

# UMass Amherst

**Academic Personnel Workflow System  
(APWS)  
Faculty Job Aid**

**How to Submit an Application for Tenure & Promotion  
Requiring External Reviews**

## CONTENTS

1. Log-in to APWS.....	3
2. General Navigation .....	4
3. Create a Draft Submission .....	5
4. Identify External Reviewers.....	7
5. Upload Your Application Materials.....	9
6. Select a Waiver Option .....	12
7. The Solicitation Process .....	15
8. Finalize & Share Your File .....	16
9. Submit Your File.....	17
10. Post-Submission.....	19
11. View Recommendation History & Respond to Reviews.....	20

### **APWS SUPPORT:**

If you have technical questions about the Academic Personnel Workflow System contact:

[APWS-Support@provost.umass.edu](mailto:APWS-Support@provost.umass.edu)

*When contacting support, please provide your APWS reference number.*

If you have questions about University Policy or recommended practices contact:

[Academic.Personnel@umass.edu](mailto:Academic.Personnel@umass.edu)

# 1. Log-in to APWS

1.1 APWS is hosted by the Provost's Office Website: <https://www.umass.edu/provost/node/199>

1.2 Click the **Link to APWS**.

## Academic Personnel Workflow System (APWS)

### Currently in APWS

- Annual Faculty Review & Evaluation (AFR)
- Applications for reappointment, promotion & tenure (eRPT), including:
  - Reappointment through the tenure decision year
  - Tenure and tenure with promotion
  - Promotion to all ranks (tenure system and non-tenure system faculty)
- Applications for sabbatical leaves
- Hiring requisitions for tenure-system faculty positions

Future modules will include most personnel actions that occur in Academic Affairs

[Link to APWS](#)

1.3 Log-in to APWS using your NetID and password. Your NetID and password are what you use to sign into systems such as Umail and SPIRE.

NetID:

Password:

## 2. General Navigation

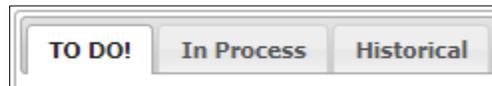
2.1 After you log-in to APWS, notice the tabs at the top of the page:



2.2 The **Dashboard** tab is where you can easily see if you have an item on your To-Do summary. An item will be listed on your To-Do Summary if you need to take action on your submission. You can also review any submissions you recently viewed on the bottom of your dashboard.

2.3 The **Create New Submission** tab is where you can create new APWS submissions. This guide focuses on an example of a submission requiring external reviewers, however APWS also supports applications for sabbatical leaves, other benefit programs, and Annual Faculty Reviews.

2.4 The **My Submissions** tab is where you will see the status of any of your APWS submissions. The My Submissions tab has three sub-tabs:



- a. The **To-Do!** tab shows you submissions that require your action. This is the same list as your to-do summary on the **Dashboard** tab.
- b. The **In Process** tab shows you submissions that are currently in the respective workflow that you have or will need to take action on. Here you will see the status of the file, who is currently reviewing the file, and when the file arrived at that workflow step.
- c. The **Historical** tab shows you submissions that have completed the entire workflow and are no longer active.

### 3. Create a Draft Submission

3.1 Navigate to the **Create New Submission** Tab and choose your employment type.

**Dashboard** **Create New Submission** **My Submissions**

### Choose Your Employment Type

[I am a Faculty Member or I am Creating a Submission Related to Faculty](#)  
If you are a faculty member (instructor, assistant professor, associate professor, professor; or a person with any rank in these titles: lecturer, clinical, extension, research), click on the link above to begin a new submission for a personnel action (reappointment, promotion, tenure, AFR, sabbatical applications, etc.).

[I am a Librarian or I am Creating a Submission Related to Library Staff](#)  
If you are a librarian at any rank, click on the link above to begin a new submission for a personnel action (reappointment, promotion, continuing appointment, AREL, sabbatical applications, etc.).

3.2 Scroll down to the eRPT section and select the appropriate submission type.

### eRPT

After clicking on one of the links below, you will be guided through the process of identifying external reviewers (your first step in the process, if applicable), uploading application materials, and revising sections of your application up until the time you finally "Submit" the application to the first level of review. If you have already begun a application and wish to continue working on it rather than creating a new submission, go to the "My Submissions" link above at right.

[Apply for Tenure With Promotion](#)  
Click on the link above to begin a *new* application for tenure with promotion to the rank of Associate Professor.

[Apply for Tenure Without Promotion](#)  
Click on the link above to begin a *new* application for tenure without applying for promotion. For example, if you were hired at the rank of Associate Professor without tenure and are now applying for tenure, choose this option.

[Apply for Promotion to Full Professor](#)  
Click on the link above to begin a *new* application for promotion to the rank of Professor. In most cases, this option applies only to faculty at the rank of Associate Professor with tenure.

[Apply for Reappointment through TDY](#)  
Click on the link above to begin a *new* application for reappointment through the tenure decision year (TDY). This option applies to faculty at the rank of Assistant Professor without tenure and without a current appointment that extends through the TDY. This reappointment review is also sometimes called the "4.2" review or the "mini-tenure" review.

[Apply for Promotion to Extension Associate Professor or Extension Professor](#)  
Click on the link above to begin a *new* application for promotion from Extension Assistant Professor to Extension Associate Professor or from Extension Associate Professor to Extension Professor

[Apply for Promotion to Clinical Associate Professor or Clinical Professor](#)  
Click on the link above to begin a *new* application for promotion from Clinical Assistant Professor to Clinical Associate Professor or from Clinical Associate Professor to Clinical Professor

[Apply for Promotion to Research Associate Professor or Research Professor](#)  
Click on the link above to begin a *new* application for promotion from Research Assistant Professor to Research Associate Professor or from Research Associate Professor to Research Professor

[Apply for Promotion to Senior Lecturer or Senior Lecturer II](#)  
Click on the link above to begin a *new* application for promotion from Lecturer to Senior Lecturer or from Senior Lecturer to Senior Lecturer II

- 3.3 Confirm your department (or school if you are appointed at the school level). This field will dictate the approval workflow for your submission. If your department is wrong, you can change it by clicking on the arrow for the drop down menu and selecting the correct department.

Select **Proceed to Next Page**.

Dashboard Create New Submission My Submissions Staff Reports System Admin

Submission for **Tenure With Promotion**

Confirm the department you belong to (or school if you are appointed at the school level, etc)

Accounting

Go Back Proceed to Next Page

- 3.4 Confirm the details of your draft submission. Review the **Applicant** and **Department/School** fields to ensure they are accurate. Once you create a draft, these fields cannot be changed. If everything is accurate, select **Create Draft**.

Confirmation Required: Do you want to create this draft submission for **Tenure With Promotion** ?

Applicant: Jane Doe  
Department, School, etc: Accounting

Be sure the above values are correct as you will not be able to change them once you have created your draft. Instead you will have to discard that draft and start over.

I WANT TO CREATE THIS SUBMISSION

Create Draft

- 3.5 **You have successfully created a draft submission!** You will see your name, an APWS reference number, and six tabs.

Dashboard Create New Submission My Submissions

Print/Download Edit Private Note on This Submission View Email View Expected Approval Chain Outline

Need help with the system? [Send an email to Tech Support](#)

Submission Jane Doe's Tenure With Promotion is now ready to edit. Be sure to click on the Submit button when you have completed it.

Jane Doe's Tenure With Promotion (ref #18938)

Instructions Upload Application Materials View Materials Released to External Reviewers Identify External Reviewers  
Waive Rights Share/Submit/Withdraw

## 4. Identify External Reviewers

4.1 Navigate to the **Identify External Reviewers** Tab and select the **Add** button.

Instructions   Upload Application Materials   View Materials Released to External Reviewers   **Identify External Reviewers**

Waive Rights   Share/Submit/Withdraw

Both you and your department chair/head may suggest individuals outside the university to serve as external reviewers for your review.

- To suggest a potential external reviewer for the chair/head's consideration, click **Add** and fill out the form for that reviewer. You may meet with the chair/head to discuss your suggestions before filling out the form for each suggested reviewer.
- The Standing for each suggested reviewer is especially important. It should explain—*especially to UMass reviewers outside your discipline*—why the external reviewer is appropriate and qualified to assess your contributions to your field. Either you or your chair/head may complete the Standing field, and you may update that information after the chair/head has determined the availability of that reviewer.
- If you are unsure about the form's terms (such as *close, not close, colleague, etc.*), use the Comments box to explain.
- The form's contents will be visible to internal UMass reviewers but not to the external reviewers.
- You have the right to comment on the chair/head's proposed list of external reviewers and solicitation letter but not to veto or change either.

▼ **Identify External Reviewers (click to hide)**

**Email chair John Doe** ✉

Faculty Member has not yet decided what rights to waive.

▼ List of External Reviewers (click to hide) **Add** Manage List

Name	Title	Email	Identified By	Status
------	-------	-------	---------------	--------

4.2 **Reviewer's Information Page** - Enter in the information for each external reviewer. Certain fields, like **Name** and **Email**, are required. **Professional Standing** is also an important field because it should explain why the external review is appropriate and qualified to assess your contributions to your field. Once finished, hit **Save and Return**.

[Back to Manage Page](#)

Identified by: Candidate ▼

Name:

Honorific (Mr, Dr, Judge, etc):

Job Title:

Email:

Professional Address:

Professional Standing (external reviewer's qualification):

Relationship To Candidate: Mentor, current ▼  
If "Other", Please Explain:

Close To Candidate: No ▼

Comments: (Visible to candidate and internal reviewers)

**Save and Return** Cancel

- 4.3 Once you save the reviewer's information, you will be brought to the **Manage Reviewer's** page. You will see the reviewer(s) you added here, along with some of the inputted information. To go back to the reviewer's information page, select the **View** link. To edit the reviewer's information, select the Edit link. You can remove the reviewer by selecting the **Remove** link.

Manage Reviewers for **Jane Doe's Tenure With Promotion:**

Reviewer Identified

### List of External Reviewers

Name	View Reviewer	Edit Reviewer	Title	Email	Identified By	Status	Remove
Edward Evaluator	<a href="#">View</a>	<a href="#">Edit</a>	Professor	edward.evaluator@university.edu	Candidate	Hidden until review period over	<a href="#">Remove</a>

[Add](#)

Faculty Member has not yet decided what rights to waive.

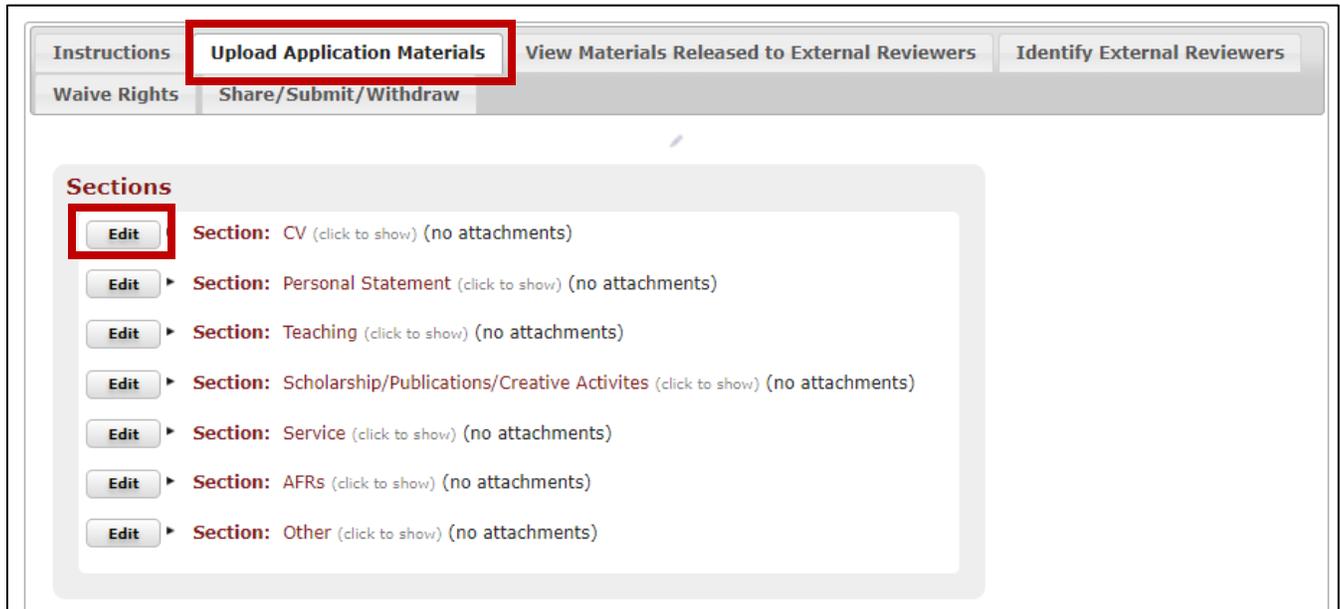
What does this mean?\*

\* More on this later, but this status column indicates if the respective reviewer has been solicited. For now, the status will remain hidden until the department chair finishes the solicitation or "review period." See Section 7 of this guide for more about the solicitation of external reviewers.

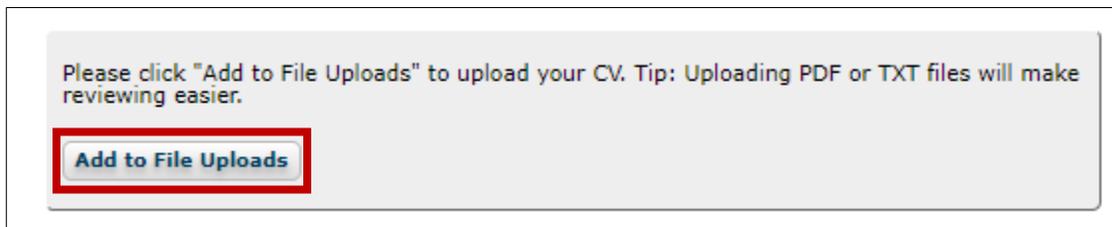
- 4.4 To add additional external reviewers, click **Add** on the **Manage Reviewer's** page or repeat steps 4.1 and 4.2. Your department chair will manage the solicitation of the reviewers and cannot start the solicitation effort until you select a waiver option (see Section 6).
- 4.5 You will always be able to see the list of external reviewers on this tab, but will not see if individual reviewers were solicited until the solicitation period is over.

## 5. Upload Your Application Materials

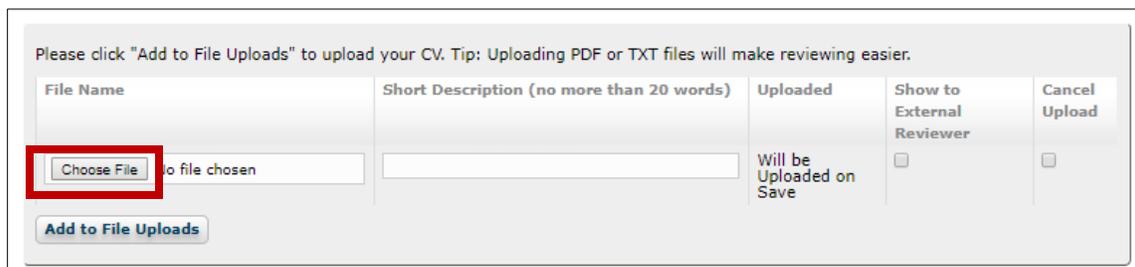
- 5.1 Navigate to the **Upload Application Materials** tab. Here is where you will upload materials into your submission. Click the **Edit** button next to each section to upload the appropriate file.



- 5.2 On the next screen, click **Add to File Uploads** to upload your material. **You should always upload a PDF whenever possible.**



- a. Click **Choose File** and select the file you wish to upload. You can add multiple files at a time.

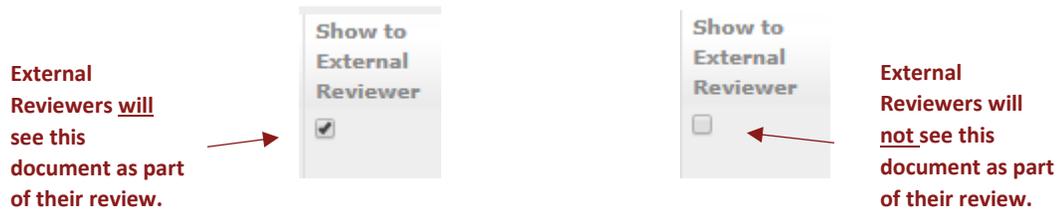


b. You will see the file name reflected in the **Choose File** box. Add a **Short Description** in the next field.

File Name	Short Description (no more than 20 words)	Uploaded	Show to External Reviewer	Cancel Upload
Choose File Doe, Jane - CV.pdf	Jane Doe's CV	Will be Uploaded on Save	<input type="checkbox"/>	<input type="checkbox"/>

[Add to File Uploads](#)

c. Determine if you would like external reviewers to see this document. If so, click the checkbox under the **Show to External Reviewer** column. If you would like this document to only be available to internal reviewers (DPC, Department Chair, CPC etc), leave the box unchecked.



d. Once your materials have been selected, you must select **Save/Upload and Return** in order for the upload to occur.



5.3 Continue steps 5.1 and 5.2 for each section to build your file. You can view the documents you've uploaded on the **Upload Application Materials** tab and clicking (**click to show**).



The document will only show as a preview if you uploaded the file as a pdf. If you've uploaded the document as a word file, you'll have to download it to your computer and open it in the Word application.<sup>1</sup>

5.4 A note on Student Response to Instruction (SRTI) and Annual Faculty Reviews (AFR)s:

a. Student Response to Instruction (SRTI) documents are typically uploaded under the teaching section by your Department Chair.

<sup>1</sup> Uploading documents as pdfs will also help reviewers (both internal and external) view the document directly in APWS without having to download a word document to their computers. Pdfs are **always** preferred over word documents.

- b. Annual Faculty Reviews are also managed through APWS and an external legacy system. Although information from your AFR will not directly feed into your file, you can download your online AFR (including previous years) by clicking the link in the instructions of the **Teaching, Scholarship/Publications/Creative Activities, or Service** sections.

Please upload documents that provide evidence of your teaching accomplishments and effectiveness, such as syllabi, assignments, teaching portfolios, course lists, and whatever other materials you believe will support your case. You may copy data from your online AFR by going to <https://umacesdweb3.campus.ads.umass.edu/afr/report/downloadSubsections>

## 6. Select a Waiver Option



6.1 Selecting a waiver option is an important decision! By selecting a waiver option you are:

1. Locking-in the documents that external reviewers are able to view. You will not be able to add, delete, or otherwise revise the documents.<sup>2</sup>
2. Determining which externally and internally solicited review letters you are able to see. Review your options carefully as your selection is irrevocable.
3. Notifying your department head/chair that they can begin the solicitation process. The department head/chair cannot begin until they know your waiver option. Your waiver option will also be included in the solicitation letter to the external reviewers so the reviewers will know if you will see their review.

6.2 Before you select your waiver option, you may wish to review the materials that will be released to external reviewers. To review only the materials that external reviewers will have access to as part of their review, navigate to the **View Materials Released to External Reviewers** tab.

The screenshot shows a navigation bar with four tabs: 'Instructions', 'Upload Application Materials', 'View Materials Released to External Reviewers', and 'Identify External Reviewers'. The 'View Materials Released to External Reviewers' tab is selected and highlighted with a red box. Below the tabs, there is a text area explaining the tab's function and a section titled 'Items Visible to External Reviewers' which contains a list of materials marked as visible to external reviewers, also highlighted with a red box.

Instructions   Upload Application Materials   **View Materials Released to External Reviewers**   Identify External Reviewers

Waive Rights   Share/Submit/Withdraw

This tab shows you which application materials the candidate marked as visible to external reviewers. External reviewers will only see the materials that appear on this tab.

If you'd like to make changes to what external reviewers see, navigate to the Upload Application Materials tab, select the "Edit" button next to the appropriate section, and check or uncheck the box under "Show to External Reviewer" next to the respective file.

**Items Visible to External Reviewers**  
Faculty Member has not yet decided what rights to waive.

The applicant has currently marked the following application materials as visible to external reviewers.

- ▶ **Section:** CV (click to show)

Here you can review which documents will be seen by external reviewers. **Remember, once you select your waiver option, you cannot change these documents!**

If you'd like to make revisions to this list, follow section 5.2 of this guide. Only documents with the checkbox **Show to External Reviewer** as noted in 5.2.c. will appear on this tab.

<sup>2</sup> CVs and Personal statements are the only exceptions.

6.3 To select a waiver option, navigate to the **Waive Rights** tab and select the **Waive Rights** button:

The screenshot shows a navigation bar with four tabs: 'Instructions', 'Upload Application Materials', 'View Materials Released to External Reviewers', and 'Identify External Reviewers'. The 'Waive Rights' tab is highlighted with a red box. Below the tabs is a 'Share/Submit/Withdraw' button. A text box contains the message: 'Faculty Member has not yet decided what rights to waive.' Below this is a yellow warning box with a triangle icon and the text: 'Note: DO NOT choose a waive-rights option until you are sure you have uploaded all the material you want to share with external reviewers. You will not be able to share additional material after that.' At the bottom, a 'Waive Rights' button is highlighted with a red box.

6.4 Read this next page carefully! **Select one of the buttons** next to the waiver option you would like.

The screenshot shows a list of five radio button options. The first option is selected and highlighted with a red box. The options are:  
 Having read the above, I **waive my right** of access to letters of recommendation or evaluation directly and individually solicited from persons **external** to the campus with an assurance of confidentiality in connection with this review.  
 Having read the above, I **waive my right** of access to letters of recommendation or evaluation directly and individually solicited from persons both **internal and external** to the campus with an assurance of confidentiality in connection with this review.  
 Having read the above, I **waive my right** of access to letters of recommendation or evaluation directly and individually solicited from persons **internal** to the campus with a assurance of confidentiality in connections with this review.  
 I **decline** to waive my right to see letters directly and individually solicited in connection with the above-mentioned personnel review.  
 I am still considering my options. I understand that letters of recommendation cannot be sent until I choose one of the options above.  
Below the options is a yellow warning box with a triangle icon and the text: 'Make your decision carefully as once it is chosen you cannot change it! Once you have made your choice, external reviewers may be asked to start reviewing your submission. Please be sure that any items you are releasing to external reviewers are completely done before making your decision. **You will not be able to modify any item that you have marked as being shared with external reviewers!** Neither can you change what items are shared. You may still work on every other part of this draft until you submit it.' At the bottom, a 'Save Decision' button is highlighted with a red box, and a 'Cancel' button is next to it.

If you need additional time to consider this important choice, select the last option to bring you back to your submission.

Select **Save Decision**.

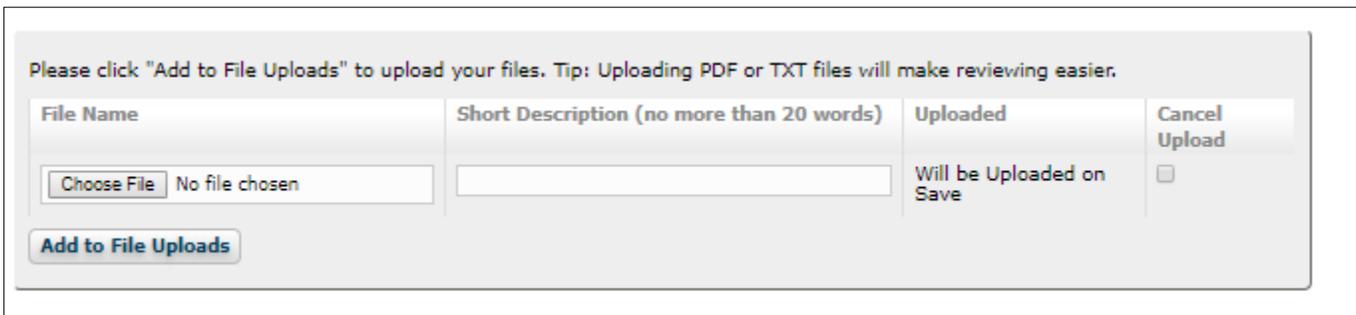
6.5 Once you've selected a waiver option, you will be brought back to your submission. You'll note the following changes:

1. The **Waive Rights** tab changed to **View Rights Waived**.



You can always view the waiver option you selected by clicking on the **View Rights Waived** tab.

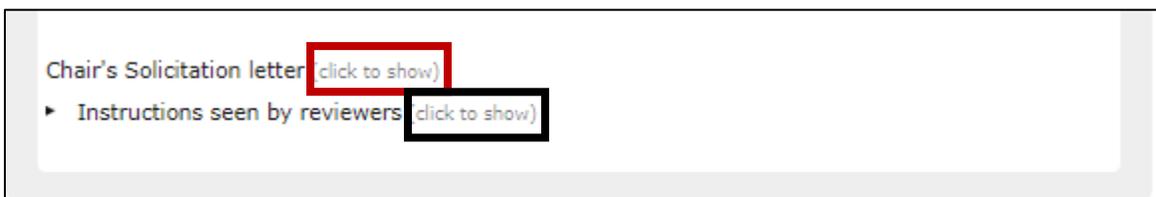
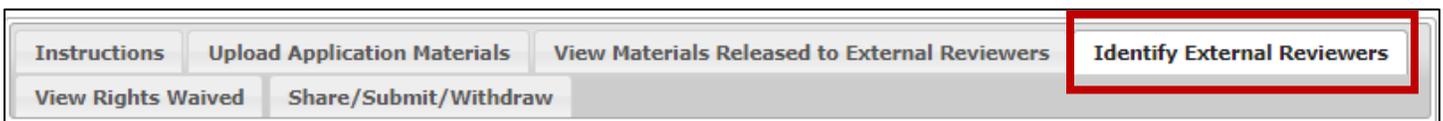
2. When uploading materials, you will no longer be able to check the **Show to External Reviewers** box as described in Section 5.2.b and 5.2.c. The only exception are CVs and Personal Statements.



## 7. The Solicitation Process

7.1 Now that you've selected a waiver option, your department chair/head can begin the solicitation process. Solicitations fall into two categories. A note on each:

1. **External Solicitations.** Solicitations to external reviewers are completed within APWS by the department chair/head. APWS automatically generates a template email to each external reviewer based on the information provided in Section 4.2. As part of the template email, reviewers will also be provided with log-in information to access the materials under the **View Materials Release to External Reviewers** tab. The external reviewers will interact with APWS to upload the required documentation, including their letter. You can see the chair's template solicitation email and the general instructions to external reviewers by navigating to the **Identify External Reviewers** Tab and clicking on the appropriate section.



2. **Internal Solicitations.** Internal solicitations (whether directly to an individual or through a general announcement) are completed outside APWS. Upon receipt, the department chair/head will upload them into APWS.

7.2 You will always be able to see the full list of proposed external reviewers under the **Identify External Reviewers** tab, however the status of whether that reviewer was solicited will remain hidden until the solicitation period is closed by your department head/chair.

The image shows a table titled 'List of External Reviewers'. The table has columns for Name, View, Edit, Title, Email, Identified By, Status, and Remove. The first row contains the name 'Edward Evaluator', a 'View' link, an 'Edit' link, the title 'Professor', the email 'edward.evaluator@university.edu', the status 'Candidate', and a 'Remove' link. The 'Status' cell is highlighted with a red box.

Name	View Reviewer	Edit Reviewer	Title	Email	Identified By	Status	Remove
Edward Evaluator	<a href="#">View</a>	<a href="#">Edit</a>	Professor	edward.evaluator@university.edu	Candidate	Hidden until review period over	<a href="#">Remove</a>

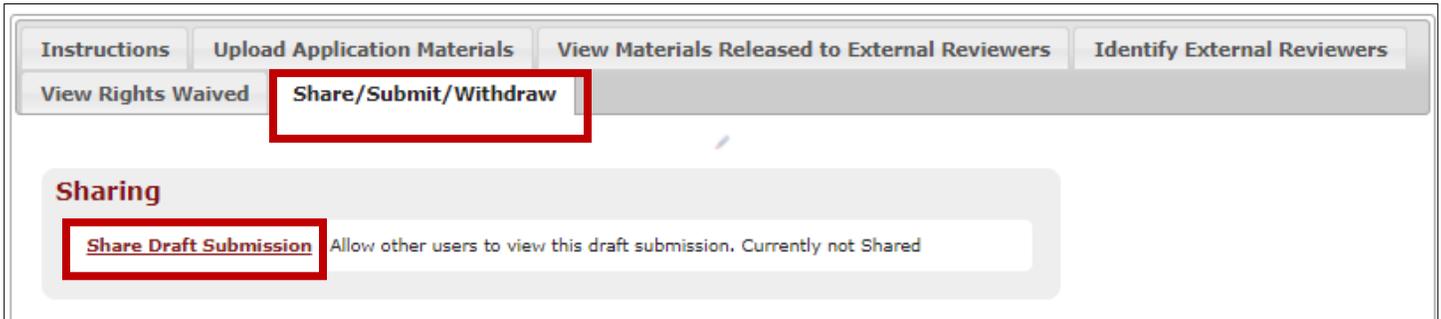
[Add](#)  
Faculty Member has Waived Rights to Access **Both Internal and External** Letters of Recommendation

7.3 During the solicitation period, you may continue to **Identify External Reviewers** by following Section 4. You may continue to upload additional application materials by following Section 5 of this guide.

## 8. Finalize & Share Your File

8.1 Follow Section 5 of this guide to continue to upload materials into your file.

8.2 **OPTIONAL SHARING:** APWS provides you the option to share your file with an additional user, although it is not required. To share your file, navigate to the **Share/Submit/Withdraw** tab and select **Share Draft Submission**.



In the text box, enter in the name of the individual (last name, first name) you wish to share with and select the **Share Button**.

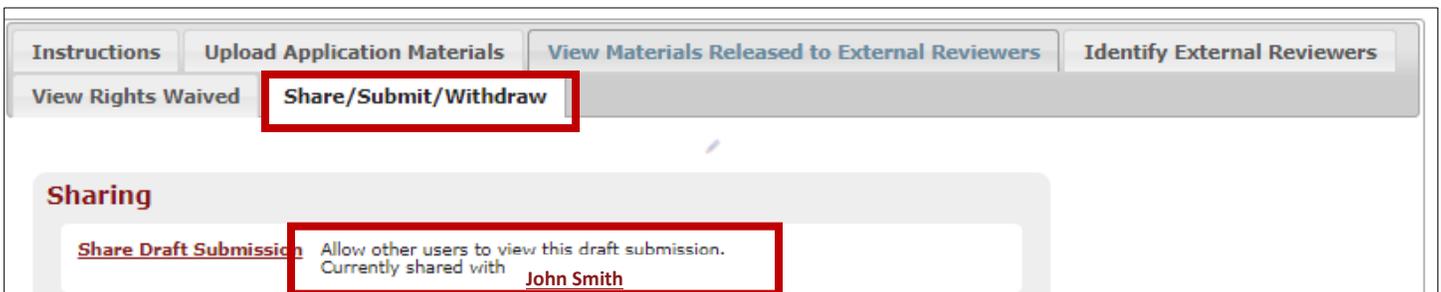
- In addition to those who usually have the right to view your submission, the following people have been individually been given permission to view the contents of this submission.
- To share this draft, click in the box and start typing the last name of the person you want to share your draft with. You can share your draft with more than one person. Click Share to save any changes.
  - To stop sharing with an individual, click the "x" next to that person's name then click Share to save this change.

Sharing does not give them permission to edit or submit the submission, nor to see any reviewer actions or comments.

Smith, John (jsmith@univeristy.edu)

Share Cancel

On the **Share/Submit/Withdraw** tab you will now see their name listed.



To stop sharing the file, select the **Share Draft Submission** link and click the "x" next to the person's name and then click **Share** to save the change.

- In addition to those who usually have the right to view your submission, the following people have been individually been given permission to view the contents of this submission.
- To share this draft, click in the box and start typing the last name of the person you want to share your draft with. You can share your draft with more than one person. Click Share to save any changes.
  - To stop sharing with an individual, click the "x" next to that person's name then click Share to save this change.

Sharing does not give them permission to edit or submit the submission, nor to see any reviewer actions or comments.

X Smith, John (jsmith@univeristy.edu)

Share Cancel

## 9. Submit Your File



9.1 **Submitting your file is an important step!** By submitting your file you are:

1. Confirming that your submission is ready for review by the various internal review committees and administrators (Department Personnel Committee, Dean, Provost, etc).
2. Locking-in the documents that are part of your file for review. You will not be able to delete or otherwise revise the documents. After you submit your file, you can upload additional materials under the Post-Submission Materials tab (see Section 10 of this guide).
3. Confirming the workflow steps of the file.

9.2 To submit your file, navigate to the **Share/Submit/Withdraw** tab and select **Prepare for Submission**.

A screenshot of a web application interface. At the top, there are four tabs: "Instructions", "Upload Application Materials", "View Materials Released to External Reviewers", and "Identify External Reviewers". Below these is a secondary bar with "View Rights Waived" and "Share/Submit/Withdraw", where the latter is highlighted with a red box. The main content area has two sections: "Sharing" with a "Share Draft Submission" button and "Workflow Actions" with a "Prepare for Submission" button (highlighted with a red box) and a "Discard This Draft Submission" button. A note in the Workflow Actions section explains that work is saved and that clicking "Prepare for Submission" starts the review process and locks the submission.

Instructions Upload Application Materials View Materials Released to External Reviewers Identify External Reviewers

View Rights Waived **Share/Submit/Withdraw**

**Sharing**

[Share Draft Submission](#) Allow other users to view this draft submission. Currently not Shared

**Workflow Actions**

Note: As you have uploaded files and entered text, the system has saved your work. You may leave this page, move to other pages, or quit your browser without losing your work. When you want to resume work on this draft, look for the "TO DO!" tab in "My Submissions."

When completely done with your submission, start the review process by clicking on the "Prepare for Submission" button below. The submission will no longer be able to be edited once it is submitted.

**Prepare for Submission** Discard This Draft Submission



9.3 **Read this next page carefully!** Review the workflow of the file under the **Future Reviews / Approval** section.

Collect External Reviews and Pre-review Letters  
Department Personnel Committee  
Check previous step for potential violations of reviewer confidentiality  
Respond to Department Personnel Committee's Recommendation  
Department Chair  
Check previous step for potential violations of reviewer confidentiality  
Respond to Department Chair's Recommendation  
School/College Personnel Committee  
Check previous step for potential violations of reviewer confidentiality  
Respond to School/College Personnel Committee's Recommendation  
Dean/Director  
Check previous step for potential violations of reviewer confidentiality  
Respond to Dean/Director's Recommendation  
Provost

9.4 Review your application materials under the **Submission Contents** section.

**Submission Contents**

- ▶ **Section: CV** (click to show) (no attachments)
- ▶ **Section: Personal Statement** (click to show) (1 attachment)
- ▶ **Section: Teaching** (click to show) (no attachments)
- ▶ **Section: Scholarship/Publications/Creative Activities** (click to show) (no attachments)
- ▶ **Section: Service** (click to show) (no attachments)
- ▶ **Section: AFRs** (click to show) (no attachments)
- ▶ **Section: Other** (click to show) (no attachments)

9.5 Navigate to the **Confirm Workflow or Go Back to Editing** section. If you need to make corrections to anything on this page, select **Cancel (back to editing)**. If everything is correct and you want to submit your file, select **I confirm this submission AND its workflow are ready for review**.

**Confirm Workflow or Go Back to Editing**

Do you want to submit this submission?

⚠ Examine the **Future Reviews/Approvals** section below **VERY CAREFULLY!** If anything looks wrong or is missing (no Honors review, joint appointments missing, etc) contact **contact the system administrators** before submitting this draft. Failure to do so may cause this submission to be rejected and you to need to start over.

**I confirm this submission AND its workflow are ready for review** Cancel (back to editing)

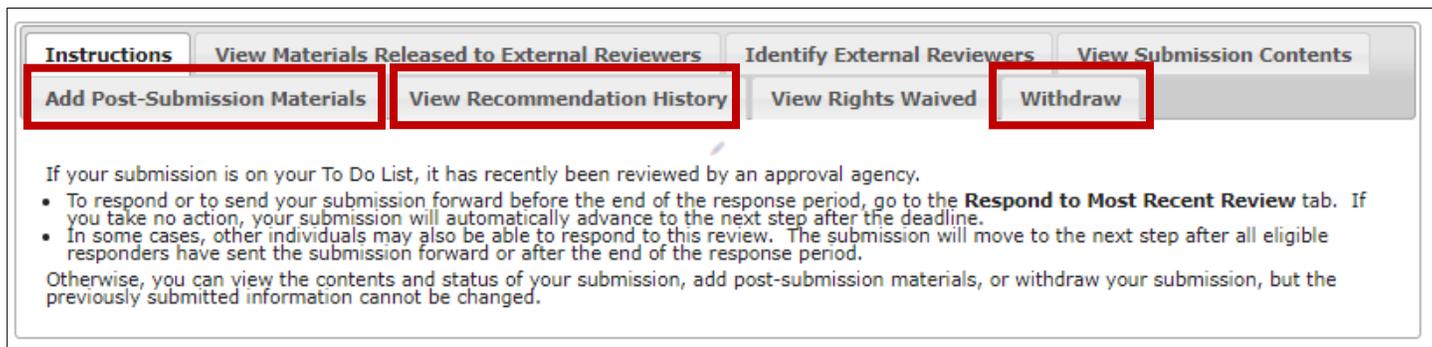
9.6 **Congratulations! You have successfully submitted your file!**

## 10. Post-Submission

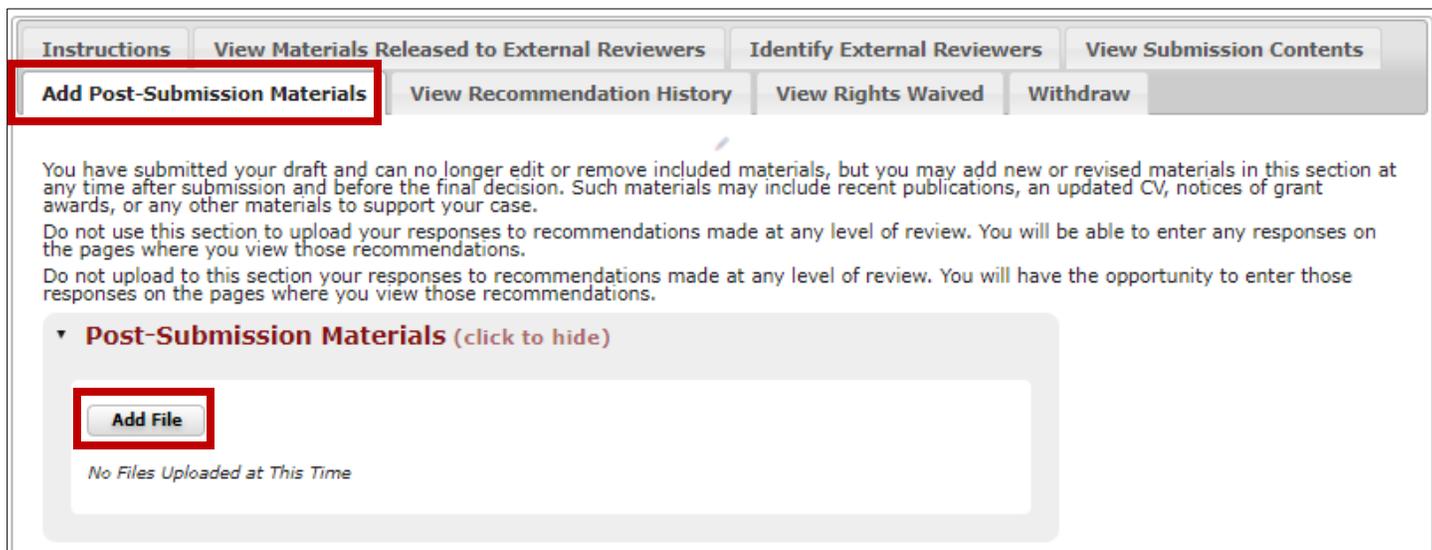
10.1 After you submit your file, you will notice changes to the submission tabs. You now have two additional tabs:

1. **Add Post-Submission Materials**
2. **View Recommendation History**

Additionally, the last tab has been changed from **Share/Submit/Withdraw** to **Withdraw**.



10.2 You may add new or revised material to the **Post-Submission Materials** section of your file. To do so, navigate to that tab and select **Add file**.



Select **Choose File** to select the file from your computer. Add a **Description** to the file. Be sure to select **Upload** at the bottom to confirm the action.

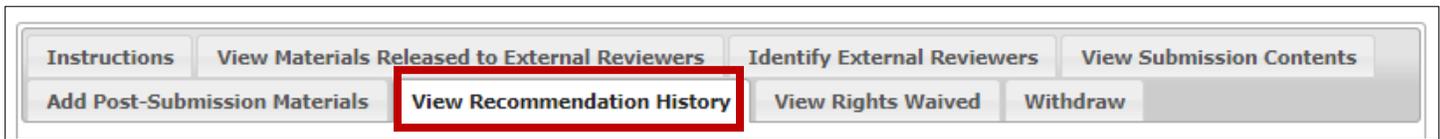
The screenshot shows a form for uploading a file. It has a "File Name:" label followed by a text input field containing "Choose File" and "No file chosen". Below this is a "Description:" label followed by a text input field. At the bottom of the form, there is a button labeled "Upload" with a red box around it.

Documents uploaded to this section are viewable to all levels of review<sup>3</sup> under the **Post-Submission Materials** tab.

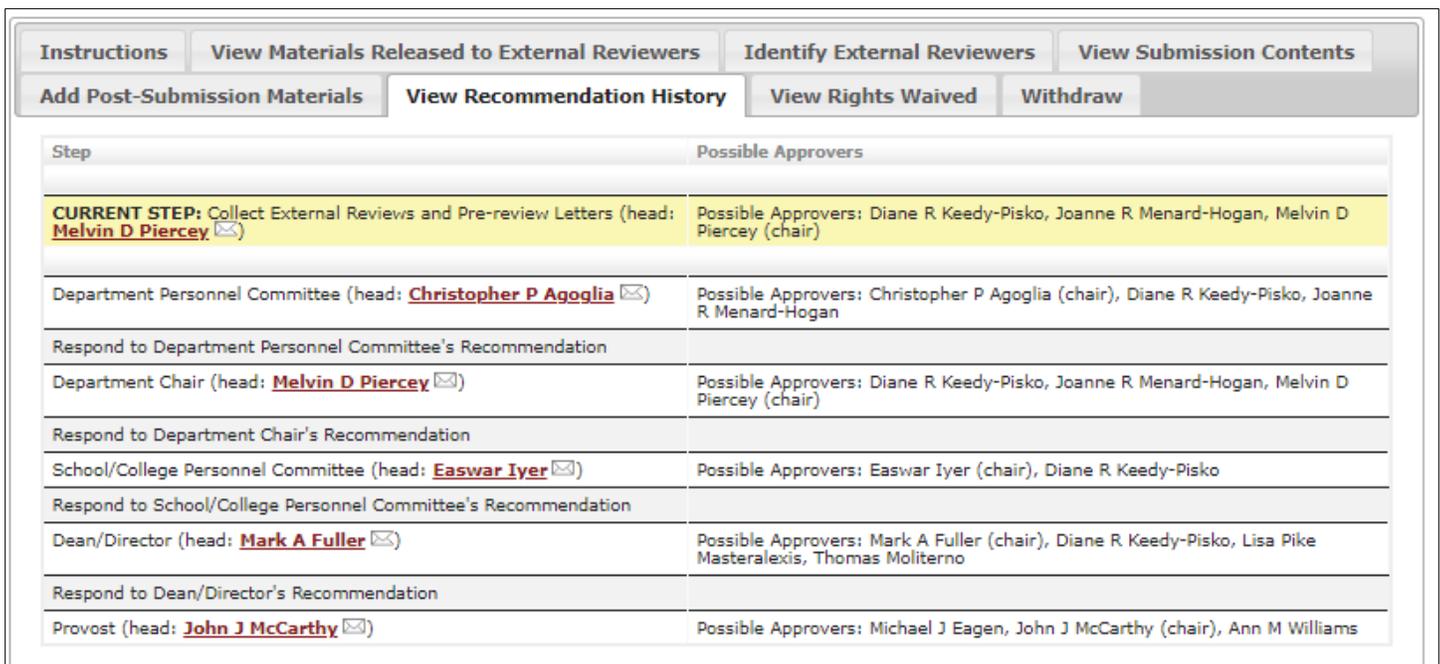
<sup>3</sup> This does not include external reviewers as part of the solicitation process.

## 11. View Recommendation History & Respond to Reviews

11.1 To view the workflow of your file and the current level of review, navigate to the **View Recommendation History** tab.



Each row represents a step in your file’s workflow. The current step is highlighted in **yellow**. On the right-hand side of each step, you’ll see the possible approvers associated with that level of review. This may include proxy-approvers as well.



A screenshot of the 'View Recommendation History' page. It features a navigation menu at the top with the same tabs as the previous image. Below the menu is a table with two columns: 'Step' and 'Possible Approvers'. The first row is highlighted in yellow and indicates the current step: 'CURRENT STEP: Collect External Reviews and Pre-review Letters (head: Melvin D Piercey)'. The table lists several other steps, each with its head and a list of possible approvers.

Step	Possible Approvers
<b>CURRENT STEP:</b> Collect External Reviews and Pre-review Letters (head: <b>Melvin D Piercey</b> )	Possible Approvers: Diane R Keedy-Pisko, Joanne R Menard-Hogan, Melvin D Piercey (chair)
Department Personnel Committee (head: <b>Christopher P Agoglia</b> )	Possible Approvers: Christopher P Agoglia (chair), Diane R Keedy-Pisko, Joanne R Menard-Hogan
Respond to Department Personnel Committee’s Recommendation	
Department Chair (head: <b>Melvin D Piercey</b> )	Possible Approvers: Diane R Keedy-Pisko, Joanne R Menard-Hogan, Melvin D Piercey (chair)
Respond to Department Chair’s Recommendation	
School/College Personnel Committee (head: <b>Easwar Iyer</b> )	Possible Approvers: Easwar Iyer (chair), Diane R Keedy-Pisko
Respond to School/College Personnel Committee’s Recommendation	
Dean/Director (head: <b>Mark A Fuller</b> )	Possible Approvers: Mark A Fuller (chair), Diane R Keedy-Pisko, Lisa Pike Masteralexis, Thomas Moliterno
Respond to Dean/Director’s Recommendation	
Provost (head: <b>John J McCarthy</b> )	Possible Approvers: Michael J Eagen, John J McCarthy (chair), Ann M Williams

The current step will update as the file moves through the various levels of review. You and the reviewers who need to take action will be notified when the file has moved to the next level.

11.2 After each level of review you will be provided the opportunity to respond. After the respective level has completed its review, you will receive a system-generated email notifying you that the file is now at your response step. The submission will also show up on your **To-Do!** summary on your APWS dashboard (see Section 2.2 or 2.4.a. of this guide). You will be granted five calendar days to respond before your submission automatically moves to the next level of review. <sup>4</sup>

<sup>4</sup> To request additional time to respond, contact [apws-support@provost.umass.edu](mailto:apws-support@provost.umass.edu)

11.2 You are not required to respond, however if you wish to respond to the recommendation, click on your submission and navigate to the **Respond to Most Recent Review** tab:

Instructions View Submission Contents View Internal/External Letters Add Post-Submission Materials

View Recommendation History **Respond To Most Recent Review** View Rights Waived Withdraw

Scroll down the page to see the internal reviews of your submission. You now have the opportunity to respond to the most recent review. If you take no action, your submission will automatically advance to the next step after the deadline.

If you want to respond to the most recent review, click **Edit** to enter or upload your response.

In some cases, other individuals may also be able to respond to this review. The submission will move to the next step after all eligible responders have sent the submission forward or after the end of the response period.

**Respond to Department Personnel Committee's Recommendation**

**Response**

You have the option to respond to the review by "Department Personnel Committee" using the following form(s).

Note that you have until 03/18/2019 11:59 PM to submit a response. Contact [apws-support@provost.umass.edu](mailto:apws-support@provost.umass.edu) if you need more time.

Action	Form Name	Status
<a href="#">Edit</a>	Response to Recommendation of DPC	

**Review by Department Personnel Committee**

**Reviewer's Comments**

You are responding to the review below.

Step	Done By	Status	Date
Department Personnel Committee (head 3)	John Doe	processed	03/13/2019

- ▶ **Section:** Recommendation Form for Tenure with Promotion to Associate Professor: DPC (click to show)
- ▶ **Section:** 4.2 Statement (click to show)
- ▶ **Section:** 4.2 Statement Endorsement (click to show)

Here is where you review the recommendation.

To upload a response, click on the **Edit** link.

[Edit](#) Response to Recommendation of DPC

To acknowledge that you do not wish to respond, check the **Checkbox** under Section 1.

1. I and all previous reviewers have responded or decided not to respond and the case can move to the next step before the current deadline expires.

**Note** Please do not mark **your** response done unless you are also sure your DPC, Chair, etc do not wish to respond or have completed their response. .

I have completed my response or do not wish to respond.

To upload a response to the recommendation, click the **Add to File Uploads** under Section 2 and select your file.

2. Attach your response to the recommendation of DPC

Please click "Add to File Uploads" to add files to be uploaded when when you Save. There is a limit of 20 MB per file. Tip: Uploading PDF or TXT files will make reviewing easier.

**Add to File Uploads**

Be sure to hit **Save** at the bottom of the page to confirm the upload.



The file will move to the next level of review after the deadline has expired.