eFilePlus – How eFilePlus Supports the 220 Process

This article contains information for:
- Overview of the Process
- Routing
- Documents
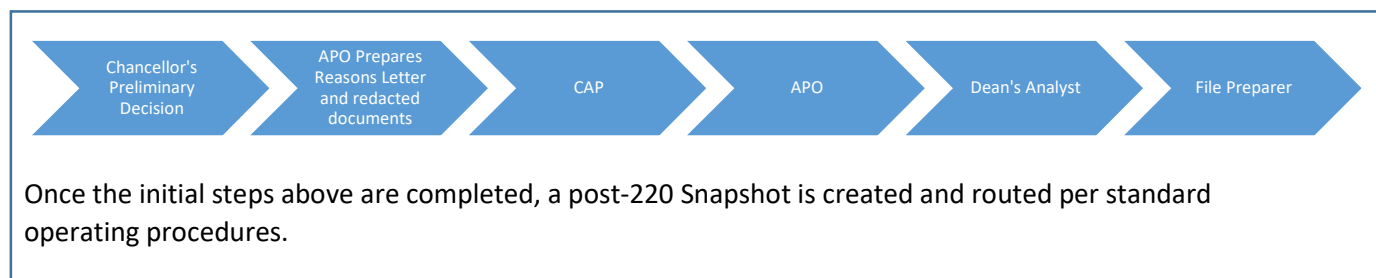- Selecting the Candidate's Response

Overview of the Process

In the following situations the Chancellor's first assessment is considered preliminary and it triggers the 220 process:
- If the Chancellor's preliminary assessment is negative in cases for 7th year promotions, or
- If the Chancellor's preliminary assessment is negative in cases for reappointments of Assistant Professors, or
- If the Chancellor's preliminary assessment is contrary to the recommendation of the department, Dean or CAP.

In these cases, the Chancellor makes the final decision after the completion of the 220 process.

For more policy information refer APM 220-80-j and The CALL.

Routing

Chancellor's Preliminary Decision → APO Prepares Reasons Letter and redacted documents → CAP → APO → Dean's Analyst → File Preparer

Once the initial steps above are completed, a post-220 Snapshot is created and routed per standard operating procedures.

The 220 process is initiated by the Academic Personnel Office (APO) based on the Chancellor's decision.

Chancellor's Options

Overview   Documents   Comments   Recommendations/Decisions   Actions

Action Options
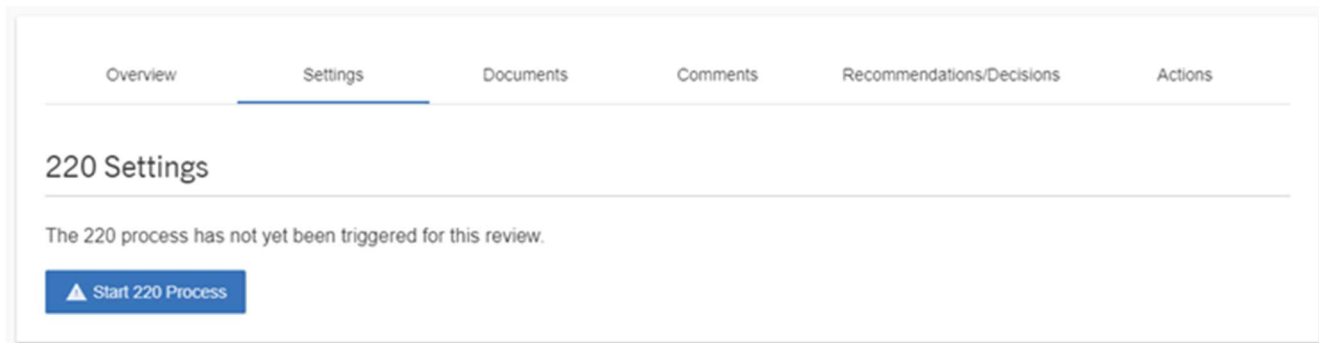
○ Action approved, Final decision is Positive
◉ Action not approved, Decision is Preliminary Negative
○ Action not approved. Final decision is Negative

ⓘ This option will invoke the 220 process. In the following situations the Chancellor's first assessment is considered preliminary and it triggers the 220 process: (a) If the Chancellor's preliminary assessment is negative in cases for 7th year promotions to tenure, or (b) If the Chancellor's preliminary assessment is contrary to the recommendation of the department, Dean or CAP. In these cases, the Chancellor makes the final decision after the completion of the 220 process.

When the Chancellor selects, Action not approved, Decision is Preliminary Negative, a "Trigger 220 Process" button will be available in the "Settings" tab for APO Analysts as seen below. Once the button

is selected, the system will show a confirmation that the 220 process was started. The Snapshot is then referred to as the "pre-220" Snapshot.

Once the appropriate documents have been added to the Pre-220 Snapshot by APO and CAP, a new routing option will become available for APO Analysts to "Return to College Review".

A routing option will be available for the College/School to send the file for "Department Review". A new 220 settings will become available for File Preparers. Refer to "Selecting the Candidate's Response" below for more information.

Once the Post-220 process starts, the review can be routed back through the routing/approval process up to APO Final Review for a final review decision.

Documents

For 220 documents, users must select document types with a 220 label (ex: Department Letter-220, Advancement Summary-200, CAP Minute-220, etc.).   Access to documents is based on the user's role and the action.

Both the Documents and Recommendations/Decisions tabs will have Pre-220 sections to display information from the Pre-220 review state as shown below:

Selecting the Candidate's Response

Once the Snapshot has been routed back to the department File Preparer, a new 220 settings will become available for File Preparers as seen below.

The department File Preparer (working with the Candidate and Chair) can indicate the candidate's choice for how to proceed.

Important Notes

1. The eFile system will keep a detailed history of all documents, decisions and recommendations for the pre-220 and post-220 Snapshot.
2. Pre-220 Recommendations/Decisions are displayed in a separate section in the Recommendations/Decisions tab.

3. A "View Original Pre-220 File" link is available in the snapshot header information section as shown below.
4. The type of 220 action is displayed in red in the header information section of the review as shown below.