UNIVERSITY OF TORONTO
FACULTY OF MEDICINE

Guide to Status Only Annual Reviews and Re-appointments

Using Web Forms and LaserFiche

Discovery Commons

March 2018

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LaserFiche Instructions
Status-Only Review and Re-Appointment

NOTE: to activate and track the progress of the annual reviews and re-appointments of your Status-Only faculty you will be working in the **Department*Activity Reporting\Other Academic** area of the directory tree. However, any documents generated by a faculty member's submission of the online Activity Report form will be stored in the faculty member's permanent dossier in the Permanent Record area of the directory tree. These are the dossiers under the **Department\Other Academic** folder; they have a yellow bar next to them. If you are unfamiliar with the directory tree structure, please contact the Discovery Commons for training before continuing with any activity in LaserFiche.

Any document files visible in the ***Activity Reporting** folders (folders in the *Activity Reporting section of the directory tree which have a pink bar next to them) are shortcuts to the real documents in the Permanent Record area. Shortcuts to all the documents you need to see for the review/reappointment process will be visible in the pink-barred folders during the review process; do not store anything in the pink-barred folders, as the pink-barred folders and their contents, are deleted at the end of every review/reappointment cycle.

1. View Faculty Eligible for Annual Review and/or Re-Appointment

i. In the directory tree (the left side bar), go to:
   Department Name >> *Activity Reporting >> Other Academic.
ii. Highlight the Other Academic folder under *Activity Reporting and note the pink-barred folders that appear in the middle panel. These pink-barred folders have been generated from the Permanent Record area and represent all the status-only faculty eligible for annual review and/or re-appointment this year.
iii. Ensure the column headers are displayed correctly. *See Appendix A: Configuring Columns*.

When the columns are displayed correctly, you will note that the following three field values have been filled in automatically:

- **Activity Report Status SO** field value will default to "1. Pending".
- **Review-Re-Appointment Status** field value will default to either:
  a. "Pending Annual Review" (if re-appointment is not required this year).

b. "Pending Re-Appointment" (if re-appointment is required this year as was determined by the end date in the Candidate Information metadata template). Only p*ink-barred folders with this Pending Re-Appointment status will contain a* **Letter of Offer Template** *to be used if, after review, the DAC approves the re-appointment.*

- **Academic Appointment Level** field value will show as either Primary or Concurrent.

Note: You cannot change the Review-Re-appointment status from Pending Annual Review to Pending Re-appointment or vice-versa. If you attempt to do so, LaserFiche will revert the value back to the former value. If the faculty member's appointment end date has changed, please contact HR to discuss. If they agree, send an email to discovery.commons@utoronto.ca, and they will configure the pink-barred folder correctly and change the value of the Review-Re-appointment field. Please be sure to include the revised end data in your request.

Example of Directory Tree and Column Headings:

2. Send Activity Report Request to Faculty Primary to your Department

The Faculty of Medicine is engaging their status-only faculty to participate in the completion of an academic activity report for the purpose of either their annual review or their re-appointment. Each faculty will receive an email request from their primary department identifying (based on their end date in LaserFiche) whether they are being considered for annual review or for re-appointment. The email will

instruct them on how to fill out the online activity report form and will tell them if the department with which they hold a primary appointment requires them to submit additional documentation.

See note box below for departments holding concurrent appointments.

Also See Appendix D: Email Templates.

i. Sort on the column **Academic Appointment Level**, by clicking on the column header. (To ensure that the correct columns are displayed. _See Appendix A: Configuring Columns.)_

ii. Highlight individually, or in bulk (see _Appendix B: Bulk Select Dossiers_), those pink-barred folders where the Academic Appointment Level is _Primary_ or _Primary in FacMed_. When one or more folders are selected, the Activity Report – Status Only template associated with those folders will appear in the right side bar. If you can't see it, make sure the Fields tab is selected in the right side bar. If you have selected many pink-barred folders it may take a minute for this template to appear.

iii. Change the entry in the **Activity Report Status SO** field to "2. Send Request for Activity Report" and click Save.

iv. After a few moments, refresh your screen and take note that the **Activity Report Status SO** field has changed to "3. Waiting for Response".

v. Wait for the faculty to respond – they will either fill out the online activity report or the online form for declining re-appointment.

Reminder: If you are doing this for many folders at a time, note that it may take LaserFiche several minutes to process them all.

Notifications: The above action will send one of two possible emails to the faculty members holding a primary status-only appointment in your department. The email advises them that an Activity Report is due either for the purpose of Annual Review or for Re-appointment. _See Appendix E: Text of Automated Emails_. This email gives all the information required to fill in the online activity report, attach a document (if applicable), and/or decline re-appointment (if applicable). As the department coordinator, you will receive a copy of this email.
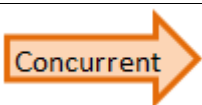
Concurrent ➡ **Faculty holding a concurrent status-only appointment** to your department will receive an email request only from the department in which they hold their primary, or primary in FacMed, status-only appointment. The concurrent department however will receive a copy of this email and a copy of the web form if it is submitted.

The **Activity Report Status SO** field for the pink-barred folder in the department in which a faculty member holds a concurrent appointment will also change to "3. Waiting for Response" once the primary department sends the request.

The successful submission of an Activity Report by the faculty member will result in the following:

a. The **Activity Report Status SO** field value will change to "4. Activity Report Received".
b. Data collected from the web form will show in the columns beside each pink-barred folder.
c. A .pdf document of the activity report will be created and stored in the permanent dossier (yellow-barred folder) for this faculty member.
d. Any required attachments to the form (if received) will also be stored in the permanent dossier.
e. Shortcuts to the activity report .pdf and, if present, any extra document(s), will be created in the pink-barred activity reporting folder. This will allow the Department Appointments Committee (DAC) to view the activity report through the Read-Only Portal.
f. The faculty member will receive an email acknowledging the receipt of their activity report with a copy attached.
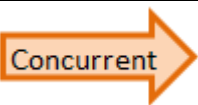
> **Concurrent** → When a faculty member successfully submits their activity report web form, all the events described in *(a– f),* immediately above, will also occur for the faculty member's pink-barred dossier and the permanent dossier **in the concurrent department.**

The successful submission of the web form Declining Re-Appointment will result in the following:

a. The **Activity Report Status SO** field value will change to "5. Activity Report Not Received".
b. The **Review-ReAppointment Status** field value will change to "ReAppointment Declined".
c. A .pdf document will be created acknowledging the faculty member's decision to decline re-appointment and will be stored in the permanent dossier (yellow-barred folder) for this faculty member.
d. The permanent dossier and all of its contents will be moved automatically from the permanent record area into the **Archives** folder thereby rendering it inactive. It will no longer be eligible for future review or re-appointment processes in LaserFiche.
e. The faculty member will receive an email acknowledging the receipt of their decision to decline re-appointment with a copy of the decision to decline attached.
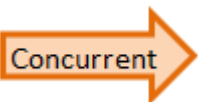
> **Concurrent** → When a faculty member successfully submits a web form declining re-appointment, all the events described in *(a– e),* immediately above, will also occur for the faculty member's pink-barred folder and the permanent dossier **in the concurrent department**.

## 2a. Send an Activity Report Request Reminder and/or Correct an Email Address

If you do not see a change in the value of the **Activity Report Status SO** field for those faculty *Primary* to your department, and it continues to show "3. Waiting for Response", the primary department may re-send the email by changing the **Activity Report Status SO** field value back to "2. Send Request for Activity

Report" and clicking Save. Again, the **Activity Report Status SO** field value will automatically change to "3. Waiting for Response".

This can also be done if the primary department would like to re-send the email to a faculty member who has lost the email, or needs it sent to a different email address.

> **Note:** If an email address needs correcting, correct it in the template of the permanent dossier (yellow-barred folder) and click Save BEFORE re-setting the **Activity Report Status SO** field value back to "2. Send Request for Activity Report" in the pink-barred folder.
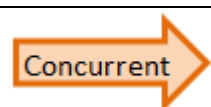
> **Concurrent** → It is the responsibility of the primary department to send the activity report request. If you, as the **concurrent department**, notice that the faculty member has yet to submit their report and the submission deadline is approaching, please connect with the primary department to ask that they re-send the request.

3. How to Review Activity Report Responses

Faculty are required to submit their activity reports by a deadline set by the Faculty of Medicine. Following the deadline, the departments will ideally have received activity reports from each of their primary and concurrent status-only faculty, however this is not a guarantee. The DAC and Department Chair are responsible for reviewing all submissions and for assessing the status of those who did not submit, to determine a faculty member's eligibility to maintain a status-only academic appointment in their department.
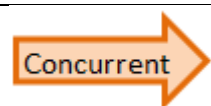
> **Concurrent** → At this point, departments with faculty holding concurrent appointments take over the responsibility for the steps involved in the review and/or reappointment of these faculty members.

3a. Review Status Fields

At this stage in the process, the following values for the **Activity Report Status SO** field may be present:

a. "3. Waiting for Response" – The Department has sent email requests asking the faculty member to complete the activity report and submission is still pending.
b. "4. Activity Report Received" – The faculty member has completed the activity report and the activity report is ready for review.
c. "5. Activity Report Not Received" – This value is set automatically by LaserFiche if the faculty member submits a web form declining re-appointment. Alternately, the department coordinators may select this field value themselves if they wish to record the non-submission of an activity report for any reason.

In addition, at this time, each pink-barred folder will carry a value for the **Annual Review/ReAppointment Status** field of either:

d. "Pending Annual Review" – the initial default value when the appointment end date is not within the current re-appointment period.
e. "Pending Re-Appointment" – the initial default value when the appointment end date is between June 30th of the current year to June 29th of the next year.
f. "Re-Appointment Declined" – if the faculty member filled out the web form to decline re-appointment.

These statuses differentiate between the faculty who require annual review, those who require re-appointment, and those choosing to discontinue their appointment.

3b. Viewing Responses

The Department Coordinator, the Department Appointments Committee (DAC), and/or the Department Chair may view all the faculty responses in any of the following three ways:

❖ Read-only Portal

The DAC may review the activity reports and any documents attached to the web form by logging into the Read-Only Portal.

URL: https://documents.med.utoronto.ca/appointments
User Name: dacxxx   (where xxx = the department's organizational unit)
Password: "password" (unless changed by department)

To access folders:
i. Login.
ii. Click Browse.
iii. Select: your Department.
iv. Select: *Activity Reporting.
v. Select: Other Academic – to view the individual pink-barred folders.

See Appendix C: Configuring Columns in the Read-Only Portal
Note: If your Chair or your DAC would like to use this method to view the individual activity report .pdf documents we **encourage you to review and revise the column configuration to best suit the needs of the DAC. Test it yourself before giving them the URL and login information.** If they do not appear to have the same view as the department coordinator, please provide DAC members with in the instructions in Appendix C.

❖ **Excel Spreadsheet**

The data collected by the activity report web forms can be exported collectively to an Excel spreadsheet. Edit the spreadsheet if desirable, outside of LaserFiche, to present the data in a user-friendly manner. You may want edit the column headings in Excel to clarify their meaning for the DAC. You may also want to add an extra column to the spreadsheet so you or the reviewer can record the decision on eligibility for a continued appointment.

> **Note:** LaserFiche can export to Excel (Generate Report) an exact replica of what is seen in the columns displayed beside the pink-barred folders. Please make sure to display your columns appropriately before generating the Excel report.

To Export Data to Excel (Generate Report):

i.   Back in the centre panel, with the columns set up as required (see Appendix A), select all the dossiers by putting a checkmark in the box beside the Name column heading.
ii. Click the three vertical dots in the upper right menu bar and select **Generate Report**.
iii. When asked, select Metadata Report
iv. In the Metadata Report box, select Report Type = Excel and uncheck the Include subfolders box.
v.   Double-check that the correct column headings are still in the Selected box.
vi. Click Okay.
vii. Wait while the report generates and, when asked, open with Microsoft Excel.
viii. Format the Excel file, including the column headings, to present the data in a user-friendly format for DAC review. You may want to clarify some of the column headings. Incorporate a way in which yourself, or the DAC, can record their decision on whether or not to approve the annual review or to re-appoint. *For example, you may add a column to the spreadsheet where they can record their decision.*
ix. Send the document to DAC members who prefer to review the data in this manner.

❖ **Email Documents Directly from Individual Faculty Dossiers**

The .pdf document created by the submission of an online activity report form, and any document attached to that form, are stored in the faculty member's permanent dossier (yellow-barred folder). These documents can be attached to an outgoing email directly from the LaserFiche Repository (yellow-barred dossier) and sent to a DAC member or to a Chair.

i.   Locate the faculty member's permanent dossier (yellow-barred folder) in the Permanent Record area.
ii. Double click on the **Activity Reports** subfolder to open it and display the documents inside in the centre panel.
iii. To highlight them, put a check mark beside the documents you wish to attach to an outgoing email.

iv. Right-click on the highlighted area, and select **Email** from the drop down menu that appears.

v. In the Email Basket box ensure that:

    a. Beside **Send As** the **Files option** is selected.

    b. The **Use Microsoft Outlook to manually send the email** is selected.

vi. Click Send

vii. Select Open with Microsoft Outlook and click OK

Microsoft Outlook will create an outgoing email with the selected documents attached. Add the appropriate email addresses, subject line and body text and send the email.

4. DAC and Department Chair Review Outcomes

The Department Coordinator should collect all decisions made by the DAC and the Department Chair on whether to continue the faculty's academic appointment with the department. All decisions must be recorded in LaserFiche by the Department Coordinator.

4a. Faculty Members Requiring Only Annual Review

The Department Coordinator will change the **Review-ReAppointment Status** field to one of the following values, depending on the circumstances:

i. "Annual Review Complete with Report".

ii. "Annual Review Complete without Report".

iii. "Annual Review Resulted in Appt Ending".

Successful Annual Review:

If it is determined that the faculty member continues to meet the eligibility criteria for the appointment, and if an activity report was received, then the **Review-ReAppointment Status** field should be changed to "Annual Review Complete with Report". This completes the annual review process and no further action is required.

> **Alternative:** If no activity report was received, but the Department Chair confirmed the faculty's eligibility through other methods, the **Review-ReAppointment Status** field may be changed to "Annual Review Complete without Report".

Unsuccessful Annual Review:

If it is determined that the faculty no longer meets the eligibility criteria for the appointment, then the **Review-ReAppointment Status** field should be changed to "Annual Review Resulted in Appt Ending". This triggers two actions:

i. The yellow-barred permanent dossier in the permanent record areas is automatically moved to Archives, rending it inactive to all future LaserFiche activities.
ii. If the pink-barred dossier represents the faculty member's primary appointment, an email is automatically sent to any departments where the faculty member holds a concurrent appointment, informing them that the primary appointment has ended. This does not change the status recorded in the pink dossier in the concurrent department, or alter that department's responsibility for managing the annual review, but it is a situation that needs to be discussed with the Chair.

The **Department must contact the faculty in writing as soon as possible notifying them that their appointment will be ended before the currently recorded end date**.

> **Important:** The letter to the faculty member notifying them that their appointment will be ended prematurely must be uploaded to their LaserFiche dossier either while it is in the Permanent Record Area or after it has been moved to Archives. The candidate's metadata (in the yellow-barred dossier) must be updated to include the new end date. Please ensure to record the end of the appointment in all University systems including HRIS and Department websites.

4b. Re-Appointment Review

Recommended for Re-Appointment:

If the Department Chair supports the re-appointment of the faculty to another term, the pink-barred activity reporting folder must be made visible (*in LaserFiche*) to Human Resources for review. *Please go to Section 5 (Preparing a Pink-barred Folder for Re-appointment Review by Human Resources).* Only after a pink-barred folder has been prepared for HR review will the department coordinator change the **Review-ReAppointment Status** field to "Re-Appointment Approved Pending HR Review".

Re-Appointment Declined:

If a faculty member declines the opportunity for re-appointment (either by submitting the declination web form or by having the department coordinator make that selection), that status is recorded and no further action in LaserFiche is required by the Department. When this status is set the permanent LaserFiche dossier (yellow-barred folder) is automatically moved to Archives and will no longer be considered for future review/re-appointment processes.
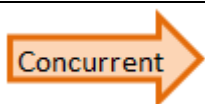
 Concurrent   If the faculty member holds any concurrent appointments, the status 'Re-Appointment Declined' will be recorded in the pink-barred folder in the concurrent department and the yellow-barred permanent dossier will be moved to Archives.

Refused Re-Appointment:

If it is the Department Chair who does not support the re-appointment of the faculty member, or they no longer meet the eligibility criteria for the appointment, the **Department must contact the faculty in writing as soon as possible and no later than June 30th of the current year.** *See HR Portal for a Letter of Discontinuation template.* This notification letter to the faculty member must be uploaded to their permanent dossier. This can be done either when it is still in the permanent record area or after it has been moved to **Archives** (see below).

The Department Coordinator will change the **Review-ReAppointment Status** field to "Re-Appointment Refused by DAC". This triggers the following activities:
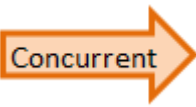
iii. The yellow-barred permanent dossier in the permanent record areas is automatically moved to Archives, rending it inactive to all future LaserFiche activities.

iv. If the pink-barred dossier represents the faculty member's primary appointment, an email is automatically sent to any departments where the faculty member holds a concurrent appointment, informing them that the primary appointment has ended. This does not change the status recorded in the pink dossier in the concurrent department, or alter that department's responsibility for managing this appointment; it alerts them that the situation needs to be re-considered.

Important: If the faculty member declines re-appointment or if the Chair refuses to re-appoint, please ensure to record the end of appointment in all University systems including HRIS and Department websites.

## 5. Preparing the Pink-barred Folder for Re-appointment Review by Human Resources

Note: This section applies only to those faculty members scheduled for re-appointment.

i. After the Chair or DAC has approved a faculty member for re-appointment and __BEFORE__ the **Review-ReAppointment Status** field is changed to reflect that approval, the following two actions must occur:

    a. The pink-barred folder must contain a Letter of Offer. This Letter of Offer should be created from the Letter of Offer template present in the pink-barred folders of all faculty requiring re-appointment. This letter, when created, will automatically be given a file name of: *lastname_firstname_appointmentID_Letter of Offer.*
Please do not change this file name.
Please see Appendix D: Creating Letters of Offer.

    b. The **Primary Employer Confirmed** field value, in the metadata for the pink-barred folder, must be changed to 'Yes'. (This assumes the department coordinator for the primary department has a statement from the primary employer confirming that this is, in fact, true.)

Concurrent →	If the department holding the primary appointment for a faculty member sets the **Primary Employer Confirmed** field value to 'Yes', the field value in the pink-barred folder of a department holding a concurrent appointment for this faulty member will be updated automatically and the coordinator will receive an email. The reverse is not true: A concurrent department can confirm the primary employer and update this field but the update will not be reflected at the primary department – the primary department must confirm on their own.

> **Note:** If *a* or *b-* above are not accomplished, changing the **Review-ReAppointment Status** field to "ReAppointment Approved Pending HR Review" will fail to proceed. An email will alert the Department Coordinator that this has failed and the **Review-ReAppointment Status** field value will be returned to "Pending ReAppointment".

ii. When *a* and *b* above are completed, change the **Review-ReAppointment Status** field to "ReAppointment Approved Pending HR Review". This action triggers three activities:

    a. If the pink-barred dossier represents the faculty member's primary appointment, an email is automatically sent to any departments where the faculty member holds a concurrent appointment, informing them that the primary appointment has been recommended to HR for re-appointment. This does not change the status recorded in the pink dossier in the concurrent department, or alter that department's responsibility for managing this appointment.

    b. The pink-barred folder becomes visible to Human Resources

    c. A grey-barred **Human Resources Review** template is added to the pink-barred folder.

If you would like to include a message to Human Resources, you may write a department comment in the grey-barred **Human Resources Review** template. Human Resources can now see the pink-barred folder and all its contents and will be able to read any comments in the Human Resources Review template whether they are added now or later.

To access the grey-barred **Human Resources Review** template, put a check box in the box to the left of it - the template will appear in the right-side panel.

6. Human Resources Review

Human Resources will now review the contents of the pink-barred activity reporting folder. If they approve the submission or if they have any questions, they will use LaserFiche to correspond with you in the method described below.

The grey-barred Human Resources Review template (inside the pink-barred activity reporting folder) allows HR to make one of two possible selections in the **HR Approval Status** field:

I. "Incomplete: Return to Dept. Coord."
II. "HR Approved"

6a. Incomplete: Return to Dept. Coord.

If HR has questions about the appointment, they will write a note in the **HR Comment** field and select 'Incomplete: Return to Dept Coord' in the **HR Approval Status** field. This results in two actions being taken by LaserFiche:

    a. An email is sent to the Department Coordinator alerting them to an issue requiring resolution relating to this re-appointment. This email contains a copy of the content of

the **HR Comment** field but the Department Coordinator may read the comments directly in the grey-barred template as well.

b. In the metadata for the pink-barred folder, the **Review-ReAppointment Status** field reverts to "Pending ReAppointment".

Address the concerns or make the changes requested by HR and change the **Review-ReAppointment Status** field value (pink-barred activity reporting folder) back to 'ReAppointment Approved Pending HR Review'. This will alert HR that the folder is again ready for review.

6b. HR Approved

When Human Resources is satisfied with the re-appointment documents (as seen inside the pink-barred activity reporting folder), they will select 'HR Approved' in the **HR Approval Status** field (in the grey-barred template). This results in two actions being taken by LaserFiche:

a. The value of the **Review-ReAppointment Status** field in the metadata of the pink-barred folder will be changed to 'ReAppointment Approval Confirmed by HR'.

b. A new field, named **Email Letter of Offer to Candidate** will be added to the very bottom of the grey-barred Human Resources Review template. This will be used to email the letter of offer and any enclosures to the faculty member. It will only appear after HR has registered its approval of the appointment.

7. Sending the Letter of Offer to the Faculty Member

To send an e-mail with an attached Letter of Offer and, if desired, additional attachments (enclosures) follow the steps below:

I. Make sure that a Letter of Offer is in the pink-barred folder and that it is named:
   Lastname_Firstname_ApplicantID_Letter of Offer
   (see **Appendix D: Creating Letters of Offer**)

II. Ensure that documents (enclosures) you wish to send along with the Letter of Offer meet these criteria:
   - The documents are identified in the **Letter of Offer Enclosures** field (in the gold-barred letter of offer template).
   - Those documents exist within the pink-barred folder.
   - The documents' file names begin with the word Enclosure
     Examples: Enclosure_DepartmentProfile, EnclosureAcademicPositionDescription, etc.

> **Important:** Any file in the pink-barred folder beginning with the word "Enclosure" will be picked up and attached to the Letter of Offer email regardless of whether or not it is mentioned in the Enclosures field in the Letter of Offer template (which writes it onto the letter). The letter of offer itself does <u>not</u> need to have the word "Enclosure" at the beginning of the file name.

III. Double-check that the e-mail address for the candidate is correct in the Candidate Email Address field in the Candidate Information – Other Academic template (in the left side panel highlight the yellow-barred folder in the permanent record area).

IV. Back in the faculty member's pink-barred folder under *Activity Reporting, view the Human Resources Review template by putting a check mark beside the grey-barred Human Resources Review template. The template will appear in the right side panel. Scrolling down to the bottom of the template shows the previously invisible field titled "Email Letter of Offer to Candidate. (This field only became visible when the application received final approval from HR.)

   Select Email Letter of Offer, and click Save. The following will occur:

   - An email is sent to the faculty member. The letter of offer and any files whose file names begin with the word Enclosure will be attached.
   - The same email is automatically copied to the Department Coordinator.
   - The same email is automatically copied to any email addresses in the **Letter of Offer CC Email Addresses field.**

8. Collecting Signed Letters of Offer

8a: Using the Web Form

The email that sends the letter of offer to the faculty member and the letter of offer itself, instruct faculty members to use the new **Submit Signed Letter** web form to submit their signed letters of offer.   The email gives the faculty member:

a. The URL for the new web form (https://documents.med.utoronto.ca/Forms/submitsignedletter)
b. Their Applicant ID number
c. The spelling of their Last Name (as is recorded in LaserFiche).

If a faculty member clicks on the link in the email, the form will be prefilled with the Applicant ID and the Last Name.

When a faculty member submits this form:

a. The value of the Review-ReAppointment Status field (on the Activity Report – Status Only template associated with the pink-barred folder) is updated to Signed Letter of Offer Received.
b. The signed letter of offer is stored in the faculty member's permanent dossier.
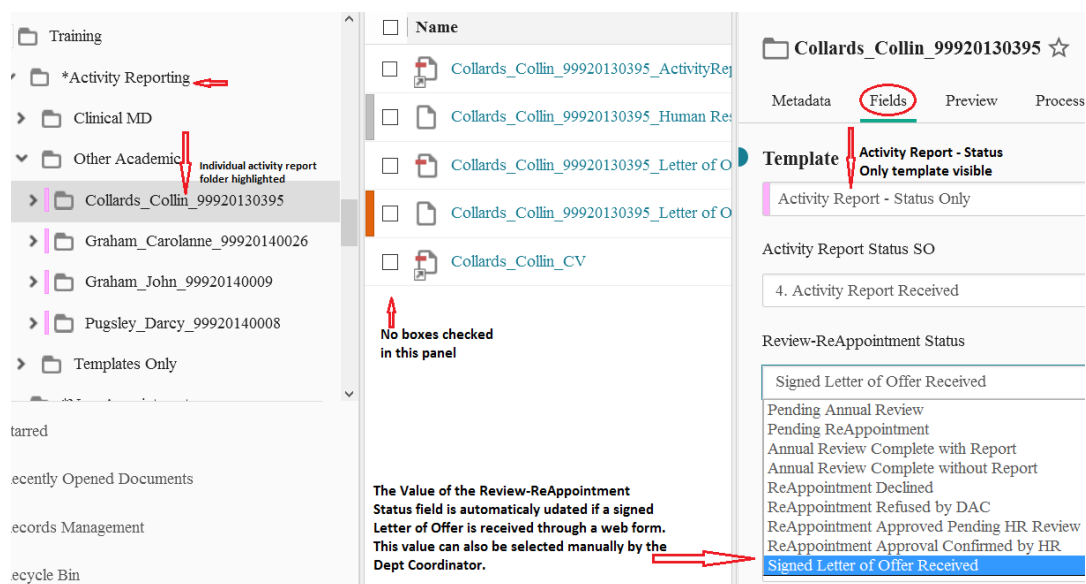
8b: Manually Importing the Signed Letter of Offer

The faculty member is required to print, sign and return the letter of offer to the Department Coordinator. They may use the web form as outlined above or they may email or fax it to the department coordinator. When the department coordinator receives a signed letter of offer in this latter fashion, they must import it into the (yellow-barred) Permanent dossier for that faculty member (not into the pink-barred folder).

> **Important:** The pink-barred folder and all of its contents are deleted every year. Any document created by LaserFiche or submitted by a web form is automatically copied and saved to the permanent (yellow-barred) dossier. Any documents imported manually by the Department Coordinator will only be preserved if imported directly into the permanent (yellow-barred) dossier.

To import a Signed Letter of Offer into the Permanent (yellow) dossier:

I.   In the left sidebar, expand the faculty member's permanent dossier by clicking the arrow sign beside it.

Highlight the Letters of Offer subfolder. If the subfolder is not there, please contact the Discovery Commons at discovery.commons@utoronto.ca and ask to have it created.
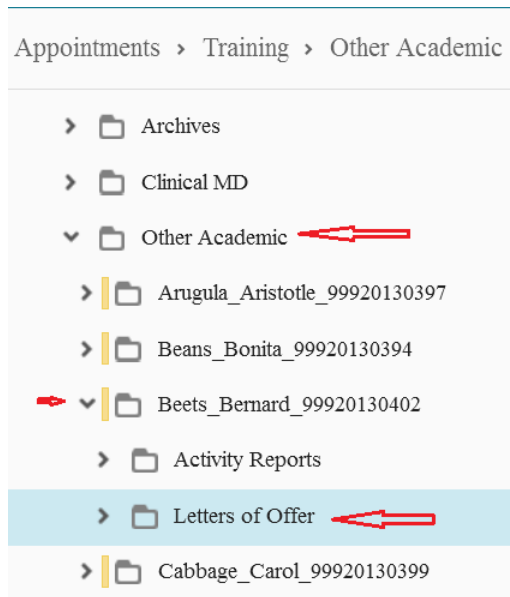
II. At the top right side of the LaserFiche window in the menu of tools, click on the ↑ (up arrow icon), browse to select the file that will be imported and follow the directions. Disregard the prompt to assign a template (leave it as No template Assigned) and click Import.

If you do not see the ↑ (up arrow icon), it is likely because the subfolder is not highlighted.

Appendix A: Configuring Columns

The column headings have been pre-set. If you lose the correct configuration of columns there are two ways to re-establish them.

Load a Saved Column Configuration

a. In the directory tree (the left side bar), go to:
Department Name >> *Activity Reporting >> Other Academic
(highlight Other Academic and you will see pink-barred folders appear in the centre panel).

b. Right-click on the bar containing the column headings and select Saved Columns.

c. Select "Activity Reporting Status Only".

Configure or Edit Your Own Column Configuration and Save It.

a. In the directory tree (the left-side panel), go to:

b. Department Name >> *Activity Reporting >> Other Academic.
Highlight Other Academic and you will see pink folders in the centre panel.

c. Right-click on the bar containing the column headings in the centre panel and select Column Picker.

    a. **Remove unwanted columns:** Under Selected Columns, select each unwanted field (fields that are not part of the list below) and remove it by double-clicking it.

    b. **Add Columns one-by-one:** In the Available box, under the section Activity Report – Other Academic, select the desired fields by dragging them over to the selected box or by double-clicking on them one-by-one.

    c. **Add Multiple Columns all at once:** In the Available box, either by scrolling or searching, find the template that houses the desired columns. For these purposes it is the template named 'Activity Report – Status Only'. Drag the template name over to the Selected box and all the fields underneath it will come with it.

d. These fields (columns) must be re-sorted so the list (and therefore the order of columns) matches the list below. To sort, just drag and drop the fields up and down the Selected box.

e. Click Save Profile to save this particular column profile for re-use. Name the saved profile 'Activity Reporting Status Only'. Or simple click Apply to make a temporary change.

Correct Order of Column Headings for Review\ReAppointment Status-Only

- Name
- Activity Report Status SO
- Review-ReAppointment Status

- Academic Appointment Level
- End Date
- Leaves
- Employment Arrangements
- Primary Clinical Site
- Primary Academic Site
- Primary Academic Site Other
- Primary Employer Other
- Primary Employer Confirmed
- Teaching
- Teaching Primary Audience
- Teaching Activity Type
- Research Supervision
- Research Supervision Primary Audience
- Research Supervision Role
- Concurrent Departments
- Concurrent Department 1
- Concurrent Department 1 Teaching
- Concurrent Department 1 PA
- Concurrent Department 1 Teaching Type
- Concurrent Department 1 Research Supervision
- Concurrent Department 1 Research Supervision Role
- Concurrent Department 2
- Concurrent Department 2 Teaching
- Concurrent Department 2 PA
- Concurrent Department 2 Teaching Type
- Concurrent Department 2 Research Supervision
- Concurrent Department 2 Research Supervision Role
- Research
- ResearchDesc
- Research Funding
- Research Projects Funded
- Research Role
- Publications
- Publications Number
- Publications Type
- Publications Role
- Intellectual Property
- Intellectual Property Desc
- Presentations

- Presentations Role
- Presentations Scope
- Administrative Functions
- Administrative Desc
- Awards
- Awards Desc
- CPA
- CPA Desc
- Comments

Appendix B: Bulk Select Dossiers

If it is necessary or desired to change the value of the same field for two or more dossiers, there are several ways to do this:

i. To select a small number of dossiers, put a check mark in the box beside the desired dossiers in the list in the centre frame.

ii. To select all of the dossiers, put a check mark in the box beside the column heading 'Name'. All the dossiers will be selected.

iii. To select a discontinuous subset of dossiers, select the first dossier by clicking in the white space of the row, hold down the CRTL button and click in the white space of the row of the rest of the desired dossiers.

iv. To select a continuous subset of dossiers, select the first dossier of the subset by clicking in the white space of the row, hold down the Shift key and click in the white space of the row of the last dossier of the subset.

Appendix C: Configuring Columns Read-Only Portal

Configure columns for your DAC Read-only Portal

Note: If you have previously configured the columns in the Read-Only portal for your DAC to view clinical Activity Reports you may want to change it.

a.   Go to: https://documents.med.utoronto.ca/appointments/
b.   **Log in as a DAC member**
     (username = dacxxx, where xxx is the same 3 digits in your own user name)
c.   Click Browse Dossiers.
d.   Click Your Department Name.
e.   Click *Activity Reporting.
f.   Click Other Academic.
g.   It might be helpful to the DAC to change the column display. To change the columns displayed, Click My WebLink in the top right-hand corner.
h.   Click Browse Options.
i.   In the dropdown menu under Browse Options, click Fields.
j.   Remove any fields from the right-side box (Fields Selected) that are not listed below, by checking the box beside them and using the arrow to move them to the left-side box.
k.   Select the fields listed below from the left-side box and use the arrow to move them into the right-side box.
l.   When completed, click Home up at the top of the screen – this saves the configuration.

Correct Order of Column Headings for the DAC Read-only Portal

- Activity Report Status SO.
- Review-ReAppointment Status.
- Academic Appointment Level.
- Rank

Appendix D: Creating Letters of Offer

When a pink-barred activity-reporting folder is initially created for a faculty member who requires re-appointment, a gold-barred Letter of Offer template is automatically inserted into the folder. You will not see this gold-barred template in activity-reporting folders where the faculty member does not require re-appointment. Use this Letter of Offer template to create one of two possible letters of offer:

- A letter for those Status Only faculty who also hold a clinical appointment somewhere.
- A letter for those who do not hold a clinical appointment anywhere regardless of whether their Status-Only appointment in your department is Primary or Concurrent.

To create a letter of offer:

I.   Put a check mark in the box beside the gold-barred Letter of Offer template to view the template fields in the right-side panel.

II. Fill in the fields in the Letter of Offer template:

Start and End Dates: All start and end dates for appointments must adhere to accepted policy. If you are unsure of the dates, please check with Human resources. Generating a letter of offer requires Start and End dates, but they may be changed before a final version of the letter is created. Please add these dates judiciously, the End Date in this template will be copied over to the End Date field in the permanent dossier when the letter of offer is created. The reverse process is not true.

Has Clinical Academic Appointment: If the faculty member under consideration for Status Only Re-appointment also holds a clinical appointment in another department, they fall under the guidelines laid out in the *Policy for Clinical Faculty.* This is outlined in the pre-approved text of the generated letter of offer. Please select 'yes' or 'no' in this field.

Department Clinical: If the answer to the field above was 'yes', please indicate the clinical department in which the faculty member holds their clinical appointment. This will appear in the text of the letter of offer.

Primary Employer: This is the name of the site where the faculty member is supported to perform the majority of their academic duties. It is collected from the submitted activity report form and added here for your convenience. It is presumed that the faculty member's employment here has been confirmed by the department. The text may be overwritten, if necessary, but please do not enter addresses or other information – just a short name for the site to be used in the Letter of Offer.

Areas of Responsibility: This text box allows a department to add a brief description of the activities expected from the faculty member during their appointment with the department.

Normally, this covers activities in any combination of Teaching, Research and/or Service.

Note: The text box has a <u>maximum character count of 600 characters</u>. The text will appear on page 2 of the letters of offer. You may want to experiment with formatting to determine the best use of this space.

Offer Retraction Date: This is the date before which you wish to receive back a signed letter of offer. If necessary, update this field for the final version of the letter.

Letter of Offer CC: This is a free text field. Up to 4 names may be added to this field. Please put each on a separate line. This text will appear in the CC area of the actual letter.

Letter of Offer CC Email Addresses: This is not a free text field. If there are names in the Letter of Offer CC field mentioned above, it is necessary to add the associated email addresses in this multi-value field. A multi-value field means that when one email address is typed in the field box, a second box will appear immediately below the first to house the next address – <u>do not type the email addresses all into one box</u> as was done in the Letter of Offer CC free-text box above. These email addresses do not appear in the actual letter, they are used when the Letter of Offer email is eventually sent to the faculty member – they are inserted into the cc area of the email application.

Letter of Offer Enclosures: If LaserFiche will be used to email the re-appointment Letter of Offer to the faculty member, you may wish to attach additional documents to that email. If that is the case, you need to reference those additional documents in the text at the bottom of the letter of offer.

To make reference to any planned attachments to the letter of offer, type into this field the word 'Enclosed:' followed by the names of the documents.

<u>For example</u>
  Enclosed:
  Welcome Package
  Profile Form

Important: Typing text (e.g. Welcome Package) into the Letter of Offer template's Enclosures field simply adds the text to the letter. It does not control whether those documents actually exist in the pink-barred folder and are therefore available for attachment to the email.

Any documents mentioned in this field need to be uploaded to the pink-barred folder before the final version of the letter is sent AND the file names of these additional documents need to begin with the word Enclosure.
examples: Enclosure_DepartmentProfile.docs
         EnclosureWelcomePackage.pdf

III.   Once the fields are filled in, change the **Letter of Offer Status** field at the top of the Letter of Offer template to 'Create Letter of Offer' and click Save. A letter of offer is created and the **Letter of Offer Status** field will revert to 'Edit Mode'. This allows you to make changes to the fields, select 'Create Letter of Offer' again, and re-create the letter.

IV.   Refresh the screen and look back in the middle panel. You will see a new .pdf document has appeared in the pink-barred folder having a file name format of 'Lastname_Firstname_ApplicantID_Letter of Offer'

Copies of this letter of offer are stored both in the pink-barred activity reporting folder and in the yellow-barred permanent dossier in the permanent record area. If it is re-created, the newer version overwrites the older version in both places. The copy in the pink folder will be used to send the letter of offer but will eventually be deleted when the pink dossiers are deleted.

V.   Double click this .pdf file to open it and review the letter. Always review the letter before sending it.

❖   **Making Changes to a Letter of Offer:**
If you need to make changes to the editable field values in a letter of offer (i.e., you want to edit the **Areas of Responsibility** or to format the **Candidate Mailing Address)**, you need to change the field values in the templates from which the data is pulled. The letter of offer workflow pulls field values from either the Candidate Information template (associated with the yellow-barred permanent folder for the faculty member) or from the Letter of Offer template which is in the pink-barred activity reporting folder. Look in either of these to determine where to make your desired changes. For example, Candidate Mailing Address is found in the template associated with the yellow-barred permanent dossier for this faculty member. Highlight the yellow-barred permanent dossier on the left to view the template on the right.

Once the changes are saved, change the Letter of Offer status back to Create Letter of Offer and click Save. Go back to the middle panel and refresh the screen. The revised Letter of Offer will have immediately overwritten the previous one.

❖   **Department Address and Chair's Name and Email:**
The department address that appears in the footer of the first page of each letter of offer and the Department Chair's name and title, which are added to the salutation of the letter, are stored in a database located on the LaserFiche server. Department Coordinators do not have access to this database.

If this information needs editing, please send an email request to discovery.commons@utoronto.ca.

Appendix E: Text of Automated Emails

1. <u>Faculty Email Request – ANNUAL REVIEW, NO ADDED ATTACHMENT</u>

Subject: Activity Report Required – [Faculty First/Last Name], [Department Name]

Dear [First Name] [Last Name],

Thank you for your contributions to the Faculty of Medicine (FoM). You are receiving this email as a result of a new automated **annual review** process that is being implemented for all status-only faculty across the Faculty of Medicine. This request is being sent by the [Department Name], the department in which you hold your primary status-only academic appointment.

University guidelines require status-only faculty to report their academic activities on an annual basis. The activity report, available at the link below, is intended to summarize your academic activities for the last academic year, including any anticipated activities that may occur prior to June 30th of this year.

The activity report should take no more than 10-15 minutes to complete.

Once submitted, your activity report will be reviewed by the [Department Name] and any additional FoM departments in which you hold a concurrent status-only academic appointment. This activity report may also be shared with your Hospital/Research Institute, if applicable. If you do not hear from the [Department Name] or any other FoM Departments in which you hold additional status-only appointments by June 30th of this year, your appointment will remain active.

If you have been unable to actively participate in academic activities this past year due to personal reasons, please advise your Department Coordinator.

Please note that you will require the following information to successfully submit your activity report:

- Your Appointment ID: [Appointment ID #] (please copy and paste into the activity report)
- Your Last Name: [Last Name] (please copy and paste into the activity report)

To proceed with the annual review process, visit the link: [link that fills in Appointment ID and LastName]

Submission Deadline: April 16, 2018

If we have yet to receive your completed activity report, you may be receiving this notification for a second time. Please note that we are unable to proceed with your annual review until your activity report is submitted. Questions can be directed to the Department Coordinator at [Department Coordinator Email}.

Thank you very much for taking the time out of your busy schedule to address this matter.

2. <u>Faculty Email Request – ANNUAL REVIEW, ADDED ATTACHMENT</u>

Subject: Activity Report Required – [Faculty First/Last Name], [Department Name]

Dear [First Name] [Last Name],

Thank you for your contributions to the Faculty of Medicine (FoM). You are receiving this email as a result of a new automated **annual review** process that is being implemented for all status-only faculty across the Faculty of Medicine. This request is being sent by the [Department Name], the department in which you hold your primary status-only academic appointment.

University guidelines require status-only faculty to report their academic activities on an annual basis. The activity report, available at the link below, is intended to summarize your academic activities for the last academic year, including any anticipated activities that may occur prior to June 30th of this year.

The activity report should take no more than 10-15 minutes to complete.

IMPORTANT: The [Department Name] requires its status-only faculty to provide documentation in addition to the online activity report. Please refer to any departmental attachment included in this email for further instruction. Following completion of the activity report, available at the link below, you will be prompted to attach the required additional departmental document(s).

Once submitted, your activity report and attachment will be reviewed by the [Department Name] and any additional FoM departments in which you hold a concurrent status-only academic appointment. This information may also be shared with your Hospital/Research Institute, if applicable. If you do not hear from the [Department Name] or any other FoM Departments in which you hold additional status-only appointments by June 30th of this year, your appointment will remain active.

If you have been unable to actively participate in academic activities this past year due to personal reasons, please advise your Department Coordinator.

Please note that you will require the following information to successfully submit your activity report:

- Your Appointment ID: [Appointment ID #] (please copy and paste into the activity report)
- Your Last Name: [Last Name] (please copy and paste into the activity report)

To proceed with the annual review process, visit the link: [link that fills in Appointment ID and LastName]

Submission Deadline: April 16, 2018

If we have yet to receive your completed activity report, you may be receiving this notification for a second time. Please note that we are unable to proceed with your annual review until your activity report is submitted. Questions can be directed to the Department Coordinator at [Department Coordinator Email}.

Thank you very much for taking the time out of your busy schedule to address this matter.

3. <u>Faculty Email Request – RE-APPOINTMENT, NO ADDED ATTACHMENT</u>

Subject: Re-Appointment & Activity Report Required – [Faculty First/Last Name], [Department Name]

Dear [First Name] [Last Name],

Thank you for your contributions to the Faculty of Medicine (FoM). You are receiving this email as a result of a new automated **re-appointment** process that is being implemented for all status-only faculty across the Faculty of Medicine. This request is being sent by the [Department Name], the department in which you hold your primary status-only academic appointment.
University guidelines stipulate that status-only academic appointments must be for a fixed term and formally renewed prior to the end date. Status-only faculty are also required to report their academic activities on an annual basis. The activity report, available at the link below, is intended to summarize your academic activities for the last academic year, including any anticipated activities that may occur prior to June 30th of this year.

The activity report should take no more than 10-15 minutes to complete.

Once submitted, your activity report will be reviewed by the [Department Name] and any additional FoM departments in which you hold a concurrent Status-only academic appointment. This activity report may also be shared with your Hospital/Research Institute, if applicable. If your submission for the consideration of re-appointment is supported by the relevant Department Chair(s), review and approval must then be granted by the Faculty of Medicine. Following a successful review of your re-appointment submission, you will be contacted by the Department with a new status-only academic appointment letter of offer, normally no later than June 30th of this year.

If you have been unable to actively participate in academic activities this past year due to personal reasons, please advise your Department Coordinator.

Please note that you will require the following information to successfully submit your activity report:

- Your Appointment ID: [Appointment ID #] (please copy and paste into the activity report)
- Your Last Name: [Last Name] (please copy and paste into the activity report)

To proceed with the re-appointment process, visit the link: [link that fills in Appointment ID and LastName]

To decline re-appointment, visit the link: [link that fills in Appointment ID and LastName]

Submission Deadline: April 16, 2018

If we have yet to receive your completed activity report, you may be receiving this notification for a second time. Please note that we are unable to proceed with your annual review until your activity

report is submitted. Questions can be directed to the Department Coordinator at [Department Coordinator Email}.

Thank you very much for taking the time out of your busy schedule to address this matter.

4. <u>Faculty Email Request – RE-APPOINTMENT, ADDED ATTACHMENT</u>

Subject: Re-Appointment & Activity Report Required – [Faculty First/Last Name], [Department Name]

Dear [First Name] [Last Name],

Thank you for your contributions to the Faculty of Medicine (FoM). You are receiving this email as a result of a new automated **re-appointment** process that is being implemented for all status-only faculty across the Faculty of Medicine. This request is being sent by the [Department Name], the department in which you hold your primary status-only academic appointment.

University guidelines stipulate that status-only academic appointments must be for a fixed term and formally renewed prior to the end date. Status-only faculty are also required to report their academic activities on an annual basis. The activity report, available at the link below, is intended to summarize your academic activities for the last academic year, including any anticipated activities that may occur prior to June 30th of this year.

The activity report should take no more than 10-15 minutes to complete.

IMPORTANT: The [Department Name] requires its status-only faculty to provide documentation in addition to the online activity report. Please refer to any departmental attachment included in this email for further instruction. Following completion of the activity report, available at the link below, you will be prompted to attach the required additional departmental document(s).

Once submitted, your activity report and attachment will be reviewed by the [Department Name] and any additional FoM departments in which you hold a concurrent Status-only academic appointment. This information may also be shared with your Hospital/Research Institute, if applicable. If your submission for the consideration of re-appointment is supported by the relevant Department Chair(s), review and approval must then be granted by the Faculty of Medicine. Following a successful review of your re-appointment submission, you will be contacted by the Department with a new status-only academic appointment letter of offer, normally no later than June 30th of this year.

If you have been unable to actively participate in academic activities this past year due to personal reasons, please advise your Department Coordinator.

Please note that you will require the following information to successfully submit your activity report:

- Your Appointment ID: [Appointment ID #] (please copy and paste into the activity report)
- Your Last Name: [Last Name] (please copy and paste into the activity report)

To proceed with the re-appointment process, visit the link: [link that fills in Appointment ID and LastName]

To decline re-appointment of your academic appointment, visit the link: [link that fills in Appointment ID and LastName]

Submission Deadline: April 16, 2018

If we have yet to receive your completed activity report, you may be receiving this notification for a second time. Please note that we are unable to proceed with your annual review until your activity report is submitted. Questions can be directed to the Department Coordinator at [Department Coordinator Email}.

Thank you very much for taking the time out of your busy schedule to address this matter.