Academic Career Pathways 2022 (Research & Teaching)

Committee Member Guide : Online System 2021-2022

October 2021
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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 Guidance (www.acp.hr.admin.cam.ac.uk). The ACP Guidance explains the procedure of the scheme, 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 (ACP) Research and Teaching scheme. The system has been pre-populated 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 a portal for applicants and Committee members. There are a number of functions available to Committee members, as follows:

- See applications either online in the system or you will be able to download them for review outside the system;
- Make personal notes on applications that are private to you;
- Review scoring that has been given to applications;
- Review assessment records for each application; these are the Committee’s written evaluation of applicants that accompany its scoring.
- Depending on which committee you are a member of, you will be able to see the application together with the 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. If 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'.

![Raven Login Page](image-url)
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 to which they are assigned 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:

<table>
<thead>
<tr>
<th>Code</th>
<th>Application Feature</th>
</tr>
</thead>
<tbody>
<tr>
<td>IS</td>
<td>The Applicant has identified as interdisciplinary</td>
</tr>
<tr>
<td>CF</td>
<td>The Applicant declared contextual factors and/or Covid impact factors</td>
</tr>
<tr>
<td>NHS</td>
<td>The Applicant has an NHS statement</td>
</tr>
<tr>
<td>VET</td>
<td>The Applicant has a Clinical Veterinary statement</td>
</tr>
<tr>
<td>CT</td>
<td>The Applicant has indicated College teaching</td>
</tr>
</tbody>
</table>

**Application Status**: Refers to the current status of that application

<table>
<thead>
<tr>
<th>Status</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Returned</td>
<td>The application has been returned to the Applicant for further review</td>
</tr>
<tr>
<td>Submitted</td>
<td>The Applicant has submitted their application</td>
</tr>
<tr>
<td>Consideration</td>
<td>The application has been review and marked for consideration by the Committee</td>
</tr>
<tr>
<td>Withdrawn</td>
<td>The application has been formally withdrawn by the Applicant</td>
</tr>
<tr>
<td>Concluded</td>
<td>The application has been considered and scored by the Committee</td>
</tr>
</tbody>
</table>
To review an application, you just need to click on their 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 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

The system enables you to download all applications as a combined PDF file, allowing committee members to review these outside of the system. The application will include; the information supplied by the applicant, any supplementary information obtained, references, the Head of Institution statement, College statements etc.

To download the combined PDF, you should click the ‘Documents’ tab at the top of the screen. You will then see a button where you can download the documents that the system has generated. Application packs can be downloaded by Committee (by using the dropdown list at the top of the page), or Office, by selecting the relevant tabs. For each applicant, Committee members will be able to access the full application, references and the assessments completed by any previous committees that have considered the application.

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 score of Faculty Promotions Committees**

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.

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Other Functionality:

**Score Style:** With this option, you can change the view from the scores to display the score banding, either as a full description or abbreviation.

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

By clicking on the individual’s name, you will be able to see the detail of that individual 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, contextual factors and/or a COVID impact statement. Here you will be able to view Committee comments in relation to these aspects.

**Individual Applicant Assessments**

The Individual Assessment Record is where the Chair or Secretary of the Committee will record the agreed evaluation 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 other for 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.