

Annual Performance Review: Instructions for Chairs

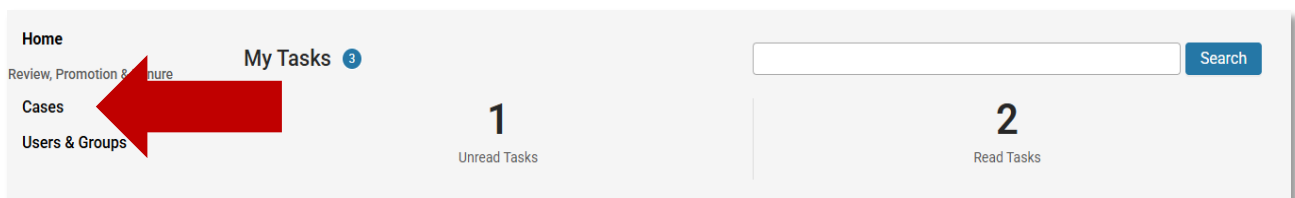
Please use this job aid only in cases where a separate supervisor has completed an initial review. If the Chair review is the only review, please use the [APR: Instructions for Supervisors](#) document.

The APR process is completed electronically via Interfolio beginning in 2025. Your Chair review process begins when a faculty member has signed off on the supervisor review.

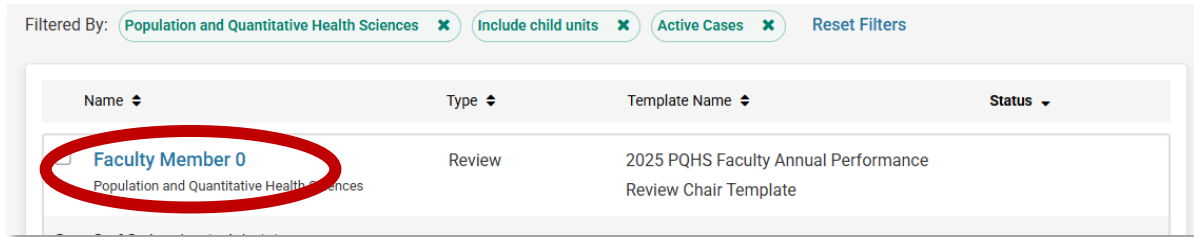
- Once the faculty member has signed off on the supervisor review, you will receive an email indicating that you have a case to review.



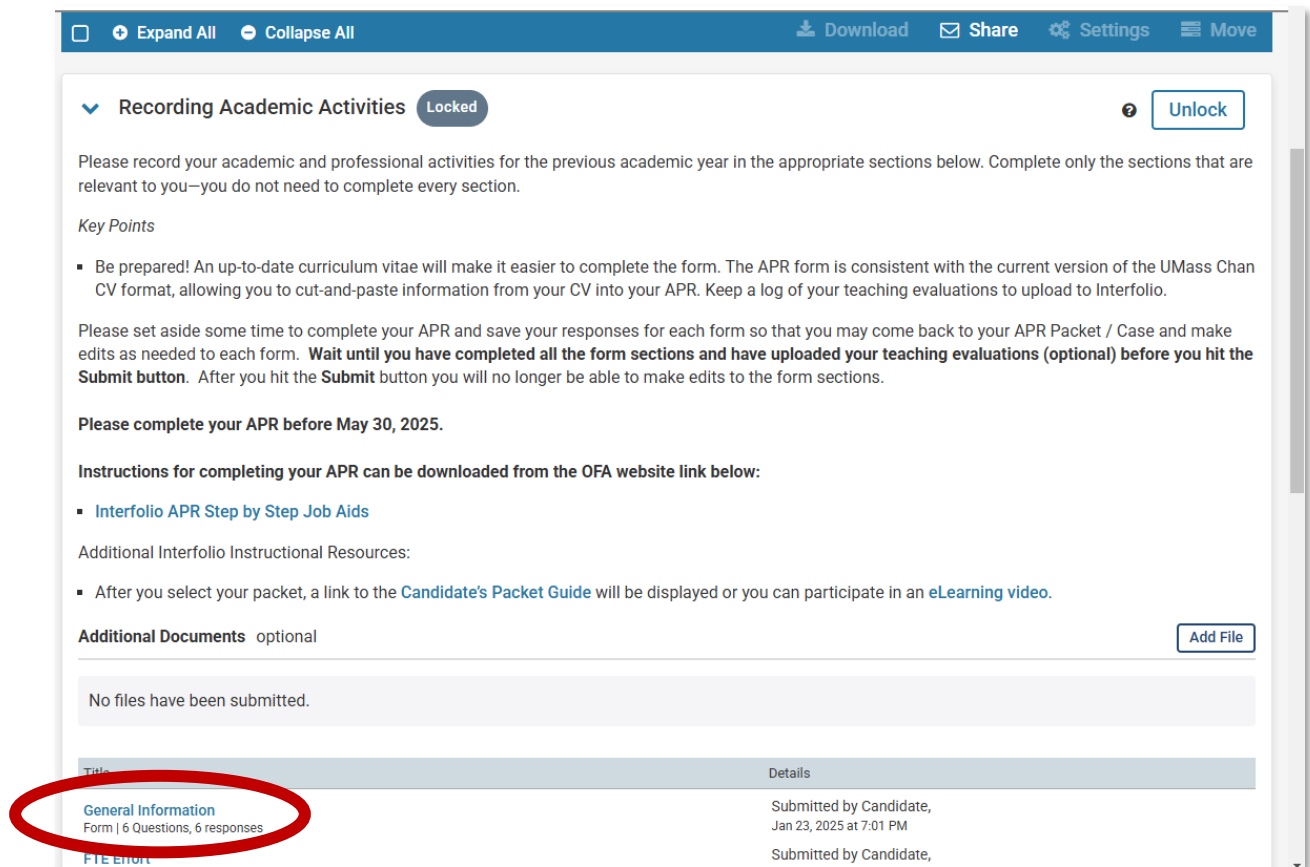
- Sign in to Interfolio (see the [Interfolio Sign In Instructions](#) document for detailed sign in instructions).
- Click **Cases** in the left-hand menu.



- Click on the faculty member’s case that requires Chair review.



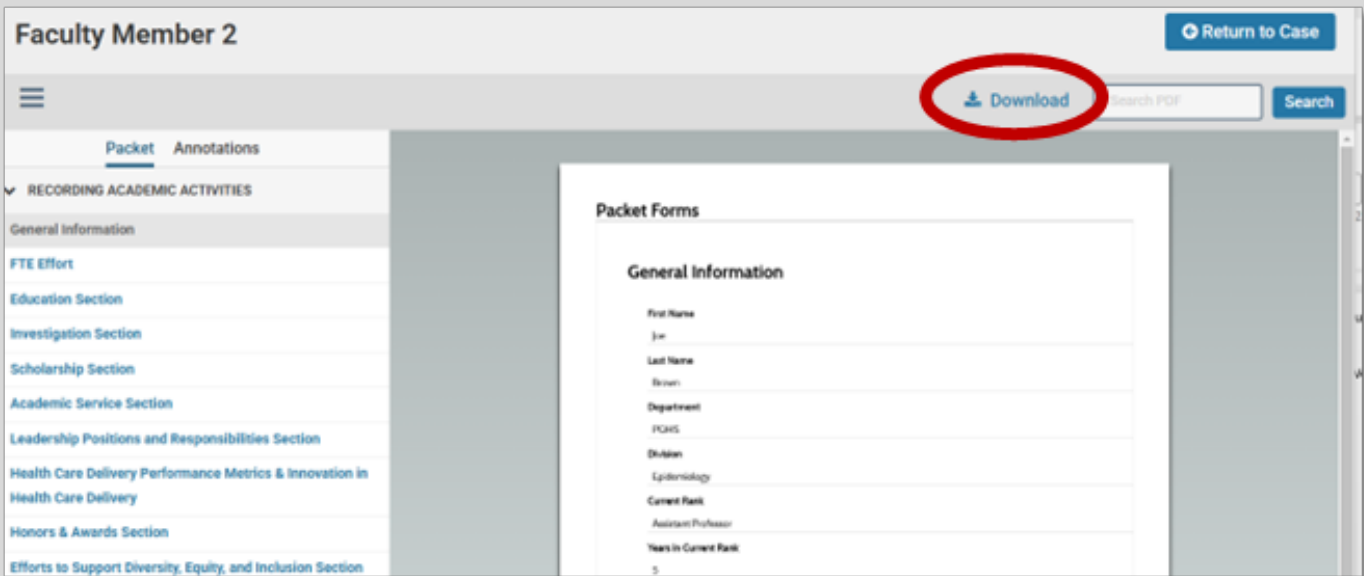
- Click into the candidate’s packet (for example by clicking the General Information section).



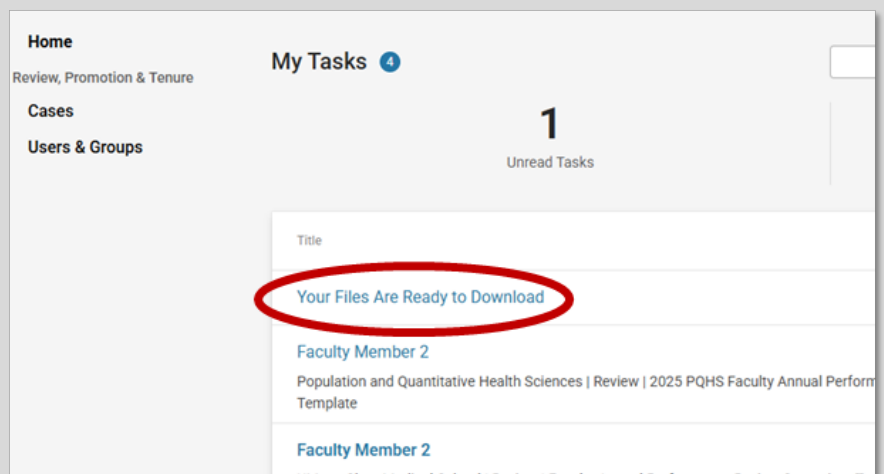
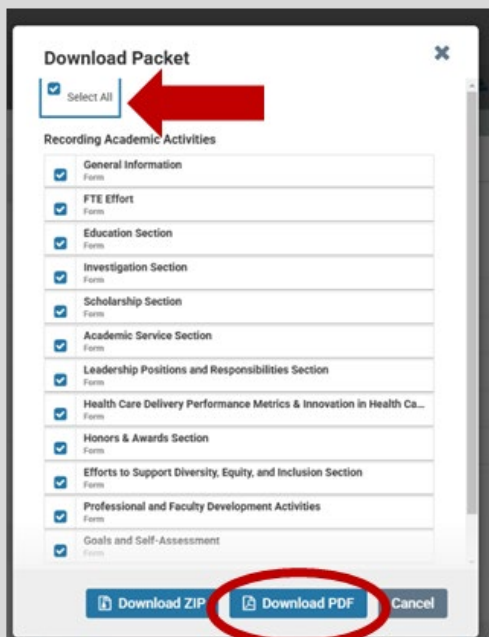
- You can read a faculty member’s information section-by-section by clicking on each heading in the left-hand menu (see below), or by clicking **Next Material** at the bottom of the screen.

Downloading Files

- You can read a faculty member's information section by section by clicking on each heading in the left-hand menu, or by clicking **Next Material** at the bottom of the screen. **However, we suggest creating a pdf of the candidate's file to view in a separate window as you complete the rest of your review process.**
- Click the **Download** button.



- Check the **Select All** box, and then click the **Download PDF** button.
- On your home page click **Your Files Are Ready to Download**.



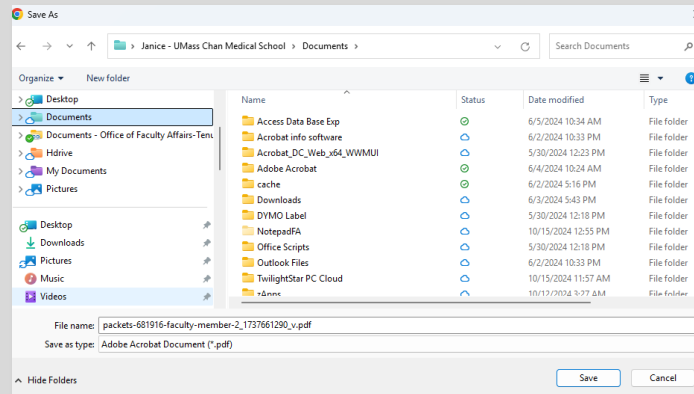
Cases

Requested Downloads

Below is a list of materials you've requested to download. Please note that if you've requested to download a set of documents, materials might have been added to the set since you last requested the download. Please check back to make sure you have all of the relevant documents.

Name	Date Requested	Action
Your download of documents materials for Faculty Member 2's case is ready.		
Population and Quantitative Health Sciences Review 2025 PQHS Faculty Annual Performance Review Supervisor Template	January 23, 2025	Download Remove

- A pop-up menu will appear to allow you to save the candidate's file to your computer.



- Repeat these steps for each faculty member you need to review.
- To return to your review process, click **Cases** in the left-hand menu.

- Click on the **Case Details** tab and **Fill Out Form**.

Faculty Member 2 Send Case Case Options

Unit
Population and Quantitative Health Sciences

Template
2025 PQHS Faculty Annual Performance Review Supervisor No CV Upload

Status
● Chair Review [change](#)

Case Materials **Case Details** 1

Reviewing as
PQHS Chair

Required Items 1 missing

All required items must be completed before the case can advance to the next step. Forms must be completed by the assigned user, however a Committee Manager or Administrator can select to omit the form as a requirement for a user.

Forms

Form Name	Assignee	Actions
APR Department Chair Form 1 required questions	Committee Members	Manage Respondents
APR Department Chair Form 1 required questions	Department Chair (You)	Fill Out Form

- Enter your Chair review. Provide comments (optional) and your signature (required).

UMass Chan Medical School > Cases > Faculty Member 2 >

APR Department Chair Form

Add any additional comments and sign this form. Comments are optional but signature is required.

Department Chair's Evaluation
The Comment section is optional; Signature is required.

Click the **READ** button to view the candidate Annual Performance Review/packet and supervisor's evaluation.

For instructions on how to view or download case materials click [here](#).
For instruction on how to Email Candidate, Share Case Materials with a Candidate, and Allow Candidate Response/Rebuttal click [here](#).

Click the **Save Responses** button to come back and complete your evaluation at a later date. Only click the **Submit** button when you are finished with your evaluation. After you submit your evaluation, forward the packet to the faculty member for review.

Rich text editor toolbar: Bold, Italic, Underline, Bulleted List, Numbered List, Indent, Outdent, Link, Unlink, Undo, Redo, Help.

0 / 8000 characters

Signature *
Type your name as your signature

- Click **Save Responses** to come back later and edit the form, or click **Submit Form** when your review is complete.

Last saved on Jan 23, 2025 at 4:23 PM EST

Submit Form **Save Responses** Return to Case

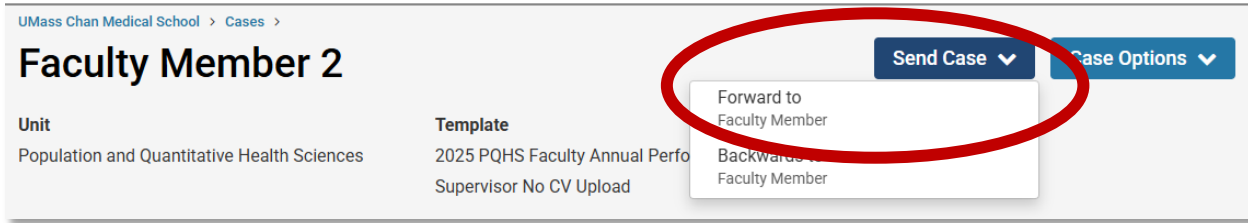
- Once you submit the form, a pop-up confirmation window will open. Click **Yes** to send your review to the faculty member for a final review and signature.

Confirm

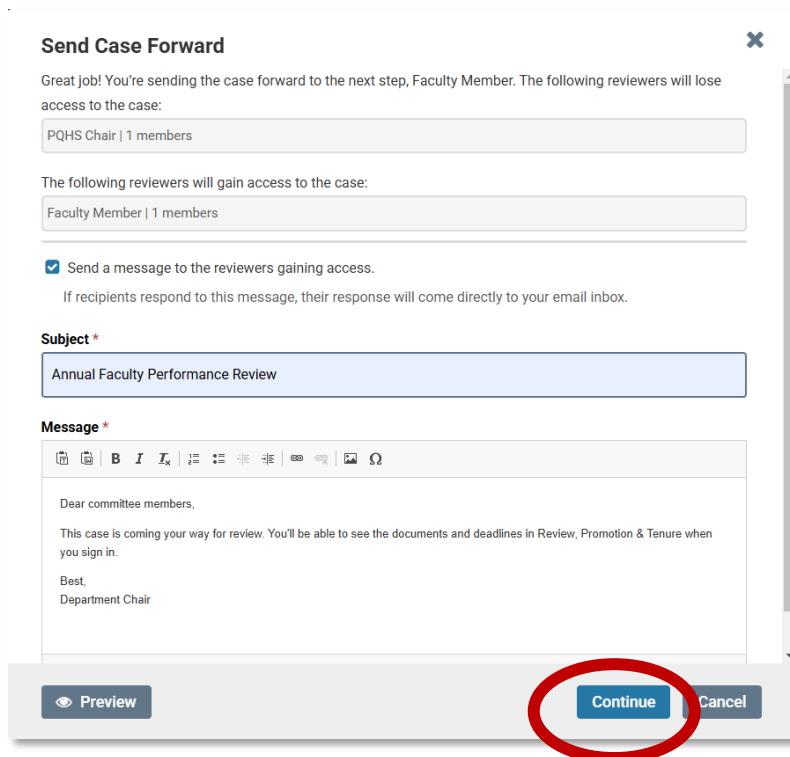
Submitting the form "APR Department Chair Form" will make your responses available to the appropriate members for review. You will be able to change or edit your responses while the case is at the current step.

Yes **No**

- Use the **Send Case** button to forward your review to the faculty member.



- A pop-up email notification will appear. Type in a subject line of your choice. **We suggest: "Annual Performance Review- please review and sign"**. (The other parts of the email are generated automatically and can be left as is.) Click **Continue**.



The faculty member will receive an email alert, will review your ratings and comments, will provide their own comments (optional) and sign the form (required). The department Administrator will then close the case.