The following roles are available in eFilePlus: Departmental Roles, College Office Roles, Academic Personnel Office Roles, Academic Senate Roles, VPAP, EVCP, Chancellor Roles.

A single individual can have more than one role, and a given role determines the screens to which one has access, what tasks can be performed, and what authorizations exist.

The highlighted roles below are granted by an authorized person in the Academic Personnel Office (APO). All other roles are managed by the departmental Systems Access Administrators (SAA) through the Enterprise Access Control System (EACS). For more information on access, refer to the eFilePlus System Access User Guide.

ROLES	DEPARTMENT	COLLEGE	ACADEMIC PERSONNEL OFFICE	ACADEMIC SENATE OFFICE
File Preparer	✓			
Faculty	✓			
Department Chair	✓			
Department Ad Hoc Chair	✓			
Department Ad Hoc Member	✓			
Faculty Reviewer	✓			
Dean's AP Analyst		✓		
Dean		✓		
Associate Dean		✓		
CAP Analyst				✓
CAP Chair				✓
CAP Member				✓
CAP Reader 1				✓
CAP Reader 2				✓
Senate Ad Hoc Chair				✓
Senate Ad Hoc Member				✓
APO Analyst			✓	
Vice Provost for Academic Personnel (VPAP)			✓	
Provost & Executive Vice Chancellor (PEVC)			✓	
Chancellor			✓	

File Preparers can add Faculty Reviewers and CAP Analysts can add CAP members and Senate Ad Hoc members through the Settings tab.