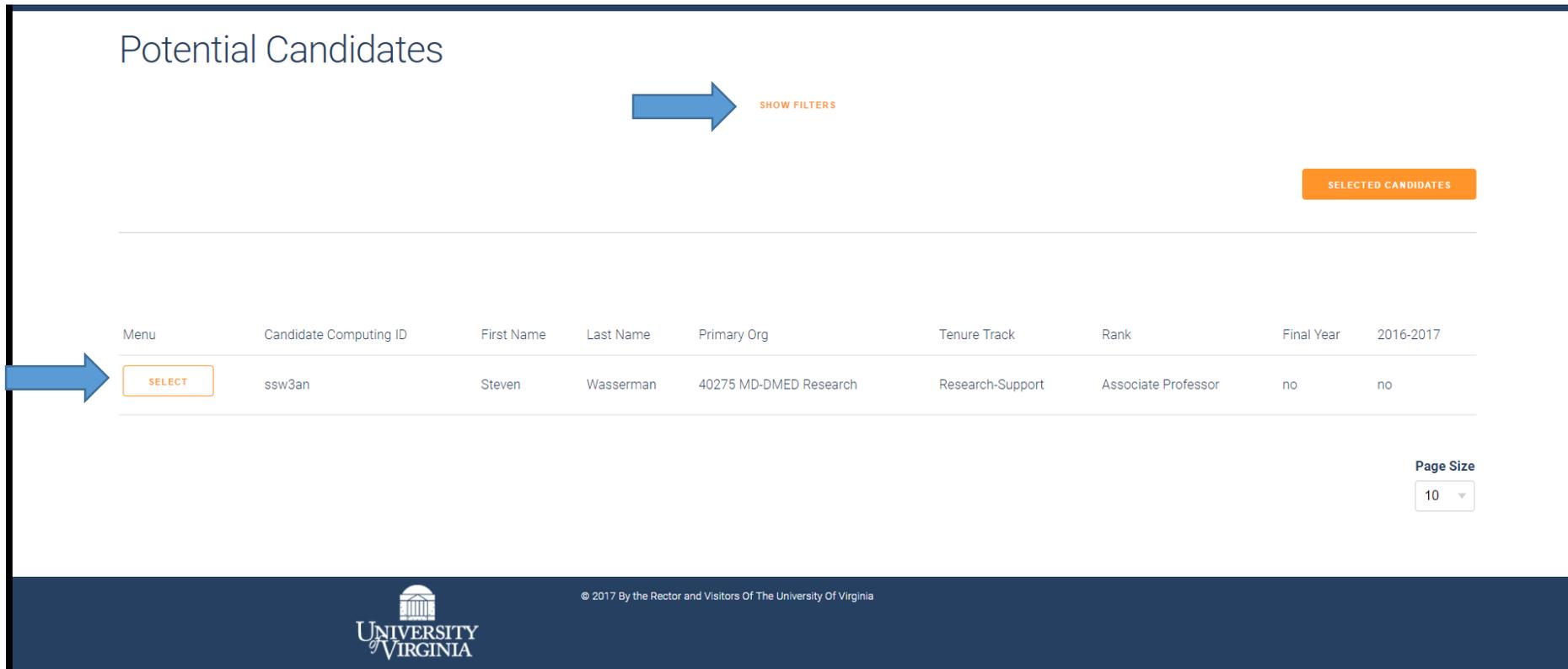


All available faculty for your department(s) will be shown on the Potential Candidates screen. To search for a particular person, click “show filters” and search by last name. To add a candidate to the P&T cycle, click “select” to the left of their name.



The screenshot shows the 'Potential Candidates' interface. At the top left is the title 'Potential Candidates'. To its right is a blue arrow pointing to a 'SHOW FILTERS' link. Further right is an orange button labeled 'SELECTED CANDIDATES'. Below these elements is a table with the following columns: Menu, Candidate Computing ID, First Name, Last Name, Primary Org, Tenure Track, Rank, Final Year, and 2016-2017. A blue arrow points to the 'SELECT' button in the 'Menu' column of the first row. The first row contains the following data: 'SELECT', 'ssw3an', 'Steven', 'Wasserman', '40275 MD-DMED Research', 'Research-Support', 'Associate Professor', 'no', and 'no'. At the bottom right of the table area is a 'Page Size' dropdown menu set to '10'. The footer of the page features the University of Virginia logo and the text '© 2017 By the Rector and Visitors Of The University Of Virginia'.

Menu	Candidate Computing ID	First Name	Last Name	Primary Org	Tenure Track	Rank	Final Year	2016-2017
SELECT	ssw3an	Steven	Wasserman	40275 MD-DMED Research	Research-Support	Associate Professor	no	no

Page Size: 10

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After you've added a candidate, you'll see the confirmation message in green at the top. When you've added all the faculty you need to, click "Selected Candidates" to proceed.

The screenshot shows the UVA School of Medicine interface. At the top left, the UVA logo and 'SCHOOL of MEDICINE' are displayed. A green confirmation message reads 'Successfully added candidate to promotion queue!'. Below this is the heading 'Potential Candidates' and a 'SHOW FILTERS' link. A table with the following columns is shown: Menu, Candidate Computing ID, First Name, Last Name, Primary Org, Tenure Track, Rank, Final Year, and 2016-2017. A 'SELECTED CANDIDATES' button is located to the right of the table, with a blue arrow pointing to it. A 'Page Size' dropdown menu is set to '10'. The footer contains the University of Virginia logo and the copyright notice '© 2017 By the Rector and Visitors Of The University Of Virginia'.

This page will show all of the candidates you've added to this cycle. To add more faculty, click "Potential Candidates." To begin uploading files and adding referees, click "Edit" to the left of the candidate's name.

UVA SCHOOL of MEDICINE

Selected Candidates

[SHOW FILTERS](#)

[POTENTIAL CANDIDATES](#)

Menu	Candidate Computing ID	Candidate Type	First Name	Last Name	Tenure Track	Primary Org	Status	Date Modified	Updated By
EDIT DELETE	ssw3an		Steven	Wasserman	Research-Support	40275 MD-DMED Research	Not Selected	05-15-2017 1:24 pm	ck8h

Page Size: 10

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This is the Candidate screen. Select the “Candidate Type” and confirm that the “Full Name” is your candidate’s preferred name. For example if Dr. Caryn E. Johnson is professionally known as Dr. Whoopi Goldberg, change the “Full Name” field to “Goldberg, Whoopi”. Click “Save” when you’re done.

The screenshot shows a web interface for managing candidates. At the top, there is a breadcrumb trail "Selected Candidates > Candidate" and four tabs: "CANDIDATE" (highlighted in orange), "ORGS", "DOCUMENTS", and "REFEREES". The main form contains the following fields:

- Candidate Type:** A dropdown menu with "Promotion" selected. A blue arrow points to this field.
- Decision:** A dropdown menu with "Not Selected" selected.
- Status:** A dropdown menu with "Not Selected" selected.
- First Name:** A text input field containing "Steven".
- Middle Name:** A text input field containing "S".
- Last Name:** A text input field containing "Wasserman".
- Suffix:** An empty text input field.
- Full Name:** A text input field containing "Wasserman, Steven S". A blue arrow points to this field.
- Max Referees:** A text input field containing "20".

At the bottom left, there are two checkboxes: "Must" (checked) and "Provost Review" (unchecked). At the bottom right, there are two buttons: "SAVE" (highlighted in orange) and "CANCEL". A blue arrow points to the "SAVE" button.

After confirming the information on the Candidate screen, you're returned to the Selected Candidates page. Again click "Edit" next to the candidate you're working on.

The screenshot displays the 'Selected Candidates' interface. At the top left, the UVA School of Medicine logo is visible. The main heading is 'Selected Candidates', with a 'SHOW FILTERS' link below it. On the right side, there is an orange button labeled 'POTENTIAL CANDIDATES'. Below this is a table with the following columns: Menu, Candidate Computing ID, Candidate Type, First Name, Last Name, Tenure Track, Primary Org, Status, Date Modified, and Updated By. A single row of data is shown for candidate 'ssw3an', with details: Steven Wasserman, Research-Support, 40275 MD-DMED Research, Not Selected, 05-15-2017 1:24 pm, and updated by ck8h. The 'Menu' column for this row contains 'EDIT' and 'DELETE' buttons. A blue arrow points to the 'EDIT' button. At the bottom right, there is a 'Page Size' dropdown menu set to '10'. The footer contains the University of Virginia logo and the copyright notice: © 2017 By the Rector and Visitors Of The University Of Virginia.

Menu	Candidate Computing ID	Candidate Type	First Name	Last Name	Tenure Track	Primary Org	Status	Date Modified	Updated By
EDIT DELETE	ssw3an		Steven	Wasserman	Research-Support	40275 MD-DMED Research	Not Selected	05-15-2017 1:24 pm	ck8h

Now, click “Orgs” in the upper right. This will display all the departments your candidate has an appointment in. Right now, we’re only working on primary appointments. Click “Edit” to the left of the candidate’s name.

UVA SCHOOL of MEDICINE

Steven Wasserman

Selected Candidates > Candidate > Organizations

CANDIDATE ORGS DOCUMENTS REFEREES

Menu	Org Number	Org Name	Is Primary?	Current Track	Proposed Track	Current Rank	Proposed Rank	Current Term	Proposed Term	Date Modified	Updated By
EDIT	40275	40275 MD-DMED Research	yes	Research-Support	Research-Support	Associate Professor	Associate Professor	1	1	05-15-2017 1:24 pm	ssw3an

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Here you'll need to update the proposed track, rank, and term for your candidate. Click "Save" when you're done.

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Steven Wasserman

[Selected Candidates](#) > [Candidate](#) > [Organizations](#) > **Organization**

Current Track	Proposed Track
Research-Support	Research-Support
Current Rank	Proposed Rank
Associate Professor	Professor
	Proposed Term
	3 Years

Is Primary?



After you save, you'll be returned to the Organizations screen. Click "Documents" next.

UVA SCHOOL of MEDICINE

Steven Wasserman

Selected Candidates > Candidate > Organizations

CANDIDATE ORGS DOCUMENTS REFEREES

Menu	Org Number	Org Name	Is Primary?	Current Track	Proposed Track	Current Rank	Proposed Rank	Current Term	Proposed Term	Date Modified	Updated By
EDIT	40275	40275 MD-DMED Research	yes	Research-Support	Research-Support	Associate Professor	Professor	1	3	05-15-2017 1:26 pm	ck8h

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To begin uploading documents for your candidate, click “New”

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Steven Wasserman

Selected Candidates > Candidate > Documents

CANDIDATE ORGS DOCUMENTS REFEREES

NEW

Menu	Document Type	File Name	Extension	Filesize	IP Address	Date Modified	Updated By
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Page Size: 10

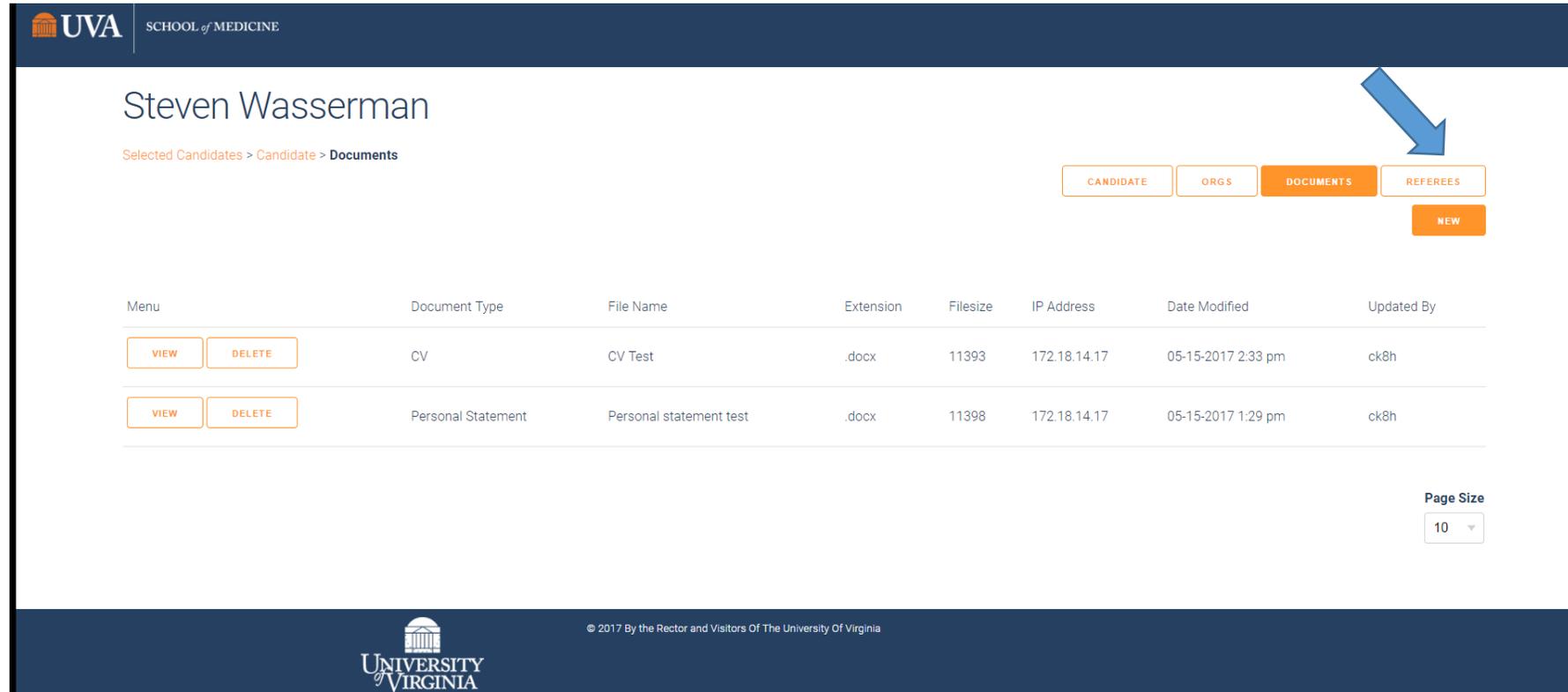
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Select your doc type from the drop-down, click “Choose File” to find the document on your computer, and then click “Save” when you’re done.

The screenshot shows a web interface for uploading a document. At the top left, the UVA School of Medicine logo is visible. The user's name, Steven Wasserman, is displayed. Below the name is a breadcrumb trail: Selected Candidates > Candidate > Documents > Document. The main area contains an 'Upload a file' section with a 'Document Type' dropdown menu set to 'CV'. A 'Choose File' button is next to the dropdown, with 'CV Test.docx' listed as the selected file. At the bottom right of the upload section, there are 'SAVE' and 'CANCEL' buttons. Blue arrows point to the 'Document Type' dropdown, the 'Choose File' button, and the 'SAVE' button. The footer of the page features the University of Virginia logo and the copyright notice: © 2017 By the Rector and Visitors Of The University Of Virginia.

After you've saved, you'll be returned to the Documents screen. Everything you've uploaded will be visible here. After you've uploaded all of the files you need to, click "Referees"



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Steven Wasserman

Selected Candidates > Candidate > Documents

CANDIDATE ORGS **DOCUMENTS** REFEREES

NEW

Menu	Document Type	File Name	Extension	Filesize	IP Address	Date Modified	Updated By
VIEW DELETE	CV	CV Test	.docx	11393	172.18.14.17	05-15-2017 2:33 pm	ck8h
VIEW DELETE	Personal Statement	Personal statement test	.docx	11398	172.18.14.17	05-15-2017 1:29 pm	ck8h

Page Size
10

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To begin adding referees, click “New.”

The screenshot shows the UVA School of Medicine interface for Steven Wasserman. The page title is "Steven Wasserman" and the breadcrumb trail is "Selected Candidates > Candidate > Referees". The text "Total Referees: 0" is displayed. A navigation bar contains buttons for "CANDIDATE", "ORGS", "DOCUMENTS", and "REFEREES". A blue arrow points to a "NEW" button located below the "REFEREES" button. Below the navigation bar is a table with the following headers: Menu, First Name, Last Name, Referee Type, Institution, Email, Referee Status, Reject Reason, Date Modified, and Updated By. A "Page Size" dropdown menu is set to "10". The footer includes the University of Virginia logo and the copyright notice "© 2017 By the Rector and Visitors Of The University Of Virginia".

UVA SCHOOL of MEDICINE

Steven Wasserman

Selected Candidates > Candidate > Referees

Total Referees: 0

CANDIDATE ORGS DOCUMENTS REFEREES

NEW

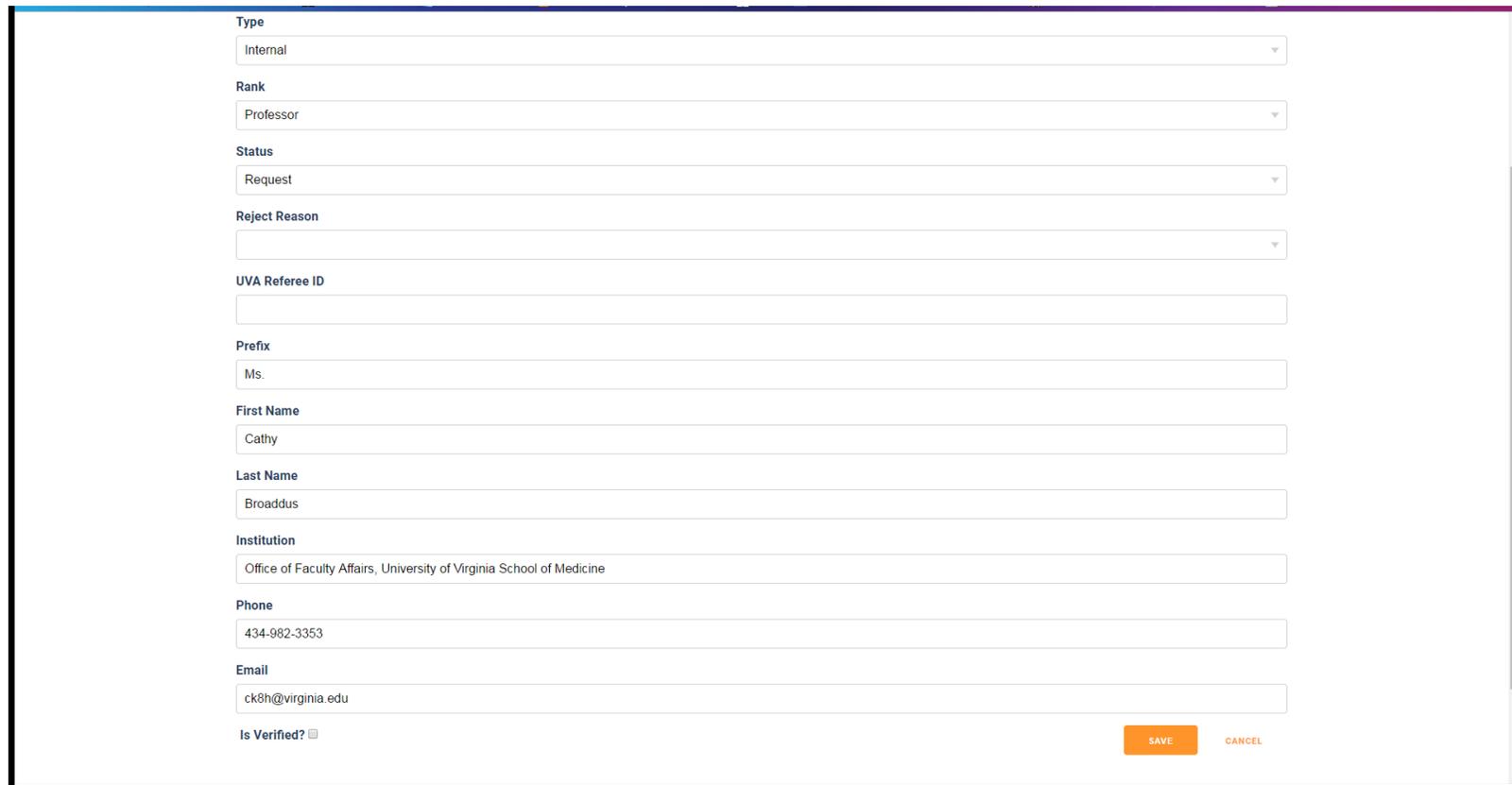
Menu	First Name	Last Name	Referee Type	Institution	Email	Referee Status	Reject Reason	Date Modified	Updated By
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Page Size: 10

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Select the Type, Rank, and Status, from the drop-downs, and then complete the Prefix, First Name, Last Name, Institution, Phone, and Email fields. Click “Save” when you’re done.



The image shows a web form with the following fields and values:

- Type:** Internal
- Rank:** Professor
- Status:** Request
- Reject Reason:** (empty)
- UVA Referee ID:** (empty)
- Prefix:** Ms.
- First Name:** Cathy
- Last Name:** Broaddus
- Institution:** Office of Faculty Affairs, University of Virginia School of Medicine
- Phone:** 434-982-3353
- Email:** ck8h@virginia.edu
- Is Verified?:**

At the bottom right, there are two buttons: **SAVE** (orange) and **CANCEL** (grey).

After saving, you'll be returned to the Referees screen, where you can see all the referees that have been entered. Click "New" to add additional referees, and continue until you've entered all 20.

The screenshot shows the 'Referees' screen for Steven Wasserman. At the top left is the UVA School of Medicine logo. The page title is 'Steven Wasserman'. Below the title is a breadcrumb trail: 'Selected Candidates > Candidate > Referees'. On the right side, there are navigation buttons: 'CANDIDATE', 'ORGS', 'DOCUMENTS', 'REFEREES', and a prominent 'NEW' button. Below the navigation is the text 'Total Referees: 1'. A table lists the referees with columns: Menu, First Name, Last Name, Referee Type, Institution, Email, Referee Status, Reject Reason, Date Modified, and Updated By. The table contains one entry for Cathy Broaddus, an Internal Referee at the Office of Faculty Affairs, University of Virginia School of Medicine, with email ck8h@virginia.edu and status Request. The date modified is 05-15-2017 1:37 pm and updated by ck8h. To the left of the table row are buttons for 'EDIT', 'DELETE', and 'ANSWERS'. At the bottom right, there is a 'Page Size' dropdown menu set to 10. The footer contains the University of Virginia logo and the copyright notice: © 2017 By the Rector and Visitors Of The University Of Virginia.

UVA SCHOOL of MEDICINE

Steven Wasserman

Selected Candidates > Candidate > Referees

Total Referees: 1

CANDIDATE ORGS DOCUMENTS REFEREES NEW

Menu	First Name	Last Name	Referee Type	Institution	Email	Referee Status	Reject Reason	Date Modified	Updated By
EDIT DELETE ANSWERS	Cathy	Broaddus	Internal	Office of Faculty Affairs, University of Virginia School of Medicine	ck8h@virginia.edu	Request		05-15-2017 1:37 pm	ck8h

Page Size: 10

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- And that's it! At any time you can click the UVA logo in the upper left to return to the home screen, or use your back button.
- This app is being developed even as we use it, so things may change or some options may be moved from where they are in these slides.
- Feel free to call (2-3353) or email (ck8h) me with questions or concerns.