ACADEMIC PORTFOLIO JOB AID – HEAD ASSESSMENT
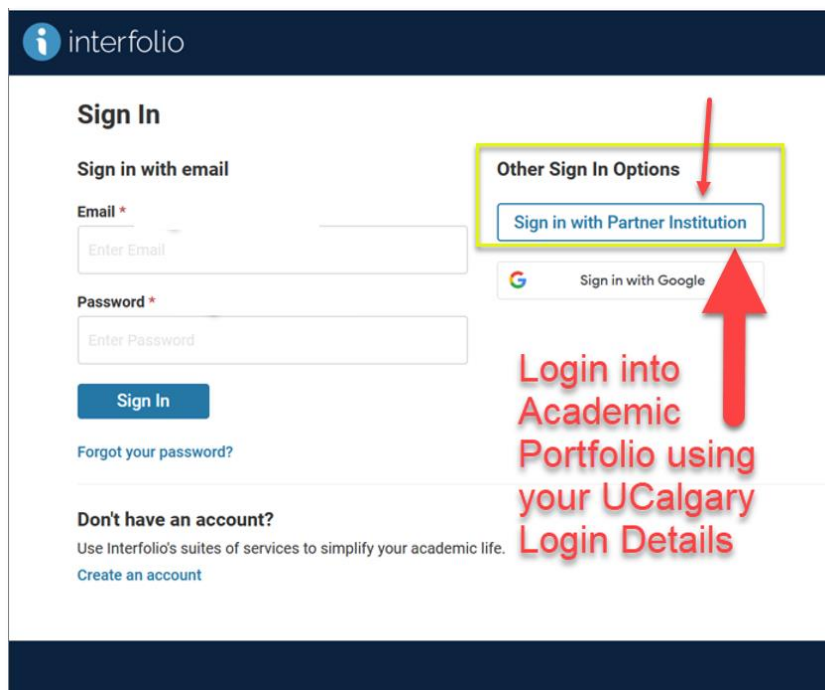
Contents

LOGGING INTO ACADEMIC PORTFOLIO

Login using the link through the portal

My UCalgary > All About Me > My Job > Academic Portfolio

Or click the link in the Interfolio email, then select the button –

Sign in with Partner Institution

to login using your UCalgary login email and password

For resources (Article 29, Schedule A, MOA Covid Period Assessment, assessment timeline, GFC Academic Staff Criteria & Process Handbook, Faculty Guideline, etc.), review the Academic Performance Assessment website:

https://www.ucalgary.ca/hr/work-compensation/labour-relations/academic-labour-relations/academic-staff-tucfa/academic-performance-assessment

(1) OPEN CASE

After you login under **My Tasks**, (or by navigating to **Your Packets**), you will see the 'Document Shared' comment above your APA case. Select your case to begin reviewing:
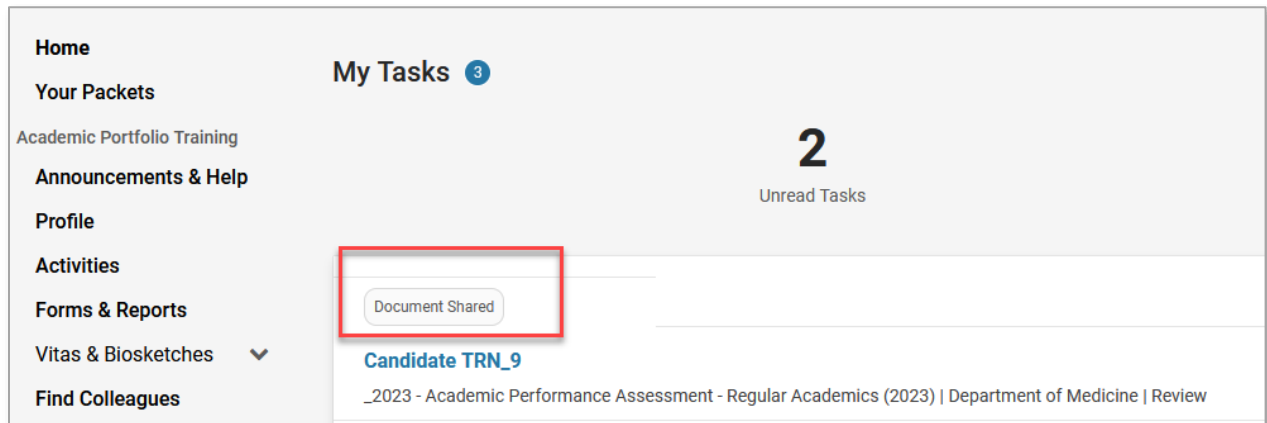
Head Recommendations will be shared with the Academic Staff Members,

no later than September 8.

To see the **Academic Performance Assessment Timeline** please visit:

https://www.ucalgary.ca/hr/work-compensation/labour-relations/academic-labour-relations/academic-staff-tucfa/academic-performance-assessment

(2) GO TO SHARED COMMITTEE FILES

Click **Shared Committee Files**, next to **Packet** tab

Click the Shared File Name, or **Download**

(3) VIEWING THE HEAD'S RECOMMENDATION

Click or scroll down to **page 2** to see the Head Recommendation response
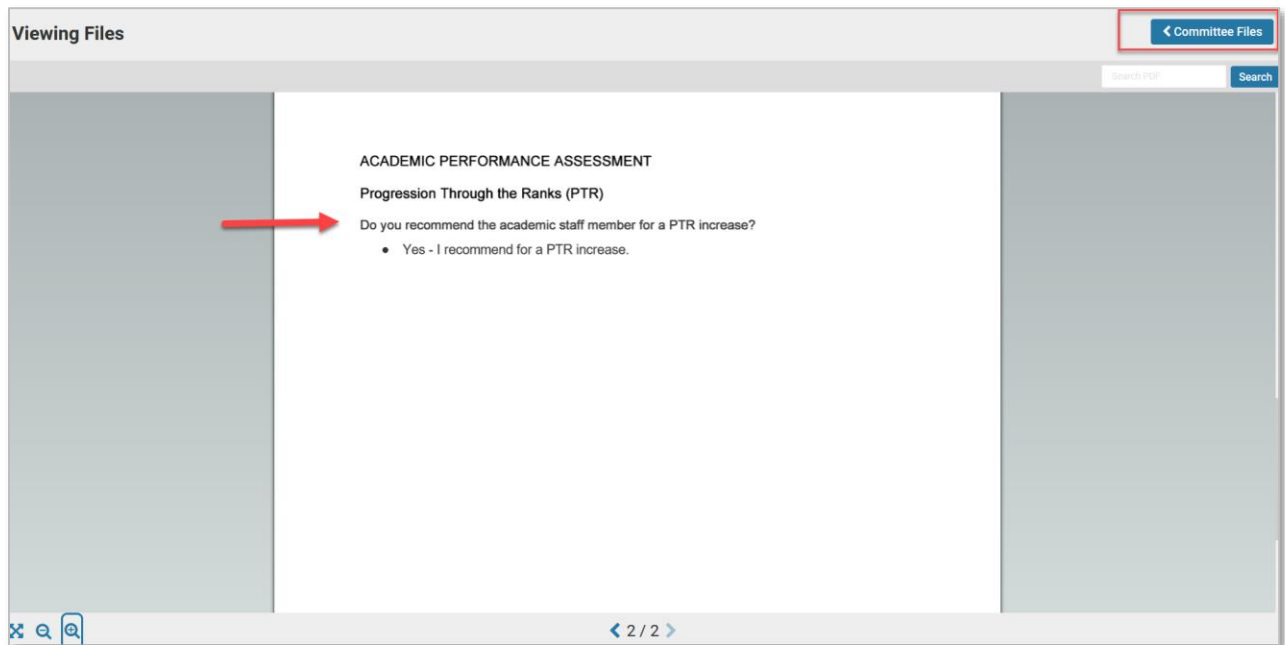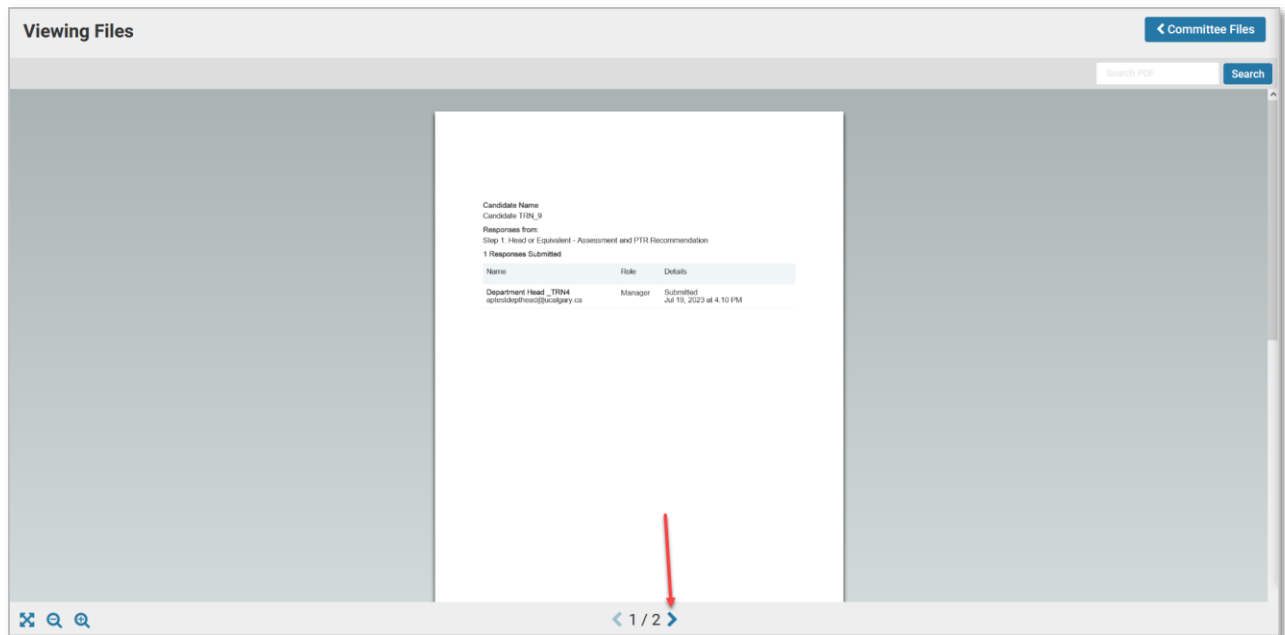
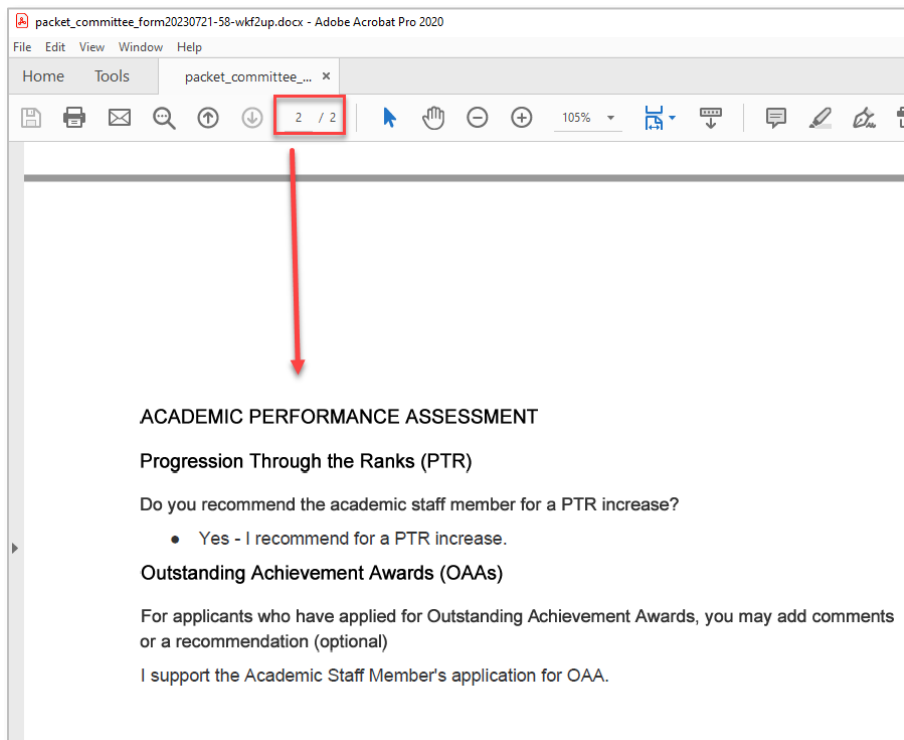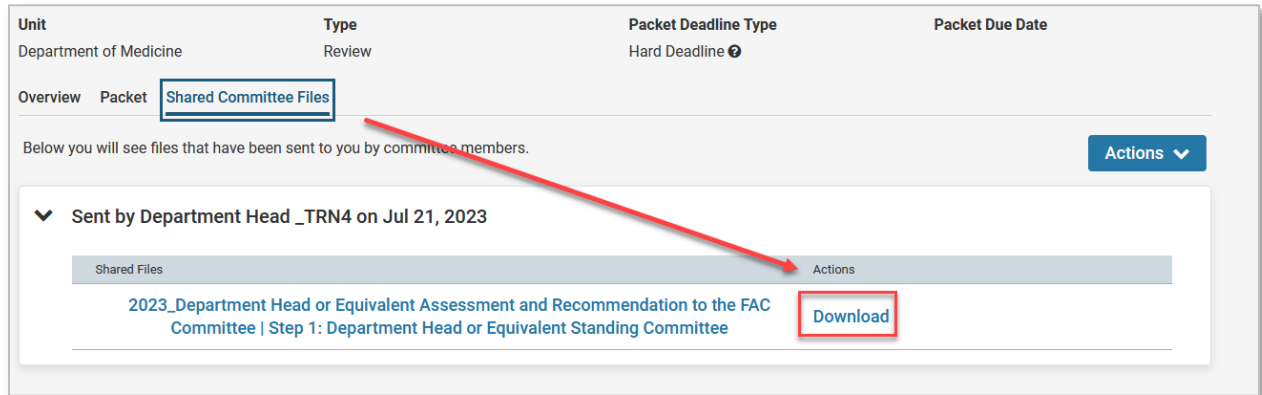To return to your case, click top-right button **Committee Files**

(3) DOWNLOAD HEAD RECOMMENDATION as PDF

Click the **Download** button under **Shared Committee Files** > Actions

For Interfolio Login issues, contact:

help@interfolio.com