

Annual Performance Review On-Line system

HELP MANUAL OUTLINE

Administrative Activities

Please list your Administrative activities for the APR Year.

Advising

Student Name:

Enter the student's name here.

Example:

William Smith

Undergraduate/Graduate Student:

Click the correct option for this student.

Advising Type:

Select the type of advising from the drop-down list that best describes this advising session.

Degree:

Select the student's degree level from the drop list. Example:

Choose MPH for a Masters candidate, and PhD for a Doctoral candidate.

Additional Description:

If you want to add information about this student, you may enter it here.

Awards and Recognition

Name or Description of Award:

Enter the name or description for the award.

Given By:

Enter the giver of this award.

Award Date:

The date you received this award, mm/dd/yyyy format.

What Percent of Award is Yours?

Enter a whole number percentage of the award that belongs to you.

List CoAwardees:

This is an optional field for you to enter any co-awardees.

Change APR Year

Change APR Year:

Select the existing APR year that you would like to edit and press the 'Go' button.

APR Year Information

APROL records are all grouped together into normal calendar years (January through December). When you log into APROL, it will take you to edit the current calendar year. If you wish to edit a previous year, you need to change your APR Year (change the APR year that you are editing). Go to 'Tasks' and then 'Change APR Year'. Select a previous year that you wish to edit and then click the button that says 'Go'. You cannot change your APR year to a year ahead of the current year you are in. For example, if today is the year 2007, you cannot change your APR year to edit your 2009 APR records. You also cannot create or edit APR records for a previous year that was empty. For example, if this is year 2007 and you do not have any APR records for the year 2005, you cannot go back and edit the APR Year 2005. APROL should create a new APR year for you if you have not signed into this year yet. For example, if you have not logged into the system since 2006, and today is 2007, APROL will create a new year for you.

Commitments and Plans

Enter your major commitments and plans for this and the next APR Year in the appropriate fields.

Contact Us

Use the Contact Us form to send a comment, question, or problem about APROL. The form was designed to be quick and easy to use.

Your Name:

This field is automatically filled out from your APROL personal information. You may not edit your name on this form.

Your Email:

This field is automatically filled out from your APROL personal information as well. However, it may not be correct. This email address will be used to reply to you when you submit your contact form. If you wish to have your contact request followed up at a different email address, or if the one listed is incorrect, change your email address. Please only list one email address.

Subject:

The subject of this contact request. I.E., what are you contacting us about, briefly?

Message:

Type here the context of your contact request. Include details and URLs to help us help you. If you are contacting us about an error, please include all of the error text and URL.

Submit:

Pressing this button will send the contact request. You will be taken to a confirmation page afterwards.

Contact Us

Fill out the form below with your subject and message and we will get back to you shortly, via email to the email address you provide.

Your Name :

Your Email :

Subject :

Message :

Thank you, your message was submitted. Please click here to [continue](#).

Common Controls at The Top of Your APROL Form

On every APROL form besides forms found in Options, you will find a few common elements.

One Record Per Year Forms

There are a few forms in APROL that only allow you to submit one record per APR Year, found under the 'More' category. For example, the Diversity and Mentoring, Commitments and Plans, and Administrative Activities forms. These records only have the APR Year and Last Updated information displayed.

All Other Forms

For all of the other forms that are not found under Options, you will see a grey bordered box containing all the following controls.

APR Year :

This will tell you which APR year you are currently editing.

Editing Entry :

This is a drop-down list that will let you select a different record (or a new one) to edit. When you select a different record, any unsaved work will be lost.

Last Updated :

This informs you when this particular record was last updated.

Sort Order :

You have the option of editing this record's sort order here as well on the main category page (some main categories are Instruction, Research, Service and Education, More). If you edit the sort order, it will be saved along with the rest of your form when you click the 'Submit' button to save your record to the database.

Delete :

If you are editing record, you also have the option to delete the record. You will be asked to confirm your action before you can delete the record. Press 'Cancel' at the warning if you do not wish to delete it, or press 'OK' to delete the record.

Copy APR Records

This utility is designed to copy any existing records from your previous APR year into your current APR year. For example, if this is year 2007 and you have a 2006 APR, you will be able to copy previous records from 2006 into your current 2007 year. If you only have an APR from 2005 and this is year 2007, you will not be able to copy any records.

You can copy either APR Records individually, say a record from your Research In Progress, or you can copy APR sections, say your Job Description from last year. When you copy APR records (Instruction, Research, Service, Awards, Publications, Improvement), they are inserted into your current APR, and no records are overwritten. When you copy APR sections, it will overwrite whatever data you have entered for that section in your current APR section (Diversity, Administrative, Plans, Job Description, Other Contributions).

To select a record or section to be copied from your last year's APR, simply check the checkbox next to it. It will be highlighted green for you. If you change your mind and do not wish to copy this record anymore, uncheck the box. All of your selections will be copied over when you press the 'Copy Selected Records' button.

Copying a section or record is irreversible. However, if you copied a record you do not want, you can delete it, or if you copied over an APR section, you can edit it. You can always edit anything that you copy over. The blue highlighting on a row indicates that it has been copied at least once before to your current APR. Green highlighting is used for sections that you selected. Grey rows are record headings, they are not actual APR records, and you cannot select them. All other records are white.

Can I Copy My Personal Information?

No, you cannot. This is because your personal information (found under the Options navigation tab) is used for all of your APR years. If you change the information, it will be reflected in all of your APR year records. Also, if you start a new APR year, this information will be carried over automatically. This is the only section of your APR that you cannot copy.

Declare Complete

On this page you will see a button that says 'Click here to complete your APR'. Click the button when you are done with the APR for the year you are currently editing. You will be taken to a confirmation page. You can print out your APR, if you like.

Instruction

APROL category entries (Instruction, Research, Service and Education, More), have entries sorted by the various subcategories. All entries are sorted primarily on the sort order. If entries have the same sort order, they are then sorted alphabetically.

Create New Entry:

Click this link to create a new entry for the subcategory (i.e., formal courses, advising, other).

Edit Existing Entry:

In the listing of existing entries, you can click any one of them if you wish to edit it. You will be taken to the appropriate page and the form will be loaded with your record data. You can then view and edit your entry.

Delete an Entry:

Beside each existing entry is a link that says '(delete)'. You can click this button if you wish to delete this entry. You will be warned with a popup box, click 'OK' if you are sure you wish to delete the record, or 'Cancel' otherwise.

APROL assumes that you know what you are doing when you click 'OK' after the warning to delete a record. If you have accidentally deleted a record, you should **contact us**. It is not always possible to retrieve deleted records, so use caution when deleting records.

Edit Sort Order:

The sort order affects what order you view your records inside the APROL online system, as well as how they are printed when you wish to print your APR. To edit the sort order, simply click this button. The page will change and beside every entry you will see a textbox containing the current sort order.

Now, you may change all of your records sort orders' at one time. You can leave any sort order as-is, or change them to a new sort order. If you make a mistake and enter any text that is not a valid number, you will not be warned, and the sort order for this record only will not be saved; all of your other records will save the sort orders. To finish editing the sort order and save the new ordering, click the button at the bottom of the page that says 'Click here to finish editing and save the Sort Order'.

Sort orders are numeric positive values starting at 1. Records are sorted in ascending order, that is, records are sorted so that the sort order increases as you go down. Sort orders do not have to be unique, you can have the same sort order multiple times. For example, if you have 8 different records with sort orders 5,18,3,2,18,1,3,9 , these records will display nicely sorted like so, 1,2,3,3,5,9,18,18.

More

Due to space constraints on the top horizontal navigation control, we have grouped all of the other APROL categories into a larger section called 'More'. Here we have sections for Administrative Activities, Commitments and Plans, Diversity and Mentoring, Other Contributions, and Position Description. These sections are a bit different from other APROL sections because you may only have one record per APR year. Thus, you cannot delete these records, only modify them. Click the link to edit these sections.

Here we also have sections Awards and Recognition, Professional Improvement, and Publications and Works. These are normal sections like the rest of APROL, you can have many different records per APR year for these sections. You are also given a button at the bottom to edit the sort order of these entries. These records are sorted primarily on the sort order. If entries have the same sort order, they are then sorted alphabetically.

Create New Entry:

Click this link to create a new entry for the subcategory (i.e., formal courses, advising, other).

Edit Existing Entry:

In the listing of existing entries, you can click any one of them if you wish to edit it. You will be taken to the appropriate page and the form will be loaded with your record data. You can then view and edit your entry.

Delete an Entry:

Beside each existing entry is a link that says '(delete)'. You can click this button if you wish to delete this entry. You will be warned with a popup box, click 'OK' if you are sure you wish to delete the record, or 'Cancel' otherwise.

APROL assumes that you know what you are doing when you click 'OK' after the warning to delete a record. If you have accidentally deleted a record, you should **contact us**. It is not always possible to retrieve deleted records, so use caution when deleting records.

Edit Sort Order:

The sort order affects what order you view your records inside the APROL online system, as well as how they are printed when you wish to print your APR. To edit the sort order, simply click this button. The page will change and beside every entry you will see a textbox containing the current sort order.

Now, you may change all of your records sort orders' at one time. You can leave any sort order as-is, or change them to a new sort order. If you make a mistake and enter any text that is not a valid number, you will not be warned, and the sort order for this record only will not be saved; all of your other records will save the sort orders. To finish editing the sort order and save the new ordering, click the button at the bottom of the page that says 'Click here to finish editing and save the Sort Order'.

Sort orders are numeric positive values starting at 1. Records are sorted in ascending order, that is, records are sorted so that the sort order increases as you go down. Sort orders do not have to be unique, you can have the same sort order multiple times. For example, if you have 8 different records with sort orders 5,18,3,2,18,1,3,9 , these records will display nicely sorted like so, 1,2,3,3,5,9,18,18.

Research

APROL category entries (Instruction, Research, Service and Education, More), have entries sorted by the various subcategories. All entries are sorted primarily on the sort order. If entries have the same sort order, they are then sorted alphabetically.

Create New Entry:

Click this link to create a new entry for the subcategory (i.e., formal courses, advising, other).

Edit Existing Entry:

In the listing of existing entries, you can click any one of them if you wish to edit it. You will be taken to the appropriate page and the form will be loaded with your record data. You can then view and edit your entry.

Delete an Entry:

Beside each existing entry is a link that says '(delete)'. You can click this button if you wish to delete this entry. You will be warned with a popup box, click 'OK' if you are sure you wish to delete the record, or 'Cancel' otherwise.

APROL assumes that you know what you are doing when you click 'OK' after the warning to delete a record. If you have accidentally deleted a record, you should **contact us**. It is not always possible to retrieve deleted records, so use caution when deleting records.

Edit Sort Order:

The sort order affects what order you view your records inside the APROL online system, as well as how they are printed when you wish to print your APR. To edit the sort order, simply click this button. The page will change and beside every entry you will see a textbox containing the current sort order.

Now, you may change all of your records sort orders' at one time. You can leave any sort order as-is, or change them to a new sort order. If you make a mistake and enter any text that is not a valid number, you will not be warned, and the sort order for this record only will not be saved; all of your other records will save the sort orders. To finish editing the sort order and save the new ordering, click the button at the bottom of the page that says 'Click here to finish editing and save the Sort Order'.

Sort orders are numeric positive values starting at 1. Records are sorted in ascending order, that is, records are sorted so that the sort order increases as you go down. Sort orders do not have to be unique, you can have the same sort order multiple times. For example, if you have 8 different records with sort orders 5,18,3,2,18,1,3,9 , these records will display nicely sorted like so, 1,2,3,3,5,9,18,18.

Service Education

APROL category entries (Instruction, Research, Service and Education, More), have entries sorted by the various subcategories. All entries are sorted primarily on the sort order. If entries have the same sort order, they are then sorted alphabetically. The Service and Education category also has a section for service distribution.

Distribution of Service:

Use this service distribution section to divide up your activity percentages. All of your percentages for Intramural, Extramural, Continuing Education and Workforce Development (CEWD), and Other, must total to 100%. If you are under or over this 100%, you will be warned. Your percentages will not save until they total 100%, and all your percentages must be whole numbers. To edit them, click the button that says 'Edit Percentages'. To finish, click the button that says 'Save Percentages'.

Service is partitioned into: Intramural service (participation in meaningful organized University activities other than teaching or research); Community Service / Outreach (Extramural community based Public Health activities); CEWD - these activities may qualify as Teaching, Research or Service, based on our college's Promotion & Tenure Guidelines (Please see the CEWD area for details); and Other Extramural Professional service (such as activities in professional service to administrative agencies and professional organizations in the faculty member's discipline).

Volunteerism that is relevant and appropriate to the discipline, and that reflects positively on faculty status as an academician, shall also be considered as Service. Faculty members at the level of Associate Professor and Professor are expected to serve on at least one college-wide standing committee at all times. Other expectations are based on the faculty member's academic credentials and Annual Work Plan.

Create New Entry:

Click this link to create a new entry for the subcategory (i.e., formal courses, advising, other).

Edit Existing Entry:

In the listing of existing entries, you can click any one of them if you wish to edit it. You will be taken to the appropriate page and the form will be loaded with your record data. You can then view and edit your entry.

Delete an Entry:

Beside each existing entry is a link that says '(delete)'. You can click this button if you wish to delete this entry. You will be warned with a popup box, click 'OK' if you are sure you wish to delete the record, or 'Cancel' otherwise.

APROL assumes that you know what you are doing when you click 'OK' after the warning to delete a record. If you have accidentally deleted a record, you should [contact us](#). It is not always possible to retrieve deleted records, so use caution when deleting records.

Edit Sort Order:

The sort order affects what order you view your records inside the APROL online system, as well as how they are printed when you wish to print your APR. To edit the sort order, simply click this button. The page will change and beside every entry you will see a textbox containing the current sort order.

Now, you may change all of your records sort orders' at one time. You can leave any sort order as-is, or change them to a new sort order. If you make a mistake and enter any text \that is not a valid number, your will not be warned, and the sort order for this record only will not be saved; all of your other records will save the sort orders. To finish editing the sort order and save the new ordering, click the button at the bottom of the page that says 'Click here to finish editing and save the Sort Order'.

Sort orders are numeric positive values starting at 1. Records are sorted in ascending order, that is, records are sorted so that the sort order increases as you go down. Sort orders do not have to be unique, you can have the same sort order multiple times. For example, if you have 8 different records with sort orders 5,18,3,2,18,1,3,9 , these records will display nicely sorted like so, 1,2,3,3,5,9,18,18.

Tasks

The tasks page is your portal to everything APR that doesn't have to do with creating, editing, or deleting APR records. Here you can edit your personal information, like your name and job title. You can also change the APR year that you would like to work on, view or print your APR, copy records from your previous year's APR, declare your APR complete, or contact us for technical support. You will also find the logout page under the Tasks navigation heading.

The tasks section page does not display a list of your records like Instruction, Research, Service, and the More section pages.

APROL Help Welcome

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Last updated 06/02/2007

Thanks to the College of Agriculture & Life Sciences for sharing this Annual Performance Review System. The Mel & Enid Zuckerman College of Public Health appreciates the spirit of collaboration in allowing the use of this system.. See [Privacy Statement](#) for more information.

Diversity and Mentoring

Recruitment, mentoring, and promoting the well-being of minority and female staff, undergraduate and graduate students, and faculty are important activities to bring the University closer to its goal of a diverse and equitable community.

Examples:

- Counseled female and minority undergraduate and graduate students in the department regarding job applications, resumes, and interview techniques.
- Mentored minority assistant professor in my department.
- Providing Non-English translations for programmatic presentations.

Frequently Asked Questions

Where Do I Start?

The typical user first copies records from their previous APR year, updates those records, inputs new records, and updates personal information. It is common start one's APR and work it later.

I'm a Returning User and I Don't See My Records

This can happen if your UofA NETID is different from your APROL login name (from previous systems). You will need to [contact us](#) and we can fix it for you.

Why Do I See Strange Symbols?

Returning users who copied text from MS Word may see strange meta-characters and symbols, such as "â€". To fix it, you will need to edit the records yourself. New copy/pastes from MS Word can be stripped of meta-characters when you use [FCK Editor's Paste From Word](#).

What Do I See an Intermediate Page After I Press Submit?

This page confirms that your record was submitted successfully into the database and that there were no errors. You are presented with two options, one to go back and edit the record that record (or create another one), and one to 'continue', that will take you to see your records listing.

What Are The Two Links I See After I Press Submit?

See previous question.

I Cannot Log In.

If you see a screen saying the APROL system is locked, you will need to wait it out. Otherwise contact us.

I Got To An Error Screen.

Contact us and give us **all** of the error text you see on the screen, and tell us how you got to this screen. Reporting problems will ensure APROL is bug free and user-friendly for everyone.

I Can't Submit My Form.

I Don't Understand This **Advanced Text Box**.

FCK Editor

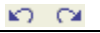
In select areas, the APROL system has implemented a new text-editing tool called FCKEditor. FCKEditor, named after its creator, Frederico Caldeira Knabben, is a rich-text editing control. Below is a picture of the editor.

APR Year : 2008

Last Updated : (Has Never Been Updated)



Here are item descriptions for each icon and what they do. Some users may find the "Paste from Word" particularly helpful as copy/pasted sections from MS Word may often have strange meta-characters and symbols, such as:

Icon	Function
	Undo or redo the most recent action taken.
	Cut the selected text. (Cut removes text and places it on your clipboard).
	Copy the selected text to your clipboard.
	Paste the contents of your clipboard as normal text into the editor.
	Paste the contents of your clipboard if they came from MS Word into the editor. Upon clicking this button, you will be prompted with a popup box to enter your text. Do so and press 'Ok'. Using this paste automatically strips meta-characters.
	Highlight occurrences of the desired text.
	Find and replace occurrences of the desired text.
	B <i>I</i> <u>U</u> Bold , <i>italicize</i> , or <u>underline</u> the selected text.
	Enumerate or bullet a list.

Formal Courses

Course Number:

List the course number of the class.

Example:

CPH 306

Semester:

Select the semester or session period when the class was given.

Example:

For a class taught in the fall, choose Fall.

For a class taught in the first summer session, choose 1st Summer.

Course Type:

Select the course type from the drop down list.

Percent Ownership:

For courses co-taught with another person, enter the percentage of the course that was your responsibility. Enter only whole numbers.

Example:

For a course that you taught the entire time, enter 100.

For a course that you co-taught equally with another person, enter 50.

Enrollment:

Enter the enrollment for this course.

Example:

For a course with 20 students enrolled, enter 20.

Units:

Enter the units for this course. For a class with variable units, enter the lowest number of units and explain in the Description.

Example:

For a course that is 3 units, enter 3.

Description:

Optional. Enter additional information about the course.

Example:

Course was co-taught with Dr. Smith

What about courses I teach in the spring and fall?

You would have to enter each class into the APROL system separately.

Help, I Can't Submit My Form!

Okay, let's try and figure this out together. There are three different types of problems that could contribute to this. Take a look at the correct troubleshooting section below. If after reading the sections, you find that none of the listed problems apply to you and you are still having problems, please [contact us](#).

- Did you click something and APROL is not responding quickly?
- Did you click the 'Submit' button on your form and nothing happened? APROL may have some problems with data in your form.
- Do you see a white screen with bright red text and a bunch of odd computer code? You have encountered a problem with the APROL system.

APROL is being very slow

If you have a bunch of different things using your internet connection, this could be due to bandwidth issues. Try closing some of your internet applications and try again. Is the whole internet slow for you? You may have some personal internet issues. Is the whole internet slow for a bunch of different people? This sounds like a UA internet problem, you will have to wait for the UA to resolve the problem or the bandwidth to return to normal. If none of the above applies to you, then the APROL server may be overloaded with traffic (i.e., there are too many people using APROL at the same time as you), your best bet is to try again later. You may also want to try refreshing your webpage or re-clicking the button that you were trying to click previously.

APROL Has a Problem With Data in My Form

APROL tries to be intelligent and verify different types of data in the fields. For example, in fields that ask for a numerical amount, APROL will look at the text in that field to see if it is indeed a numerical amount. There are also some fields which cannot be left blank. Dates must also be typed in a certain format (usually mm/dd/yyyy, for example 12/25/2007). You cannot submit your form until these errors are fixed. If you are updating a record and you make an error, this record will not be updated until you fix it.

Look for any red error messages. Look *carefully* for any asterisk (*), or red error messages next to input fields or at the bottom of the page. Follow the directions and try to resubmit your form.

There's a problem with the APROL System

Let's try to break this one up into some different categories.

I haven't used APROL in a few hours. If you leave APROL up on your machine (without logging out) and then come back later to try to submit a form, you may encounter some frightening errors. If you were trying to enter a new record, it was not entered into the database (it was lost), or if you were trying to modify an existing record, your changes were not saved. What you need to do here is go back to the APROL system and Log Off and then Log On again. Then you can continue working.

I get an error screen. Can you try going back? If so, and you were editing a form, take a look and make sure that all of your input text, numbers, and dates are of the correct format (i.e., make sure that you weren't putting a date inside a field that asks for a monetary number). Then try to re-submit your form.

I still get an error message, or I get an error screen for a different reason. Alright, please contact us and we will look into it. When you contact us, include some details as to what you were trying to do (update, change sort order, etc), and include *all of the text that is on the error page*. This will help us solve the problem as quickly as possible. We apologize for the inconvenience.

Guest Access

Please click to log in as a guest to the APROL system.

Username:

Password:

How to Use Help

To use the help pages, in your main APROL window, hover over the 'Options' and select 'Help Pages' from the submenu. A new window will open and you will have access to the help pages. We don't want you to lose any of your work if you are filling out an APROL record, so we open up a new window for you. Note that you now have two windows open, your main APROL webpage, and the Help pages. You will probably want to have both windows open until you no longer need any more help. At this point, you should only close the Help pages window, and keep your APROL window open so you can continue working. You are not able to view or work on your APROL records in the help window.

Navigate through the help pages using the right index column of help pages. Note that every listing you see there is a help page that you can read. If you are still having problems, you can [contact us](#).

In Progress

Please enter information about Research projects you're involved in. If you are the PI, please check the PI indicator checkbox which will bring up an additional form to enter data that we need to collect for the project. Only PI's should enter that information. For pending Research projects, the additional data is not needed.

Title of This Research Project:

Enter the title of your project.

Are you the PI? :

Check the box if you are the principal investigator. If you are a PI of a project, you will need to enter additional information regarding funding for the project along with any Service related activities.

Other PI's:

Enter any other PIs who are working with you on this project or leave this box blank if there are none.

Your FTE Percent:

Enter your FTE percentage on this project. Enter a whole number.

Additional Description:

Enter any additional description for this research project.

Intramural

Intramural service is defined as participation in meaningful organized University activities other than teaching or research. Faculty members at the level of Associate Professor and Professor are expected to serve on at least one college-wide standing committee at all times. Other expectations are based on the faculty member's academic credentials and Annual Work Plan. University-wide activity is defined as committee work or other cross-departmental responsibility that seeks to solve a university problem or further its mission.

Service Activity Title:

The title of this service activity.

Scope of This Activity:

Select the scope of this service activity.

Description of Activity:

Enter any description for this research project.

Type of Membership:

If this service activity was a committee membership, select the type of membership.

Length of Term:

Enter an optional whole number to indicate the number of years you have served in this activity.

Mezcoph Standing Committee:

If this service activity was a Mezcoph standing committee membership, select the appropriate committee.

The APROL System is Currently Locked

Your credentials have been successfully validated, however you were not logged in because the APOL system is currently locked. During this time, no users may access the APROL system. Reasons for the APROL being locked include application development, bug tracking, or application maintenance. Please be patient.

The APROL system is scheduled to be back up (unlocked) at **5:00 pm, Friday Nov 9.**

Scheduled downtime for : Development ; 5:00 pm, 1:30 PM 11/9/2007 - 5:00 PM 11/9/2007

Login

To use APROL, you must first log in.

APROL uses the UofA Web Authentication to log you in, so you will need to know your UA NetID and NetID password; these are the same ones that you use for UA WebMail and your Timesheet. When you come to the APROL application, you will be redirected to the UA Web Authentication page. After you log in, you will be taken back to APROL.

If you are already logged into a UA web service that uses Web Authentication, such as your WebMail, you will be automatically logged in. When you sign out of APROL, all of your other UA Web Authentication web services (such as WebMail), will be signed out of as well.

If you are having trouble logging in, you will need to [contact us](#).

Logout

Logging out will close your session with APROL. To log out of APROL, go to the logout page and click the button that says 'Logout'. You will be signed out of APROL and any other UA Web Authentication services (such as WebMail).

Other

Please enter information about Research projects you're involved in. If you are the PI, please check the PI indicator checkbox which will bring up an additional form to enter data that we need to collect for the project. Only PI's should enter that information. For pending Research projects, the additional data is not needed.

Title:

Enter the title for this research project.

Percent of Activity:

Enter the whole number percentage of this activity that is yours.

Additional Description:

Enter any additional description for this research project.

Long-Term Impact:

Enter an optional description of any long-term impacts this research project had.

Other

From the P & T Guidelines, Some Examples of Extramural Professional Service:

1. participating in governance/operations of professional organizations;
2. reviewing articles for journals and other publications;
3. serving as editor or editorial board member for scientific journals or books;
4. reviewing proposals for funding as occurs with service on study sections or ad hoc review committees;
5. consulting for government agencies or other institutions;
6. service on Data Safety Monitoring Boards, Institutional Review Boards and scientific review or oversight groups.

Type of Activity:

Select from the drop down list the type of activity that best fits this service activity.

Name of Organization:

The name of the organization.

Description of Activity:

A description for this service activity.

Other Activities

Please list all other teaching activities (e.g., preparation of instructional materials, development of new courses/programs, undergraduate research programs, supervision of graduate students, supervision of research associates, internship support). In addition, include here extramural teaching and training, such as continuing education for public health practitioners, workforce development training, skill-building trainings and workshops for community organizations and residents, and sustained capacity-building activities with community partnerships that involve the transfer of knowledge and/or skills and whose outcomes are documented. Such forms of teaching must include a written curriculum or teaching plan, consist of more than one contact, and be evaluated.

Description:

Choose a description of this activity from the drop list. Include here extramural teaching and training, such as continuing education for public health practitioners, workforce development training, skill-building trainings and workshops for community organizations and residents, and sustained capacity-building activities with community partnerships that involve the transfer of knowledge and/or skills and whose outcomes are documented. Such forms of teaching must include a written curriculum or teaching plan, consist of more than one contact, and be evaluated.

Examples:

Development of New Course/Materials

Independent Study Supervision

Title and Additional Description:

Include the title of this activity. You may use this area to give additional details of your activity.

Example:

Development of a distance education workshop for sports nutrition.

This year I had three undergraduate and two graduate students enrolled in independent study courses (15 credit hours total).

Percent Ownership:

For activities in which you share credit with another person, enter the percentage of the program, which was your responsibility. Enter only whole numbers.

Example:

You were co-adviser for a student club along with another faculty member, with each devoting equal time. Enter 50 in the field.

Contact Hours:

The number of students times the number of class room hours. That is,

Contact Hours = # Students x # Classroom Hours

Geographic Area:

Select from a drop-down list the area where this activity took place.

Specify Community:

Specify the community where this activity took place.

Activity Impact:

Describe any defined, measurable social, economic or environmental change that occurred in an individual, a group, or a community, due to this activity. (Optional)

Other Contributions

Please list your contributions not covered elsewhere for the APR Year.

Having trouble with the ?

Pending

Please enter information about Research projects you're involved in. If you are the PI, please check the PI indicator checkbox which will bring up an additional form to enter data that we need to collect for the project. Only PI's should enter that information. For pending Research projects, the additional data is not needed.

Title of This Research Project:

Enter the title of your project.

Are you the PI? :

Check the box if you are the principal investigator.

Other PI's:

Enter any other PIs who are working with you on this project or leave this box blank if there are none.

Your FTE Percent:

Enter your FTE percentage on this project. Enter a whole number.

Funding Agency:

Requested Total:

How much you requested for this project. Enter a whole number.

Project Length:

The expected length of this project. Enter a whole number.

Additional Description:

Enter any additional description for this research project.

Convert to In Progress

This operation will convert a research pending record to a research in progress record. You will not be able to undo this operation.

Update Personal Information

Your personal information includes information like your name, job title, and job location. This personal information is used for every year's APR, that is, if you change any information here, it will be reflected in all of your APR years.

First Name/Middle Initial; Last Name:

These two fields are for your first and last names, and any initials or appellations that you wish to use. Both are ordinary text fields, so you may use spaces or other punctuation. The main use of the name fields is to print out your name as a heading on the final APR.

Example:

For the name John Smith Jr., enter John for the First Name and Smith Jr. for the last name.

**Title:**

Enter your position title as it appears on your University of Arizona contract.

Employment Type:

Select your current position from the drop-down list.

Tenure Type:

Select your current tenure status from the drop-down list.

Rank:

Choose your appointment level from the drop list. Rank does not apply to some faculty, such as lecturers. In this case, leave the field empty.

Examples:

Assistant, Associate, Full

Division:

From the drop list select the division you are a part of.

Location:

Select your current office and/or working location from the drop-down list.

Certification Dates:

Enter your certification dates in mm/dd/yyyy format or leave blank.

Position Description

Enter your position description. All position descriptions must be approved by the division director and/or dean of MEZACOPH. New signatures are required if position description has changed.

Activity Distribution :

Click the 'Edit Percents' button to edit your activity distribution percentages. Enter whole number percentages (or zero) for each of the four categories. Your percentages must total 100% to save your activity distribution percentages. If they do not, you will be notified. To finish, click the 'Save Percents' button.

Each faculty position is funded in one or more of Instruction, Research, Service and Administration. Ideally, each person's activity should reflect the funding percentages from these areas. In reality, the activity distribution percentages may differ, particularly for those with Administrative responsibilities.

Instruction :

The Instruction or Teaching appointment includes formal, on-campus instruction and informal, off-campus instruction. In addition to formal, intramural teaching, teaching also includes extramural teaching and training, such as continuing education for public health practitioners, workforce development training, skill-building trainings and workshops for community organizations and residents, and sustained capacity-building activities with community partnerships that involve the transfer of knowledge and/or skills and whose outcomes are documented. Such forms of teaching must include a written curriculum or teaching plan, consist of more than one contact, and be evaluated. The Instruction area of the College is coordinated by the Associate Dean, the Office of Academic Programs and the Education Committee.

Research :

The Research appointment highlights state priorities, with consideration for regional, national and international needs. The research area of the College is coordinated by the Associate Dean for Research and the Research Committee.

Service/CE :

The Extension appointment emphasizes non-formal education and transfer of knowledge to audiences throughout the state,

based on research information from within the College and elsewhere. There are 19 offices in the 15 counties plus 5 offices on Native American lands. The extension area of the College is coordinated by Arizona Cooperative Extension.

Admin. :

The Administrative Activity refers to faculty whose position description specifically includes administrative responsibilities, in addition to instruction, research, or service. These positions include directors of divisions and administrative directors.

Print or Save APR - APROL Help

The print or save APR page is easy to use. Simply check the APR components that you would like listed on your print out and press the 'Submit' button.

Check All

This is a button that you can press to check all of the boxes for you.

UnCheck All

You can press this button to clear all of the check-marked boxes.

Submit

When you press this button you will be taken to the APR printout. Only the sections that you checked will be listed on your APR print out.

I Made A Mistake On My APR

Your APR print out is a read-only page. You cannot edit anything on this page. If you like, you can hit the 'back' button on your browser window and edit the various records and data inside the APROL application.

My APR Printout Looks Different When Printed

Each browser will print your APR out a little differently, but for the most part, what you see on your browser's Print Preview is what you will get on your printed APR pages. Your APR was designed to be printed on standard letter paper in portrait mode (as opposed to landscape).

I Want/Don't Want My APR To Print

When you go to the 'Print or Save APR' page, you will be asked which sections you would like to see, and after you click the submit button, you will be taken to the APR printout page. Note that this APR printout page will not print automatically by itself. You have to tell your browser to print it (just like any other web page). Go to 'File' > 'Print', or just 'Print' if you have Microsoft Internet Explorer version 7 or later.

How Do I Get Back To APROL?

When you come to the APROL print-out page, there are no links anywhere on the page. If you want to go back to the APROL system, click the 'Back' button on your browser.

What are the numbers and lettering for?

On your APR printout, you may notice that sections are numbered or marked with 'Part A', 'Part B', 'Part C', and that subsections are lettered. The numbering and lettering matches the Annual Academic Professional Performance Report (APR) and Evaluation form.

APROL Privacy Statement

Beginning with the Calendar Year 2003 Report, Annual Performance Reports will be submitted by all College of Public Health faculty through an on-line form (APROL). The form is structured to look like the traditional paper copy but has additional features because of its underlying database structure. This statement addresses how the data will be used and protected from non-authorized use.

The APROL information will be:

- Confidential and used by the immediate administrator and peers for annual reviews
- Summarized by content to allow the college to better understand what faculty are working on and to allow the college to assess its collective activities



- Listed by name for reviewing categorized material (e.g., a listing of just teaching material could be listed by individual name for context)
- Used for program descriptions to a variety of audiences, including the news media and legislature. Material used for these purposes will not be identified by faculty name unless permission is sought
- Highlighted in some cases for promoting college programs or results (for example, Impact Statements). Faculty members will be contacted in advance for permission to use their name in this manner

The APROL information will not be:

- Copied or shared as complete documents for other uses
- Identified by faculty name for any public release documents without prior faculty approval
- Accessed from internet search engines or others without an authorized name and password

APROL reports are accessed via the Internet but are protected from unauthorized access by username and password. You are responsible for changing your password and protecting it from misuse. Web security and privacy statements are available for further information:

[University of Arizona Privacy Statement.](#)

Professional Improvement

Title of Activity:

Enter the name or title of this professional improvement activity.

Additional Description:

Give any additional description here.

Location

The location of this activity.

Type:

Select a type from the drop-down list that best fits the type of your activity.

Start Date:

Enter the start date of this event in mm/dd/yyyy format.

End Date:

Enter the end date of this event in mm/dd/yyyy format.

What if the start and end dates are the same?

That's okay, just enter the same start and end dates in the two fields.

Publications and Works

This is a:

Select either 'Publication' or 'Other Scholarly Work' from the radio buttons to indicate if this record is a publication or a work.

Title of Activity/Publication:

Provide a title or other descriptive phrase for this activity. The title entered here will be used to create the link to this form entry, so it should not be left blank.

Examples:

(Publications)

Evaluation of Green Tea's effect on Cancer Patients

(Other)

Partners For Life: A Service Dog's Tale
Emergency Preparedness in the Community workshop

Type of Activity:

Choose from the drop list the type of activity this is.

Examples:

(Publications)

Professional Journal

Pamphlet/Newsletter

(Other)

Presentation

Software

Media Type:

Choose from the drop list the type of media used for this activity. If the activity was a face-to-face presentation, choose NA.

Examples:

For any printed item, choose Print

For a Radio or TV show, choose Broadcast

For a website, choose Internet/Intranet

PubMed ID:

If this is a publication, enter the numeric PubMed ID number. If you don't know the ID, enter zero.

Full Bibliographic Citation:

Use this text area to give the complete reference citation for published works. Otherwise, you may use this field to enter any descriptive text you think would be useful.

Examples:

(Publications)

Jones, A. 1999. Geographic evaluation of experimental toxins' effect on childhood leukemia. Epidemiological Journal 17:21-25.

Status:

Choose from the drop list the status of this presentation. For any type of face-to-face presentation, the type should be presented.

Examples:

(Publications)

You submit a paper for a conference, and are waiting for acceptance. Choose the status type submitted. You wrote a column for the local newspaper. Choose the status type published.

(Other)

You are an invited speaker at a conference. Choose the status type presented.

Is Work Peer Reviewed? :

If the work was peer-reviewed, select Yes from the drop list. For print items such as popular press articles and pamphlets, choose No. For any type of face-to-face presentation, broadcast, internet site, etc., leave as the default choice NA.

Example:

Choose Yes for a peer-reviewed article, such as one published in a professional journal.

Your Percentage of this Activity:

For activities in which you share credit with another person, enter the percentage of the program, which was your responsibility. Use only whole numbers.

Example:

You co-authored a paper with another faculty member, with each sharing half the work. Enter 50 in the field.

Number of Student Authors:

Enter the number of students that participated in this publication or scholarly work.

What if a participant was a student but isn't anymore?

If you have any students that were students during the draft or submission phase but are no longer students at publication date, simply include them in the student count.

Location Presented:

If this is a scholarly work that was presented, please enter the location and date presented. Enter the city and state abbreviation where the presentation was made. Example:

Flagstaff, AZ

Washington, D.C.

Date:

If this is a scholarly work that was presented, please enter the location and date presented in the format mm/dd/yyyy.

Service Components

Service Component Instructions

Click the link 'Click Here If This Activity Had Service Components' if you conducted service for community organizations and/or communities as a result of your activities (e.g. needs assessment, community surveys, data analysis, etc.). Please check the appropriate checkboxes and/or fill out any textbox fields where applicable.

About The Service Component Section

The service section is a link on your page that says 'Click here if this activity had service components'. When you click, the service components section will expand to show you a bunch of different check boxes and some fields. The service section does not always have the same sections for every form. To hide the service section, you can click the link that says 'Click here hide the service section'. Note that hiding the service section does not erase any of your answers.

To save any data you have entered into the service section, you must save your form and all of your form data and the service section will be saved at once. When you come back to look at any form with a service section, if the service section has any data in it, it will be expanded automatically for you. If there is no data, it will remain collapsed for your convenience.

Service Outreach

From the P & T Guidelines, Some Examples of Extramural Professional Service:

1. participating in governance/operations of professional organizations;
2. reviewing articles for journals and other publications;
3. serving as editor or editorial board member for scientific journals or books;
4. reviewing proposals for funding as occurs with service on study sections or ad hoc review committees;
5. consulting for government agencies or other institutions;
6. service on Data Safety Monitoring Boards, Institutional Review Boards and scientific review or oversight groups.

Community Service / Outreach Activity Type:

Select from the drop-down list the activity type that best fits this service activity.

If Other Enter Activity Title:

If you selected 'Other' as the activity type for this service activity, please enter the activity title in this field.

Name of Organization:

The name of the organization.

Role:

Select from a drop-down list the role you played in this service activity.

Number of Students:

A whole number indicating the number of students that participated in this service activity.

Length of Term:

A whole number indicating the length of the term you served in this service activity.

Geographic Area:

Select from a drop-down list the area where this activity took place.

Specify Community:

Also, specify the community of this service activity.

Service Activity and Description:

Provide a textual description for your service activity.

The New APROL System

Welcome to the new APROL system! We have taken extensive measures and care to ensure that you are able to use APROL easily and efficiently. There have been many changes to the APROL system; below you will see some of the most prominent ones with details on how to use the new feature if you get stuck.

APROL Navigation

APROL has changed the navigation system to require less navigation on your part. At the top of your APROL webpage, you will see a long blue horizontal navigation strip. Each of those navigation headings are clickable and will take you to the corresponding category section. You can also hover over the navigation headings to see subheadings; those are clickable as well. We weren't able to put every main category of APROL on the horizontal bar because of space issues, so some of them can be found under the 'More' category.

In addition, some WebPages have a right side vertical navigation column.

Special APROL Records - One Per Year

There are a few APROL sections that will only allow you to have one record per year. These sections include the 'Mentoring and Diversity', 'Administrative Activities', 'Other Contributions', 'Position Description', and 'Commitment and Plans' (all found under the 'More' category). For these records, you cannot delete them, but you can always change the text that you have entered. If you do not have one of these records for the current year, when you come to the page, you will see '(Has Never Been Updated)' for the time when this record was last updated. To make the record, simply enter your text and click Submit. The next time you visit this page for the same year, you will see your record and will be able to edit it if you like.

APROL Record Display and Editing

To view your all of your records for an APROL category, go to the corresponding heading page. For example, if you want to see all of your research entries for this APROL year, go to the Research page. It will list for you all of your Research In Progress, Research Pending, and Other Research entries for you in a categorized display. You can click on one of these entries to view it. If you make changes, simply hit the Submit button when you are done to save the changes. Also, at the top of your record there is a box that displays the APROL year and time when this record was last updated. If you have a drop-down box in that section, you can use that to navigate to other APROL records of that category easily. You may also have a sort-order box and an option to delete your record.

APROL Record Input

You can enter a new APROL record in two ways. The first is to click a link to the type of record that you would like to create. You will be taken to the appropriate page with a blank web form for that record. Enter your data and press submit when you are ready. You can also select 'Create New Entry' from the record category listing page.

The APROL forms have some input verification to them. For instance, there are some fields which cannot be left blank, other fields that require a number amount entered, and so on and so forth. If you do not enter text in a required field, APROL will not let you submit the form and will display a red star and/or error message next to the appropriate textbox. APROL will notify you of any data input errors found in your forms in this same way before you are allowed to submit your form.

After you finish editing or creating an APROL record, you will be shown a confirmation page that tells you that your entry was saved successfully to the database. You are presented with two options. The first is to continue on to the main category page, and the second to go back and view your record again.

Record Sort Order

The sort order is a numeric rating, from 1 to whatever, that determines in what order your records are displayed. This sort order is also reflected when you print your APR. The record with the lowest ratings will be shown first. For example, if you

have three records of sort orders 33, 1, 1, 15, those records will be displayed in the order of 1, 1, 15, 33. The sort order number does not have to be unique, that is, you can have records with the same sort order. These records will be sub-sorted alphabetically.

You have the option to change how your records are sorted when you use the APROL system. There are two ways to change the sort order. The first way is to change the sort order on each record individually. When you edit or create an APROL record, you will see a Sort Order textbox in the upper left. There you can enter the number that you would like this record to be sorted as.

The second, faster, way is to change the sort orders of all of your records under the current category at one time. When you come to an APROL category (Instruction, Research, Service and Continuing Education, and More), you will see all of your records listed according to the sort order. At the bottom of the page is a button that says 'Click Here to Edit the Sort Order'. When you click it, you will see a textbox in front of every record containing the record's sort order. Edit whichever records you like with new sort orders and then click the 'Click Here to Finish Editing and Save Sort Order' button to finish up. All of your new sort orders will be saved and the page will refresh to show you all of your records sorted according to the new sort order.

Record Deletion

If you wish to delete a record, you simply click the delete button for that form. You will be given a pop-up message to confirm that this is really what you wish to do. APROL assumes that you know what you are doing when you click the 'delete record' button. If you wish to delete your record, press the 'Okay' button when you receive the pop-up message. If you do not wish to delete your record, press 'Cancel'.

Current APR Year and Other Years

APROL records are all grouped together into normal calendar years (January through December). When you log into APROL, it will take you to edit the current calendar year.

If you wish to edit a previous year, you need to change your APR Year (change the APR that you are editing). Go to 'Options' and then 'Change APR Year'. Select a previous year that you wish to edit and then click the button that says 'Go'. You cannot change your APR year to a year ahead of the current year you are in. For example, if today is the year 2007, you cannot change your APR year to edit your 2009 APR records. You also cannot create or edit APR records for a previous year that was empty. For example, if this is year 2007 and you do not have any APR records for the year 2005, you cannot go back and edit the APR year 2005. If you do not have an APR year set up for the current calendar year, APROL will create a new one for you when you log in. For example, if you have not logged into the system since 2004, and today is 2007, you will be logged in automatically to a brand new (blank) 2007 APR Record.

Some of My APROL Data is Missing!

We took special care to make sure that we didn't lose any of your data from the years when you used the older APROL system. However, if we have lost a record or two, we apologize! You will need to re-enter your data. If it appears that all of your APR data is lost from previous year, this may be caused by your APR login name being different from your NETID. If this is so, please [contact us](#).

Timeout Error

We're sorry but you have experienced a timeout error. The reasons for this may include but are not limited to being logged in for a long time, APROL traffic, NetID cookie expiration, internet or server burp, update to the APROL system, or a technical error. Don't panic, if you were working on a form when you encountered this error, any changes were lost, but all other data is still intact.

You have been logged out.

[Please log in again to continue working.](#)

If you continue to reach this page, then you will need to re-enter your NetID credentials. Click the link below to be redirected to the Wealth logout page. After you log out, you may log back in to continue working. [Log out and then log back in here.](#)

Workforce Development

Faculty and AP engaged in CE/WFD activities can record these under:

I. Teaching:

"In addition to formal, intramural teaching, teaching also includes extramural teaching and training, such as continuing education for public health practitioners, workforce development training, skill building trainings and workshops for community organizations and residents, and sustained capacity building activities with community partnerships that involve transfer of knowledge and or skills whose outcomes are documented." P. 6 Appointment Promotion and Tenure Guidelines
CE/WFD can count towards teaching only if it has the following criteria:

1. is in the format of a written curriculum or teaching plan
2. has been delivered more than once
3. has been evaluated.

II. Research, if it pertains to activities such as:

Publishing papers on public health workforce development, including research on continuing education/training methods and results, assessment of training needs, development of new evaluation methods with application to workforce development, pilot testing curricula and evaluation assessment tools and methods, presenting papers, presentations, colloquia, symposia, workshops and/or seminars on workforce development.

III. Service, CE/WFD activities can also be counted under this category under Other or Community Service/Outreach when:

Technical assistance if offered in relation to building skills of the public health professionals in the workforce, capacity building of a public health organization or organizational development such as designing service delivery models, presentations to community or extramural professional groups (inclusive of professional conferences, colloquia, symposia, workshops and seminars) at a local State, National or International level.

Title or Name of Activity:

The name of the service activity.

Type of Activity:

Select from the drop down list the type of activity that best fits this service activity.

If yes, for which profession :

If you selected 'yes' to indicate that CEU's are offered for this service activity, also indicate for which profession.

CEU's Offered? :

Select yes or no.

Name of Organization:

The name of the organization for your service activity.

Number of Participants:

Whole number indicating the number of participants in this service activity.

Contact Hours:

The number of students times the number of class room hours. That is,
Contact Hours = # Students x # Classroom Hours

Geographic Area:

Select the geographic area for this service activity.

Specify Community:

Also specify the community for this service activity.

Description of Activity:

A textual description of your service activity.