

2018-19 APM 025 Annual Certification

Accessing Faculty Annual Certification Reports and Prior Approval Forms

Accessing a Faculty Member's APM 025 Report

As needed during the Annual Certification review period, Department Managers, Chairs, Divisional Coordinators and Deans can review a faculty member's **APM 025 Annual Report** in OATS. Faculty reports include all Category I and II activities recorded for the reporting period.

Log into OATS, click to **fiscal year 2018-19**.

- Reviewers (Managers and Divisional Coordinators)
 - Be in **AP REVIEW**
 - Click on Annual Certifications and filter by "Accepted" or "In process." Filter by "Not Submitted" to view the faculty who have not certified their activities.
- Approvers (Chairs and Deans)
 - Click on **ANNUAL CERTIFICATIONS** and filter by "Accepted" or "In process." Filter by "Not Submitted" to view the faculty who have not certified their activities.
 - Click on the Annual Certification Form to view it.

Accessing a Faculty Member's Prior Approval Forms

As needed during the Annual Certification period, Department Managers, Chairs, Divisional Coordinators, and Deans can review a faculty member's **Prior Approvals forms** in OATS. These forms include all information related to the prior approval request and approval, including notes and attachments.

Log into OATS, click to **fiscal year 2018-19**.

- Reviewers (Managers and Divisional Coordinators)
 - Be in **AP REVIEW**
 - Click on "All Activities" or "Approved" or search by faculty name.
 - Click on the Category I or Student Involvement Form to view it.
- Approvers (Chairs and Deans)
 - Be in **Review/Approval**
 - Click on "All Activities" or "Approved" or search by faculty name.
 - Click on the Category I or Student Involvement Form to view it.