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LOGGING INTO ACADEMIC PORTFOLIO

Login using the link through the portal

My UCalgary > All About Me > My Job > Academic Portfolio

Sign In	1	Or click the link in t
Sign in with email	Other Sign In Options	
Email *	Sign in with Partner Institution	interiolio email, th
		select the button -
Password *	G Sign in with Google	
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Sign In	Login into	Institution
Forgot your password?	Portfolio using	to login using your
Don't have an account? Use Interfolio's suites of services to simplify your	your UCalgary academic life. Login Details	UCalgary login ema and password

For resources (Article 29, Schedule A, MOA Covid Period Assessment, assessment timeline, GFC Academic Staff Criteria & Process Handbook, Faculty Guideline, etc.), review the Academic Performance Assessment website:

https://www.ucalgary.ca/hr/work-compensation/labourrelations/academic-labour-relations/academic-staff-tucfa/academicperformance-assessment

(1) OPEN CASE

After you login under **My Tasks**, (or by navigating to **Your Packets**), you will see the 'Document Shared' comment above your APA case. Select your case to begin reviewing:

Home Your Packets	My Tasks 🔞
Academic Portfolio Training	2
Announcements & Help	
Profile	onicad rasks
Activities	
Forms & Reports	Document Shared
Vitas & Biosketches 🛛 🗸	Candidate TRN_9
Find Colleagues	_2023 - Academic Performance Assessment - Regular Academics (2023) Department of Medicine Review

Head Recommendations will be shared with the Academic Staff Members,

no later than September 8.

To see the Academic Performance Assessment Timeline please visit:

<u>https://www.ucalgary.ca/hr/work-compensation/labour-</u> <u>relations/academic-labour-relations/academic-staff-tucfa/academic-</u> <u>performance-assessment</u>

(2) GO TO SHARED COMMITTEE FILES

Click Shared Committee Files, next to Packet tab

		Assessment - Regula	11	View Instructions
Academics (20	023)			Preview Packet
Unit Department of Medicine	Type Review	Packet Deadline Type Hard Deadline	Packet Due Date	
Below you will find an overview of the Candidate's Packet Guide.	f the packet requirements outlined by your	r institution. This page will be updated as you ma	ke progress toward your packet	. To learn more, read
Academic Performance a Submitted Locked	Assessment - Application Form			View
Academic Performance , Submitted Locked Type C Academic Performance Asse	Assessment - Application Form	# Required 5 required	# Added	View

Click the Shared File Name, or Download

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(3) VIEWING THE HEAD'S RECOMMENDATION

Click or scroll down to page 2 to see the Head Recommendation response

Viewing Files		< Com	mittee Files
		Search PDF	Search
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Viewing Files		< Cor	nmittee Files
	ACADEMIC PERFORMANCE ASSESSMENT Progression Through the Ranks (PTR) Do you recommend the academic staff member for a PTR increase? • Yes - I recommend for a PTR increase.		Search

<2/2>

To return to your case, click top-right button **Committee Files**

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(3) DOWNLOAD HEAD RECOMMENDATION as PDF

Click the **Download** button under **Shared Committee Files** > Actions

Unit Department of M	Type edicine Review	Packet Deadline Type Hard Deadline 🚱	Packet Due Date
Overview Pack	Shared Committee Files		
Below you will se	e files that have been sent to you by committee members	s.	Actions 🗸
➤ Sent by	Department Head _TRN4 on Jul 21, 2023		
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	ACADEMIC PERFORMANCE ASSESSMENT Progression Through the Ranks (PTR) Do you recommend the academic staff member for a PTR increase? • Yes - I recommend for a PTR increase. Outstanding Achievement Awards (OAAs) For applicants who have applied for Outstanding Achievement Awards, you may add comments or a recommendation (optional) I support the Academic Staff Member's application for OAA.

For Interfolio Login issues, contact:

help@interfolio.com