



UNIVERSITY OF
CAMBRIDGE

Academic Career Pathways (Research & Teaching)

Committee Member Guide : Online System

2023-2024

September 2023

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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 explains specific procedural information, whereas this document explains the system functionality.

System Set Up and Access

This guide is intended specifically for the committee members for the Academic Career Pathways (Research and Teaching) scheme. 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. If you are a Committee Chair or Secretary, you should refer to the [Committee Chair and Secretary guide](#).

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.

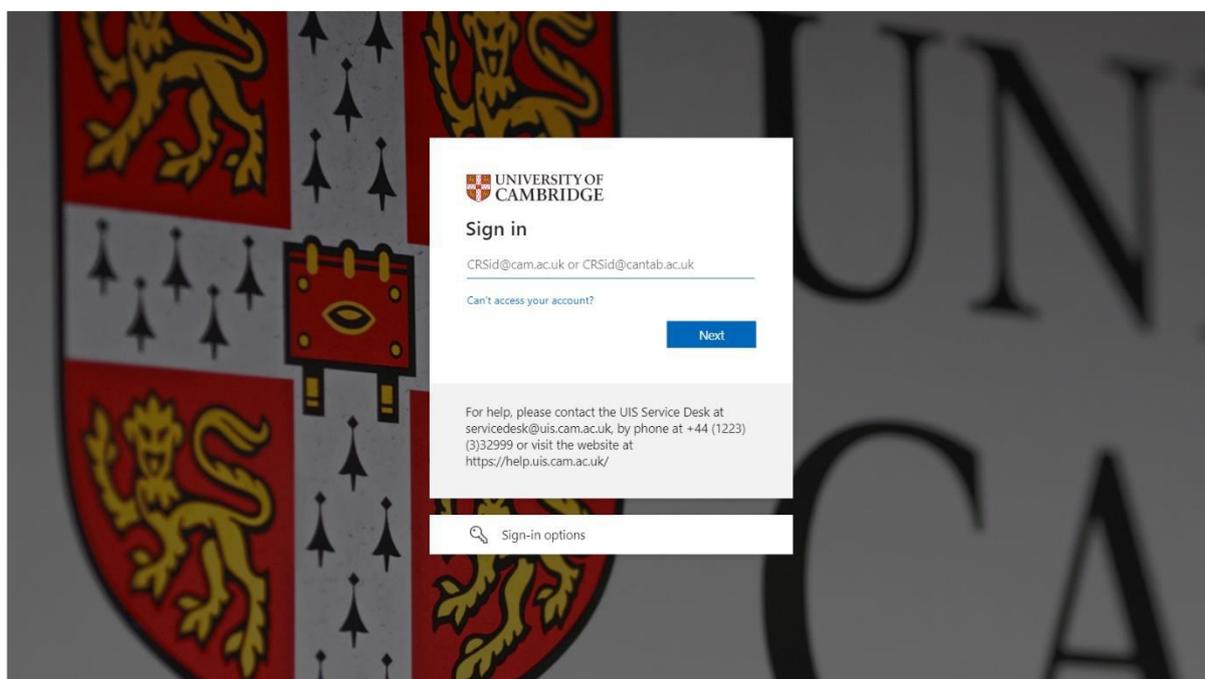
Logging into the ACP system

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>

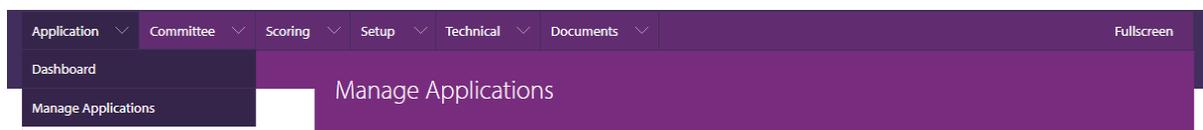
You will be taken to the Raven Login page, as shown below.

As a committee member, you will automatically have access to the ACP system. Should you find that you do not have access, you should contact ACP@admin.cam.ac.uk.



Accessing a Single Application

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'.



Where required, you will be able to filter the list of 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.

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

To review an application, you just need to click on the applicant's name. You will then see a screen with the details of the application. This contains the basic information about the individual. You will also see a menu on the left-hand side of the screen that gives you links to further parts of the application.

The screenshot displays an application review interface. On the left, a navigation menu is visible with sections for Overview, Application, Applicant References, Faculty References, and Statements. The main content area shows a list of three applicants, each with their name, role, and a summary of their application status. A blue arrow points from the 'Dr Tony Gates' name in the list to the detailed application view on the right.

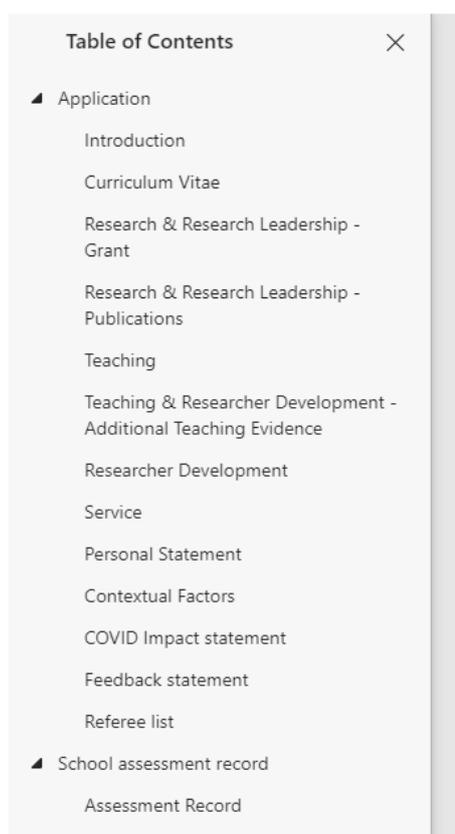
Applicant Name	Position Title	APLT	STMT	FC	Status	
Dr Tony Gates 30013189 HR Adviser - Grading Support [Secondment] Human Resources Division Unified Administrative Service	Associate Professor (G10) (Research)	1/1	0/0	1/1	0/0 1/1	CONSIDERATION Approved
Dr Danny Waldron 30013189 HR Adviser - Grading Support [Secondment] Human Resources Division Unified Administrative Service	Associate Professor (G10) (Research) IS CF	1/1	0/0	1/1	0/0 1/1	CONSIDERATION Approved
Dr Lindsay Denton 30013189 Lecturer Human Resources Division Unified Administrative Service	Associate Professor (G10) (Research)	1/1	0/0	1/1	1/1 0/0 2/2	CONSIDERATION Approved

Application Details for Dr Tony Gates		Status
Applicant Name	Dr Tony Gates	CONSIDERATION
Email	paul.robinson@admin.cam.ac.uk	
Owner (CRSid)	pr370	
Position Title	HR Adviser - Grading Support [Secondment]	
Institution	Human Resources Division	
School	Unified Administrative Service	
Appointment Start Date	25-Feb-2019	
Appointment End Date	30-Sep-2022	
Continuous Service Date	18-Jun-2012	
Position Applied for	Associate Professor (G10) (Research)	
Contextual Factors?	No	
Interdisciplinary Statement?	No	
College Teaching?	No	
Created	30-Apr-2021 10:49:26	
Submitted	30-Apr-2021 10:54:30	
Last Updated	30-Apr-2021 10:54:26	

Download Application and References (PDF)

At the bottom of the page, you have the option to download the application and references as a combined PDF document.

When you download the application, you are able to use the contents page of the PDF document to navigate through the application. This is a complete application, so it contains the applicant's full submission, including any references or statements that have been collected. If you are a School Committee or Vice-Chancellor's Committee member, you will be able to see the previous assessment(s) made of the application.



The image shows a sidebar menu titled "Table of Contents" with a close button (X) in the top right corner. The menu is organized into two main sections, each indicated by a small triangle icon on the left. The first section, "Application", lists the following items: Introduction, Curriculum Vitae, Research & Research Leadership - Grant, Research & Research Leadership - Publications, Teaching, Teaching & Researcher Development - Additional Teaching Evidence, Researcher Development, Service, Personal Statement, Contextual Factors, COVID Impact statement, Feedback statement, and Referee list. The second section, "School assessment record", lists the item: Assessment Record.

Table of Contents		×
▲	Application	
	Introduction	
	Curriculum Vitae	
	Research & Research Leadership - Grant	
	Research & Research Leadership - Publications	
	Teaching	
	Teaching & Researcher Development - Additional Teaching Evidence	
	Researcher Development	
	Service	
	Personal Statement	
	Contextual Factors	
	COVID Impact statement	
	Feedback statement	
	Referee list	
▲	School assessment record	
	Assessment Record	

Alternatively, you can look at each section of the application on the system. When viewing an individual application, you should click on the section check on the left-hand column. This will bring up the individual sections of the application.

Personal Details	Comments
Personal Statement	
CV	
Grants	
Publications	
Talks & Research Associations	
Other Scholarly Contributions	
Teaching	
Researcher Development	
Service	

Position Title	HR Adviser - Grading Support [Secondment]
Title	Dr
Forenames	Tony
Surname	Gates
Professional Surname	(optional)
Institution	Human Resources Division
College	(optional)
Email	paul.robinson@admin.cam.ac.uk

You will now be able to navigate through each section of the application using the green sections. Should you wish to add a private comment, you can do this by clicking the 'Comments' button. A box will appear for you to add your comment. The comment will be private to you but will appear when you download the application as a PDF.



 Dr Tony Gates

 paul.robinson@admin.cam.ac.uk

Private comment



Downloading All Applications as a PDF

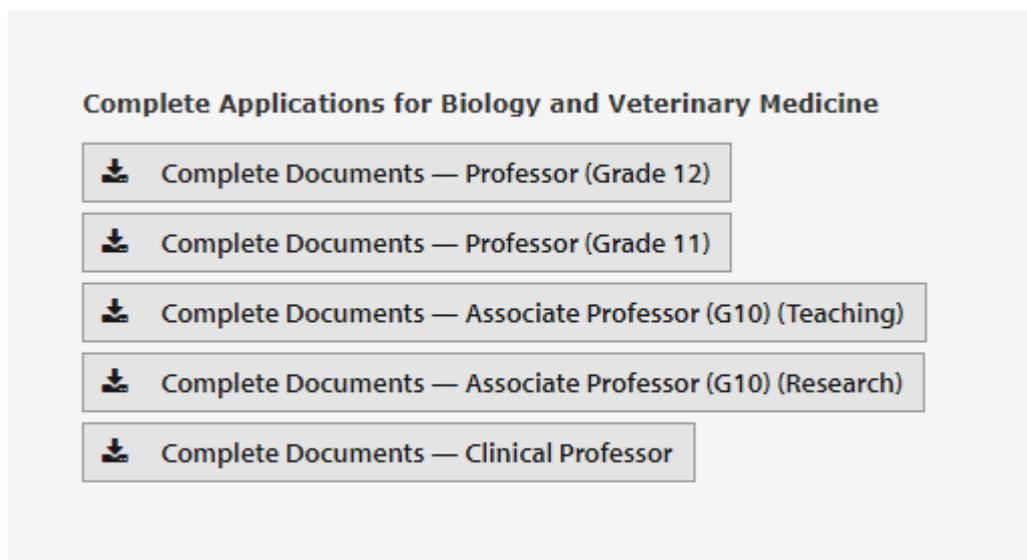
The system enables you to download all applications, which enables review outside of the system. Each application will contain all of the information supplied by the applicant, along with the supplementary information obtained, such as the references, Institutional Statement, College statement etc. When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



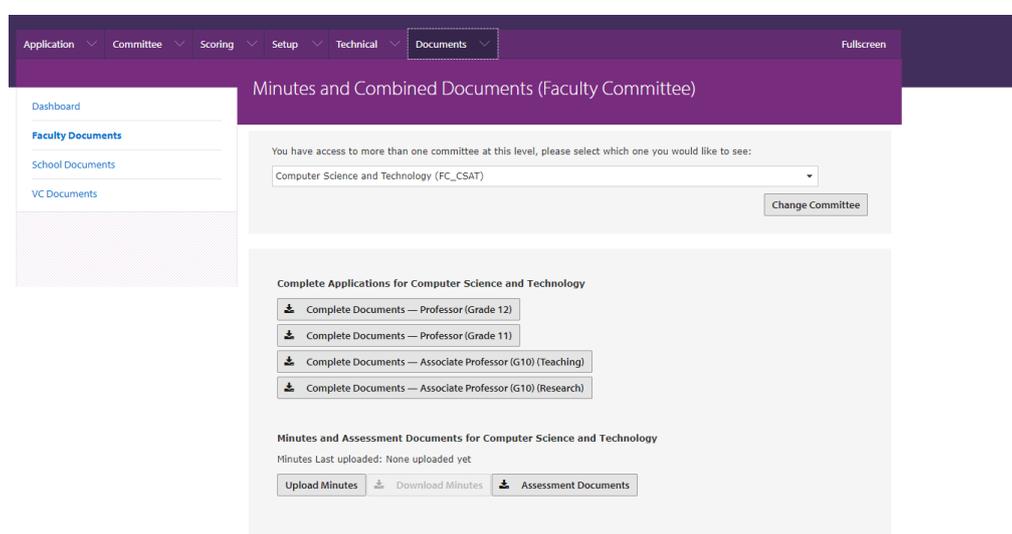
To Access this, you need to click on the 'Documents' tab on the top menu, and select the appropriate Committee (i.e. Faculty Committee or School Committee). You will then see a list, showing options to download the complete documents by Office.

Documents will be

downloaded in a zip file then you click the corresponding 'Complete Documents' buttons.



The Minutes and Assessment documents tab at the bottom of the screen contains all of the assessment records for each applicant (by office) but will not include the applications themselves.



Reviewing the Faculty Committee

scores

As scores are inputted into the ACP Scheme, you will be able to review these live on the system. To access this, you will need to click on the 'Scoring' tab on the top menu.



When you click on this link, you will then see the scores that have been given for each applicant. As a Committee member, you won't have access to edit the scores, as this action can only be completed by the Committee Chair and Committee Secretary.

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 is decided by the total score given, and will default to alphabetical by applicant surname if no scores are present.

Application Key Information

IS CF NHS VET CT

Score Style

Full description Abbreviated Score only

Search [Reset Filters](#)

Conclude Business

Committee Scores (4)

PROF(G12) (0) PROF(G11) (1) AP(G10T) (0) AP(G10R) (3)

Rank	Application	Score Route	Research	Teaching	Service	Total
No records found.						

Rank	Application	Score Route	Research	Teaching	Service	Total
1	<p>Dr Danny Waldron</p> <p>IS CF</p>	<i>DEF</i>	OE 40	OE 24	SE 10	74
	Dr Lindsay					

Reviewing Individual Applicant Scores

By clicking on the individual's name, you will be able to see the details of that applicant's assessment. The top of the pages shows the office for which they have applied and the scores and banding given to them. It also indicates any particular features related to that applicant.

Score Application: Dr Paul Robinson (Faculty Committee)

Dr Paul Robinson PROFESSOR (GRADE 11) University Senior Lecturer Unified Administrative Service Institute of Criminology	Score Route <small>?</small> DEF NS1 NS2 R50/T30/S20	R50 0 T30 0 S20 0 Total 0	Previous Page Update
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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

Summary Narratives

The summary narrative appears where the applicant has indicated either interdisciplinary and/or contextual factors. Here you will be able to view Committee comments in relation to these aspects.

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 <input type="button" value="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 <input type="text" value="wewetwrtetretew"/> <input type="button" value="Edit"/>

Applicant Assessment Records

The Assessment Record is where the Chair or Secretary of the Committee will record the agreed statements for each applicant, in line with the requirements for the scheme. You will have read-only access to view this information, and therefore won't be able to edit the comments made.

Assessment Record

Please summarise below the Committee's assessment of this application, clearly indicating the key evidence that the Committee relied on in reaching its decision:

Research and research leadership

Faculty Committee comments

The Faculty Committee's assessment and evaluation of the applicant

Proin felis ante, volutpat ac orci sit amet, maximus vestibulum erat. Sed blandit ut risus lacinia auctor. Quisque tincidunt quis arcu sed aliquam. Etiam quis ex sagittis, gravida risus nec, faucibus tortor. Aliquam at posuere tortor, sit amet suscipit nulla. Sed ipsum felis, suscipit et eros et, hendrerit scelerisque nibh. Mauris fringilla tortor vel magna tristique

Edit

Teaching and researcher development

Faculty Committee comments

Faculty Committee's indicative assessment of the candidate's teaching contribution, providing recommendations to the School Committee

Proin felis ante, volutpat ac orci sit amet, maximus vestibulum erat. Sed blandit ut risus lacinia auctor. Quisque tincidunt quis arcu sed aliquam. Etiam quis ex sagittis, gravida risus nec, faucibus tortor. Aliquam at posuere tortor, sit amet suscipit nulla. Sed ipsum felis, suscipit et eros et, hendrerit scelerisque nibh. Mauris fringilla tortor vel magna tristique tincidunt. Suspendisse dapibus est non ipsum dictum, a pharetra arcu malesuada. Ut vitae efficitur lorem. Fusce id dui ut eros finibus faucibus. Vivamus eros tortor, ultricies ut vehicula quis, semper in augue. Phasellus finibus felis odio, id bibendum nibh congue nec. Quisque efficitur, erat eget feugiat ullamcorper, purus eros elementum metus, ut scelerisque dolor nulla a mi. Quisque nulla dui, porttitor eget leo vitae, condimentum ultrices nisl. Duis ullamcorper urna at turpis aliquam fringilla.

Edit

School and Vice-Chancellor's Committee Scores and Assessment

For School Committees and the Vice Chancellor's Committee, the scores are accessed in the same way as documented above; however, additional information from any previous committee will also be displayed. You will be able to select just the Faculty or the School scores or both – which will then enable you to see all the scores next to each other for each applicant

Biological Sciences

Application Key Information

IS CF NHS VET CT

Score Style

Full description Abbreviated **Score only**

Score Visibility

FACULTY SCHOOL VICE_CHANCELLOR **ALL**

[Search](#)

[Reset Filters](#)

[Conclude Business](#)

Rank	Application	Score Route	Research	Teaching	Service	Total
▼ Biology and Veterinary Medicine						
2 S 1 F	Dr Emmett Brown <i>(Biology and Veterinary Medicine)</i>	DEF S	45 S	20 S	15 S	80
		DEF F	45 F	20 F	15 F	80
▼ Economics						
3 S 1 F	Dr Dana Barrett <i>(Economics)</i>	DEF S	48 S	20 S	11 S	79
		DEF F	48 F	20 F	11 F	79
5 S 2 F	Mr george Smiley <i>(Economics)</i>	DEF S	46 S	15 S	16 S	77
		DEF F	46 F	17 F	16 F	79
6 S 3 F	Dr Ray Stantz <i>(Economics)</i>	DEF S	48 S	18 S	10 S	76
		DEF F	48 F	18 F	10 F	76
7 S 4 F	Dr Ernst Stavro Blofeld <i>(Economics)</i>	DEF S	22 S	15 S	14 S	51
		DEF F	42 F	15 F	14 F	71

The Rank order can be adjusted to view the rank order of all applicants for which you have access to view (in the 'combined' view), or the rank order by each Faculty (in the 'grouped' view).



The screenshot shows a UI control for the 'USL(R) Promotion Line' with a default value of 80. It features two radio buttons: 'Combined' (unselected) and 'Grouped' (selected). Below the radio buttons is a numeric input field containing the value '82', with up and down arrow icons and a refresh icon to its right. A hamburger menu icon is located in the bottom right corner of the control area.

The Promotion Line is the line above which applications with those total score are recommended for promotion. Those total scores which are lower than this will be highlighted orange to indicate they are below the promotion line.



The screenshot displays two comment sections under the heading 'Teaching and researcher development'. The first section is labeled 'Faculty Committee comments' and contains a large rectangular box with a thick black border and the text 'The Faculty Committee comments will appear here'. The second section is labeled 'School Committee comments' and contains a similar large rectangular box with a thick black border and the text 'The School Committee comments will appear here'.



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