



UNIVERSITY OF
CAMBRIDGE

Academic Career Pathways

ACP Administration Portal – User
Guide for Committee Members

August 2026

Contents

Important note	3
Before you start.....	3
System Set Up and Access	3
Functions of the ACP Administration Portal	3
Logging into the ACP Administration Portal	4
Accessing a Single Application.....	5
Downloading all applications as a PDF	9
Reviewing the Faculty Committee scores.....	11
Scores and Assessments at School and Vice-Chancellor's Committee	13
Queries	14

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 committee members for the ACP 10-12 scheme. The ACP Administration Portal 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 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.

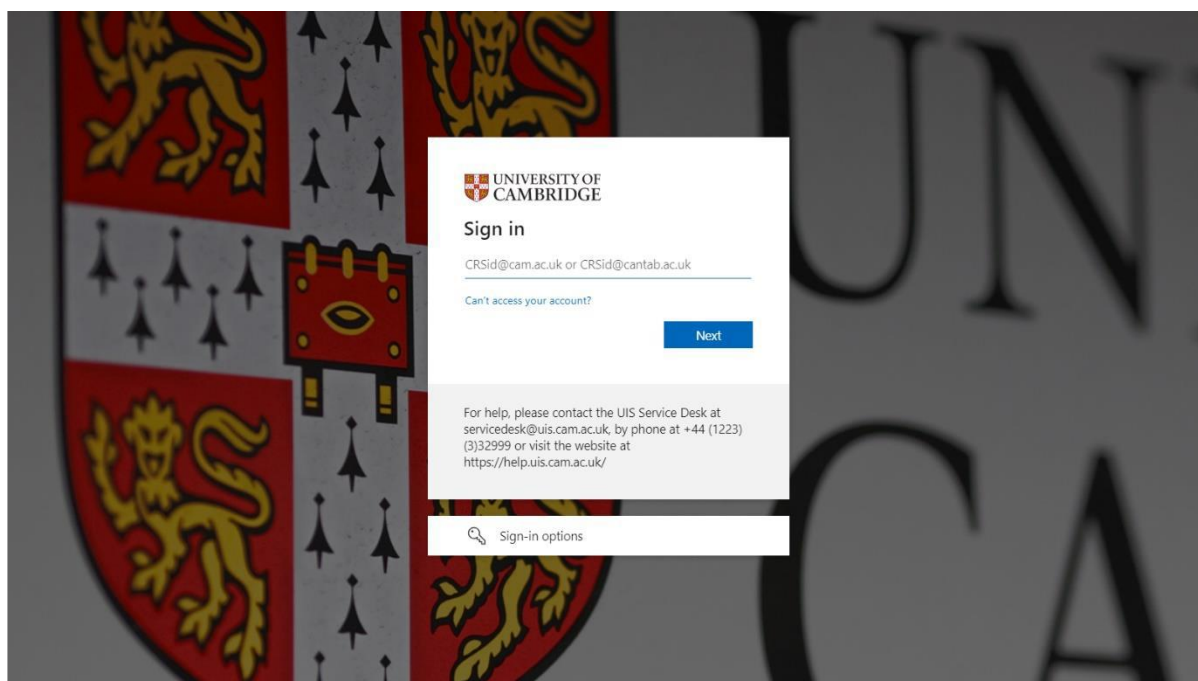
Logging into the ACP Administration Portal

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>

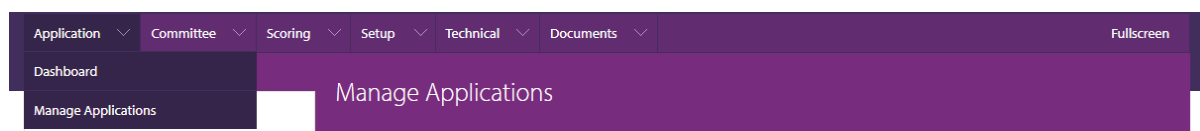
You will be taken to the Login page, as shown below.

As a committee member, 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.



Accessing a Single Application

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 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 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

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.

Applications (4)

The screenshot displays the application review interface. At the top, there is a header bar with filters for Applicant, Office Applied For, References, and Status. Below this, a list of applications is shown. The first application, for Ms Samantha Murphy, is highlighted with a blue box and a red arrow pointing to the left-hand menu. The menu contains links for Overview, Application, Section Check, Reference Overview, Applicant References, Faculty References, and Statements. The main content area shows the details for Ms Samantha Murphy's application, including her contact information, position title, and application dates. A green 'CONSIDERATION' badge is visible in the top right corner of the details panel.

Applicant	Office Applied For	References	Status
Ms Samantha Murphy 2008-001-2 Human Resources Division Unified Administrative Service	Professor (Grade 12)	-1/-1 0/0 -1/-1 0/0 -1/-1 APLT STMT FC	CONSIDERATION Approved

Applicant Name	Ms Samantha Murphy
Email	sm2386@cam.ac.uk
Owner (CRSid)	sm2386
Position Title	Reward Adviser
Position Reference Number	77101455
Institution	Human Resources Division
School	Unified Administrative Service
Appointment Start Date	12-Nov-2018
Appointment End Date	12-Nov-2018
Continuous Service Date	12-Nov-2018

Position Applied for	Professor (Grade 12)
Contextual Factors?	No
Multidisciplinary Application?	No
College Teaching?	No
Created	14-Aug-2024 08:22:58

Below the summary, you have the option to download the application and references as a combined PDF document.

[Download Application and References \(PDF\)](#)[\(Regenerate PDF\)](#)

Last Modified: 14-Aug-2024 08:40

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.

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 ACP Administration Portal. When viewing an individual application, you should click on the section check on the lefthand column. This will bring up the individual sections of the application.

Personal Details

Personal Statement

CV

Grants

Publications

Talks & Research Associations

Other Scholarly Contributions

Teaching

Researcher Development

Service

Comments

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

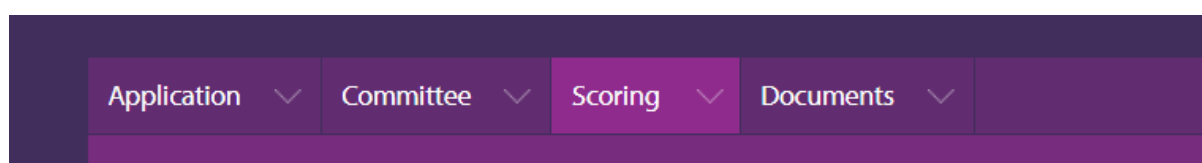
paul.robinson@admin.cam.ac.uk

Private comment

Save

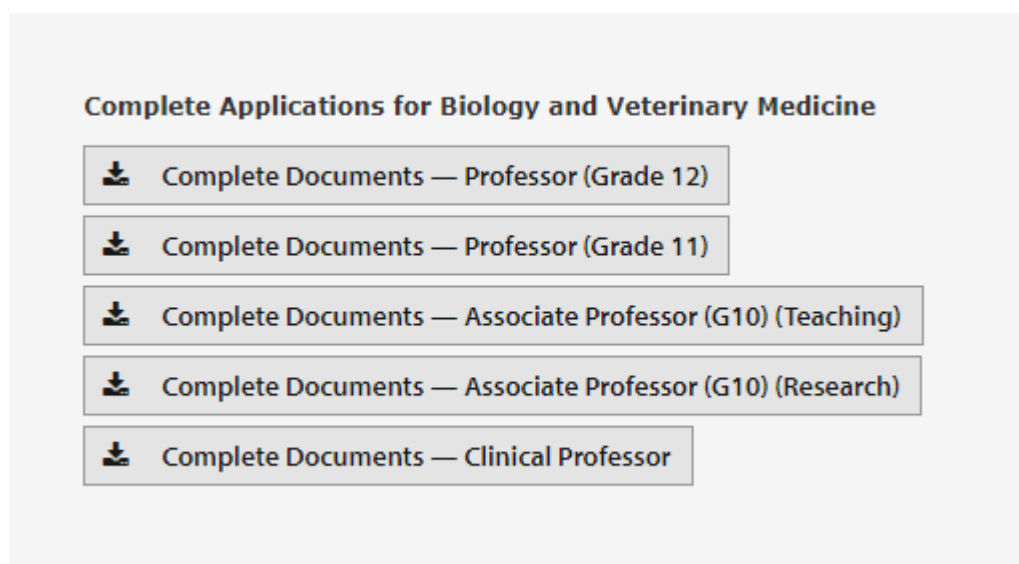
Downloading all applications as a PDF

The ACP Administration Portal 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 (the agreed statements for each applicant) provided by the Faculty Committee. You will have read-only access to view this information and therefore won't be able to edit the comments made.

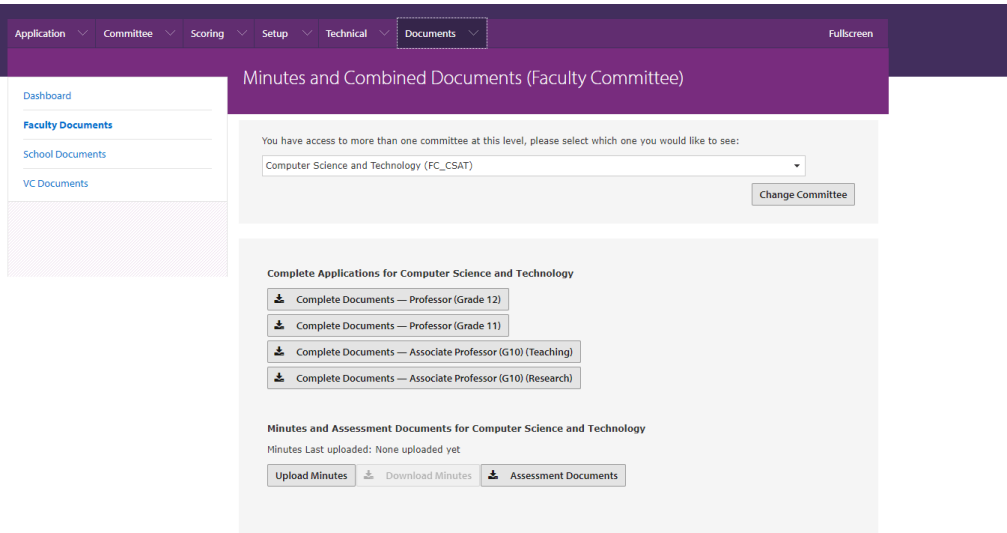


To access this, you need to click on the 'Documents' tab on the top menu and select the appropriate committee (i.e. Faculty Committee or School Committee). You will then see a list, showing options to download the complete documents by office.

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

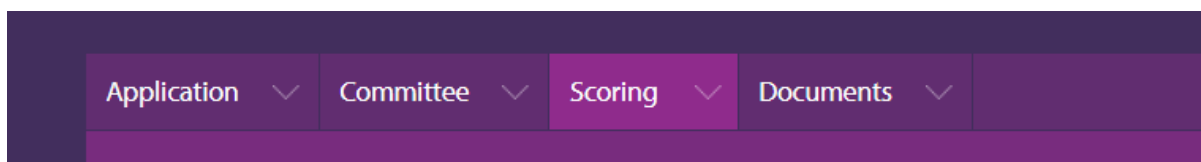


The Minutes and Assessment documents tab at the bottom of the screen contains all of the assessment records for each applicant (by office) but will not include the applications themselves.

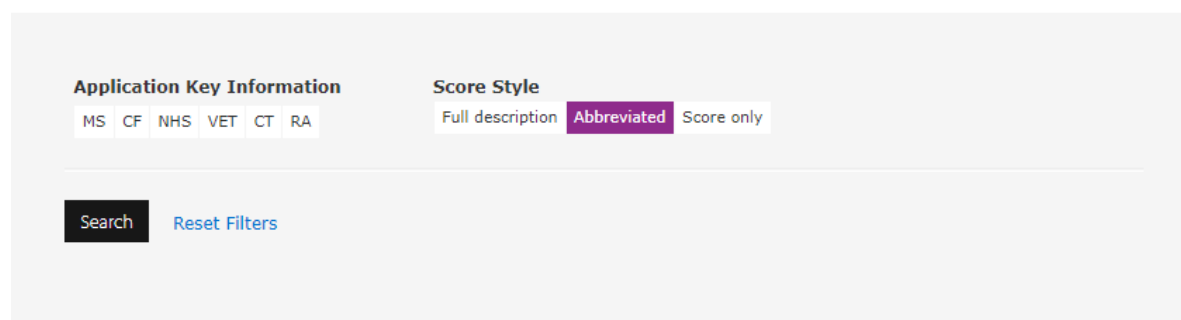


Reviewing the Faculty Committee scores

Scores are inputted into the ACP Administration Portal, which you will be able to see as a committee member. 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 Secretary. If an applicant is yet to be scored by a 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.



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 (IE) 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.

When scores have been completed for each application, you will be able to see the scores in the full list under 'Scoring':

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

Scores and Assessments at School and Vice-Chancellor's Committee

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	Dr Emmett Brown <i>(Biology and Veterinary Medicine)</i>	DEF S	45 S	20 S	15 S	80
1 F		DEF F	45 F	20 F	15 F	80
Economics						
3 S	Dr Dana Barrett <i>(Economics)</i>	DEF S	48 S	20 S	11 S	79
1 F		DEF F	48 F	20 F	11 F	79
5 S	Mr george Smiley <i>(Economics)</i>	DEF S	46 S	15 S	16 S	77
2 F		DEF F	46 F	17 F	16 F	79
6 S	Dr Ray Stantz <i>(Economics)</i>	DEF S	48 S	18 S	10 S	76
3 F		DEF F	48 F	18 F	10 F	76
7 S	Dr Ernst Stavro Blofeld <i>(Economics)</i>	DEF S	22 S	15 S	14 S	51
4 F		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 user interface for setting the 'USL(R) Promotion Line'. It features two radio buttons: 'Combined' and 'Grouped', with 'Grouped' being the selected option. To the right, the text 'USL(R) Promotion Line (DEF: 80)' is displayed. Below this, there is a numeric input field containing the value '82', with up and down arrow icons for adjustment, and a circular refresh icon to its right. A hamburger menu icon is located in the bottom right corner of the interface.

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

Queries

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



UNIVERSITY OF
CAMBRIDGE