

Recommended Bundle Settings for AppReview

(6/11/18, Julie Coonrod)

AppReview provides a framework for departments to review applications. It is simply a tool meant to make things easier. How departments use the tool is really up to individual departments. When an applicant submits an application, their application will appear to those with a Coordinator Role and an assigned Review Pool equal to that of the applicant. The Coordinator is able to 'bundle' applications so that certain reviewers can see certain applications. This bundling also allows the Coordinator to develop a customized review sheet. Departments may have either staff (graduate advisor) or faculty (graduate program director) serve the Coordinator role. Everyone with the Coordinator Role is also given the Reviewer Role. I recommend that the Coordinator also serve as the Head Reviewer for each bundle. This will simply allow them to aggregate all the reviews. Currently, there is nothing in AppReview that will go back to the Admissions Office. The OnBase decision form that departments receive from Admissions is used for the official decision.

Tutorials for Coordinators and Reviewers are available on <https://grad.unm.edu/resources/faculty-and-staff/index.html>

The screenshot displays the AppReview web application interface. At the top, there is a dark navigation bar with the 'AppReview' logo and two main tabs: 'REVIEW' and 'COORDINATE'. Below this is a teal sub-navigation bar with options: 'Dashboard', 'Applicants', 'Reviewers', 'Bundles' (highlighted with a red arrow), 'Routing Rules', and 'Exports'. To the right of the sub-navigation bar is a dropdown menu currently set to 'Psychology'. The main content area is titled 'All Review Bundles' and contains a paragraph of text explaining the bundle functionality. A prominent orange 'New Bundle' button is located on the right side of this section, also indicated by a red arrow. Below the text are three filter buttons: 'ACTIVE (8)', 'CLOSED (22)', and 'INACTIVE (0)'. At the bottom, there is a search bar, a 'Bundle Name' dropdown, and pagination controls showing '1-8 of 8'.

Bundle Settings ?

Save

Save & Continue

Bundles let you assign applicants for review. You'll need to know who the reviewers are and the questions you want to ask them.

Bundle Name



1

E.g.: Early Decision, Round 1, Dean Wormer's Review

Due Date

 No Due Date

 On:



Cutoff Date:



2

Regular Review Distribution Method

 Parallel

All regular reviews are distributed at the same time.

 Maximum

All regular reviews are distributed at the same time. Allows maximum number of regular reviews required per applicant.

3

 Sequential

Regular reviews are distributed one at a time in order. Regular reviewer order can be specified.

 Randomize

All regular reviews are randomly distributed at the same time. Allows maximum number of regular reviews required per applicant.

Head Review Submission

 Anytime

Head Reviewer can submit at anytime, even before other reviewers submit their reviews.

 Wait

Head Reviewer must wait until other reviewers have submitted their reviews.

4

Review Sharing Options

 Public

Reviewers can see each other's submission.

 Private

Only the Head Reviewer can see all review submissions. Regular reviewers cannot see each other's submission.

5

Email Notifications

 Off

Reviewers will not receive email notifications.

 On

Reviewers will receive email notifications.

Head Reviewer Required Questions

 Off

Head Reviewer does not have to answer required questions.

 On

Head Reviewer has to answer required questions.

6

Head Reviewer Bulk Review

 Off

Head Reviewers cannot bulk review Applicants.

 On

Head Reviewers can bulk review Applicants.

7

Regular Review after Final Recommendation

 Off

Regular Reviewers cannot submit a review after the Final Recommendation.

 On

Regular Reviewers can submit a review after the Final Recommendation.

8

The below settings cannot be changed once the bundle is activated

Advanced Workflow Options

 Enable Recommend for Another Program option

 Enable Move to Next Round option

Save

Save & Continue

- 1 **The bundle name should be descriptive.** Further, including the semester may be useful. *(Inactive bundles are those you haven't completed setting up. Closed bundles are helpful in keeping things tidy – close bundles for past semesters.)*
- 2 **No Due Date** provides the most flexibility. *(Due dates can be good motivators for faculty. However, including a due date will not allow reviews to be included later.)*
- 3 Typically reviewer submission should be **Parallel** such that all reviewers can see applications without waiting for others to complete their review.
- 4 Allowing the Head Reviewer to **submit at anytime** provides the most flexibility. *(Remember that 'submitting a decision' in AppReview does not communicate that decision to anyone. OnBase is used to communicate the decision to the Office of Admissions.)*
- 5 Most departments will opt for reviews to be **Public** such that all reviewers are able to see each other's submissions.
- 6 If the staff coordinator serves as Head Reviewer, then it is not necessary for the Head Reviewer to answer all the review questions. *(The Head Reviewer is simply a term used in AppReview that allows someone to aggregate all reviews.)*
- 7 UNM Graduate Studies recommends holistic reviews. Typically, graduate programs would not want to bulk review applicants based on single criteria.
- 8 Allowing regular reviewers to submit their review after the Head Reviewer submits a Final Recommendation allows reviewers to make notes on funding and/or assistantship opportunities.

There are two advanced workflow options. Enable Recommend for Another Program would only be used if you are recommending for another program within your department. Enable Move to Next Round could be used a number of ways. For example, a coordinator could create a bundle that is used for initial screening.