

CollegeNet Instructions for Campus Deans

1. Using any browser, migrate to:
<https://admit.applyweb.com/admit/shibboleth/mercer?apptype=v2>
2. This will bring to you to a Mercer sign on page (below). If you do not have a Mercer email address, please email: musm_faculty_affairs@mercer.edu and ask for a MUSM contractor form to complete. If you have a Mercer email address, use it to log in:



Use the same username and password you use to access MyMercer

Sign in

3. Once you are logged in, you will see the screen below. On the left side of screen (blue) shows the number of applications available for your review:

☰ Mercer - Admit Records Communications EG

Search By Pool Nam <<

Pools Records

2. Campus Dean 2

Records

Search

Viewing 2 of 2 Records

Actions Edit Table Display Settings

Tags	First Name	Last Name	Middle Name	Email	Application Status	XACT_ID	XSTATE		
<input type="checkbox"/> No tags	Just	Testing		MUSM Fac Affair: musm_f	Campus Dean	91169421	100	View	...
<input type="checkbox"/> No tags	Just	Testing		92672sar	Campus Dean	91191873	100	View	...

4. On the right, click “view” to view an individual candidate’s application:

The screenshot shows a web interface for 'Testing, Just' under the 'Campus Dean Review' section. The page has a header with 'Mercer - Admit', 'Records', 'Communications', and 'EG'. Below the header, there are navigation tabs for 'Pages', 'Documents', and 'Activity'. A 'Pages' section contains several bubbles: 'All Pages', 'Campus Dean Review', 'Faculty Applicant', 'Personal Information', 'Practice and Insurance', 'Recommendations', 'Education and CV', and 'Decision'. The 'Campus Dean Review' bubble is selected. Below this, there is a 'Chair Information' section with a note: 'Please verify that the department, rank, employment status (faculty type), and promotion track are correct for the faculty candidate.' This section contains a table with the following data:

Supervisor or Department Chair Edward Clark	Title Chair, Pediatrics	First Name Just	Last Name Testing
Department Pediatrics	Rank Associate Professor	Faculty Type full-time	Track Clinical Educator promotion track

Below the table is a 'Chair Letter Comments' section with the text: 'This clinician has many years of experience and will bring depth to our department.' At the bottom, there is a 'Campus Dean Information' section with fields for 'Campus Dean Title' (not specified) and 'Campus Dean Name' (not specified).

5. Select “faculty applicant” bubble at the top to begin reviewing an application. This shows the faculty candidate’s name, email, and ID (CollegeNet record number):

The screenshot shows the same web interface as above, but with the 'Faculty Applicant' bubble selected in the 'Pages' section. Below this, there is a 'Faculty Applicant' section with a table containing the following data:

First Name Just	Last Name Testing	Email 92672sanclemente@gmail.com	XACT_ID 91191873
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- 6. Select the “personal information” bubble at the top. This shows more information, including the faculty candidate’s permanent address and demographic information:

Decision Workflow / 2. Campus Dean

Testing, Just 0 Tags 0 Notes 1 Pools Actions

Pages: All Pages Campus Dean Review Faculty Applicant **Personal Information** Practice and Insurance Recommendations Education and CV Decision

Personal Information [Edit](#)

Name			
First Name Just	Middle Name <i>(not specified)</i>	Last Name Testing	
Alternative First Name <i>(not specified)</i>	Alternative Last Name <i>(not specified)</i>		

Contact Information			
Email 92672sanclemente@gmail.com	Phone <i>(not specified)</i>	Cell Phone <i>(not specified)</i>	Work Phone <i>(not specified)</i>

Permanent Address
Please provide your permanent mailing address here. The Dean's appointment letter and subsequent reappointment letters will be sent to this address.

Street 239 Calle Fiesta	Street 2 <i>(not specified)</i>	City San Clemente	State CA
Zip 92672			

Demographics	
Race Native Hawaiian or Other Pacific Islander	MERCERFA-RACE_OTHER <i>(not specified)</i>

- 7. Select the “practice and insurance” bubble at the top. This shows practice information and whether the faculty candidate has malpractice insurance:

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Testing, Just 0 Tags 0 Notes 1 Pools Actions

Pages: All Pages Campus Dean Review Faculty Applicant Personal Information **Practice and Insurance** Recommendations Education and CV Decision

Practice and Insurance [Edit](#)

Practice			
Board Certifications and Specialties Family Medicine	Hospital Privileges? Yes	Active Privileges Atrium Navicent Health	
Practice Name Department of Family Medicine	Office Manager N/A	Office Manager Phone 4783664343	
Practice Street 111 Atrium Way	Practice Street 2 <i>(not specified)</i>	Practice City Macon	Practice State GA
Practice County Bibb	Practice Zip 31202		

Malpractice Insurance	
Malpractice Insurance? Yes	Malpractice Insurance Carrier MAG

- Select “recommendations” at the top. This will only be filled out if the faculty candidate has neither active privileges nor malpractice insurance. The candidate will provide information for two letters of recommendation to be sent and uploaded for your review. Please read those letters:

Decision Workflow / 2. Campus Dean

Testing, Just

0 Tags 0 Notes 1 Pools Actions

Pages Documents Activity

Pages: All Pages Campus Dean Review Faculty Applicant Personal Information Practice and Insurance Recommendations Education and CV Decision

Recommendations [Edit](#)

Recommendations

9 Columns | 2 Rows

First Name	Last Name	Phone	Email	Online?
(not specified)	(not specified)	(not specified)	(not specified)	(not specified)
(not specified)	(not specified)	(not specified)	(not specified)	(not specified)

- Select “education and CV” at the top. This will show the faculty candidate’s educational history, current or previous faculty appointments which will help you determine academic rank, and postgraduate work. A CV is optional but may be attached for your review:

Decision Workflow / 2. Campus Dean

Testing, Just

0 Tags 0 Notes 1 Pools Actions

Pages Documents Activity

Pages: All Pages Campus Dean Review Faculty Applicant Personal Information Practice and Insurance Recommendations Education and CV Decision

Education and CV [Edit](#)

Educational History

Medical Degree Institution Harvard	Degree Earned MS	Medical Degree Graduation Year 1998	Institution of Residency Memorial
Residency Graduation Year 1994	Additional Degrees? Y	Additional Degree Institutions Tulane	Degree Dates 1990

Current or Previous Faculty Appointment

Current/Previous Med School Faculty Appointment
Yes

Faculty Appointment Med School 1 MCG	Academic Rank 1 Professor/Clinical Professor	Title 1 (not specified)	Years of Service 1 1997-2002
Faculty Appointment Med School 2 (not specified)	Academic Rank 2 (not specified)	Title 2 (not specified)	Years of Service 2 (not specified)

Want Preceptor Information?
Yes

Postgraduate Work

Postgraduate Work
(not specified)

CV

10. The decision tab does not require your review, however it shows the stage of the application is with you as the campus dean. It also shows that the chair, in this example Dr. Edward Clark, has completed review of the candidate. Note the bottom “Denial” row – if the chair finds the candidate to be unacceptable as a faculty member, this may be found here:

Decision Workflow / 2. Campus Dean
Testing, Just 0 Tags 0 Notes 1 Pools Actions

Pages Documents Activity

Pages: [All Pages](#) [Campus Dean Review](#) [Faculty Applicant](#) [Personal Information](#) [Practice and Insurance](#) [Recommendations](#) [Education and CV](#) **Decision**

Decision [Edit](#)

Application Status

Application Status	Today's Date (for templates)
Campus Dean	May 04, 2022

FERPA

Supervisor or Department Chair	Supervisor or Department Chair Email	Date Chair Completed
Edward Clark	(not specified)	2022-05-04

Campus Dean

Campus Dean Name	Campus Dean Email	Date Campus Dean Completed
(not specified)	(not specified)	(not specified)

Sr. Associate Dean of Faculty Affairs

Senior Associate Dean of Faculty Affairs Name	Senior Associate Dean of Faculty Affairs Email	Date Senior Associate Dean of Faculty Affairs Completed
(not specified)	(not specified)	(not specified)

Final Review

Final Reviewer	Date Ready for Dean
(not specified)	(not specified)

Dean

Dean Name	Date Ready for Release
(not specified)	(not specified)

Denial

Deny Application	Reason for Denial	User (that denied applicant)	Date Denied
(not specified)	(not specified)	(not specified)	(not specified)

11. Next, select the “campus dean review” bubble at the top to begin to complete your review and make recommendations to the dean:

Decision Workflow / 2. Campus Dean
Testing, Just

0 Tags 0 Notes 1 Pools Actions

Pages Documents Activity

Pages: All Pages Campus Dean Review Faculty Applicant Personal Information Practice and Insurance Recommendations Education and CV Decision

Campus Dean Review Edit

Chair Information
Please verify that the department, rank, employment status (faculty type), and promotion track are correct for the faculty candidate.

Supervisor or Department Chair Edward Clark	Title Chair, Pediatrics	First Name Just	Last Name Testing
Department Pediatrics	Rank Associate Professor	Faculty Type full-time	Track Clinical Educator promotion track

Chair Letter Comments
This clinician has many years of experience and will bring depth to our department.

Campus Dean Information

Campus Dean Title (not specified)	Campus Dean Name (not specified)
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Campus Dean Comments
Provide any additional information that you would like the Dean to consider. This will be included as part of your recommendation letter to the Dean.

Campus Dean Comments
(not specified)

Campus Dean Signature
Please make sure all necessary fields above are complete prior to setting this record as complete.

Campus Dean Complete?
(not specified)

Letters

Chair Letter ADDITIONAL_UPLOAD.2.pdf	FERPA Document Upload ADDITIONAL_INFO_LETTER_UPLOAD.pdf	Campus Dean Letter (no file attached)
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12. In this screen, you will see the chair’s information at top, and toward the middle under “Letters”, click to view the chair letter and the FERPA form. Scroll to the bottom of the FERPA form to review the faculty candidate’s selection of access to student records and an “x” indicating an electronic signature. Ensure also that the chair has an “x” indicating an electronic signature:

Jean R. Sumner, MD, FACP
Dean
Professor of Internal Medicine
Mercer University School of Medicine
1550 College Street
Macon, GA 31207

Dear Dr. Sumner,

I am pleased to write this chair letter in support of Dr. Just Testing for appointment to the Department of Pediatrics as full-time faculty at the rank of Associate Professor on the Clinical Educator promotion track.

This clinician has many years of experience and will bring depth to our department.

I believe Dr. Testing will make an excellent addition to our department. Thank you for your consideration.

Sincerely,

Dr. Edward Clark
Chair, Pediatrics

Access to confidential student records information is granted to assist you in conducting your business on behalf of the University and its students. Accepting this access makes you responsible and liable for maintaining this confidentiality. Under no circumstances should you share student information, disclose any of your Mercer University password(s), or allow anyone to use your access.

Persons who violate the confidentiality of student records may be subject to disciplinary action.	
Please check all that apply.	
<input checked="" type="checkbox"/> I DO NOT require access (provide name and signature ONLY)	
<input type="checkbox"/> Instructional Faculty	<input type="checkbox"/> Academic Advisor
<input type="checkbox"/> Administrator/Staff	<input type="checkbox"/> Student Employee
Name: Just Testing	
I have read the above statements and understand my responsibility to maintain the confidentiality of student records information.	
Signature: X	Date: 2022-05-04
Mercer University ID: N/A	
Mercer E-mail Address/Help Desk Ticket Number: N/A	
Job Title: N/A	
College/Department: School of Medicine Phone Ext.: N/A	
Signature of Supervisor or Department Chair: X Name: Chair, Pediatrics Edward Clark	

- To begin to enter your data, click on the “edit” button next to the phrase “Campus Dean Review” that has a pencil icon. This will allow you to type within the relevant fields of the application. The information you enter here will be compiled automatically to create your campus dean letter to the dean. Under “campus dean information” select your title and type your name. Under “campus dean comment” add any specific comments to the dean for her review. This will be part of your letter to the dean. When you are ready to review your letter, select “yes” under campus dean signature:

Decision Workflow / 2. Campus Dean

Testing, Just 0 Tags 0 Notes 1 Pools

Pages: [All Pages](#) **Campus Dean Review** [Faculty Applicant](#) [Personal Information](#) [Practice and Insurance](#) [Recommendations](#) [Education and CV](#) [Decision](#)

Campus Dean Review

Chair Information

Please verify that the department, rank, employment status (faculty type), and promotion track are correct for the faculty candidate.

Supervisor or Department Chair	Title	First Name	Last Name
Edward Clark	Chair, Pediatrics	Just	Testing
Department	Rank	Faculty Type	Track
Pediatrics	Associate Professor	full-time	Clinical Educator promotion track

Chair Letter Comments

This clinician has many years of experience and will bring depth to our department.

Campus Dean Information

Campus Dean Title	Campus Dean Name

Campus Dean Comments

Provide any additional information that you would like the Dean to consider. This will be included as part of your recommendation letter to the Dean.

Campus Dean Comments

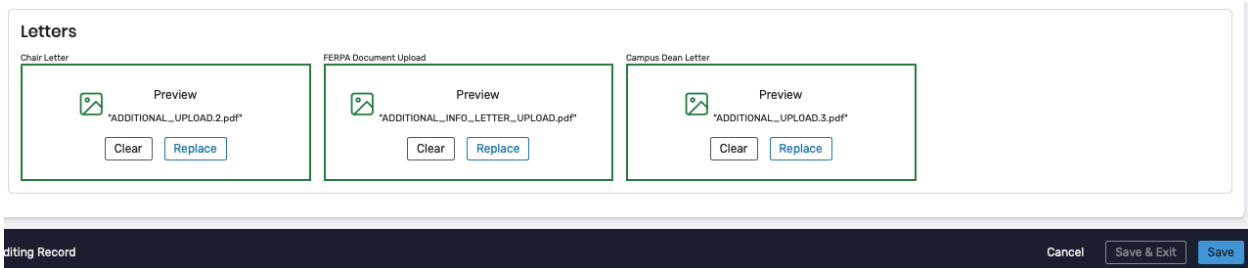
Campus Dean Signature

Please make sure all necessary fields above are complete prior to setting this record as complete.

Campus Dean Complete?

Letters

14. Click the blue “save” button at the bottom right corner. This will allow you to view your letter to the dean by clicking “preview” above the third letter titled “campus dean letter”:



ADDITIONAL_UPLOAD.3.pdf

Campus Dean Letter (ADDITIONAL_UPLOAD.3)



Close

15. Finally, click the “save and exit” button at the bottom right corner to send your letter to the senior associate dean for faculty affairs to review before it is sent to the dean for her review.