



UNIVERSITY OF
CALGARY
FACULTY OF ARTS

Online Academic Document Management (OADM) User Guide - Committee Members

The Online Academic Document Management (OADM) has been developed to streamline various University processes by providing a secure and flexible online document sharing system. Applicant profiles can be reviewed online eliminating the necessity of paper copies.

Access OADM at <http://arts.ucalgary.ca/oadm>

A profile will be set up for each individual requiring access. Each person has a unique set of access parameters that are determined by their role in the process. Only authorized areas will be shown.

User Guides and links to the **APT Manual** and **Faculty Guidelines** can be found on the Help page of OADM.

For program assistance, contact **Marilynne Smith** at mgsmit@ucalgary.ca or 403-220-7319.

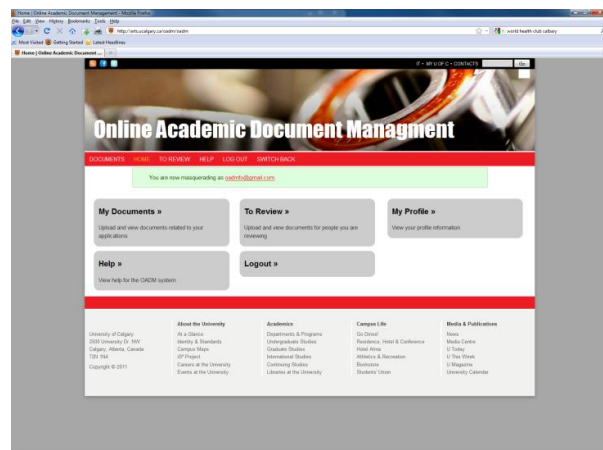
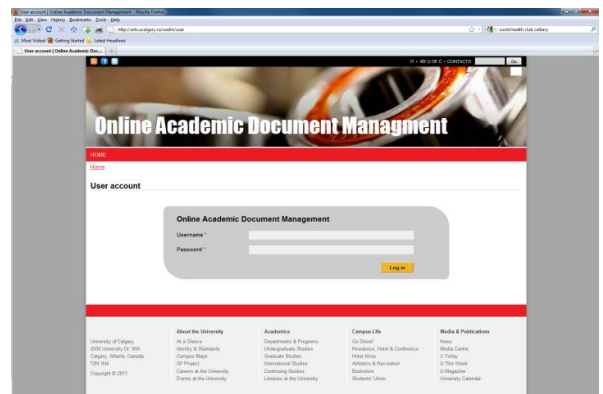
LOG-IN:

- **Username and Password:** This will be your University of Calgary IT User name or EID and password.

SELECTING PROJECTS AND PEOPLE

- Click on the **To Review** tab or box to view list of projects and candidates you will be reviewing.

NOTE: The **My Documents** tab will show if you are being evaluated for other roles that you hold. You may access those profiles here as well.

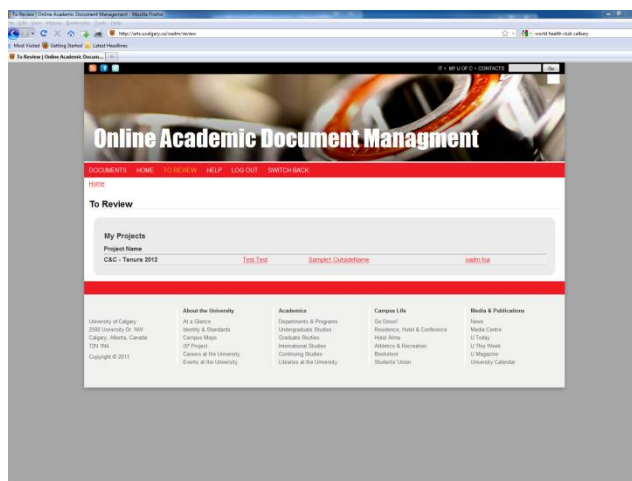


The new screen lists the projects on the left hand side and the individuals to be reviewed in subsequent columns.

- Click on the person you would like to review.

REVIEWING SUBMISSIONS

This page shows submission categories and uploaded items submitted in various categories. Items in each category vary depending on the process being undertaken as shown below:



Tenure (by Department by person)	Promotions (by Department by Rank)	Merit Assessments (by Department by person)	Emeritus (by Department)	Appeals (by Faculty)
Applicant's Letter CV Head's Recommendation External Referee Letters Research Documents Teaching Documents Ancillary Documents	Applicant's Letter CV Head's Recommendation External Referee Letters Research Documents Teaching Documents Service Documents USRI's	Academic Performance Report Head's Recommendation	Head's Recommendation CV	Academic Performance Report Head's Recommendation Letter of Appeal Supporting Materials

Click on the **document title** to open the item for review.

BEFORE YOU CLOSE

Scroll down to the bottom of the page where there are two buttons.

- **Save Review** – Clicking temporarily close your review but you allow you to return to complete the review at a later date.
- **Complete Review** – only use this function when all documents have been reviewed and you no longer require access.

LOGGING OUT

- Click on **Log Out** in the red menu bar.

Please contact **Marilynne** at mgsmmit@ucalgary.ca or **403-220-7319** with any questions.

