

University of California, Riverside

Computing & Communications

Academic Personnel eFile System

Training – eFile Routing Diagrams

***** This document applies to Merits only *****

eFile System Routing Diagrams for Merits as of May 2008

Departmental routing workflow

File Preparer→	Candidate →	Dept. Chair →	Ad Hoc committee Chair →	Dept. Chair→	File Preparer→	Faculty Reviewer→	File Preparer→
Initial Queue, (Generate, Refresh Snapshot)	Review & Approve	Prelim. Queue	Optional	Intermediate Queue	Final Queue	Non-routed Role	Route to College

Departmental routing workflow with Faculty Snapshot self-generation (future)

Candidate →	File Preparer→	Candidate →	Dept. Chair →	Ad Hoc committee Chair→	Dept. Chair→	File Preparer→	Faculty Reviewer→	File Preparer→
Generate	Initial Queue	Review & Approve	Prelim. Queue	Optional	Intermediate Queue	Final Queue	Non-routed Role	Route to College

College Dean’s Office routing workflow

Dean’s Analyst→	Associate Dean Lead→	Dean→	Dean’s Analyst →
Review, Open to Dean	Non-routed Role	Non-routed Role. Provide recommendation	Route to AP Office

Academic Personnel Office and Senate workflow

AP Analyst→	CAP Analyst →	CAP Chair, Members →	CAP Analyst →	AP Analyst →	VP AP →	AP Analyst
Review, Send to Senate	Review, Open to CAP	Non-routed Role	Route back to AP	Open to Vice Provost, EVC, Chancellor	Non-routed Role. Provide recommendation.	Mark Snapshot as Complete. Record outcome.