

Advance – For Review

This user guide will walk you through the process of reviewing packets for which you have been assigned as a faculty reviewer.

1. Log into Advance.
2. Click on **For Review** tab.



The screenshot shows the top navigation bar with tabs: Overview, My CV, My Packet, Proxy, and For Review (highlighted with a red box). Below the navigation bar, there are sub-tabs: General, Salary, Packet tracking, and Academic Leave. The main content area is divided into two columns. The left column is titled 'My academic appointments' and lists two appointments: 'Professor of Clinical Pharmacy, Step 8 (Primary 0%)' with sub-tab 'Clinical Pharmacy', and 'HS Clinical Professor WOS (Joint)' with sub-tab 'Neurology'. The right column is titled 'What is my next eligible action?' and displays the message 'Data cannot be displayed.'.

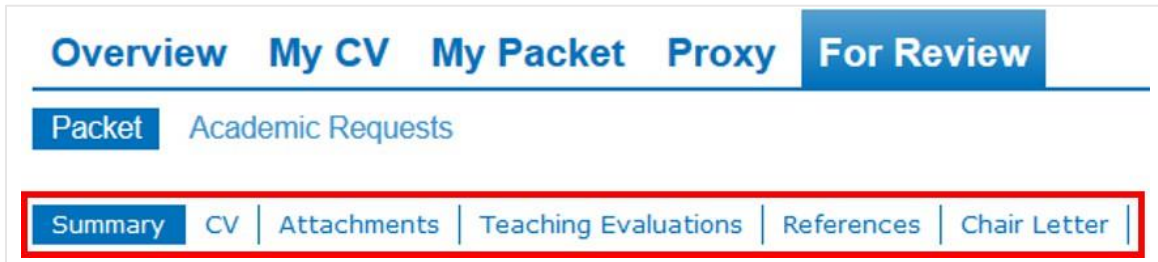
3. Click on the name of the faculty whose packet you want to review.



The screenshot shows a table with one row representing a faculty member. The first cell contains a name 'Edison Thomas' (highlighted with a red box). The subsequent cells contain: 'Institute for Neurodegenerative Diseases', '10/17/2019', '12/01/2019', 'Appointment', 'Ladder Rank', 'Associate 2', 'Ross, Betsy A', '0.0', '0', '58', 'Y', and a checkbox.

Edison Thomas	Institute for Neurodegenerative Diseases	10/17/2019	12/01/2019	Appointment	Ladder Rank	Associate 2	Ross, Betsy A	0.0	0	58	Y	<input type="checkbox"/>
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4. Click on the tabs to view the various elements of the packet



The screenshot shows the 'For Review' tab selected in the top navigation bar. Below it, there are sub-tabs: 'Packet' (highlighted with a blue box) and 'Academic Requests'. At the bottom, there is a row of tabs for the packet elements: 'Summary' (highlighted with a blue box), 'CV', 'Attachments', 'Teaching Evaluations', 'References', and 'Chair Letter'. A red box highlights the entire row of these tabs.

- a. The **Summary** tab shows you the faculty member's action history as well as the summary of recommendations for the current packet you are reviewing.

Thomas Edison *Appointment*
Assistant Adjunct Professor ⇒ Associate Professor, Step 2, Effective 12/01/19, On-time Action

Years at Rank: 10 Years at Step: Current % Time: 0% Proposed % Time: 0% Paid By Affiliate: none

History

Action	Series	Rank	Step	Accel/Decel	Effective Date	Status
Merit	Adjunct	Assistant	3		07/01/14	Approve
Merit	Adjunct	Assistant	2		07/01/12	Approve
Change in Series	Adjunct	Assistant	1		12/01/10	Approve
Merit	Professional Research	Assistant	4		07/01/10	Approve
Merit	Professional Research	Assistant	3		07/01/08	Approve
Appointment	Professional Research	Assistant	2		10/01/06	Approve

Summary of Recommendations

Role	Name	Department	Date	Recommendation
Candidate	Thomas Edison	Institute for Neurodegenerative Diseases	10/02/19	

- b. The **CV** tab shows you the version of the CV that the faculty member copied into the packet. You can use the filter to see only the last year, more recent years or the entire CV by clicking on the hyperlinks to the right of "Filtered by".

Summary **CV** Attachments Teaching Evaluations References Chair Letter

Thomas Edison *Appointment*
Assistant Adjunct Professor ⇒ Associate Professor, Step 2, Effective 12/01/19, On-time Action

CV copied on Oct 2, 2019 9:08:21 PM Filtered by: [\[Last 1 Years\]](#) [\[Last 2 Years\]](#) [\[Last 3 Years\]](#) [\[Last 4 Years\]](#) [\[Last 5 Years\]](#) [\[All\]](#)

EDUCATION

- ✓ 1982 - 1982 Novosibirsk State University, Russia B.S./M.S Chemistry
- ✓ 1994 - 1994 Novosibirsk Institute of Bioorganic Chemistry, Russia Ph.D. Bioorganic Chemistry
- ✓ 1993 - 1995 University of Zurich-Irchel, Switzerland Postdoc Enzymology
- ✓ 1995 - 2000 Vanderbilt University, Nashville, Tennessee Postdoc Protein Crystallography

LICENSES, CERTIFICATION

PRINCIPAL POSITIONS HELD

- ✓ 2000 - 2003 Vanderbilt University Research Instructor Biochemistry
- ✓ 2003 - 2006 Vanderbilt University Research Assistant Professor Biochemistry
- ✓ 2006 - 2011 UCSF Assistant Adjunct Professor Pharmaceutical Chemistry
- ✓ 2011 - 2013 UCSF Assistant Adjunct Pathology

- c. The **Attachments** tab shows you any attachments that have been added to the packet. Click on the hyperlink under File Name to view each attachment.

Summary | CV | **Attachments** | Teaching Evaluations | References | Chair Letter

Thomas Edison *Appointment*
Assistant Adjunct Professor ⇒ Associate Professor, Step 2, Effective 12/01/19, On-time Action

Attachment Type	File Name	Attached By	Date
Other attachment – unredacted (Candidate cannot see these)	UserGuide_APAs_Stop_the_Clock.pdf (174 kb)	Betsy A Ross	10/03/2019
Candidate Personal Statement	UserGuide-Reviewers_Stop_the_Clock.pdf (96 kb)	Betsy A Ross	10/03/2019

- d. The **Teaching Evaluations** tab shows you formal course evaluations that have been attached to the packet. Click on the hyperlink under Document to view each evaluation.

Summary | CV | Attachments | **Teaching Evaluations** | References | Chair Letter

Thomas Edison *Appointment*
Assistant Adjunct Professor ⇒ Associate Professor, Step 2, Effective 12/01/19, On-time Action

Document	Description
Teacher-Evaluation-Form.pdf (91 kb)	Teaching Evaluation - Circuits 101

- e. The **References** tab shows you references letters that have been submitted for the proposed action. This includes intramural, extramural and teaching reference letters. Click on the date hyperlinks under View Ref to read each individual reference letter.

Summary | CV | Attachments | Teaching Evaluations | **References** | Chair Letter

Thomas Edison *Appointment*
Assistant Adjunct Professor ⇒ Associate Professor, Step 2, Effective 12/01/19, On-time Action

Excel Download

Source	Name	Title	Institution	Reference Type	Email	View Ref
Candidate	Beil, Alexander		UCSF	Intramural	10/02/2019	10/02/2019
Candidate	Latimer, Lewis			Extramural	10/02/2019	10/02/2019
Candidate	Tesla, Nikola		Graz University of Technology	Extramural	10/02/2019	10/02/2019
Candidate	Westinghouse, George		UCSF	Intramural	10/02/2019	10/02/2019

- f. The **Chair Letter** will allow you to view the contents of the chair letter.

Summary | CV | Attachments | Teaching Evaluations | References | **Chair Letter**

Thomas Edison Appointment
Assistant Adjunct Professor ⇒ Associate Professor, Step 2, Effective 12/01/19, On-time Action

Draft is last saved on 10/03/2019 09:05 AM

Complete all required ratings and comments. Make sure comments support ratings. For assistance, see the [Comments Guide](#) and/or the [Common Issues](#) documents.
[Instructions](#)

Teaching and Mentoring

	Not Applicable	Needs Improvement	Favorable	Outstanding
Student/trainee/mentee evaluations	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Peer Evaluations	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Overall	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Comments on Teaching (required)

Edison is new to teaching and could use mentoring.

5. Once you have finished reviewing all the contents of the packet, click on **Packet** and check the box under the Review Complete column. Then click Save.

Overview | My CV | My Packet | Proxy | **For Review**

Packet Academic Requests

Show/Hide Columns: Review Due | Eff Date | APA | Affiliation | Appt % | Days Pending | CAP Review

Showing 1 to 1 of 1 entries Show: Clear

Candidate	Department	Review Due	Eff Date	Action	Series	Rank	Step	APA	Affiliation	Appt %	Days Pending	Days to Eff Date	CAP Review	Review Complete	Vote
Edison, Thomas	Institute for Neurodegenerative Diseases	10/22/2019	12/01/2019	Appointment	Ladder Rank	Associate	2	Ross, Betsy A.		0.0	0	53	Y	<input checked="" type="checkbox"/>	

Save

Review completed

Candidate	Department	Review Due	Action	Series	Rank	Step	APA	Review Complete	Vote
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6. This will complete your review of this packet and move it to the **Review Completed** section.

Packet Academic Requests

Show/Hide Columns: Review Due | Eff Date | APA | Affiliation | Appt % | Days Pending | CAP Review

Showing 0 to 0 of 0 entries

Show: Clear

Candidate	Department	Review Due	Eff Date	Action	Series	Rank	Step	APA	Affiliation	Appt %	Days Pending	Days to Eff Date	CAP Review	Review Complete	Vote
No data available in table															

Save

Review completed

Candidate	Department	Review Due	Action	Series	Rank	Step	APA	Review Complete	Vote
Edison, Thomas	Institute for Neurodegenerative Diseases	10/22/2019	Appointment	Ladder Rank	Associate	2	Ross, Betsy A	<input checked="" type="checkbox"/>	