Academic Personnel Workflow System
(APWS)
Faculty Job Aid

How to Submit an Application for Tenure & Promotion
Requiring External Reviews
CONTENTS

1. Log-in to APWS ......................................................................................................................... 3
2. General Navigation .................................................................................................................. 4
3. Create a Draft Submission ....................................................................................................... 5
4. Identify External Reviewers ..................................................................................................... 7
5. Upload Your Application Materials ....................................................................................... 9
6. Select a Waiver Option .......................................................................................................... 12
7. The Solicitation Process ........................................................................................................ 15
8. Finalize & Share Your File ..................................................................................................... 16
9. Submit Your File ...................................................................................................................... 17
10. Post-Submission .................................................................................................................... 19
11. View Recommendation History & Respond to Reviews .................................................... 20

APWS SUPPORT:

If you have technical questions about the Academic Personnel Workflow System contact:

APWS-Support@provost.umass.edu

When contacting support, please provide your APWS reference number.

If you have questions about University Policy or recommended practices contact:

Academic.Personnel@umass.edu
1. Log-in to APWS

1.1 APWS is hosted by the Provost’s Office Website: https://www.umass.edu/provost/node/199

1.2 Click the Link to APWS.

1.3 Log-in to APWS using your NetID and password. Your NetID and password are what you use to sign into systems such as Umail and SPIRE.
2. General Navigation

2.1 After you log-in to APWS, notice the tabs at the top of the page:

| Dashboard | Create New Submission | My Submissions |

2.2 The **Dashboard** tab is where you can easily see if you have an item on your To-Do summary. An item will be listed on your To-Do Summary if you need to take action on your submission. You can also review any submissions you recently viewed on the bottom of your dashboard.

2.3 The **Create New Submission** tab is where you can create new APWS submissions. This guide focuses on an example of a submission requiring external reviewers, however APWS also supports applications for sabbatical leaves, other benefit programs, and Annual Faculty Reviews.

2.4 The **My Submissions** tab is where you will see the status of any of your APWS submissions. The My Submissions tab has three sub-tabs:

a. The **To-Do**! tab shows you submissions that require your action. This is the same list as your to-do summary on the **Dashboard** tab.

b. The **In Process** tab shows you submissions that are currently in the respective workflow that you have or will need to take action on. Here you will see the status of the file, who is currently reviewing the file, and when the file arrived at that workflow step.

c. The **Historical** tab shows you submissions that have completed the entire workflow and are no longer active.
3. **Create a Draft Submission**

3.1 Navigate to the Create New Submission Tab and choose your employment type.

![Dashboard Create New Submission My Submissions]

**Choose Your Employment Type**

- **I am a Faculty Member or I am Creating a Submission Related to Faculty**
  - If you are a faculty member (instructor, assistant professor, associate professor, professor; or a person with any rank in these titles: lecturer, clinical, extension, research), click on the link above to begin a new submission for a personnel action (reappointment, promotion, tenure, AAR, sabbatical applications, etc.).

- **I am a Librarian or I am Creating a Submission Related to Library Staff**
  - If you are a librarian at any rank, click on the link above to begin a new submission for a personnel action (reappointment, promotion, continuing appointment, AREL, sabbatical applications, etc.).

3.2 Scroll down to the eRPT section and select the appropriate submission type.

![eRPT]

**eRPT**

After clicking on one of the links below, you will be guided through the process of identifying external reviewers (your first step in the process, if applicable), uploading application materials, and revising sections of your application up until the time you finally "submit" the application to the first level of review. If you have already begun a application and wish to continue working on it rather than creating a new submission, go to the "My Submissions" link above at right.

- **Apply for Tenure With Promotion**
  - Click on the link above to begin a new application for tenure with promotion to the rank of Associate Professor.
- **Apply for Tenure Without Promotion**
  - Click on the link above to begin a new application for tenure without applying for promotion. For example, if you were hired at the rank of Associate Professor without tenure and are now applying for tenure, choose this option.
- **Apply for Promotion to Full Professor**
  - Click on the link above to begin a new application for promotion to the rank of Professor. In most cases, this option applies only to faculty at the rank of Associate Professor with tenure.
- **Apply for Reappointment through TDY**
  - Click on the link above to begin a new application for reappointment through the tenure decision year (TDY). This option applies to faculty at the rank of Assistant Professor without tenure and without a current appointment that extends through the TDY. This reappointment review is also sometimes called the "4.2" review or the "mini-tenure" review.
- **Apply for Promotion to Extension Associate Professor or Extension Professor**
  - Click on the link above to begin a new application for promotion from Extension Assistant Professor to Extension Associate Professor or from Extension Associate Professor to Extension Professor.
- **Apply for Promotion to Clinical Associate Professor or Clinical Professor**
  - Click on the link above to begin a new application for promotion from Clinical Assistant Professor to Clinical Associate Professor or from Clinical Associate Professor to Clinical Professor.
- **Apply for Promotion to Research Associate Professor or Research Professor**
  - Click on the link above to begin a new application for promotion from Research Assistant Professor to Research Associate Professor or from Research Associate Professor to Research Professor.
- **Apply for Promotion to Senior Lecturer or Senior Lecturer II**
  - Click on the link above to begin a new application for promotion from Lecturer to Senior Lecturer or from Senior Lecturer to Senior Lecturer II.
3.3 Confirm your department (or school if you are appointed at the school level). This field will dictate the approval workflow for your submission. If your department is wrong, you can change it by clicking on the arrow for the drop down menu and selecting the correct department.

Select **Proceed to Next Page**.

3.4 Confirm the details of your draft submission. Review the **Applicant** and **Department/School** fields to ensure they are accurate. Once you create a draft, these fields cannot be changed. If everything is accurate, select **Create Draft**.

3.5 **You have successfully created a draft submission!** You will see your name, an APWS reference number, and six tabs.
4. Identify External Reviewers

4.1 Navigate to the **Identify External Reviewers** Tab and select the **Add** button.

4.2 **Reviewer’s Information Page** - Enter in the information for each external reviewer. Certain fields, like **Name** and **Email**, are required. **Professional Standing** is also an important field because it should explain why the external review is appropriate and qualified to assess your contributions to your field. Once finished, hit **Save and Return**.
4.3 Once you save the reviewer’s information, you will be brought to the **Manage Reviewer’s** page. You will see the reviewer(s) you added here, along with some of the inputted information. To go back to the reviewer’s information page, select the **View** link. To edit the reviewer’s information, select the **Edit** link. You can remove the reviewer by selecting the **Remove** link.

![Manage Reviewers for Jane Doe’s Tenure With Promotion](image)

* More on this later, but this status column indicates if the respective reviewer has been solicited. For now, the status will remain hidden until the department chair finishes the solicitation or “review period.” See Section 7 of this guide for more about the solicitation of external reviewers.

4.4 To add additional external reviewers, click **Add** on the **Manage Reviewer’s** page or repeat steps 4.1 and 4.2. Your department chair will manage the solicitation of the reviewers and cannot start the solicitation effort until you select a waiver option (see Section 6).

4.5 You will always be able to see the list of external reviewers on this tab, but will not see if individual reviewers were solicited until the solicitation period is over.
5. **Upload Your Application Materials**

5.1 Navigate to the **Upload Application Materials** tab. Here is where you will upload materials into your submission. Click the **Edit** button next to each section to upload the appropriate file.

![Image of Upload Application Materials tab]

5.2 On the next screen, click **Add to File Uploads** to upload your material. **You should always upload a PDF whenever possible.**

![Image of Add to File Uploads]

a. Click **Choose File** and select the file you wish to upload. You can add multiple files at a time.
b. You will see the file name reflected in the **Choose File** box. Add a **Short Description** in the next field.

![Add to File Uploads Image]

b. You will see the file name reflected in the **Choose File** box. Add a **Short Description** in the next field.

c. Determine if you would like external reviewers to see this document. If so, click the checkbox under the **Show to External Reviewer** column. If you would like this document to only be available to internal reviewers (DPC, Department Chair, CPC etc), leave the box unchecked.

![External Reviewers Will See This Document]

c. Determine if you would like external reviewers to see this document. If so, click the checkbox under the **Show to External Reviewer** column. If you would like this document to only be available to internal reviewers (DPC, Department Chair, CPC etc), leave the box unchecked.

d. Once your materials have been selected, you must select **Save/Upload and Return** in order for the upload to occur.

![Save/Upload and Return]

d. Once your materials have been selected, you must select **Save/Upload and Return** in order for the upload to occur.

5.3 Continue steps 5.1 and 5.2 for each section to build your file. You can view the documents you’ve uploaded on the **Upload Application Materials** tab and clicking **(click to show)**.

![Sections Tab]

5.3 Continue steps 5.1 and 5.2 for each section to build your file. You can view the documents you’ve uploaded on the **Upload Application Materials** tab and clicking **(click to show)**.

The document will only show as a preview if you uploaded the file as a pdf. If you’ve uploaded the document as a word file, you’ll have to download it to your computer and open it in the Word application.¹

5.4 A note on Student Response to Instruction (SRTI) and Annual Faculty Reviews (AFR):

a. Student Response to Instruction (SRTI) documents are typically uploaded under the teaching section by your Department Chair.

¹ Uploading documents as pdfs will also help reviewers (both internal and external) view the document directly in APWS without having to download a word document to their computers. Pdfs are **always** preferred over word documents.
b. Annual Faculty Reviews are also managed through APWS and an external legacy system. Although information from your AFR will not directly feed into your file, you can download your online AFR (including previous years) by clicking the link in the instructions of the Teaching, Scholarship/Publications/Creative Activities, or Service sections.

Please upload documents that provide evidence of your teaching accomplishments and effectiveness, such as syllabi, assignments, teaching portfolios, course lists, and whatever other materials you believe will support your case. You may copy data from your online AFR by going to https://umareadyweb3.campus.ade.umass.edu/afrr/report/downloadSubsections.
6. Select a Waiver Option

6.1 Selecting a waiver option is an important decision! By selecting a waiver option you are:

1. Locking-in the documents that external reviewers are able to view. You will not be able to add, delete, or otherwise revise the documents.²

2. Determining which externally and internally solicited review letters you are able to see. Review your options carefully as your selection is irrevocable.

3. Notifying your department head/chair that they can begin the solicitation process. The department head/chair cannot begin until they know your waiver option. Your waiver option will also be included in the solicitation letter to the external reviewers so the reviewers will know if you will see their review.

6.2 Before you select your waiver option, you may wish to review the materials that will be released to external reviewers. To review only the materials that external reviewers will have access to as part of their review, navigate to the View Materials Released to External Reviewers tab.

<table>
<thead>
<tr>
<th>Instructions</th>
<th>Upload Application Materials</th>
<th>View Materials Released to External Reviewers</th>
<th>Identify External Reviewers</th>
</tr>
</thead>
<tbody>
<tr>
<td>Waive Rights</td>
<td>Share/Submit/Withdraw</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

This tab shows you which application materials the candidate marked as visible to external reviewers. External reviewers will only see the materials that appear on this tab.

If you’d like to make changes to what external reviewers see, navigate to the Upload Application Materials tab, select the “Edit” button next to the appropriate section, and check or uncheck the box under “Show to External Reviewer” next to the respective file.

**Items Visible to External Reviewers**
Faculty Member has not yet decided what rights to waive.

The applicant has currently marked the following application materials as visible to external reviewers.

- **Section:** CV (click to show)

Here you can review which documents will be seen by external reviewers. **Remember, once you select your waiver option, you cannot change these documents!**

If you’d like to make revisions to this list, follow section 5.2 of this guide. Only documents with the checkbox **Show to External Reviewer** as noted in 5.2.c. will appear on this tab.

² CVs and Personal statements are the only exceptions.
To select a waiver option, navigate to the **Waive Rights** tab and select the **Waive Rights** button:

Read this next page carefully! **Select one of the buttons** next to the waiver option you would like.

If you need additional time to consider this important choice, select the last option to bring you back to your submission.

Select **Save Decision**.
6.5 Once you’ve selected a waiver option, you will be brought back to your submission. You’ll note the following changes:

1. The **Waive Rights** tab changed to **View Rights Waived**.

You can always view the waiver option you selected by clicking on the **View Rights Waived** tab.

2. When uploading materials, you will no longer be able to check the **Show to External Reviewers** box as described in Section 5.2.b and 5.2.c. The only exception are CVs and Personal Statements.
7. The Solicitation Process

7.1 Now that you’ve selected a waiver option, your department chair/head can begin the solicitation process. Solicitations fall into two categories. A note on each:

1. **External Solicitations.** Solicitations to external reviewers are completed within APWS by the department chair/head. APWS automatically generates a template email to each external reviewer based on the information provided in Section 4.2. As part of the template email, reviewers will also be provided with log-in information to access the materials under the View Materials Release to External Reviewers tab. The external reviewers will interact with APWS to upload the required documentation, including their letter. You can see the chair’s template solicitation email and the general instructions to external reviewers by navigating to the Identify External Reviewers Tab and clicking on the appropriate section.

2. **Internal Solicitations.** Internal solicitations (whether directly to an individual or through a general announcement) are completed outside APWS. Upon receipt, the department chair/head will upload them into APWS.

7.2 You will always be able to see the full list of proposed external reviewers under the Identify External Reviewers tab, however the status of whether that reviewer was solicited will remain hidden until the solicitation period is closed by your department head/chair.

7.3 During the solicitation period, you may continue to Identify External Reviewers by following Section 4. You may continue to upload additional application materials by following Section 5 of this guide.
8. **Finalize & Share Your File**

8.1 Follow Section 5 of this guide to continue to upload materials into your file.

8.2 **OPTIONAL SHARING:** APWS provides you the option to share your file with an additional user, although it is not required. To share your file, navigate to the **Share/Submit/Withdraw** tab and select **Share Draft Submission**.

![Share/Submit/Withdraw tab](image)

In the text box, enter in the name of the individual (last name, first name) you wish to share with and select the **Share Button**.

![Share Draft Submission](image)

On the **Share/Submit/Withdraw** tab you will now see their name listed.

![Share/Submit/Withdraw tab](image)

To stop sharing the file, select the **Share Draft Submission** link and click the “x” next to the person’s name and then click **Share** to save the change.

![Stop sharing](image)
9. Submit Your File

9.1 Submitting your file is an important step! By submitting your file you are:

1. Confirming that your submission is ready for review by the various internal review committees and administrators (Department Personnel Committee, Dean, Provost, etc).

2. Locking-in the documents that are part of your file for review. You will not be able to delete or otherwise revise the documents. After you submit your file, you can upload additional materials under the Post-Submission Materials tab (see Section 10 of this guide).

3. Confirming the workflow steps of the file.

9.2 To submit your file, navigate to the Share/Submit/Withdraw tab and select Prepare for Submission.
9.3 **Read this next page carefully!** Review the workflow of the file under the **Future Reviews / Approval** section.

| Collect External Reviews and Pre-review Letters |
| Department Personnel Committee |
| Check previous step for potential violations of reviewer confidentiality |
| Respond to Department Personnel Committee’s Recommendation |
| Department Chair |
| Check previous step for potential violations of reviewer confidentiality |
| Respond to Department Chair’s Recommendation |
| School/College Personnel Committee |
| Check previous step for potential violations of reviewer confidentiality |
| Respond to School/College Personnel Committee’s Recommendation |
| Dean/Director |
| Check previous step for potential violations of reviewer confidentiality |
| Respond to Dean/Director’s Recommendation |
| Provost |

9.4 Review your application materials under the **Submission Contents** section.

<table>
<thead>
<tr>
<th>Submission Contents</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Section:</strong> CV (click to show) (no attachments)</td>
</tr>
<tr>
<td><strong>Section:</strong> Personal Statement (click to show) (1 attachment)</td>
</tr>
<tr>
<td><strong>Section:</strong> Teaching (click to show) (no attachments)</td>
</tr>
<tr>
<td><strong>Section:</strong> Scholarship/Publications/Creative Activities (click to show) (no attachments)</td>
</tr>
<tr>
<td><strong>Section:</strong> Service (click to show) (no attachments)</td>
</tr>
<tr>
<td><strong>Section:</strong> AFRs (click to show) (no attachments)</td>
</tr>
<tr>
<td><strong>Section:</strong> Other (click to show) (no attachments)</td>
</tr>
</tbody>
</table>

9.5 Navigate to the **Confirm Workflow or Go Back to Editing** section. If you need to make corrections to anything on this page, select **Cancel (back to editing)**. If everything is correct and you want to submit your file, select **I confirm this submission AND its workflow are ready for review**.

9.6 **Congratulations! You have successfully submitted your file!**
10. **Post-Submission**

10.1 After you submit your file, you will notice changes to the submission tabs. You now have two additional tabs:

1. **Add Post-Submission Materials**
2. **View Recommendation History**

Additionally, the last tab has been changed from **Share/Submit/Withdraw** to **Withdraw**.

10.2 You may add new or revised material to the **Post-Submission Materials** section of your file. To do so, navigate to that tab and select **Add file**.

Select **Choose File** to select the file from your computer. Add a **Description** to the file. Be sure to select **Upload** at the bottom to confirm the action.

Documents uploaded to this section are viewable to all levels of review\(^3\) under the **Post-Submission Materials** tab.

---

\(^3\) This does not include external reviewers as part of the solicitation process.
11. View Recommendation History & Respond to Reviews

11.1 To view the workflow of your file and the current level of review, navigate to the View Recommendation History tab.

![View Recommendation History Tab](image)

Each row represents a step in your file’s workflow. The current step is highlighted in **yellow**. On the right-hand side of each step, you’ll see the possible approvers associated with that level of review. This may include proxy-approvers as well.

![Workflow Steps](image)

The current step will update as the file moves through the various levels of review. You and the reviewers who need to take action will be notified when the file has moved to the next level.

11.2 After each level of review you will be provided the opportunity to respond. After the respective level has completed its review, you will receive a system-generated email notifying you that the file is now at your response step. The submission will also show up on your To-Do! summary on your APWS dashboard (see Section 2.2 or 2.4.a. of this guide). You will be granted five calendar days to respond before your submission automatically moves to the next level of review.  

---

4 To request additional time to respond, contact apws-support@provost.umass.edu
11.2 You are not required to respond, however if you wish to respond to the recommendation, click on your submission and navigate to the **Respond to Most Recent Review** tab:

To upload a response, click on the **Edit** link.

To acknowledge that you do not wish to respond, check the **Checkbox** under Section 1.
To upload a response to the recommendation, click the **Add to File Uploads** under Section 2 and select your file.

Be sure to hit **Save** at the bottom of the page to confirm the upload.

The file will move to the next level of review after the deadline has expired.