



Academic Personnel Workflow System (APWS)

Spring 2023 Training Schedule

Date	Start Time	End Time	Location	Session Topic	Primary Audience
Wednesday, March 22 nd	10:00 am	11:30 am	Zoom Meeting	Solicitation Module - How to solicit external reviewers in APWS.	Department Chairs & Department/College Staff
Thursday, March 23 rd	3:30 pm	5:00 pm	Zoom Meeting	Faculty Submission Module - How to submit a Reappointment, Promotion, or Tenure File in APWS.	Faculty who plan to submit an RPT file
Monday, March 27 th	2:00 pm	3:30 pm	Zoom Meeting	Solicitation Module - How to solicit external reviewers in APWS.	Department Chairs & Department/College Staff
Tuesday, March 28 th	1:00 pm	2:30 pm	Zoom Meeting	College and Department Support Staff Module - General APWS overview and navigation, supporting Reappointment, Promotion, or Tenure files in APWS, running APWS reports	New Department/College Support Staff
Wednesday, March 29 th	10:30 am	12:00 pm	Zoom Meeting	Faculty Submission Module - How to submit a Reappointment, Promotion, or Tenure File in APWS.	Faculty who plan to submit an RPT file
Tuesday, April 4 th	9:00 am	10:30 am	Zoom Meeting	Solicitation Module - How to solicit external reviewers in APWS.	Department Chairs & Department/College Staff
Wednesday, April 5 th	10:00 am	11:30 am	Zoom Meeting	Faculty Submission Module - How to submit a Reappointment, Promotion, or Tenure File in APWS.	Faculty who plan to submit an RPT file

Please RSVP to Kristen Gibbons (<mailto:kmgibbon@umass.edu>).