

REVIEWS 2013

E-FILE INFORMATION AND UPDATES, TIPS FOR ALL FILES,
AND BIOBIB GENERAL INFORMATION

E-FILES WITH AP ONLINE

As of this season, all standard merit files are required to be processed on AP online. They want us on board with all file types ASAP, including CAP files. Anyone who WANTS to participate with their file may do so. 😊

A page of links is available from the Academic Personnel Services Office:

<http://academicaffairs.ucsd.edu/aps/apol/>

Your UCSD Single Sign on is how you will get in. To ensure less recording of uploading and alterations, your documents will be emailed to me and your file will be uploaded by me—so much will still happen outside of the system—including processing of file by paper, like normal, until I upload all e-files during the summer when the courseload forms are released.

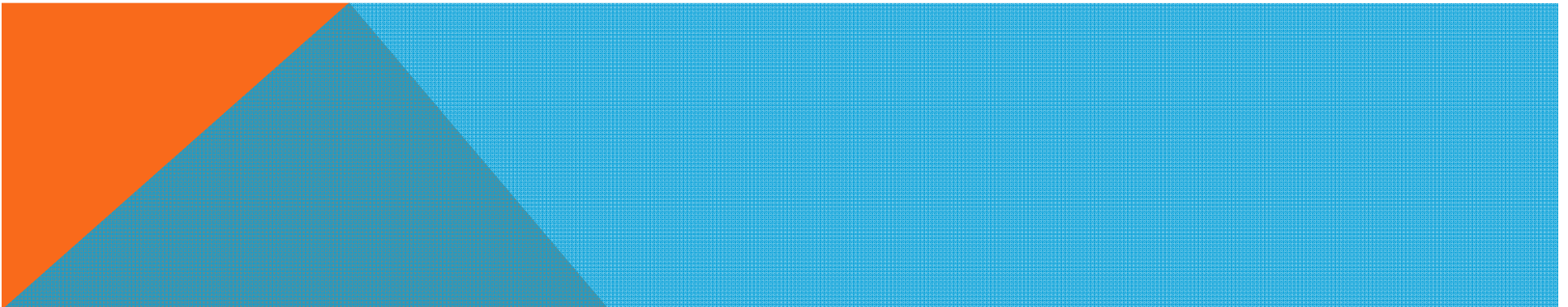
There is a thorough manual about how files move in the system, which you are welcome to view if you want a preview. On the online system, there is one more certification than there is in normal file processing.

http://academicaffairs.ucsd.edu/files/aps/docs/APOL_Training_Manual.pdf

All ad hoc committees are welcome to send their reports for my review via email before we upload, like normal

Once the system “bundles” a file, it becomes really repetitive to send the file back to “file prep” for changes— and the system will make us get new Certifications each time we do, so it’s best if we can lock down what main documents will say early in the season or before my summer uploading of main items.

Before I send the e-cert to ask the candidates to release the file to the ad hoc committee, I will ask the candidate to review their file carefully and let me know all is well. If even ONE document is mislabeled or missing, it will force us to return the file to File Prep—so please help be my SECOND set of eyes with your own file. I’ll be uploading many, many .pdfs.



SOME NOTES ABOUT PROCESS

PUBLICATIONS AND
SUPPORTING DOCUMENTS
WILL TRAVEL SEPARATELY

Books, essays, articles, etc. by
the candidate.

Books, essays articles, etc.
about the candidate.

Posters and materials not
specifically requested or
accommodated by the
system

Syllabi, likely—since these are
large files when we upload
them, but I'll check this.

MATERIALS IN THE E-FILE ARE
STILL ONLY THE OFFICIAL
FILE DOCUMENTS, WHICH ARE:

UC Academic History

Academic recommendation cover sheet

Department Recommendation

Ad Hoc Report

CAPE scattergrams, stat sheets, comments

Zooms for grad classes

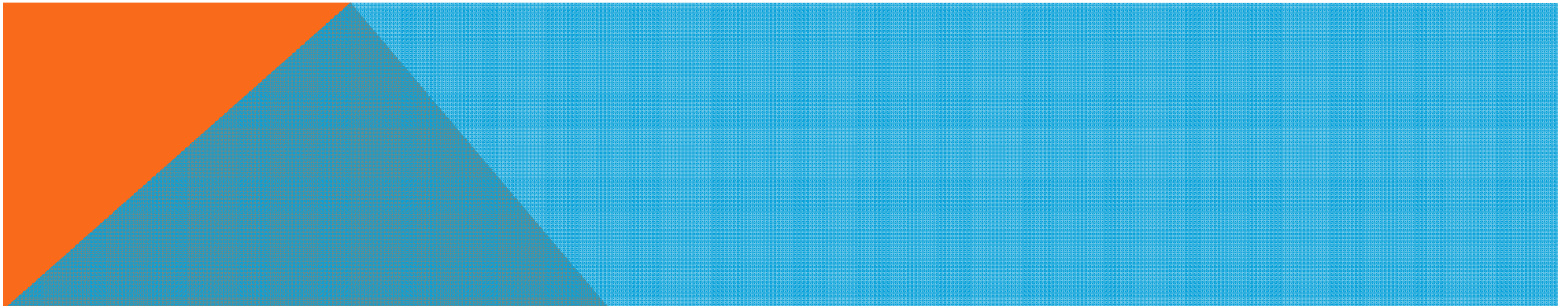
B iobib forms

Ref Letters, REF ID sheets, etc.

Redacted (for candidate view) confidential
documents

Open (for candidate view) non-confidential added
documents, reports/letters/etc.

Decision letters



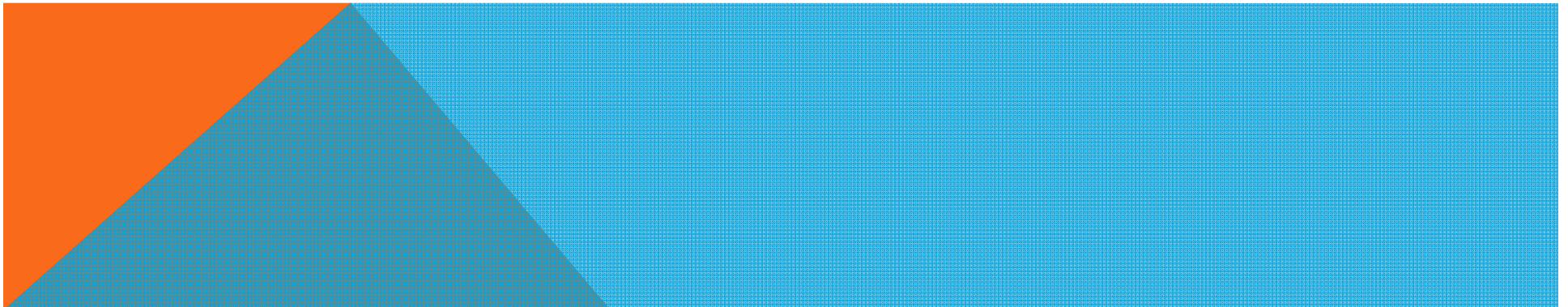
PRO/CON OF AP ONLINE

Pro:

Constant visibility of file to candidate, limited visibility of file to appropriate reviewers in regimented windows according to file status, nice packaging of documents– with table of contents, email notifications of ad hoc committee and chair, electronic transmissions up to dean's office, easy for CAP to review

Cons:

More certifications, any missing docs all certs need to be recertified, NO changes can be made to biobib and other documents without returning **to file prep**, this means BEFORE Ad Hoc report the Biobib is final, Ad Hoc committees can't be changed after system notifies committee of selection, file type is best configured very early and stable. i.e. last minute changes to file type are not as easy.



NOTES TO AD HOCS AND CANDIDATES

Notes to Candidates:

Please make sure your biobib is thorough and COMPLETE at first submission

All titles of publications should and match pubs in file.

Reconfigurations of bibliography should be done before upload, if necessary, with advice of chair and ad hoc committee

Use Notice to Ad Hoc of Project in Progress form for what you'd like to complete in the summer. This should be one chapter, two chapters, an article, the tenure book, whatever you will be working on.

Pay special attention to providing materials in the file that reinforce the recommendation regarding bonus off-scale salary requests or prestige of publications to help the chair and your committees.

Read the Literature Department Standards for Advancement if you want to gauge what type of file you should present. This is also helpful for seeing what expectations will be for next file types.

Notes to Ad Hoc Committees:

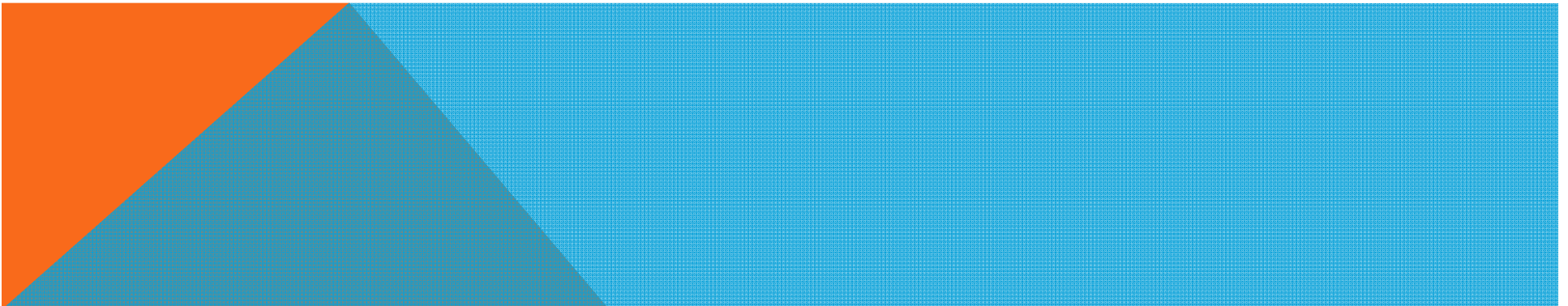
Read the Literature Department Standards for Advancement if you want to gauge what type of file you think should be recommended for the candidate and/or discuss with chair. This document will likely be referenced by Departmental Recommendation letters and quoted from, so it is very good if what we present as our recommendation can be reinforced at the time of his/her report.

Please include, each time you mention a publication, the Bibliographical reference for the one you refer to. I.e. Professor Smith's groundbreaking publication in SIGNS journal, entitled "Mystifying the Feminine," will be published in Spring 2013 (A.34).

Ad Hoc reports require wet ink signatures. In AP Online, however, they will be redacted for candidate view DESPITE that the department does not have confidential ad hoc committee. Just a head's up.

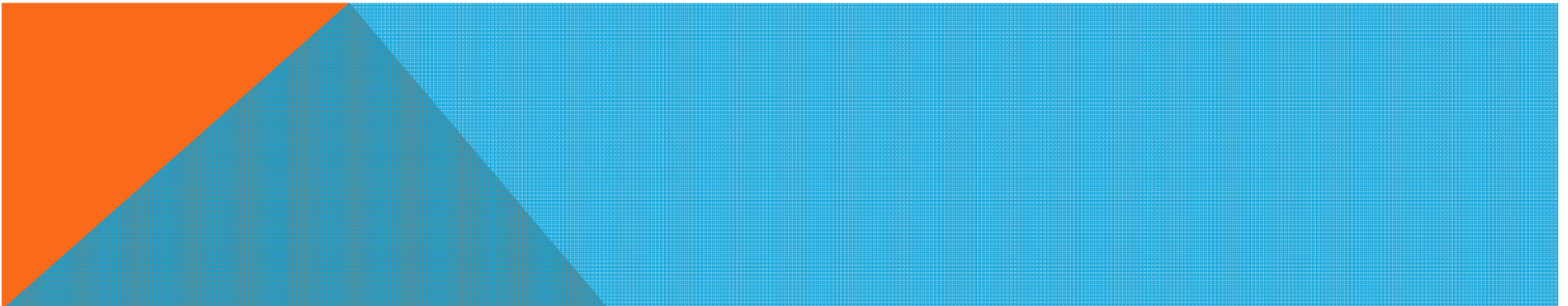
If you are reviewing a file and see something missing, PLEASE do check with me if I can locate it from the candidate. I am happy to inquire about whatever you may need.

Thanks for your help and service! ☺



BIOBIB **HOT POINTS:** ALL FILES

- If using an old version of the biobib, delete the Date of Birth and let Heather help you add the new Contributions to Diversity Sections
- If updating an old biobib, make sure in the bio section to have pluses next to new items and have dates on all items, even approximations.
- Put all data into bio section in CHRON—opposite the order found in many CVs
- The Biobib should be done thoroughly, especially for career reviews. We are no longer attaching CVs at the end of most files, though will need them for career review files with referees for the packets sent to refs
- Full bibliographical reconfigurations are pretty normal in the last two years or so—please make sure what you are listing in A is applicable (peer-reviewed, lengthy enough, not a review, etc.) You can move items into the B section either independently, or at the counsel of the Department Chair, and all you need to do is to note “(Formerly in A)” next to the item in its new position in Section B—for one review cycle.
- Section C is still best used for Crossover Merit files, appraisals, and promotions (to show précis and sometimes a chapter or two of next major project).



A FEW EXTRA NOTES

- Student solicitations can no longer be confidential or treated with the the UC confidentiality policy, though many departments had done them this way for years, which means we may want to revisit whether or not they are worthwhile to perform.
- When used for large files, such as promotions, the system will notify eligible departmental faculty when an e-file is ready for review and notify them after a departmental recommendation letter is uploaded. The system provides an opportunity to upload non-confidential letters of dissent. The vote takes place out of system, like always.
- AP ONLINE currently wants REF ID sheets and letters from Referees bundled before Department Voting dates and CANNOT have REF letters added late and discussed in Chair's letter as yet. This is one reason we may want to keep our large files OFF the system until further programming is implemented.
- Joint appointment files cannot be processed online yet either. In certain cases, files begun with AP Online will be removed from the process—but we have to ask APS to take them out of the system.
- Some advantages for using AP Online are the transparency of who did what and when and the ability of the candidate to track his/her own file until a final decision. 😊

