# Download APR Packet

Faculty members can download a copy of their APR Packet after the Supervisor or Chair forwards their comments back to the faculty member for review.

We recommend that faculty members download a copy of their APR before they submit their APR case to the unit administrator. This is the last step in the APR review process. Faculty members will only be able to view their APR, if a copy isn't downloaded during the review process.

**Please note:** Faculty members cannot download a copy of their APR after their case has been closed/archived. Please contact your departmental administrator if you need a PDF copy of your APR after it has been closed.

1) Navigate to Cases in the left-hand menu.

#### 2) Click on your Name

	Home Your Packets	Cases			
0	Review, Promotion & Tenure	Search cases	Filter		
		1 of 1 cases			
		Name	Туре 🗢	Template Name 🗢	Status 🗢
		Faculty Member 2	Review	2025 Faculty Annual Performance Review- example	
		Step 2 of 5: Faculty Member Review (1) 🛦 Required D	ocuments		

### 3) Open your APR by clicking the **READ** button.

Faculty Member 2		Send Case 🗸 Case Options 🗸			
Unit Medicine	Template 2025 Faculty Annual Performance Review- example	Status Select Status			
Case Materials Case Details 1					
Search case materials by title	Q Read Case				
□ 🕈 Expand All 🗢 Collapse All		Download 🖂 Share 🕫 Settings 🚍 Move			
Candidate Packet Any materials added to the candidate packet will be vi files in an unlocked section before they submit.	sible to the candidate and available for them to use in their cu	rrent case. The candidate will be able to replace or delete any			
✓ Recording Academic Activities Lock	ed	Unlock			
Please record your academic and professional activities for the previous academic year in the appropriate sections below. Complete only the sections that are relevant to you—you do not need to complete every section.					
Key Points					
<ul> <li>Be prepared! An up-to-date curriculum vitae will m allowing you to cut-and-paste information from you</li> </ul>	Be prepared! An up-to-date curriculum vitae will make it easier to complete the form. The APR form is consistent with the current version of the UMass Chan CV format, allowing you to cut-and-paste information from your CV into your APR. Keep a log of your teaching evaluations to upload to Interfolio.				
Please set aside some time to complete your APR a	nd save your responses for each form so that you may come	back to vour APR Packet / Case and make edits as needed			

4) Click the **Download** link and a pop up window will appear.

Then click **Download Packet** to download a copy of your APR and any Supervisor or Chair Comments that have been added to your APR case.

Faculty Member 2		4 C Return to Case
=		Download     Search PDF     Search
Packet Annotations		Download Packet
· RECORDING ACADEMIC ACTIVITIES	Dutat Fame	Download Document
Seneral Information	Packet Porms	
FTE Effort	General Information	
Education Section	First Name	
nvestigation Section	Janice	
Scholarship Section	Last Name	
Academic Service Section	Kobert Department	
eadership Positions and Responsibilities Section	Office of Faculty Affairs	
Health Care Delivery Performance Metrics & Innovation in	Division	
Health Care Delivery	Current Rank	
Honors & Awards Section	Assistant Professor	
Efforts to Support Diversity, Equity, and Inclusion Section	Years in Current Rank	
Professional and Faculty Development Activities		
Goals and Self-Assessment		
Health Care Delivery Performance Metrics		
COMMITTEE DOCUMENTS		

5) After the Download Packet link is clicked a pop up menu will appear. Check the box next to Select All to download all sections of your packet including any Supervisor or Chair comments or select the individual sectons or forms.

#### 6) Click the **Download PDF** button.

3	elect All		Investigation Section Form
Reco	rding Academic Activities		Scholarship Section
	General Information Form		Academic Service Section
	FTE Effort Form		Leadership Positions and Responsibilities Section Form
Î	Education Section		Health Care Delivery Performance Metrics & Innovation in Health Form
	Investigation Section Form		Honors & Awards Section Form
Ī	Scholarship Section		Efforts to Support Diversity, Equity, and Inclusion Section Form
	Academic Service Section		Professional and Faculty Development Activities Form
L	eadership Positions and Responsibilities Section		Goals and Self-Assessment Form
T	Health Care Delivery Performance Metrics & Innovation in Health Ca		Health Care Delivery Performance Metrics Form
	Honors & Awards Section	Com	mittee Documents
Ť	Efforts to Support Diversity, Equity, and Inclusion Section		APR Supervisor Form Form
	Professional and Faculty Development Activities		APR Supervisor- Health Care Delivery Metrics Form
Ī	Goals and Self-Assessment		6

7) Click the Return to Case button.		
Faculty Member 2		C Return to Case
≡		Lownload Search PDF. Search
Packet Annotations		
✓ RECORDING ACADEMIC ACTIVITIES	Backet Forms	
General Information	Packet offis	
FTE Effort	General Information	
Education Section	En Maria	
Investigation Section	Janice	
Scholarship Section	Last Name	
Academic Service Section	Robert Department	
Leadership Positions and Responsibilities Section	Office of Faculty Affairs	
Health Care Delivery Performance Metrics & Innovation in	Division Epidemiology	

# 8) Click Home in the left-hand navigation menu.

Home Your Packets	Faculty Member 2		Send Case 🗸 Case Options 🗸
eview, Promotion & Tenure	Unit	Template	Status
Cases	Medicine	2025 Faculty Annual Performance Review- example	Select Status
	Case Materials Case Details 1		
		Q Read Case	
	🗋 🔮 Expand All 👄 Collapse All	*	Download 🖸 Share 🐗 Settings 🗮 Mov

#### **Candidate Packet**

Any materials added to the candidate packet will be visible to the candidate and available for them to use in their current case. The candidate will be able to replace or delete any files in an unlocked section before they submit.

## 9) Click the Your Files are Ready to Download on your home page.

Scheduled Maintenance: Interfolio will perform a scheduled update on Saturday, April 5th beginning at approximately 6:00AM EST / 10:00AM GMT. During this maintenance window, Faculty Activity Reporting, Faculty Search, Review, Promotion, & Tenure, and Lifecycle Management will not be available. We expect the update to be completed by 2:00PM EST/ 6:00PM GMT. Please contact us at interfolio-support@elsevier.com if you have any questions, and we will get back to you as soon as possible. Thank you!

0
Read Tasks
Due Date

8

**10)** Click the **Download** action. The faculty member's APR will now be available to be downloaded when every they need a copy, as long as it is not removed.

UMass Chan Medical School >

# **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. Medicine   Review   2025 Faculty Annual Performance Review- example	March 27, 2025	Download LRemove
Your download of documents materials for Faculty Member 2's case is ready. Medicine   Review   2025 Faculty Annual Performance Review- example	March 27, 2025	Download   Remove