Managing Application Review Process

The application review process can be customized based on each individual program’s business rules and needs. Below are some guidelines on how best to manage this process.

1. Initial assignment – staff can use the Assign to Reader Queue, No current queue, no forms submitted query located in the Templates folder to locate applications that are ready for review but have not been reviewed yet. By running the query and assigning the application to reader queues, applications will no longer appear in this query.

2. Review – faculty reviewers will be able to log in to Slate Reader and review the applications in their queue. If the application is in more than one queue, they will see the following warning:

   ![Warning](image)

   This simply means that all assigned reviewers must submit before the application can be moved. If enough reviews have been submitted for a final decision or if one reviewer is unable to submit, you can follow the instructions in the Removing Readers from a Queue documentation.

3. Program Director access – If your program wants to allow faculty members to enter the final decision in Slate, they will need Program Director access. This allows them to move applications from bin to bin as long as it is not assigned to any other readers. They will either need to submit their application last or submit multiple review forms to move the application. All staff are granted final decision access as part of their default access. Program Director access can be granted to head reviewers who are not program directors, but this access should be limited to as few reviewers as possible.

4. Locating applications ready for final decision – Programs tend to determine when an application is ready for a final decision in one of two ways: either when all assigned reviewers have submitted or when a certain number of reviews have been submitted.
   a. Locating applications with no remaining reviews to be submitted – Use the Assign to Reader Queue, No current Queue, forms submitted template query to locate applications that have reviews but no currently assigned reviewers.
   b. Locating apps with a minimum threshold of reviews – use the Applications w/minimum # of reviews template query to locate applications with a certain number of reviews. Create a new query, choose a population of Template and then select the query.

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<thead>
<tr>
<th>Population</th>
<th>Templates</th>
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<tbody>
<tr>
<td>Template</td>
<td>Applications w/minimum # of reviews</td>
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   You will need to edit this query to fit your program’s standards. By default, it is set to look for a minimum of 1 review submitted. Double click on the filter to edit this number to whatever the minimum number of reviews by your program.
This template includes an inactive (greyed-out) filter looking for those that are not assigned to any reviewers. This can optionally be used to find those applications that have been completely reviewed.

To use this filter, double click on the filter and change the status from Inactive to Active.

5. To enter final decisions, please refer to the final section of Reviewing Applications in Slate Reader.