



UNIVERSITY OF
CALGARY

People and Culture

User Guide: PTR in Employee Self-Service

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.

Progression Through the Ranks (PTR) are the annual increases to rank salary for academic staff members who meet the expected standards of performance for academic staff members at the University of Calgary. The value of these increases is established in [Schedule A](#) (Article 29.1.4).

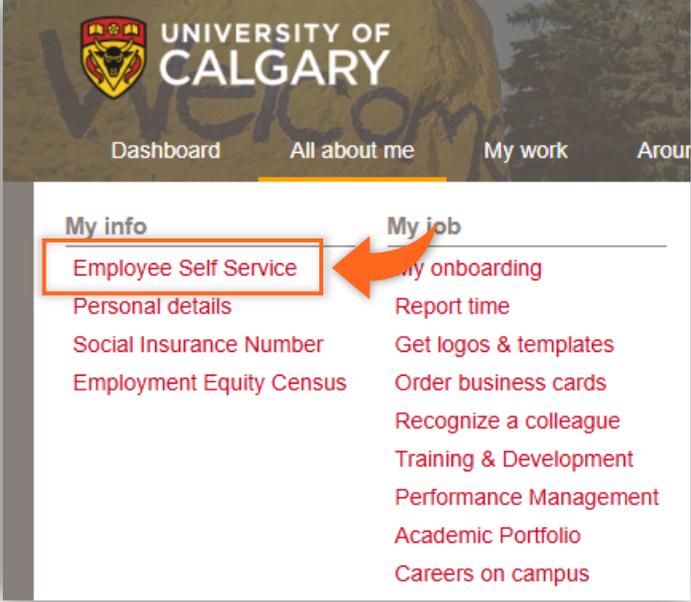
The deadline PTR is set by each faculty and is no later than September 1.

The following guide provides step-by-step instructions for submitting your Academic Performance Report (APR) for your assessment for Progression Through the Ranks.

Table of Contents

- Introduction..... 1
- How to Login to Employee Self-Service for PTR 4
- Submitting your Academic Performance Report (APR) 5
 - Outstanding Achievement Award (OAA) 8**
- Resources 9

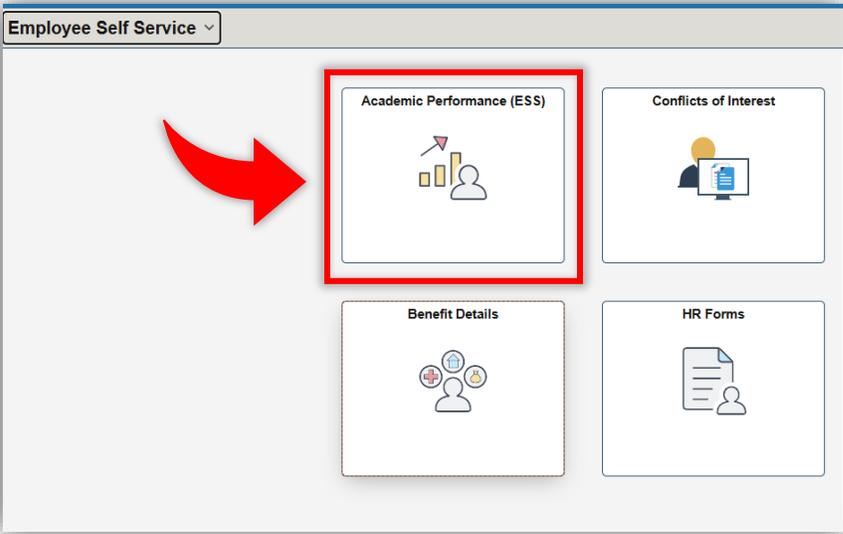
How to Login to Employee Self-Service for PTR



Login to Employee Self-Service using the [My UCalgary Portal](#).

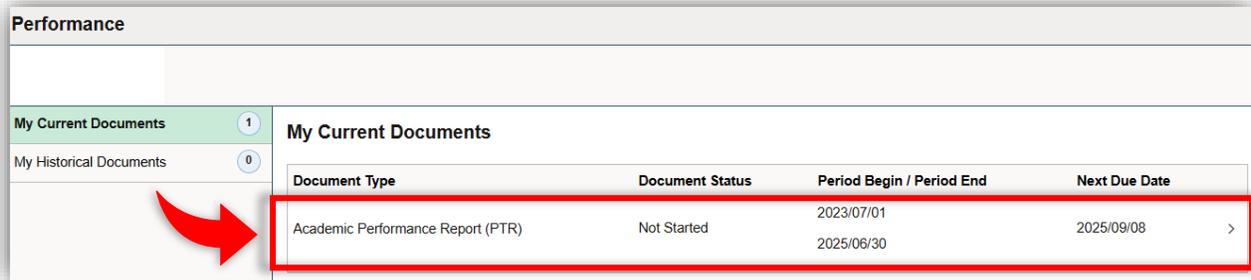
My UCalgary > All About Me > Employee Self Service

Click on the **Academic Performance (ESS)** tile.



Submitting your Academic Performance Report (APR)

The *Performance* page will show your current document awaiting action for the PTR assessment under **Current Documents**. Click the arrow or anywhere within the box to open and proceed with the case.



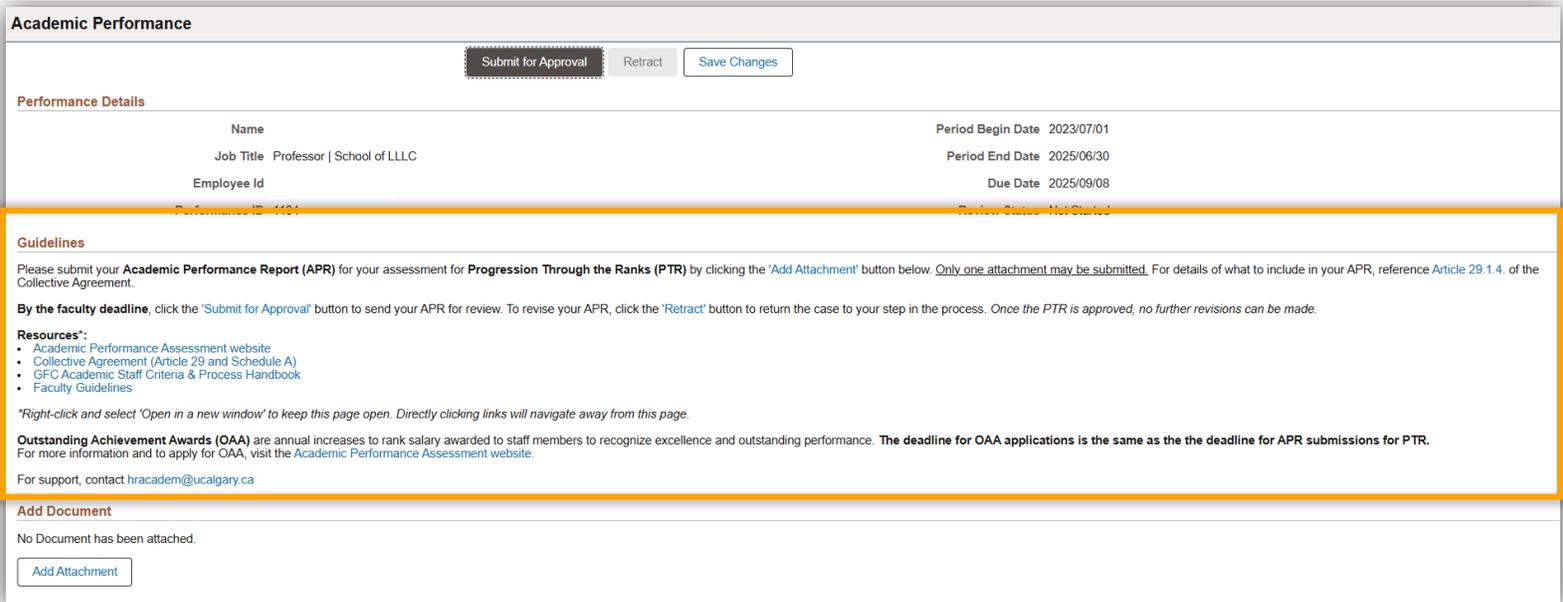
Performance

My Current Documents 1

My Historical Documents 0

Document Type	Document Status	Period Begin / Period End	Next Due Date	
Academic Performance Report (PTR)	Not Started	2023/07/01 2025/06/30	2025/09/08	>

Review the **Guidelines** section for important information on submitting your Academic Performance Report (APR). For details on APR requirements, refer to Collective Agreement [Article 29.1.4](#).



Academic Performance

Submit for Approval | Retract | Save Changes

Performance Details

Name	Period Begin Date	2023/07/01
Job Title Professor School of LLLC	Period End Date	2025/06/30
Employee Id	Due Date	2025/09/08
Performance ID: 1101	Review Status	Not Started

Guidelines

Please submit your **Academic Performance Report (APR)** for your assessment for **Progression Through the Ranks (PTR)** by clicking the 'Add Attachment' button below. Only one attachment may be submitted. For details of what to include in your APR, reference [Article 29.1.4](#) of the Collective Agreement.

By the faculty deadline, click the 'Submit for Approval' button to send your APR for review. To revise your APR, click the 'Retract' button to return the case to your step in the process. *Once the PTR is approved, no further revisions can be made.*

Resources:

- Academic Performance Assessment website
- Collective Agreement (Article 29 and Schedule A)
- GFC Academic Staff Criteria & Process Handbook
- Faculty Guidelines

**Right-click and select 'Open in a new window' to keep this page open. Directly clicking links will navigate away from this page.*

Outstanding Achievement Awards (OAA) are annual increases to rank salary awarded to staff members to recognize excellence and outstanding performance. **The deadline for OAA applications is the same as the the deadline for APR submissions for PTR.** For more information and to apply for OAA, visit the [Academic Performance Assessment website](#).

For support, contact hracadem@ucalgary.ca

Add Document

No Document has been attached.

Add Attachment

In the **Add Document** section, click the Add Attachment button to upload your **Academic Performance Report** (one document only). *The case cannot be submitted for review without an APR.*

Academic Performance

[Submit for Approval](#) [Retract](#) [Save Changes](#)

Performance Details

Name	Period Begin Date	2023/07/01
Job Title Professor School of LLLC	Period End Date	2025/06/30
Employee Id	Due Date	2025/09/08
Performance ID 1104	Review Status	Not Started

Guidelines

Please submit your **Academic Performance Report (APR)** for your assessment for **Progression Through the Ranks (PTR)** by clicking the 'Add Attachment' button below. Only one attachment may be submitted. For details of what to include in your APR, reference [Article 29.1.4](#) of the Collective Agreement.

By the faculty deadline, click the 'Submit for Approval' button to send your APR for review. To revise your APR, click the 'Retract' button to return the case to your step in the process. *Once the PTR is approved, no further revisions can be made.*

Resources:

- Academic Performance Assessment website
- Collective Agreement (Article 29 and Schedule A)
- OFC Academic Staff Criteria & Process Handbook
- Faculty Guidelines

**Right-click and select 'Open in a new window' to keep this page open. Directly clicking links will navigate away from this page.*

Outstanding Achievement Awards (OAA) are annual increases to rank salary awarded to staff members to recognize excellence and outstanding performance. **The deadline for OAA applications is the same as the the deadline for APR submissions for PTR.** For more information and to apply for OAA, visit the [Academic Performance Assessment website](#).

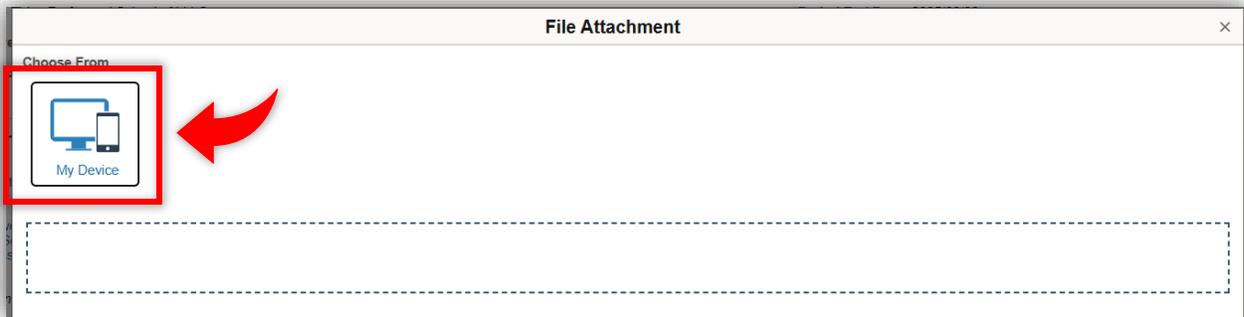
For support, contact hrcadem@ucalgary.ca

Add Document

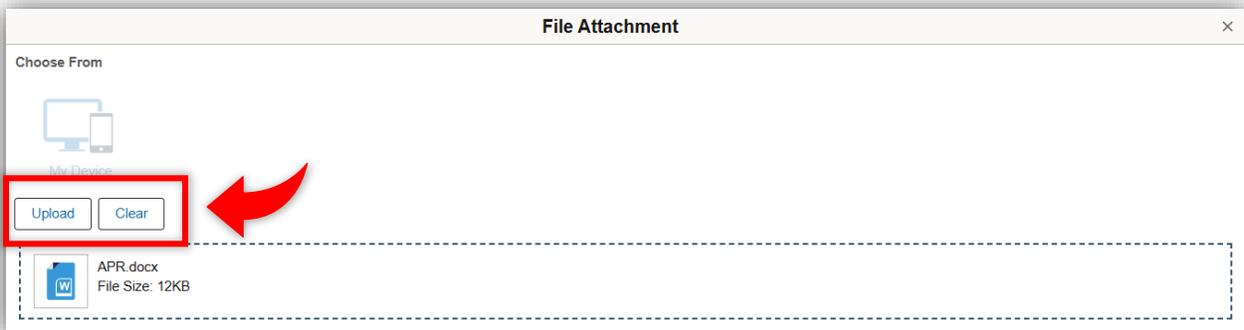
No Document has been attached.

[Add Attachment](#)

To upload a file, click **My Device** to select a document, or simply drag and drop it into the dotted box.



After adding the file, click **Upload** to complete the action. To replace the document, click **Clear** and then upload a new file.



Document Name	Description	Attached By	Attached	Status
APR.docx			25/04/17 01:26:48 PM	Active

Once the APR is uploaded to the case, click the **arrow button** to add an optional description of the document. If left blank, the document title will be automatically copied into the description field.

Cancel
Attachment
Done

Description

Attachment APR.docx

Attached By

Attached 2025/04/17 01:26:48 PM

Last Updated 2025/04/17 01:26:48 PM

Status Active

Delete

If revisions to the APR are necessary from the case (e.g., an incorrect document was uploaded), click the **arrow button** and select **Delete**. You may then upload a new document to replace the previous one.

Once the Head or equivalent has submitted their recommendation, you will no longer be able to retract or replace your APR.

Academic Performance

Submit for Approval
Retract
Save Changes

Performance Details

Name	Period Begin Date 2023/07/01
Job Title Professor School of LLLC	Period End Date 2025/06/30
Employee Id	Due Date 2025/09/08
Performance ID 1104	Review Status Not Started

When ready, click the **Submit for Approval** button to submit your APR for review no later than the faculty deadline.

If you are not ready to submit, click the [Save Changes](#) button. Ensure that you return to submit your APR before the faculty deadline.

Once the Head has submitted their recommendation for PTR, the academic staff member will receive an email notification to review the recommendation.

End of PTR process in PeopleSoft.

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

Outstanding Achievement Award (OAA)

If you are interested in nomination for an OAA, please visit the [Academic Performance Assessment website](#) for information and resources.

The deadline for OAA self-nominations is the same as the deadline for APR submissions for PTR.

Resources

[Academic Performance Assessment website](#) - provides **instructional guides, FAQs, timeline and resources** to support the PTR 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*).
- [Declaration on Research Assessment \(DORA\)](#) – Includes recommendations on evaluating research and scholarship activities on quality and impact, rather than on bibliometrics alone.

For support, contact hracadem@ucalgary.ca.