UNIVERSITY OF CAMBRIDGE

Academic Career Pathways (Research & Teaching)

Committee Chairs and Secretaries

User Guide: Online System

2023-2024

September 2023

Contents

Before you start

This document provides guidance specific to the use of ACP system, and should be read in conjunction with the ACP R&T Guidance (www.acp.hr.admin.cam.ac.uk/). The ACP R&T Guidance provides specific procedural information, whereas this document explains the system functionality.

System Set Up and Access

This guide is intended specifically for the Chair or Secretary of one of the committees for the Academic Career Pathways (Research and Teaching) scheme. If you are not a Chair or Secretary, but a member of the committee, you should refer to the Committee Member guide. The system has been prepopulated with committee information meaning you will only be able to see the applications that your committee is considering and not those of other committees.

Functions of the ACP System

The ACP system is specifically designed to support applicants and committee members. The system enables a number of functions for committee members, including:

- The ability to review applications in the system or outside of the system via a download feature;
- Make notes on applications that are only accessible by you;
- Review scoring that has been given to applications;
- Review assessment records (the Committee's written evaluation of applicants) for each application;
- Depending on which committee you are a member of, you will be able to see the application together with previous committee's scores and assessment record.

As a Committee Chair or Secretary, you will have additional functionality over that of other Committee members, such as:

- The ability to check and approve applications for further consideration;
- Request references and personal statements for applications;
- Input the scoring and complete assessment records for each application.

Logging into the ACP system

The ACP system is accessed via a web application, which is available at the following address:

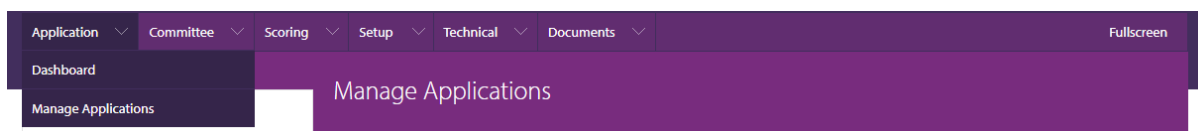**https://hrsystems.admin.cam.ac.uk/irs-admin/pages/index?dswid=-7719.**

You'll be taken to the Raven Login page as shown below.

As a Committee Secretary or Chair you will automatically have access to the ACP system. Should you find that you do not have access, please contact ACP@admin.cam.ac.uk
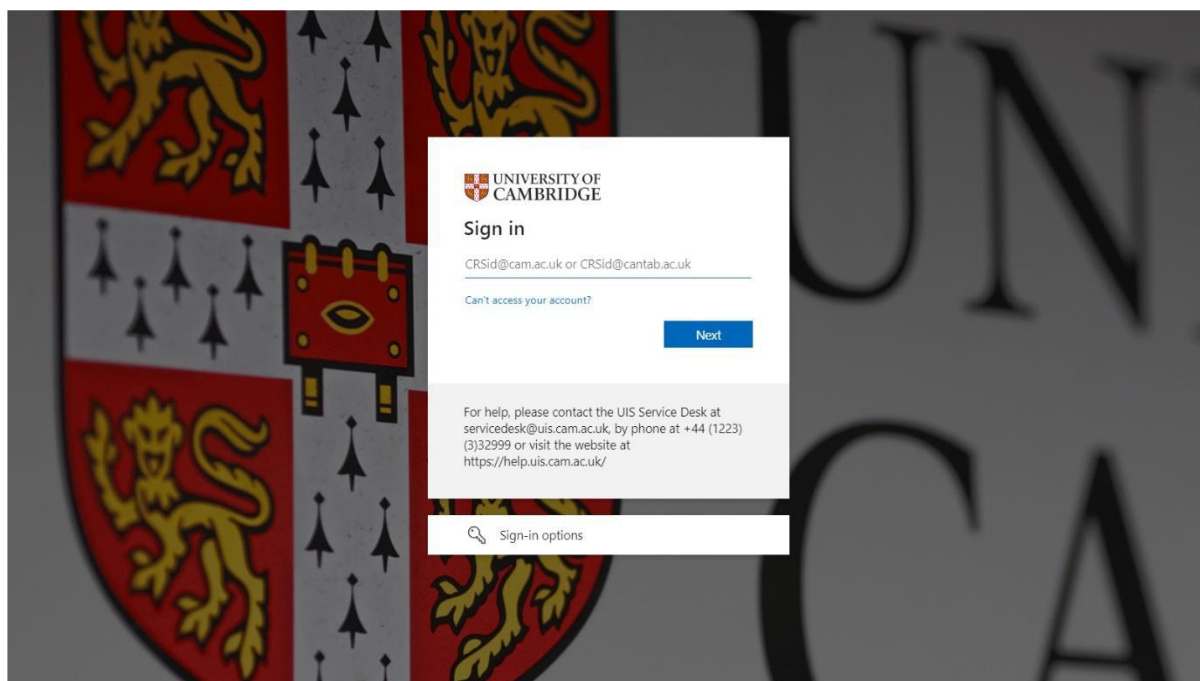
Managing Applications

To view all applications submitted in the ACP system, you should navigate to the 'Application' tab at the top of the screen, and then select 'Manage Applications'.

Application ⌄	Committee ⌄	Scoring ⌄	Setup ⌄	Technical ⌄	Documents ⌄		Fullscreen
Dashboard							
Manage Applications		Manage Applications					

Where required, you will be able to filter the applications by a range of different criteria. To use this feature, click on the filter to see the corresponding applications. Should you wish to filter applicants by the Department they are assigned to and it is relevant to your Committee, you can select the option from the drop down menu, as shown on the right hand side of the screenshot below.

Office Applied For
PROF(G12)   PROF(G11)   AP(G10T)   AP(G10R)   CL.PROF

Application Key Information
IS   CF   NHS   VET   CT   RA

Application Status
UNSUBMITTED   RETURNED   SUBMITTED   CONSIDERATION
WITHDRAWN   CONCLUDED

Applicant

Organisation
-- Please Select --   ▼

Reset   Search

Filter Key

Office Applied For: Refers to the role for which the applicant has applied for promotion.

Application Key Information: Allows applications to be filtered by specific features, as below:

Code	Application Feature
IS	The Applicant has identified as interdisciplinary
CF	The Applicant declared contextual factors and/or Covid impact factors
NHS	The Applicant has an NHS statement
VET	The Applicant has a Clinical Veterinary statement
CT	The Applicant has indicated College Teaching
RA	The Applicant is considered a re-applicant, i.e. they unsuccessfully applied for the same office in the previous round of ACP R&T

Application Status: Refers to the current status of that application

Status	Description
Returned	The application has been returned to the Applicant for further review
Submitted	The Applicant has submitted their application
Consideration	The application has been reviewed and marked for consideration by the Committee
Withdrawn	The application has been formally withdrawn by the Applicant
Concluded	The application has been considered and scored by the Committee

Reviewing a submitted application

The ACP system allows you to review a submitted application before it has been considered by a Committee. When you open a submitted application (by clicking on the name of the applicant from the list on the Manage Applications page), you will see a summary page of the application, including details of the applicant, and the following table showing the sections submitted by the applicant. To review each section, select the 'Details' button for the corresponding section.

Application

Group	Section	Updated	Status	
Academic Career Pathways	Application Details	10-Aug-2023	NOT CHECKED	Details
	Personal Details	10-Aug-2023	NOT CHECKED	Details
	Personal Statement	10-Aug-2023	NOT CHECKED	Details
	Contextual Factors	10-Aug-2023	NOT CHECKED	Details
Curriculum Vitae	CV	10-Aug-2023	NOT CHECKED	Details
Research & Research Leadership	Grants	10-Aug-2023	NOT CHECKED	Details
	Publications	10-Aug-2023	NOT CHECKED	Details
	Talks & Research Associations	10-Aug-2023	NOT CHECKED	Details
	Other Scholarly Contributions	10-Aug-2023	NOT CHECKED	Details
Teaching & Researcher Development	Teaching	10-Aug-2023	NOT CHECKED	Details
	Researcher Development	10-Aug-2023	NOT CHECKED	Details
Service	Service	10-Aug-2023	NOT CHECKED	Details

Once you have selected "Details", it will open the corresponding section. On this page, the menu on the lefthand side of the screen shows the different sections of the application, and allows you to navigate to each section by clicking the name of that section. This operates on a traffic light system.

At the top right of the screen there is also a comments option, along with three icons, which are; 'Comments', and 'Status' (checked, ok and requires attention).

The process allows you to review the application and ensure that the information provided is as expected. If you are content with the section provided, you can click on 'Checked' and 'OK'. You will then see the 'Checked' and 'OK' buttons change to purple. The Section for which you have clicked 'Checked' and 'OK' will have changed to green, as shown in the screenshot below.

Note: newly developed for the 2023-24 scheme, you can now also return the "Application Details" section to the applicant. This is particularly helpful if an applicant submitted their application without including any contextual factors/a COVID impact statement, but on reflection, has decided they would like to include one. You can return "Application Details" section to them, which will allow them to change their answer to the Contextual Factors/COVID impact statement question, and therefore provide a statement.

For each section, there are two types of comments;

- 'Advisory', which will be returned to the applicant, and;
- 'Private', which are for your information only, and will not be attached to the formal application.

Personal Details

Personal Statement

💬 Comments

If you wish to send a comment to the applicant about a specific section, you should click on the 'Comments' button at the top of the screen. A pop-up message will then appear, as shown on the righthand side. You can enter your comment under the 'Advisory comment to applicant' section and then press save. You should then mark the section as "requires attention", as explained above.

👤 Dr Lindsay Denton

✉ paul.robinson@admin.cam.ac.uk

Private comment

Advisory comment to applicant

Save

You must review each section, and mark them as either "Checked & OK" or "Requires Attention". Once you have reviewed each section, if you have marked any as "Requires Attention", a box will appear at the top of the screen as follows:

ℹ️ All sections have been checked, but some sections require modification. Please click the **Return Application to Applicant** button below after all the sections have been checked and marked. You can add additional comments in the pop-up and it will be embedded in the email sent to the applicant.

Return Application to Applicant
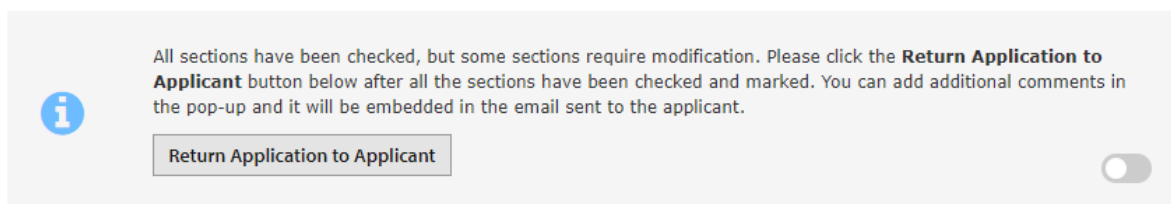
If you have added advisory comments (described at the top of the page), you can toggle the button on the bottom right to include these comments when returning the application. When you are ready, select the "Return Application to Applicant" button. A pop-up box will appear, and you can select a deadline by which the applicant must then review and return their application to you, as well as providing additional comments for the applicant to consider. These additional comments will be embedded in an automatic email that will be sent to the applicant, letting them know their application has been returned to them.

Return Application

Deadline for re-submission

| 31-Aug-2023 📅 |

Comments for the applicant (will be added to the email) (optional)

500 words remaining.

Send Email and return application   Cancel

The system will then send the application to the applicant, reopening the relevant section(s) only for review. The application will not be able to be marked for consideration until the section has been returned by the applicant and you have selected "ready for consideration".

Once the applicant has amended and returned the application, it will appear again in your list on the Manage Applications page. You can then review the sections you returned to them, and if all is ok, mark as such. If further amendments are required, you can repeat the process for returning the application.

Ready for Consideration

Once you have completed all the checks on the application, and all the sections are marked as green, having selected "Checked and OK", you will get a pop up asking you to confirm that you want to move the application into Ready for Consideration.

After clicking 'Ready for Consideration', you will see a warning reminder to ensure you are happy to continue. If you click 'Send for Consideration', the application will move to the consideration stage. This means Committee members will be able to view the application.

Requesting References and Statements

The ACP system allows all references and statements to be requested, received and checked. They should not be requested outside of the system. During this section we will refer to "references", but we use this to cover references as well as statements requested in relation to the applicant e.g. College Senior Tutor statements, Institutional statements, etc.

From the menu on the lefthand side, you will see sections for Applicant References, and Faculty References. The details of the Applicant References will already be populated with information provided by the applicant. You will need to complete the details of the referees the Faculty Committee wish to nominate (including who will complete the Institutional Statement). Firstly, select "FC Referee 1" from the list on the lefthand side of the screen.

As the system is bespoke to the application, you will only be able to see the references that would be appropriate for this applicant and the number of referees needed.

To add in the details of the referee, click on the pencil icon (shown bordered in red in the image below). The sections will then change, and you will be able to type in the referee's detail. Once completed you can press save to save the information.

You will then be able to request the reference. To start this, you need to complete the Reference Request box.

The email is automated, but you will need to select the date by which a response is required in the 'Due by' section. The email text provided is standard, but you have the option of adding an additional sentence, which needs to be added in the email customisation box.

There are then two options; 'Request Reference' or 'Save'. Should you just want to put in the information without sending you can just 'Save'. Should you want the system to send the request just click, 'Request Reference'. You will then get a pop up checking you are sure to send.

Confirm to send reference request

Are you sure you want to send the reference request email?

Yes, send request   Cancel

Last Accessed

The referee will be sent a link through which they can access the referee portal and a unique access code. The reference request letter will be attached to this email, along with a copy of the application and guidance for the referee. Please note: those providing references or statements **will not** receive contextual factors or COVID impact statements provided by the applicant, with the exception of the Head of Institution. Once the referee/statement provider has received the email, they can access the reference portal to send the reference, by either typing directly into a text box, or uploading a PDF version of their reference.

Once sent to the referee, the Status will change to requested, and the email log to the bottom of the page will now appear and show that an email has been sent. By Clicking on the three dots (…) at the right of the email log you will be able to see the text of the email.

Email Logs

Sent Date ▾	Subject	
29-Apr-2021 14:02:25	Reference Request for Dr Lindsay Denton	…

Email Content

Reference Request for Dr Lindsay Denton   Attachments
                                                                              📎 Invitation-Letter

Dear Professor Cotton,

University of Cambridge Academic Career Pathways (ACP) 2021 scheme: Reference request

I am writing to ask you to provide a reference for Dr Lindsay Denton who has applied for the office of Senior Lectureship in this year's academic promotions exercise. A letter requesting your assistance and providing information on how applications are assessed is attached to this email.

The ACP scheme guidance can be viewed at: https://www.hr.admin.cam.ac.uk/policies-procedures/senior-academic-promotions-2020.

If you are able to provide a reference for Dr Lindsay Denton, please use the unique URL and Access code below to access the following information through our web portal:

   - A copy of Dr Lindsay Denton's application, including their CV, evidence under promotions criteria and personal statement.

You can also submit your reference within this web portal, either directly or by providing a letter.

We would be grateful if you could provide your reference by 28 Jun 2021. If you need more time or are not able to provide a reference, please contact the Faculty Committee Secretary do_not_reply@admin.cam.ac.uk.

   Your URL for this reference is: https://testing.hrsystems.admin.cam.ac.uk/referee-portal?case=b00048ec-a6bf-4396-835a-65165945521b&token=024101f33fc64d639801f4d7093cc45c&scheme=ACP

   Your Access Code is: 961676

Please be assured that the University will treat your reference securely and in confidence. Confidential references are normally exempt from disclosure under current data protection legislation. Despite this, we often receive requests from applicants for copies of their references. By default, we will not disclose your reference without checking with you first.

Thank you for your assistance.

University of Cambridge

                                                                                                    Cancel

Sending reminder emails to referees

If required, you also have the option to send reminder emails to referees, if they have not yet completed their reference, and it is nearing or after the deadline by which you asked them to reply. The process for sending a reminder email is the same as sending the original request. From the referee's page, after the original request has been sent, a "Send Reminder" button will appear. Simply click the button, and you will be asked to confirm you wish to send a reminder.

Reference Request

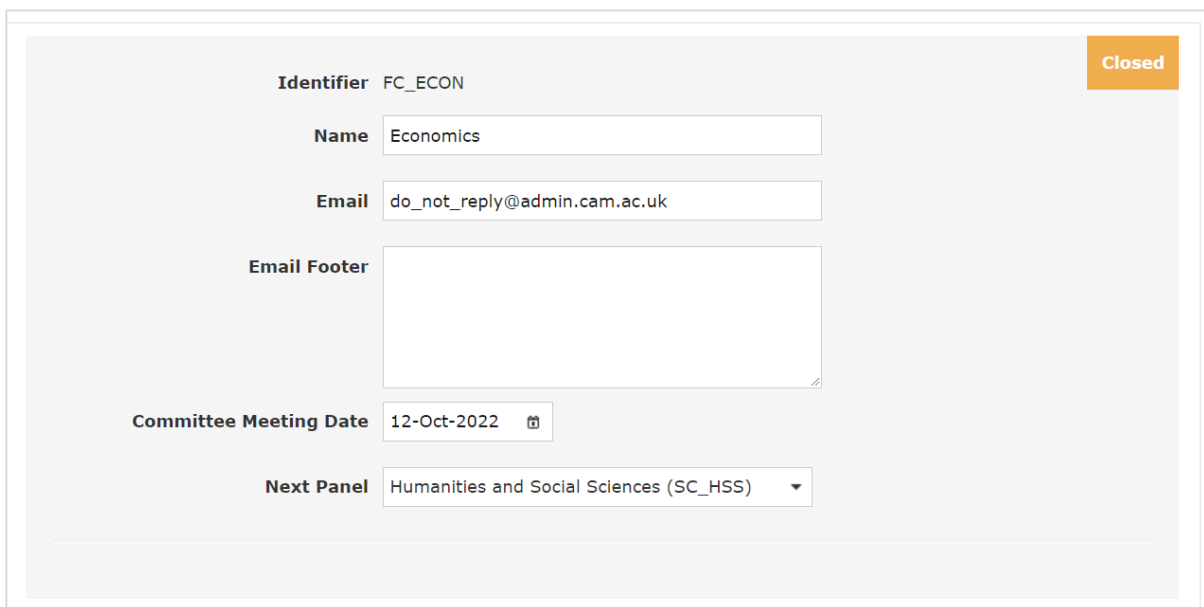|	
Due by	09-Oct-2023
Email customisation, 'As part of this process I would like to draw your attention to the following'	
Requested	17-Aug-2023 09:49:24
Last Accessed	
Last Reminder	
Collected	

Send Reminder

Setting up personalised email

The system will be used to send out requests for all references and statements using a generic email address. This can be personalised for individuals committees if required. Firstly, click on Manage Committee button on the Committee tab at the top of the page.
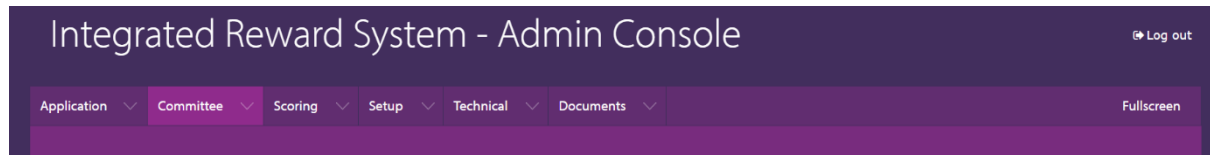
You will then be able to change the email and email footer that will be used when sending out references requests. If more than one person will be managing the reference process we suggest you set up a group email address to be used rather than using an individual's email address. Should these other people require access to the ACP system please request this by emailing ACP@admin.cam.ac.uk.

Reference Portal

When a referee is sent a reference request, they receive a link and the access code to the referee portal.

Integrated Reward System - Referee / Statement Portal

Log in

Access Code [   ] Login >

Please use the Access Code provided in the associated request email.

You can return to this Portal as many times as needed until your reference or statement is submitted.

If you have problems getting access, please contact ACP@admin.cam.ac.uk.

Once they have logged in, they will see the overview page. Here the referee will be able to see further guidance to the ACP scheme and review the application submitted by the applicant. Where they wish to complete the reference, they just need to click on the start reference button, as highlighted below.

Overview

Overview	
Your details	
Reference	
Review & Submit	

58 DAYS to due date

Applicant Name	Mr Paul Robinson
Application Date	07-Sep-2021 14:11:02
Requested By	06-Nov-2021
Application Type	Academic Career Pathways
Office applied for	Associate Professor (Grade 10)

i Further Guidance

⯐ Review Application

Decline Reference Request

Start Reference >

The Referee will then go to the 'Your Details' tab. Here they can amend their details if something needs adjusting, either clicking Save to keep on this page or Save and Next for the next page.

Your Details

Title	Professor
Forename	Matthew
Surname	Cotton
Email	pr370@cam.ac.uk
Position	Central University
Organisation	Professor of Criminology

Save Save and Next >

The Referee will then have the opinion to attach a reference or complete the reference request online.
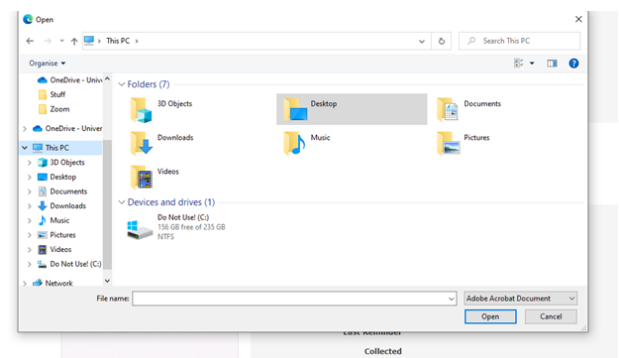
Reference

Please select how you would like to provide your reference

Attach reference   Write online

Save Save and Next >

Should they wish to upload a file the following screen will appear. They need to click on the select file link to find the document they wish to upload (PDF format only). They will then be able to select save and next.

Should the referee choose to write their reference online, then they are able to do so by selecting the link. A text box will appear for them to type into, as shown below. When completed they can Save or Save and Next.

Write online Switch to upload >

Please confirm which type of statement you are providing, e.g. reference, senior tutor statement, clinical statement, and provide your name, title and date at the end of your statement. Please ensure that you cover all the details requested in the proforma document or reference request letter attached, as appropriate.

For further details on completing this reference, please refer to the email request and the invitation letter attached to it. The email also provides a link to the full ACP guidance.

Auto saved: 29-Apr-2021 14:26:12

Save   Save and Next >

Once they have completed their reference, they are given the option to download a preview of their reference. They will also be asked to consider whether they consent to the University sharing their reference with the applicant, should the applicant request to see it. They must select an answer in order to submit their reference. If they haven't selected an answer, a message will appear asking them to select an option. The system will not allow them to submit their reference without doing this.

Review & Submit

Please download and review the reference that will be submitted to ensure that it is accurate. You may wish to keep a copy of it for your records; this will be the last chance to do so. If you need to amend anything please use the links on the left to go back.
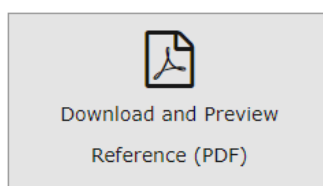
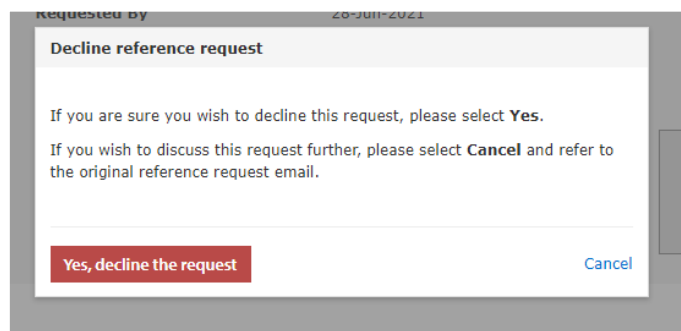Download and Preview Reference (PDF)

The University will treat your reference securely and in confidence. Confidential references are normally exempt from disclosure to the applicant under the terms of data protection legislation. Despite this, we often receive requests from applicants for copies of their references. Therefore, we ask that you indicate here whether or not you consent for your reference to be shared with the with the applicant, should they request it. Please select the appropriate response below:

○ Yes, I consent to the University sharing this reference with the applicant
○ No, I do not consent to the University sharing this reference with the applicant

Submit Reference

Should it be the case that they are unable to provide the reference they can click on the 'Decline Reference Request' (Bottom left of the screen). This button should only be used where it is not suitable for them to provide the reference. A pop up will appear which will remind them of this and suggest they may want to contact the relevant Faculty Committee Secretary if there is another issue, such as timing.

Decline reference request

If you are sure you wish to decline this request, please select **Yes.**

If you wish to discuss this request further, please select **Cancel** and refer to the original reference request email.

Yes, decline the request   Cancel

This explains the process for references and the same process is used to collect others statements for an Applicant such as, Institutional Statement, College Statement etc.

Managing Submitted References

The Reference overview tab on the left-hand menu will be important in managing refer1ence requests. It provides a traffic light system to show the status of reference requests.

The Overview is broken down into the different types of references for that applicant, and provides the following information.

Field	Detail
Name	Name and email address of the referee
Type	Type of reference or statement
Requested	The date the reference was request was sent. If this is blank, the reference has not yet been requested
Accessed	Shows if the referee portal has been accessed by the referee and may give a good indication whether they are actively considering the reference.
Reminded	The date a reminder email was sent, if applicable. If this is blank, a reminder has not been sent
Collected	The date the reference/statement was received
Deadline	The date you have given to the referee to complete the reference/statement by
(...)	By clicking on this you can see the further details

Attaching a reference for a referee

Occasionally the referee may send you a reference outside of the portal. Ideally, referees will submit their reference through the portal, however, there may be occasions where the reference is sent outside of the portal. If this happens, the reference can be added to the portal in PDF format, by the Faculty Committee Secretary. It is possible to do this either before you have sent the original reference request, or after you have sent it.
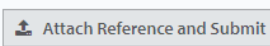
Firstly, select the referee from the menu on the left of the screen (as shown above). Then click on the 'Attach Reference and 'Submit' button. You will then receive a pop-up menu to find and upload the document.
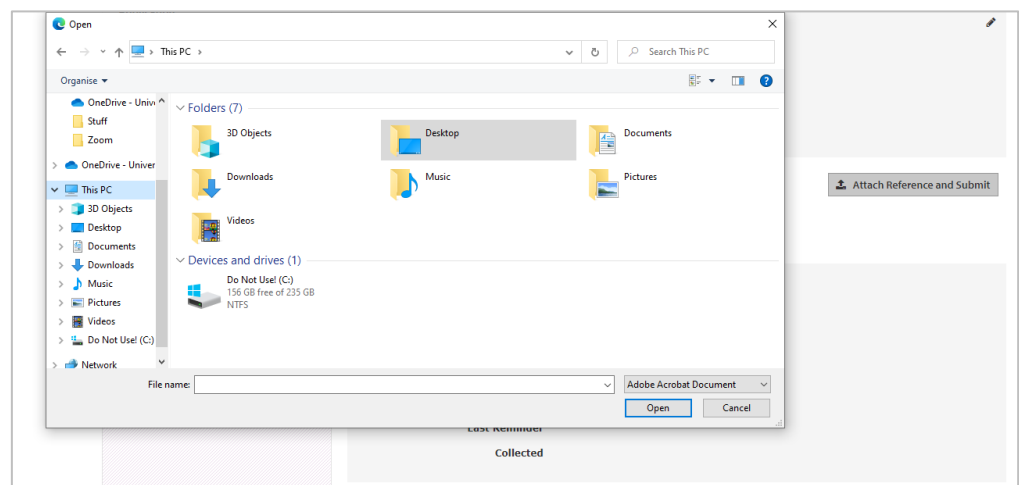
The Status will then change to green, Collected, and you need to press the 'Accept Reference' button to accept the reference.

Adding Additional References

It is recognised that there may be a requirement to add more references than the number the system has allocated; perhaps due to a number of referees declining the request or being unable to give a reference. Additional references may also be sought for interdisciplinary/cross-departmental applications.

To do this, navigate to the 'Reference Overview' tab, which can be found on the left-hand menu. At the bottom of the screen, you are able to add an additional reference. From the drop-down reference, you are able to select the type of reference and then press 'Add Referee'. This will allow you to manually add in the details of the new referee.

Reviewing and accepting/rejecting references

Once a reference has been submitted, the status will display on the Reference Overview and on the reference record itself as "Collected". You will be able to view the reference by selecting the "Download Reference" button from the reference record.

If the reference is complete and ok, you can then click the "Accept Reference" button, which will change the status of the reference to "Accepted". This is important to do, as only accepted references will appear in the PDF versions of the applications that Committee Members will view prior to and at the Committee meeting.

If there is an issue with the reference, and you do not wish to proceed with it as part of the application, you can select the "Reject Reference" button, and the status will change to "Rejected". There may also be circumstances when you have collected more references than required for the application, such as when you have reached out to reserve referees, after which both the reserve and the original referee provide a reference. "Rejected" references will not be provided to Committee Members to consider as part of the application.

Uploading a replacement reference

There may be instances when a reference that has been submitted needs to be replaced by a new version, for example if a referee has accidentally uploaded the wrong version of their reference. In this instance, the referee can send you the correct version of the reference by email, and you can then upload it to the system on their behalf. You can do this from the reference record, by selecting "Replace Reference and Submit", and locating the file from your folders. Once done, you will need to accept/reject the reference as outlined above.

Reference Status View

The ACP System provides a quick overview of the status of all the references, without the need to navigate into each application. On the 'Manage Applications' page which lists each applicant, there is a References column, which shows the number of references requested and received for each type of reference.

Reference Report

To give you a snapshot of the status of the references you need to gather for each application, you can download a reference report, which will show you at which have been requested, reminded, collected, accepted or rejected. This will show you the status at the time at which you run the report. To find the report, navigate to the Documents tab along the ribbon at the top of the portal, and select the appropriate Committee (i.e. Faculty Committee or School Committee). On that page, you will see an option to "Download Reference and Statement Report", which will be provided in Excel format.
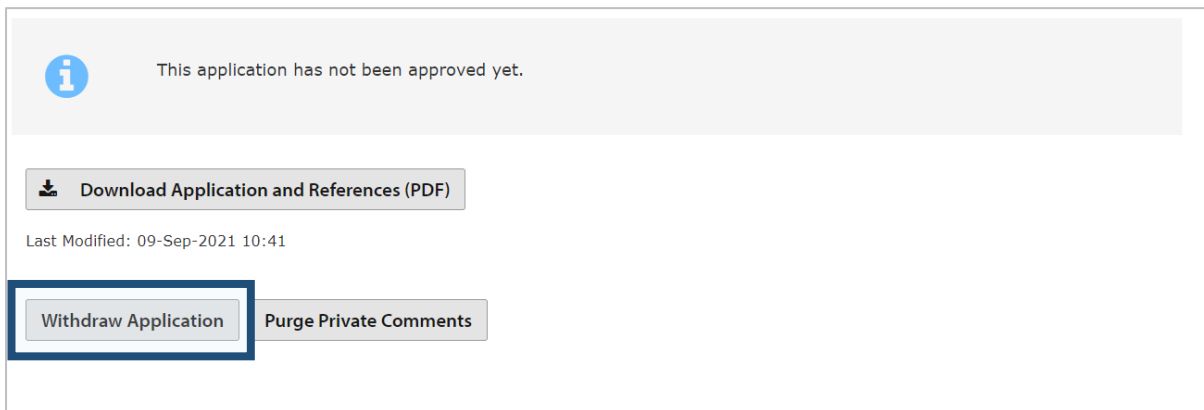
Withdrawing an Application

Very occasionally, an applicant may wish to withdraw their application. The ACP system has functionality to ensure the application is not carried through to subsequent committees. To withdraw an application, you will firstly need to find the applicant in the 'Manage Applications' section. Click on the individual you need to withdraw and then click on the 'Withdraw Application' button:

You will then get a warning pop up and if you are happy to proceed, click on withdraw application

You will then get the following confirmation on the screen.

Accessing PDF of a single application

To access a single application, click on 'Manage Applications' under the Application tab on the top menu. This will then list all the applications that you are considering.
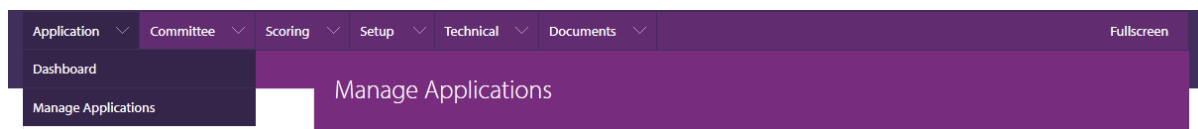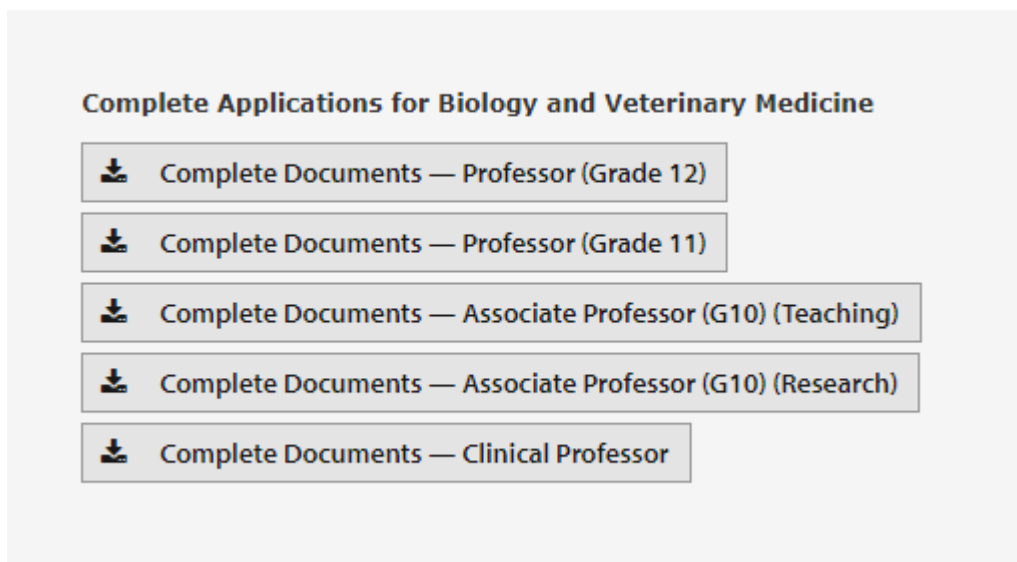

You should then click on individual whose application you wish to download, and click 'Download Application and References (PDF)'. The system will then generate a PDF document that combines all of the sections of the application, with an index of the sections for ease of navigation:
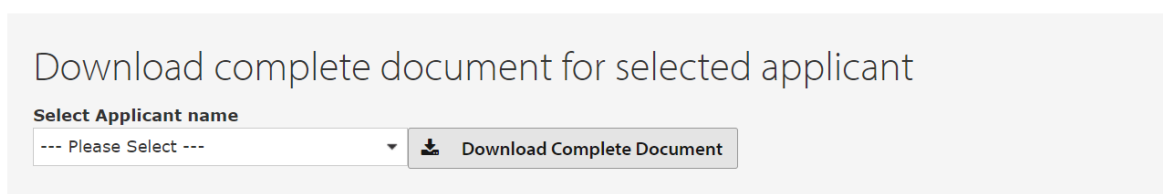
Downloading all applications as a PDF

The system also enables you to download all applications, which enables review outside of the system. Each application will contain all of the information supplied by the applicant, along with the supplementary information obtained, such as the references, Institutional Statement, College statement etc. When these documents are received at the School Committee level, they will also include the scores and assessment record provided by the Faculty committee.

To Access this, you need to click on the 'Documents' tab on the top menu, and select the appropriate Committee (i.e. Faculty Committee or School Committee). You will then see a list, showing options to download the complete documents by Office. Documents will be downloaded in a zip file then you click the corresponding 'Complete Documents' buttons.

Complete Applications for Biology and Veterinary Medicine

- ⬇ Complete Documents — Professor (Grade 12)
- ⬇ Complete Documents — Professor (Grade 11)
- ⬇ Complete Documents — Associate Professor (G10) (Teaching)
- ⬇ Complete Documents — Associate Professor (G10) (Research)
- ⬇ Complete Documents — Clinical Professor

Should you wish to just download one application you can search and select them in the menu at the bottom of the page.

Download complete document for selected applicant

Select Applicant name

--- Please Select --- ▾ | ⬇ Download Complete Document

Scores and Assessment Records

Committees can now input scores and assessment records into the ACP system for individual applicants. To do this, navigate to the 'Scoring' tab on the top menu, and select the appropriate Committee (Faculty Committee or School Committee).
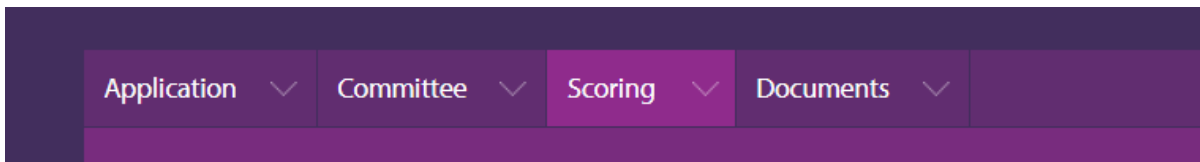
When you click on this link, you will see each of the applicants that require consideration via your Committee. If you are a School Committee Chair or Secretary, the previous Committee's scores will also be visible. As a Chair or Secretary to the Committee, you will be able to edit and save the scores for your Committee, whilst other Committee members will only be able to view the scores and assessments.

If an applicant is yet to be scored by a previous committee, the scores will be blank. Each office has their own tab, with the number of applicants for consideration for that office being shown in brackets.
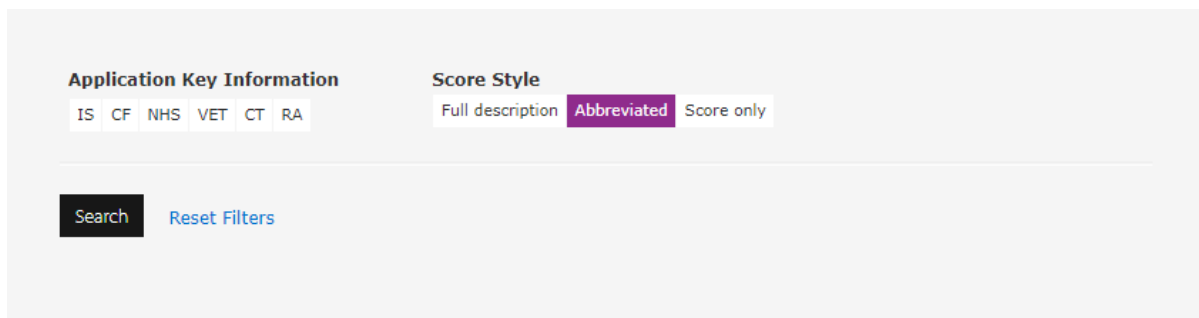
Committee Scores (1)

Rank	Application	Score Route	Research	Teaching	Service	Total
1	Mr Paul Robinson	*DEF*	CU 5	IE 5	IE 5	15

Application Key Information:

Code	Application Feature
IS	The Applicant has identified as interdisciplinary
CF	The Applicant declared contextual factors and/or Covid impact factors
NHS	The Applicant has an NHS statement
VET	The Applicant has a Clinical Veterinary statement
CT	The Applicant has indicated College teaching
RA	The Applicant is a re-applicant

Other Functionality:

Score Style: With this option, you can change the scores to display the banding in the ACP Scheme, either as full description or abbreviation. As a reminder, the bandings are Outstanding Evidence (OE), Strong Evidence (SE), Clear Evidence (CE), Insufficient Evidence (IE) and Clearly Unsatisfactory (CU).

Score Route: The ACP Scheme allows, in exceptional circumstances, the balance of points for Research, Teaching and Service for a particular applicant to be adjusted. If this has occurred, this will be displayed under the Score Route.

Rank Order: Rank order will default to alphabetical by applicant surname if no scores are present.

Inputting Scores

To input the scores for an individual you will need to click on their name, which will bring up the Score Application screen. To input the scores for each area, you can either use the up or down arrows in that box, or type the number using the keyboard. When you have completed each section, you should press the 'Update' button to provide the total score. You will see that this box has now turned green.

Score Application: Dr Paul Robinson (Faculty Committee)

Dr Paul Robinson

PROFESSOR (GRADE 11)

University Senior Lecturer
Unified Administrative Service
Institute of Criminology

Score Route ?

DEF NS1 NS2

R50/T30/S20

	R50	T30	S20	Total
	0 ↕	0 ↕	0 ↕	0

Previous Page   Update

Summary of additional supporting information

Name	Dr Paul Robinson
Office applied for	Professor (Grade 11)
Current position	University Senior Lecturer
Appointment start date	06-Nov-2017
Interdisciplinary	No
Contextual Factors	Yes
NHS contract?	No
Veterinary contract?	No

Once score have been added to the system, the scores will carry across, and be visible, under the 'Manage Scoring' tab and the banding for each score will be displayed.

Rank	Application	Score Route	Research	Teaching	Service	Total
1	**Dr Danny Waldron** IS CF	*DEF*	OE 40	OE 24	SE 10	74
	Dr Lindsay					

If you want to score the next applicant, you can click 'Manage Scores' on the left-hand menu of the screen and pick the next applicant to score.

Changing the scoring route

If, in line with the guidance, you wish to change the score route for a particular candidate you can do this by clicking on the different options under score route on the individual's Score Application page.

When it has been selected you will see that the new route is highlighted in purple, and the maximum score balance underneath is adjusted. Unless you do this, you will not be able to give scores above the total for that criterion.

Inputting Assessment Records

Whilst committees will be provided with a template minutes document, all assessments of applications should be recorded in the ACP system. In addition, Committees should use the system to provide specific comment on specific parts of the application, such as applications that are interdisciplinary or where contextual factors have been listed. A free text box will be provided for this purpose, which is visible by clicking 'Enter Details' under the relevant section.

Summary narratives

Interdisciplinarity

Faculty Committee comments

Please provide below a brief summary below of the interdisciplinary nature of the applicant's work and the institutions their work is mainly concerned with

[Enter details]

Contextual Factors

Faculty Committee comments

Please provide below a brief summary of the declared contextual factor(s) and the stated impact on the applicant's work

[Enter details]

Interdisciplinarity

Faculty Committee comments

Please provide below a brief summary below of the interdisciplinary nature of the applicant's work and the institutions their work is mainly concerned with

[   ]

[Save]   Cancel

Summary narratives

Interdisciplinarity

Faculty Committee comments

Please provide below a brief summary below of the interdisciplinary nature of the applicant's work and the institutions their work is mainly concerned with

Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Ut enim ad minim veniam, quis nostrud exercitation ullamco laboris nisi ut aliquip ex ea commodo consequat. Duis aute irure dolor in reprehenderit in voluptate velit esse cillum dolore eu fugiat nulla pariatur. Excepteur sint occaecat cupidatat non proident, sunt in culpa qui officia deserunt mollit anim id est laborum

[Edit]

Approving Individual Assessments

The Assessment Records recorded in the system are the formal records of assessment for the applicant, which will be provided (together with their application and Minute coversheet document) to the next Committee. Therefore, when the Committee members have agreed that all the Assessments and scores are correct, you will need to click on the 'Approve Assessment Record' button at the bottom of Score Application page for each individual.

Approve Assessment Record

This will then change to approved status giving the date and time. Should you wish to amend something later, then you can click on the Un-approve Assessment Record button

Approved:
30-Apr-2021 13:22:03
By:
pr370

Un-approve Assessment Record

Rank order of Applicants

Once the scoring of all applicants has been completed in the system, a rank order of the applicants will be created in the 'Manage Scores' page and is based on the total score. Whilst two applicants can have the same total score, they can't have joint ranking. If this situation arises, the rank order should be manually adjusted accordingly. For example, the second and third applicant in the screenshot below have the same score and it has then put them in rank order alphabetically by surname (this is the default position).

Rank	Application	Score Route	Research	Teaching	Service	Total
1	Dr Lindsay Denton	NS1	OE 55	OE 19	OE 18	92
2	Dr Tony Gates	DEF	SE 35	OE 25	OE 15	75
3	Dr Danny Waldron IS CF	DEF	OE	OE 24	SE 11	75

The system will then adjust the order by the new rank order you have amended it to.

Rank	Application	Score Route	Research	Teaching	Service	Total
1	Dr Lindsay Denton	NS1 R60/T20/S20	Outstanding Evidence 55	Outstanding Evidence 19	Outstanding Evidence 18	92
2	Dr Danny Waldron IS CF	DEF R50/T30/S20	Outstanding Evidence 40	Outstanding Evidence 24	Strong Evidence 11	75
2	Dr Tony Gates	DEF R50/T30/S20	Strong Evidence 35	Outstanding Evidence 25	Outstanding Evidence 15	75

Concluding Committee Business

Once all the assessments have been completed, scores allocated and the rank order has been completed and approved by the Committee, you should conclude business in the system. This can be done via the 'Manage Scores' page, followed by clicking the button 'Conclude Business'.
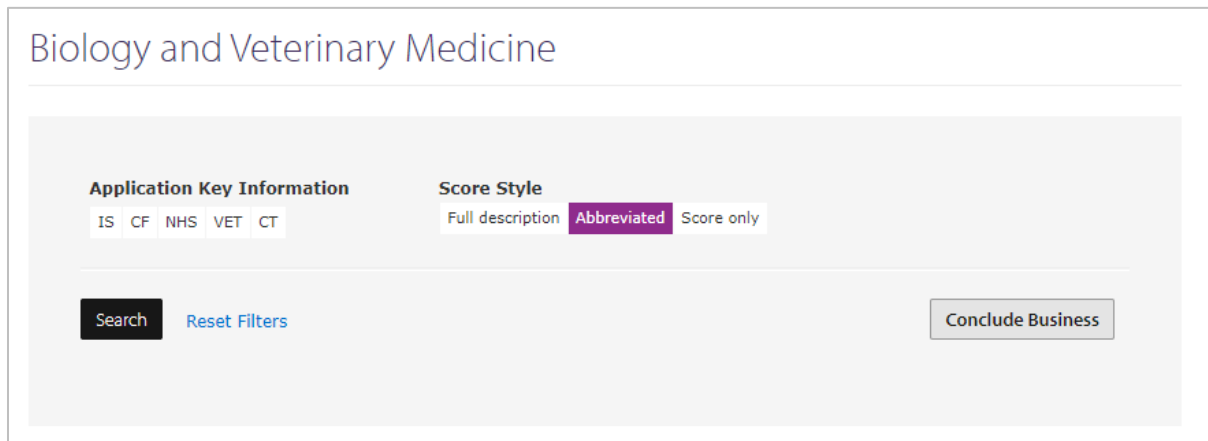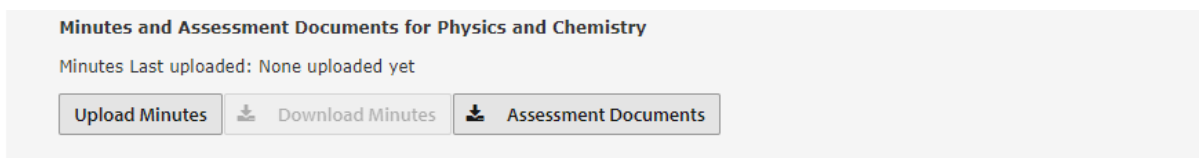

When you click 'Conclude Business', you will get a pop up to check that you are happy to complete the action. If so, click 'Conclude Business' again. This will then move the applications to the next committee.
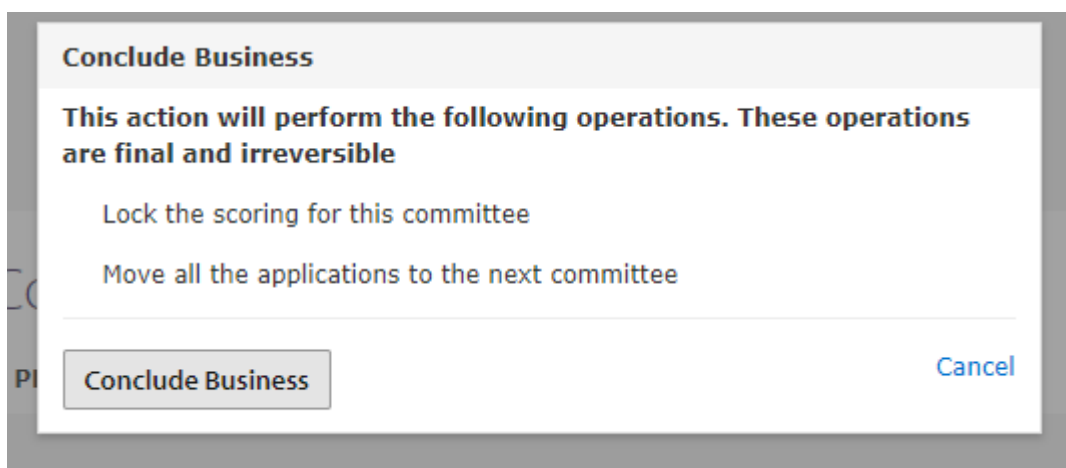
Uploading minutes

The only document created through the system is the coversheet to the Minutes of the relevant Committee meeting. They will not contain any applicant details, as that information is included in the assessment records, which follow after the coversheet. The Minutes coversheet will contain a record of the meeting and those in attendance. Once created, they should be uploaded to the ACP system (a template document will be provided by HR Division for you to complete).

To do this, select the 'Documents' tab on the menu at the top of the screen and then click the 'Upload Minutes' button.

Minutes and Assessment Documents for Physics and Chemistry
Minutes Last uploaded: None uploaded yet

| Upload Minutes | ⤓ Download Minutes | ⤓ Assessment Documents |

You will then get the following message. Press on upload minutes and you can select the document you wish to upload.

Minutes Upload

You can upload as many times as you want. The previous files are not overwritten or deleted. The download button will download the last uploaded file.

⤒ Upload Minutes   Cancel
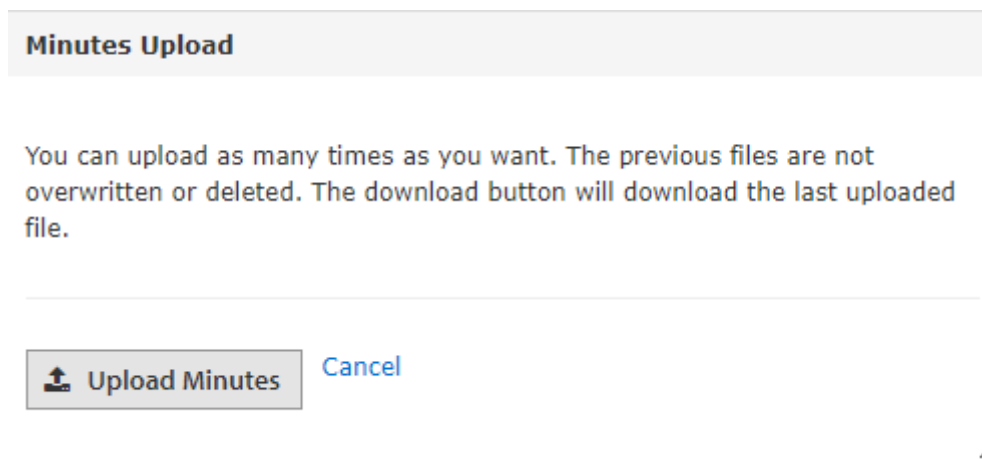
Scores and Assessments at School and Vice-Chancellor's Committee

For School Committees and the Vice-Chancellor's Committee, the scores can be accessed in the same way as outlined above; however, additional information from the previous committee(s) is also displayed. You will be able to select to view just the Faculty or School scores, or both and from there, scores next to each other for each applicant.

The rank order can be adjusted in your view to select 'Combined', which is ranked in order of the scores given to all individuals or 'Grouped', which is in rank order but by the Faculty or School Committee that they were previously considered by.

Promotion Line

This is the line showing where the School Committee, then the Vice-Chancellor's Committee, decides that applicants with a total score on and above this level will be promoted. Those applicants with scores under this line will be shown in orange to indicate their case, in the view of the School Committee, falls below the level to be promoted.

Queries

If you have queries about the online process, or experience difficulties, please email: ACP@admin.cam.ac.uk.