

Academic Career Pathways

ACP Administration Portal – User
Guide for Committee Chairs and
Secretaries

August 2026

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Important note

The ACP Application Portal is currently only used for applications on the Research and Teaching pathway. This guidance therefore does not apply to those applying on the Teaching and Scholarship or Research pathways.

Before you start

This document provides guidance specific to the use of ACP Administration Portal and should be read in conjunction with the Academic Career Pathways (Promotion to Grades 10-12) (ACP 10-12) guidance (<https://www.acp.hr.admin.cam.ac.uk/academic-career-pathways-promotion-grades-10-12>). The ACP 10-12 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 ACP 10-12 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 Administration Portal

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

- The ability to review applications in the portal or outside of the portal 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 the committee of which you are a member, 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 statements for applications;
- Input the scoring and complete assessment records for each application.

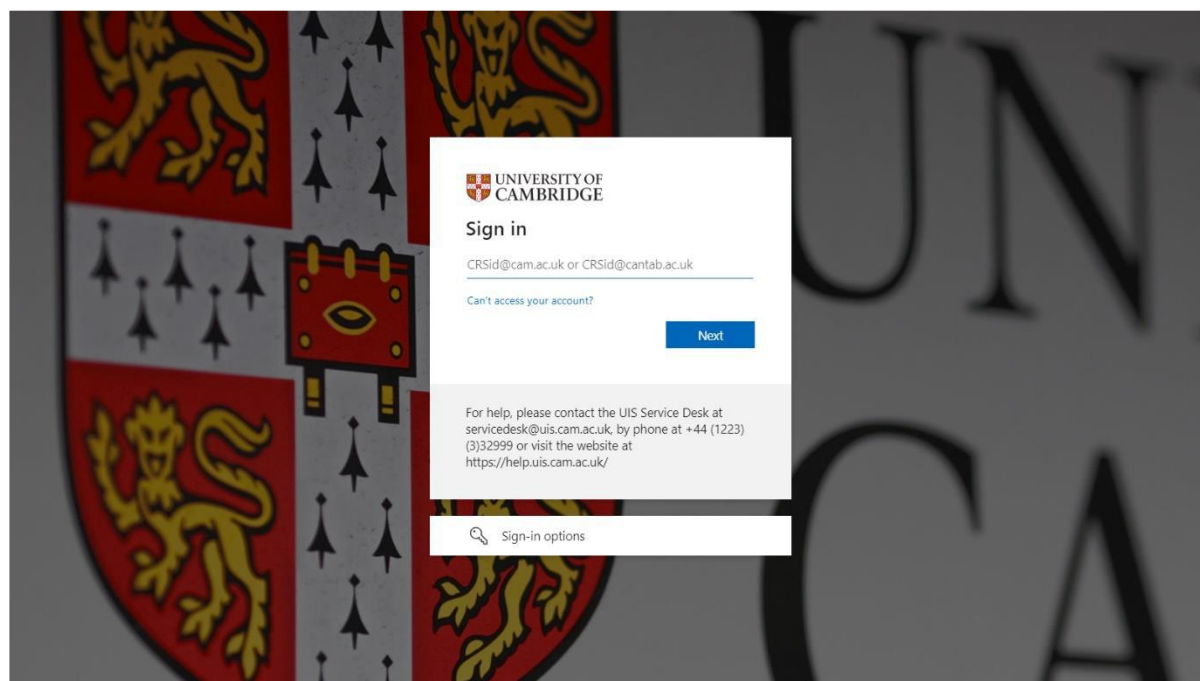
Logging into the ACP Administration Portal

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

<https://irs.hr.apps.cam.ac.uk/admin>

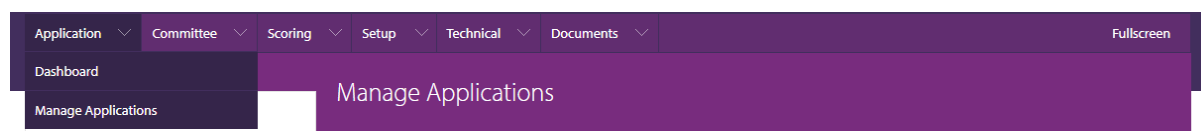
You'll be taken to the Login page as shown below.

As a Committee Secretary or Chair, you will have been granted access to the ACP Administration Portal. 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 Administration Portal, 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 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 institution 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
MS	The applicant has identified as multidisciplinary
CF	The applicant declared contextual 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 exercise of ACP

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 Administration Portal 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. Alternatively, you can navigate to the "Section Check" page from the menu on the left-hand side to see the same information.

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
Curriculum Vitae	Contextual Factors	10-Aug-2023	NOT CHECKED	Details
	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 left-hand 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).

 Comments



 This application has not been approved yet.

Personal Details

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

Comments
 



Position Title Lecturer

Title Dr

Forenames Lindsay

Surname Denton

Professional Surname
(optional)

Institution Human Resources Division

College
(optional)

Email paul.robinson@admin.cam.ac.uk

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

Alternatively, if you have identified something that requires querying with the applicant, you can click on the "Requires Attention" button, which will change to purple, and the section for which you have clicked "Requires Attention" will have changed to orange, as shown in the screenshot below.

 This application has not been approved yet.

Personal Details

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

Comments
 



Please set out your achievements with reference to the evaluative criteria.

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

Do you wish to include your feedback statement from your previous application?

No

Feedback Statement

Note: You can also return the “Application Details” section to the applicant. This is particularly helpful if an applicant submitted their application without including any contextual factors, 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 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.



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.

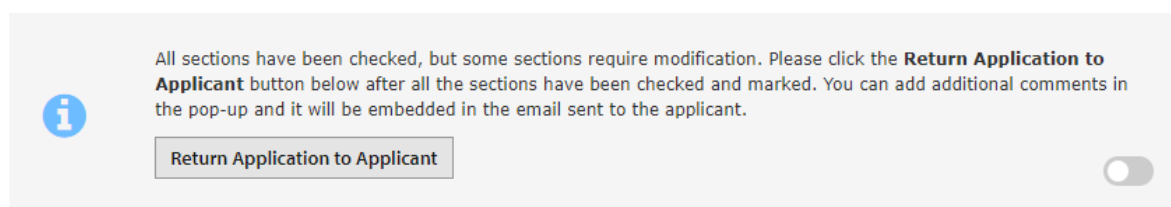
Dr Lindsay Denton
paul.robinson@admin.cam.ac.uk

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:



If you have added advisory comments (described above), 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 into 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 ACP Administration Portal 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”.

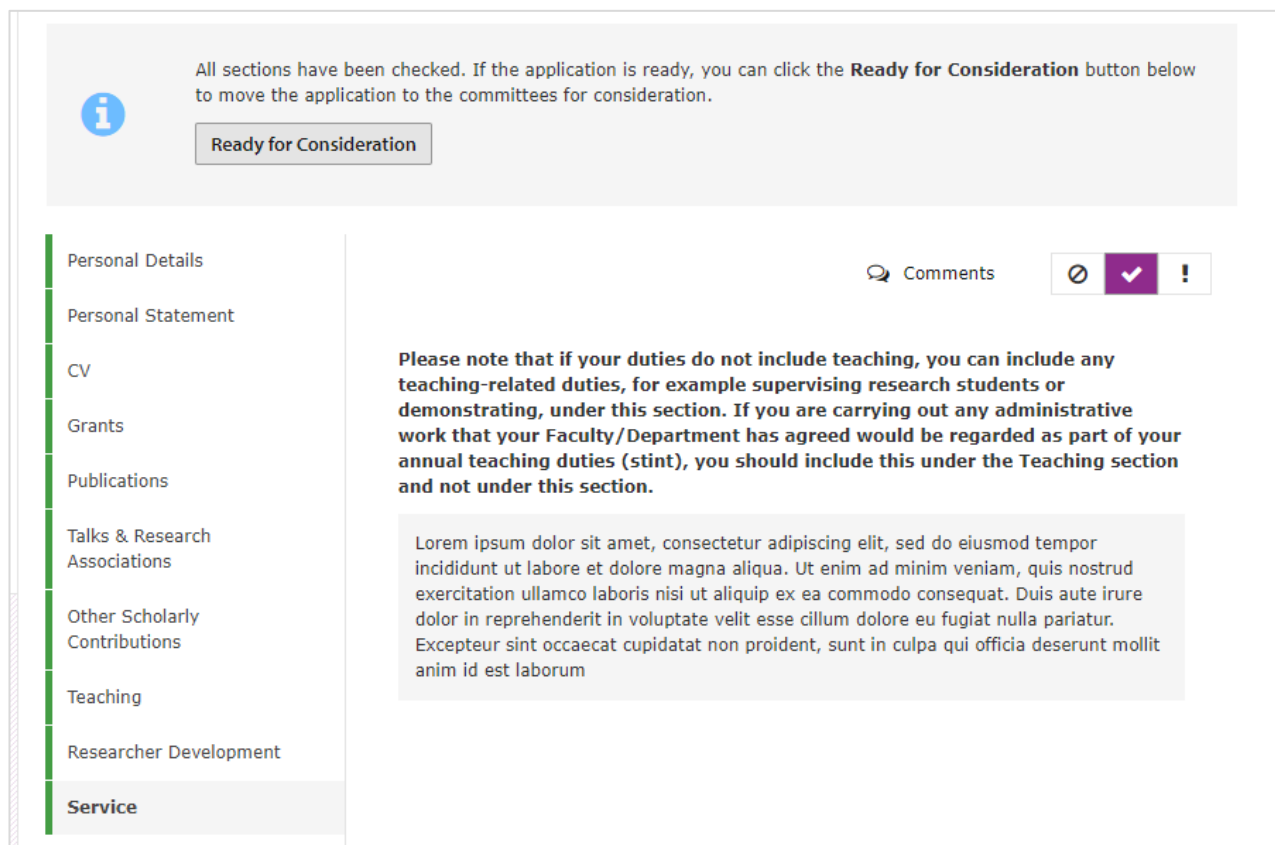
You can find the deadline which you set for the applicant when you returned their application to them from the overview page on the applicant's record.

Position Applied for	Professor (Grade 11)
Contextual Factors?	☐
Multidisciplinary Application?	☐
College Teaching?	No
Created	03-Oct-2024 20:19:31
Submitted	09-Oct-2024 17:58:02
Submission deadline	14-Oct-2024 23:59:59
Last Updated	09-Oct-2024 17:43:47

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 & OK”, you will get a pop up asking you to confirm that you want to mark the application as Ready for Consideration.



All sections have been checked. If the application is ready, you can click the **Ready for Consideration** button below to move the application to the committees for consideration.

Ready for Consideration

Personal Details

Personal Statement

CV

Grants

Publications

Talks & Research Associations

Other Scholarly Contributions

Teaching

Researcher Development

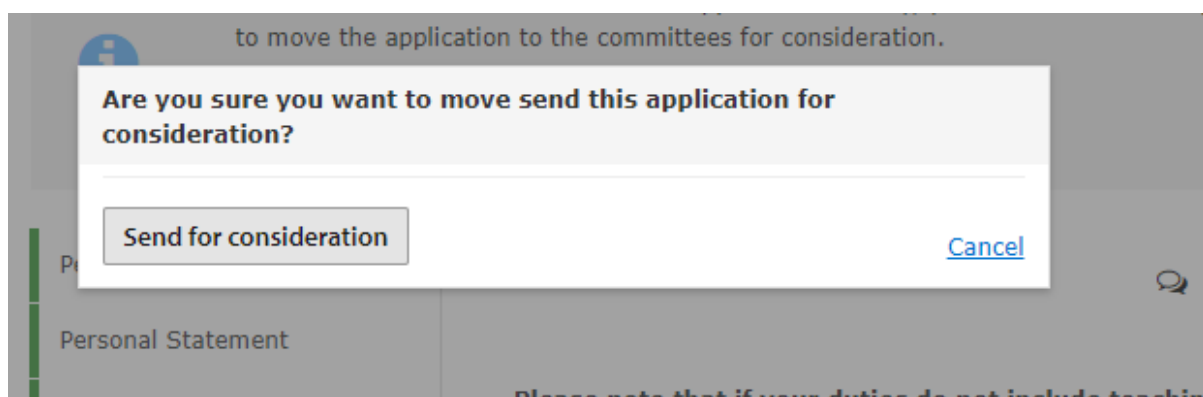
Service

Comments

Please note that if your duties do not include teaching, you can include any teaching-related duties, for example supervising research students or demonstrating, under this section. If you are carrying out any administrative work that your Faculty/Department has agreed would be regarded as part of your annual teaching duties (stint), you should include this under the Teaching section and not under this section.

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

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.



to move the application to the committees for consideration.

Are you sure you want to move send this application for consideration?

Send for consideration

[Cancel](#)

Personal Statement

Please note that if your duties do not include teaching

Requesting References and Statements

The ACP Administration Portal allows all references and statements to be requested, received and checked. They should not be requested outside of the portal. 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. For information on references, please [click here](#).

From the menu on the left-hand 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.

Overview

Application

Section Check

Reference Overview

Applicant References

Referee 1

Reserve Referee

Faculty References

FC Referee 1

FC Reserve Referee - #

Statements

Head of Institution Statement - #

Title

Forename

Surname

Email

Position

Organisation

NOT_REQUESTED

Reference Request

Due by 28-Jun-2021

Email customisation, 'As part of this process I would like to draw

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.

Title

Forename

Surname

Email

Position

Organisation

NOT_REQUESTED

Title
-- Please select --

Forename

Surname

Email

Position

Organisation

NOT_REQUESTED

Cancel Save

IMPORTANT NOTE: From the 2026-27 exercise, changes have been made to the number of references required for applications to Professor (Grade 11), Clinical Professor and Professor at Grade 12, as follows:

	Pre-2026-27 exercise	2026-27 exercise onwards
Applicant nominates	2 + 1 reserve	1 + 1 reserve
Faculty Committee nominates	3 + 1 reserve	2 + 1 reserve
Total references required	5	3

However, the portal has not yet been updated to reflect these changes, and so it will still ask applicants to provide the details of 2 referees and 1 reserve, and it will still ask Faculty Committees to provide the details of 3 referees and 1 reserve.

The User Guide for Applicants advises applicants to enter the following for their second referee. Faculty Committees should enter the same for their third referee:

Title
Dr

Forename
N/A

Surname
N/A

Organisation
N/A

Position
N/A

Email
acp@admin.cam.ac.uk

Once details of the Faculty Committee nominated referees have been added, you will 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 portal to send the request just click, 'Request Reference'. You will then get a pop up checking you are sure to send.

The referee will be sent a link through which they can access the ACP 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 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 ACP Referee 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

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 ds_not_reply@admin.cam.ac.uk.

Your URL for this reference is: <https://testing.hrsystems.admin.cam.ac.uk/referee-portal?case=600848ec-ab9f-4396-835a-65165945521b&token=024101f3f654063980114d7993cc45&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

Attachments
Invitation-Letter

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

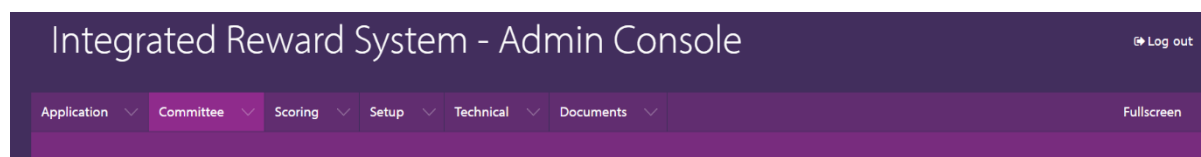
Last Reminder

Collected

Send Reminder

Setting up personalised email

The ACP Administration Portal is used to send out requests for all references and statements using a generic email address. This can be personalised for individual 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 Administration Portal please request this by emailing ACP@admin.cam.ac.uk.

The image shows a 'Manage Committee' form within the Admin Console. The form is displayed in a modal window with a 'Closed' button in the top right corner. The form contains several fields: 'Identifier' with the value 'FC_ECON', 'Name' with the value 'Economics', 'Email' with the value 'do_not_reply@admin.cam.ac.uk', 'Email Footer' with a large text area, 'Committee Meeting Date' with a date picker set to '12-Oct-2022', and 'Next Panel' with a dropdown menu showing 'Humanities and Social Sciences (SC_HSS)'. The form is styled with a light gray background and white text.

ACP Referee Portal

When a referee is sent a reference request, they receive a link and the access code to the ACP 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 10-12 scheme and review the application submitted by the applicant. Referees will also be directed to specific guidance for them, which can be viewed [here](#). Where they wish to complete the reference, they just need to click on the start reference button, as highlighted below.

Overview

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)

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 option to attach a reference or complete the reference request online.

Reference

Please select how you would like to provide your reference



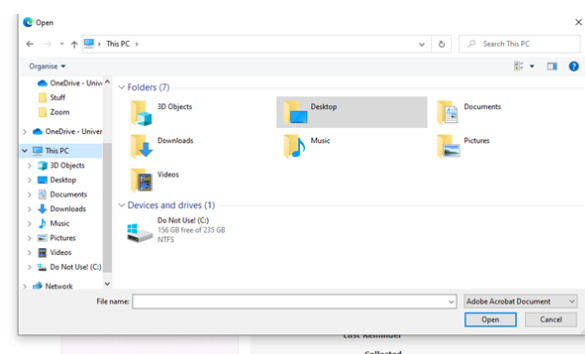
Attach reference



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

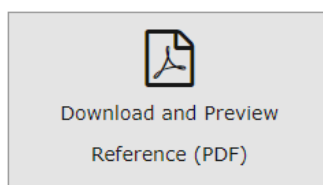
Save

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 portal 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.

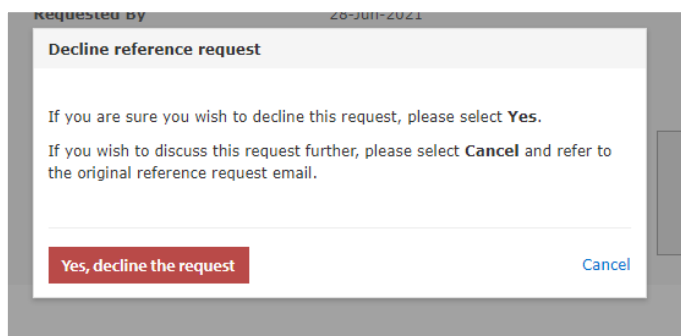


The University will treat your reference securely and in confidence. Confidential references are normally exempt from disclosure to the applicant under the terms of data protection legislation. Despite this, we often receive requests from applicants for copies of their references. Therefore, we ask that 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.



The screenshot shows a web interface with a header bar containing 'Requested by' and '28-Jun-2021'. Below this is a modal dialog box titled 'Decline reference request'. The dialog contains the following text: '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.' At the bottom of the dialog, there are two buttons: a red button labeled 'Yes, decline the request' and a blue button labeled 'Cancel'.



This explains the process for references and the same process is used to collect other 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 reference requests. It provides a traffic light system to show the status of reference requests.

[Overview](#)

Application
[Section Check](#)
[Reference Overview](#)

Applicant References
[Referee 1](#)
[Reserve Referee](#)

Faculty References
[FC Referee 1](#)
[FC Reserve Referee - #](#)

Statements
[Head of Institution Statement - #](#)

Reference Overview

Below is an overview of all the references attached to this application.

Name	Type	Request	Accessed	Reminde	Collected	Deadline
Applicant References						
Professor Colin Ingram pr370@cam.ac.uk REQUESTED	Referee #1	29-Apr-2021			28-Jun-2021	...
Professor Dom Sibley pr370@cam.ac.uk NOT_REQUESTED	Reserve Referee					...
Faculty References						
Professor Matthew Cotton pr370@cam.ac.uk COLLECTED	FC Referee 1	29-Apr-2021	29-Apr-2021		29-Apr-2021	28-Jun-2021
<empty> NOT_REQUESTED	FC Reserve Referee					...
Statements						
<empty> NOT_REQUESTED	Head of Institution Statement					...

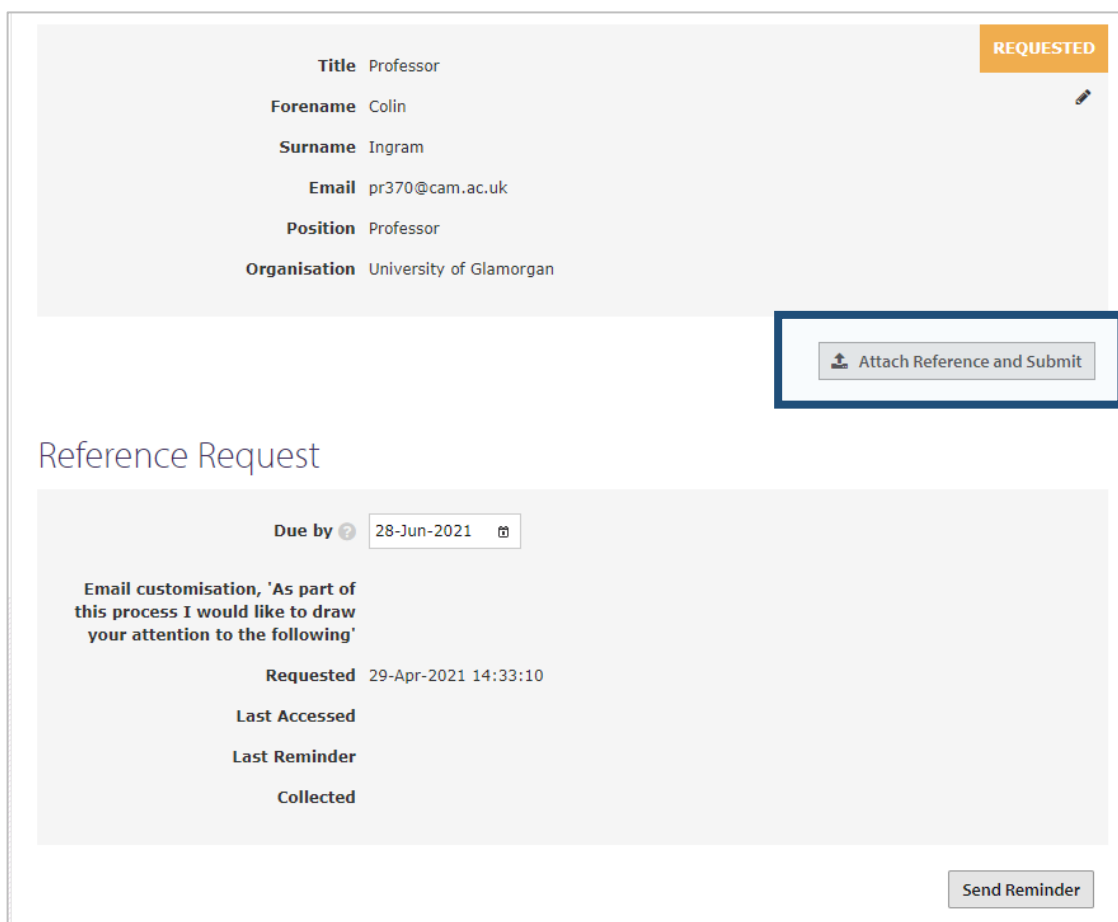
--Please select reference type:--
Add Referee

The Reference 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 ACP 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 ACP Referee Portal. Ideally, referees will submit their reference through the ACP Referee Portal, however, there may be occasions where the reference is sent outside of the ACP Referee 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.

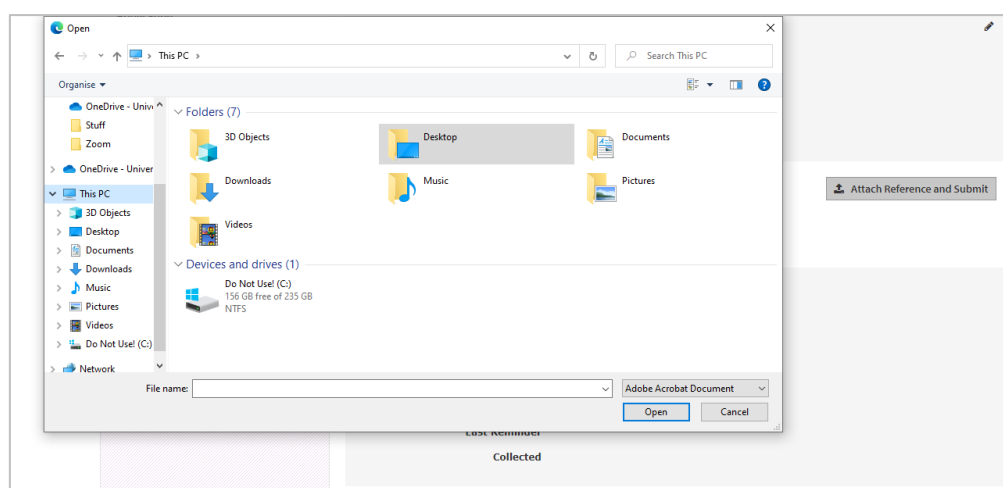


The screenshot shows the ACP Referee Portal interface. At the top, there is a form for referee details with the following information:

- Title:** Professor
- Forename:** Colin
- Surname:** Ingram
- Email:** pr370@cam.ac.uk
- Position:** Professor
- Organisation:** University of Glamorgan

An orange button labeled **REQUESTED** is in the top right corner. Below the details, there is a button labeled **Attach Reference and Submit** with a document icon, which is highlighted with a blue rectangular box. Below this, the **Reference Request** section is visible, showing a **Due by** date of 28-Jun-2021 and a **Requested** date of 29-Apr-2021 14:33:10. There is also a **Send Reminder** button at the bottom right.

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.

Title Professor

Forename Colin

Surname Ingram

Email pr370@cam.ac.uk

Position Professor

Organisation University of Glamorgan

COLLECTED

Download Reference

Reject Reference

Accept Reference

Adding Additional References

It is recognised that there may be a requirement to add more references than the number the portal 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 multidisciplinary 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.

[Overview](#)

Application

[Section Check](#)

[Reference Overview](#)

Applicant References

[Referee 1](#)

[Reserve Referee](#)

Faculty References

[FC Referee 1](#)

[FC Reserve Referee - #](#)

Statements

[Head of Institution Statement - #](#)

Reference Overview

Below is an overview of all the references attached to this application.

Name	Type	Request	Accessed	Reminde	Collected	Deadline
Applicant References						
Professor Steve Smith pr370@cam.ac.uk REJECTED	Referee #1	29-Apr-2021			30-Apr-2021	28-Jun-2021
Professor Dom Sibley pr370@cam.ac.uk REJECTED	Reserve Referee	30-Apr-2021			30-Apr-2021	28-Jun-2021
Faculty References						
Professor Matthew Cotton pr370@cam.ac.uk COLLECTED	FC Referee 1	29-Apr-2021	29-Apr-2021		29-Apr-2021	28-Jun-2021
<empty> NOT_REQUESTED	FC Reserve Referee					
Statements						
<empty> NOT_REQUESTED	Head of Institution Statement					

--Please select reference type:--

Add 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.

Title	Dr	COLLECTED
Forename	Jane	
Surname	Doe	
Email	sm2386@cam.ac.uk	
Position	Professor	
Organisation	UCL	
Consent to disclosure	No	

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 portal 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 Administration Portal 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.

Applications (2)						
Applicant ↕	Office Applied For ↕	References				Status ↕
Dr Lindsay Denton ● 30013189 Lecturer Human Resources Division Unified Administrative Service	SENIOR_LECTURESHIP_RESEARCH	1/1	0/0	1/1	1/1	0/0 2/2
		APLT		STMT		FC
						CONSIDERATION Approved

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 ACP Administration 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.

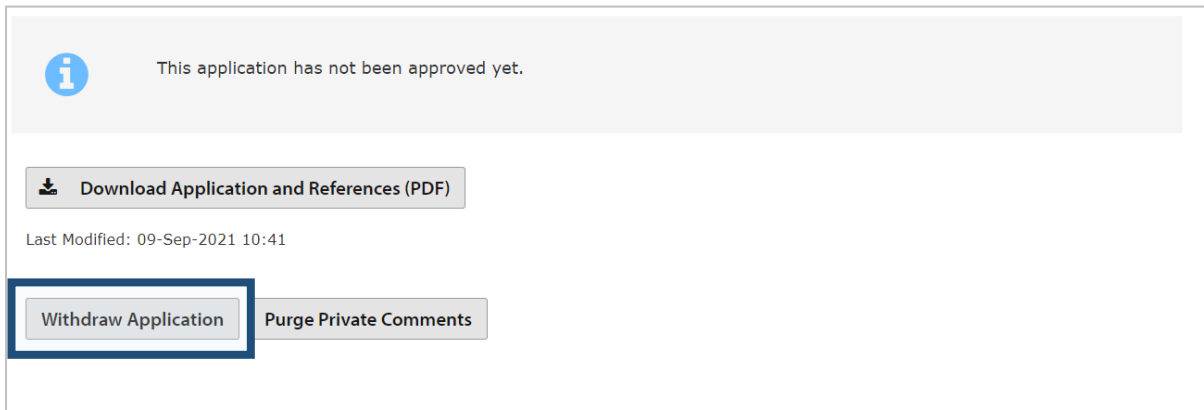
Reference Report for Biology and Veterinary Medicine



Download Reference and Statement Report

Withdrawing an Application

Very occasionally, an applicant may wish to withdraw their application. The ACP Administration Portal 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:



The screenshot shows a user interface for managing applications. At the top, there is a grey banner with an information icon and the text "This application has not been approved yet." Below this, there is a button labeled "Download Application and References (PDF)" with a download icon. Underneath the button, it says "Last Modified: 09-Sep-2021 10:41". At the bottom, there are two buttons: "Withdraw Application" and "Purge Private Comments". The "Withdraw Application" button is highlighted with a red rectangular box.

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

Withdraw this application

 Are you sure you want to withdraw this application?

Yes, withdraw application

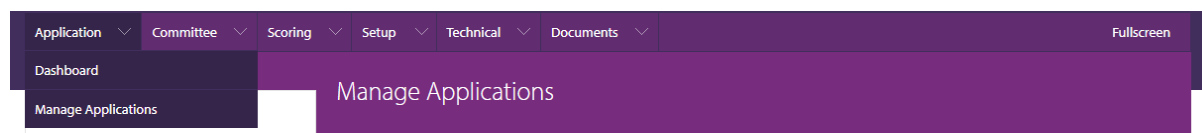
[Cancel](#)

You will then get the following confirmation on the screen.

Application withdrawn Application successfully withdrawn

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.



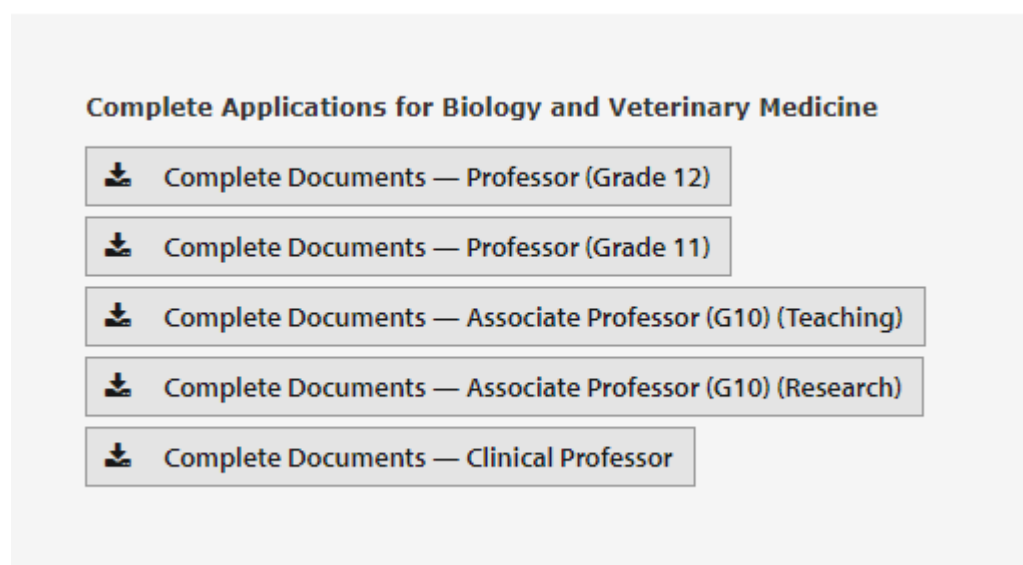
You should then click on individual whose application you wish to download and click 'Download Application and References (PDF)'. The portal will then generate a PDF document that combines all of the sections of the application, with an index of the sections for ease of navigation:

Table of Contents		×
Application		
Introduction		
Curriculum Vitae		
Research & Research Leadership - Grant		
Research & Research Leadership - Publications		
Teaching		
Researcher Development		
Service		
Personal Statement		
Referee list		

Downloading all applications as a PDF

The ACP Administration Portal also enables you to download all applications, which enables review outside of the portal. Each application will contain all of the information supplied by the applicant, along with the supplementary information obtained, such as the references, Institutional Statement, Senior Tutor statement etc. When applications are downloaded 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.



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

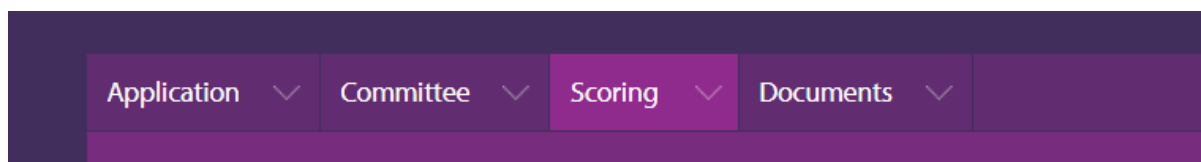
Download complete document for selected applicant

Select Applicant name

--- Please Select ---  Download Complete Document

Scores and Assessment Records

Committees must input scores and assessment records into the ACP Administration Portal for each applicant. 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 its own tab, with the number of applicants for consideration for that office being shown in brackets.

Application Key Information

MS
CF
NHS
VET
CT
RA

Score Style

Full description
Abbreviated
Score only

Search

[Reset Filters](#)

Committee Scores (2)

PROF(G12) (1) PROF(G11) (0) AP(G10T) (0) AP(G10R) (0) CL.PROF (1)						
Rank	Application	Score Route	Research	Teaching	Service	Total
	Ms Samantha Murphy	DEF				

Application Key Information:

Code	Application Feature
MS	The applicant has identified as multidisciplinary
CF	The applicant declared contextual 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, either as full description or abbreviation. As a reminder, the bandings are Outstanding Evidence (OE), Strong Evidence (SE), Moderate Evidence (ME), Insufficient/Unclear Evidence (IUE) and Clearly Unsatisfactory (CU).

Score Route: The ACP 10-12 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.

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 criterion, you can either use the up or down arrows in that box or type the number using the keyboard.

Ms Samantha Murphy PROFESSOR (GRADE 12) Reward Adviser Unified Administrative Service Human Resources Division	Score Route ? DEF NS1 NS2 R50/T30/S20	R50 0	T30 0	S20 0	Total 0
	Previous Page	Update			

Summary of additional supporting information

Name	Ms Samantha Murphy
Office applied for	Professor (Grade 12)
Current position	Reward Adviser
Appointment start date	12-Nov-2018
Multidisciplinary	No
Contextual Factors	No
NHS contract?	No
Veterinary contract?	No

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.

Ms Samantha Murphy PROFESSOR (GRADE 12) Reward Adviser Unified Administrative Service Human Resources Division	Score Route ? DEF NS1 NS2 R50/T30/S20	R50 20	T30 12	S20 10	Total 42
	Previous Page	Update			

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

PROF(G12) (1) PROF(G11) (0) AP(G10T) (0) AP(G10R) (0) CL.PROF (1)						
Rank	Application	Score Route	Research	Teaching	Service	Total
1	Ms Samantha Murphy	DEF	ME 20	ME 12	SE 10	42

If you want to score the next applicant, you can click 'Manage Scores' on the lefthand 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 an applicant you can do this by clicking on the different options under score route on the applicant's Score Application page.

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

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.

Dr Paul Robinson PROFESSOR (GRADE 11) University Senior Lecturer Unified Administrative Service Institute of Criminology	Score Route ? DEF NS1 NS2 R60/T20/S20	R60 0	T20 0	S20 0	Total 0
	Previous Page	Score updated	Update		

Inputting Assessment Records

Whilst committees will be provided with a template minutes document, all assessments of applications should be recorded in the ACP Administration Portal. In addition, committees should use the portal to provide specific comment on specific parts of the application, such as applications that are multidisciplinary 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. Type the comments into the box and click 'Save'.

Summary narratives

Multidisciplinary

Faculty Committee comments

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

Enter details

Save

Cancel

Approving Individual Assessments

The Assessment Records recorded in the portal 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 portal, 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 total score and it is showing them as both ranked 2nd. As this is a joint rank, it is shown in red to indicate it must be adjusted manually.

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

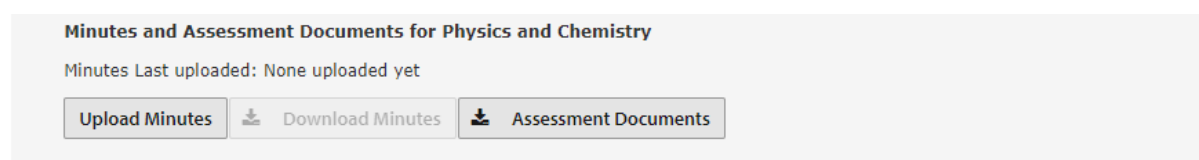
To amend the ranking, simply click on the red text in the rank column. It will become editable and you will be able to enter the rank agreed by the committee (i.e. in this example, which applicant will be ranked second, and which will be ranked third. Once you have entered the rank, hit enter on your keyboard. The portal 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	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 24	OE 24	SE 11	75

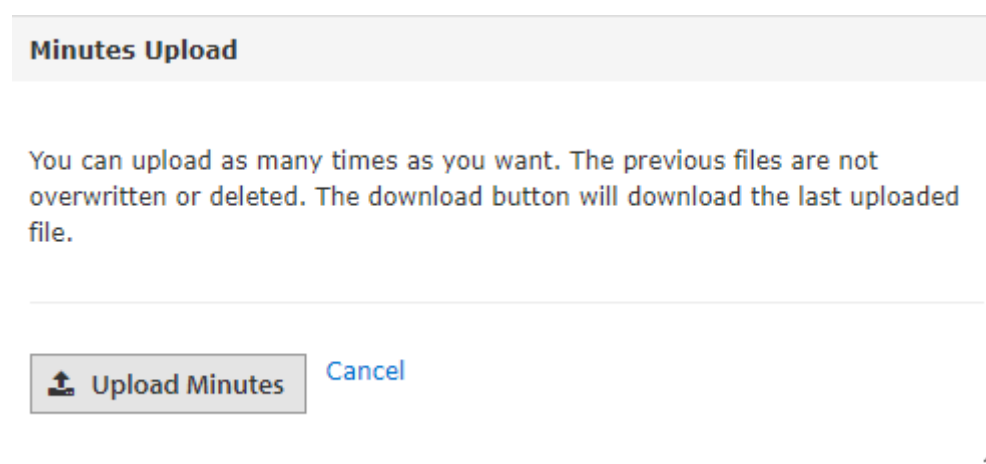
Uploading minutes

The only document created through the portal 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 administration (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.



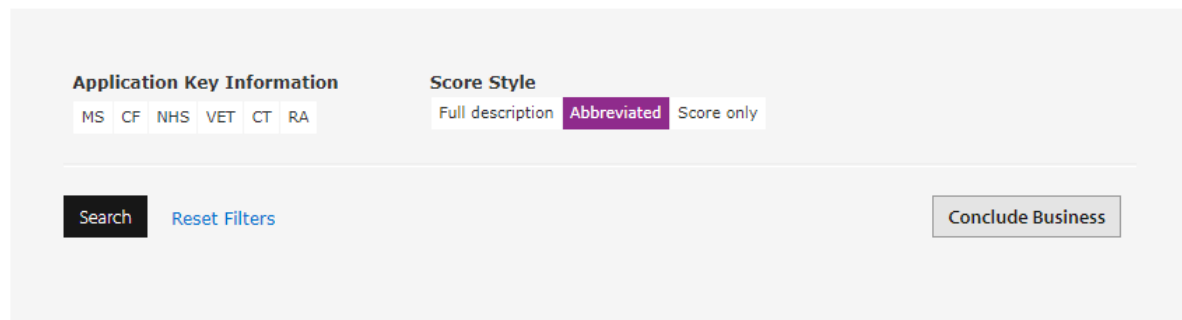
You will then get the following message. Press on upload minutes and you can select the document you wish to upload.



Concluding Committee Business

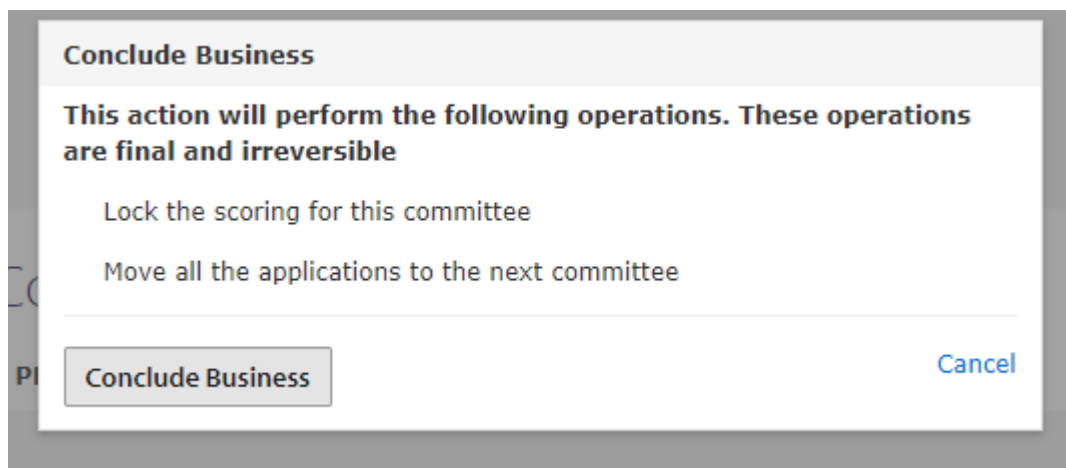
Once all the assessments have been completed, scores allocated and the rank order has been completed and approved by the committee, you should conclude business in the portal. This can be done via the 'Manage Scores' page, followed by clicking the button 'Conclude Business'.

Clinical Medicine



The screenshot shows the 'Manage Scores' interface for the 'Clinical Medicine' committee. It features two main sections: 'Application Key Information' and 'Score Style'. Under 'Application Key Information', there are buttons for 'MS', 'CF', 'NHS', 'VET', 'CT', and 'RA'. Under 'Score Style', there are buttons for 'Full description', 'Abbreviated' (which is highlighted in purple), and 'Score only'. At the bottom left, there is a 'Search' button and a 'Reset Filters' link. At the bottom right, there is a 'Conclude Business' button.

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.



The screenshot shows a confirmation pop-up titled 'Conclude Business'. The text inside reads: 'This action will perform the following operations. These operations are final and irreversible'. Below this, there are two bullet points: 'Lock the scoring for this committee' and 'Move all the applications to the next committee'. At the bottom left, there is a 'Conclude Business' button. At the bottom right, there is a 'Cancel' link.

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.

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	Dr Emmett Brown	DEF S	45 S	20 S	15 S	80
1 F	(Biology and Veterinary Medicine)	DEF F	45 F	20 F	15 F	80
Economics						
3 S	Dr Dana Barrett	DEF S	48 S	20 S	11 S	79
1 F	(Economics)	DEF F	48 F	20 F	11 F	79
5 S	Mr George Smiley	DEF S	46 S	15 S	16 S	77
2 F	(Economics)	DEF F	46 F	17 F	16 F	79
6 S	Dr Ray Stantz	DEF S	48 S	18 S	10 S	76
3 F	(Economics)	DEF F	48 F	18 F	10 F	76
7 S	Dr Ernst Stavro Blofeld	DEF S	22 S	15 S	14 S	51
4 F	(Economics)	DEF F	42 F	15 F	14 F	71

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.

The Promotion Line

The Promotion Line is the total score an applicant must receive in order to be recommended for promotion. From the 2026-27 exercise, the promotion line has been formally set at 80 out of 100 (whereas previously the promotion line was set by the School Committee). However, the portal has not yet been updated to fix the score at 80. Committees should therefore note that they must not edit the promotion line, and it must be at 80 for all application types.

Applicants with scores under 80 will be shown in orange to indicate they are not recommended for promotion by the School Committee.

PROF(G12) (0)
PROF(G11) (0)
AP(G10T) (0)
AP(G10R) (0)
CL.PROF (0)

☒ Combined
☐ Grouped

PROF(G12) Promotion Line (DEF: 80)

80

Queries

If you have queries about the online process, or experience difficulties, please email:

ACP@admin.cam.ac.uk.