

Please refer to the CALL <u>https://academicpersonnel.ucr.edu/the-call</u> for the most current guidelines on Extramural Letters.

This feature allows the department to solicit extramural letters electronically and for referees to provide their letters directly to the eFile Plus system. In the eFilePlus system, Extramural Letters are collected from within a Snapshot.



Once the File Preparer (Department) clicks on the "Save & Send Request" button, an email notification is sent to the referee.

Below is a sample message that the referee will receive. Easy login link and footer highlighted. Note the link expiration date.

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MESSAGE       By Ignore       By Junk-       Delete       Delete       Reply       Reply	ting Auto-Notificati A to Nanager Team Email Quick Steps Quick Steps Quick Steps Quick Steps Quick Steps Quick Steps Com Move
noreply@ucr.edu	7
est UC Riverside Letter of Reference Require Generation	rest
Action Items	
Dear Jennifer Moses:	University of Texas, El Paso
The University of California, Raver Alec Gerry. The purpose of the rev record warrants. A critical part o scholarship by leading professional high scholarly standards of the Uni you would assist us in this importe	iside is conducting an exceptional Carer Review of the scholarly record of Frofessor ise is to ascertain the level within the professoriate that Professor Alec Gerry's if this process is the analysis and evaluation of Professor Alec Gerry's research and l colleagues in the field. The evaluation is crucial to our ability to maintain the versity of California. We in the Department of Entomology would be most grateful if ant assessment.
In making your judgment, it is impo which define normative movement thr on the attached table.	irtant to understand that the University of California has a structured matrix of steps rough the ranks of Assistant, Associate, and Full Professor. This matrix is summarized
Professor Alec Gerry is currently a one of the following outcomes:	it step [ ] of the rank of [ ]. Professor Alec Gerry's Career Review will result in
[Here the Chair should list item (i	i) and the appropriate subset of options ii-vii on the next page.]
For purposes of benchmarking, the U achievement necessary for the major	Iniversity of California has adopted the following language to characterize the advancements within the rank/step system:
*Note that Assistant Professors are	e often appointed anywhere in this range dependent on prior experience.
You can provide your letter electro	mically by using the following information,
Easy Login Link: https://efileplus	stest.uor.edu/app/extramuralLetter/7425e860-1e02-4938-8ef6-21a7623a5f67
This login will expire after 09/01/	2018
Sincerely.	
Eric Martin Department Chair	
-	

Left: Easy login link and footer highlighted. Note the link expiration date.



- 1. To access the candidate's documents, the referee must clock on the "Easy Login Link" included on the message.
- 2. The "Easy Login Link will open in a new browser window or tab.
- 3. Before the referee can proceed they have to confirm that they have read and understand the <u>UC</u> <u>Confidentiality Statement</u>.
- 4. The solicitation packet that was uploaded by the Department may be viewed through the Documents for Review section.

CR eFilePlus Academic Personnel System					
weicome, Jennifer Moses					
Associate Professor of Chemistry					
Thank you for visiting the University of California, Riverside's On-line	e Extramural Letter System. You have been asked to submit a reference for the following candidate:				
Candidate Name : Alec Gerry Review: Career Review Due Date: 09/01/2018					
View UC Confidentiality Policy I have read and understand the UC Confidentiality Statement					
Documents For Review					
1 View Curriculum Vitae					
2. View Bibliography					
3. View Candidate SelfStatement					
4. View DC					
Submit Your Letter					
O Use the Letter Writer form					
O Upload the Letter					
O Decline to provide Letter					

## **Referee Options**

The referee may choose how to respond to the request:

- 1. Submit a letter using the "Letter Writer form" option
- 2. Submit a letter using the "Upload the Letter" option
- 3. Use the "Decline to provide Letter" option.



## Letter Writer Form option

- Follow the screen instructions on how to enter text into both fields. The top field is the portion of the letter that will NOT be redacted. The bottom field is the portion of the letter that will be redacted. This option requires the letter writer to assume responsibility for the redacted and unredacted information in their letter.
- 2. Click the Submit button to send the letter.

Submit Your Letter  Use the Letter Writer form
O Upload the Letter
O Decline to provide Letter
Please refer to the Solicitation Letter when writing your recommendation. You should complete this section of the reference in such a way that your name, affiliation, and personal associations with the candidate are not revealed. This section is not subject to redaction. Note that at certain prescribed stages of the academic personnel review process, candidates will be able to access evaluations in redacted form if they choose to do so.

Auto Save: Changes to this page are saved automatically. The information you entered will be saved when you leave the page. Submit: When you are ready to send your letter, click the Submit button to complete your submission. For questions or support, please send an email to efilesupport@ucr.edu.



## Upload the Letter option

- The referee may drag-and-drop a PDF file into the dotted-line box to upload the letter as a PDF. Alternatively, the referee may click inside the dotted-line box to use their computer to locate a PDF file to upload.
- 2. Click the Submit button to send the letter.
- 3. All uploaded PDF letters are considered unredacted by the system. The File Preparer can redact the file and then upload the redacted version.

Use the Letter Writer form Upload the Letter Decline to provide Letter					
lf you prefer upload	ing the letter ins	stead, you may	attach it below. (	Only PDFs are acc	eptable)
		Drop file here o	r click to upload.		
		Valid upload	type is PDF.		
					Subm
Save: Changes to this page an	e saved automatically. The	e information you entered	will be saved when you leave	e the page.	
mit: When you are ready to send	your letter, click the Subr	mit button to complete you	r submission.		



## Decline to Provide Letter option

- 1. The referee may choose this option and enter text under the Reason for Declination label.
- 2. Click the Submit button to send the response.

Submit Your Letter O Use the Letter Writer form	
Upload the Letter  Output to provide Letter	
Reason for Declination (Note: You may also state, 'Decline to State Reason')	
	Submit
Auto Save: Changes to this page are saved automatically. The information you entered will be saved when you leave the page. Submit: When you are ready to send your letter, click the Submit button to complete your submission. For questions or support, please send an email to efilesupport@ucr.edu.	

These are general system guidelines and is not meant to replace policy. Please refer to the CALL for the most current policy information: <u>https://academicpersonnel.ucr.edu/the-call</u>.