

# UMass Amherst

## Academic Personnel Workflow System (APWS)

A Job Aid for Approvers and their Proxies

**How to Review a Reappointment, Promotion, or Tenure File**

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### **APWS SUPPORT:**

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

[APWS-Support@provost.umass.edu](mailto: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](mailto: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**.

## Academic Personnel Workflow System (APWS)

### Currently in APWS

- Annual Faculty Review & Evaluation (AFR)
- Applications for reappointment, promotion & tenure (eRPT), including:
  - Reappointment through the tenure decision year
  - Tenure and tenure with promotion
  - Promotion to all ranks (tenure system and non-tenure system faculty)
- Applications for sabbatical leaves
- Hiring requisitions for tenure-system faculty positions

Future modules will include most personnel actions that occur in Academic Affairs

[Link to APWS](#)

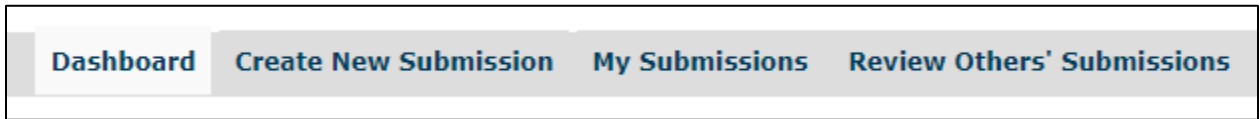
1.3 Log-in to APWS using your NetID and password. Your NetID and password are what you use to sign into systems such as Umail and SPIRE.

NetID:

Password:

## 2. General Navigation

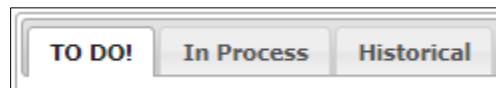
2.1 After you log-in to APWS, notice the tabs at the top of the page:



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 your own APWS submission.

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

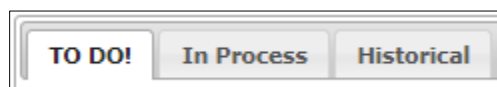


a. The **To-Do!** tab shows your submissions that require your action. This is the same list as the submissions that need your attention the **Dashboard** tab.

b. The **In Process** tab shows your 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 your submissions that have completed the entire workflow and are no longer active.

2.5 The **Review Others' Submissions** tab is where you will see the status of any APWS submissions that you have reviewed or will need to review based on your approver role. The **Review Others' Submission** tab has three sub-tabs:



a. The **To-Do!** tab shows you submissions that you did not submit, but require your action.

## Submissions Needing Your Attention:

Submission types that require your review.

- b. The **In Process** tab shows submissions you have or will need to take action on that are currently in the respective workflow. 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 you reviewed that have completed the entire workflow and are no longer active.

### 3. Access the Submission

- 3.1 When an RPT file has reached your level of review, you will receive a system-generated email. You can access the file by going to the **To-Do Summary** on your Dashboard (see section 2.2) or to the **In Process** tab on the **Review Others' Submissions** tab (see section 2.5.a.).
- 3.2 Click into the faculty member's submission by clicking on the APWS reference number:

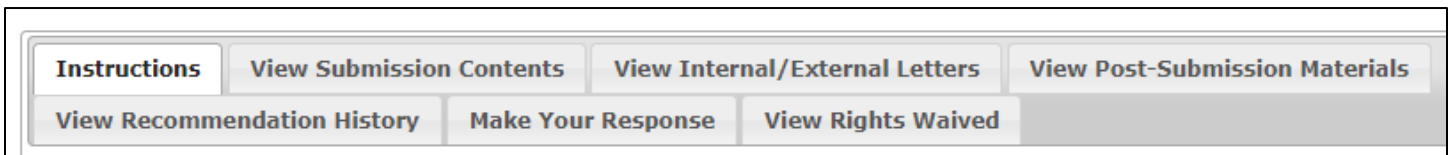
TO DO! In Process Historical

**Submissions Needing Your Attention:**

Show only rows containing  (anywhere) Show 50 entries

Task	ID	Applicant	Department	Type	Currently At	Arrived	Status
<a href="#">View</a>	22165	Doe, Jane	Biology	nFMO	Department Personnel Committee	DATE	Under Review

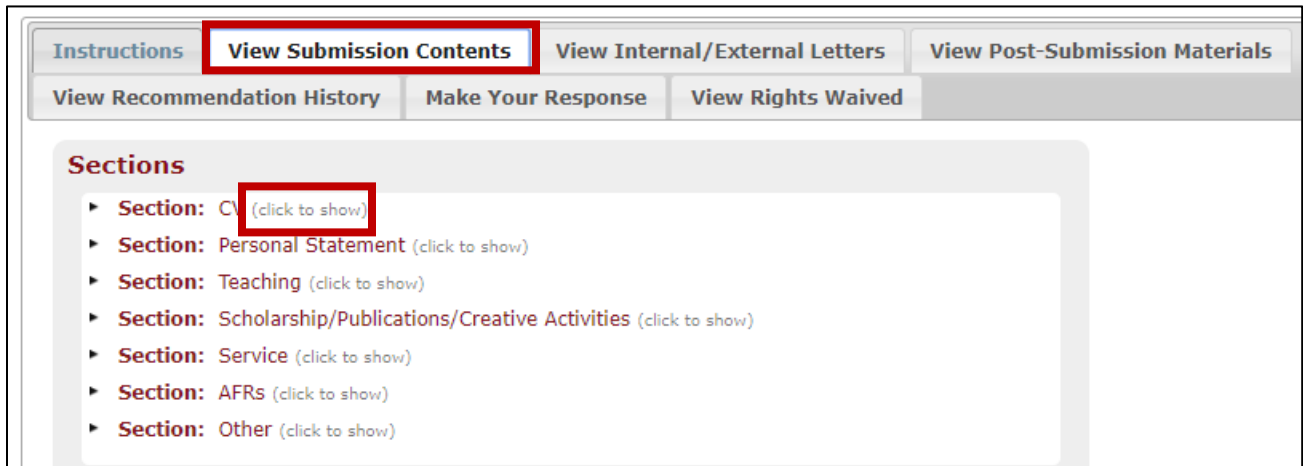
- 3.3 Notice the tabs at the top of the candidate's submission:



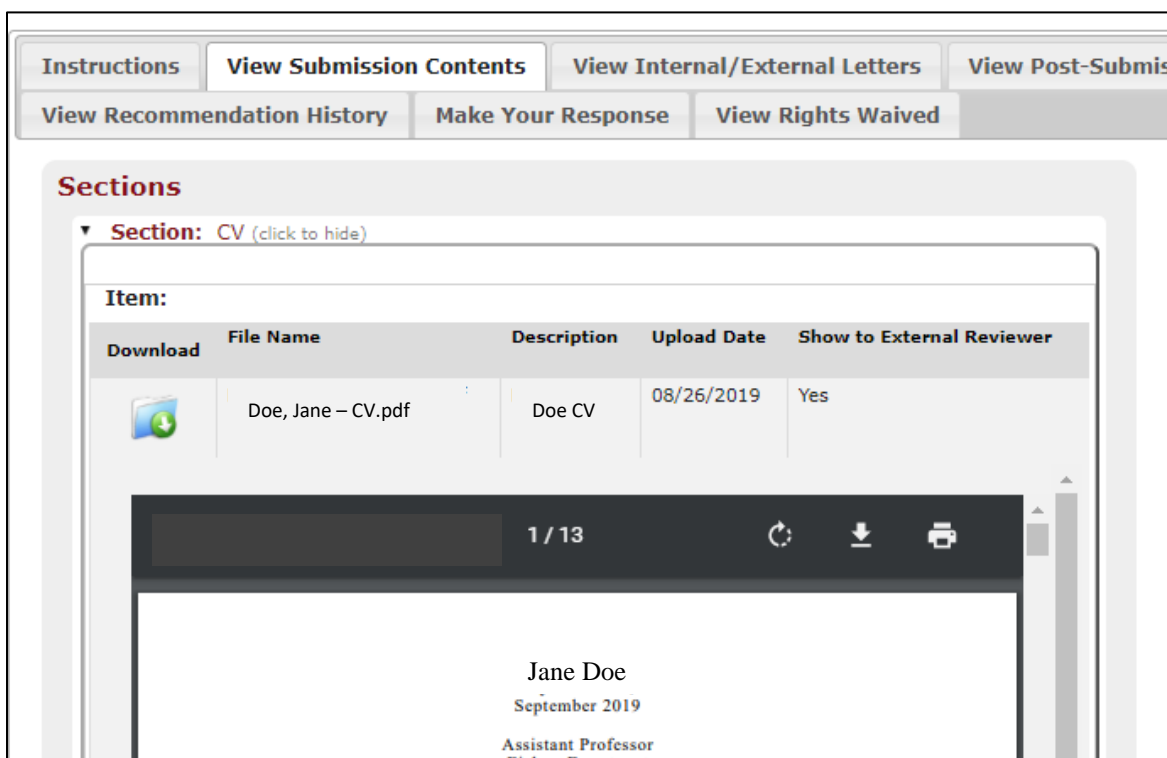
- a) **Instructions:** This tab provides instructions on how to interact with the submission.
- b) **View Submission Contents:** Here is where you will access the documents and other materials that the faculty member uploaded into their submission for review.
- c) **View Internal/External Letters:** Here you will find the solicitation letters (both external and internal, if applicable).
- d) **View Post-Submission Materials:** This is where you can find any materials that the faculty member provided after the submission was originally submitted for review.
- e) **View Recommendation History:** Shows the submission's workflow.
- f) **Make your Response:** This is where you will upload the relevant documents and complete your response.
- g) **View Rights Waived:** Here you will see which waiver option the faculty member selected.

#### 4. Review the Candidate's Materials

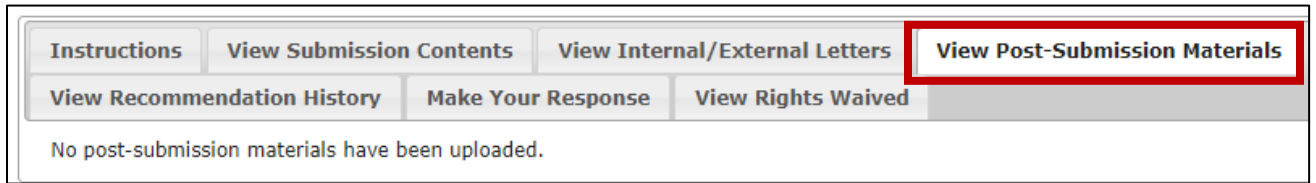
- 4.1 Navigate to the **View Submission Contents** tab. Select “(click to show)” to view the documents in each section.



- 4.2 Each document will have a file name, a description (if the candidate provided one), a date in which the document was uploaded, and whether the document was included in the set of materials that the candidate provided to external reviewers. You also have the option to download the document directly to your computer.



- 4.3 Navigate to the **View Post-Submission Materials** tab to see if the candidate chose to upload additional materials after the file was originally submitted. Select **(click to show)** to view the documents under that tab.



The screenshot shows a navigation menu with the following tabs: **Instructions**, **View Submission Contents**, **View Internal/External Letters**, **View Post-Submission Materials** (highlighted with a red border), **View Recommendation History**, **Make Your Response**, and **View Rights Waived**. Below the menu, the text reads: "No post-submission materials have been uploaded."



## 5. Review Solicited Letters

- 5.1 Navigate to the **View Internal/External Letters** tab to view letters that were solicited by the Department Chair.



- 5.2 **External Reviewer** letters will appear first. Each external reviewer provides three documents:
- a) A disclosure statement
  - b) A CV
  - c) A review of the candidate



**External Reviews**

**Reviews**  
Faculty Member has Waived Rights to Access **Both Internal and External** Letters of Recommendation

- ▶ Instructions seen by reviewers (click to show)
- ▶ Template of letter sent to reviewers (click to show)

Reviewer	Email/Userid	Submitted	Last Updated	Applicant Can Read?
Edward Evaluator	e.evaluator@university.edu	10/15/2019	10/15/2019	No

- ▶ **Section: UMass External Reviewer Disclosure** (click to show)
- ▶ **Section: Your Short Biography or CV** (click to show)
- ▶ **Section: Your Review of the Candidate** (click to show)

On this tab, you can also view the instructions and template solicitation letter that reviewers received. You can also see the name of the reviewer, the reviewer’s contact information, the date their review was submitted and last updated as well as an indication of whether the faculty candidate can see their letter (dependent on the waiver option selected).

To access the reviewer’s documents, select **(click to show)** next to the respective item.

- 5.3 **Internal/Student Letters of Recommendation** will appear second and fall into two buckets.

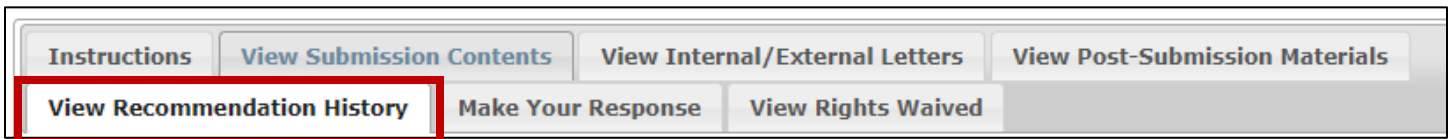
**Directly-Solicited Internal:** UMass students and employees who were individually invited to submit letters. Directly-solicited letters are subject to the waiver of rights options selected by the candidate.

**In Response to a General Announcement:** The candidate will always have access to letters provided in response to a general, internal announcement.

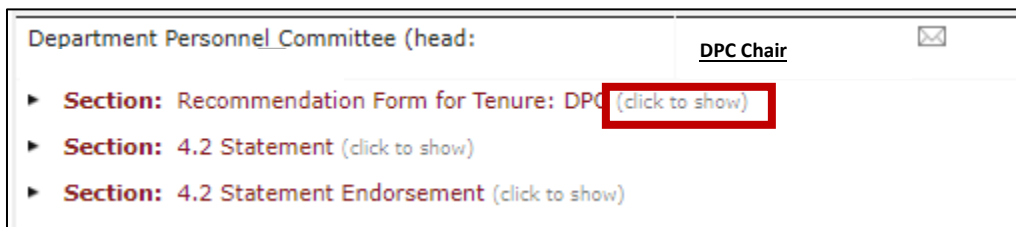
Scroll down to view each internally solicited letter.

## 6. Review Prior Recommendations & Responses

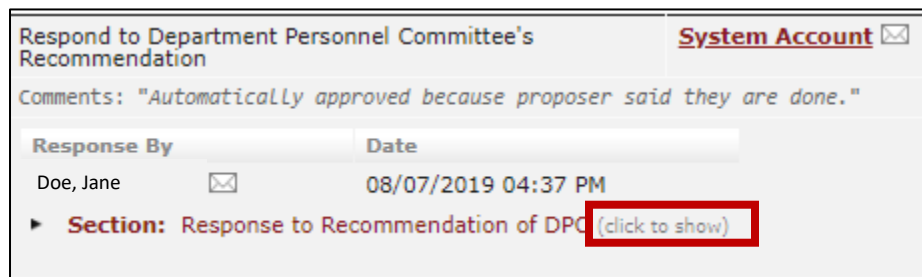
- 6.1 Navigate to the **View Recommendation History** tab. This tab represents the workflow that the submission underwent prior to your level of review as well as where the file will go after you complete your review. Here is where you will see the recommendation (for or against, including committee votes) of each level of review as well as any response by the faculty member.



- 6.2 To access a recommendation, find the relevant committee or agency and select **(click to show)** next to the recommendation.

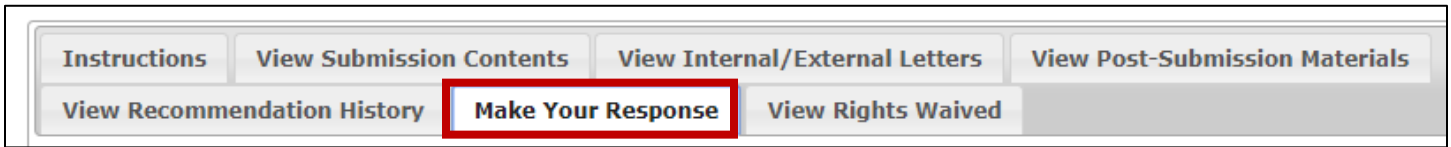


- 6.3 Faculty members can also respond to each level of review but are not required to do so. Be sure to look at each response step to see if the faculty member provided one. To access the response, select **(click to show)** next to the recommendation.



## 7. Provide your Response

7.1 Navigate to the **Make Your Response** tab.



7.2 Here you will see the required items that need to be uploaded into the file.

**Forms**  
To complete your processing of this submission, the following forms must be completed.

Action	Form Name	Last Updated	Status
<a href="#">Edit</a>	Recommendation Form for Tenure with Promotion to Associate Professor: DPC		8 Required Item(s) Unanswered
<a href="#">Edit</a>	4.2 Statement		1 Required Item(s) Unanswered
<a href="#">Edit</a>	4.2 Statement Endorsement		1 Required Item(s) Unanswered

7.3 **Recommendation:** To enter a recommendation, select the first Edit link.

**Forms**  
To complete your processing of this submission, the following forms must be completed.

Action	Form Name	Last Updated	Status
<a href="#">Edit</a>	Recommendation Form for Tenure with Promotion to Associate Professor: DPC		8 Required Item(s) Unanswered
<a href="#">Edit</a>	4.2 Statement		1 Required Item(s) Unanswered
<a href="#">Edit</a>	4.2 Statement Endorsement		1 Required Item(s) Unanswered

Complete each required field by entering in the committee vote or selecting a recommendation from the drop down.

7.4 To upload the memo, select **Add to File Uploads**.

! \*2. Please attach any recommendation memo below.

Please click "Add to File Uploads" to add files to be uploaded when when you Save. files will make reviewing easier.

[Add to File Uploads](#)

Choose the appropriate file from your computer.<sup>1</sup>

File Name	Uploaded	Cancel Upload
<input type="button" value="Choose File"/> No file chosen	Will be Uploaded on Save	<input type="checkbox"/>

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

<input type="button" value="Save Changes"/> <input type="button" value="Cancel"/>
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Once you entered in all the required items, be sure to hit Save at the bottom or top of the page.

<input type="button" value="Save"/>
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- 7.5 **4.2 Statement & Endorsement:** Each level of review needs to review the 4.2 statement. To upload the 4.2 statement at the initial level, follow the same instructions as 7.4 above.
- 7.6 **Move the submission to the next reviewer.** Once all the required fields are met, the option will appear to move the submission to the next reviewer.

<input checked="" type="radio"/> Done. Move to next reviewer
<input type="radio"/> I'm still working on my review
<input type="button" value="Save Decision"/>

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<sup>1</sup>Uploading documents as pdfs will also help reviewers view the document directly in APWS without having to download a word document to their computers. Pdfs are **always** preferred over word documents.