

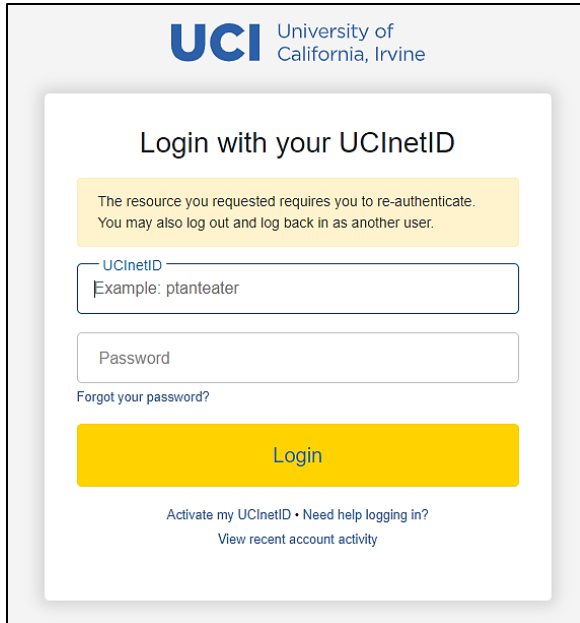
# SCHOLARSTEPS CANDIDATE USER GUIDE

LAST UPDATED JUNE 15, 2023

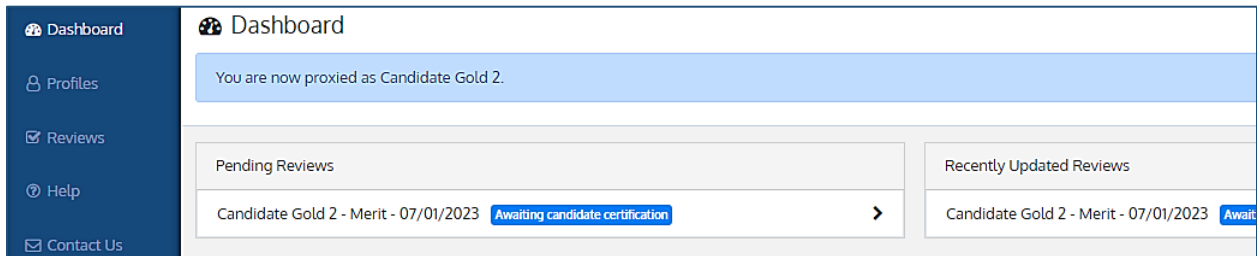
# I. LOGGING INTO SCHOLARSTEPS

You must have an active appointment and UCINETID and password to access ScholarSteps.

1. You can access ScholarSteps at: <https://scholarsteps.ap.uci.edu/> .
2. You will be taken to the UCI Shibboleth Login to enter your credentials.

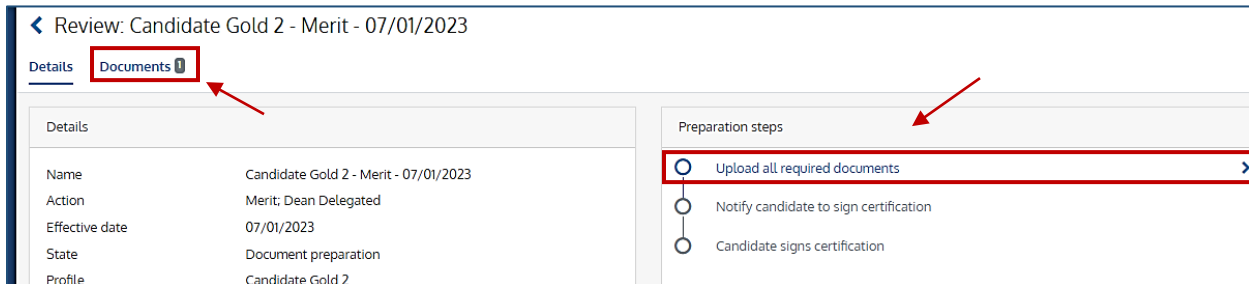


3. The dashboard will appear once you login. The dashboard will display any pending review files you have access to. This may be your own file and file(s) you have access to as a committee member/voting faculty. Your completed review files can be found by clicking the “Reviews” option on the lefthand side.

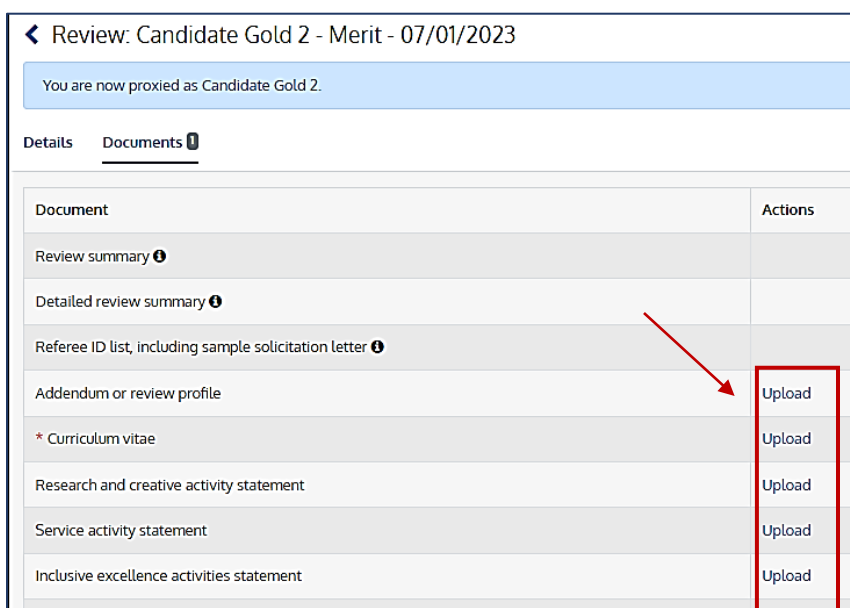


## II. UPLOADING DOCUMENTS

1. During file preparation, there are two ways to access the page to upload documents: click the “Documents Tab” or click “Upload all required documents” under the Preparation steps box on the “Details” tab.



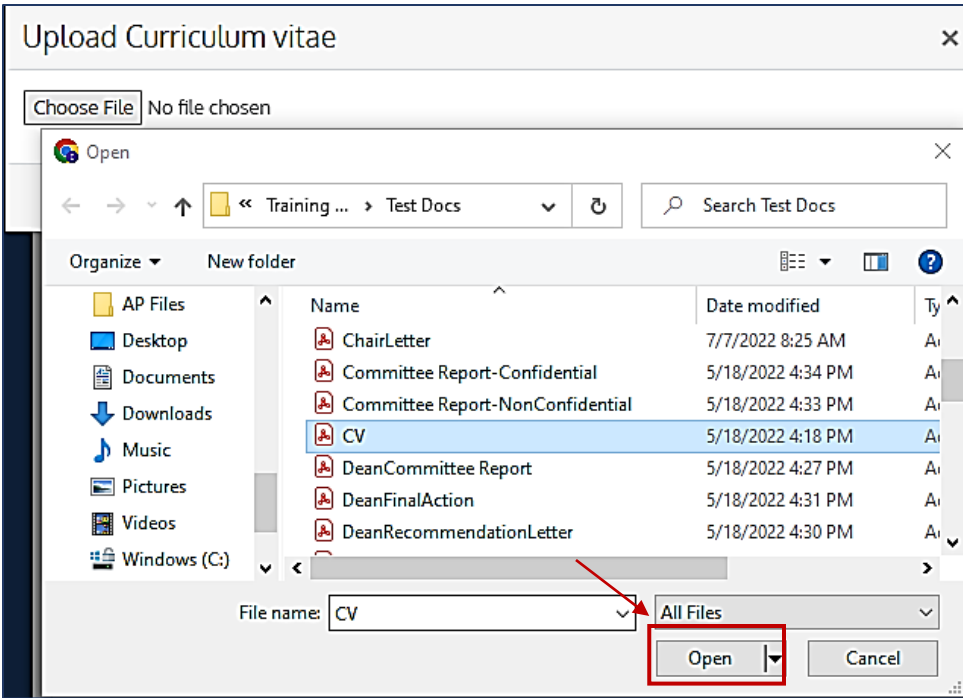
2. Once clicked, the “Documents” tab will appear and candidates have the option to upload any documents for the review, aside from solicited external letters.



- i. A pop-up box will appear. Select “Choose File” and a window will open to select and upload PDF documents.

- ▶ Note: You cannot upload multiple files at once. Documents will need to be uploaded one and a time in the order that you would like them to appear in the bundle.





ii. Once the desired file is selected, click “Upload.”



iii. After each document is uploaded, the “Documents” screen will display a link to the PDF below each document type. You can click the link to see the individual file, or you can hover over the link to view the date/time the document was uploaded, the name of the person who uploaded, and the file size.

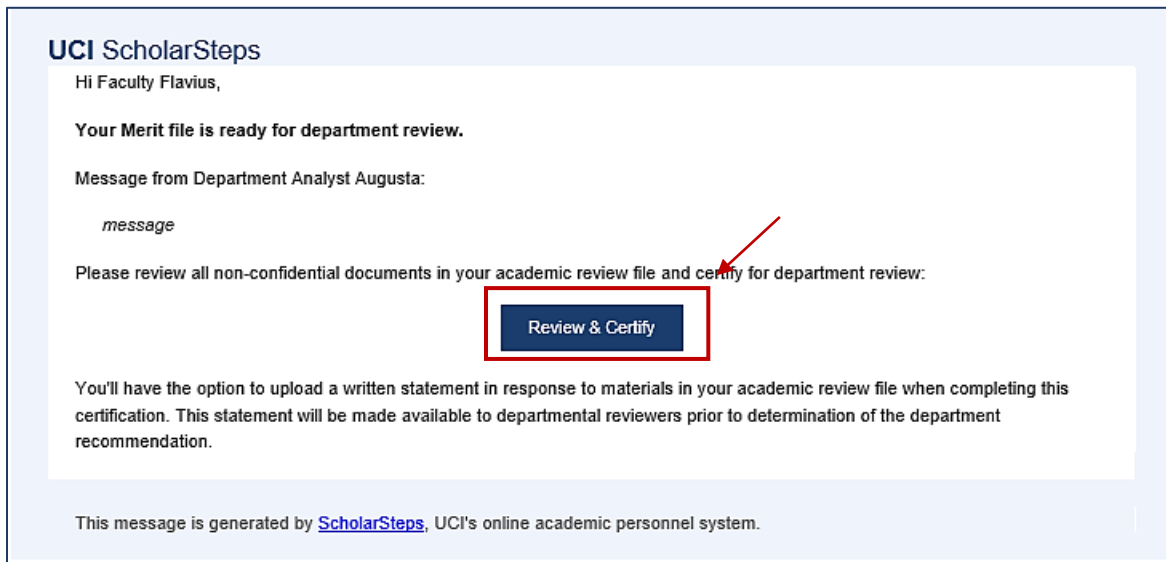


### III. CERTIFYING YOUR REVIEW FILE AND UPLOADING A RESPONSE

- Note: It is strongly recommended that candidates inspect the file contents during the file preparation stage **before** they are asked to certify the file.

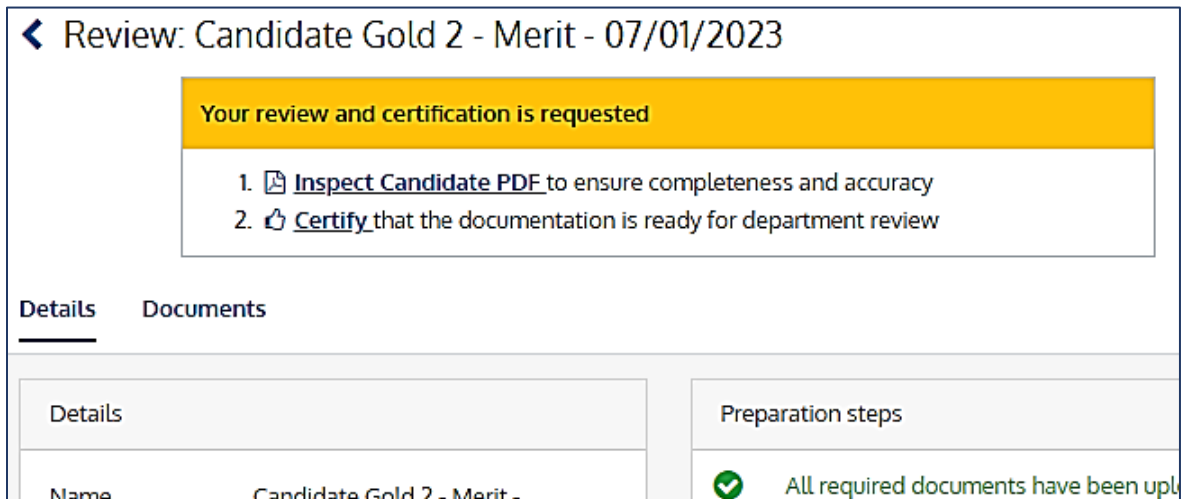
#### CERTIFYING FOR DEPARTMENTAL REVIEW

1. When the department has determined that the review file is complete and is ready for departmental review by the Voting Faculty and Department Chair, the department notifies the Candidate to inspect the file and sign the Certification of Departmental Review. The following is the email notification sent:



Clicking the “Review & Certify” button will direct you to the review file.

2. Once directed to the review file, the following note box is displayed on the review file homepage.



Step 1 has a link to Inspect the Candidate PDF. Candidate PDF can also be found by clicking the “Documents” tab.

3. Once the file has been inspected, Step 2 provides a link to certify the file. Once clicked, a pop-up message appears with the option to upload a response and certify.

**Certification of Department Review** ×

I certify that:

1. I was informed of the impending academic review for this personnel action and of the relevant [University of California policies and procedures](#) related to the academic review process.
2. I was provided opportunity to ask questions, to supply information and evidence to be used in the review, to make any desired additions, to suggest names for external referee letters (if required), and to provide, in writing, names of persons who, for reasons set forth by me, may not provide objective evaluations.
3. I had the opportunity to inspect all non-confidential materials in my academic review file.
4. I understand I may submit a written statement for inclusion in this file in response to or commenting upon material in the file.

Note: Your acceptance on this certification indicates only that you acknowledge the procedures required by University policy were followed prior to departmental consideration of your file. It does not imply your agreement or disagreement with any of the assessments or opinions in the academic review file. If you have questions, contact your department's academic personnel representative before accepting.

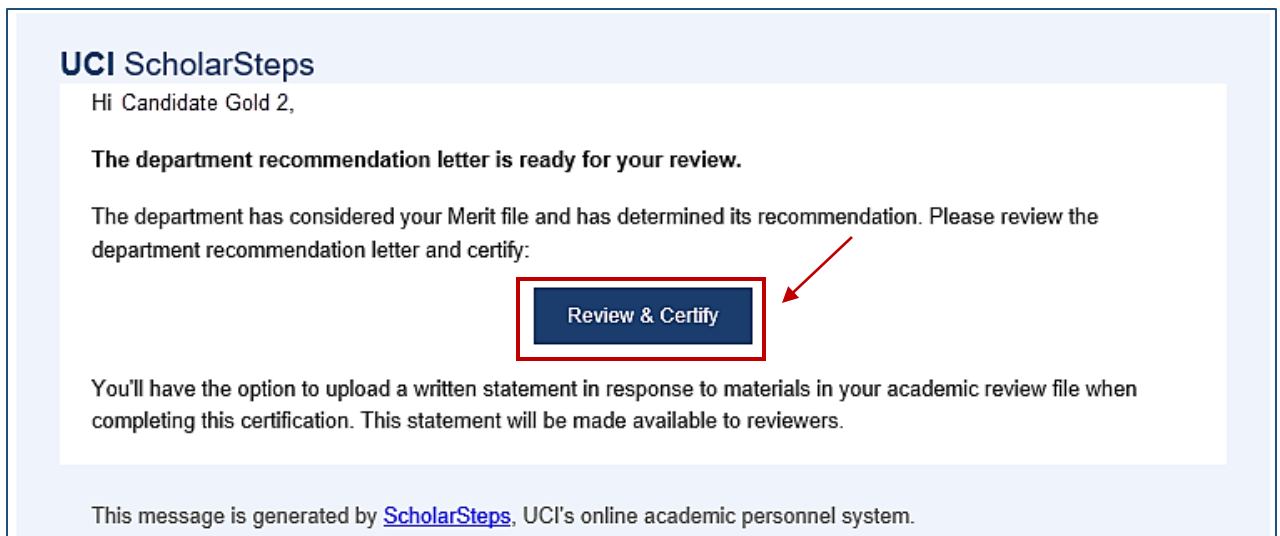
I accept ← **Step 1**

Optional: upload your response **Step 3**  
 No file chosen ← **Step 2 (optional)**

**IMPORTANT!** If a correction is needed on the file: Certify the file, then the department staff can return the file to the preparation stage by requesting corrections. The candidate or department staff can then upload or replace a file. The file will need to be re-certified.

## CERTIFYING DEPARTMENT RECOMMENDATION LETTER

1. When the department review has been completed and the department recommendation letter has been uploaded, the department notifies the Candidate to inspect the letter and sign the Certification of Departmental Recommendation. The following is the email notification sent:



Clicking the "Review & Certify" button will direct you to the review file.

2. Once directed to the review file, the following note box is displayed on the review file homepage.

Review: Candidate Gold 2 - Merit - 07/01/2023

Your review and certification is requested

1. [Inspect Candidate PDF](#) to ensure completeness and accuracy
2. [Certify](#) that the documentation is ready for department review

Details Documents

Details Preparation steps

Name Candidate Gold 2 - Merit - ✓ All required documents have been upl...

Step 1 has a link to Inspect the Candidate PDF. Candidate PDF and links to the individual documents in the file can also be found by clicking the “Documents” tab.

3. Once the file has been inspected, Step 2 provides a link to certify the file. Once clicked, a pop-up message appears with the option to upload a response and certify.

Certification of Department Recommendation

I certify that:

1. I was informed of the impending academic review for this personnel action and of the relevant University of California policies and procedures related to the academic review process.
2. I was provided opportunity to ask questions, to supply information and evidence to be used in the review, to make any desired additions, to suggest names for external referee letters (if required), and to provide, in writing, names of persons who, for reasons set forth by me, may not provide objective evaluations.
3. I had the opportunity to inspect all non-confidential materials in my academic review file.
4. I understand I may submit a written statement for inclusion in this file in response to or commenting upon material in the file.

Note: Your acceptance on this certification indicates only that you acknowledge the procedures required by University policy were followed prior to departmental consideration of your file. It does not imply your agreement or disagreement with any of the assessments or opinions in the academic review file. If you have questions, contact your department's academic personnel representative before accepting.

I accept ← **Step 1**

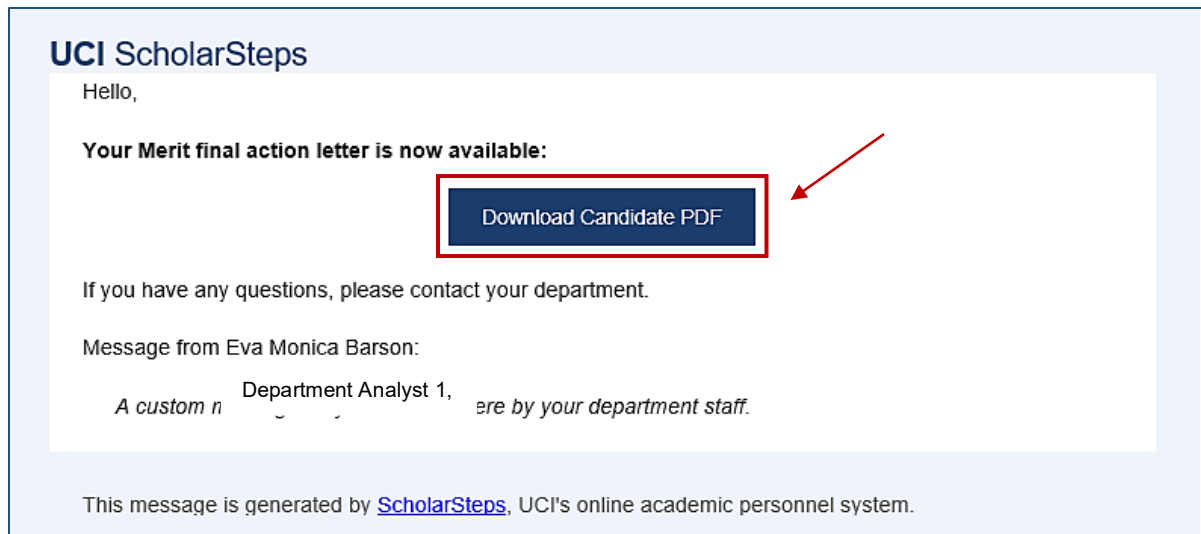
Optional: upload your response  
 No file chosen ← **Step 2 (optional)**

← **Step 3**

**IMPORTANT!** If a correction is needed on the file: Certify the file, then the department staff can return the file to the proper stage by requesting corrections. The candidate or department staff can then upload or replace a file. The file will need to be re-certified.

## IV. CANDIDATE IS NOTIFIED OF FINAL ACTION

1. When a final decision is made by either the Dean or campus level authorities, candidates will receive a notification like the one below:



Clicking the “Download Candidate PDF” button will open a browser of the completed review file pdf that you can download for your records. You will have access to your file, including the CAP report (in a CAP reviewed file), Chair’s independent letter (if applicable), and Dean’s recommendation letter (in a CAP reviewed file), in addition to previously submitted materials.