

Please refer to the CALL <u>https://academicpersonnel.ucr.edu/the-call</u> for the most current guidelines on the 220 process.

How eFilePlus Supports the 220 Process

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 <u>APM 220-80-j</u> and <u>The CALL</u>.

Routing



- 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	5							
 Action approved Action not approved Action not approved 	d, Final decision is Posit oved, Decision is Prelim oved. Final decision is N	ive inary Negative legative						
i This option will negative in cases for the final decision at	invoke the 220 process. or 7th year promotions to ter the completion of the	. In the following situa o tenure, or (b) If the e 220 process.	ations the Chancellor's first asses Chancellor's preliminary assessn	sment is considered pre nent is contrary to the re	liminary and it triggers th commendation of the de _l	e 220 process: (a) li partment, Dean or C	^f the Chancellor's pre AP. In these cases, t	əliminary assessment is the Chancellor makes



After the Chancellor selects, "Action not approved, Decision is Preliminary Negative", a "Start 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 required 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.

Document Info

 \times

Candidates Response to Material in File - 220

Confidentiality Statement (confidential)

Current Position Description

Departmental Letter

Departmental Letter - 220



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

Overvi	ew Settings	Documents	Comments	Recommendations/Decisions	
			Drop file here Valid uploa	or click to upload. Id type is PDF.	
220 Doc No viewabl	uments e documents have been uploade	ed			
Pre-220	Documents				
	Departmental Letter Uploaded by Brandon M Ayers Feb 27, 2019		Candidates F Uploaded by Brand Feb 27, 2019	Response to Dept Letter on M Ayers	Minority Report Uploaded by Brandon M Ayers Feb 27, 2019
	Affirmative Action Statemer Uploaded by Brandon M Ayers Feb 27, 2019	ıt			

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.

Overview	Settings (220)	Documents	Comments	Recommendations/Decisions	Extramural Letters				
220 Options									
Copy as Merit Choose this option if the if the Candidate opts to proceed with a Merit without updating their Promotion Snapshot. Candidate's Response to the 220 must be included. (NOTE: Non 7th year Promotion and Promotions to Full actions may be recommended for a merit, in lieu of a promotio The approval of the merit (with the non-updated file) will be stated in the 220 memo when the file returned to the college.)									
Copy as Updated	l Promotion Ch Pro be	oose this option if the omotion. New informat included.	Candidate opts to up ion must be entered i	tate his/her Promotion Snapshot a n eFile and a Candidate's Respon	and proceed with the se to the 220 must				
No Upda	ttes Ch	oose this option if the clination to 220 must b	Candidate opts not to be included.	provide a response to the 220 pro-	ocess. Candidate's				



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.

Overview	Settings	Documents	Comments	Recommendations/Decisions
No approvals have b	een recorded			
Pre-220 Recommen	ndations/Decision	S		
Laosheng Wu Chair Review				02/27/2019 03:28 PM
Action: Accept				
Richard Cardullo Candidate Review				02/27/2019 03:28 PM
Action: Accept				

- 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.

UCR eFilePlus Academic	SUPPORT ~	SIGN OUT				
HOME CANDIDATE REVIEWS VIEW CANDIDAT	E REVIEW					
2018-2019 Merit (220 - Merit in Period of Review: 02/3915 - 02	Open eFile ⊠ Lieu of Promotion) v 2/3920	iew Original Pre-220 File 🛽				=
Department Review	College Review	APO Review	CAP Review	APO Final Review	Complete	History

These are general system guidelines and this document 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>.