

Download APR Packet

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

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.

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 next year, if a copy is downloaded during the review process.

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

2) Click on your **Name**

The screenshot shows the 'Cases' page of the UMass Chan Medical School system. The left-hand menu has 'Cases' highlighted with a red circle and a '1'. The main content area shows a table of cases. The first case is 'Faculty Member 2' with a red circle and a '2' next to it. Below the table, it says 'Step 2 of 5: Faculty Member Review (1) Required Documents'.

Name	Type	Template Name	Status
Faculty Member 2 Medicine	Review	2025 Faculty Annual Performance Review- example	

Step 2 of 5: Faculty Member Review (1) Required Documents

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

Faculty Member 2

Unit
Medicine

Template
2025 Faculty Annual Performance Review- example

Status
Select Status

Case Materials Case Details 1

Search case materials by title



Read Case

3

Expand All Collapse All

Download

Share

Settings

Move

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.

Recording Academic Activities

Locked



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

- 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 and save your responses for each form so that you may come back to your 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



Packet Annotations

RECORDING ACADEMIC ACTIVITIES

General Information

FTE Effort

Education Section

Investigation Section

Scholarship Section

Academic Service Section

Leadership Positions and Responsibilities Section

Health Care Delivery Performance Metrics & Innovation in

Health Care Delivery

Honors & Awards Section

Efforts to Support Diversity, Equity, and Inclusion Section

Professional and Faculty Development Activities

Goals and Self-Assessment

Health Care Delivery Performance Metrics

COMMITTEE DOCUMENTS

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Return to Case

Download

Download Packet

Download Document

Packet Forms

General Information

First Name

Janice

Last Name

Robert

Department

Office of Faculty Affairs

Division

Epidemiology

Current Rank

Assistant Professor

Years in Current Rank

5

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 sections or forms.

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

5 **Download Packet**

☐ Select All

Recording Academic Activities

<input type="checkbox"/>	General Information Form
<input type="checkbox"/>	FTE Effort Form
<input type="checkbox"/>	Education Section Form
<input type="checkbox"/>	Investigation Section Form
<input type="checkbox"/>	Scholarship Section Form
<input type="checkbox"/>	Academic Service Section Form
<input type="checkbox"/>	Leadership Positions and Responsibilities Section Form
<input type="checkbox"/>	Health Care Delivery Performance Metrics & Innovation in Health Ca... Form
<input type="checkbox"/>	Honors & Awards Section Form
<input type="checkbox"/>	Efforts to Support Diversity, Equity, and Inclusion Section Form
<input type="checkbox"/>	Professional and Faculty Development Activities Form
<input type="checkbox"/>	Goals and Self-Assessment Form

Download Packet

<input checked="" type="checkbox"/>	Investigation Section Form
<input checked="" type="checkbox"/>	Scholarship Section Form
<input checked="" type="checkbox"/>	Academic Service Section Form
<input checked="" type="checkbox"/>	Leadership Positions and Responsibilities Section Form
<input checked="" type="checkbox"/>	Health Care Delivery Performance Metrics & Innovation in Health Ca... Form
<input checked="" type="checkbox"/>	Honors & Awards Section Form
<input checked="" type="checkbox"/>	Efforts to Support Diversity, Equity, and Inclusion Section Form
<input checked="" type="checkbox"/>	Professional and Faculty Development Activities Form
<input checked="" type="checkbox"/>	Goals and Self-Assessment Form
<input checked="" type="checkbox"/>	Health Care Delivery Performance Metrics Form

Committee Documents

<input checked="" type="checkbox"/>	APR Supervisor Form Form
<input checked="" type="checkbox"/>	APR Supervisor- Health Care Delivery Metrics Form

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Download ZIP Download PDF Cancel

7) Click the **Return to Case** button.

Faculty Member 2

7 **Return to Case**

Download Search PDF Search

Packet Annotations

✓ RECORDING ACADEMIC ACTIVITIES

General Information

FTE Effort

Education Section

Investigation Section

Scholarship Section

Academic Service Section

Leadership Positions and Responsibilities Section

Health Care Delivery Performance Metrics & Innovation in

Packet Forms

General Information

First Name
Janice

Last Name
Robert

Department
Office of Faculty Affairs

Division
Epidemiology

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

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Faculty Job Aid: Faculty Annual Performance Review

Home

Your Packets

Review, Promotion & Tenure

Cases

UMass Chan Medical School > Cases >

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

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Candidate Packet

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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!

My Tasks 4

4

Unread Tasks

0

Read Tasks

Search

Title	Due Date
Faculty Member 2 2025 Faculty Annual Performance Review- example Medicine Review	
Faculty Member 2 2025 Faculty Annual Performance Review- example Medicine Review	
Faculty Member 2 Medicine Review 2025 Faculty Annual Performance Review- example	
Your Files Are Ready to Download	

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.

10

Download | Remove

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	<div><div>Download Remove</div></div>
Your download of documents materials for Faculty Member 2's case is ready. Medicine Review 2025 Faculty Annual Performance Review- example	March 27, 2025	<div><div>Download Remove</div></div>

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5-13-25 revised