



People and Culture

User Guide: Academic Portfolio for OAA

Step-By-Step Guide for Academic Staff

May 2025

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



Introduction

[Article 29](#) of the Collective Agreement outlines the process for academic performance assessment and Progression Through the Ranks (PTR) along with OAAs for Continuing, Limited Term, Contingent Term, Special Limited Term or Pre-Tenure Track academic staff.

Outstanding Achievement Awards (OAA) are increases to rank salary awarded to a limited number of academic staff. They are intended to recognize excellence and an academic staff member's exceptional and outstanding performance. The value of these awards is established in [Schedule A](#).

Academic staff shall not be eligible for an OAA if they have received an OAA in the immediately preceding review cycle.

An academic staff member can be nominated for an Outstanding Achievement Award in two ways:

- Academic staff members may nominate themselves for an OAA, or
- The Head or equivalent may nominate candidates from their faculty/unit.

The deadline for OAA applications is the same as the deadline for APR submissions for PTR.

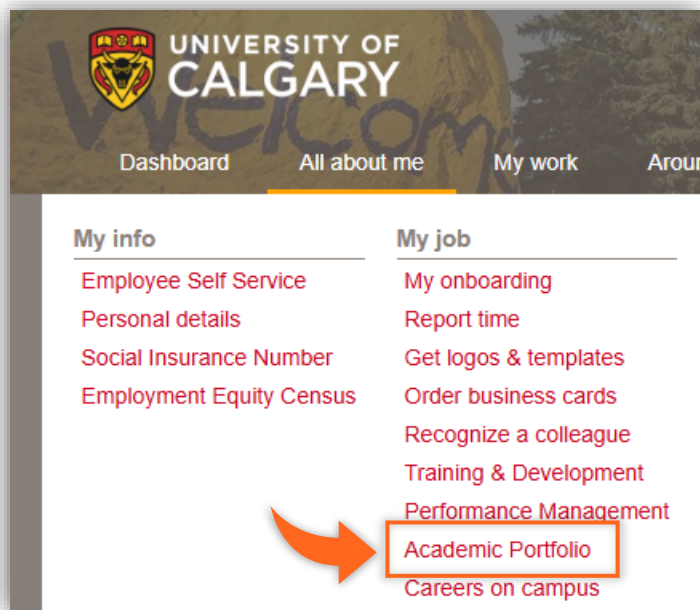
To initiate an OAA nomination, the academic staff member or Head/equivalent must first submit an intent to nominate via the webform available on the [Academic Performance Assessment website](#). Following this, People and Culture will verify eligibility and initiate a case in Academic Portfolio. The staff member will receive an email notification once the case has been created.

The following guide provides step-by-step instructions for submitting the formal OAA nomination through Academic Portfolio. The first section covers [Self-Nominations](#), while the second focuses on [Head-Nominations](#).

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How to Login to Academic Portfolio



Login to Academic Portfolio using the [My UCalgary Portal](#).

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

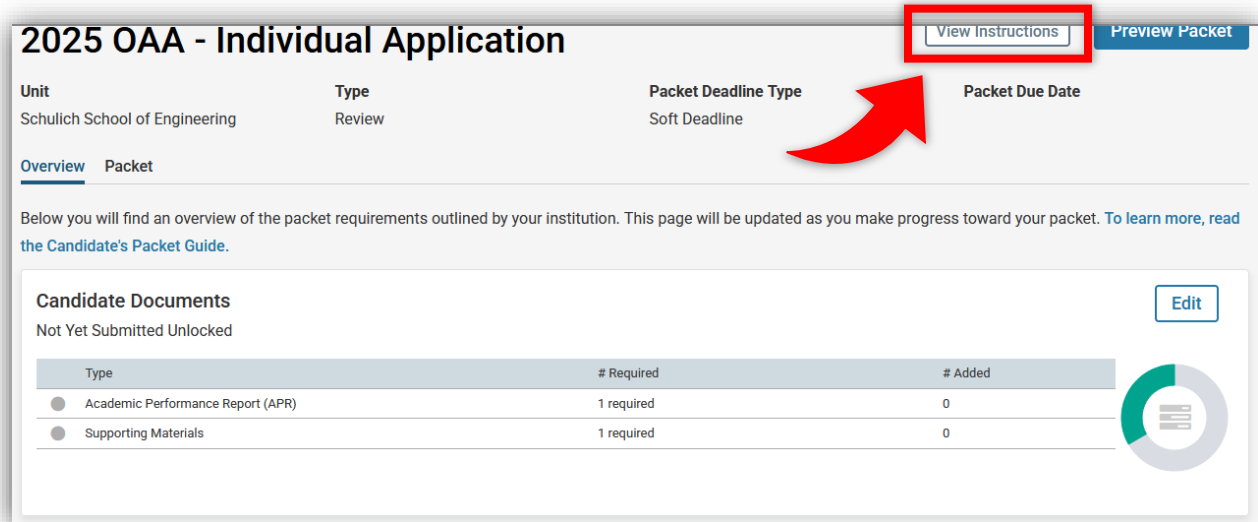
Alternatively, click on the link in the Interfolio email notification and sign-in through the [Interfolio website](#) using your UCalgary email and password.

A screenshot of the Interfolio 'Sign In' page. The header shows the 'interfolio from Elsevier' logo. The main heading is 'Sign In'. Below it is the 'Sign in with email' section, which includes an 'Email *' field with the placeholder 'Enter Email', a 'Password *' field with the placeholder 'Enter Password', and a blue 'Sign In' button. To the right of the email section is a box titled 'Other Sign In Options'. Inside this box, the 'Sign in with Partner Institution' button is highlighted with a red box, and an orange arrow points to it from the email field. Below this button is a 'Sign in with Google' button with the Google logo. At the bottom of the page is a link that says 'Forgot your password?'.

Self-Nomination for OAA

Reviewing the Case

The case will open on the [Overview](#) page.



2025 OAA - Individual Application

[View Instructions](#) [Preview Packet](#)


Unit	Type	Packet Deadline Type	Packet Due Date
Schulich School of Engineering	Review	Soft Deadline	

[Overview](#) [Packet](#)

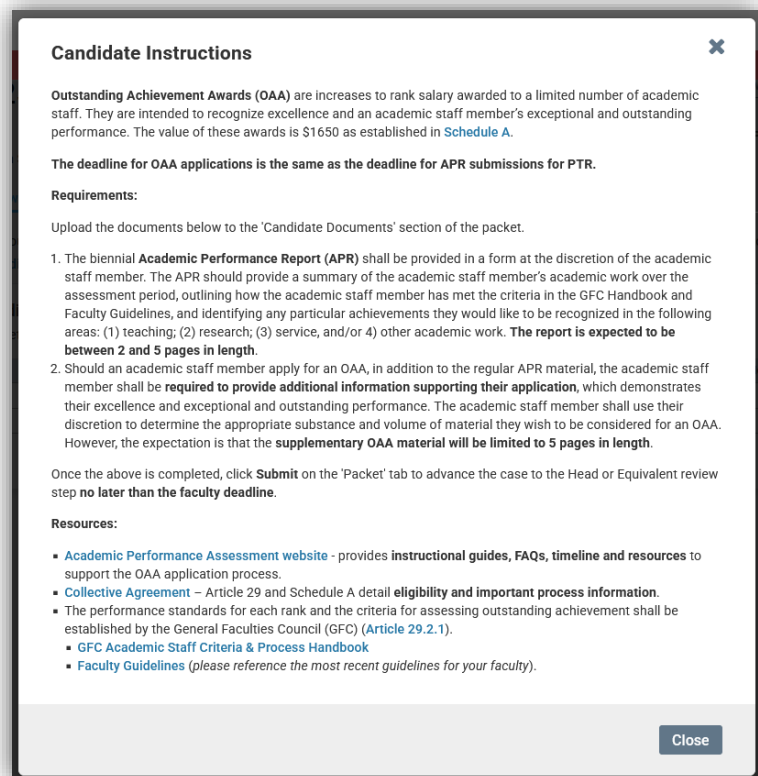
Below you will find an overview of the packet requirements outlined by your institution. This page will be updated as you make progress toward your packet. [To learn more, read the Candidate's Packet Guide.](#)

Candidate Documents
Not Yet Submitted Unlocked [Edit](#)

Type	# Required	# Added
<input type="radio"/> Academic Performance Report (APR)	1 required	0
<input type="radio"/> Supporting Materials	1 required	0



Click on [View Instructions](#) to review the submission requirements.



Candidate Instructions ✕

Outstanding Achievement Awards (OAA) are increases to rank salary awarded to a limited number of academic staff. They are intended to recognize excellence and an academic staff member's exceptional and outstanding performance. The value of these awards is \$1650 as established in [Schedule A](#).

The deadline for OAA applications is the same as the deadline for APR submissions for PTR.

Requirements:

Upload the documents below to the 'Candidate Documents' section of the packet.

- The biennial **Academic Performance Report (APR)** shall be provided in a form at the discretion of the academic staff member. The APR should provide a summary of the academic staff member's academic work over the assessment period, outlining how the academic staff member has met the criteria in the GFC Handbook and Faculty Guidelines, and identifying any particular achievements they would like to be recognized in the following areas: (1) teaching; (2) research; (3) service, and/or 4) other academic work. **The report is expected to be between 2 and 5 pages in length.**
- Should an academic staff member apply for an OAA, in addition to the regular APR material, the academic staff member shall be **required to provide additional information supporting their application**, which demonstrates their excellence and exceptional and outstanding performance. The academic staff member shall use their discretion to determine the appropriate substance and volume of material they wish to be considered for an OAA. However, the expectation is that the **supplementary OAA material will be limited to 5 pages in length.**

Once the above is completed, click **Submit** on the 'Packet' tab to advance the case to the Head or Equivalent review step **no later than the faculty deadline.**

Resources:

- [Academic Performance Assessment website](#) - provides **instructional guides, FAQs, timeline and resources** to support the OAA application process.
- [Collective Agreement](#) - Article 29 and Schedule A detail **eligibility and important process information.**
- The performance standards for each rank and the criteria for assessing outstanding achievement shall be established by the General Faculties Council (GFC) ([Article 29.2.1](#)).
 - [GFC Academic Staff Criteria & Process Handbook](#)
 - [Faculty Guidelines](#) (please reference the most recent guidelines for your faculty).

[Close](#)

Click on **Edit** or on the **Packet** tab to submit the required documents.

2025 OAA - Individual Application View Instructions Preview Packet

Unit: Schulich School of Engineering | Type: Review | Packet Deadline Type: Soft Deadline | Packet Due Date:

Overview **Packet**

Below you will find an overview of the packet requirements outlined by your institution. This page will be updated as you make progress toward your packet. [To learn more, read the Candidate's Packet Guide.](#)

Candidate Documents Edit

Not Yet Submitted Unlocked

Type	# Required	# Added
● Academic Performance Report (APR)	1 required	0
● Supporting Materials	1 required	0

A circular progress indicator shows 0 of 2 documents added.

Submitting Documents

2025 OAA - Individual Application View Instructions Preview Packet

Unit: Schulich School of Engineering | Type: Review | Packet Deadline Type: Soft Deadline | Packet Due Date:

Overview **Packet**

☐ Expand All ☒ Collapse All

☐ **Candidate Documents** Not Yet Submitted Unlocked Submit 0 of 2 Required Files

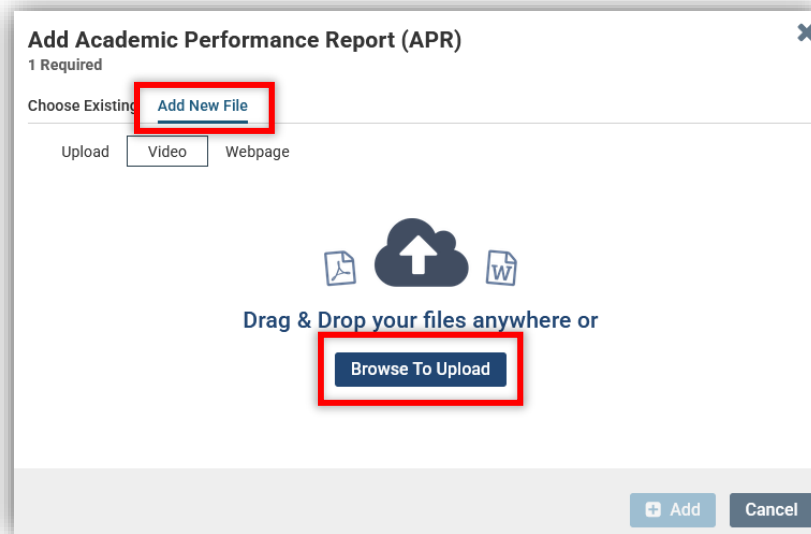
- 1** **Academic Performance Report (APR)** 1 required, 0 Added
Please submit your Academic Performance Report (APR).
Add
- 2** **Supporting Materials** 1+ required, 0 Added
Supplementary OAA material will be limited to 5 pages in length.
Add

No files have been added yet.

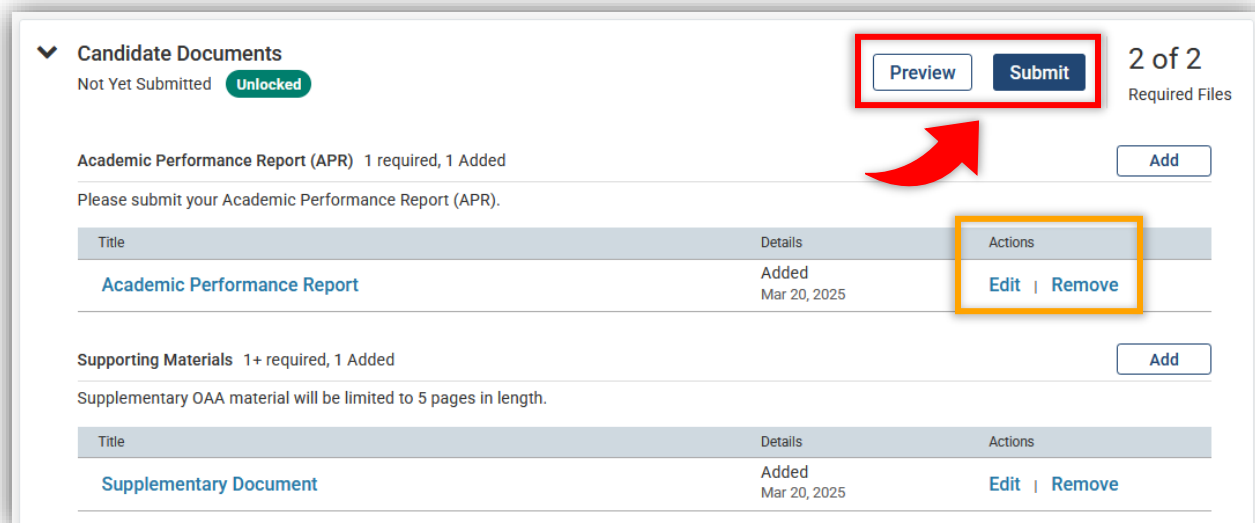
Click **Add** to upload the 2 required documents:

- Academic Performance Report (APR)
- Supplementary OAA material

To upload a document, select the **Add New File** tab, then click **Browse to Upload** or simply drag and drop your file.



Once uploaded, click **Add**.



To edit the name of a document, or to remove a document, click on the buttons under *Actions*.

Once you have uploaded all required documents, click **Preview** to review your submissions, then click **Submit** to forward your case for review by the Head or equivalent.

The deadline for OAA applications is set by the faculty and is the same as the deadline for APR submissions for PTR.

When the packet has been submitted, the candidate documents will be locked for editing. To **unlock** your packet to make changes, contact hracadem@ucalgary.ca.

Overview Packet

Expand All Collapse All

▼ Candidate Documents

Submitted Locked Preview 2 of 2 Required Files

Academic Performance Report (APR) 1 required, 1 Added

Please submit your Academic Performance Report (APR).

Title	Details
Academic Performance Report	Added Mar 20, 2025

Supporting Materials 1+ required, 1 Added

Supplementary OAA material will be limited to 5 pages in length.

Title	Details
Supplementary Document	Added Mar 20, 2025

The Head or equivalent reviews the OAA submission and may provide comments or a recommendation if they choose.

*Where an academic staff member has received comments or a recommendation from the Head under Article 29.6.1 or 29.6.2, they may submit a response **by October 10.***

The packet will return to the nominee to review and provide an optional response (see below).

Nominee Response

Click on the [Case Details](#) tab or [View](#) under *Internal Sections* to review the requirements.

Candidate_TRN9 Test

[Send Case](#) [Case Options](#)

Unit
Schulich School of Engineering

Template
2025 OAA - Individual Application

Status
[Select Status](#)

[Case Materials](#) [Case Details 1](#)

[Read Case](#)

[Expand All](#) [Collapse All](#) [Download](#) [Share](#) [Settings](#) [Move](#)

Candidate Packet

Any materials added to the candidate packet will be visible to the candidate and available for them to use in their current case. The candidate will be able to replace or delete any files in an unlocked section before they submit.

[Candidate Documents](#) Locked [Unlock](#)

Academic Performance Report (APR) 1 required [Add File](#)


Title	Details	Actions
<input type="checkbox"/> Academic Performance Report	Submitted by Candidate_TRN9 Test Mar 20, 2025	Edit

Supporting Materials 1+ required [Add File](#)

Title	Details	Actions
<input type="checkbox"/> Supplementary Document	Submitted by Candidate_TRN9 Test Mar 20, 2025	Edit

Internal Sections

These sections are available to committee members reviewing the case and cannot be viewed by the candidate. Please note that some materials added to internal sections can be shared with the candidate by an administrator or committee manager.

 You are asked to submit required items as part of this case. [View](#)

> Head or Equivalent Recommendation for OAA (Optional) [Edit](#) [Add File](#)

> Nominee Additional Response (Optional) [Edit](#) [Add File](#)

Review the Instructions and, when ready, click **Fill Out Form** to complete the required form.

The screenshot shows the 'Case Details' tab with a sub-tab indicator '1'. Under 'Reviewing as', it says 'Candidate_TRN9 Test'. A message states: 'You are the only reviewer at this step. For details on best practices, read our [Guide to Reviewing Case Materials](#).' Below this is an 'Instructions' section with a dropdown arrow and a box around it. The instructions text says: 'Please complete the required form below to acknowledge any Head/equivalent comments and provide an optional response. Review documents submitted by the Head or equivalent under the 'Case Materials' tab. Once the form is completed, advance the case to the FAC review step **no later than October 10**.' Resources listed include 'Academic Performance Assessment website' and 'Collective Agreement'. The 'Required Items' section shows a table with two rows for 'OAA - Individual Application Response' forms. The second row, assigned to 'Candidate_TRN9 Test (You)', has a 'Fill Out Form' button highlighted with a red box and a red arrow pointing to it. A '1 missing' badge is also present.

Case Materials **Case Details** 1

Reviewing as
Candidate_TRN9 Test

You are the only reviewer at this step. For details on best practices, read our [Guide to Reviewing Case Materials](#).

▼ **Instructions**

Please complete the required form below to acknowledge any Head/equivalent comments and provide an optional response. Review documents submitted by the Head or equivalent under the 'Case Materials' tab.

Once the form is completed, advance the case to the FAC review step **no later than October 10**.

Resources:

- [Academic Performance Assessment website](#) - provides instructional guides, FAQs, timeline and resources.
- [Collective Agreement](#) – Article 29 and Schedule A detail eligibility and important process information.

▼ **Required Items** 1 missing

All required items must be completed before the case can advance to the next step. Forms must be completed by the assigned user, however a Committee Manager or Administrator can select to omit the form as a requirement for a user.

Forms

Form Name	Assignee	Actions
OAA - Individual Application Response 1 required questions	Candidate_TRN9 Test	Manage Respondents
OAA - Individual Application Response 1 required questions	Candidate_TRN9 Test (You)	Fill Out Form

To view the Head's or equivalent's response, go to the **Case Materials** tab and scroll to *Internal Sections*. Then, click the arrow to expand the **Head or Equivalent Recommendation for OAA** section to access any submitted documents or responses.

The screenshot shows the 'Internal Sections' tab. A message states: 'These sections are available to committee members reviewing the case and cannot be viewed by the candidate. Please note that some materials added to internal sections can be shared with the candidate by an administrator or committee manager.' Below this is a warning icon and text: 'You are asked to submit required items as part of this case. [View](#)'. The 'Head or Equivalent Recommendation for OAA (Optional)' section is expanded, highlighted with an orange box, and has 'Edit' and 'Add File' buttons. Below this are two tables. The 'Materials' table has one row: 'Head Recommendation Letter' with a checkbox, an orange arrow pointing to it, and details 'Added by Department Head _TRN4 Mar 20, 2025' and an 'Edit' button. The 'Committee Forms' table has one row: 'OAA - Department Head or Equivalent Acknowledgement | Step 1: Department Head or Equivalent Standing Committee' with a checkbox, an orange arrow pointing to it, and details 'Response Submitted Mar 20, 2025' and an 'Edit' button.

Internal Sections

These sections are available to committee members reviewing the case and cannot be viewed by the candidate. Please note that some materials added to internal sections can be shared with the candidate by an administrator or committee manager.

⚠ You are asked to submit required items as part of this case. [View](#)

▼ **Head or Equivalent Recommendation for OAA (Optional)** Edit Add File

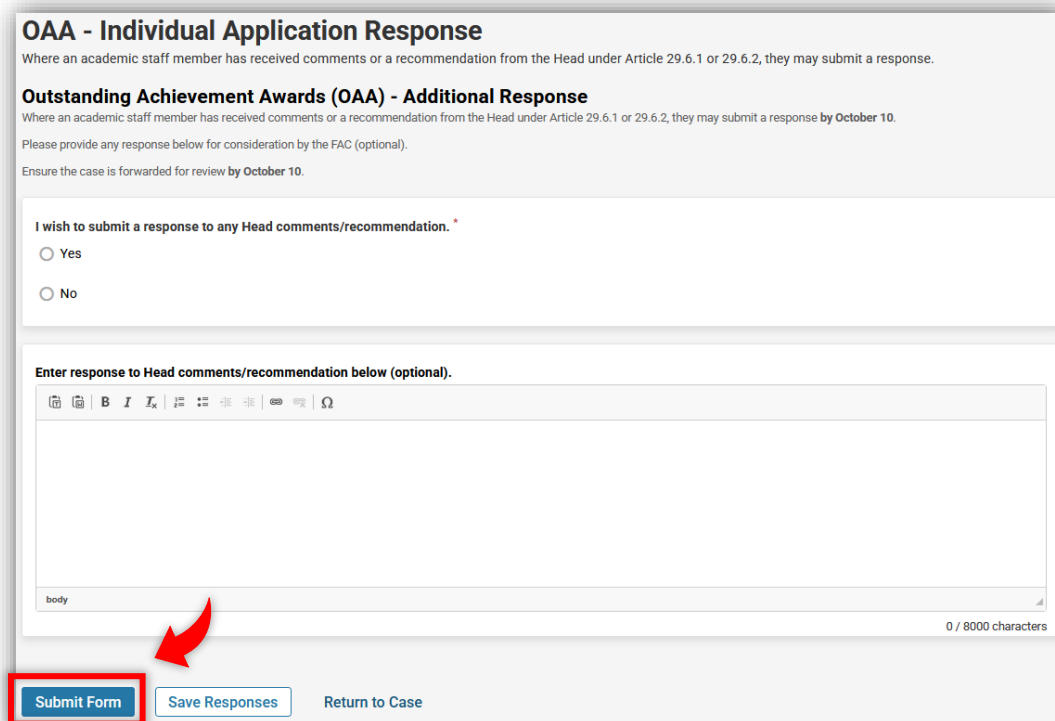
Materials

Title	Details	Actions
<input type="checkbox"/> Head Recommendation Letter	Added by Department Head _TRN4 Mar 20, 2025	Edit

Committee Forms

Title	Details	Actions
<input type="checkbox"/> OAA - Department Head or Equivalent Acknowledgement Step 1: Department Head or Equivalent Standing Committee	Response Submitted Mar 20, 2025	Edit

Return to the [Case Details](#) tab and click on [Fill Out Form](#). When complete, click [Submit Form](#).



OAA - Individual Application Response

Where an academic staff member has received comments or a recommendation from the Head under Article 29.6.1 or 29.6.2, they may submit a response.

Outstanding Achievement Awards (OAA) - Additional Response

Where an academic staff member has received comments or a recommendation from the Head under Article 29.6.1 or 29.6.2, they may submit a response **by October 10**.

Please provide any response below for consideration by the FAC (optional).


Ensure the case is forwarded for review **by October 10**.

I wish to submit a response to any Head comments/recommendation. *

☐ Yes

☐ No

Enter response to Head comments/recommendation below (optional).

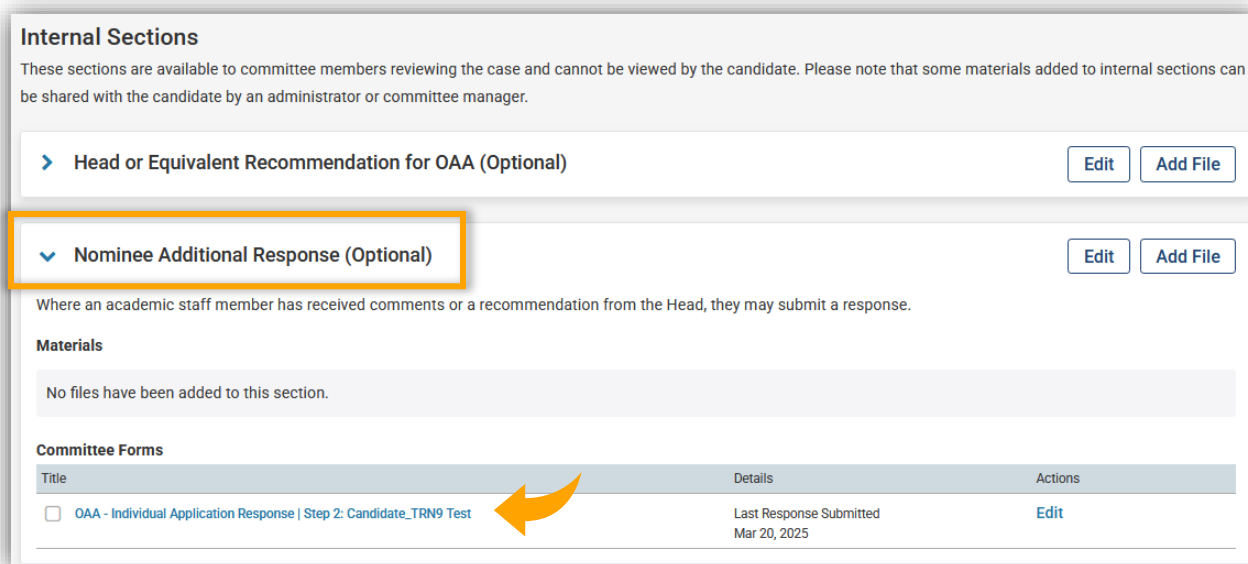


body

0 / 8000 characters

[Submit Form](#) [Save Responses](#) [Return to Case](#)

On the [Case Details](#) tab, the completed form will appear in the *Internal Sections* under [Nominee Additional Response](#).



Internal Sections

These sections are available to committee members reviewing the case and cannot be viewed by the candidate. Please note that some materials added to internal sections can be shared with the candidate by an administrator or committee manager.

> [Head or Equivalent Recommendation for OAA \(Optional\)](#) [Edit](#) [Add File](#)

✓ [Nominee Additional Response \(Optional\)](#) [Edit](#) [Add File](#)

Where an academic staff member has received comments or a recommendation from the Head, they may submit a response.

Materials

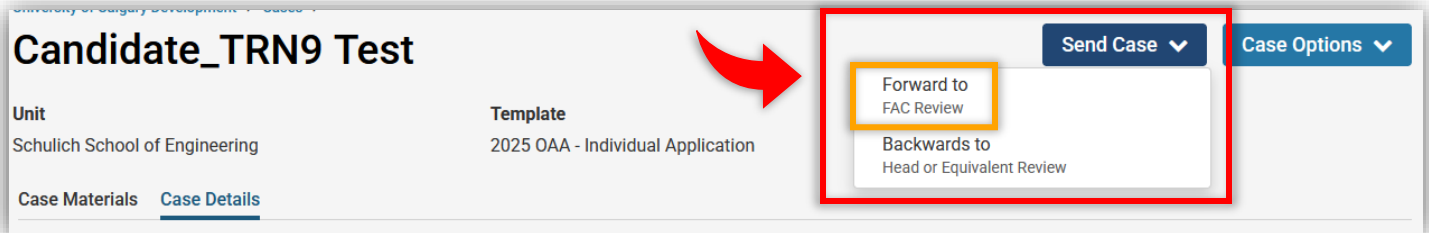
No files have been added to this section.

Committee Forms

Title	Details	Actions
<input type="checkbox"/> OAA - Individual Application Response Step 2: Candidate_TRN9 Test	Last Response Submitted Mar 20, 2025	Edit

Forward Case to Faculty Assessment Committee

Once the Individual Application Response form has been completed, at the top of the case, click [Send Case > Forward to FAC Review](#).



Candidate_TRN9 Test

Unit: Schulich School of Engineering

Template: 2025 OAA - Individual Application

Case Materials Case Details

Send Case ▾

Case Options ▾

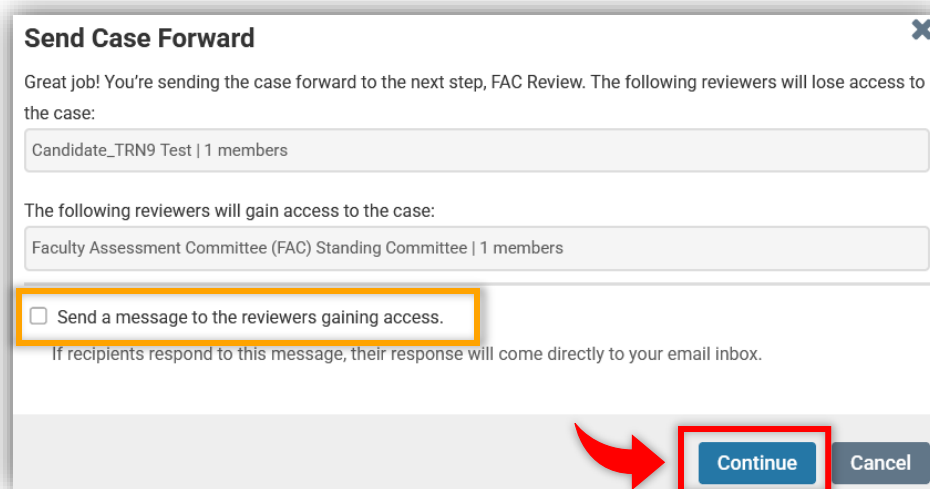
Forward to FAC Review

Backwards to Head or Equivalent Review

*Advance the case to the FAC review step **no later than October 10.***

You can uncheck the box to [Send a message to the reviewers gaining access](#)—they will still receive a standard email notifying them that the case has progressed to their review step. Alternatively, you may enter a custom message to send a personalized email to the nominee.

Click [Continue](#) to forward the case.



Send Case Forward

Great job! You're sending the case forward to the next step, FAC Review. The following reviewers will lose access to the case:

Candidate_TRN9 Test | 1 members

The following reviewers will gain access to the case:

Faculty Assessment Committee (FAC) Standing Committee | 1 members

☐ Send a message to the reviewers gaining access.

If recipients respond to this message, their response will come directly to your email inbox.

Continue Cancel

End of self-nomination process in Academic Portfolio.

Visit the [Resources](#) section for more information and support.

Head-Nomination for OAA

Reviewing the Case

Click on the [Case Details](#) tab or [View](#) under *Internal Sections* to review the requirements.

Candidate_TRN9 Test

[Send Case](#) [Case Options](#)

Unit
Schulich School of Engineering

Template
2025 OAA - Head Nomination

Status
[Select Status](#)

[Case Materials](#) [Case Details 2](#)

Search case materials by title [Read Case](#)


[Expand All](#) [Collapse All](#) [Download](#) [Share](#) [Settings](#) [Move](#)

Candidate Packet

Any materials added to the candidate packet will be visible to the candidate and available for them to use in their current case. The candidate will be able to replace or delete any files in an unlocked section before they submit.

Internal Sections

These sections are available to committee members reviewing the case and cannot be viewed by the candidate. Please note that some materials added to internal sections can be shared with the candidate by an administrator or committee manager.

 You are asked to submit required items as part of this case. [View](#)

Head or Equivalent Recommendation for OAA

[Edit](#) [Add File](#)

Brief letter indicating reasons for recommending the staff member for OAA (one document only).

Materials

Title	Details	Actions
<input type="checkbox"/> Recommendation Letter	Added by Department Head _TRN4 Mar 21, 2025	Edit

Nominee Documents

[Edit](#) [Add File](#)

Committee Documents

[Edit](#) [Add File](#)

USER GUIDE: ACADEMIC PORTFOLIO FOR OAA | UNIVERSITY OF CALGARY

13

Submitting Documents

Review the Instructions and, when ready, complete the 2 requirements:

- Upload your **Academic Performance Report (APR)**,
- Click **Fill Out Form** to complete the required form.
 - If you choose to decline the OAA nomination, an APR is not required. Simply complete the required form to indicate your decision, and the case will be closed.

The screenshot shows the 'Case Details' page with two main sections. The 'Instructions' section is highlighted with an orange box and contains text about filling out the required form to accept or decline the OAA nomination, uploading the APR, and returning to the 'Case Materials' tab. The 'Required Items' section shows a list of items with a '2 missing' badge. The 'Academic Performance Report (APR)' item is highlighted with a red circle and a '1' in an orange circle. Below it, there is a table of forms. The 'OAA - Nominee Response' form is highlighted with a red circle and a '2' in an orange circle. The 'Fill Out Form' button is highlighted with a red box and a red arrow.

Case Materials Case Details 2

Reviewing as
Candidate_TRN9 Test

You are the only reviewer at this step. For details on best practices, read our [Guide to Reviewing Case Materials](#).

Instructions

Please fill out the required form below to **accept or decline the OAA nomination** and provide an optional response. The Head or equivalent's recommendation letter can be viewed on the 'Case Materials' tab.

After completing the form, **upload your APR (required)** and then return to the 'Case Materials' tab to add any supplementary information (*optional*) to the **Nominee Documents** section.

- *Note: when uploading your APR, select 'Nominee Documents' from the Section drop-down.*

Once the above is completed, advance the case to the FAC review step **no later than October 10**.

If you choose to decline the OAA nomination, an APR is not required. Simply **complete the required form** to indicate your decision, and the case will be closed.

Resources:

- [Academic Performance Assessment website](#) - provides instructional guides, FAQs, timeline and resources.
- [Collective Agreement](#) - Article 29 and Schedule A detail **eligibility and important process information**.

Required Items 2 missing

All required items must be completed before the case can advance to the next step. Files can be added by any Committee Manager or Administrator with access to this case. Forms must be completed by the assigned user, however a Committee Manager or Administrator can select to omit the form as a requirement for a user.

Academic Performance Report (APR) Add

Upload your APR here (one document only).

No files have been added to this section.

Forms

Form Name	Assignee	Actions
OAA - Nominee Response 1 required questions	Candidate_TRN9 Test	Manage Respondents
OAA - Nominee Response 1 required questions	Candidate_TRN9 Test (You)	Fill Out Form

1

When uploading the APR, select **Nominee Documents** under the Section dropdown.

The screenshot shows the 'Add Academic Performance Report (APR)' dialog box. It has two tabs: 'Upload a new file' and 'Select file from case'. The 'Upload a new file' tab is active. Below the tabs, there is a text box for 'Name' and a dropdown menu for 'Section'. The 'Section' dropdown is highlighted with a red box and a red arrow, and it is set to 'Nominee Documents'.

Add Academic Performance Report (APR)

[Upload a new file](#) [Select file from case](#)

Please select the section of the packet where this file will appear. Select the appropriate section from the dropdown menu below.

Name *

Academic Performance Report

Section *

Nominee Documents

2

Complete the required form. When complete, click **Submit Form**.

OAA - Nominee Response

Where an academic staff member has received a recommendation from the Head under Article 29.6.1 or 29.6.2, they may submit a response.

I accept the Head or Equivalent's recommendation for OAA. *

☒ Yes

☐ No

Enter a response to the Head or Equivalent's recommendation below (optional).

I accept.

body

9 / 8000 characters

Last saved on Mar 21, 2025 at 11:00 AM EDT

Submit Form [Return to Case](#)

On the **Case Materials** tab, the APR and completed form will appear in the *Internal Sections* under **Nominee Documents**.

Internal Sections

These sections are available to committee members reviewing the case and cannot be viewed by the candidate. Please note that some materials added to internal sections can be shared with the candidate by an administrator or committee manager.

✓ **Head or Equivalent Recommendation for OAA** [Edit](#) [Add File](#)

Brief letter indicating reasons for recommending the staff member for OAA (one document only).

Materials

Title	Details	Actions
<input type="checkbox"/> Recommendation Letter	Added by Department Head _TRN4 Mar 21, 2025	Edit

✓ **Nominee Documents** [Edit](#) [Add File](#)

This section contains the following:

1. **Academic Performance Report.**
2. **Nominee Supplementary Information (Optional)** - where an academic staff member had not requested consideration for an OAA, but the Head has recommended such consideration, the academic staff member may submit supplementary information in support of this recommendation, consistent with the provisions in Article 29.1.4.b).
3. **Nominee Response** to nomination for OAA.

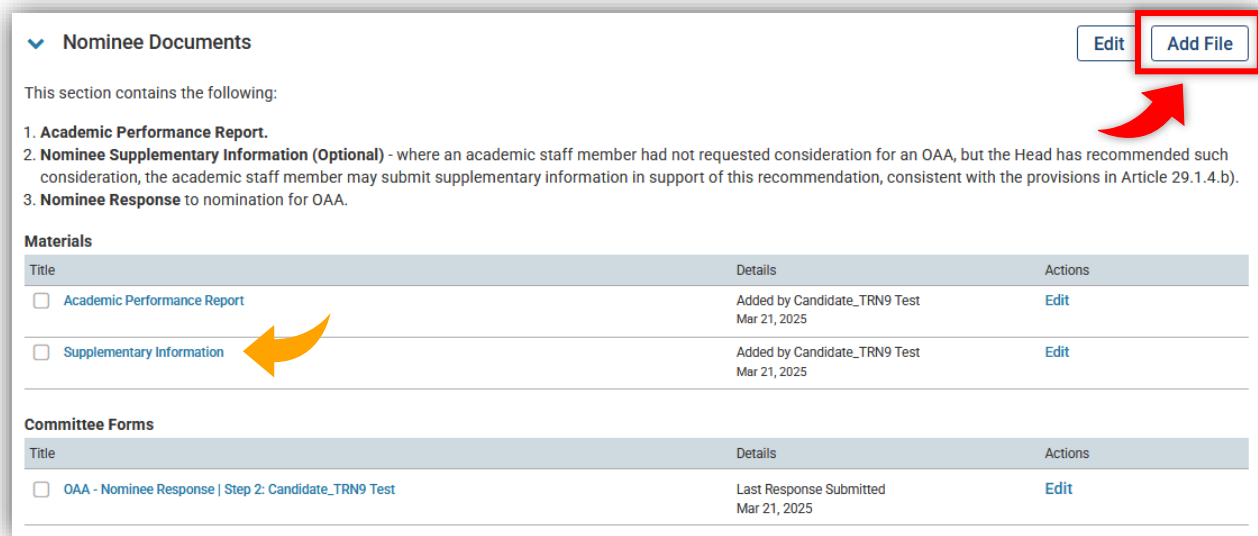
Materials

Title	Details	Actions
<input type="checkbox"/> Academic Performance Report	Added by Candidate_TRN9 Test Mar 21, 2025	Edit

Committee Forms

Title	Details	Actions
<input type="checkbox"/> OAA - Nominee Response Step 2: Candidate_TRN9 Test	Last Response Submitted Mar 21, 2025	Edit

To upload optional supplementary information, click [Add File](#) in the *Nominee Documents* section.



Nominee Documents

This section contains the following:

1. **Academic Performance Report.**
2. **Nominee Supplementary Information (Optional)** - where an academic staff member had not requested consideration for an OAA, but the Head has recommended such consideration, the academic staff member may submit supplementary information in support of this recommendation, consistent with the provisions in Article 29.1.4.b).
3. **Nominee Response** to nomination for OAA.

Materials

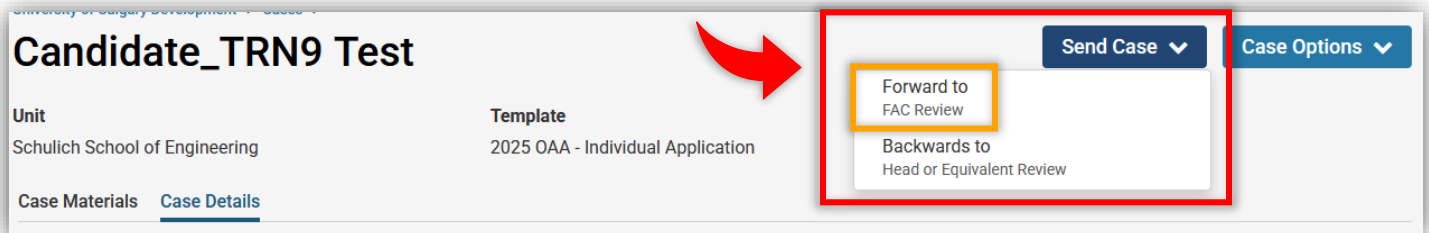
Title	Details	Actions
<input type="checkbox"/> Academic Performance Report	Added by Candidate_TRN9 Test Mar 21, 2025	Edit
<input type="checkbox"/> Supplementary Information	Added by Candidate_TRN9 Test Mar 21, 2025	Edit

Committee Forms

Title	Details	Actions
<input type="checkbox"/> OAA - Nominee Response Step 2: Candidate_TRN9 Test	Last Response Submitted Mar 21, 2025	Edit

Forward Case to Faculty Assessment Committee

Once the requirements have been completed, at the top of the case, click [Send Case](#) > [Forward to FAC Review](#).



Candidate_TRN9 Test

Unit
Schulich School of Engineering

Template
2025 OAA - Individual Application

Case Materials **Case Details**

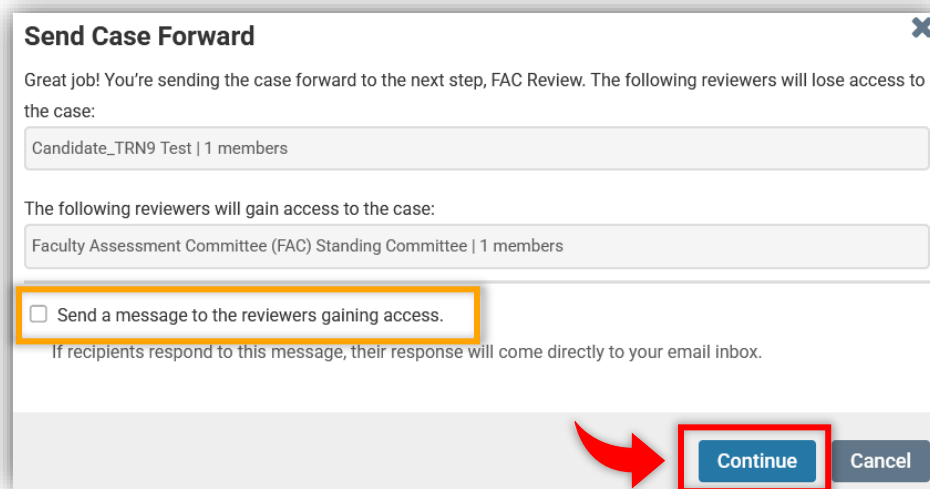
Send Case **Case Options**

- Forward to FAC Review
- Backwards to Head or Equivalent Review

*Advance the case to the FAC review step **no later than October 10.***

You can uncheck the box to [Send a message to the reviewers gaining access](#)—they will still receive a standard email notifying them that the case has progressed to their review step. Alternatively, you may enter a custom message to send a personalized email to the nominee.

Click [Continue](#) to forward the case.



The dialog box is titled "Send Case Forward" and contains the following elements:

- A close button (X) in the top right corner.
- A message: "Great job! You're sending the case forward to the next step, FAC Review. The following reviewers will lose access to the case:"
- A text box containing "Candidate_TRN9 Test | 1 members".
- A message: "The following reviewers will gain access to the case:"
- A text box containing "Faculty Assessment Committee (FAC) Standing Committee | 1 members".
- A checkbox labeled "Send a message to the reviewers gaining access." which is currently unchecked. This checkbox is highlighted with an orange border.
- A note below the checkbox: "If recipients respond to this message, their response will come directly to your email inbox."
- At the bottom right, a red curved arrow points to a "Continue" button, which is highlighted with a red border. Next to it is a "Cancel" button.

End of head-nomination process in Academic Portfolio.

Visit the [Resources](#) section for more information and support.

Resources

[Academic Performance Assessment website](#) - provides **instructional guides, FAQs, timeline and resources** to support the OAA application process.

[Collective Agreement](#) – Article 29 and Schedule A detail **eligibility and important process information**.

The performance standards for each rank and the criteria for assessing outstanding achievement shall be established by the General Faculties Council (GFC) ([Article 29.2.1](#)).

- [GFC Academic Staff Criteria & Process Handbook](#)
- [Faculty Guidelines](#) (*please reference the most recent guidelines for your faculty*).

For support with your nomination case, contact hracadem@ucalgary.ca.

For technical support with Academic Portfolio, contact Interfolio-support@elsevier.com.