UNIVERSITY OF TORONTO
FACULTY OF MEDICINE

FACULTY PROMOTIONS

The Senior Academic Promotions Process

DPC Administrator's Guide

Last Updated: October 2016

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Logging in to the Academic Promotions System (LaserFiche Web Access)

LaserFiche Web Access is your main administrative site for FacMedPromotions. You may access this online application at the URL below, using any supported web browser. The supported web browsers are Microsoft Internet Explorer (IE), Mozilla Firefox and Google Chrome. Please note that the Safari and Edge browsers are not supported – you may find different usability issues on different tablets. Opening LaserFiche Web Access on a full version of Safari on an Apple desktop often works well but functionality may be compromised on Apple tablets.

http://documents.med.utoronto.ca/laserfiche

It is a good idea to save this URL in your browser's favorites to save you from entering it in every time you'd like to access the Academic Promotions system.

At the log in page select the repository 'FacMedPromotions'.   Your username is **dpcadmin_<*your department Org Unit number*>**. For example: **dpcadmin_999**

A default password should have been provided to you, and if not, you can contact the Discovery Commons at discovery.commons@utoronto.ca. Passwords should be changed from the default as soon as you log in for the first time. See Appendix D for more information.

Adding your Department's Promotion Information to LaserFiche

Note: This section (2 pages) can be skipped altogether or filled in after you have created dossiers for your promotion candidates in the next section.

Every department within the Faculty of Medicine has their own folder in the FacMedPromotions repository. When you log in you will only see is your own department's folder. This folder will hold the dossiers for your department's promotion candidates. Information specific to the department (not to the candidate), such as the Department Promotion Committee (DPC) member's email addresses and various submission deadlines, can be entered into the metadata for the department folder.

To enter your departmental metadata, in left-hand frame of the LaserFiche window expand the "Active Promotions" folder by clicking the **>** sign beside it. Click on your department's folder to highlight it (in the illustration below, the department name is Training). The right-hand frame will defaults to the Fields tab, will show the template called Department Information. It is not mandatory that you fill in the fields in the Department Information template. You may fill them in or revise them at a later date.
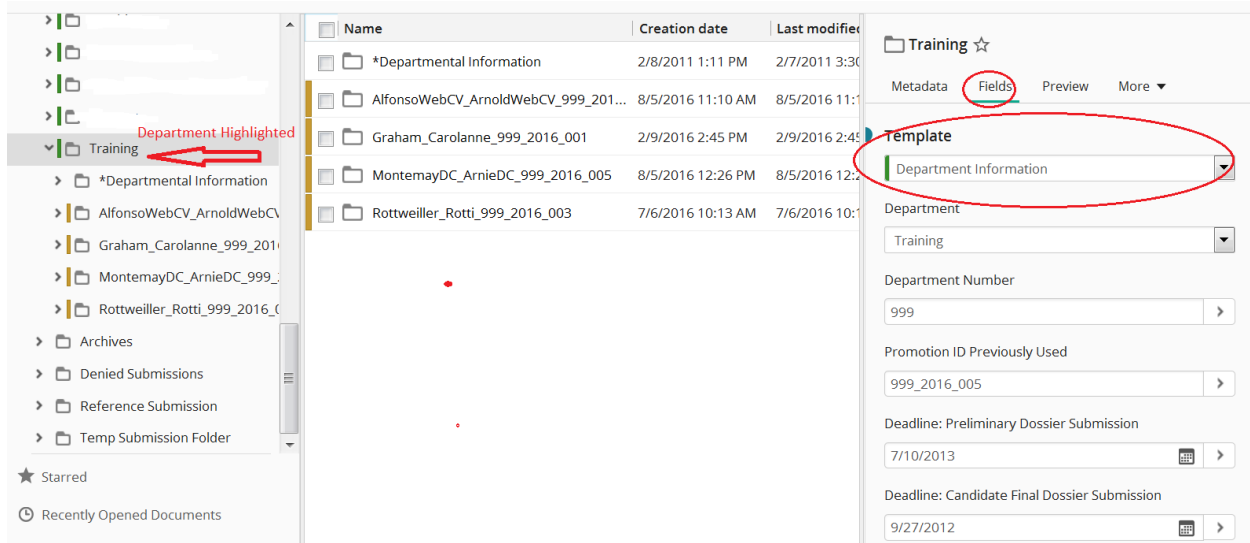
For each of the deadline fields, click the calendar icon beside each field. Choose a date relevant to the deadline indicated. If the particular deadline is not yet determined, you may leave the field(s) blank. If filled in, these deadline dates are referenced and inserted into email messages that are sent out, but they do not control any dossier status changes or the permissions associated with a dossier status.

Further down you will see a field for DPC Email Addresses. This is a multi-valued field, meaning that when you enter data into the first blank text box, an additional blank text box will appear. This allows a user to enter as many DPC email addresses as there are members of your Departmental Promotions Committee. LaserFiche will use these addresses when sending e-mail alerts when a candidate's dossier is ready for review by the committee.

They must be filled in before changing the dossier status from 5. to 6. DPC Review.

Ignore the faded-out *Department Deadline Workflow* field.

When you're satisfied with the information you entered, click on "Save" near the bottom of the template. If you don't see the Save button at the bottom of the template it is because you haven't made any changes to the template that require saving.

Creating a Candidate's Dossier

Important: _Before_ _starting this procedure, you will need to have filled out a Promotion Candidate Information Form (formerly called the Document Checklist) for each candidate. For your convenience, you may download a blank template of the Promotion Candidate Information Form from LaserFiche, in the folder titled AAA – General Promotion Documents. Fill one out for each candidate and save them as separate files on your own computer._

Download Promotion Candidate Information Form (Documentation Checklist)

1. In the left-side panel navigate to FacMedPromotions >> Active Promotions >> AAA_General Promotions Documents.
2. Highlight AAA_General Promotions Document so that the list of documents appears in the centre panel.
3. Right-click on the Promotion Candidate Information Form_Blank and click Download.
4. Select Electronic File and click Download

Only DPC Administrators have the ability to create a candidate's dossier within the Academic Promotions system. This is accomplished by logging in to LaserFiche Web Access and importing a completed _Promotion Candidate Information Form_ into the system (see "Logging in to the Academic Promotions System" on page 4 for log in details).

Once you have logged in, you will be presented with the following screen:
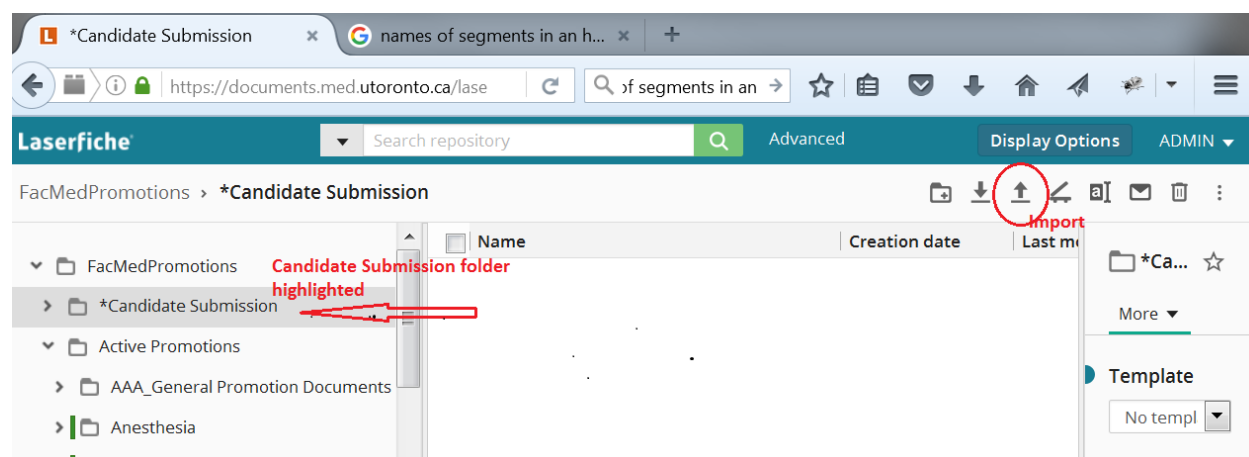
1. Click on the "*Candidate Submission" folder on the left-hand side with your mouse to highlight it. When a folder is highlighted, the Import icon in the menu on the top right of the screen becomes visible.

2. Click on the import icon and browse your own desktop directory to locate and attach the completed *Promotion Candidate Information Form* for this candidate. Highlight the document file, and select "Open". Click OK.

3. The window that appears has two tabs, General and Fields. <u>Click on the Fields tab</u> and select the template "Documentation Checklist Submission (Creates Dossier)".

4. Fill in the required fields. If you do not have the required data please cancel out of this window and start again fresh when you have obtained it.

   Note: If the department does not wish the candidate to receive an email notifying them that the dossier has been created, then use a departmental email address in the Candidate Email Address field.

5. Click Import.

Import document "DocChecklist_SamWinter.doc"   ✕

General   (Fields)   **Select Fields Tab**

Template

| Document Checklist Submission (Creates Dossier) | ⟵ **Select Document Checklist Submission template** ▾ |

Personnel Number *

| | ❯ |

Candidate Last Name *   [Required field is empty]

| | ❯ |

Candidate First Name *   [Required field is empty]

| | ❯ |

Candidate Email Address *   [Required field is empty]

| | ❯ |

Proposed Rank *   [Required field is empty]

Fill in all required fields   ⟹   [Import] [Cancel]

This is the only time you will fill in this particular template. You may however, go back to it at times to fill in or edit some fields.

The Import window will disappear and the FacMedPromotions repository will be visible again.

The *Promotion Candidate Information Form* you just imported may sit temporarily in the "*Candidate Submission" folder. Refresh the web browser and the document will disappear from this folder. It will be routed through a workflow to create a candidate dossier under the department's folder.

Outcomes of Dossier Creation

1. A folder (dossier) with several subfolders has been created for this candidate. It can be found by expanding the folder titled Active Promotions (by clicking the **>** sign next to it) and then expanding the department folder (by clicking the **>** sign next to it).

   This folder name has the following format
   Lastname_Firstname_PromotionID

2. The template titled Document Checklist Submission (Creates Dossier) that was filled out when uploading the *Promotion Candidate Information Form*, has been attached to this newly-created dossier. The template can be seen in the right-hand frame when the dossier in the left-hand frame is highlighted.

3. A **Promotion ID** has been created for this candidate.
   The Promotion ID is a unique number created for each candidate. It will be used to enter all subsequent documents into the candidate's dossier. It has the format below:

   <Department Number>_<Year>_<Incremental Number>

   (For example, for promotion year 2016, the Promotion ID for the department of Training could be: 999_2016_004.

   The Promotion ID is always the number you see after the Lastname_Firstname portion of the candidate's dossier name. It can also be found at the bottom of the template associated with the dossier (see above, note 2).

4. Once a candidate dossier has been established, the DPC Administrator, the candidate and selected referees can submit documents to the dossier, depending on the status of the dossier within the workflow. Dossier Status is explained in later in this manual.

5. Immediately after the DPC Administrator creates the dossier, the <u>candidate</u> will receive an automated email message indicating that the academic promotion dossier has been created. The email provides instructions on how to submit documents to the dossier. The

candidates and, later, the referees, cannot see or manage the submitted documents, but they will receive e-mail confirmation when they upload a document.

Below is an example of the email a candidate receives immediately after a dossier is created for them:

.
Dear Jane Wong

I am pleased to inform you that a Promotion Dossier has been established for you in our records management system and is ready to accept your promotion documents.

You can access the Promotion Candidate Document Submission Form at

http://documents.med.utoronto.ca/WebForms/CandidateSubmission.

You will likely attach documents to this form and submit it several times. Following the Promotion Manual for 2012, all promotion documents fall into one of several categories. These categories are shown on the form. You may submit documents one-by-one if you wish, or you may attach multiple documents to the form. But all documents attached to one submission of the form must belong to the same category.

Your Promotion ID is: ###_####_###

Please contact your Department Promotion Committee administrator if you have any questions or concerns, at (DepartmentCoordinatorsEmail).

Thank You.

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If the department does not want the candidate to receive this email then, when first uploading the Promotion Candidate Information Form to create the dossier, use a departmental email address in the candidate's email address field.

Submitting Documents to Dossier

Once a dossier has been created, both DPC Administrators and candidates will use the same web form to upload any subsequent documents into the dossier.

http://documents.med.utoronto.ca/WebForms/CandidateSubmission.

Users will likely attach documents to this form and submit it several times. Mimicking the Promotion Manual, using the web form to submit documents allows LaserFiche to collect documents into several different subfolders in a candidate's dossier. These subfolders are

titled with the categories seen in the Promotions Manual. For convenience these categories are repeated on the document submission form. The user may submit documents one-by-one or may attach multiple documents to the form. But all documents attached to one submission of the form must belong to the same category.

1. Go to https://documents.med.utoronto.ca/WebForms/candidatesubmission

2. Fill in the fields and upload (attach) documents from one category. Click Submit

3. To confirm the successful submission of the documents log back in to FacMedPromotions with LaserFiche Web Access and look in the Dossier for the

candidate.

Outcomes of Document Submission

- Whether or not FacMedPromotions will accept the documents coming in from a web form is entirely dependent on the status of the dossier. See *Progressing Through the Promotions Approval Process* on page 15.

- If the document submission was successful an email notification is sent out to the person submitting a web form confirming this. The message is as follows:

Subject: *Promotion Document Successfully Uploaded*

Dear Promotion Candidate,

I am pleased to inform you that the upload of your document(s) to the Promotion Dossier with ID 999_2016_003 was successful.

Document Type: Curriculum Vitae

NOTE: You will NOT be able to see the contents of your Promotion Dossier. You will receive e-mails, such as this one, notifying you about the success or failure of your document uploads.

Please consult your Department Promotion Administrator if you have any questions or concerns. You may reach them via email at the address %(RetrieveDPCAdminProperties_E-mail).

Thank You.

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- The document submission process looks very closely at the conditions and criteria of the documents being submitted, and will deny the submissions if either of these conditions is met:

    a. Condition: Promotion ID not Found

Subject: *Document Upload UNSUCCESSFUL*

Dear Promotion Candidate,

Your attempt to upload documents to dossier ID 999_2016_003 was unsuccessful. It is likely that the Promotion ID was entered incorrectly, or that your promotion dossier has not yet been

---

established. Please check the e-mail you received when the dossier was created for the correct Promotion ID and try again.

Promotion ID you had entered: 999 2016 003
Document Type: Curriculum Vitae

NOTE: You do not have the ability to see the contents of your Promotion Dossier. You will receive e-mails, such as this one, notifying you about the success or failure of your document uploads.

Please consult your Department Promotion Administrator if you have any questions or concerns.

Thank You.

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b. Condition: The status of the Promotion Dossier is beyond Status 6.

Subject: *Document Upload UNSUCCESSFUL*

Dear Promotion Candidate,

Your attempt to upload a document to dossier ID 999_2016_003 was unsuccessful. The current approval status of the promotion dossier does not allow for the submission of further documentation.

Document Type: Curriculum Vitae

If you have any questions or concerns, please contact your department promotion committee administrator via email at the address %(RetrieveDPCAdminProperties_E-mail).

Thank you.

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Dossier Subfolders

Every promotion candidate entered into the system (by uploading a *Promotion Candidate Information Form* through the Candidate Submission folder) will have three folders automatically created under their name; a "Dossier" subfolder, a "Dossier Status and Comments" subfolder, and a Summary of Submissions subfolder.

The **Dossier** subfolder will house all documents subsequently uploaded using the web form. When documents in a specific category are uploaded, if a sub-subfolder for that category is not already present, one will be created.

The "**Dossier Status and Comments**" subfolder serves two purposes: The first is to give the DPC Administrator a place to store documents that are not part of the formal Dossier and should not visible to others (i.e. notes from the Promotions Committee). The initial *Promotion Candidate Information Form* is stored here. The second, more important function is to hold the Promotion Status template that allows the DPCAdmin to move the dossier through the approval process.

The **Summary of Submissions** folder holds shortcuts to all the documents housed in the Dossier subfolders. Shortcuts cannot be deleted. If the actual file from the Dossier subfolder is deleted the shortcut to that file in the Summary subfolder will automatically be deleted as well. This shortcut feature was introduced to minimize the number of subfolders a reviewer has to navigate while reviewing a dossier.

Progressing Through the Promotions Approval Process

A dossier can be in any one of several approval phases (status) in the promotion process, each status giving or removing user permissions or initiating a task. Examples include sending notifications to DPC members to review a dossier, allowing a candidate's referees to review a completed dossier, approving a candidate to move forward to the decanal committee, or withdrawing a candidate completely from the promotion process while retaining a history of their application.

Caution: Changing the status of a dossier is often accompanied by a change in permissions to the dossier for certain users. See Approval Status Conditions on page 16 for clarification.

To access and administer the approval status of a candidate's dossier

- Expand the candidate's folder in the left-hand frame and highlight the Dossier Status and Comments subfolder. The Promotion Status template will open in the right-hand frame (see illustration immediately above). Be sure the Fields tab is selected.

- Under DPC Current Status, select the desired approval Status and click Save. Note the Save button only becomes visible if you have made a change to the selection in this drop down list.
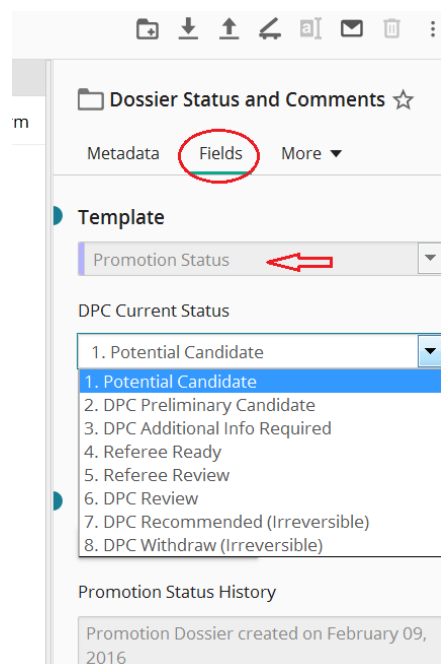
Although there are 17 possible phases (dossier statuses) in the promotion process, DPC Administrators only have to concern themselves with the first eight. They are as follows:

1. Potential Candidate
2. DPC Preliminary Candidate
3. DPC Additional Info Required
4. Referee Ready
5. Referee Review
6. DPC Review
7. DPC Recommended (Irreversible)
8. DPC Withdraw

See below for a description of, and the requirements of each status.

Approval Status Descriptions

> **Important:** Read the descriptions of each status **BEFORE** saving a change. The workflow that the change to the new status triggers may require certain data that may or may not be present in the templates.
>
> **It is the change from one status to another that triggers the desired activity, not the status itself.**

1. Potential Candidate

This status is the default that is set when a candidate dossier is first created in the Academic Promotions system. When a dossier is created, the candidate is automatically notified by e-mail of the creation of the dossier, and is given instructions how to submit documents to the dossier folder (see page 10 to see the e-mail).

The permission on the dossier is configured to accept submissions from the web form.

2. DPC Preliminary Candidate

If your department does not do formal preliminary reviews of the candidates, where only selected members of the DPC review a dossier assigned to them, this step can, and should, be skipped. If your entire DPC participates in a formal preliminary review then just leave the Dossier Status at '1. Potential Candidate'.

Changing the status to 2 DPC Preliminary Candidate will notify the one or two DPC members *specifically assigned* to do a preliminary review of this specific candidate that there are documents available for viewing. The email addresses of these assigned DPC members would need to have been added to the candidate's Document Checklist Submission template **PRIOR** to selecting this status.

To add these email addresses and proceed with this status

- Highlight the main folder for a candidate in the left-hand frame.

- In the Document Checklist Submission template in the right-hand frame scroll down and fill in the assigned DPC Members e-mails in the field titled 'DPC Assigned E-Mail Addresses'. Click Save.

- Highlight the **Dossier Status and Comments**" **folder** on the left.

- In the Promotion Status template on the right change the status from '1. Potential Candidate' to '2. DPC Preliminary Candidate' and click Save.

    The email message sent to the 'assigned' DPC members looks like this:

Subject: *Candidate Dossier Ready for Your Review*

Message:

Dear Departmental Review Committee Member,

You have been selected to perform a preliminary review, in detail, of the Promotion Dossier of a potential promotion candidate from your department.

Candidate's Name: *<Candidate First and Last Name>*
Current Rank: *<Current rank>*
Proposed Rank: *<Proposed rank>*

To access the Candidate's promotion dossier, please follow the link below.

https://documents.med.utoronto.ca/weblink

A username and password will have been provided in a previous e-mail by your Department Promotion Committee Administrator.

Please consult your Department Promotion Committee Administrator with any questions or concerns you may have.

Thank You

The username and password for your department's Read-Only Portal, mentioned in the e-mail above, should have been given to you in your training. If not, please contact Libby Shirriff at libby.shirriff@utoronto.ca. You will eventually need to make this username and password available to all your department's Promotion Committee members, either now or later in the process.

3. DPC Additional Info Required

Selecting this approval status indicates either that a candidate has been preliminarily approved and you are now requesting more documentation **OR that** this candidate did not require

preliminary approval but you want to remind them to complete the submission of their documents.

Changing to this status and clicking Save will send an email notification to the candidate requesting that they submit any documents they haven't yet supplied. So the status change to this step may be used as a reminder to candidates to send in the rest of their documents.

You'll notice in the email message below it indicates a deadline date for the submissions. This deadline date must be input into the Department Information template BEFORE a change to the promotion status 3. DPC Additional Info Required is saved.

To add this date and proceed with this status change

- Doublecheck that the Candidate Email Address in the Document Checklist Submission template is correct.

    o   Highlight the main folder for a candidate in the left-hand frame.

    o   In the Document Checklist Submission template in the right-hand frame scroll down and check that the candidate's email address is correct. Click Save.

- Highlight the Department folder in the left-hand frame.

- In the Department Information template that appears in the right-hand frame scroll down to the **Deadline: Candidate Final Dossier Submission** field and select a date. Click Save.

- Highlight the **Dossier Status and Comments**" **folder** on the left.

- In the Promotion Status template on the right change the status to '3 Additional Info Required' and click Save.

    The email message sent to the candidate looks like this:

Subject: *Academic Promotions, All Documents Required*

Message:

Dear Jane Wong

Your Promotion Dossier has been reviewed and the Departmental Promotions Committee would like to see the complete set of your documents.

The deadline date for document submission is <Deadline: Candidate Final Dossier Submission>.

You may access the Promotion Candidate Document Submission Form at

http://documents.med.utoronto.ca/WebForms/CandidateSubmission.

You will likely attach documents to this form and submit it several times. Following the Promotion Manual for 2016, all promotion documents fall into one of several categories. These categories are shown on the form. You may submit documents one-by-one if you wish, or you may attach multiple documents to the form. But all documents attached to one submission of the form must belong to the same category.

Your Promotion ID is: ###_####_###

Please contact your Department Promotion Committee administrator if you have any questions or concerns, at %(RetrieveInitiatorProperties_E-mail).

Thank You.

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4. Referee Ready (very important, please read)

A Word about Referees: Referees require special care. Unlike DPC Committee members who have permission to see all of the candidate dossiers from their department, referees have permission to see the dossiers of only the candidate's to whom they are specifically assigned. To allow Referees to **see** only the documents pertaining to specific candidates, they must each be given a unique username and password. Referees will use this username and password on the **read-only** portal (http://documents.med.utoronto.ca/weblink). This username and password is created by Human Resources personnel. This 'read-only' website is discussed in the next section.

For now, the dossier status #4, Referee Ready, is a **holding stage**. It allows you, the DPC Administrator

- to check that you have collected all the documents that you require thus far for a candidate

- to compile a list of persons who have agreed to be Referees for a candidate

- to obtain from Human Resources unique usernames and passwords that can be assigned to each referee for a candidate.

- In the past, a status change to *4. Referee Ready* used to close off the dossier from any further document submissions to a dossier. This was to align with the policy that all referees for one candidate see the same set of documents regardless of the day they review the dossier. This policy still applies but the restriction on any further document upload has been removed.

If you haven't yet compiled a list of referees and/or received a list of available user names and passwords from HR, this status reminds you that now is the time to do so.

Steps to Obtaining Reference Letters from Referees

Step 1. Ask potential referees if they are willing to be referees. You may send them a standardized letter if you wish, an example of which is shown in the Academic Promotions Manual. Confirm their e-mail address. This step is not a LaserFiche function.

Step 2. Ask Human Resources libby.shirriff@utoronto.ca to supply you with a list of usernames and passwords. You will assign one username and password pair to each referee. You should obtain this list in advance of your need for them as there is often a 1-2 week turnaround time from HR. it is the responsibility of the departmental administrator (dpcadmin) to keep track of which referee is assigned to which username and password pair.

Step 3. Fill in each referee's username (just the username) into the candidate's template (the Document Checklist Submission template you filled out when you initially created the dossier). This template is accessed by highlighting the candidate's main dossier folder in the left-side panel. The template appears on the right-hand side under the Fields tab. Scroll down to the Internal and External Usernames text boxes. As soon as you type one username into the text box, another, empty, text box will appear below it for each successive username you need to add. Click Save at the bottom of the template.
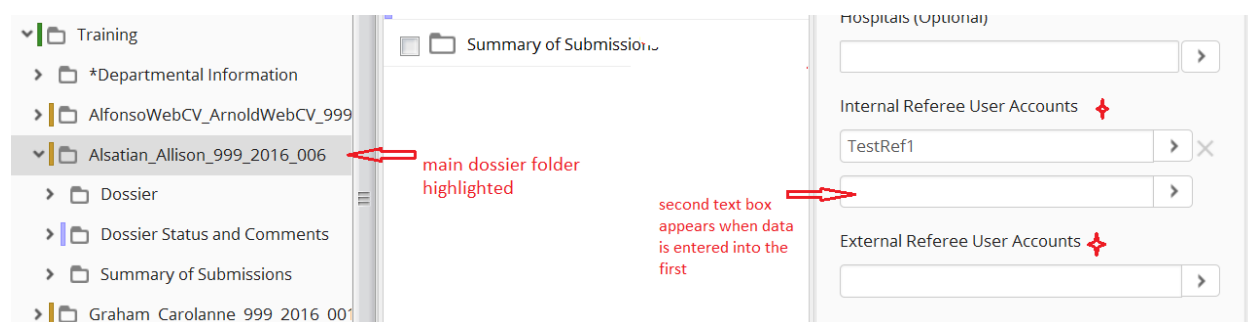
Step 4.   Using your own e-mail application, send each referee an e-mail giving them their user name and password, the Read-Only Portal website http://documents.med.utoronto.ca/weblink, and instructions on how to upload their Letters of Reference.   Here is an example.

IMPORTANT: You MUST change everything in brackets to refer to the correct candidate and this specifically assigned referee. This MUST be done for each e-mail. In the second part of the letter select ONLY ONE web submission form URL, either for an internal referee or for an external referee. Delete the other one.

Dear Colleague,

You have been selected as a reference for [name of candidate], who is being considered for academic promotion at the University of Toronto.

Current Rank: [current rank]
Proposed Rank: [proposed rank]

Please click on the link below to review the promotion dossier.

https://documents.med.utoronto.ca/weblink

User name = [insert referee user name]

Password = [insert referee password]

 _____

Once you have reviewed the materials please follow the steps below to submit your Letter of Reference to the Promotion Candidate's dossier. Your letter should include your title, your institution's name, and it should be signed. The letter is due no later than [date].

1. Visit a <u>different</u> website at https://documents.med.utoronto.ca/WebForms/ExternalReferee for External Referees
OR
1. Visit a <u>different</u> website at https://documents.med.utoronto.ca/WebForms/InternalReferee for Internal Referees]

2. Under Promotion ID, enter: **XXX_2012_XXX**

3. Enter your email address in the Your Email Address field.

4. Upload you Letter of Reference and click Submit.

You will receive an automated e-mail confirming the receipt of your Letter. If everything seemed to go well but you do not receive an e-mail please check the junk mail folder of your e-mail application. Some institutions' mail filters divert these confirmation messages.

We very much appreciate you taking the time to prepare a letter of reference. Please feel free to contact the Department Promotion Committee administrator at [your_own @utoronto.ca] if you have any questions or concerns.

Thank you.

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Step 5.   Shortly before or immediately after you have completed steps 3 and 4 above for a candidate, change the dossier status to 5 - Referee Review (see below). The change in status from status 4 to status 5 initiates the workflow granting the referee permission to see the dossier.

5. Referee Review

Saving the change in going from Status 4 to Status 5 triggers a behind-the-scenes process that gives permission to each referee to see, in the Read-only Portal, the dossier(s) assigned to them. Therefore, it is crucial that you add the referee usernames to the candidate template prior to changing the status to "5. Referee Review".

Possible Problem: Saving new referee usernames to the candidate's template after the dossier status is already at 5-Referee Review, will not trigger the behind-the-scenes process that activates permissions. Whereas you can save the username in the template, permission on that dossier will not be granted to that user. If that occurs, the Referee would be able to log into the Read-Only Portal but they would not see any dossiers.

Solution: If you want to add extra referee usernames to the candidate's template after having changed the dossier status from status 4 to status 5, follow these steps:

- In the left-side panel of LaserFiche Web Access highlight the candidate's Dossier Status and Comments folder. The Promotion Status template will appear in the Fields tab in the ride-side panel. Change the status of the dossier back to status 4-Referee Ready. Click Save at the bottom of the template.
  (if you do this, none of the previously activated referees will be able to see their

assigned dossiers, their permission will have been removed, so move on the the next steps quickly.)

- In the left-side panel of LaserFiche Web Access highlight the candidate's main folder. The candidate's documentation checklist template will appear in the Fields tab of the right-side panel. Add the new referee user names to the Internal or External Referee User Accounts text boxes. (At this point you can remove any referee usernames from the template if they have already submitted a letter. If they haven't, leave them in.) Click Save at the bottom of the template.

- Back in the left-side panel of LaserFiche Web Access highlight the candidate's Dossier Status and Comments folder. The Promotion Status template will appear in the Fields tab in the ride-side panel. Change the status of the dossier back to status 5-Referee Review. Click Save at the bottom of the template.

  Now all of the referees whose user names are currently in the candidate's template will be able to log into the Read-Only Portal and see their assigned dossier(s).
  You may perform this exercise multiple times.

Step 6. Obtaining Reference Letters from Referees. Wait for the referees to upload their letters. Below are illustrations of the External Referee and Internal Referee web submission forms that you supplied to the referee in your email.

Letter of Reference Submission – External Referees
https://documents.med.utoronto.ca/WebForms/externalreferee

Letter of Reference Submission – Internal Referees
https://documents.med.utoronto.ca/WebForms/internalreferee

When a referee submits a letter of reference using these webforms, they will receive an email confirming the letter was received. The DPCAdministrators are copied on this confirmation email. The letters of reference will be loaded automatically into Dossier subfolders titled External Assessments or Internal Assessments respectively. Shortcuts to the letters can also be seen in the Summary folder. If these sub folders are not in the dossier folder it is because no

one has yet submitted a letter of reference. Aligning with the Promotions policies, DPCAdministrators <u>do not</u> have access to delete letters from these referee subfolders.

6. DPC Review (Departmental Promotions Committee Review)

Departmental Promotions Committee members view the contents of the Promotions dossiers in the Read-Only Portal. Each department has one user account in the Read-Only Portal that is used by all of their DPC members.

Read-Only Portal: https://documents.med.utoronto.ca/weblink

Login: dpc_{3 digit org unit code}   Password: password

Change the dossier status to 6-DPC Review when you are at the departmental approval stage of your promotions process. You must first have informed the DPC members of the URL for the Read-Only Portal, the user name and the password for your department.

- To make this change, in the left-side panel of LaserFiche Web Access highlight the candidate's Dossier Status and Comments folder. The Promotion Status template will appear in the Fields tab in the ride-side panel. Change the status of the dossier to status 6-DPC Review. Click Save at the bottom of the template.

If you have input DPC member e-mail addresses into the Department metadata (see page 4 and 5) then, moving to this step and clicking Save triggers LaserFiche to send an email notification to all DPC members whose addresses it finds in the Department metadata, that this particular candidate's dossier is complete and ready for review. The email message will also provide a link directly to the candidate's dossier. If you don't want to inform your DPC members every time you change a candidate's dossier status to '6-DPC Review' then simply leave the metadata fields blank in the Department metadata template.

The email notification is as below:

Subject: *Promotion Dossier for <Candidate First and Last Name> Ready for Review*

Message:

Dear Departmental Review Committee Member,

The Promotion Dossier for <Candidate First and Last Name> is ready for review.

Candidate's Name: <Candidate First and Last Name>
Current Rank: <Current rank>

> *Proposed Rank: <Proposed rank>*
>
> *To access the Candidate's Promotion Dossier, please follow this link:*
>
> *<A direct link to the candidate's dossier will be provided here>*
>
> *A username and password will have been provided in a previous e-mail by your Department Promotion Committee Administrator. If you preformed a preliminary review, the user name and password is the same.*
>
> *You will receive e-mail notification when each additional candidate's Promotion Dossier is ready for review. Please consult your Department Promotion Committee Administrator with any questions or concerns you may have.*
>
> *Thank You*

<div align="center">

****

On or Shortly Before the Deadline for Submition to HR

</div>

IMPORTANT! Prior to proceeding to Status 7 or Status 8, upload any Reporting Letters proceeding from the Departmental Review Committee meetings, including the Confirmation Letter from the Department Chair and/or Letters Advising of Negative Recommendations.

Moving forward from status 6 by changing the status of a dossier to Status 7 or Status 8 removes all ability to upload any further documents into the dossier, unless, at a later date, you are specifically asked to supply deferral documents by the decanal review committee. Move on to these status selections only when the dossier is complete and ready to be passed to HR for decanal review OR when a dossier is not approved by the DPC and that decision will not be challenged.

7. DPC Recommended (Irreversible)

This status should be selected if, after the departmental review committee members have made their decision

- The candidate has received departmental approval and the candidate dossier will be offered for review by the Decanal Promotions Committee
  OR

- The candidate has not received departmental approval but decides to petition the decanal committee on their own.

If there are any documents proceeding from the committee meeting (e.g. Confirmation from the Chair), upload them BEFORE selecting this status. Changing the dossier status to '7- DPC Recommended' gives the Decanal Administrator (DecPC Administrator) in Human Resources permission to see and control the dossier. The DecPCAdmin will promote it to the decanal committee. You (the DPC Administrator) will still be able to view the dossier but cannot act on it unless given permission, at a later date, by the decanal committee.

You will receive an e-mail confirming the recommendation to the Decanal Committee.

Dear DPC Administrator,

This message is confirmation that Promotion Candidate Martin Roth, ID 999_2012_004 has been recommended to the Decanal Promotions Committee to continue the promotion approval process.

Permission to add documents to this dossier has now been removed. If you attempt to add any documents to this dossier at this time, they will be diverted to a 'Rejected Documents Folder' which is not visible to you.

The Decanal Administrator will inform you via e-mail if further documentation is requested by the Decanal Committee. At that time, the Decanal Administrator may re-instate your permission to add documents to this candidate's dossier.

If you have any questions, please contact Libby Shirriff at libby.shirriff@utoronto.ca.

Thank you.

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Unless, at a later date, you are given further instructions by the decanal committee regarding deferral documents, the role of the DPC Administrator is now over. See the following page for information about deferral documents.

8. DPC Withdraw

This status should be selected if, after the departmental review committee meetings have taken place, the DPC members recommend that the candidate dossier NOT be offered for review by the Decanal Promotions Committee AND the candidate has accepted this decision. **If there are any documents proceeding from the committee meeting (e.g. Letter to Candidate Advising Negative Recommendation), upload them prior to selecting this status.**

The role of the DPCAdmin, for a candidate whose dossier has been withdrawn, will now be over.   LaserFiche will no longer accept documents to this dossier. The Dossier folder will disappear from your list of dossiers in Active Promotions and re-appear in Archives. Once archived, the dossier and its contents will never be visible to the DecPC Administrator in Human Resources or to the Decanal Committee. The files will be kept in archives for 7 years, during which time the DPCAdmin has access to view the contents of the dossier, but the dossier cannot be re-instated for another promotion application in later years. A new dossier needs to be created for each promotion cycle.

Therefore, it is advisable to wait to see if the committee's decision not to recommend the candidate will be challenged because changing the status to '8-DPC Withdraw' will automatically archive the dossier. It cannot be re-instated as an 'active' promotion. If a challenge was successful OR if the candidate decided to apply to the Decanal Committee directly, a new dossier in Active Promotions would need to be created.

***

Dealing with Requests for Deferral Documents

If your candidate has been recommended to the Decanal Committee, the Decanal Committee may, at a later date, request that further documentation be supplied. You will be advised by the Decanal PC Administrator if this is the case. These extra documents are referred to as Deferral Documents.

If the Decanal Committee requests deferral documents, the Decanal PC Administrator will set the status of the dossier to '6. **Dec**PC Additional Info Required'.   (Note that this is a decanal status 6, not the status 6 we covered above, and not a status available for you to select). You will receive an e-mail like the one below.

Dear DPC Administrator,

The Decanal Committee has reviewed the promotion dossier of Martin Roth, ID 999_2012_004 and has set the dossier status to "6. **Dec**PC Additional Info Required".

You have been temporarily granted the ability to upload additional documents to this dossier. Please use the Candidate Document Submission Web Form at
http://documents.med.utoronto.ca/webforms/candidatesubmission.

If you have any questions, please contact Libby Shirriff at libby.shirriff@utoronto.ca.

Thank you.
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University of Toronto

When the dossier status is thus set, you will again be able to upload documents using the Candidate Submission Form. These documents will be routed to a newly created subfolder in the dossier called 'Deferral Documents'.

Exporting Documents from LaserFiche

- **To obtain a copy of a single document** navigate to the document, right-click on it and select Download from the dropdown menu that appears. Save it to your Windows directory or to an external drive.

- **To export an entire dossier** (or a folder within a dossier) navigate to the folder of interest and highlight it. In the LaserFiche menu bar click Download. Wait while a zip file is created and Save the file to a place where it can be found again. It is probably best to re-name the file with the candidate's name but be sure to leave the .zip extension.

  These files can now be attached to an email or saved to USB keys. Be forewarned that full dossiers can create very big zip files and may be too large to be sent by email.

  If that is the case, you can export the individual subfolders one-by-one and send them separately.

Email Documents Directly from LaserFiche

If you are an Outlook user, you may attach files in LaserFiche directly to emails.

- Select the documents desired by putting a check mark beside them in the centre panel and click the email icon in the menu bar in the upper right-hand corner of the screen.
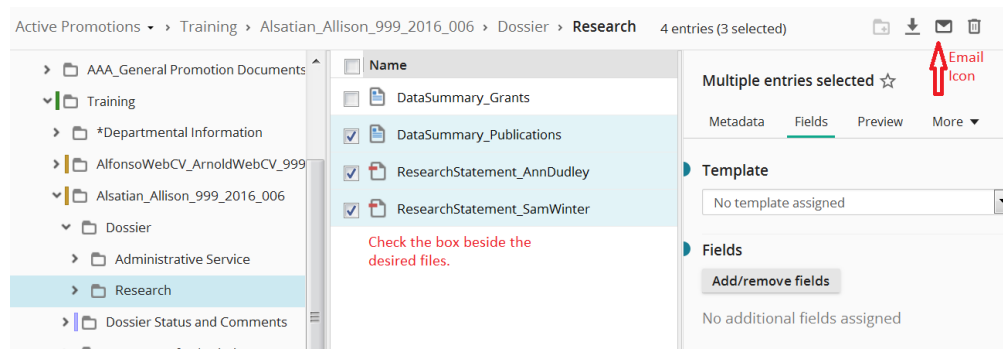
- You will see the documents listed in the Email basket that appears. Be sure that you select Send As Files from the drop down field. Type in a recipient email address, a subject line and a short message and click Send.

- # Appendix A: Summary of Dossier Status Permissions

	Dossier Status	Permissions	
		Web Document Submission Forms	**Read-Only Portal https://documents.med.utoronto.ca/weblink**
1	Potential Candidate	DPCAdmin can submit Candidate can submit	DPCAdmin DPC
2	DPC Preliminary Candidate	DPCAdmin can submit Candidate can submit	DPCAdmin DPC
3	DPC Additional info Required	DPCAdmin can submit Candidate can submit	DPCAdmin DPC
4	Referee Ready	DPCAdmin can submit Candidate can submit	DPCAdmin DPC
5	Referee Review	DPCAdmin can submit Candidate can submit Referees can submit	DPCAdmin DPC **Referee**
6	DPC Review	DPCAdmin can submit Candidate can submit Referees can submit	DPCAdmin DPC
7	DPC Recommended	No one can submit	The DPCAdmin and the DPC can see what has been uploaded this far, but nothing submitted after this point.
8	DPC Withdraw	No one can submit	No one can view the documents on this read-only portal.

Appendix B: Summary of Metadata Templates

There are 3 places where departmental administrators may input metadata into the LaserFiche Promotions application.

- **Department Information** template (e.g. departmental deadlines, dpc member e-mail addresses). Data here applies to every candidate
  In the left side panel, after expanding the Active Promotions folder, highlight your department folder (the one named after your department). The Department Information template will appear under the Fields tab in the right-hand frame.

- Individual candidate information is stored in the template called **Documents Checklist Submission (Creates Dossier)**. This is the template you filled out when you first created the dossier for a candidate. This template holds information specific to the candidate and allows you to assign referee user names that have permission to view only this candidate's dossier.
  In the left side panel, after expanding your department folder, highlight the candidate's main folder. The template called Documents Checklist Submission (Creates Dossier) will appear under the Fields tab in the right-hand frame.

- The **Promotion Status** template is where the dpc administrator will control the status of a candidate's dossier.
  In the left side panel, after expanding the candidate's main folder, highlight the Dossier Status and Comments subfolder. The template called Promotion Status will appear under the Fields tab in the right-hand frame.

More information about the templates listed above can be found in the main section of this document (see table of contents).

Appendix C: Glossary of Terms

Active Promotions: A primary folder in the repository FacMedPromotions that contains the departmental folder. Only dossiers under Active Promotions can receive submitted documents, move through status changes and be visible to DPC and DecPC members on the Read-Only Portal.

Archive: Another primary folder in the repository FacMedPromotions. It contains the completed, previous years' promotion documents.

Assigned E-mail Address: A field in the **Documents Checklist Submission** template to be used only if individual DAC members will be doing a preliminary review, in depth, of a candidate's dossier. If you do not use LaserFiche for this activity then leave this field blank.

Candidate: A faculty member who is being considered for senior promotion

Candidate Submission: A primary folder in the repository FacMedPromotions. It is a functional folder that is only used to upload the *Promotion Candidate Information Form* when first creating a dossier for a candidate. It does not hold on to the *Promotion Candidate Information Form* but, upon receiving the document, engages the workflow to create a dossier for the candidate. The workflow then moves the *Promotion Candidate Information* Form into the Dossier Status and Comments subfolder of that dossier.

Document Checklist Submission Form template

                             This template holds data specific to one promotion candidate. The required fields in this template must be filled in when uploading the Promotion Candidate Information Form to create a folder for the candidate. Some of the fields can be edited at a later date.
                             To view the Document Checklist Submission Form template after the candidate folder has been created, highlight the folder in the left-side panel of the screen. The template will appear under the fields tab in the right-hand panel.

Dossier: A subfolder within a candidate's main folder that contains most of the submitted promotion documents. It may itself contain several subfolders. The documents involved may be authored by the candidates themselves, referees, students, review committees, or the Dean.

DPC: Departmental Review Committee – usually used to describe the
                            members collectively.

DPCAdmin: Departmental Review Committee Administrator – the person in a
                            department responsible for using the Academic Promotions System to
                            manage the promotion candidate's dossier.

DecPC: Decanal Promotions Committee – usually used to describe the members
                            collectively.

DecPCAdmin: Decanal Review Committee Administrator – the person working for the
                            Dean who is responsible for using the Academic Promotions System to
                            manage the promotion candidate's dossier after it has been approved
                            by the Department (currently Libby Shirriff).

FacMedPromotions: The overall repository for Promotions documents. All Faculty of
                            Medicine departments have a folder in FacMedPromotions.
                            FacMedPromotions repository is separate from other departmental
                            repositories that may be used for, for example, financial documents or
                            faculty appointments and activity reporting.

LaserFiche: The name of the Content Management System that is used for this
                            Academic Promotions workflow. It is also the name of the company
                            that created the content management system.

Metadata: Data entries that are collected about a certain candidate, department,
                            or user group. Metadata is often requested in a template that appears
                            in association with a folder, subfolder, user or user group. (For
                            example, metadata about a candidate includes name, Promotion ID,
                            Personnel Number, and assigned referees and reviewers. Metadata
                            about a department includes document submission deadlines, DPC
                            member e-mail addresses, etc.)

Permissions: Access rights that specify which users of a system can view or make
                            changes to field values and add or delete the contents of folders or
                            documents. Permissions on a candidate's folder change as the
                            promotion status is moved through the several stages of the approvals
                            process.

Promotion Candidate Information Form:

                            The first document required for a new promotion dossier. It is special
                            to the promotions process because it is used by the automated
                            workflow to create the initial candidate folder. Nothing else can be
                            submitted for a candidate until the DPCAdmin creates a folder for the

candidate by first uploading a Promotion Candidate Information Form and filling out the Document Checklist Submission Form template.

Promotion ID:

The unique identifier given to a candidate's promotion folder. It has a standardized format made up of the departmental Org Unit number, the promotion year, and an incremental identifier.
example 1: 555_2012_001
example 2: 555_2012_002

This unique identifier will be used by DPCAdmins, candidates, referees, and DecPCAdmins to allow them to submit documents in to the correct promotion dossier.

Promotion Status:

As a candidate's folder is moved through the stages of the Promotions process, the permissions on the dossier change and e-mail alerts may be sent to various users informing them of the change. The Promotion Status field tells you what stage the workflow is in and allows you to change the status.

Public Portal:

(also known as the **Read-Only Portal**) A web site that referees and departmental and decanal review committee members use to view the documents in a candidate's folder. The Public Portal is **read-only**.   No one can submit documents using this website. Viewing permissions are strictly controlled throughout the promotions process. The URL is: http://documents.med.utoronto.ca/weblink/.

Referees:

Those individuals who will be asked to supply Letters of Reference for the candidate. They may be Internal Referees or External Referees depending on their relationship with the University of Toronto.

Repository:

The area of a LaserFiche database apportioned off to contain specific sets of documents. The Senior Promotions documents are housed in the repository FacMedPromotions. There is a workflow configured to control permissions on the folders and subfolders this repository.

Template:

A pre-defined form containing information (metadata) about a certain candidate or document.

Web Access:

Department Administrators (DPCAdmins) create and manage Promotions folders using this web site.
The URL is: http://documents.med.utoronto.ca/laserfiche.

Web Forms

Web forms are web pages that are used to submit documents into existing candidate dossiers. Documents can be attached to these web

forms and submitted.

A quick reference to the addresses for the various web forms can be found on page 4 of this manual.

Workflow: A sequence of operations that control the creation, upload, routing, and approval of data and documents in a content management system. Primarily, the workflow controls and changes Permissions on folders and subfolders and sends out e-mail alerts when appropriate.

Appendix D: Troubleshooting and FAQs

What is the difference between LaserFiche Web Access and the Read-Only website?

Web Access is the site where departmental promotions administrators can administer their promotions folders and documents. The URL is:
http://documents.med.utoronto.ca/laserfiche.
This is the application where promotions documents are stored and approval processes are changed. It is a licensed site and each department has one account.

The Read-Only website is just that, read-only. A user on this site is not able to upload or delete documents. It does not require a license to access but free accounts may to made to control access to folders and documents. It is used by referees and review committee members to view the promotions documents. The URL is:
http://documents.med.utoronto.ca/weblink. If, after viewing the documents here, a referee wants to submit a letter of reference, he or she will use the internal or external web submission forms.

My candidate received an e-mail telling them they have the wrong PromotionID.

Promotion IDs must be in this format. ###_#####_###
The candidate may be inserting hyphens or spaces in between the numbers instead of underscores.

Where do I add my departmental deadlines and the e-mail addresses for the departmental review committee members (dpc)?

Data specific to a department is located in the Department Information template. Under Active Promotions in the left-hand panel, highlight the department folder. The Department Information template will appear in the right-hand panel under the Fields tab.

Oops! I changed to status on a candidate's dossier before I added the necessary e-mail addresses or usernames. What should I do?

An approval status may be set back to a previous stage if the status was not changed to status to 7 or 8. Status 7 and 8 are irreversible.

If the status is not at 7 or 8, simply re-set the dossier status back to the prior stage and click Save. Go to the template with the appropriate fields and fill in the desired data. Now advance the dossier status again to the next stage. Click save and the activity will be triggered. Note that it is necessary click Save after every status change.

How do I download documents from LaserFiche Web Access?

In the left-side panel, navigate to the folder that contains the desired documents.

Highlight the folder so that the documents appear listed in the centre panel.

Right-click on the desired document and click Download from the drop down menu that appears..

Select Electronic File and click Download.

When the document opens save it to a folder on your own drive.

One of my referees can't see the documents in the Read-only portal.

The referee with this problem could be referring to one of three different issues: they may not be able to log in to the read-only portal, they may be able to log in but they don't see the folder for their candidate, or they see the folder for their candidate but cannot open the documents. It is necessary to find out which scenario they are experiencing.

- Can't log in to the read-only portal. User names and passwords should be tested before they are assigned to a referee. If the read-only portal accepts the log in then the user name and password are functional. If the dpcadmin can log in but the referee cannot then the referee is likely typing in either the user name or password incorrectly. The number one, and the small letters 'l' and 'i' often look different in different email applications and web browsers. If the username or password contains a combination of these characters then don't use the account. Try re-assigning the referee a new account.

  If the department coordinator also cannot log in to the read-only portal with the account then the account may be corrupt. Use another account from the batch of accounts received from HR. Test it first to see if it is accepted before assigning it to the for this candidate. Note that you will need to reset the status of the candidate back to 4 Referee Ready, add the new user name and set again to 5 Referee Review for the user account to show the documents for the candidate (see pages 21-25 of this document).

- The referee can log in to the read-only portal but does not see the folder for the candidate then either the user name was not assigned properly to the Document Checklist Submission template or the correct status has not been assigned, or both.

  You will need to reset the status of the candidate back to 4 Referee Ready, add the user name and set again to 5 Referee Review for the user account to show the documents for the candidate (see pages 21-25 of this document). Remember that it is the transition from status 4 to 5 that assigns the listed user accounts to the read-only portal, not the status itself. User names must be saved in the Document Checklist Submission template before the status is changed to 5.

- The referee can log in to the read-only portal, and can see the folder for the candidate, but cannot open any of the documents.

  The dpcadmin should always check to see if the functions they are being asked about work for them or not. If the dpcadmin, while logged in to LaserFiche Web Access, cannot open a document in a candidate folder than the document is likely

corrupt or of a file type that is not widely used. If that is the case the dpcadmin needs to obtain a valid document from the source – the Discovery Commons cannot re-constitute corrupt documents.

If the file is valid and the dpcadmin can open it in Web Access, then it is possible the referee does not have the requisite application on their device to open these documents or they are being blocked from doing so by security on their network. Ask if they can normally open pdf and Word documents on this device and if they are logging in from a hospital.

My candidate has decided to go against the DAC's decision not to approve his/her application and to apply directly to the Decanal Committee. Which dossier status do I select?

Select Status # 7-DPC Recommended. This is the only way to maintain the 'active' status of the dossier and to get it in front of the Decanal Committee

How do I change my password?

In LaserFiche Web Access:
Log in to Web Access. Your user name will appear in the top right-hand corner of the window with a down arrow key beside it. Click the down arrow key and select Options. Make sure the General tab in the left-side bar is selected. The option to change your password is in the centre panel.

Appendix E: Excel Template for Recording Referee User Names and Passwords*

Candidate Promotion ID	Candidate Name	Referee Name	Referee E-mail	I / E (internal or external)	Referee User Name	Referee Password
999_2011_222	John Candidate	John Referee	john.referee@uparis.fr	E	be supplied by HR	to be supplied by HR

*Note: an electronic version of this Excel template is available in LaserFiche in the AAA – General Promotions Documents under Active Promotions.