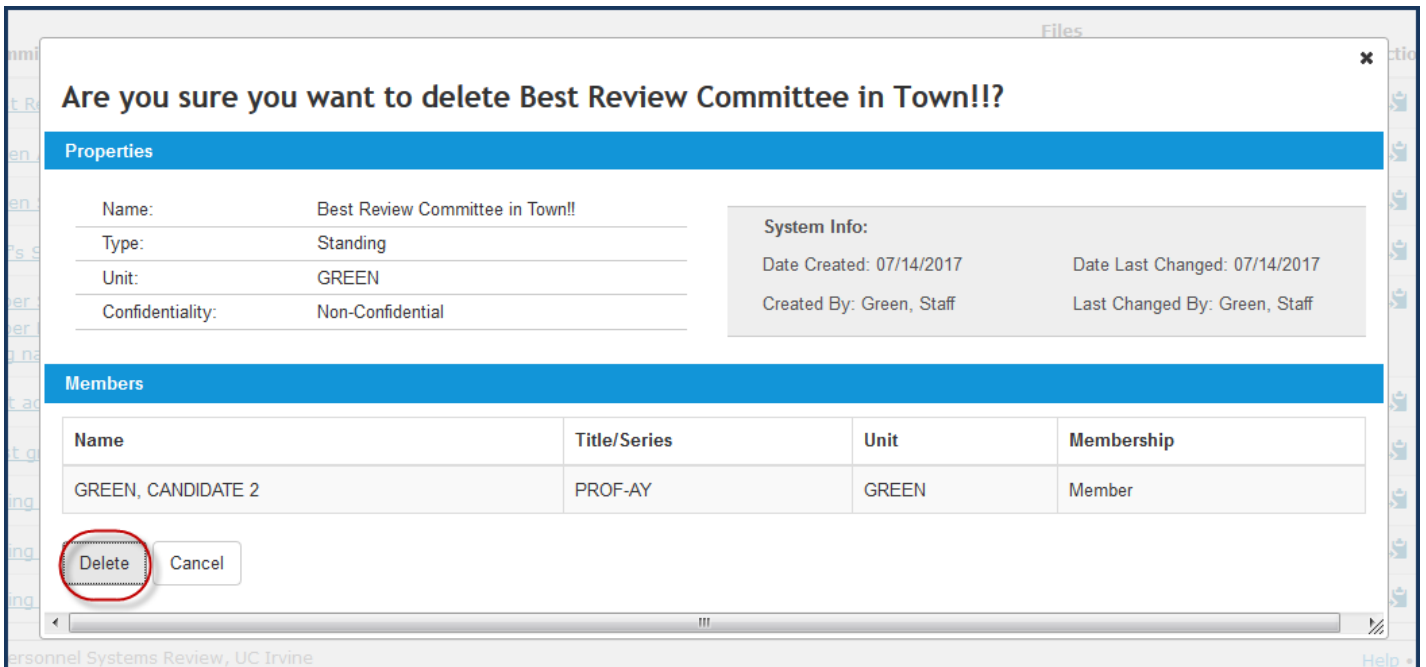
1. Enter the committee list screen by selecting the “Committees” tab or by clicking the “Committees” hyperlink on the homepage.
2. Click the “Delete” icon located on the committee’s row on the committee list screen.

Committee List								Create New Committee	
Committee Name	Committee Type	Unit	Files Assigned	Reviewing	Action				
Best Review Committee in Town	Standing Committee	GREEN	0	0					
Green Ad Hoc - test search copy 2	Ad Hoc Committee	GREEN	0	1					
Green Standing - test search	Standing Committee	GREEN	0	0					
Jeff's Standing Committee	Standing Committee	GREEN	0	0					
Super Super Super Super Super Super Duper Duper Duper Duper Duper Duper Duper long_name	Standing Committee	GREEN	0	1					
test_ad_hoc	Ad Hoc Committee	GREEN	0	1					
Test green NC	Standing Committee	GREEN	0	1					
voting_1	Voting Faculty	GREEN	0	1					
voting_2	Voting Faculty	GREEN	0	0					
voting_3	Voting Faculty	GREEN	0	0					

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



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



D. Assigning Committees from the Review File Details Screen

1. Enter the review file list by selecting the “Review Files” tab or by clicking the “Review Files” hyperlink on the homepage.
2. Click the Candidate’s name to open the review file details screen.
3. Scroll to the “Department Review – Committee Review” section of the screen and click “Assign Committee”.

University of California, Irvine > Office of Academic Personnel > AP Review Staff Green is logged in [Logout]

UCI Review
Academic Personnel Systems

Home **Review Files** Committees

GREEN, CANDIDATE 2 - DDMerit - 07_01_17

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

Status: Departmental Review File Actions... [v] 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](#)

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

Assign a Committee to:
GREEN, CANDIDATE 2 - DDMerit - 07_01_17

Committee Name	Files Assigned	Reviewing
Standing Committee(s)		
<input type="radio"/> Best Review Committee in Town!! (Non-Confidential)	0	0
<input checked="" type="radio"/> Dept of Green Committee (Non-Confidential) To recuse an individual from reviewing this file, deselect (un-check) their name from the list below. <ul style="list-style-type: none"> <input checked="" type="checkbox"/> GREEN, CANDIDATE 1 (ASSOC PROF-AY, GREEN) <input type="checkbox"/> GREEN, CANDIDATE 2 (PROF-AY, GREEN) <input checked="" type="checkbox"/> GREEN, CHAIR (PROF-AY-B/E/E, GREEN) <input checked="" type="checkbox"/> GREEN, FACULTY (SR LECT SOE-AY, GREEN) 	0	0
<input type="radio"/> Jeff's Standing Committee (Non-Confidential)	0	0
<input type="radio"/> NKV Super Super Duper Duper Duper Duper Duper Duper Duper long name (Non-Confidential)	0	1
<input type="radio"/> Test green NC (Non-Confidential)	0	1

Cancel Save Save & Notify

Email Notification to Committee Members

GREEN, CANDIDATE 2 - DDMerit - 07_01_17

The following committee members are assigned to review the file.

- Dept of Green Committee (Standing)
 - ✓ CANDIDATE 1 GREEN
 - ✓ CHAIR GREEN
 - ✓ FACULTY GREEN
 - ✗ CANDIDATE 2 GREEN (Recused)

To:

CANDIDATE 1 GREEN <TEST2013@UCI.EDU>; CHAIR GREEN <TEST2012@UCI.EDU>; FACULTY GREEN <TEST2015@UCI.EDU>

CC:

Subject:

File ready for Departmental Committee Review (GREEN, CANDIDATE 2 - DDMerit - 07_01_17)

Message:

File ready for Departmental Committee Review (GREEN, CANDIDATE 2 - DDMerit - 07_01_17)

Please type your message here:

The message below is generated by AP Review, UCI's electronic academic personnel system. A committee member user guide is available at <http://ap.uci.edu/wp-content/uploads/APReviewUserGuide-Committee.pdf> to help you navigate through the system.

You have been identified as a member of a department committee for the academic review file noted above. The academic review file for this candidate is now ready for review. If you feel that you have been contacted in error, please contact your department.

To view this academic review file:

1. Log in to AP Review (<https://review.ap.uci.edu/apol/>).
2. Click on 'Review Files.'
3. Click on the link for this review file.
4. Under 'Committee Review' in the file detail section of your screen, click on the PDF BUNDLE link associated with this committee.
5. A new tab/window will open with a view of the bundled file.

Committee members are reminded that the 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, please contact your department.

Thank you for your service on this committee.

Send

Cancel

6. Click the "Send" button.
7. 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 in the committee's section on the file details page.

University of California, Irvine > Office of Academic Personnel > AP Review Staff Green is logged in [Logout]

UCI Review
Academic Personnel Systems

Home **Review Files** Committees

GREEN, CANDIDATE 2 - DDMerit - 07_01_17

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

Status: Departmental 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](#)

- [Dept of Green Committee](#) (Standing Non-Confidential) **PENDING NOTIFICATION** [Notify](#) [Unassign](#)
- [Dept of Green Committee Bundle](#) | [Dept of Green Committee PDF BUNDLE](#)
- Report - Unredacted
- Certification: Departmental Committee Report Access

The committee status 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.

GREEN, CANDIDATE 2 - DDMerit - 07_01_17

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](#)

- [Dept of Green Committee](#) (Standing Non-Confidential) **IN REVIEW** [End Access](#) [Re-Notify](#) [Unassign](#)
- [Dept of Green Committee Bundle](#) | [Dept of Green Committee PDF BUNDLE](#)
- Report - Unredacted [Upload](#)
- Certification: Departmental Committee Report Access

E. 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.

Committee List > Committee Details > Committee Files

Best Review Committee in Town!! : Details Edit Copy Delete

Properties Members **Files**

- File(s) Pending Notification

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

Name	Date Assigned	Department
No data available in table		

- File(s) in Review

End Committee Access Re-Notify Unassign File(s)

Name	Date Notified	Department
No data available in table		

- File(s) Completed

Name	File Status	Department
No data available in table		

Previous Next

5. Select the file that you wish to assign 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.

Assign File(s) to Committee

Search

File Name Department File Status

Search

Results

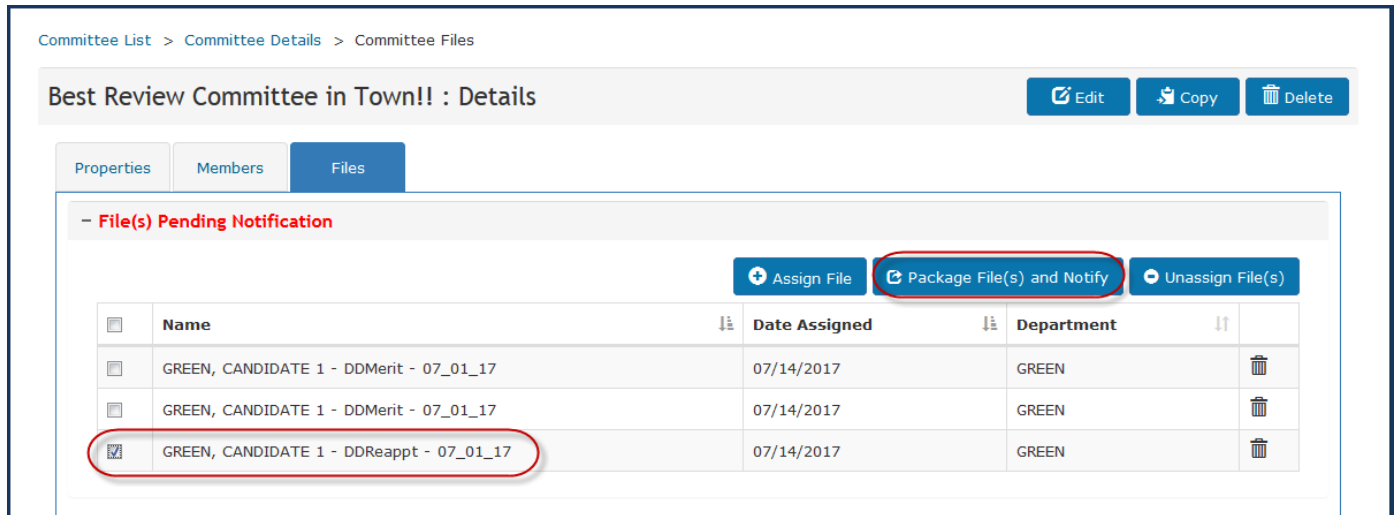
File Name	Department	File Status
<input checked="" type="checkbox"/> GREEN, CANDIDATE 1 - DDReappt - 07_01_17	GREEN	Department Committee Review
<input type="checkbox"/> GREEN, CANDIDATE 2 - DDMerit - 07_01_17	GREEN	Departmental Review

Showing 1 to 2 of 2 entries

Previous **1** Next

Add Cancel

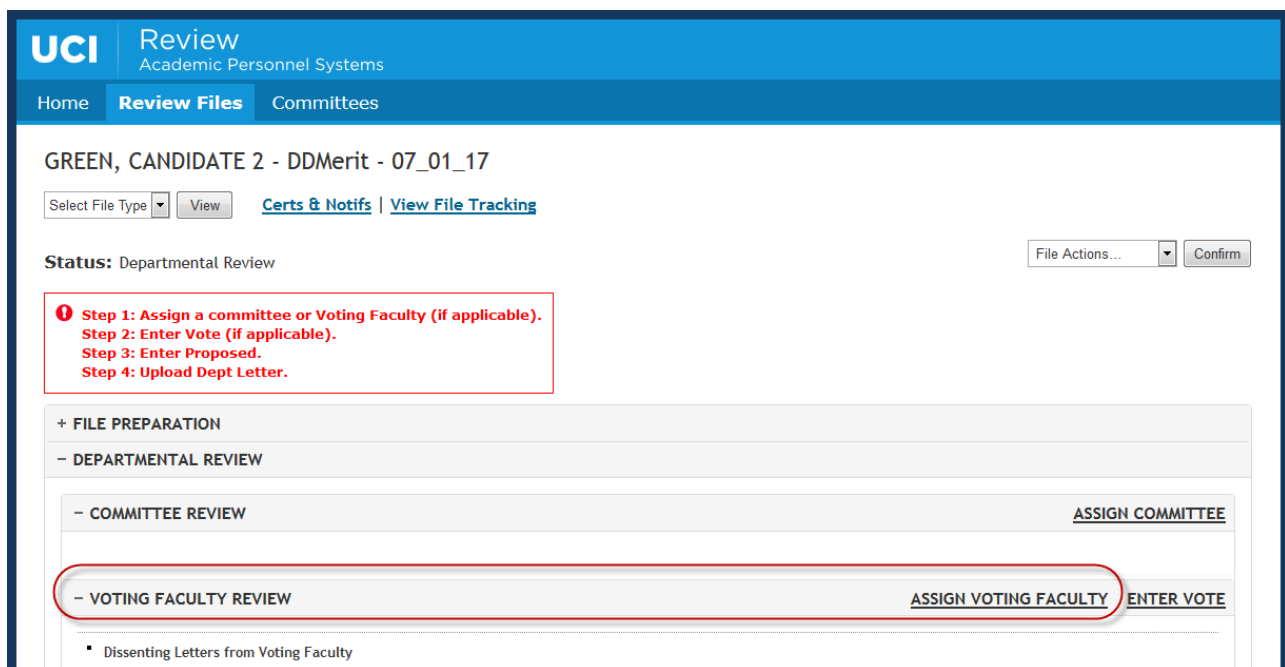
7. You will return to the committee details page where the assigned file will now appear in the “File(s) Pending Notification” section on the “Files” tab.
8. To notify the committee that the review file is ready for their review, check the box next to the file name.
9. Click the “Package File(s) and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



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.

F. Assigning Voting Faculty to Review Files

1. Create voting faculty committees as described in the “Creating Committees” instructions.
2. While on the file details page of a file, click on “Assign Voting Faculty”.



3. 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:
GREEN, CANDIDATE 2 - DDMerit - 07_01_17

Committee Name	Files Assigned	Reviewing
<input type="checkbox"/> voting 1 (Non-Confidential)	0	1
<input type="checkbox"/> voting 2 (Non-Confidential)	0	0
<input checked="" type="checkbox"/> voting 3 (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.

voting 3

- GREEN, CANDIDATE 1 (ASSOC PROF-AY, GREEN)
- ~~GREEN, CANDIDATE 2 (PROF-AY, GREEN)~~
- GREEN, CHAIR (PROF-AY-B/E/E, GREEN)
- ORANGE, CANDIDATE 2 (PROF-AY-B/E/E, PURPLE)
- PURPLE, CANDIDATE 1 (ASSOC PROF-AY, PURPLE)
- PURPLE, CANDIDATE 2 (PROF-AY, PURPLE)
- PURPLE, CHAIR (PROF-AY-B/E/E, PURPLE)
- RED, CANDIDATE 1 (ASSOC PROF-AY, RED)
- RED, CANDIDATE 2 (PROF-AY, RED)
- RED, CHAIR (PROF-AY, RED)

4. 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 "Notify" hyperlink located next to the committee's section on the file details page.
5. If you are ready to notify the committee to review the file, click the "Save & Notify" button. The committee notification pop-up window will display all committee members that will be notified.
6. Click the "Send" button.

GREEN, CANDIDATE 2 - DDMerit - 07_01_17

The following committee members are assigned to review the file.

voting 3 (Voting Faculty)

- ✓ CANDIDATE 1 GREEN
- ✓ CHAIR GREEN
- ✓ CANDIDATE 2 ORANGE
- ✓ CANDIDATE 1 PURPLE
- ✓ CANDIDATE 2 PURPLE
- ✓ CHAIR PURPLE
- ✓ CANDIDATE 1 RED
- ✓ CANDIDATE 2 RED
- ✓ CHAIR RED
- ✗ CANDIDATE 2 GREEN (Recused)

To:
 CANDIDATE 1 GREEN <TEST2013@UCI.EDU>; CHAIR GREEN <TEST2012@UCI.EDU>; CANDIDATE 2 ORANGE <TEST2031@UCI.EDU>; CANDIDATE 1 PURPLE <TEST2058@UCI.EDU>; CANDIDATE 2 PURPLE <TEST2059@UCI.EDU>; CHAIR PURPLE <TEST2057@UCI.EDU>; CANDIDATE 1 RED <TEST2025@UCI.EDU>; CANDIDATE 2 RED <TEST2026@UCI.EDU>; CHAIR RED <TEST2024@UCI.EDU>

CC:

Subject:

Message:
 File ready for Voting Faculty Review (GREEN, CANDIDATE 2 - DDMerit - 07_01_17)

Please type your message here:

The message below is generated by AP Review, UCI's electronic academic personnel system. A voting faculty user guide is available at <http://ap.uci.edu/wp-content/uploads/APReviewUserGuide-VotingFaculty.pdf> to help you navigate through the system.

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

To view this academic review file:

1. Log in to AP Review (<https://review.ap.uci.edu/apol/>).
2. Click on 'Review Files.'
3. Click on the link for this review file.
4. Under 'Select File Type' in the file detail screen, highlight 'Department.'
5. Click the 'View' button. A new tab/window will open with a view of the bundled file.

Faculty are reminded that the 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, 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.