

## 2021-22 APM 025 Annual Certification in OATS Instructions for Department Chairs and Deans\*

See also system-wide resources: <https://info.ucoats.org/pages/training-approver-025>

\*Academic deans review and sign-off on the Annual Reports of department chairs and divisional appointees.

### Sign-off on Faculty Annual Certification Reports

When you are ready to review the Annual Certification Reports for the faculty in your department:

1. Log into OATS at <https://ucsb.ucoats.org/>
2. By default, you will be taken to your Dashboard which will show annual certifications available for your review
3. Click on the blue field to bring up the form:



If everything looks okay, you may mark as “Accepted.” If something looks incorrect, you may send back to the Faculty or to the previous Reviewer:

Mark As:

Accepted

Return To:

Reviewer

Faculty

Be sure to click “Submit Action” to record your choice:

Submit Action

You may also choose to work with just Forms & Activities or just Annual Certifications by selecting one of the other buttons at the top:



As always, toggle to the desired fiscal year:

