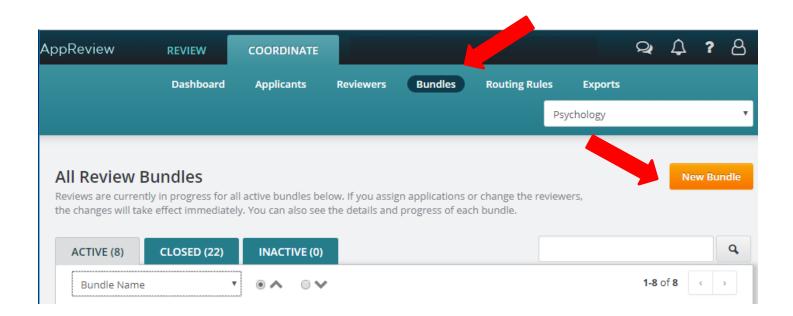
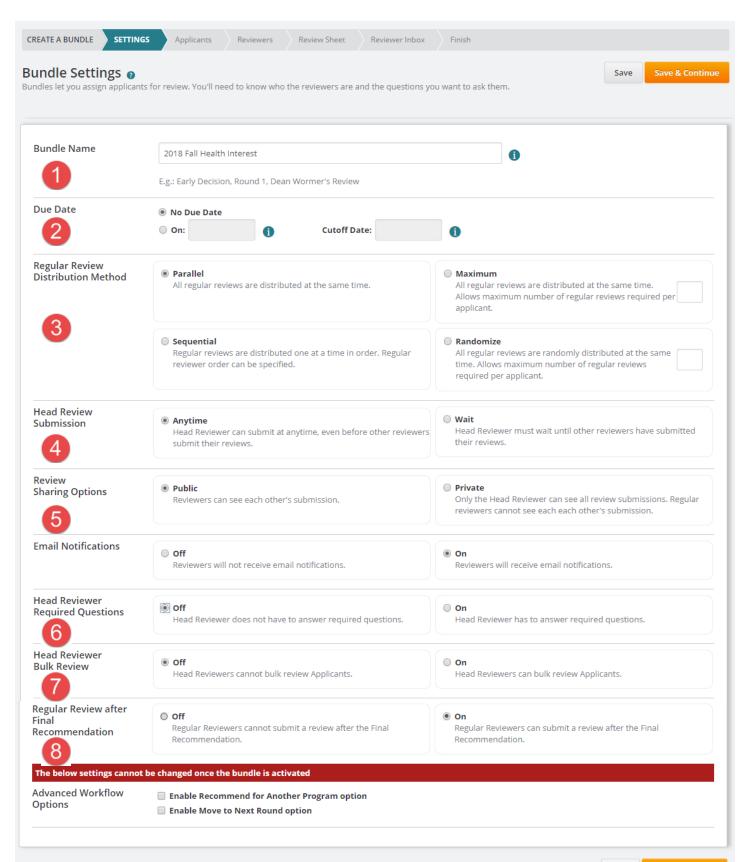
Recommended Bundle Settings for AppReview

(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 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.)
- **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.)
- Typically reviewer submission should be **Parallel** such that all reviewers can see applications without waiting for others to complete their review.
- 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.)
- Most departments will opt for reviews to be **Public** such that all reviewers are able to see each other's submissions.
- 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.)
- UNM Graduate Studies recommends holistic reviews. Typically, graduate programs would not want to bulk review applicants based on single criteria.
- 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.