

Departmental Supervisors & Chairs

Step 1: Access the Dashboard

Supervisors can sign into [Power BI](#) to review and monitor the status of their assigned faculty members' APRs and to download Excel reports.

Sign in to [Power BI](#) to access the dashboard. Power BI is set up as a Single Sign on (SSO) identification system that allows access to multiple applications and websites. Single sign-on (SSO) will allow users to log into Power BI with their @UMassMed or @UMassMemorial login credentials. If you are already signed into your UMass Chan or UMass Memorial account, no additional sign in may be needed.

Step 2: View Faculty Data

The Power BI dashboard in Microsoft 365 automatically loads all faculty members assigned to your supervisor or chair ID, that are required to do an APR. The dashboard contains two sections.

The first section contains an overall snapshot of the supervisors or chair's APRs progress.

The second section contains all your faculty members and their individual APR statuses. Faculty information includes Department, Division, APR Status, Faculty Member's NAME, Rank, Supervisor Name, Department Chair Name and Alternate Supervisor (if applicable).

| NAME | Faculty Type | Due Date |
|------|--------------|----------|
| All | All | All |

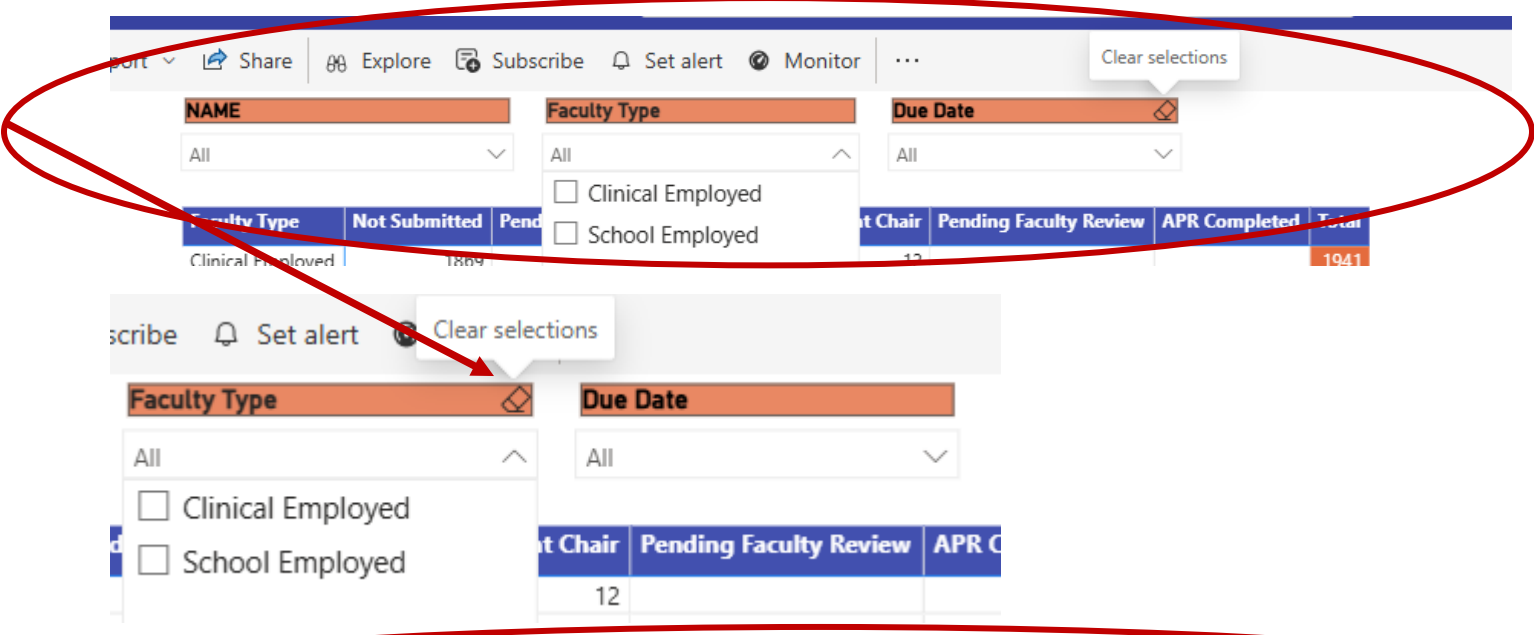
| Faculty Type | Not Submitted | Pending Supervisor | Pending Department Chair | Pending Faculty Review | APR Completed | Total |
|-------------------|---------------|--------------------|--------------------------|------------------------|---------------|-------------|
| Clinical Employed | 1869 | 60 | 12 | | | 1941 |
| School Employed | 610 | 117 | 22 | 1 | 13 | 763 |
| Total | 2479 | 177 | 34 | 1 | 13 | 2704 |

| Department | Division | APR Status | NAME | Rank | Supervisor Name | Department Chair |
|------------------------------------|----------|--------------------|--------------------------|---------------------|--------------------------|-------------------|
| Psychiatry and Behavioral Sciences | | Not Submitted | Haynes,Kamlyn R | Assistant Professor | Abi Zeid Daou, Margarita | Yonkers, Kimberly |
| Psychiatry and Behavioral Sciences | | Not Submitted | Dhahal,Madhusmita | Assistant Professor | Abi Zeid Daou,Margarita | Yonkers, Kimberly |
| Psychiatry and Behavioral Sciences | | Not Submitted | Freeman,David C | Assistant Professor | Abi Zeid Daou,Margarita | Yonkers, Kimberly |
| Psychiatry and Behavioral Sciences | | Not Submitted | Iwuc,John J | Assistant Professor | Abi Zeid Daou,Margarita | Yonkers, Kimberly |
| Psychiatry and Behavioral Sciences | | Not Submitted | Kjome,Ryan Lee | Assistant Professor | Abi Zeid Daou,Margarita | Yonkers, Kimberly |
| Psychiatry and Behavioral Sciences | | Not Submitted | Luzim,Derek | Assistant Professor | Abi Zeid Daou,Margarita | Yonkers, Kimberly |
| Psychiatry and Behavioral Sciences | | Not Submitted | Nuzhat,Syeda S | Assistant Professor | Abi Zeid Daou,Margarita | Yonkers, Kimberly |
| Psychiatry and Behavioral Sciences | | Not Submitted | Pietrzak,Monika | Assistant Professor | Abi Zeid Daou,Margarita | Yonkers, Kimberly |
| Psychiatry and Behavioral Sciences | | Not Submitted | Sharif,Rifat | Assistant Professor | Abi Zeid Daou,Margarita | Yonkers, Kimberly |
| Psychiatry and Behavioral Sciences | | Not Submitted | Sidelinger,William Scott | Assistant Professor | Abi Zeid Daou,Margarita | Yonkers, Kimberly |
| Psychiatry and Behavioral Sciences | | Not Submitted | Smith,Marianne L | Assistant Professor | Abi Zeid Daou,Margarita | Yonkers, Kimberly |
| Psychiatry and Behavioral Sciences | | Pending Supervisor | Kofos,Monthe N | Assistant Professor | Abi Zeid Daou,Margarita | Yonkers, Kimberly |

Step 3: Filter Settings

Filter settings are located at the top of the dashboard. Supervisors and chairs can filter by Faculty Member Name, Faculty Type (school employed or clinical employed), and by Due Date (May 31st or Sept 1st).

Please use the Clear Selection Eraser to clear the Faculty Type and Due Date headers to ALL to reset the filter.



Step 4: Monitor Review Progress

Monitor the workflow progress of APRs assigned to you.

| Faculty Type | Not Submitted | Pending Supervisor | Pending Department Chair | Pending Faculty Review | APR Completed | Total |
|-------------------|---------------|--------------------|--------------------------|------------------------|---------------|-------------|
| Clinical Employed | 1869 | 60 | 12 | | | 1941 |
| School Employed | 610 | 117 | 22 | 1 | 13 | 763 |
| Total | 2479 | 177 | 34 | 1 | 13 | 2704 |

Monitor the **status** of individual faculty members' APRs in the workflow.

| Department | Division | APR Status | NAME | Rank | Supervisor Name | Department Chair |
|------------------------------------|----------|--------------------|--------------------------|---------------------|--------------------------|-------------------|
| Psychiatry and Behavioral Sciences | | Not Submitted | Haynes,Kamlyn R | Assistant Professor | Abi Zeid Daou, Margarita | Yonkers, Kimberly |
| Psychiatry and Behavioral Sciences | | Not Submitted | DhakaI,Madhusmita | Assistant Professor | Abi Zeid Daou,Margarita | Yonkers, Kimberly |
| Psychiatry and Behavioral Sciences | | Not Submitted | Freeman,David C | Assistant Professor | Abi Zeid Daou,Margarita | Yonkers, Kimberly |
| Psychiatry and Behavioral Sciences | | Not Submitted | Iwuc,John J | Assistant Professor | Abi Zeid Daou,Margarita | Yonkers, Kimberly |
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| Psychiatry and Behavioral Sciences | | Not Submitted | Luzim,Derek | Assistant Professor | Abi Zeid Daou,Margarita | Yonkers, Kimberly |
| Psychiatry and Behavioral Sciences | | Not Submitted | Nuzhat,Syeda S | Assistant Professor | Abi Zeid Daou,Margarita | Yonkers, Kimberly |
| Psychiatry and Behavioral Sciences | | Not Submitted | Pietrzak,Monika | Assistant Professor | Abi Zeid Daou,Margarita | Yonkers, Kimberly |
| Psychiatry and Behavioral Sciences | | Not Submitted | Sharif,Rifat | Assistant Professor | Abi Zeid Daou,Margarita | Yonkers, Kimberly |
| Psychiatry and Behavioral Sciences | | Not Submitted | Sidelinger,William Scott | Assistant Professor | Abi Zeid Daou,Margarita | Yonkers, Kimberly |
| Psychiatry and Behavioral Sciences | | Not Submitted | Smith,Marianne L | Assistant Professor | Abi Zeid Daou,Margarita | Yonkers, Kimberly |
| Psychiatry and Behavioral Sciences | | Pending Supervisor | Kofos,Monthe N | Assistant Professor | Abi Zeid Daou,Margarita | Yonkers, Kimberly |

