University of Essex

OnBase User Guide for Head of Departments:

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](#).

OnBase is a web-based system that you access via this link (you can add this address to your favourites in your browser by using the star icon in your browser): https://onbase.essex.ac.uk/AppNetEP3/Login.aspx

Index

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 or Google Chrome, or Firefox or Safari for MAC users, other browsers may provide reduced functionality and stop you from being able to edit the Agreement. If either Microsoft Edge, Google Chrome, Firefox or Safari are not your default browser, copy link above and paste into Microsoft Edge, Google Chrome, Firefox or Safari to open it.

Please ensure when you have finished working in OnBase, that you close your browser or the tab for OnBase.

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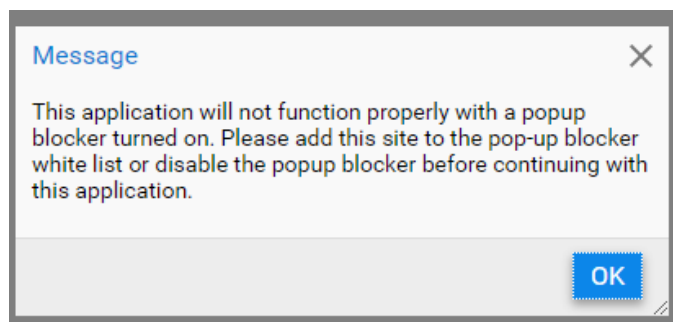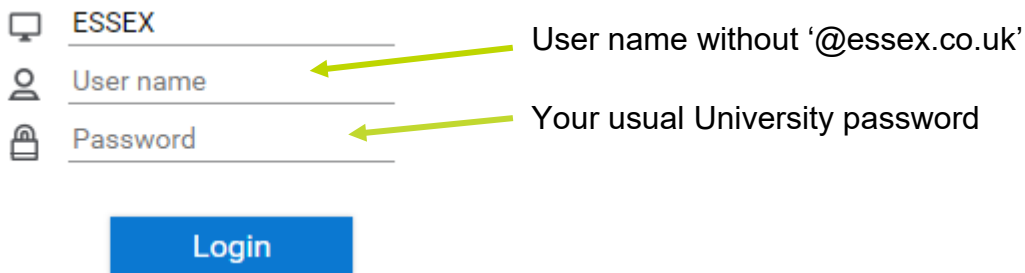

If you do, please follow the instructions in the Appendices, at the end of this guide:

- [Appendix 1 for Google Chrome](#) (Page 11) – Adding the OnBase site to your white list

- [Appendix 2 for Microsoft Edge](#) (Page 12) – Disabling the pop-up blocker for the OnBase site

# Reviewing an agreement at the Initial Stage & logging in to OnBase

1. When an Academic Adviser submits a Pathway to Permanency Academic's new Academic Development Agreement for you to review, you will receive an email.

2. To view the Agreement, log in to OnBase. You log in to OnBase by using your normal University of Essex user details, you don't need to use the '@essex.ac.uk' part of your user name and your password is your University of Essex password.

— Please note. While you may be able to log into Onbase using your full username (i.e. with the '@essex.co.uk), you will not be able to perform workflow actions on documents in your queue in your, e.g. submit the agreement to the Executive Dean.

3. When OnBase opens you will see a screen with 3 bars in the top left hand corner with either, 'Document Retrieval' next to it
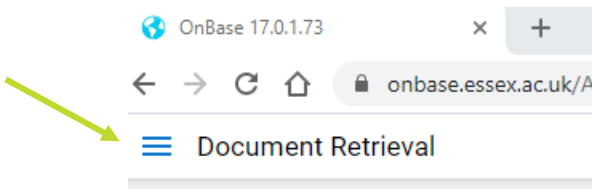

Or 3 bars with 'Custom Queries' next to it

4. By clicking on the 3 bars the following a menu of options will appear, select 'Open Workflow by clicking on it

5.   You will then see the 'Life Cycle View'. By selecting the arrow next to the 'Permanency EDMS' heading, on the left hand side of the screen under Combined Inbox, your queue will appear. Queue is the name used to describe the Academic Development Agreements waiting for your consideration.
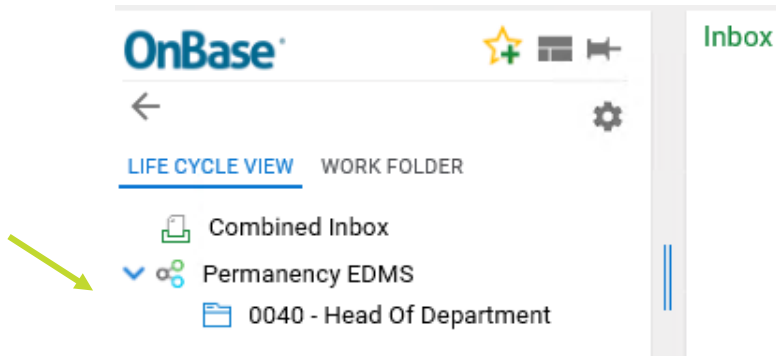
6.   To view the agreements, select the queue by clicking on it.

Your Inbox will open and the agreements will be displayed at the top of the main screen in a list as shown below (the name in this example has been blanked out):
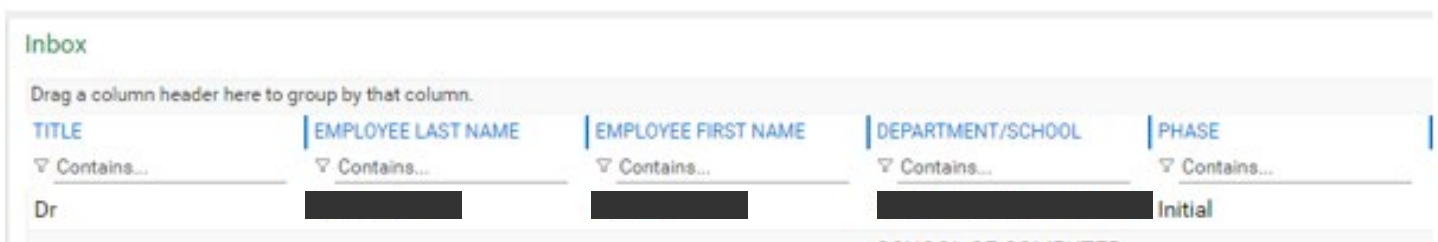
Select the agreement you want to view, by clicking on it and it will open below the Inbox. The Targets and Performance Indicators are for the full 3 years of the Pathway to Permanency period.

If you are unable to see the agreement below your inbox and what you see looks something like the image below, then move your mouse to the bottom of the screen as illustrated by the red arrow and the area will highlight in yellow and your cursor will look like this.

By dragging upwards with your mouse, the agreement will be displayed.
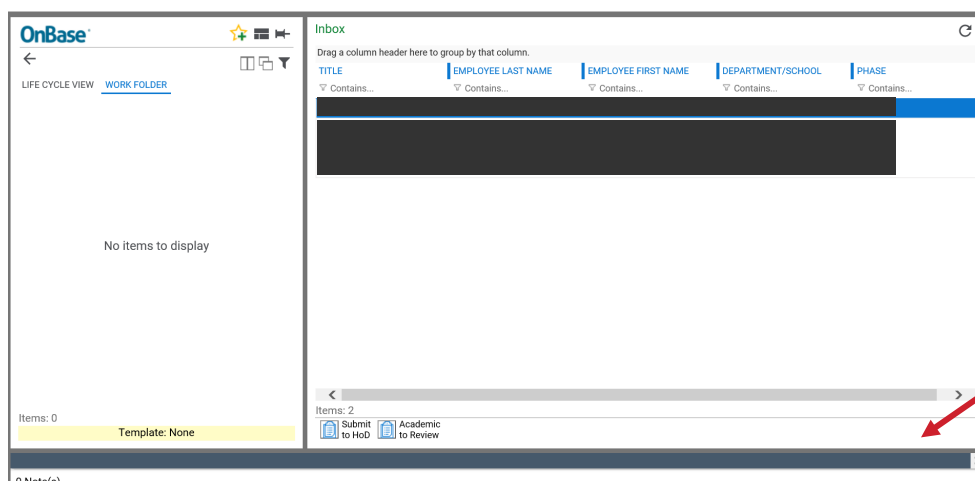
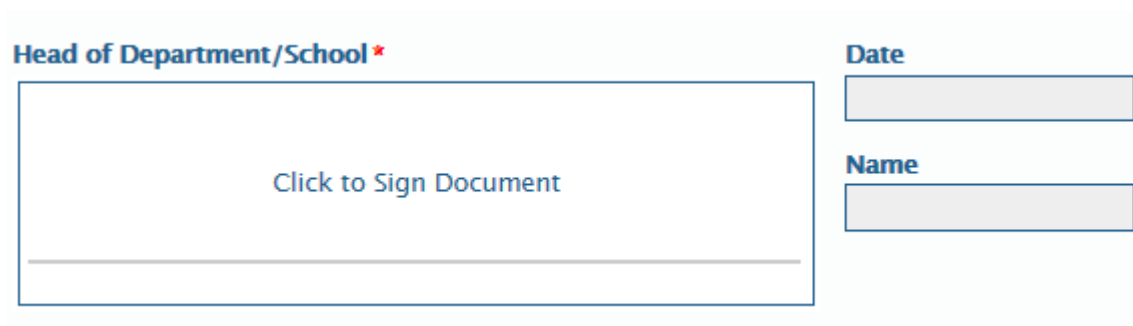If you would like to view the contents of the Agreement in a larger format, you can create a PDF of the Agreement as explained at Appendix 3 on page 13.

7.   When you have accessed your queue for the first time you can set your queue as a favourite in OnBase, so in future when you have logged in you can go straight to your queue without having to follow the navigation in points 3 to 6. Details of how to do this can be found at Appendix 4 page 14.
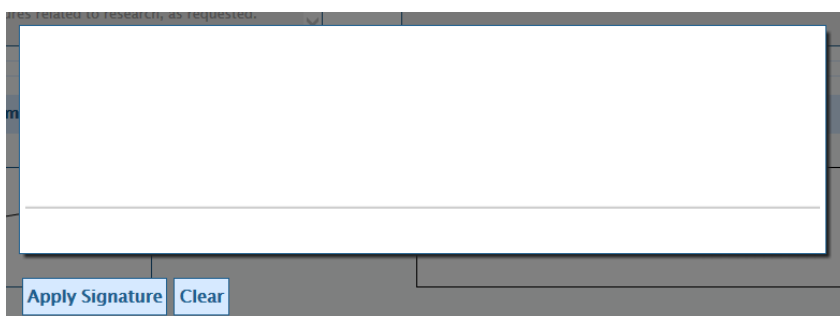
8.   **Approval**

To approve and submit to the Executive Dean for approval, on forms with a signature box:

–   Sign the form at the bottom of the screen, by clicking inside the Head of Department box.

–   To apply the signature to the form select the Apply Signature button that has appeared under your signature – your name and date will automatically pre-populate now.

–   Select the 'Save' button at the bottom of the form.
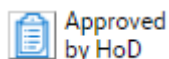

–   Select the 'Approved by HoD' button which is at the bottom of your Inbox.
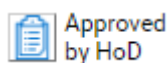
–   An email will automatically be sent to the Executive Dean (or their nominated approver) to inform them the Agreement is ready for them to review.

9.   Forms created after June 2023 do not have a signature box, to approve and submit to the Executive Dean for approval:

   –   Select the 'Approved by HoD' button which is at the bottom of your Inbox.
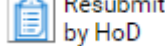

Approved by HoD

   –   An email will automatically be sent to the Executive Dean (or their nominated approver) to inform them the Agreement is ready for them to review.

10.   When the Executive Dean approves the Agreement, an email is automatically sent to the Academic Staffing Committee and People & Culture, to inform them the Agreement is ready for their review.

11.   If the Academic Staffing Committee approves the Agreement, an email is automatically sent to you, the Academic, their Adviser and Executive Dean, with their decision. The form will then go back to the Academic for them to continue the process.

12.   **Revisions Needed:**

   If you decide the form needs revisions, return the form to the Academic for the amendments to be made:

   –   Select the 'Resubmit by HoD' button at the bottom of the Inbox.   Resubmit by HoD

   –   An email will automatically be sent to the Academic and their Adviser to inform them the form needs revisions.

   –   Discuss the revisions you feel are necessary with the Academic and their Adviser.

13.   When the Academic makes the revisions and their Academic Adviser approves, they will re-submit the form for your agreement. You will then receive another email and need to follow the process from points 3 to 6, or select your queue in favourites, to access the agreement and review again. Then follow the process at either point 8 (approve) or 11 (further revisions needed).

14.   **Executive Dean Requests Revisions:**

   If the Executive Dean returns the form to the Academic for revisions, you, the Academic and their Adviser will also be notified by email.

   The Executive Dean will discuss the revisions needed with you.

   You should then discuss the revisions needed with the Academic and their Adviser.

   When the Academic makes the revisions and their Academic Adviser approves, they will re-submit the form for your agreement. You will then receive another email and need to follow

the process from points 3 to 6, or select your queue in favourites, to access the agreement and review again. Then follow the process at either point 8 (approve) or 11 (further revisions needed), omitting signing the form as you will already have signed it.

15. **Academic Staffing Committee Requests Revisions:**

If the Academic Staffing Committee do not approve the agreement, the form will be returned to your workflow queue. You, the Academic, their Adviser and Executive Dean will be notified by email.

The email to you and the Executive Dean will include the notes made by Academic Staffing Committee explaining the revisions they have requested. The email to the Academic and their Adviser will not include these notes.

At this point you will need to discuss the revisions needed with the Academic and their Adviser

16. When the Academic has made the revisions, their Agreement will be resubmitted directly to the Academic Staffing Committee Chair. If they approve the agreement, an email will be sent to you, the Academic, their Adviser and Executive Dean, with their decision. The form will then go back to the Academic for them to continue the process.

17. **Academic Staffing Committee Chair Requests Revisions:**

If the Academic Staffing Committee Chair does not approve the agreement, the form will be returned to the Academic for revision. You, the Academic, their Adviser and Executive Dean will be notified by email.
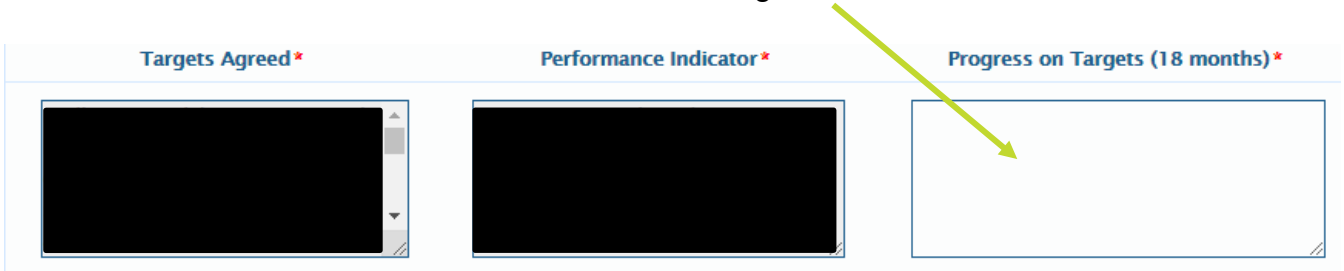
The email to you and the Executive Dean will include the notes made by the Academic Staffing Committee Chair explaining the revisions they have requested. The email to the Academic and their Adviser will not include these notes.

At this point you need to discuss the revisions needed with the Academic and their Adviser.
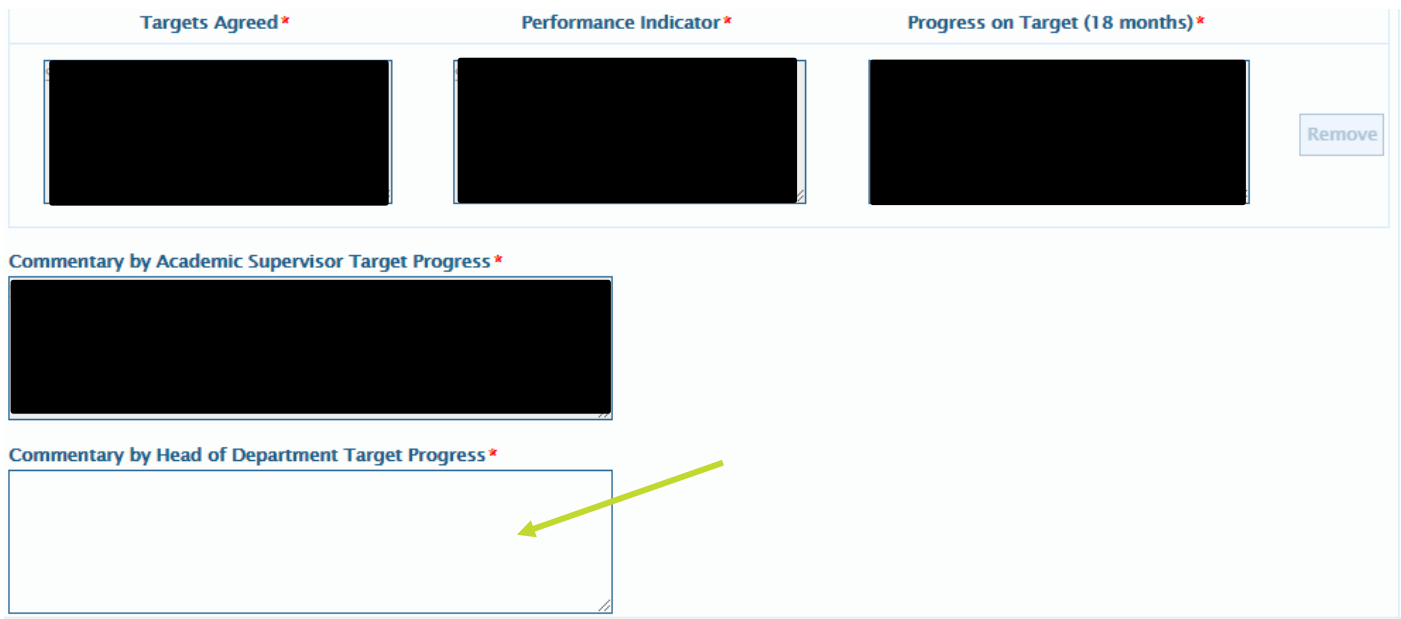
18. The Academic then makes the revisions and resubmits their Agreement directly to the Academic Staffing Committee Chair. If they approve the agreement, an email will be sent to you, the Academic, their Adviser and Executive Dean, with their decision. The form will then go back to the Academic for them to continue the process.

Reviewing an agreement at the Interim Stage

1. When Academic Adviser submits an Interim agreement for review, you will receive an email.

2. To access the agreement you should follow the same process as at the initial stage (see points 3 to 6 on pages 3 and 4) or select your queue from your Favourites in OnBase.

3. The Academic will have updated their progress on each target in the 'Progress on Targets' boxes beside each Performance Indicator and Target.

4. To approve, and submit to the Executive Dean for review, complete the commentary boxes at the bottom of each section of the form, as illustrated below.


- When you have completed all the commentary boxes select the 'Save' button at the bottom of the form. Please note on some older forms this button may say 'Apply Signature'

- You do not need to complete the form all in one go. As long as you enter something in each of the commentary boxes (this can be something as simple as just 1 letter), you can select Save at the bottom of the screen and return to it at a later time

- 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 it advisable to save the form if you need to leave it at any time.
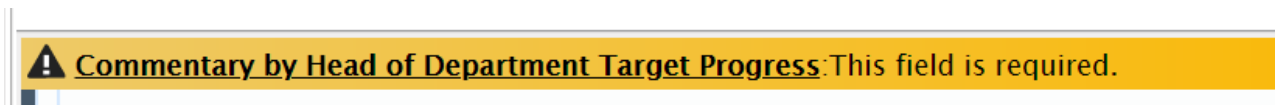
- — Select the 'Approved by HoD' button which is at the bottom of your Inbox
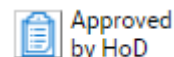
  On forms with a signature box, there is no requirement to sign the form at this stage, the signature boxes only apply to the creation of the initial agreement.

- — An email is automatically be sent to the Executive Dean (or their nominated approver) to inform them the Agreement is ready for them to review.

5. 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:

⚠ **Commentary by Head of Department Target Progress**:This field is required.

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, as illustrated:

Commentary by Head of Department Target Progress *

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.

6. If you decide the form needs revisions, return the form to the Academic for the amendments to be made:

- — Select the 'Resubmit by HoD' button at the bottom of the Inbox.
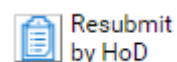
- — An email will automatically be sent to the Academic and their Adviser to inform them the form needs revisions.

- — Discuss the revisions you feel are necessary with the Academic and their Adviser.

7. When the Academic makes the amendments and their Academic Adviser approves, they will re-submit the form for your agreement. You will then receive another email and need to follow the process from points 2 to 5 or 6 again.

8. The form now follows the same process it did in the initial stage. (See from point 12 on page 6).

Reviewing an agreement at the Final Stage

1.   When the Academic Adviser submits a Final agreement for review, you will receive an email.

2.   To access the agreement, follow the same process as at the initial stage (see points 3 to 6 on pages 3 and 4) or select your queue from your Favourites in OnBase.

3.   If the Academic would like to apply for Permanency and Promotion, or Early Permanency and Promotion, there are 2 routes, depending on when their agreement was created:

    i.   Agreements created before August 2023. The application for the promotion element is made separately on paper.

    ii.   Agreements created after July 2023. The full application can be made using OnBase.

4.   At this stage there are 2 tabs for the agreement
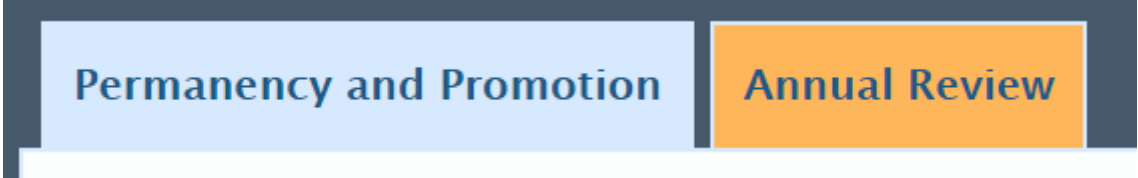
5.   On the Permanency and Promotion tab the Academic will have updated their progress on each target in the 'Final Outcome by end of probation period' boxes beside each Performance Indicator and Target.

6.   To approve, and submit to the Executive Dean for review, complete the commentary boxes at the bottom of each section of the form (Education, Research & Leadership), as illustrated below.
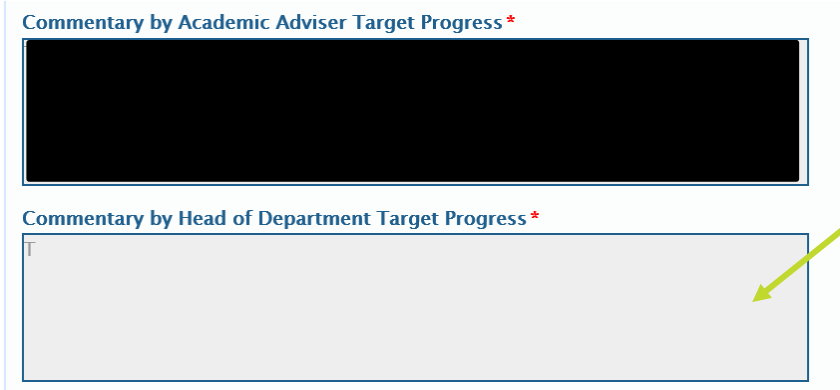
– Then select the Annual Review tab Select the Annual Review tab and complete the HoDs comments in the Categories of Assessment section under each heading (Education, Research & Leadership). The comments in this section are those following the meeting with your senior staff team.
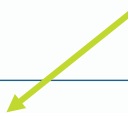

– Then complete the commentary boxes towards the bottom of the form in the 'Future Objectives' and 'Any other relevant information' sections.

– Complete the Head of Department/School Commentary section with your recommendation on the application.

This section is mandatory before the agreement can be submitted to the Executive Dean.

– If the Academic is applying for Permanency and Promotion or Early Permanency and Promotion, also complete:

• The additional Head Department/Head of School commentary section illustrated below:

This section is mandatory before the agreement can be submitted to the Executive Dean.

• If the agreement was created after July 2023, you also need to complete the Name and Contact Details of Four External Assessors section, illustrated on the following page. This section is only shown in the form where the Academic is applying for promotion to Senior Lecturer (R), Reader, Senior Lecturer or Research Fellow.

NAME AND CONTACT DETAILS OF FOUR EXTERNAL ASSESSORS (for candidates for promotion to Senior Lecturer (R), Reader, Senior Lecturer or Senior Research Fellow
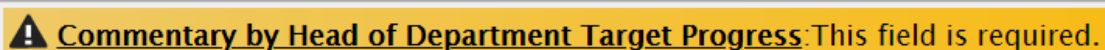
Please provide the details of FOUR external assessors.

Name of Assessor 1	Institution	Email address
Name of Assessor 2	Institution	Email address
Name of Assessor 3	Institution	Email address
Name of Assessor 4	Institution	Email address

Please note: In agreements created after July 2023 these sections are mandatory before the agreement can be submitted to the Executive Dean.

— As at the Interim stage, you do not need to complete the form all in one go. As long as you enter something in each of the mandatory fields listed below, on both tabs of the form, you can select Save at the bottom of the screen and return to it later.

- The commentary boxes on the Pathway to Permanency tab

- On the Annual Review tab, the HoDs comments under each section (Education, Research & Leadership) and the commentary boxes towards the bottom of the form on 'Future Objectives' and 'Any other relevant information'.

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. It is advisable to save the form if you need to leave it at any time.

— 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:

⚠ **Commentary by Head of Department Target Progress**:This field is required.

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, as illustrated:

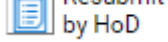**Commentary by Head of Department Target Progress** *

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.

— To submit to the Executive Dean, select the 'Save' button and then select the 'Approved by HoD' button at the bottom of the Inbox. Please note that on some older forms the 'Save' button may say 'Apply Signature'

On forms with a signature box, there is no requirement to sign the form at this stage, the signature boxes only apply to the creation of the initial agreement.

- An email is automatically be sent to the Executive Dean (or their nominated approver) to inform them the Agreement is ready for them to review.

7. If you decide the form needs revisions, return the form to the Academic for the amendments to be made:

- Select the 'Resubmit by HoD' button at the bottom of the Inbox.

- An email will automatically be sent to the Academic and their Adviser to inform them the form needs revisions.

- Discuss the revisions you feel are necessary with the Academic and their Adviser.

8. When the Academic makes the amendments and their Academic Adviser approves, they will re-submit the form for your agreement. You will then receive another email and need to follow the process from points 5 or 6 again.

9. The form now follows the same process it did in the initial stage. (See from point 12 on page 6).

Appendix 1 – Adding OnBase to your Google Chrome Whitelist

10.   OK the message telling you to add the site to your whitelist

11.   Click on the 3 dots in the top right hand corner of the screen and select Settings from the drop down menu that appears
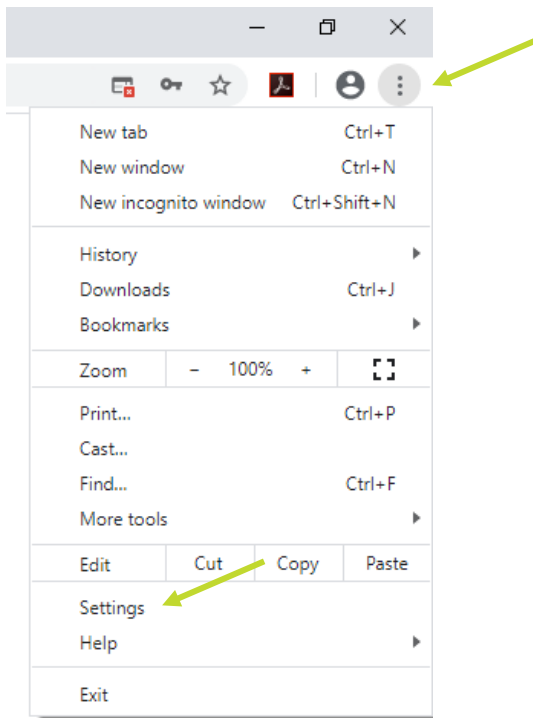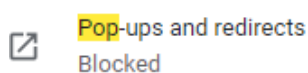

12.   Type Pop into the search section at the top of the screen and the following options will appear
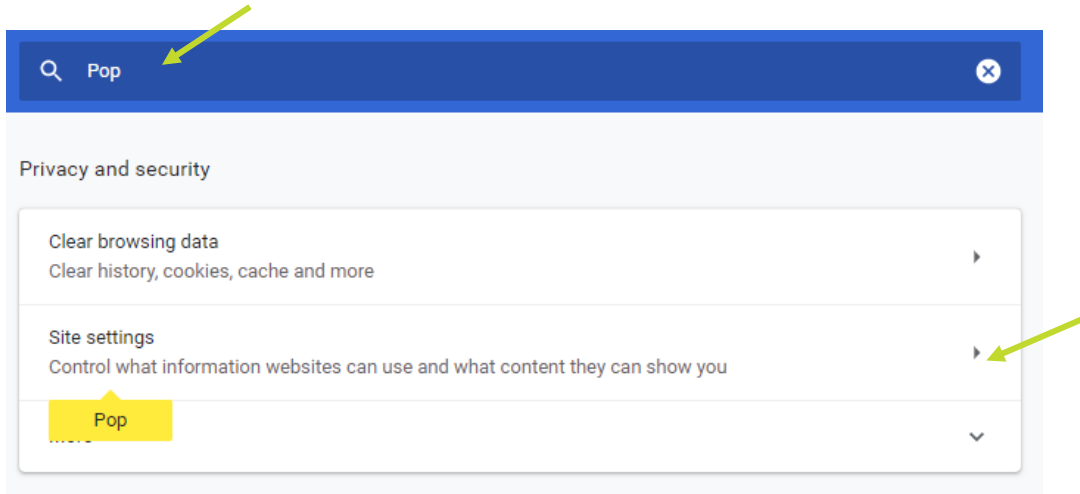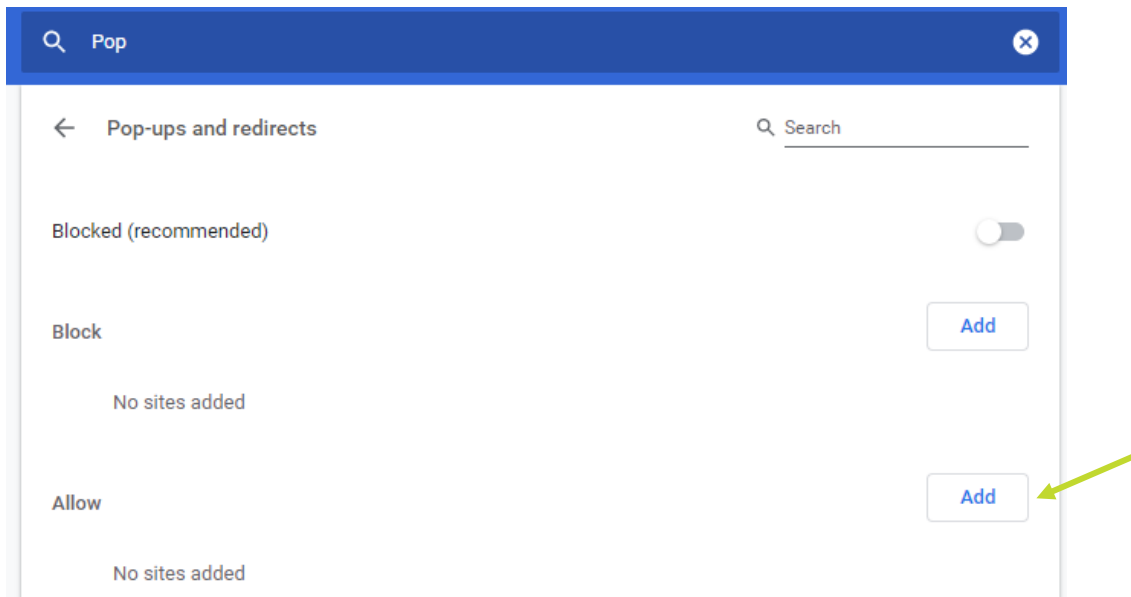

You need to click on the arrow next to the 2nd option – site settings
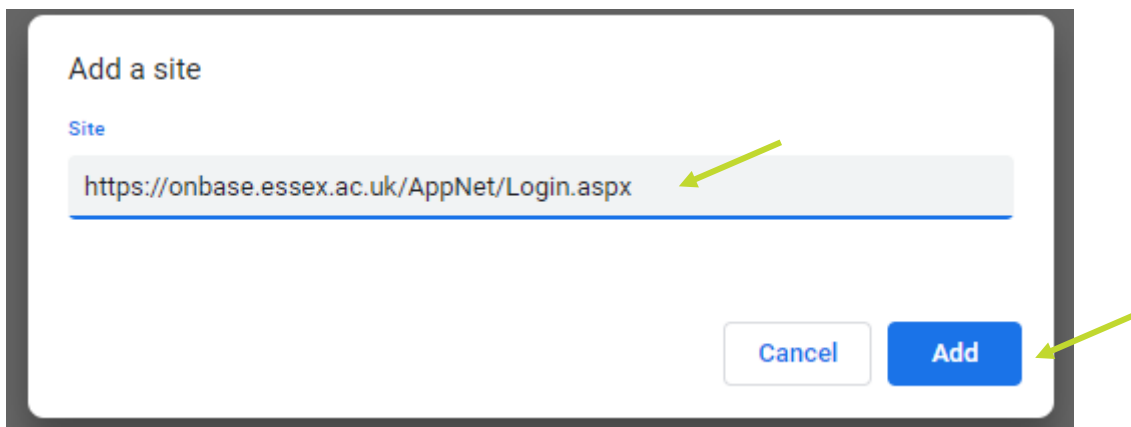
13.   Then click the arrow next to Pop-ups and redirects

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

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


16.   Then close the Settings screen and you will now be able to log in to OnBase.

17.   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.

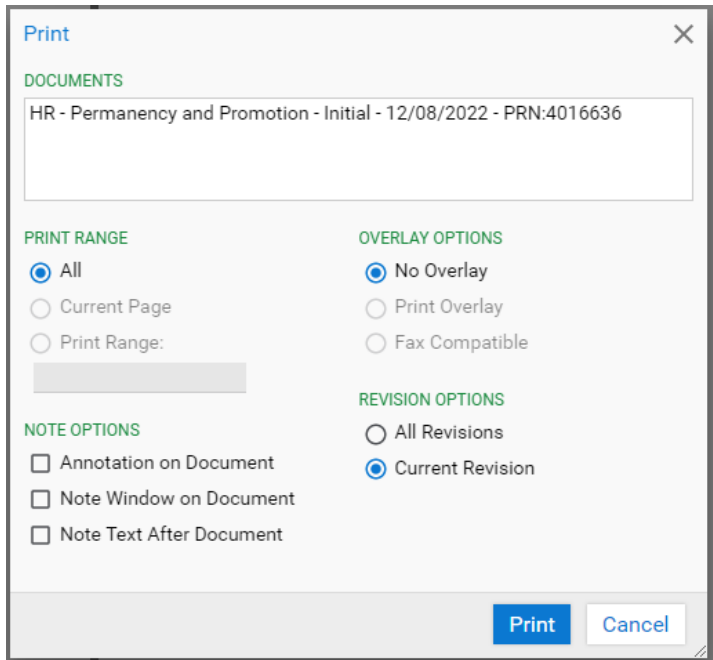# Appendix 3 – Creating a PDF of an agreement

Right click the agreement you want to create a PDF in the inbox.
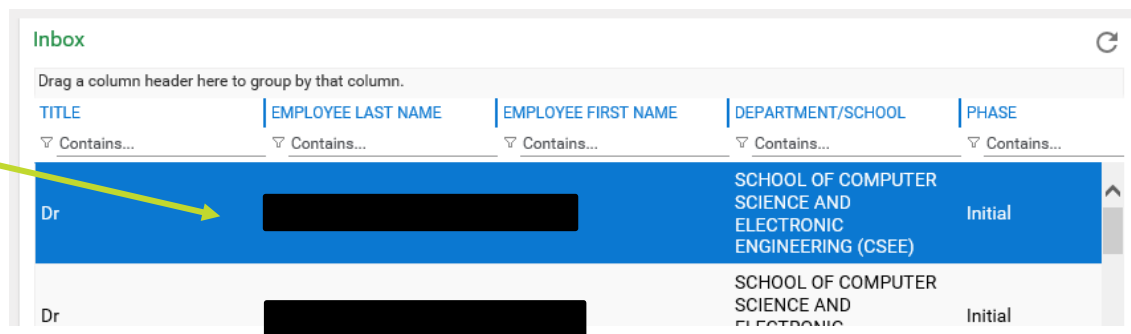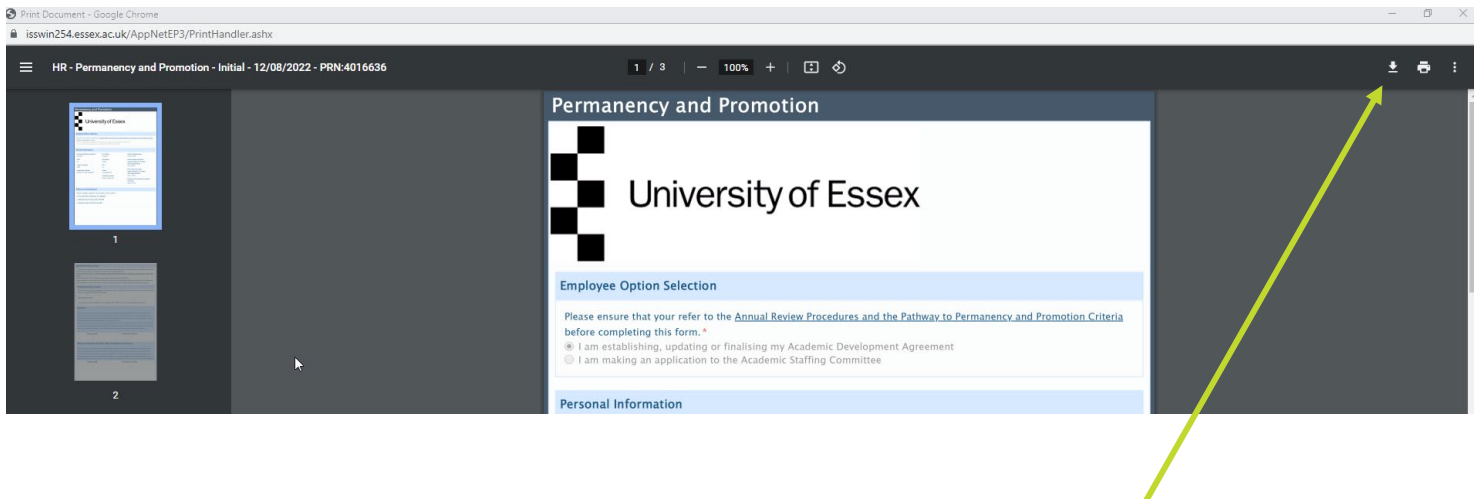

Select print from the menu displayed, as illustrated below, and you will get a menu with the option to print
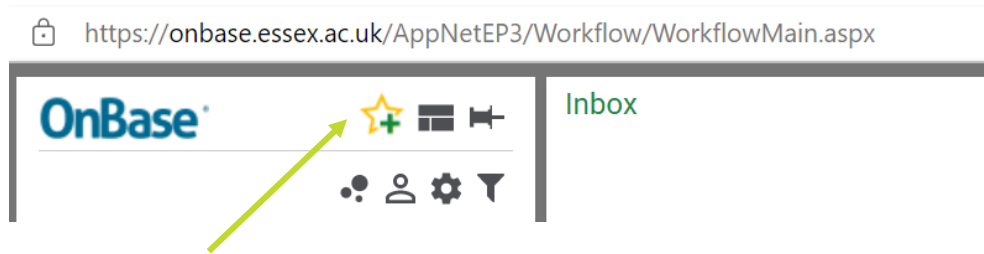

You will then get the screen on the next page

Select print (it may spin for a while) before this screen opens up:

Select the download button in top right corner of the screen and you can then save the document.

Appendix 4 - Adding your queue to your favourites in Onbase

When you have accessed your queue you will see the following in the top left corner of the screen:

By clicking on the star with a plus in it, the following pop up will be displayed
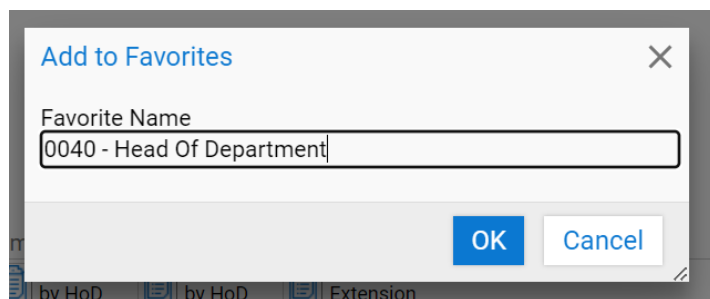
Click OK

Next time you log into Onbase, click on the yellow star in the menu bar at the top of the screen and you will get the option to select the queue and you will go straight to it

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 avaialbe 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 whcih 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

Appendix 7 – Create an email with links to agreements in your queue

This is a facility to create an email with .html files of all the agreements in your queue for Departmental Senior Staff meetings.

Your workflow queue in Onbase has an icon 'Send Notification'.
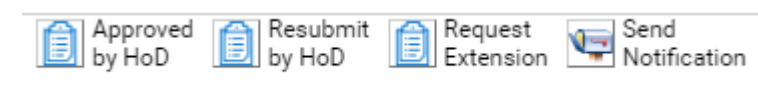
Select the top agreement in your inbox and then select the Send Notification option.

This screen will now be displayed:

When you select 'Submit' an email will be generated to your Outlook Inbox with an .html file attached for every agreement in your workflow (Inbox). This may take a few minutes to arrive in your inbox

You can then edit out any agreements you do not wish to circulate and forward the email to the colleagues you wish to read the agreements.

You can also create PDFs of the .html files outside of OnBase if you wish.