Academic Portfolio Guide

Research & Scholarship Leave

For HR and Faculty/Department Administrators

This document contains instructions for carrying out the Research & Scholarship process within Academic Portfolio
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1. **Introduction to Research & Scholarship Leave**

The provisions relating to the Research and Scholarship Leave process are documented in the Collective Agreement, Article 16 & 17, which should be used in conjunction with this guide.

RSL is an annual process for faculty members at the University of Calgary. Each year approximately 200 – 250 applicants participate in the process. Historically, application process has been completed on a paper application form. RSL cycle for the 2021 – 2022 academic year will be transitioned to online using Academic Portfolio.

Please access the HR RSL website for 2021-2022 RSL timelines and for additional information regarding the RSL process.

**HR RSL Website**

**Roles & Responsibilities**

Outline of roles and responsibilities within Academic Portfolio.

<table>
<thead>
<tr>
<th>Stakeholders</th>
<th>Role</th>
<th>Responsibilities</th>
</tr>
</thead>
<tbody>
<tr>
<td>People, Processes and Solutions, HR</td>
<td>Process Owner</td>
<td>Review eligibility and qualifying service</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Case creation with assigning appropriate reviewers (DeptHead, Faculty Admin, RSL Committee, Dean)</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Once Faculty RSL committee members have been identified, update Committee members in Academic Portfolio.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Case closure and final report upon completion.</td>
</tr>
<tr>
<td>Faculty Administrators</td>
<td>Faculty support and application review</td>
<td>Ensure application forms have been completed and move the case to the Department Head review step.</td>
</tr>
<tr>
<td>Department Heads</td>
<td>Reviewer</td>
<td>Review the submitted applications and provide approval/denial. Move case forward to the Faculty RSL Committee review step.</td>
</tr>
<tr>
<td>Academic Labor Relations</td>
<td>Policy compliance and language</td>
<td>Ensures communication and language within AP is compliant with University policies and the Collective Agreement</td>
</tr>
<tr>
<td>HR Systems &amp; Reporting</td>
<td>Data &amp; technical support</td>
<td>Missing data, access, errors</td>
</tr>
</tbody>
</table>

**a) Definitions**

<table>
<thead>
<tr>
<th>Academic Portfolio Term</th>
<th>Collective Agreement Term</th>
<th>Definition</th>
</tr>
</thead>
<tbody>
<tr>
<td>Candidate</td>
<td>Applicant</td>
<td>Faculty Member applying</td>
</tr>
<tr>
<td>Packet</td>
<td>Application</td>
<td>The documents submitted for review</td>
</tr>
</tbody>
</table>
b) Eligibility

Please reference the RSL website for eligibility details.

HR RSL Website

2. Getting Started in Academic Portfolio

a) Log in

1. Navigate to the ucalgary.ca. Click to expand the menu.
2. Click My UCalgary button.
3. Enter Username and Password into the Central Authentication Service.
4. Click Sign In.
5. Navigate to All about me → My job.
6. Click Academic Portfolio.
All U of C logins are set up to use the Central Authorization Service, or “single sign-on.” If you receive an error contact Scholar Services (877) 997-8807 (7 a.m. to 4 p.m. MST) / Email: help@interfolio.com or use one of the other available support mechanisms.

b) Academic Portfolio Interface
Once you are logged in, you will find the Home Screen which offers: limited user functions on the top right-hand side, several useful features on the left, and items for your attention in the middle.

c) Menu items
1. The Home Page displays “action” items* for your attention. These can be anything from letting you know the time to submit reports has been declared (or ready to submit), to a suggestion for adding additional descriptions to imported items. See the Action Items section for more examples.
2. The **Announcements & Help** section will contain the latest updates from the vendor as well as U of C FAQs and links to support. See the **Get Help** section for more explanation on information contained here along with tips on how to use the context-sensitive help features.

3. **Profile** data describes who you are as an academic. This data does not typically change much. Many sections can be edited but some require that you request the change from HR.

4. **Activities** describe what you do. Available year-round, this robust set of research, teaching, and service sections combine to showcase your activity.

5. **Forms & Reports** have not been customized* for any U of C purposes or processes. This item contains limited generalized functionality.

6. **Vitas & Biosketches** section* is where you can preview or produce a .pdf file for your Academic Performance Report. It also houses methods for integrating with other academic databases.

7. **Find Colleagues** is a handy tool to find colleagues with the same interests. Search capabilities are limited to what academics voluntarily enter into the **Researcher Profile** and **Interests** sections.

8. **Account Access** allows you to:
   - Grant someone else to access your account.
   - Keep track of the people who have access to your account.

### 4. **Candidate’s Application**

Once the People, Processes and Solutions Team (HR) has reviewed the candidate’s eligibility, a case will be opened in Academic Portfolio where the staff member must submit their application.

a) **Candidate / Applicant Uploads Application**

When the case has been opened by HR, the candidate will receive an email that looks like this *(note: wording in screenshot is from previous year)*:
The candidate can click on the “View Case” button to go directly to the dashboard or the dashboard can be accessed by logging into the UCalgary portal and clicking “Academic Portfolio”.

i) Candidate’s Dashboard

The candidate’s dashboard will show all of the current action items and their due dates for any process they are participating, such as Merit, Tenure and Promotion, or RSL.

“Your Packets” on the left-hand sidebar displays a history of packets.

Very Important! Packets are Academic Portfolio’s term for Application, which describes the documents submitted by the academic for review.

The candidate should click on the appropriate case to open it.

Candidates will click “Add File” under “Leave Application and Documents” in order to open a screen that will allow them to add and remove files.
i) Reviewing the Packet

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.

- The RSL and Admin leave application form must be completed in full.
- If Graduate Student Supervision is yes, the form must be uploaded with signatures. You may need to remind Academics to send the form to the Faculty of Graduate Studies.
- If Contract Research During Leave is yes, the form must be uploaded. You may need to remind Academics to send the form to Research Services.
- If an Academic indicates they have previously taken RSL – ensure the last RSL Report is attached.

iii) Dashboard View – Confirmed Submission

Once submitted, the applicant will be able to see a date stamp confirming when the application was submitted.

Packet is locked for editing but is still available as a preview.

b) Unlocking an Application for Editing

If a candidate needs to revise part of their application, their packet will need to be unlocked. To unlock the packet, open the case. Under “Candidate Packet,” the sections of the packet are displayed. Click the “Unlock” button. Be sure to lock the case after the applicant has made their changes. To do this, click the same button so it reads, “Lock.”
5. **Department Head/Equivalent Step**

Once the candidate has submitted their packet the Department Head will receive an email that the case is ready to review. The case will also show in the Department Head’s dashboard as an action item with a due date.

If the case does not show in your actions items (sometimes there can be a delay), click “Cases” to view the case.

Click on the case you would like to work on so it is open on the screen. Now you can initiate the evaluations.
In the pop up screen, copy and paste the template email found in the Appendix.

**Appendix 3 – Email – Instructions to Department Head**

**Very Important!** If you are sending several cases to one Head, do not use the Academic Portfolio system generated emails. Ensure you have unchecked the personal message box and instead send one email from Outlook with all of the instructions and candidate names to avoid overloading the Head with system generated emails.

Next, ensure that the committee form ‘Department Head or Equivalent Assessment and Recommendation to the FRSL Committee’ is complete.
Under Required Items select ‘Fill Out Form’

Once the Department Head has submitted the assessment to the case, they must send the case to the next step by clicking “Send Case” in the upper right-hand corner.

7. **Faculty Research and Scholarship Leave Step**

The Department Head will push the case forward to FRSLC. All committee members will receive an email notification.

The FTPC member can either click the “Review Candidate” button on the email or they can log into the UCalgary portal and click “Academic Portfolio”. Once logged in, the FTPC member will see all of the cases they need to review listed in the “Your Action Items”. When the cases have been viewed once, they will not show in the Action List and instead can be accessed in the “Cases” section.

The FRSL Committee must complete their assessment and the Chair will move the case forward to the Dean.
8. **Dean or Equivalent Review Step**

**Due Date: December 23**

The Dean must complete their assessment of the application in their form below.
Under Required Items select ‘Fill Out Form’
9. Additional Resources

a) Removing a Step

Click on the case you are working with. In the top right corner, click “Case Options” and then select “Edit Case.” Click “Case Review Steps”. Then click the “X” on the step you are removing.

Once the Dean has reviewed the Head's assessments, he or she will move cases forward to the next step (HR Administrative Step).

Click the “Send Case” button on the top of the screen.

b) Adding Users to Academic Portfolio

Add committee members to Academic Portfolio before assigning them to committees. To add users, select Users & Groups.

Depending on your administrative access, you may need to have a “super user” add users on your behalf. If you have access, select “Users and Groups” from the left sidebar. Click “Add User”. In the next screen, enter the person’s name, email address and unit. Click “Save”.
c) Creating Committees in Academic Portfolio

Each faculty has an FTPC committee set up in the system. Ensure the committee members from the previous year are removed from the committee.

To create a committee, select “Users & Groups” from the left sidebar. Next, click “Add Committee”.

Next, name your committee using this naming convention:

FTPC – Faculty

Then, select the Unit.

The window will expand so you can enter the names of the committee members. Search for the individuals and then select “add”. If you are unable to find committee members in the database, you must enter them first (see Adding Users to Academic Portfolio).

Select “update” and then “X” out of the screen. It will automatically save.
Return to the case in order to update the committee by attaching it to the appropriate step. In the case, select “Case Options” from the top right hand corner. Select “Edit Case” from the drop down menu.

Next, select “Case Review Steps”.

You will see a summary of all of the steps on the next page. Go to Step 5 – Faculty RSL Committee (FRSLC) Review.

Very Important! Before making changes to the committee, ensure you have copied and pasted the instructions or you will erase them.

Very Important! If you make changes to the committee by adding or removing people at the Committee Admin level, the changes will flow through to the cases that have that committee assigned to them. It is important that any conflicts of interest are dealt with.

To copy the instructions, click the “Edit Details” box and then click “Instructions”. Select all of the instructions and copy.
Click the small pencil to edit the step.

In the next screen, add the new committee by clicking “Add Committee”. Then search for the committee. Click “Add”.

It is recommended that you exit out of this screen and then open the “Edit Details” screen for the new committee you have just added. Copy and paste the instructions into this step before you remove the placeholder committee. If you do it this way, you can go back to the placeholder to copy the instructions again if needed.

Next, delete the placeholder committee from the step by clicking the pencil button. In that screen, simply “X” the placeholder committee to remove it. Then, “X” out of that screen, it will save automatically.
d) Conflict of Interest – Case Level Recuse

Refer to the conflict of interest information within the Code of Conduct policy, which outlines that academics need to report any conflicts to their Dean in order for the Dean. Deans will assess whether or not there is a conflict of interest.

Open the individual case and select “Edit Case” from the “Case Options” drop down menu. Then select “Case Review Steps” from the right hand corner.

Scroll down to Step 5 – Faculty RSL Committee (FRSLC) Review. Click the “Edit Details” on the step.

You will see the committee members listed in the Edit Details box. Click the icon. A pop up box will ask you to confirm the recuse. Select “yes”.
Once committees have been created and conflicts of interest have been recused, the HR Advisor can move the case to next step which opens the system to FTPC committee members to review case documents.

Click “Send Case” on top right corner and click “Forward to – Faculty RSL Committee (FRSLC) Review.

Very Important! If you do not want to send an email to the people in the next step (applies to all steps), uncick the box “Send a message to the reviewers gaining access” (shown in thered highlighted box below). This is important for large faculties, as we do not want Deans and committee members to receive numerous system-generated emails. For faculties with many cases, send an email to the entire FTPC committee with instructions on how to access the cases through the portal.
Send Case Forward

Great job! You’re sending the case forward to the next step, Faculty Tenure and Promotion Committee (FTP) Review. The following reviewers will lose access to the case:

Suzanne Peileber | 1 members

The following reviewers will gain access to the case:

FTP - CSM - ANAESTHESIA Test Case | 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.

Subject *

LAST NAME, First Name - Tenure & Promotion Application

Message *

Dear Committee Member,

Please review the following Tenure and Promotion application:

The application documents can be found under “Case Materials” and instructions can be found under “Case Details”. For optimum viewing of the case documents, press “Read Case”.

Please contact me if you have any questions.

HR: [Name and email address]

Preview  Continue  Cancel
Appendix 1 – Instructions to Candidate Message

This email is copied and pasted into the system-generated email sent to the candidate to advise them that a case is created and they can begin to upload documents. The same message is also included in the instructions within the packet.

Subject Line: Your RSL/Admin Leave Application

Message:

Dear Faculty Member at the University of Calgary,

RSL or Admin Leave application has been opened for you to apply for the 2022-2023 Research and Scholarship or Admin Leave cycle. Before October 15, 2021, please submit your application using Academic Portfolio.

We recommend you first complete the ‘RSL & Admin Leave Application form’ for more information about uploading the required supporting documents. A complete application will minimize delays in the review process. Please scroll to the end of your packet requirements and click ‘Fill Out Form’.

Academic Portfolio accepts various document formats; however, PDF is preferred. Ensure documents display properly so there are no missing pages, pages turned the wrong direction, or illegible images.

If your submission cannot be provided in the acceptable formats, please contact hr@ucalgary.ca. If you do not have access to a computer, please contact your HR Academic Advisor to make alternate arrangements to upload your files.

Please name your files appropriately as file names display in the sidebar when administrators and reviewers access your application.

For software and technical inquires, please contact the following:

Interfolio Scholar Services Line
Monday to Friday 7:00am – 4:00pm
1-877-997-8807
help@interfolio.com

Appendix 2 – Email to Applicant – Case is Ready (Outlook)

Subject Line: Your RSL/Admin Leave Application

Message:
Dear Faculty Member at the University of Calgary,

RSL or Admin Leave application has been opened for you to apply for the 2022-2023 Research and Scholarship or Admin Leave cycle. Before **October 15, 2021**, please submit your application using Academic Portfolio.

*We recommend you first complete the ‘RSL & Admin Leave Application form’ for more information about uploading the required supporting documents.* A complete application will minimize delays in the review process. Please scroll to the end of your packet requirements and click ‘Fill Out Form’.

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Please name your files appropriately as file names display in the sidebar when administrators and reviewers access your application.

For software and technical inquires, please contact the following:

- **Interfolio Scholar Services Line**
  - Monday to Friday 7:00am – 4:00pm
  - 1-877-997-8807
  - help@interfolio.com

**Appendix 3 – Email – Instructions to Department Head**

*The following template is to be used when sending the case forward to the Department Head for Step 2.*

**Important Note:** If your Head has many cases, you can send this message as an email through outlook rather than using Academic Portfolio. This allows you to send one email rather than multiple system-generated emails, which can be irritating to the receiver. If you are sending an outlook email, please include a fulsome list of the applicants’ names and what they are applying for so the head can track the applications in a table form.

Subject Line: LAST NAME, First Name – RSL Application

Message:

Good Morning Dr / Professor ______,
We have initiated this year’s RSL process. There is a required form you must complete to record your recommendation for the applicant’s RSL to the Faculty Research and Scholarship Leave Committee.

Dates to note:

- October 29 – Form titled: Department Head or Equivalent Assessment and Recommendation to the FRSL Committee

Please remember these dates have been negotiated into the Collective Agreement. If you cannot meet these deadlines, please reach out to your HR Academic Advisor.

When writing the assessment(s), you must take into account all feedback that IS uploaded in Academic Portfolio. Your recommendation must be completed by you.

Please let me know if you have any questions.

Best Regards,

NAME