

ACADEMIC PORTFOLIO JOB AID – HEAD ASSESSMENT

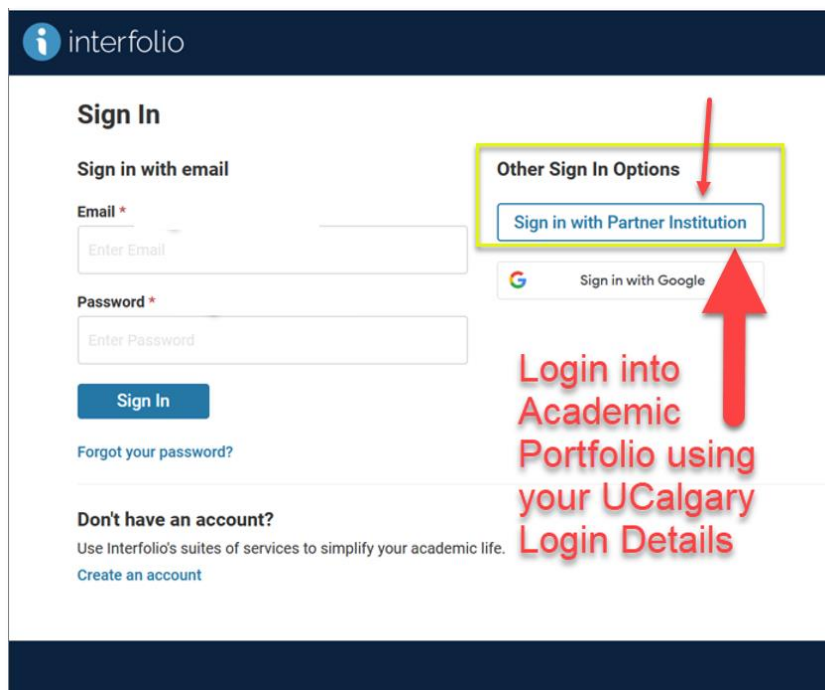
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LOGGING INTO ACADEMIC PORTFOLIO

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](#)

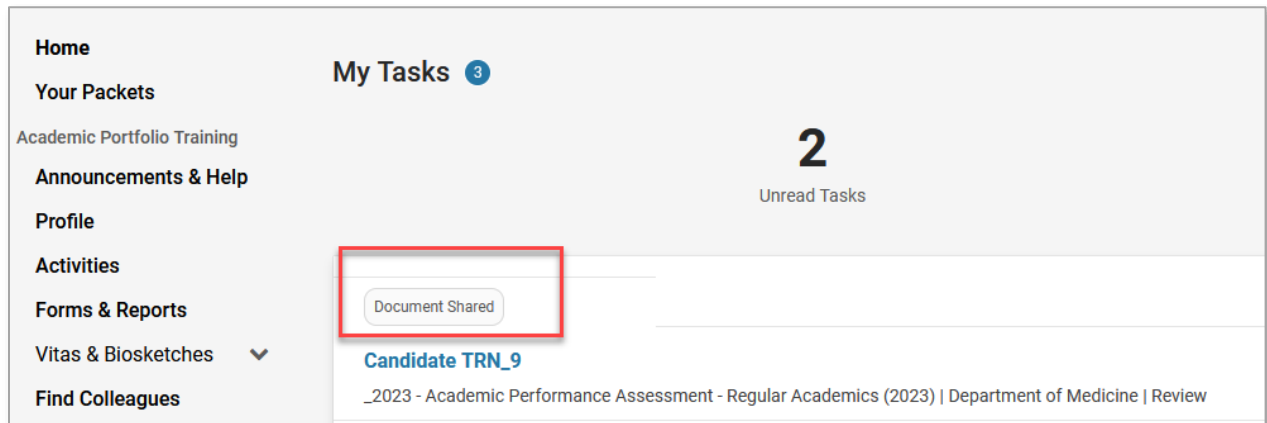
to login using your UCalgary login email and password

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>

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(2) GO TO SHARED COMMITTEE FILES

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

_2023 - Academic Performance Assessment - Regular View Instructions
Academics (2023) Preview Packet

Unit: Department of Medicine | Type: Review | Packet Deadline Type: Hard Deadline | Packet Due Date

Overview | Packet | **Shared Committee Files**

Below you will find an overview of the packet requirements outlined by your institution. This page will be updated as you make progress toward your packet. [To learn more, read the Candidate's Packet Guide.](#)

Academic Performance Assessment - Application Form View
Submitted Locked

Type	# Required	# Added
✓ Academic Performance Assessment - Candidate Submission Form	5 required	3

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

Unit: Department of Medicine | Type: Review | Packet Deadline Type: Hard Deadline | Packet Due Date

Overview | Packet | **Shared Committee Files**

Below you will see files that have been sent to you by committee members. Actions

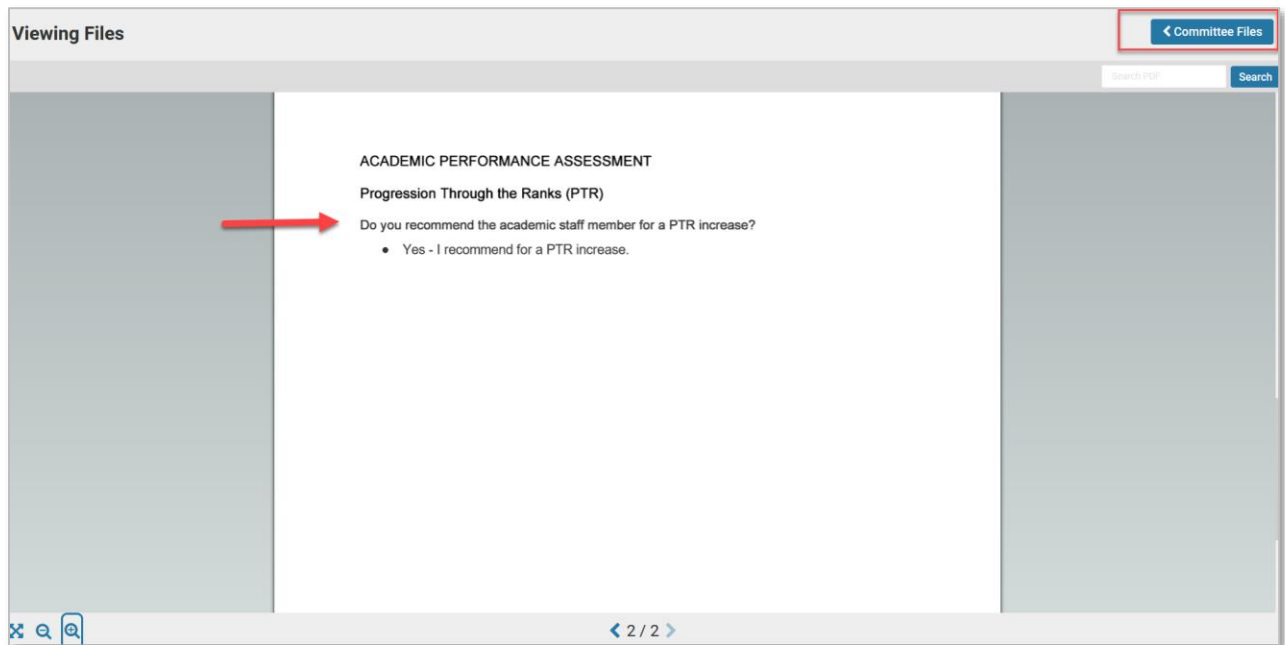
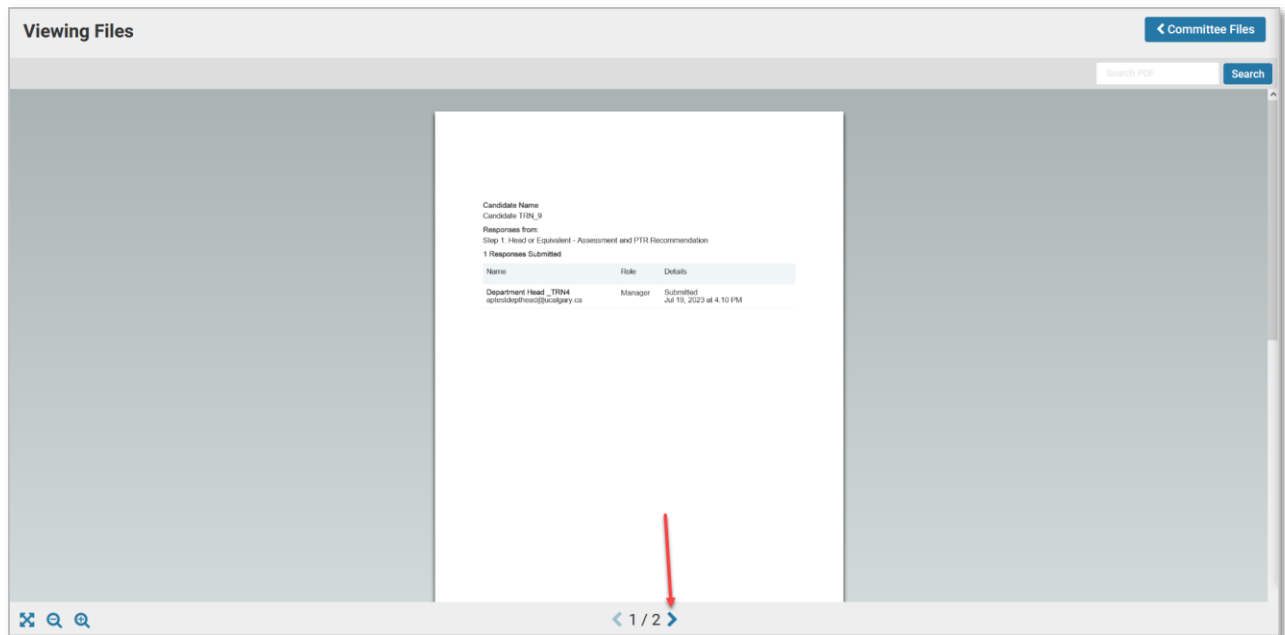
▼ Sent by Department Head _TRN4 on Jul 21, 2023

Shared Files	Actions
2023_Department Head or Equivalent Assessment and Recommendation to the FAC Committee Step 1: Department Head or Equivalent Standing Committee	Download

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(3) VIEWING THE HEAD'S RECOMMENDATION

Click or scroll down to **page 2** to see the Head Recommendation response

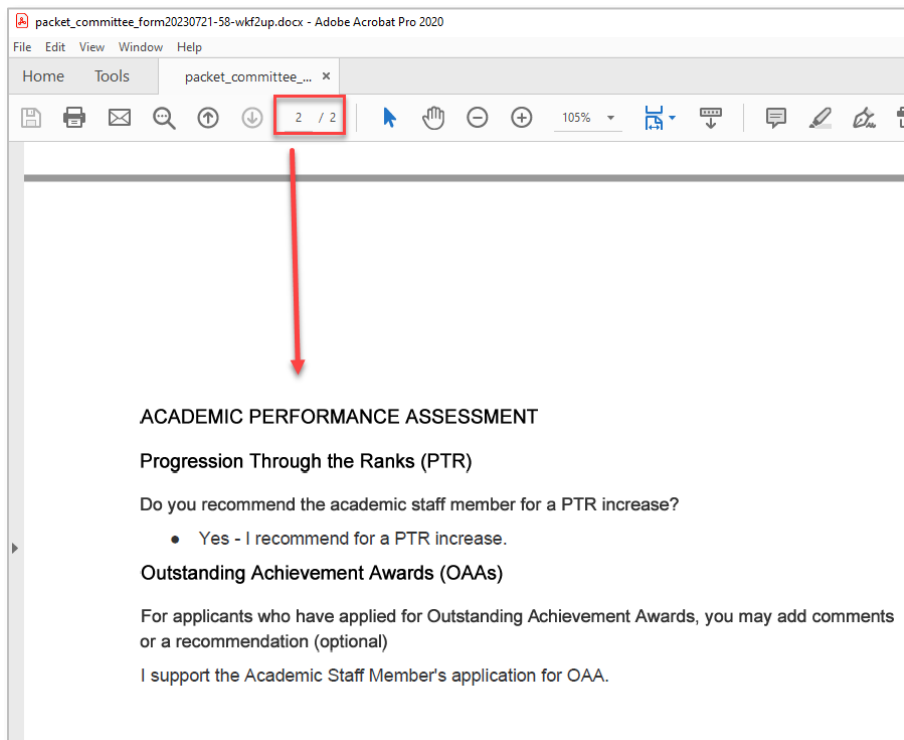
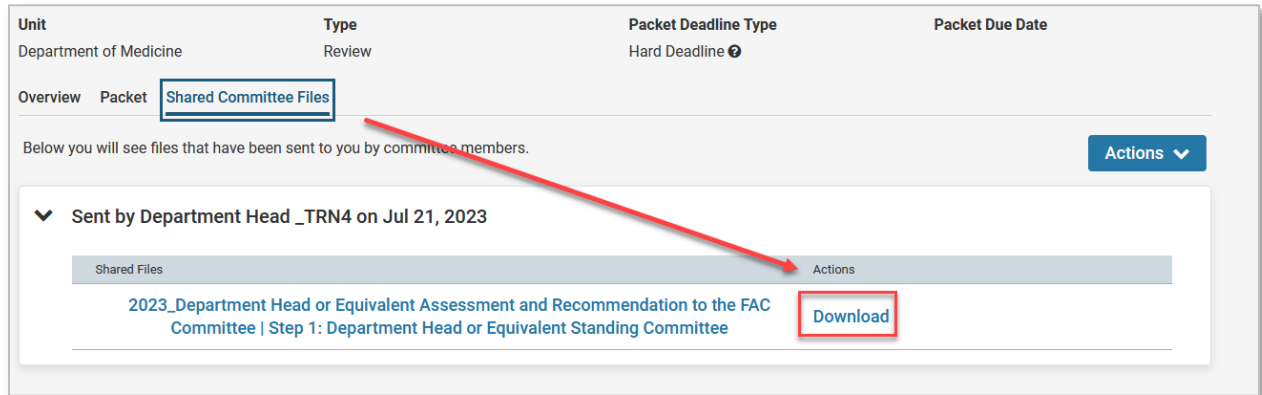


To return to your case, click top-right button **Committee Files**

ACADEMIC PORTFOLIO JOB AID – HEAD ASSESSMENT

(3) DOWNLOAD HEAD RECOMMENDATION as PDF

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



For Interfolio Login issues, contact:

help@interfolio.com