Using Statuses to Track APRs

Add, Change, or Remove Case Statuses

Unit Administrators, Case Managers, and Committee Managers can apply and remove color coded case statuses to mark where cases are in the review process and mark their ultimate outcomes. These statuses can be applied or removed one at a time to individual cases or as a bulk action to a group of selected cases.
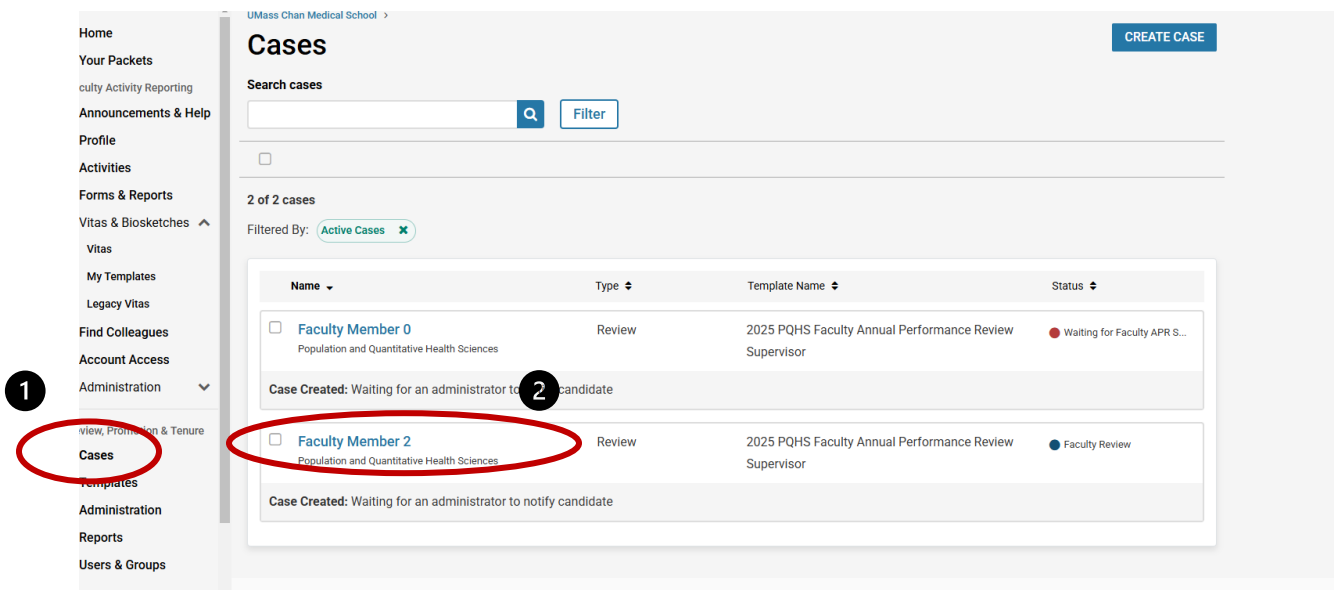
It is recommended that the unit administrators who are creating APR cases for groups of faculty members add statuses to the individual faculty members' APR cases as they progress through the Case Review Steps.

There are five APR statuses to track faculty performance reviews:

Open	🟩	✏️
Waiting for Faculty APR Submission	🟥	✏️
Supervisor Review	🟪	✏️
Faculty Review	🟦	✏️
Chair Review	🟪	✏️
Faculty Review 2	🟧	✏️
Closed	⬜	✏️

During **Step 4A** Unit administrators can change the status of the faculty members APR to **Waiting for Faculty APR Submission**. This will allow the unit administrator to filter out the faculty APRs that need to be notified via email that they have an APR case to complete.

1)   Navigate to the **Cases** page.

2)   To navigate to the **Status** change button, click the [Faculty Member's Name] in the Cases window.

3)   Click the blue Status Change or change button under the word **Status**.

If no status has been assigned, click Select Status at the top. If a status is already assigned it will display here and you can click Change instead. You may have to scroll down through the dropdown list to see more options.

4)   **A drop-down window will appear.** Click on **Waiting for Faculty APR Submission.**

Then go to Step 2 in Job Aid Step 4A.

Unit administrators have the option to add, change or remove statuses on the APRs they are monitoring as they progress through the **Case Review Steps**.