

**UC San Diego**  
**Skaggs School of Pharmacy and Pharmaceutical Sciences**

**Online Faculty File Voting System**

**DESCRIPTION OF FIELDS**

**Summary** – A brief description indicating the purpose of the ballot

**Name** – The name of the person whose file is being reviewed or voted on

**Type** – A one-word description indicating the purpose of the action

**Start Date** – The beginning date the file is available for faculty review and/or vote

**End Date** – The last date the file is available for faculty review and/or vote

**Status** – Indicates whether or not the file requires a vote

**View Faculty File** – Link to PDF of entire faculty file for review and/or vote (large files may take several minutes to load)

**Comment if No or Abstain** – Provide a brief explanation of why you voted no or abstain on the file

**FACULTY FAQ's**

Q. What is the URL to the online faculty file voting system?

A. <https://hoap.ucsd.edu/FacultyAcademicInternalReview/Pharm/Default.aspx>

Q. How do I log-in the first time I use the system?

A. Type in your UCSD email, first name, and last name (do not use a nickname). Choose Forgot Your Password? Choose Submit. The system will email you a temporary password and you can then change the password.

Q. What are the system password requirements?

A.

- The password must be at least 8 characters
- The password must contain at least one capital letter
- The password must contain at least one lower case letter
- The password must contain a number or a symbol

Q. May I login using my nickname instead of my full name (i.e. Bill instead of William)?

A. No, the system is set-up only to allow users to login with their proper full names

Q. May I change my vote after I have submitted it?

A. No, votes may not be changed once submitted

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Q. How do I know when I am supposed to vote on a file?

A. You will receive an email stating that the files are available for faculty vote. (Eligibility to vote is based on the UCSD SSPPS voting procedures.) The email will be from the "HSRCWEBMASTER"

Q. How long do I have to vote on a file?

A. Each email ballot will give you a start and end date indicating the length of time a particular file is available for review and/or vote

Q. How long should it take for the PDF file to open up?

A. Please allow up to several minutes for the PDF file to open on your computer. Some large files (up to 100 pages) may take up to five minutes, depending on your system.

Q. Where can I find the criteria for appointment/promotion for faculty in each rank/series?

A. URL: <http://pharmacy.ucsd.edu/administration/hrforms.shtml>

Q. Who do I call if I need help?

A. Contact Andrina Marshall if you are having system problems. Contact Cynthia Barlow if you have questions regarding the faculty file