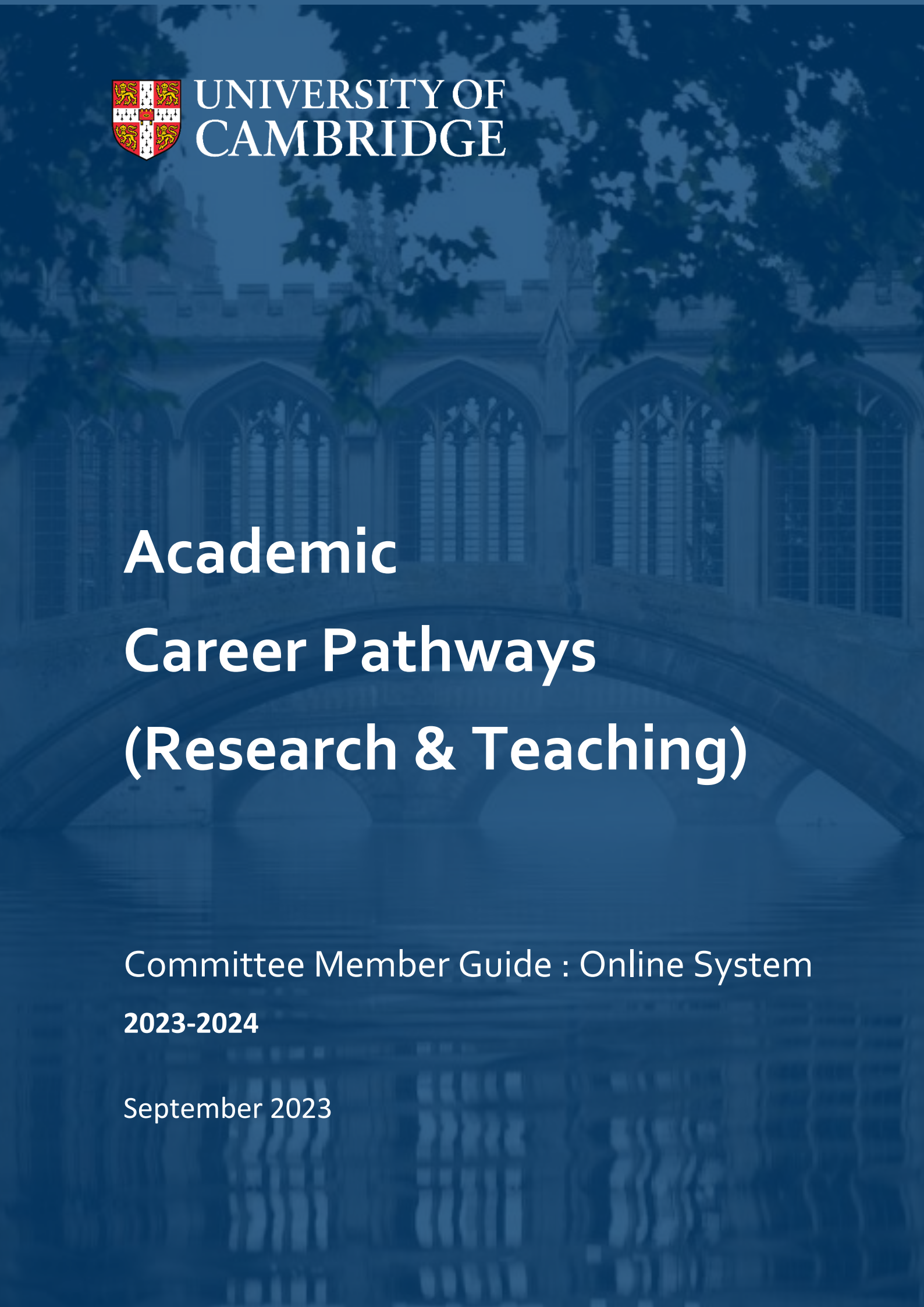

UNIVERSITY OF CAMBRIDGE

# 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.

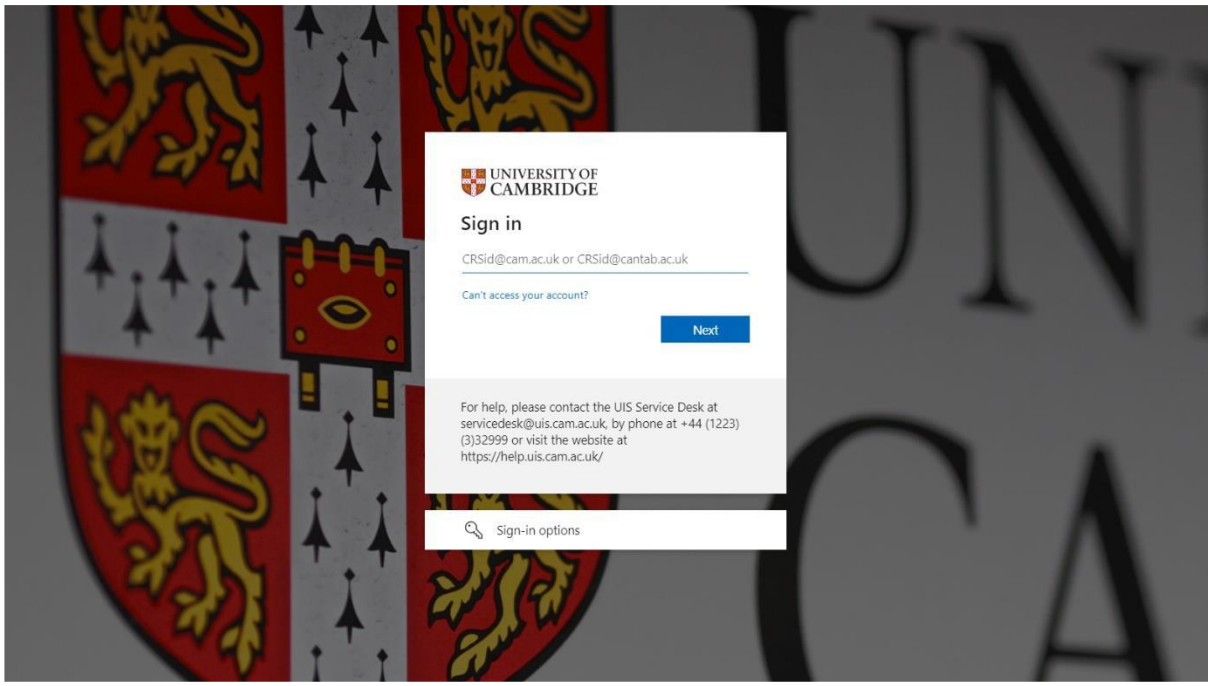
# Logging into the ACP system

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**

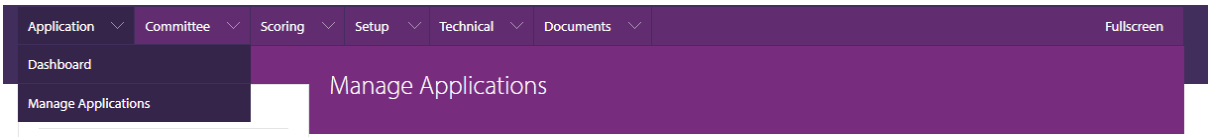
You will be taken to the Raven Login page, as shown below.

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.

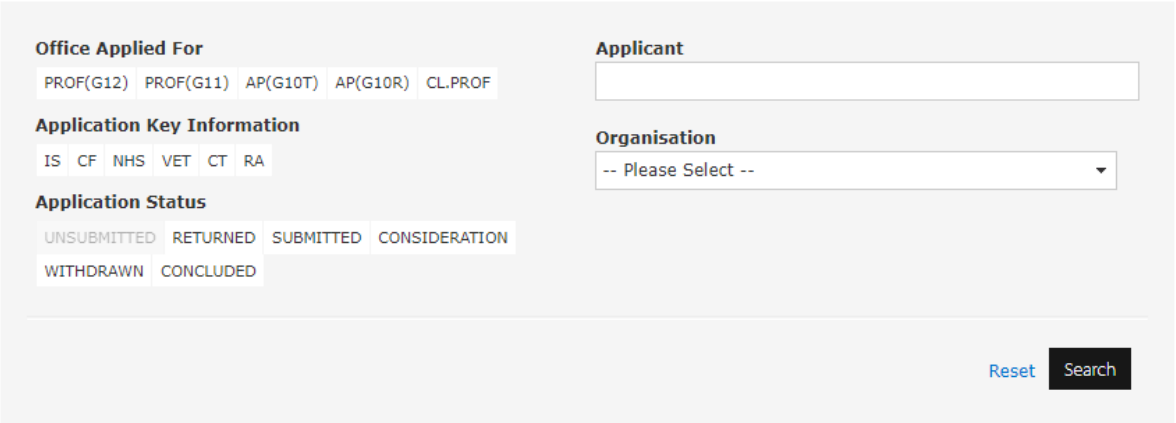


# Accessing a Single Application

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.

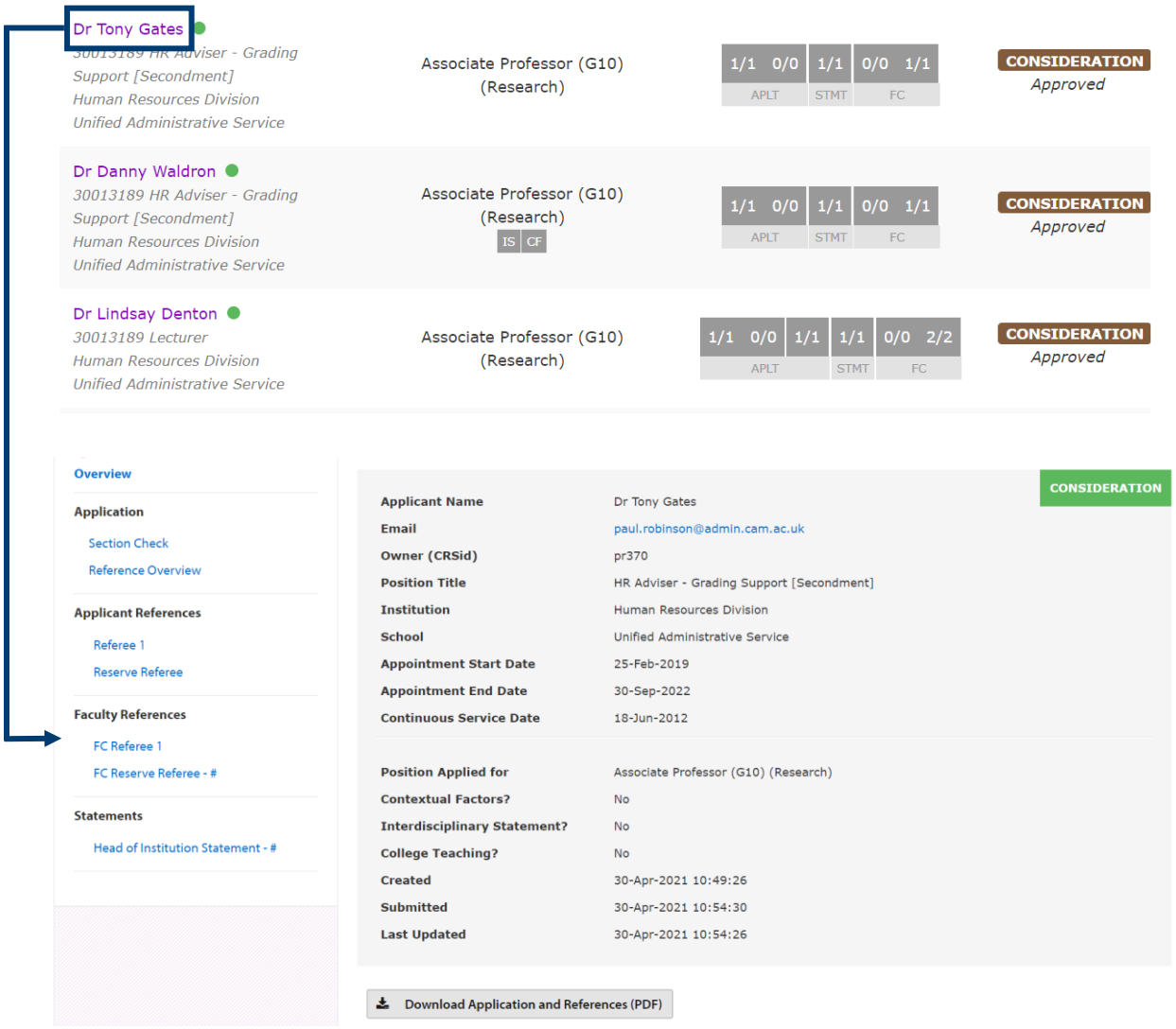
**Application Key Information:** Allows applications to be filtered by specific features, as below:

| 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

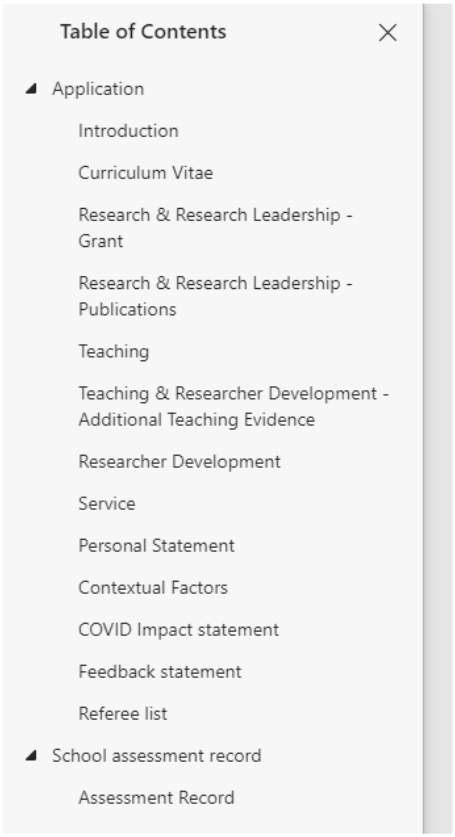
| Status | Description |
|---|---|
| **Returned** | The application has been returned to the Applicant for further review |
| **Submitted** | The Applicant has submitted their application |
| **Consideration** | The application has been reviewed and marked for consideration by the Committee |
| **Withdrawn** | 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.



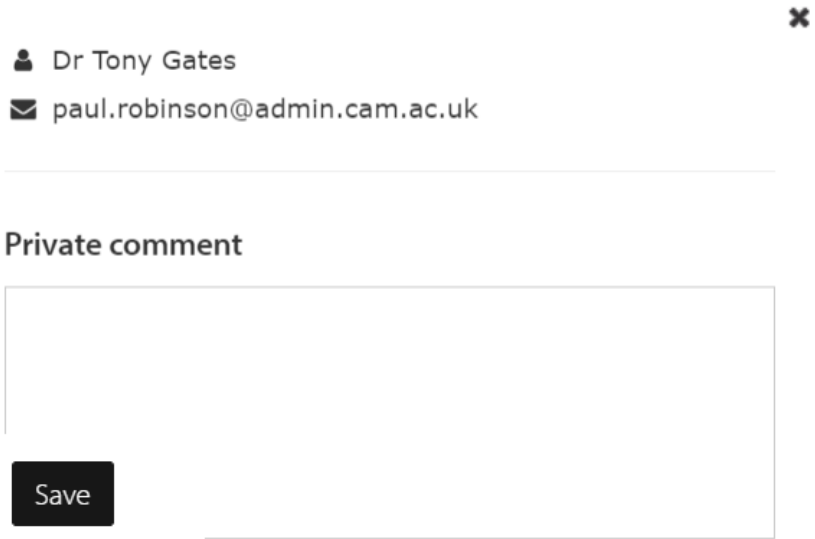
At the bottom of the page, you have the option to download the application and references as a combined PDF document.

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.



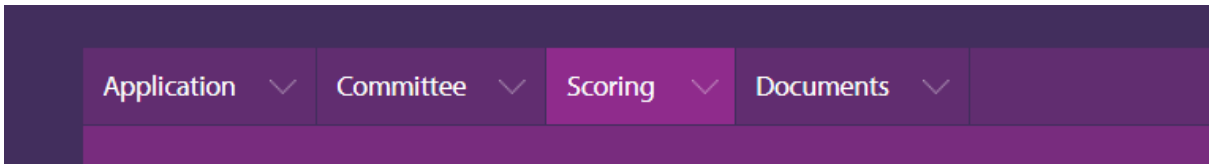

Alternatively, you can look at each section of the application on the system. When viewing an individual application, you should click on the section check on the left-hand column. This will bring up the individual sections of the application.

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.

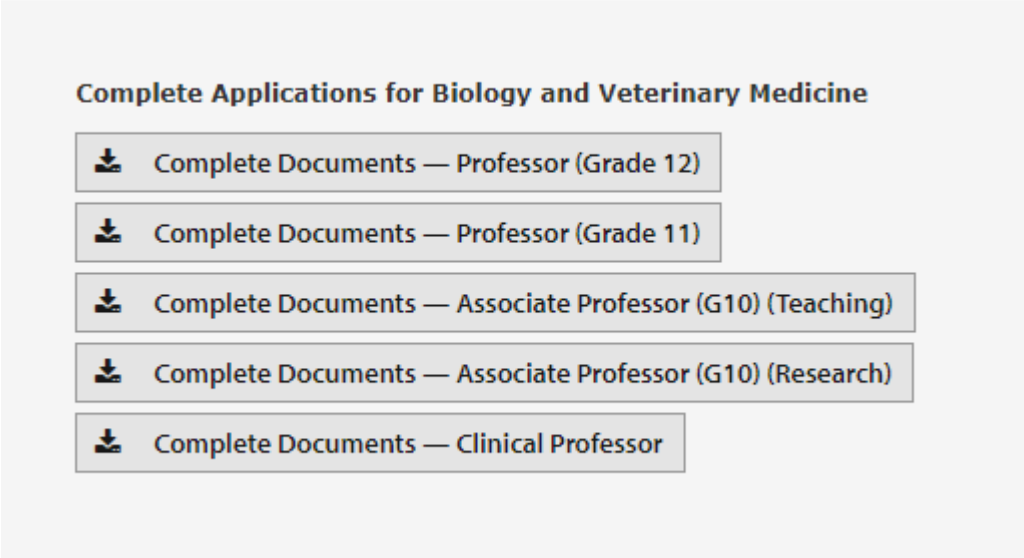


# Downloading All Applications as a PDF

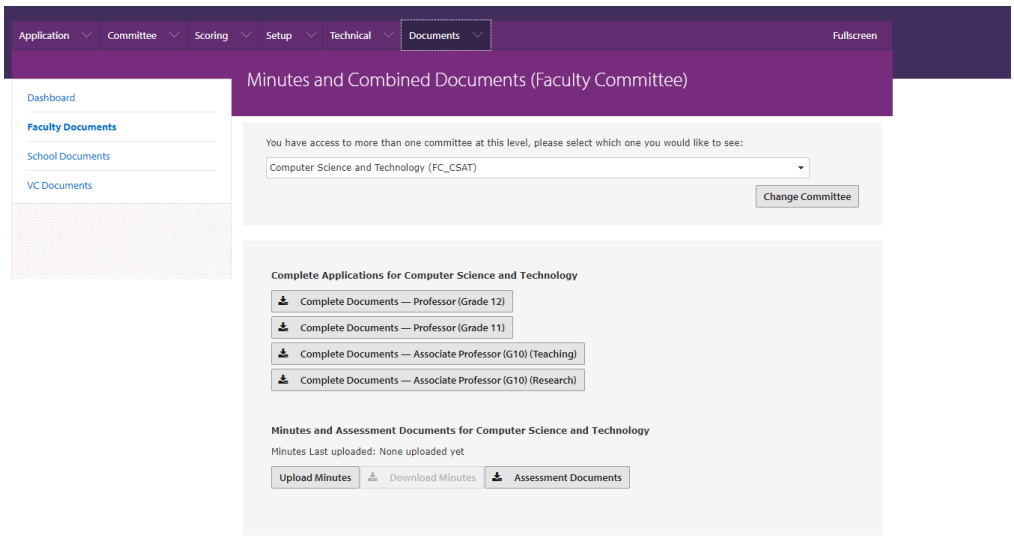
The system enables you to download all applications, which enables review outside of the system. Each application will contain all of the information supplied by the applicant, along with the supplementary information obtained, such as the references, Institutional Statement, College statement etc. When 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.

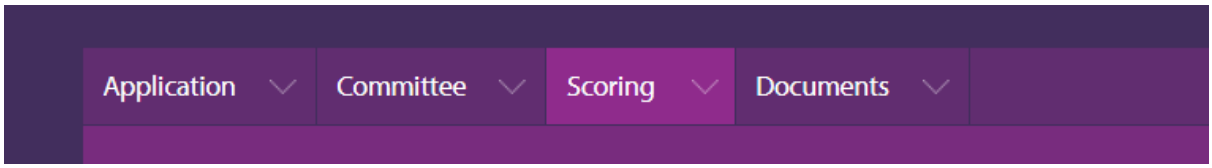



The Minutes and Assessment documents tab at the bottom of the screen contains all of the assessment records for each applicant (by office) but will not include the applications themselves.



# 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:

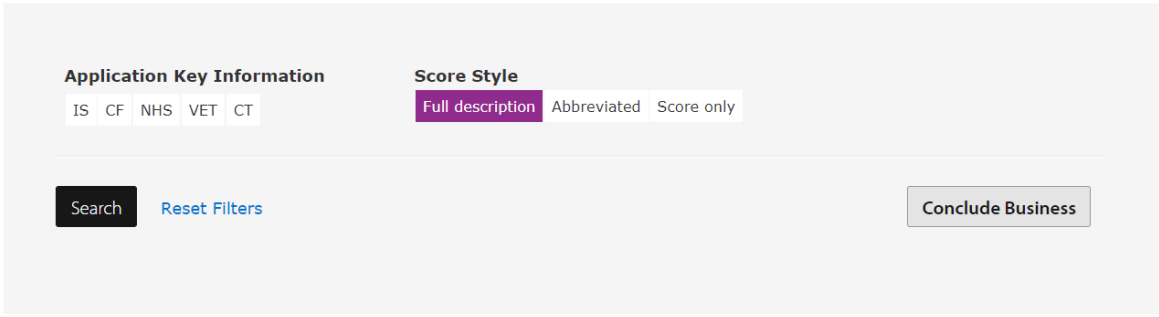
| Code | Application Feature |
|---|---|
| **IS** | The Applicant has identified as interdisciplinary |
| **CF** | The Applicant declared contextual factors and/or Covid impact factors |
| **NHS** | The Applicant has an NHS statement |
| **VET** | The Applicant has a Clinical Veterinary statement |
|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

### Other Functionality:

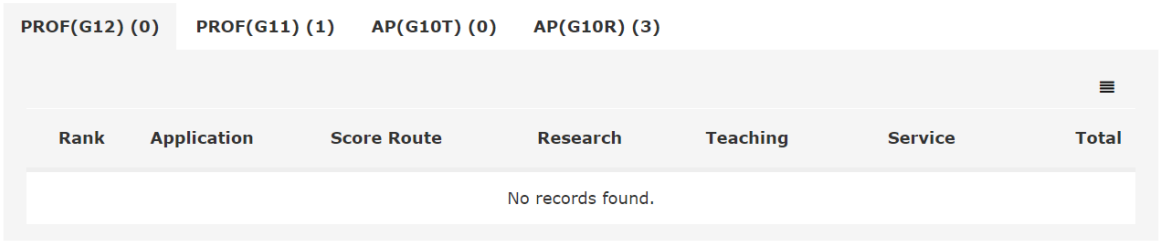
**Score Style:** With this option, you can change the scores to display the banding in the ACP Scheme, either as full description or abbreviation. As a reminder, the bandings are Outstanding Evidence (OE), Strong Evidence (SE), Clear Evidence (CE), Insufficient Evidence (IE) and Clearly Unsatisfactory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

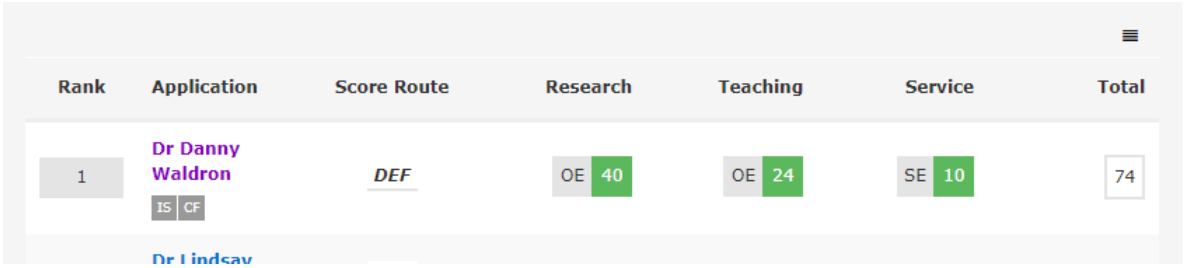
**Score Route:** The ACP Scheme allows, in exceptional circumstances, the balance of points for Research, Teaching and Service for a particular applicant to be adjusted. If this has occurred, this will be displayed under the Score Route.

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



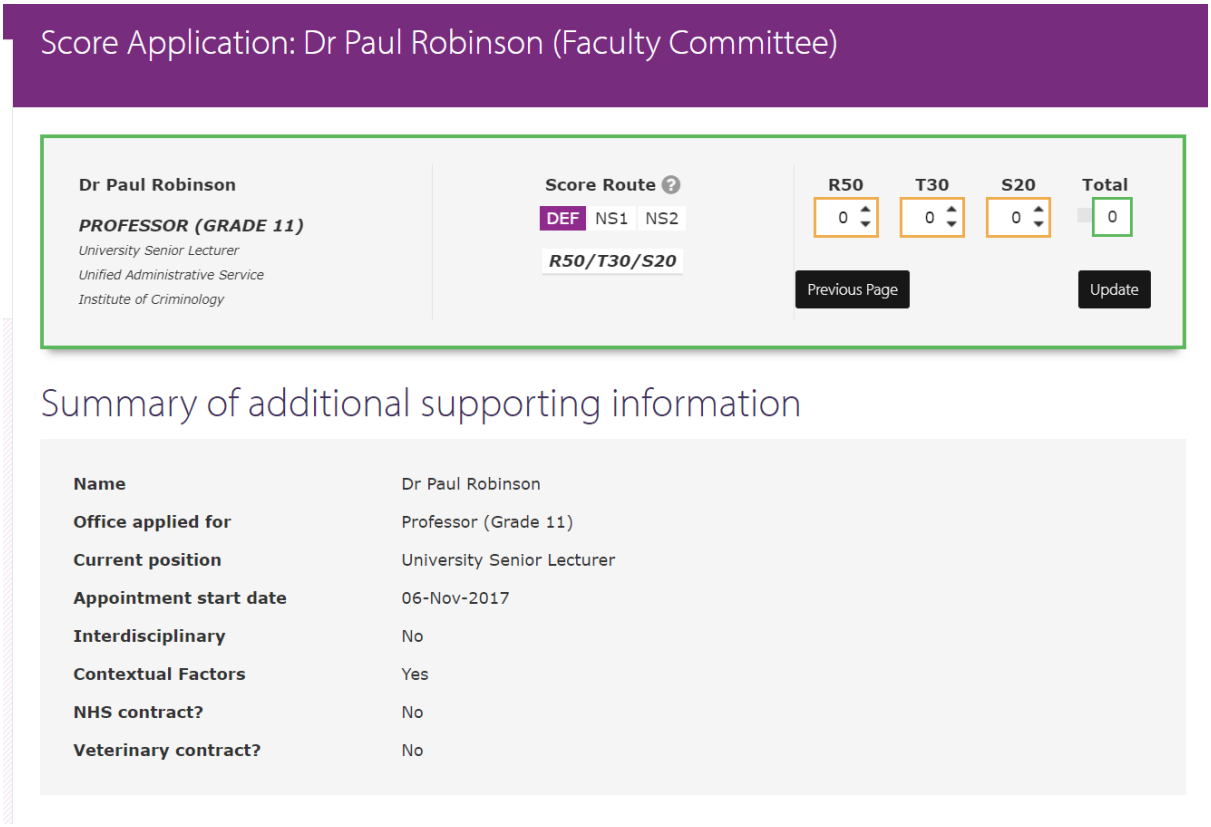

## Committee Scores (4)



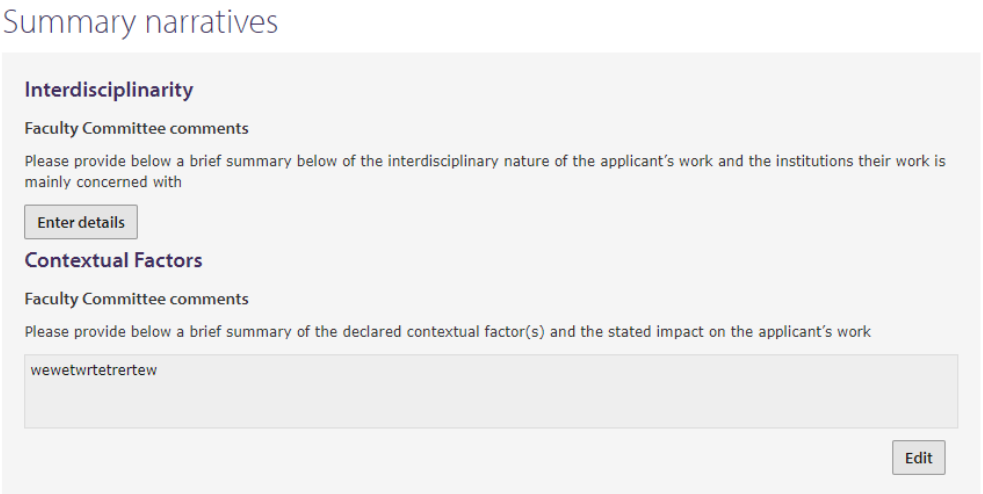
# Reviewing Individual Applicant Scores

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.



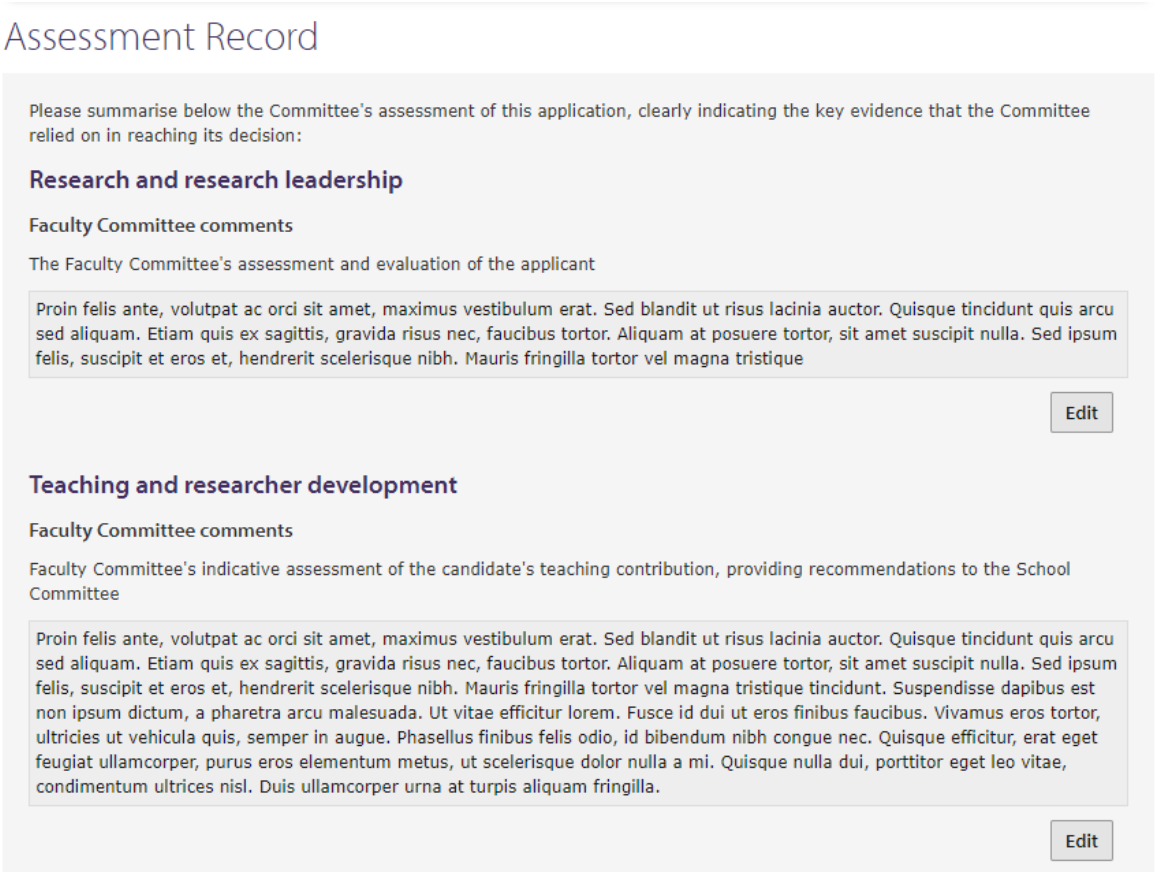

## Summary Narratives

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.



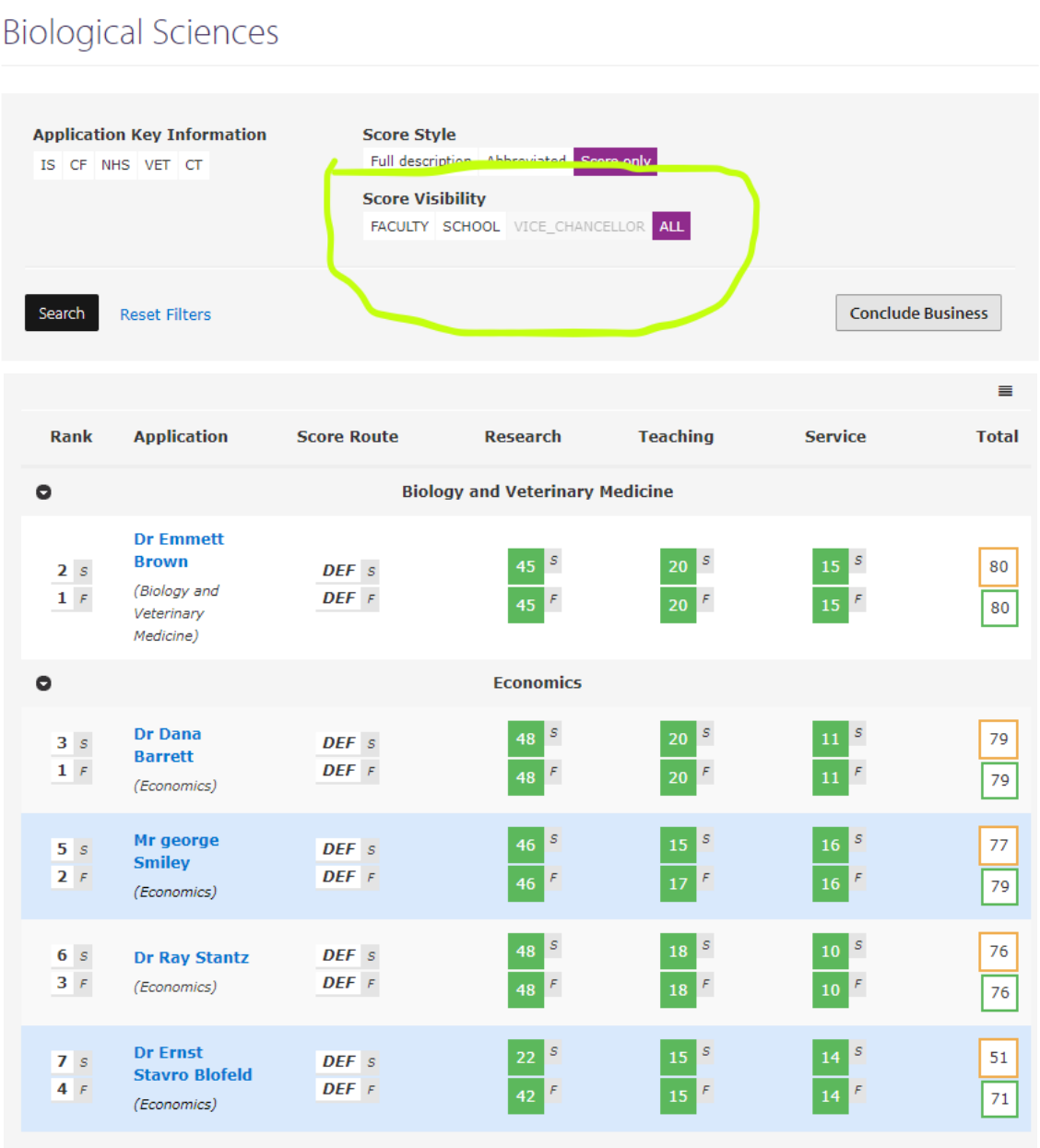
## Applicant Assessment Records

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.



# 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 applicant



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 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.

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