

# Quick Reference Guide

FAC Assessment of OAA & COVID OAA Awards, Due November 7, 2023, for the 2023 assessment year



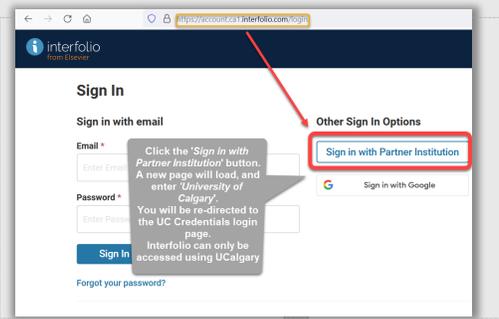
UNIVERSITY OF CALGARY

## A Log into Academic Portfolio

To view the faculty's employee cases that have submitted an application for Outstanding Achievement Awards (OAAs) and/or MOA COVID Period Assessment Awards (COVID OAAs), committee members must log into Academic Portfolio. It is recommended to access Academic Portfolio through the UCalgary portal.

By October 15, FAC committee members will be able to view cases in Academic Portfolio. Login through **MyUCalgary.ca** as instructed below. Recommended browser is Google Chrome.

### From Interfolio



\* On Interfolio's login page, you must select 'Sign in with Partner Institution', then enter 'University of Calgary' to re-direct back to the UCalgary login page (below)

### From MyUCalgary.ca

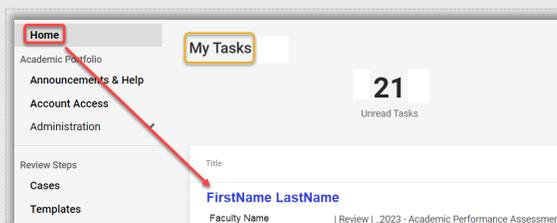


Sign in with Partner Institution

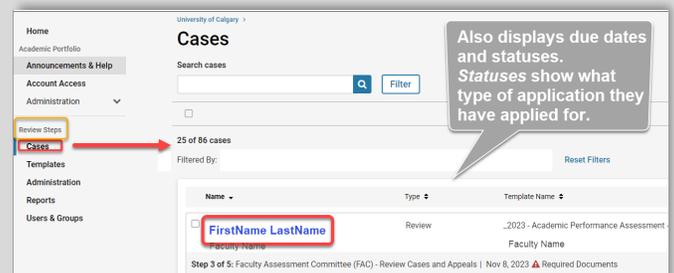


## B Access

From the *Home* page, open your My Tasks Item.

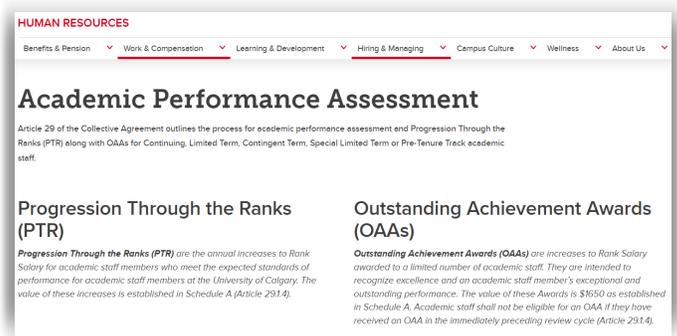


Under Review Steps, From Cases click the Case name.



## C Prepare

- Read [Article 29](#) of the *Collective Agreement*
- Refer to [Faculty Guidelines](#) and the *2021 June GFC Academic Staff Criteria & Processes Handbook*.
- Visit our site - [Academic Performance Assessment](#)



# Quick Reference Guide

Submit Your Tenure & Promotion Application: Due September 1, 2023, for the 2023/2024 cycle

## D Review the Application

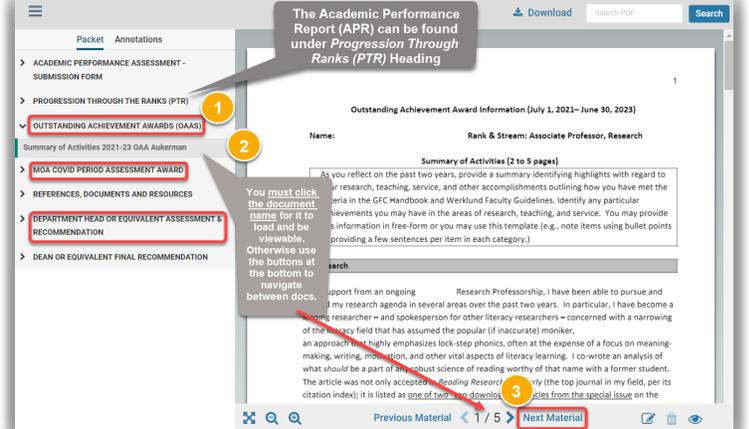
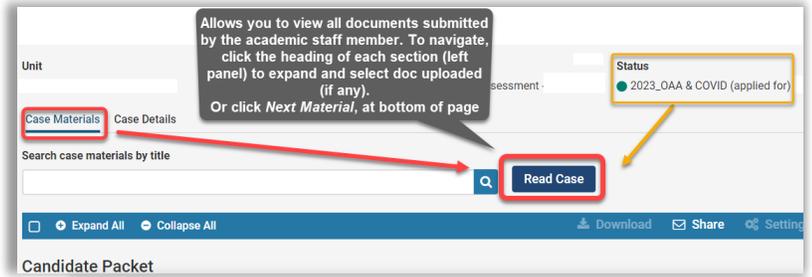
The first tab, **Case Materials**, shows the *Candidate Packet*. The OAA application documents can be found under their respective heading. Click the arrow '>' to expand the section and view the file.

To view all submitted documents, including Head Comments (if any), click the button **Read Case** - as shown in the image (top-right).

In Read Case-mode:

1. Click the Heading on left-side panel to expand
2. Click the document (if any showing) under the heading
3. Click 'Next Material' to move between document types.

**NOTE:** The **APR** is located under the *Progression Through the Ranks (PTR)* heading



## E For OAA related Comments (optional)

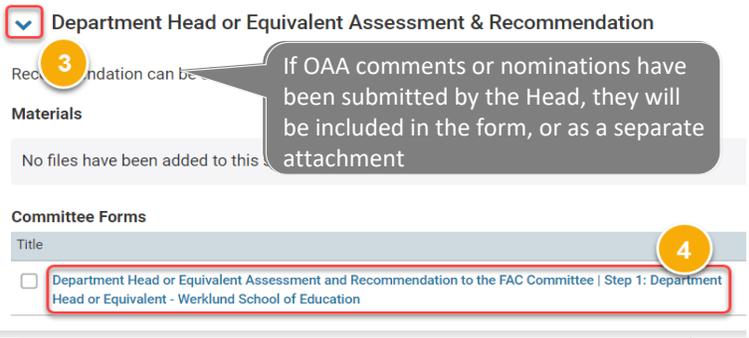
If the Head opted to submit OAA comments or a brief letter of recommendation to the FAC, it will be found under the Internal Sections of the case.

- Either included in the committee form
  - Or, additional documents may have been uploaded
1. Click the **Case Materials** tab.
  2. Scroll down the page to **Internal Sections** and navigate to - **Department Head or Equivalent Assessment & Recommendation**
  3. Click the '>' button on left, to expand the section
  4. Click the files highlighted in **blue** under **Committee Forms**

Repeat for each file you need to view.

### Internal Sections

These sections are available to committee members reviewing the case and cannot be viewed by the candidate. They can be shared with the candidate by an administrator or committee manager.



## F \*Chair to Submit FAC recommendation

**VOTE RESULTS:** The FAC vote result will be recorded on each employee case in Academic Portfolio by the Chair of the committee.

The **Required Form\*** will be visible only to the Chair.

1. Chair to click the **Case Details** tab.
2. Below **Instructions**, scroll down to **Required Items**
3. Click the **Fill Out** button for the form titled, **FAC Recommendation to the Dean/Equivalent**.

1. Fill out FAC and Dean recommendations
2. Click **Save Responses**.
3. Click **Submit Form** to confirm.

Note the: **SECTION SUCCESSFULLY COMPLETED** message.

**AFTER:** Move the case forward to HR.

For help with Academic Portfolio, call Scholar Services at 1 (877) 997-8807.

