Download APR Packet

We recommend that faculty members download a copy of their APR before they submit their APR case to the unit administrator. This is the last step in the APR review process. Faculty members will only be able to view their APR next year, if a copy is downloaded during the review process.

Please Note:

Faculty members can only download a copy of their APR Packet after the Supervisor or Chair forwards their comments back to the faculty member for review.
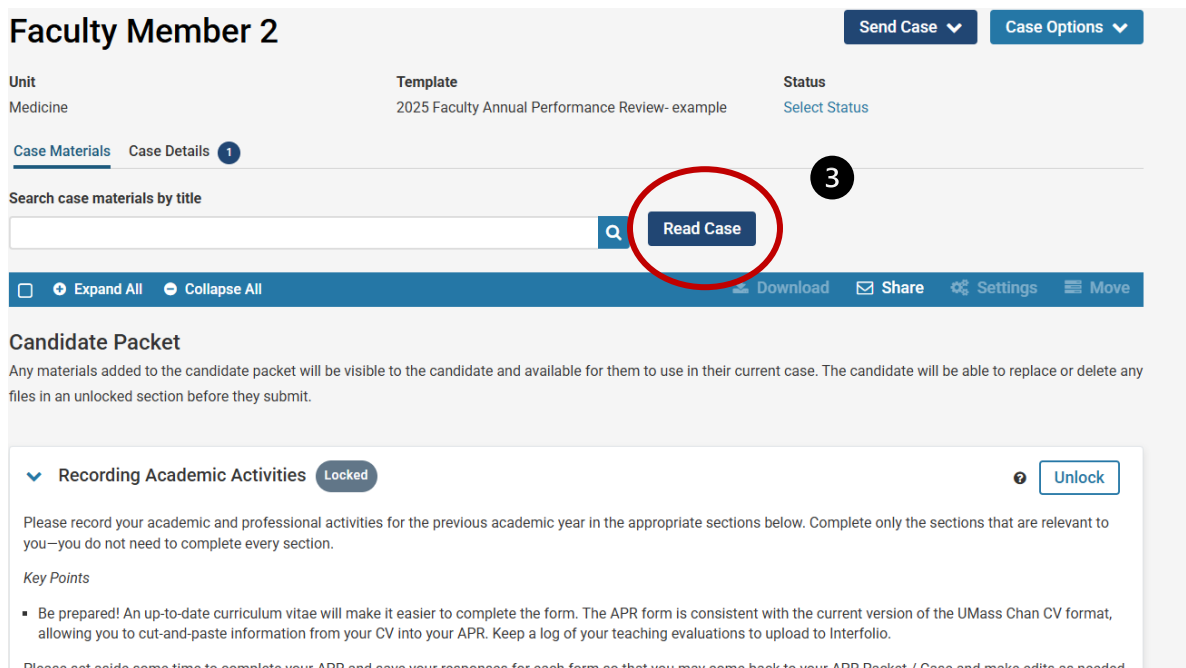
Faculty members cannot download a copy of their APR after their case has been closed/archived. Please contact your departmental administrator if you need a PDF copy of your APR after it has been closed.

1) Navigate to **Cases** in the left-hand menu.

2) Click on your **Name**
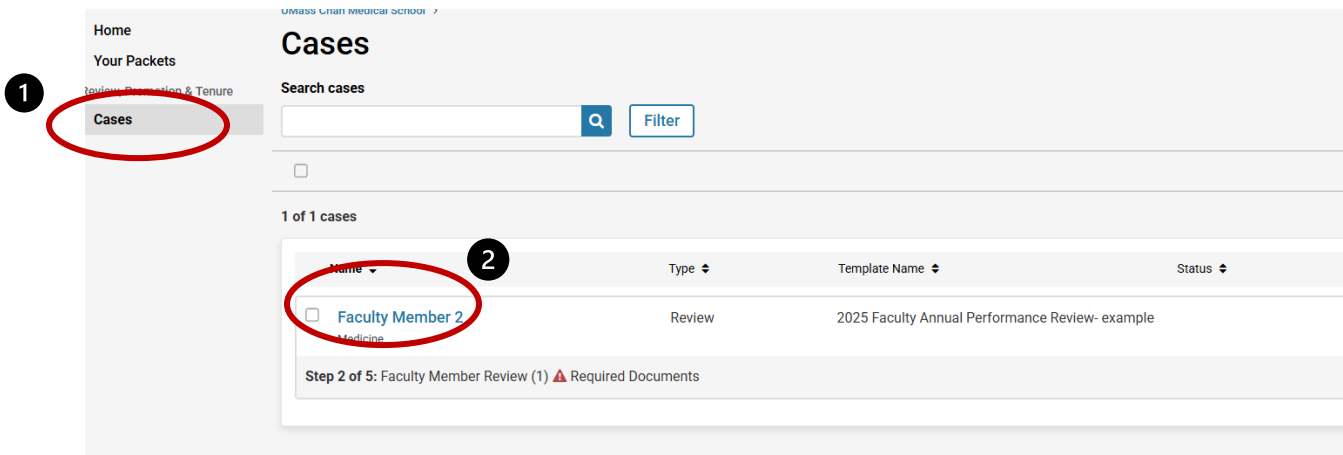
3) Open your APR by clicking the **READ** button.

4) Click the **Download** link and a pop up window will appear.
Then click **Download Packet** to download a copy of your APR and any Supervisor or Chair Comments that have been added to your APR case.
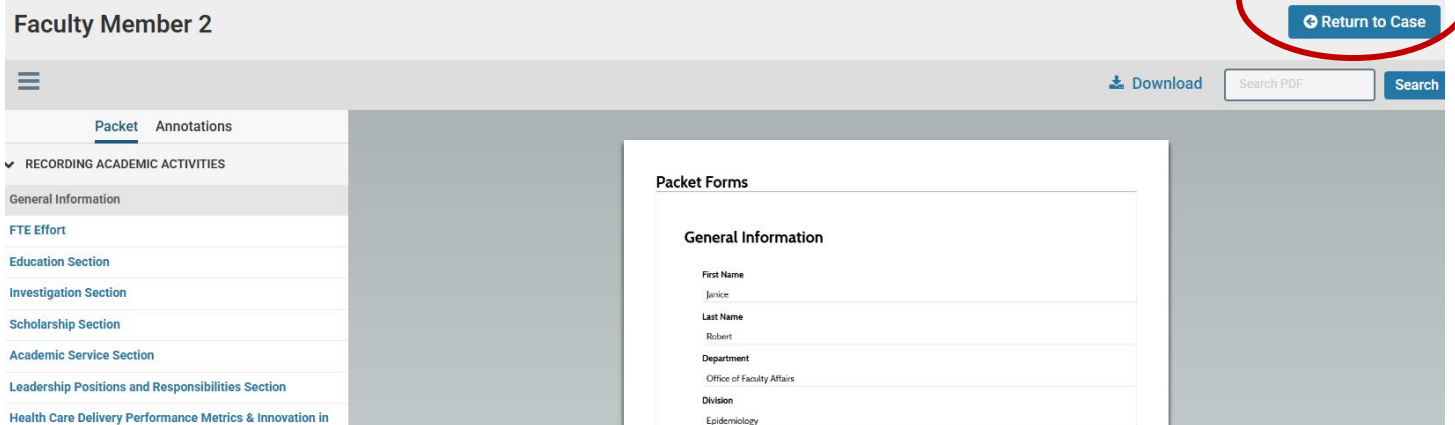

5) After the Download Packet link is clicked a pop up menu will appear. **Check the box** next to **Select All** to download all sections of your packet including any Supervisor or Chair comments or select the individual sectons or forms.
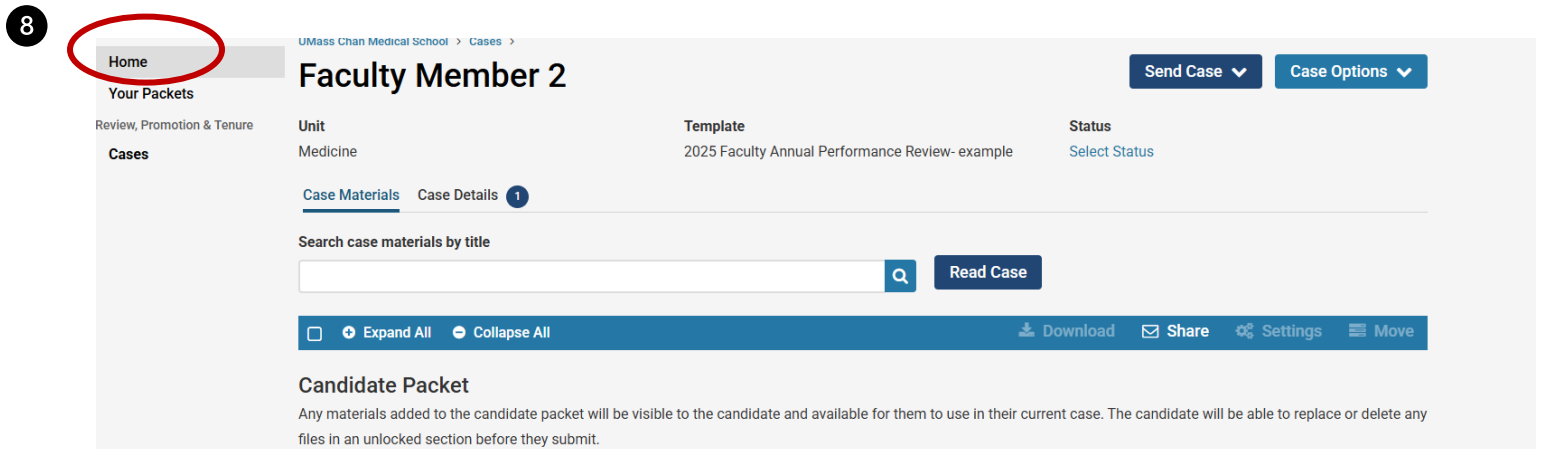
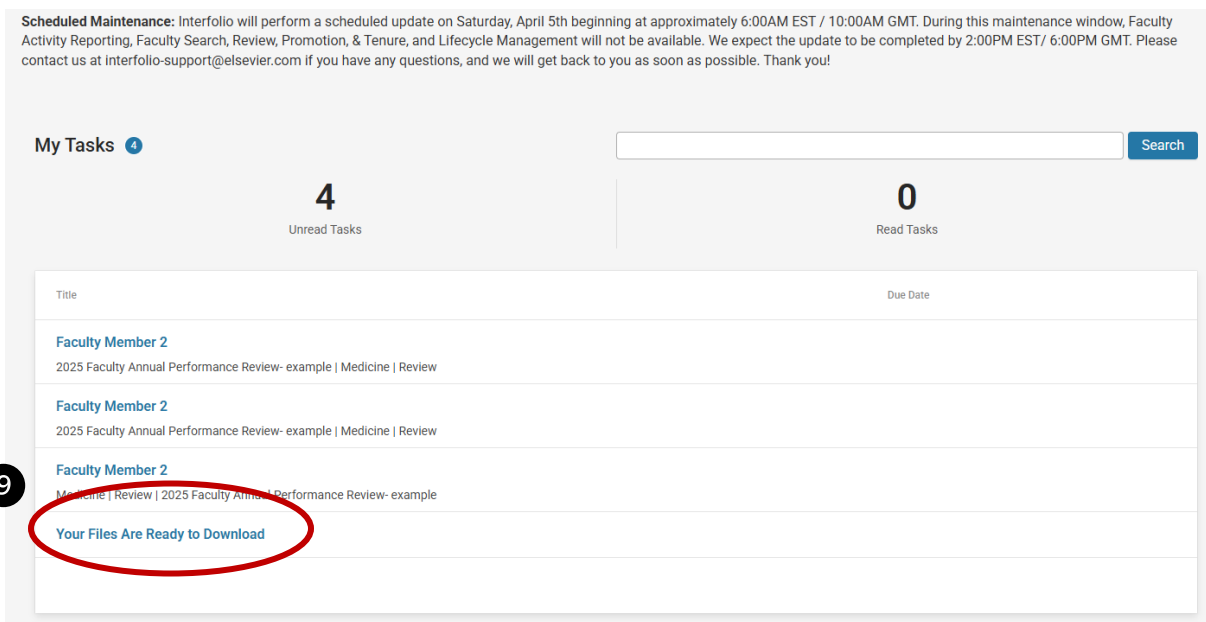**6)** Click the **Download PDF** button.

7) Click the **Return to Case** button.

8) Click **Home** in the left-hand navigation menu.

9) Click the **Your Files are Ready to Download** on your home page.

10) Click the **Download** action. The faculty member's APR will now be available to be downloaded when every they need a copy, as long as it is not removed.

UMass Chan Medical School ›

Requested Downloads

Below is a list of materials you've requested to download. Please note that if you've requested to download a set of documents, materials might have been added to the set since you last requested the download. Please check back to make sure you have all of the relevant documents.

Name	Date Requested ▾	Action
Your download of documents materials for Faculty Member 2's case is ready. Medicine | Review | 2025 Faculty Annual Performance Review- example	March 27, 2025	Download | Remove
Your download of documents materials for Faculty Member 2's case is ready. Medicine | Review | 2025 Faculty Annual Performance Review- example	March 27, 2025	Download | Remove