

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.