

# **Instructional Awards System Manual - For Departments, Institutes, and Colleges**

## **I. System Login**

Please enter through the **University Administrative iPortal**. The path is as follows: Application System → Academic Affairs System → **Day School Academic Information System (For Staff)** → Department, Institute / College Application Information Management

**II. Departmental/Institutional Applications and Information.** The department/institute may click on **【Search】** to view the status of instructor applications for the selected year. If the Review Status shows “Sent”, it means that the instructor has applied and submitted his or her application. The department or institute may then select “Accept”; If the status is blank, it means that the instructor has applied, but has not submitted his or her application.

**III. College Applications and Information.** Colleges may select **【Search】** to view the status of instructor applications from their college for the selected year.

**IV. Department, Institute / College may grant permission to instructors to submit additional materials by turning on the resubmission function. Once the instructor has submitted additional materials, please turn off the resubmission function.**

A. Review Status indicates “Sent”. It means that the instructor has submitted his or her application materials and cannot make any further changes.

B. If the department, institute or college finds that there are problems with the application materials submitted, please first accept the application before selecting **【Resubmission On/Off】** . Instructors may only submit additional materials if the Resubmission status is (Y).

## **V. Department, Institute /College View Application**

Method 1: Select **College/ Department and Institute Application Management**. Check the Applicant you wish to view and click **【Detail】** . The application will pop up in a new window. You may browse through the textual documents submitted, or download supporting evidence.

Method 2: Click **【Export Application】** to view the application in PDF format.

## **VI. Departments’/Institutes’ Steps to Recommend Candidate**

A. Click **【Department: Accept Application】** . After reviewing the applications, provide reasons for your recommendation. Meeting records may be uploaded in batches.

B. Export Applicant List (Excel), print out the list for the supervisor to review, and send the list of recommendations to the college for consideration.

## **VII. After confirming all relevant meeting records and applicant lists submitted by the departments or institutes, colleges may click **【College: Accept Application】** to start their own review.**

## **VIII. Colleges’ Steps to Recommend Candidate**

A. Select **College Recommendation Management**. After confirming and accepting all applicant lists submitted by the departments or institutes, colleges may upload relevant selection committee meeting records in batches.

B. Confirming Recommendation. Check  the instructor the college wishes to nominate and select **【Add to Recommendation】** to submit to the University for review.

C. To cancel a recommendation after submission, select **【Cancel**

Recommendation】 . This will cancel the submission to the university.

D. Please click on 【 Export Recommendation 】 , print out the recommendation for the supervisor to review, then send the paperwork to the Center for Teaching and Learning Development.

## **IX. Department, Institute / College Export List of Recommendation**

A. Departments confirm if records of the department selection committee have been uploaded. Departments may export their recommendations for supervisor review and submit them to their respective college.

B. Colleges confirm if records of relevant selection committees have been uploaded, and candidates have been recommended (Y). Select 【Export Recommendation】 to download and print out the list of recommendations. Submit to the Center for Teaching and Learning Development after review by supervisors of the recommending units.

## **X. Colleges submit Recommendation (hard copy) to the Center for Teaching and Learning Development**

A. Colleges should confirm if reasons for recommendation have been provided and the recommendation has been approved by the unit supervisor before submitting to the Center for Teaching and Learning Development.

B. Colleges will not be able to see information of their recommended instructors in College Recommendation Management if the instructors' column of "Recommend" shows (Y), and "Review Status" shows "CTLD Accepted". Colleges can only search for instructor's information in College Application Management.