



OnBase User Guide for Pathway to Permanency Academics: Academic Development Agreements

This guide is a resource to help you complete the electronic application form for Pathway to Permanency in the OnBase system. Information regarding the procedure, and guidance on the content of the form, can be found [here](#).

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OnBase is a web-based system that you access via a URL link.

Connecting to OnBase

To access OnBase you need to either:

- Log on to your University of Essex desktop on your computer at the University, or
- Connect to the University via VPN

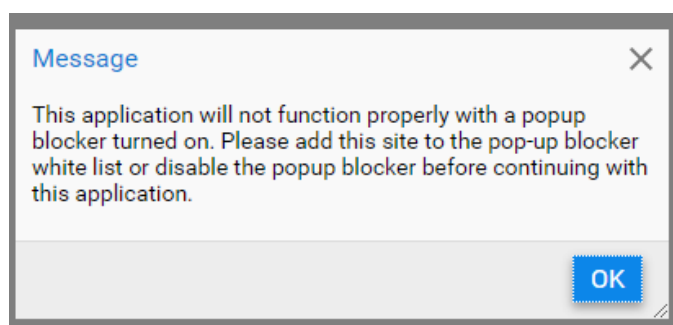
This is because OnBase is inside the University's firewall.

If you need to arrange a VPN connection to the University, the instructions from IT about what you need to do are [here](#).

For full functionality of OnBase you need to use Microsoft Edge, Google Chrome, Firefox or Safari, other browsers may provide reduced functionality and stop you from being able to edit your Agreement. If either Microsoft Edge, Google Chrome, Safari or Firefox are not your default browser, right click the link to your Agreement and copy and paste into Microsoft Edge, Google Chrome, Safari or Firefox to open it.

When you have finished working on your Agreement and have saved or submitted it, ensure that you either, close your browser or the tab for the Agreement. This will ensure the Agreement is not locked when you return or the reviewer open its.

You may get this message when you try to log on for the first time.



If you do, please follow the instructions in the Appendices, at the end of this guide:

- Appendix 1 for Google Chrome – Adding the OnBase site to your white list
- Appendix 2 for Microsoft Edge – Disabling the pop-up blocker for the OnBase site
- Appendix 3 for Firefox – Pop-up blocker settings Firefox
- Appendix 4 for Safari - Safari (macOS) – Allowing Pop-ups

Creating an Agreement and the Initial Stage

1. You will be emailed a URL that is the link to your Electronic Academic Development Agreement. This link will also be available in HR Organiser, on the personal details page, just under the organisation start date – Academic Development Agreement (Academic Use Only)

Personal details

Surname (required)

Forename (required)

Forename 2

Forename 3

Title (required)

Previous surname

Date of birth (dd/mm/yyyy) (required)

Organisation start date (dd/mm/yyyy)

Academic Development Agreement (Academic Use Only)

2. The link will take you to the OnBase form which will be pre-populated with your personal information.
3. Firstly, you need to make a selection under the Employee Option Selection heading. For you it will be the first option because you are establishing your Academic Development Agreement

Employee Option Selection

- Please ensure that you refer to the [Annual Review Procedures](#) and the [Pathway to Permanency and Promotion Criteria](#) before completing this form. *
- I am establishing, updating or finalising my Academic Development Agreement
 - I am making an application to the Academic Staffing Committee

4. **Professional Development section:**

Select which option applies by ticking the relevant boxes

Professional Development

Please indicate whether the member of the staff is:

- Pursuing FHEA recognition via CADENZA
- Registered on the University's PGCHEP
- Already at least a Fellow of the HEA

5. **Essential Training section:**

This information will pre-populate from your training records by clicking the Update Training Information button.



If you complete further training, you can update the information by clicking the button again.

On older forms this section will not include 'How we work at Essex' but will still show the previous essential training categories. If you have completed 'How we work at Essex', or some of the old training and 'How we work at Essex', selecting the 'Update Training Button' will populate the fields with the date you completed 'How we work at Essex'

6. **Targets and Performance Indicators for each of the 3 areas:**

Your Targets and Performance Indicators for the full 3 years of your Pathway to Permanency period are added next. Further guidance about Targets and Performance Indicators can be found at this link: [Probation and Promotion Criteria](#)

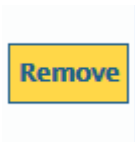
Each Performance Indicator and the associated Targets are entered on separate lines. To add Performance Indicators and Targets, click on the Add button beside the text at the top of each section.



This will add additional lines as illustrated below

Targets Agreed*	Performance Indicator*
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>

If you add too many lines you can delete them by selecting the Remove button next to the lines.



7. You do not need to complete the form all in one go. As long as you enter something in the mandatory fields listed below and sign the form, you can select Save at the bottom of the screen and return to it via the URL you were sent.



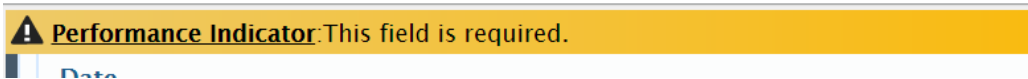
- The Employee Option Selection.
- The Targets and Performance Indicator lines. This can be something as simple as one letter in each if you want to complete the lines at a later date.
- The signature box, (only on agreements created before June 2023).

Ensure you close your browser or the tab for the form when you have saved it, otherwise the form may be locked when you return to work on it via your link.

Please note:

The OnBase form will time out after 45 minutes if you leave it open. This means any entries you have already made without saving, and any entries you make when you return to the agreement, will not save when you try to save them. So save the form if you need to leave it at any time.

8. If you have not completed a section of the form when you try to Save it you will see a message in a yellow banner similar to the one illustrated below:



If you click on the underlined part of the message, OnBase takes you directly to the section that needs completed, and it will be outlined in red.

When you complete the section and tab, the yellow message will disappear. There will be a yellow message for each section that needs to be completed.

9. **Submission:**

Once you have completed the form and are ready to submit the form to your Academic Adviser:

On forms showing a signature box, sign the form by clicking inside the Member of Staff box at the bottom of the screen

Confirmation of Academic Development Agreement

Member of Staff* **Date**

Click to Sign Document

Name

Once you have signed the form, the date and your name will automatically pre-populate.

Forms created after June 2023 do not have this requirement and you should go straight to step 10.

10. Tick the:

- Box confirming you have met with your Adviser. This is mandatory and you will not be able to submit the form if this is not ticked.

I confirm that I have held a meeting to discuss the details of this draft agreement with my Academic Adviser

- Targets Updated and Submit for Review box at the bottom of the screen and then Save.

Targets Updated and Submit for Review

Save

The form is now submitted to your Academic Adviser and you will be unable to alter it, unless it is sent to you for revisions. Once your agreement is submitted for review, when you use the link to your agreement a message will be displayed telling you your agreement is under review.

It can take up to 5 minutes for your Agreement to progress to the next stage of the process after selecting Save, please do not select Save again.

11. **Notifications:**

You will be notified by email:

- If the Head of Department, Executive Dean, Academic Staffing Committee or the Academic Staffing Committee Chair returns the form to you for revisions.
- Once your Agreement has been approved by the Academic Staffing Committee (or Chair of ASC) and the form will be open for you to continue the Pathway to Permanency process.

12. **Revisions:**

Any revisions that need to be made will be discussed with you and your Academic Adviser by the Head of Department.

When you have made the revisions needed to the form, tick the Resubmit box and then Save the form.

Resubmit



As before, you do not need to make all the revisions in 1 go, you can select Save (but not select Resubmit) and revisit the form via the URL.

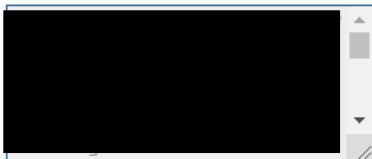
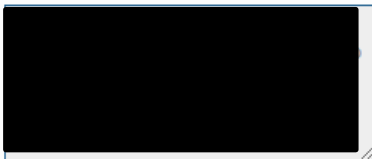
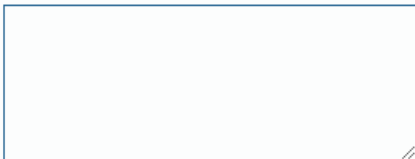
It can take up to 5 minutes for your Agreement to progress to the next stage of the process after selecting Save, please do not select Save again.

The Interim Stage

1. When either Academic Staffing Committee or the Academic Staffing Committee Chair has approved your Agreement, you will receive an email telling you it has been agreed.
2. You access your approved agreement using the original agreement to the link you were sent. Your link can also be found in HR Organiser (See [page 3](#))
3. If your essential training was not complete when you submitted your initial agreement update the training information using update button in the training section. You will not be able to submit your interim agreement for review by your Academic Adviser unless all essential training is completed.

Update Training Information

4. In the targets section there is now an 'Progress on Targets' box beside each Performance Indicator and Target for you to complete.

Targets Agreed*	Performance Indicator*	Progress on Targets (18 months)*
		

5. You do not need to complete the form all in one go. As long as you enter something in each of the Progress on Targets fields, you can select Save at the bottom of the screen and return to the form via the URL you were sent. This can be something as simple as one letter in each field.

– Please note:

The OnBase form will time out after 45 minutes if you leave it open. This means any entries you have already made without saving, and any entries you make when you return to the agreement, will not save when you try to save them. So save the form if you need to leave it at any time.

As before, if you miss any of the mandatory sections when you try to Save or Submit the form, the yellow banners will appear if you have missed anything mandatory, see page 5 point.

6. When you have completed the form, tick the 'Interim Targets Completed' box at the bottom of the screen and select the 'Save' button. This will submit your agreement to your Academic Adviser for review. You do not need to sign the form again.

Interim Targets Completed

Save

7. As with the initial stage, if your Academic Adviser, Head of Department, Executive Dean, Academic Staffing Committee or the Chair require you to make revisions to your agreement, you will be notified by email and your Head of Department will discuss the revisions needed with you.
8. Once your Interim agreement is agreed by Academic Staffing Committee or the Chair, you will be notified by email.

Applications for Early Permanency

1. **Applying for Early Permanency prior to completion of the Interim Stage**

To apply for Permanency prior to your Interim Agreement being agreed by Academic Staffing Committee, please contact onbase@essex.ac.uk

The OnBase Project Team will then move your agreement to the correct stage in OnBase to enable you to complete your application and submit it to your Academic Adviser. The instructions for completing your agreement are detailed in the following section on page 9 'The Final Stage'.

Applications cannot be submitted for Early Permanency until you have been in post for 14 months.

2. **Applying for Early Permanency after completion of the Interim Stage**

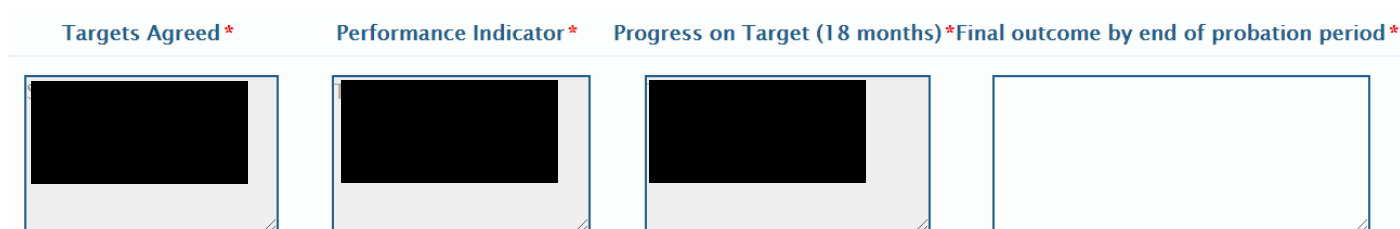
To apply for Early Permanency after your Interim Agreement has been agreed by Academic Staffing Committee, complete both the Pathway to Permanency tab and the Annual Review tab of your agreement as detailed in the following section on page 9 'The Final Stage'.

The Final Stage

1. When either Academic Staffing Committee or the Academic Staffing Committee Chair has approved your Agreement, you will receive an email telling you it has been agreed.
2. You access your approved agreement using the original agreement to the link you were sent. Your link can also be found in HR Organiser (See [page 3](#)).
3. There are now 2 tabs for your agreement, Permanency and Promotion and Annual Review



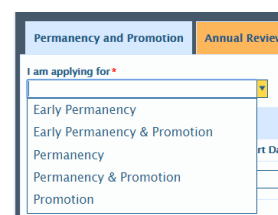
4. On the Permanency and Promotion tab, in the targets section there is now a 'Final Outcome by end of probation period' box beside each Performance Indicator and Target for you to complete.



5. You do not need to update the tick box section under Professional Development. That section is only for setting up your initial agreement. Your update on whether you have achieved your aim in that section will be against your target for completing it under Education.
6. Applications for Permanency & Promotion or Early Permanency & Promotion

Forms created prior to August 2023:

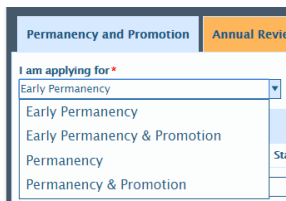
If you wish to apply for Promotion at the same time as applying for Permanency or Early Permanency, despite the drop down at the top of the Annual Review tab showing the options illustrated, you need to make the Promotion element of your application on paper. Only the Permanency or Early Permanency element of your application can be completed in OnBase. You should still select Permanency & Promotion, or Early Permanency & Promotion from the drop down.



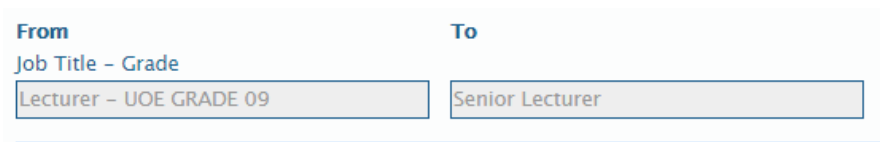
Forms created after July 2023

Promotion can now be applied for at the same time as Permanency or Early Permanency using the OnBase agreement.

At the top of the Annual Review tab, the drop down 'I am applying for' has the following options:



When you select 'Early Permanency & Promotion' or 'Permanency & Promotion' the following section will appear on the form:



The 'From' box will automatically populate with your current Job Title and Grade.

The 'To' box will do one of 2 things:

- i. Populate with the only role you can apply for promotion to, or
- ii. Display a drop down where your current role allows you a choice of roles for promotion to. If this is the case, please select the role you are applying for.

7. As in previous stages of the process, you do not need to complete the form all in one go. However, you will need to enter something in each of the mandatory boxes on **both** tabs of the form, 'Permanency and Promotion' and 'Annual Review'. As long as you enter something in each of following fields, you can select Save at the bottom of the screen and return to the form via the URL you were sent. This can be something as simple as one letter in each field.

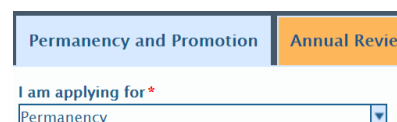
The fields required are:

Permanency and Promotion tab

- Final Outcome by end of probation period boxes

Annual Review tab

- The 'I am applying for' drop down at the top of the form.



On forms created prior to August 2023, select either Permanency or Early Permanency, (If you are applying for permanency at any point before 30 months after your start date, select Early Permanency).

On forms created after July 2023 select the option you are applying for. (If you are applying for permanency at any point before 30 months after your start date, select Early Permanency or Early Permanency & Promotion).

If you are applying for Permanency & Promotion or Early Permanency & Promotion and the 'To' box illustrated below does not pre-populate, select the role you are applying for promotion to.

From	To
Job Title - Grade	*
Lecturer (R) - UOE GRADE 09	

- The boxes in the Categories of Assessment section. The word count automatically pre-populates.
- The box in the 'Statement of Future Objectives' section. Again, the word count automatically pre-populates.

The mandatory fields on **both** tabs need to be completed in order to save your agreement.

As before, if you miss any of the mandatory sections when you try to Save or Submit the form, the yellow banners will appear if you have missed anything mandatory, see page 5 point 8. (Please note you may not see the yellow banners if your agreement is on one of the older versions of the form).

- Please note:

The OnBase form will time out after 45 minutes if you leave it open. This means any entries you have already made without saving, and any entries you make when you return to the agreement, will not save when you try to save them. So save the form if you need to leave it at any time.

8. In the remaining sections of the form, there are 'Update' buttons at the bottom of some sections. If the information does not automatically update, when you select the button, you can add the required information manually. You can also edit the pre-populated information manually.

Please only select the Update buttons before you add any information manually. If you select Update again, after you have manually inputted information, then the information you have manually inputted will be deleted.

9. The Publication List section.

- The text at the beginning of this section is currently being updated, we are aware it is out of date.

- Ignore the section in red that asks you to provide a screen print from the RIS, the information from the RIS will automatically update your form, when you select the ‘Update Publication List’ button.

Update Publication List

Again, you are able to edit this information.

10. When you have completed all of the relevant sections on both tabs, submit the form to your Academic Adviser by completing the tick box on the Permanency and Promotion tab ‘Final Outcomes Completed’ and selecting ‘Save’.

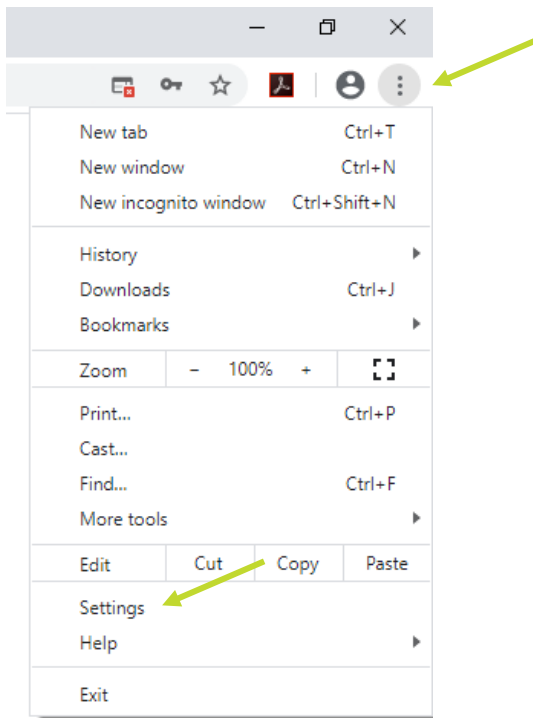
Final Outcomes Completed

Save

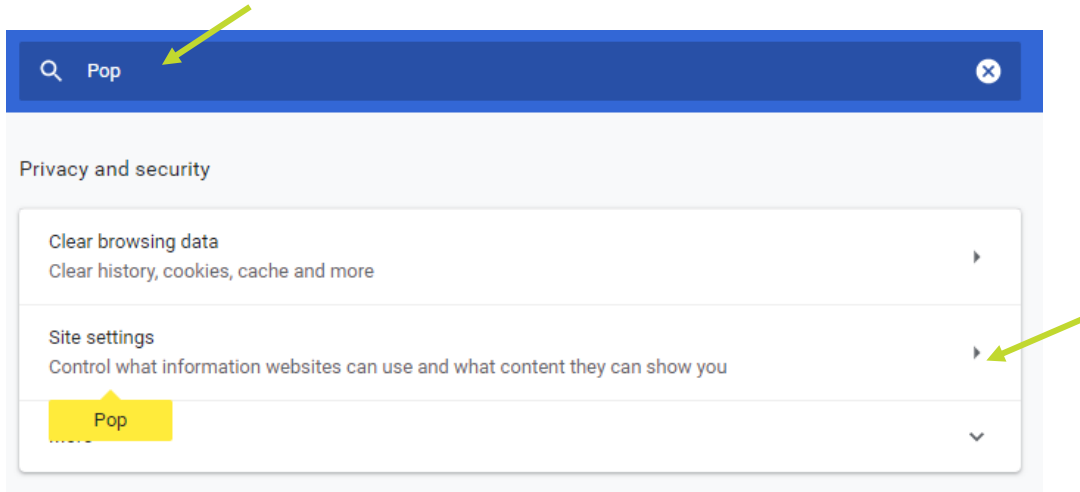
11. As with the previous stages, if your Academic Adviser, Head of Department, Executive Dean, Academic Staffing Committee or the Chair require you to make revisions to your agreement, you will be notified by email and your Head of Department will discuss the revisions needed with you.
12. Once your application for Permanency is agreed by Academic Staffing Committee or the Chair, you will be notified by email.

Appendix 1 – Adding OnBase to your Google Chrome Whitelist

1. OK the message telling you to add the site to your white list
2. Click on the 3 dots in the top right hand corner of the screen and select Settings from the drop down menu that appears

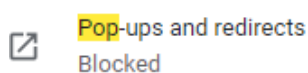


3. Type Pop into the search section at the top of the screen and the following options will appear

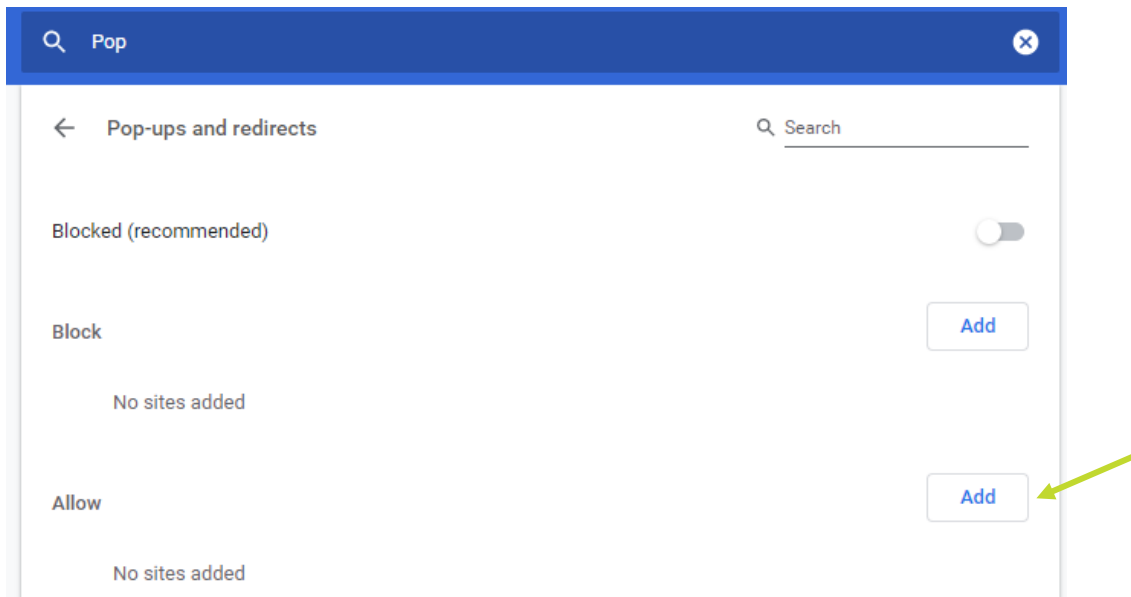


You need to click on the arrow next to the 2nd option – site settings

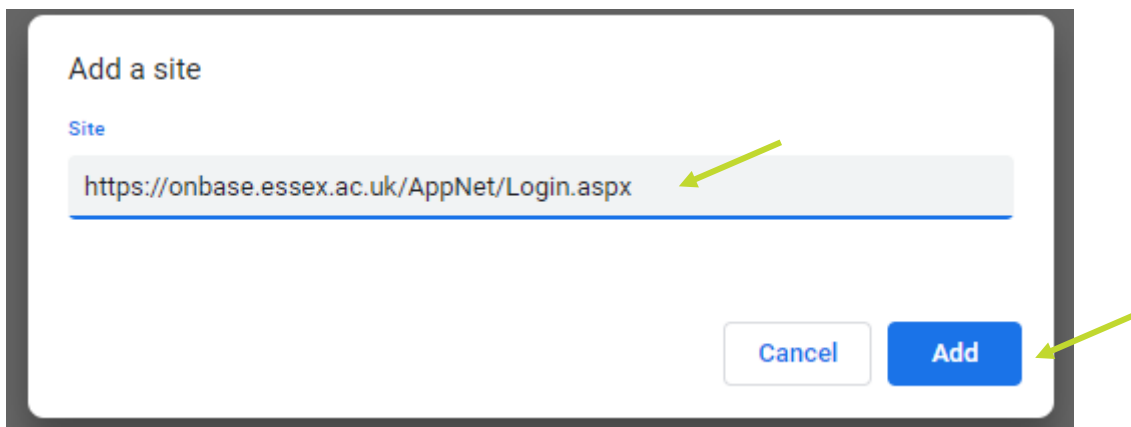
4. Then click the arrow next to Pop-ups and redirects



5. On the following screen click on the Add button in the 'Allow' section.



6. Then copy and paste (or type) the web link into the box as shown below and click on Add



7. Then close the Settings screen and you will now be able to log in to OnBase.
8. Once the site is added to your white list you will not need to follow this process again.

Appendix 2 – Disabling the pop-up blocker in Microsoft Edge

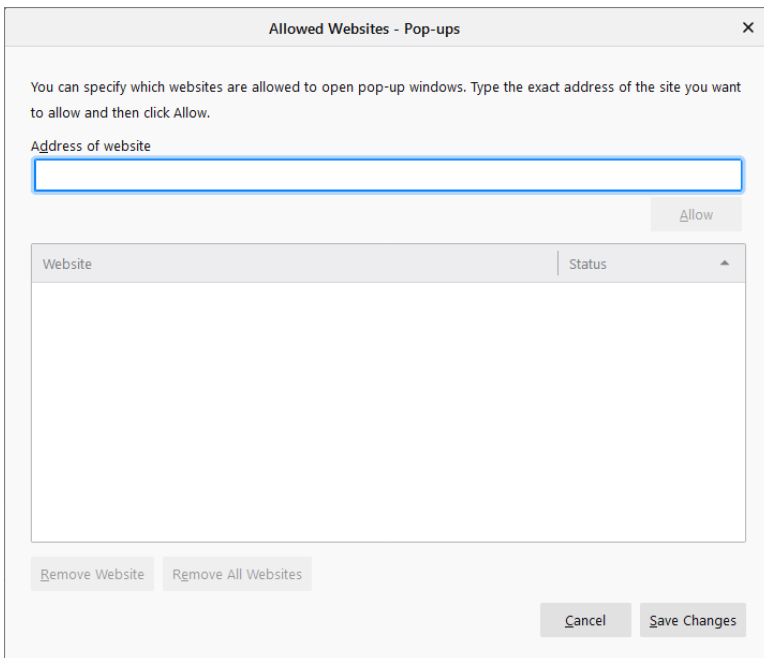
1. Open Microsoft Edge, select Menu (3 dots icon on top right corner of the browser) > Settings > Site permissions.
2. Select "Pop-ups and redirects".
3. Turn on "Block" to block pop-ups and turn off to allow pop-ups.

Appendix 3 - Pop-up blocker settings Firefox

To access the pop-up blocker settings:

Click the menu button ☰ and select Settings.

1. Select the Privacy & Security panel.
2. Under the Permissions section, uncheck the box next to Block pop-up windows to disable the pop-up blocker altogether.
3. A click on Exceptions... opens a dialog box with a list of sites that you want to allow to display pop-ups.
4. The dialog box offers you the following choices:



Allow: Click this to add a website to the exceptions list.

Remove Website: Click this to remove a website from the exceptions list.


Remove All Websites: Click this to remove all of the websites in the exceptions list.

Appendix 4 - Safari (macOS) – Allowing Pop-ups


To **allow pop-ups**: From the **Safari** menu, choose Preferences... and click the Security tab. Ensure the Block **pop-up** windows option is not checked. Unchecking this option will **allow pop-ups**.

Appendix 5 – P2P OnBase Process Summary


New Academic

- 
- 2 weeks after the new academic starts they receive a link via email to their pre-populated agreement ready for them to start working on.
 - The link will also be available via HR Organiser
 - The agreement can be saved and recalled once started
 - Once ready for review the academic sends the form electronically to the academic advisor


Academic Advisor

- 
- The Academic Advisor receives the form for review and to aid discussions around objective settings.
 - If revisions are required the academic advisor returns the form through Onbase to the academic to make the amendments to the agreement
 - If no revisions are required the academic advisor forwards the agreement to the HOD

HOD


- 
- The HoD receives the agreement for review via Onbase
 - The HOD then reviews the agreement and uses the agreement to inform discussions between the Academic Advisor and the new academic.
 - If revisions are required the HOD returns the form through Onbase to the academic to make the amendments to the agreement
 - If no revisions are required the HOD forwards the agreement to the Executive Dean

The Executive Dean

- 
- The Executive Dean receives the agreement for review via Onbase
 - The Executive Dean then reviews the agreement and uses the agreement to inform discussions between HOD and the academic advisor and the academic
 - If revisions are required the HOD returns the form through Onbase to the academic to make the amendments to the agreement

- 
- If no revisions are required the Executive Dean forwards the agreement to ASC

ASC

- 
- ASC receive a link to the individual agreement which they can open outside of Onbase to preview prior to the ASC meeting or during the meeting.
 - ASC review the agreement and either approve, agree to extend or reject the agreement for further work before being presented to ASC via Chairs action.

ASC Secretary

- ASC secretary will record the decision of the ASC via Onbase.
- If approved the ASC secretary will approve via Onbase and the agreement is moved to the next approval stage and returns to the academic to continue work on the agreement. If the agreement is not approved the feedback is recorded and returned for the agreement to be developed before resubmission

Appendix 6 – P2P Timeline

The timeline below outlines the key points a Head of Department needs to consider throughout the three years of pathway to permanency.

Month 01

- New Essex Academic welcomed
- Initial induction
- Essential online moodle training completed by New Essex Academic Set expectations
- HoD to meet with New Essex Academic
- Academic Sponsor to meet with New Essex Academic
- Begin to populate Academic Agreement and submit to ASC

Month 06

- On-going one-to-ones between Academic Sponsor and New Essex Academic Reviewing initial objectives
- The New Essex Academic begins Cadenza training to gain Fellowship of the Higher Education Academy (HEA)
- Have a separate Mentor appointed if requested
- Make sure Academic Agreement has been signed off at ASC

Month 12

- Annual review
- Discuss development and opportunities
- Review objectives
- Academic Sponsors on-going one-to-ones with New Essex Academic

Month 18

- 18 month mid-point review with HoD

- Input into 18 month interim report and submit
- Review Cadenza and publication of research papers
- Submit report to ASC
- Review objectives
- HoD to give feedback to New Essex Academic
- Flag if there are any issues on either side in writing
- HoD to Inform HR of any problems

Month 24

- Annual review
- Discuss development and opportunities
- Review objectives
- Academic Sponsor on-going one-to-ones with New Essex Academic

Month 30

- Academic Sponsor on-going one-to-ones with New Essex Academic
- Ensure New Essex Academic is ready to submit permanency application

Month 36

- Complete Academic Agreement
- Permanency application submission
- Departmental report submission
- Application reviewed by ASC
- HoD feeds back to the New Essex Academic
- HR informed if permanency is/is not granted
- Consider extension if individual has not made permanency