

AP REVIEW—Voting Faculty Notification and Instructions

This guide contains information on two processes completed by Voting Faculty:

- (1) Review of the file prior to voting
- (2) Inspection of the departmental recommendation letter, with the opportunity to submit dissenting letters

A. Voting Faculty review of the file prior to voting

1. After file preparation is complete, the Department Staff will notify the Voting Faculty to review the file.

Voting Faculty will receive the following e-mail notification:

- From: test2051@uci.edu
- To: test2053@uci.edu,test2052@uci.edu
- Cc:
- Subject: File ready for departmental review (PINK, CANDIDATE 2 - DDMerit - 07_01_10)
- Text: This is an email generated by AP On-Line Review.

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://review.ap.uci.edu/apol/>) and click on the link for the file.

Faculty are reminded 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 about the departmental review process, please contact your department.

Following are any supplemental information and/or instructions provided by your department:

2. Voting Faculty will log into the Review system.

Suggested Web Browsers

The browsers (along with specific operating systems) listed below have been tested for this pilot. If you choose to use a browser (with an operating system) other than the ones listed here, the site's pages may not display properly, and you may encounter problems that OIT technical support may not be able to resolve.

Microsoft browsers:

Internet Explorer 7.0 (Windows XP)

Internet Explorer 8.0 (Windows XP)

Mozilla Firefox browsers:

Mozilla Firefox 3.5.x (Windows XP; and Macintosh Operating System 10.4.x)

Mozilla Firefox 3.6.x (Windows XP; and Macintosh Operating System 10.5.x)

Log In Information:

Point your Web browser to <http://ap.uci.edu/ap-review/>

On the Welcome page, click the link, "Login to AP Review"

UCI Office of Academic Personnel

POLICIES & PROCEDURES ▾ COMPENSATION & BENEFITS ▾ LISTS & FORMS ▾ AP SYSTEMS ▾ PROGRAMS & INITIATIVES ▾ RESOURCES ▾

🏠 > AP Review

AP Review

In Fall 2010, UC Irvine piloted AP Review, a system which routes academic personnel review files electronically. This review system was developed by UC San Diego and shared with UC Irvine as part of a two campus collaboration to share AP systems. UCSD piloted this system in 2009-10 and currently processes their dean delegated and CAP-reviewed merits using AP Review. In exchange for AP Review, UC Irvine shared Recruit with UCSD and UCSD now utilizes Recruit for their faculty recruitment.

UC Irvine's 2010-11 pilot processed fifteen faculty merit files using AP Review, including three files reviewed by the Council on Academic Personnel (CAP). Eight departments, representing seven schools/units, participated in the pilot. Due to the success of the pilot and the support and feedback from our pilot users, AP Review was adopted as the campus AP Review System starting the 2011-12 review year.

Some key features of AP Review include:

- Routes the file electronically, from uploading file preparation documents to final decision notification
- Enables candidates and all reviewers to review the file in a bundled PDF online (via secure login), with bookmark functionality to locate documents easily
- Provides system generated email notifications to users, prompting them to take action
- Creates and processes candidate certifications electronically
- Creates a transparent tracking system of the movement of the file
- Provides access to records

For more information on AP Review, including a five minute overview of the system, please visit our [Resources](#) section. If you have any questions or comments about AP Review, please contact our [AP Review](mailto:apreview@uci.edu) team at: apreview@uci.edu.

[Login to AP Review](#)

Need Help?

[Troubleshooting Help](#)
[Contact Us](#)
[Resources](#)

Other Information

[Accessibility](#)
[Privacy Policy](#)

You will be asked to authenticate with your UCInetID and password.

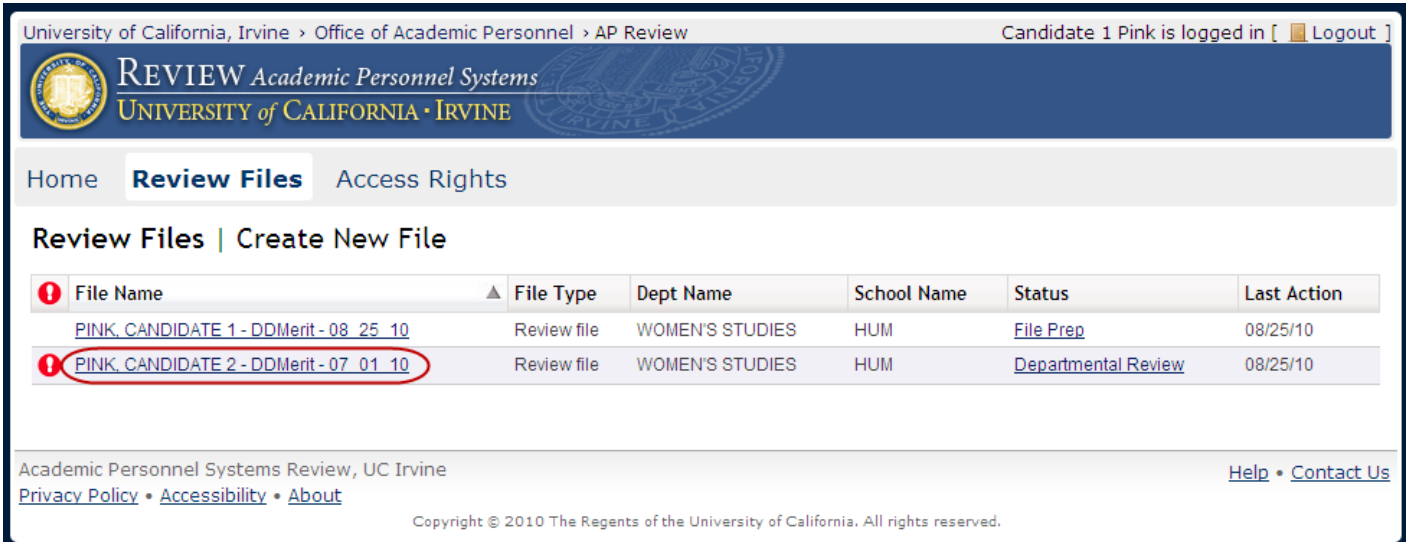


- When Voting Faculty log on to AP Review, they will see a home screen with the option to click “Review Files.”

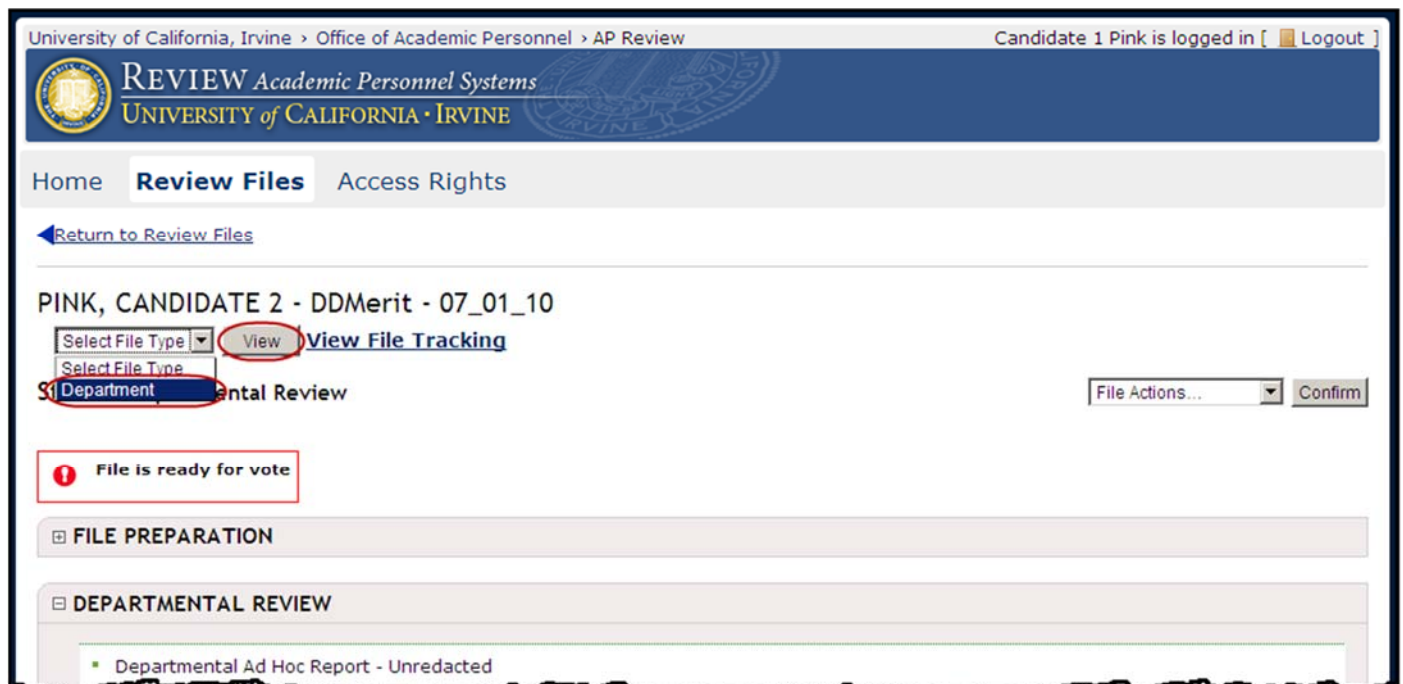
When Voting Faculty click “Review Files,” a list of Candidates under faculty review will be displayed.



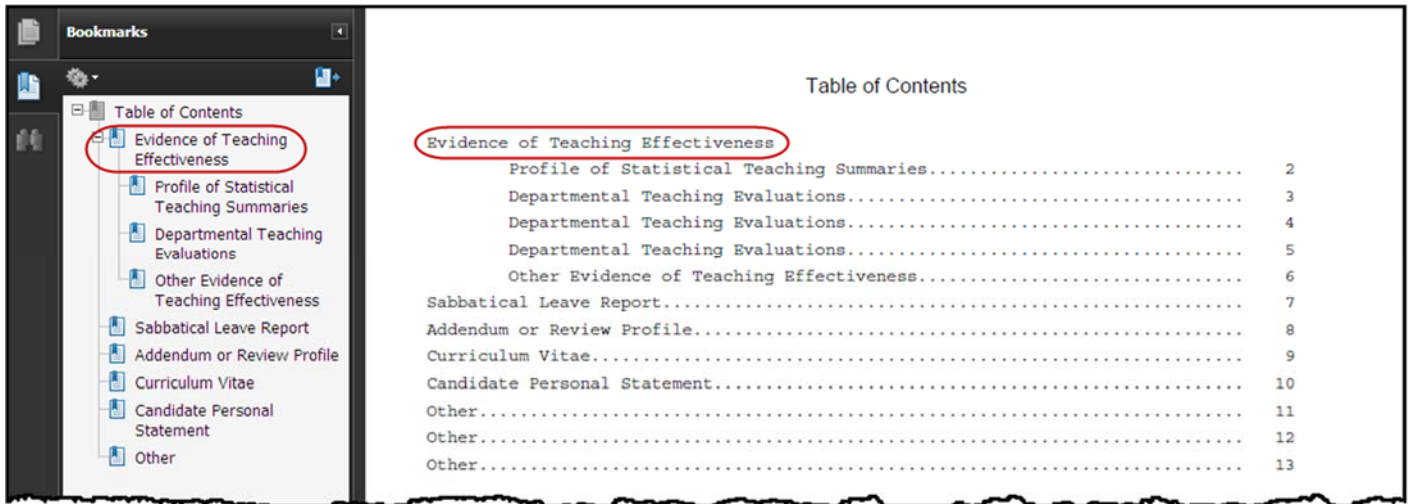
- When Voting Faculty click a Candidate's name, the review file detail screen for that Candidate will open.



- 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, then close the window to return to the review file detail screen.

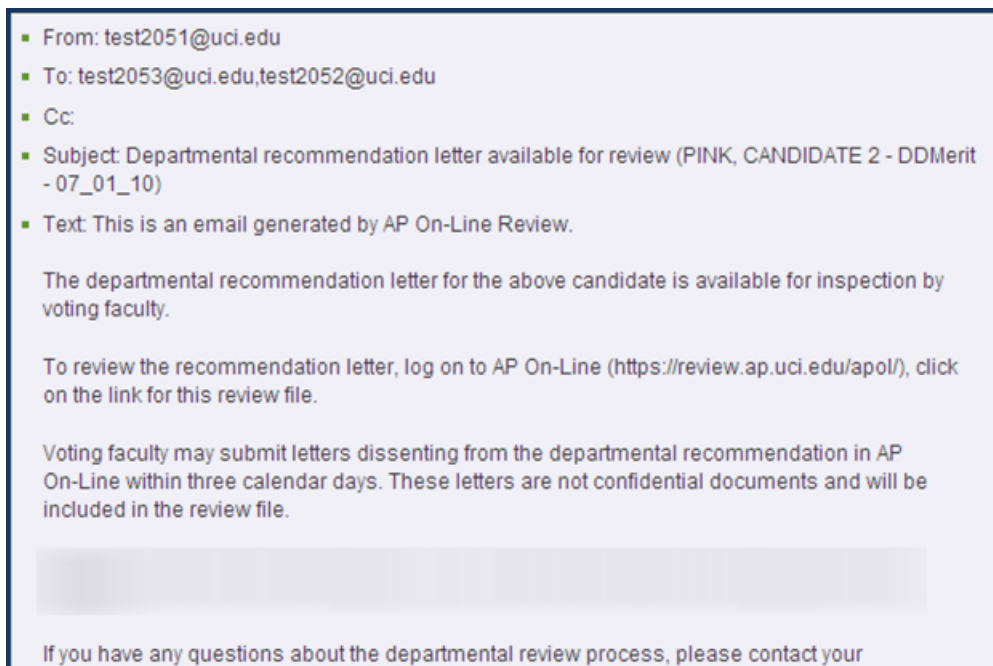


Voting Faculty will discuss the review file and vote outside of AP Review, and the results of the vote will be recorded by the Department Staff.

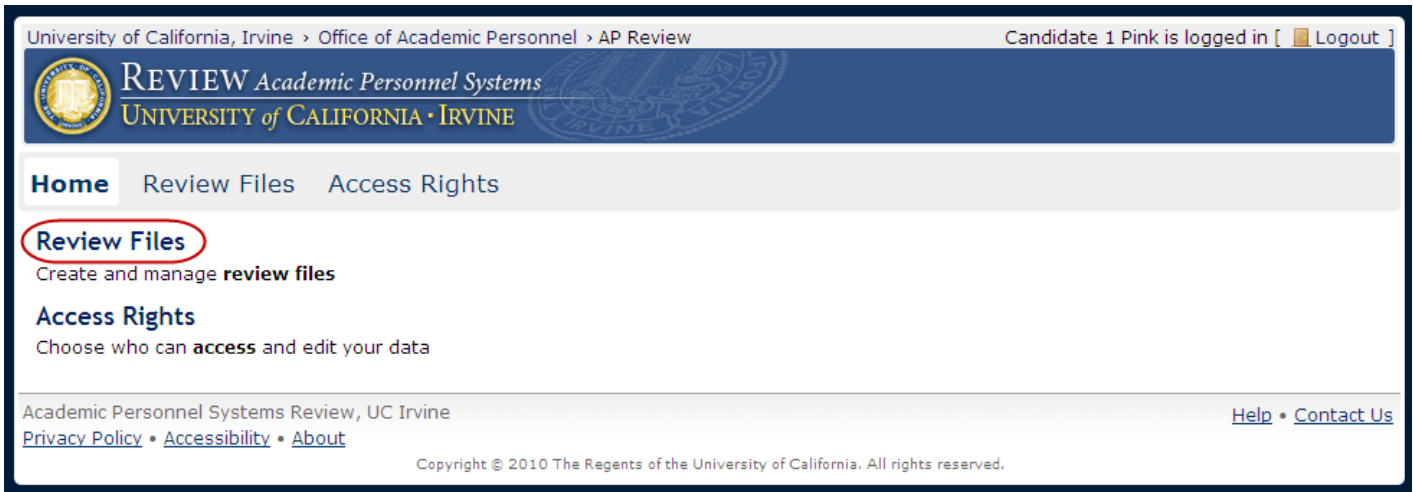
B. Voting Faculty inspection of the departmental recommendation letter

- If Voting Faculty reviewed and voted on the file before the departmental recommendation letter was finalized, 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.)

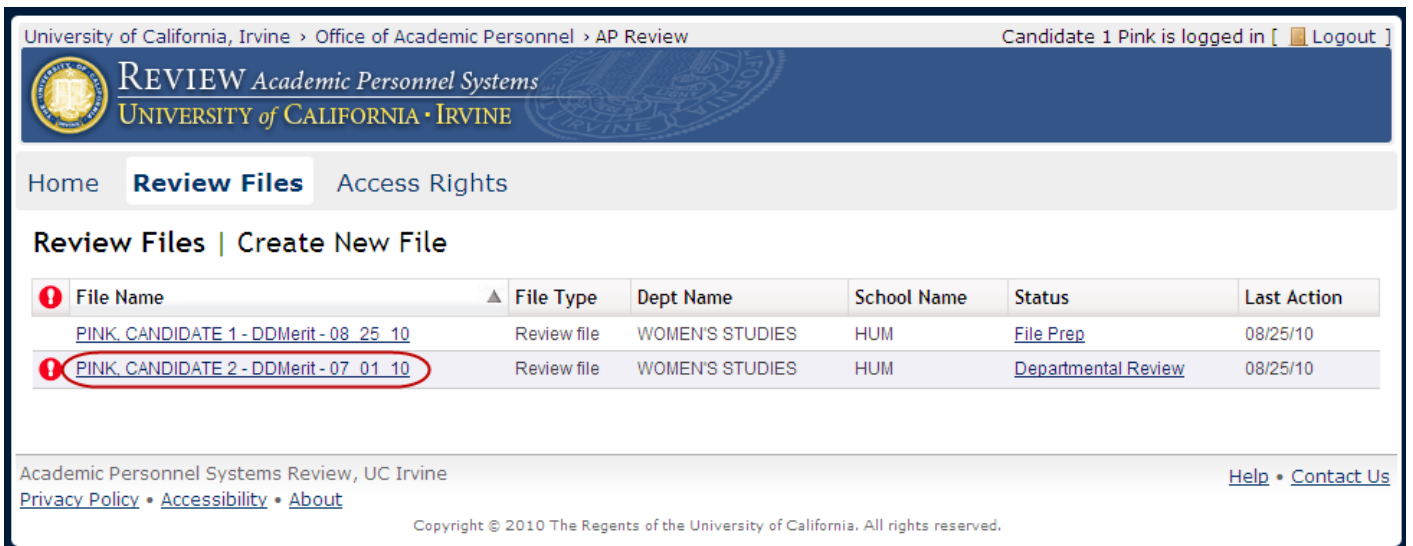
Following is the email that Voting Faculty receive:



2. Voting Faculty can then view the departmental letter.
 - a. Voting Faculty will click “Review Files” on their home page to display the file list



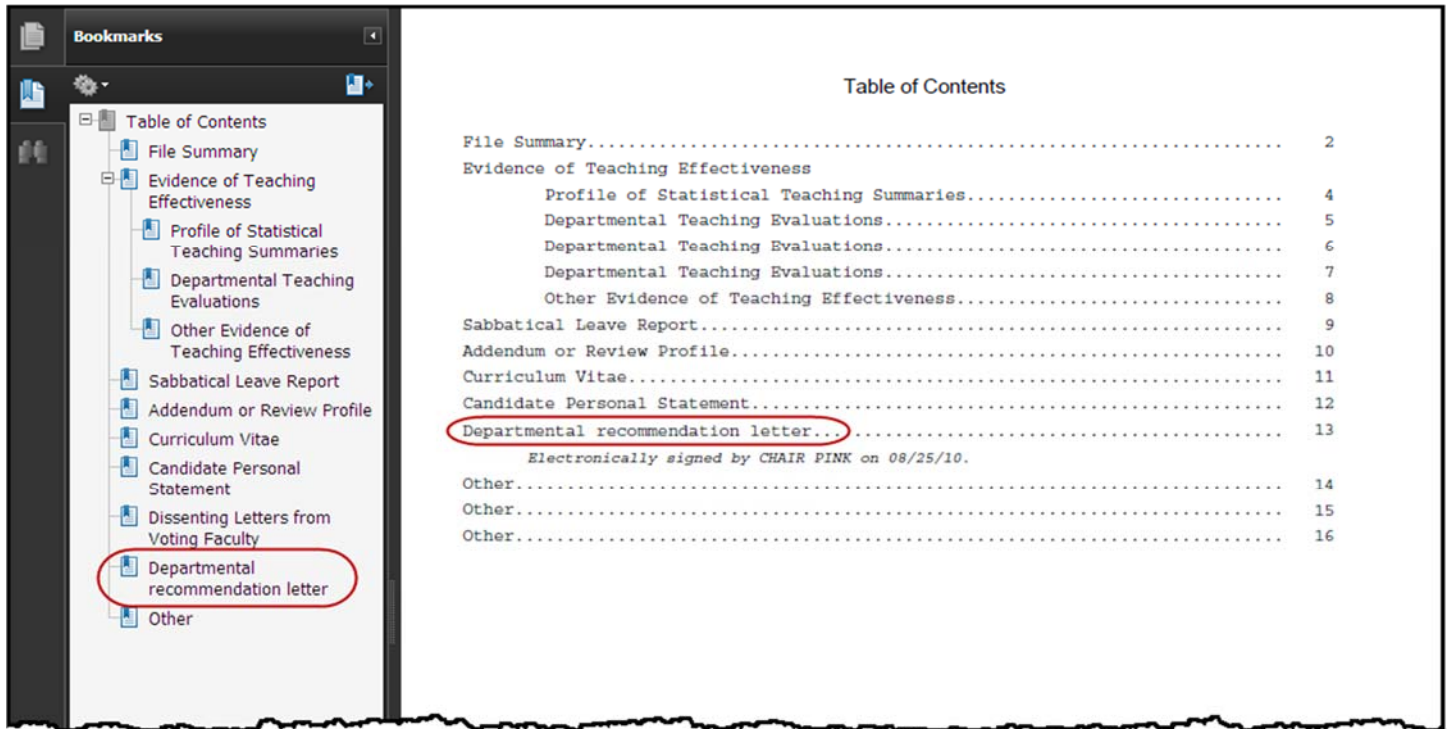
- b. They will click the appropriate Candidate's name to open the review file detail screen



- c. They will select “Department” on the Select File Type drop-down menu and click “Confirm” to open the bundled PDF.



- d. Then they will click on “Department Recommendation Letter” in the Table of Contents and read the departmental recommendation letter.



Outside AP Review, Voting Faculty may write dissenting letters and submit their signed letters to the Department Staff. The Department Staff role will scan the letters, convert them to PDF documents, and upload them to the review file.

Dissenting letters must be received and uploaded within three calendar days. After three calendar days, access to the file will end for the Voting Faculty role.

Faculty should keep in mind 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.