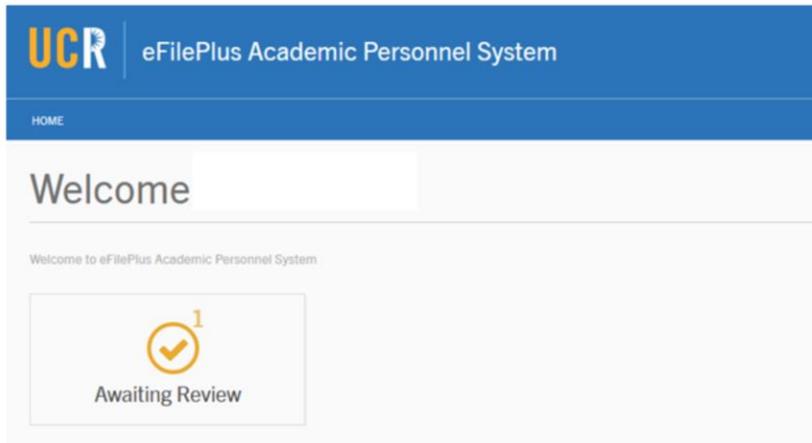


When a Snapshot is ready for review, you will receive an email notification from the eFilePlus system. Login to the eFilePlus system by clicking on the link provided or by navigating to <https://efileplus.ucr.edu>.

Log in and Open a Snapshot

1. Once logged in, you will see an “Awaiting Review” icon (called a tile). Click this icon to proceed to the Snapshot(s) waiting for your review.



2. In the Candidate Reviews screen, click the  icon to open the menu and choose “Open Review”.

Candidate Reviews

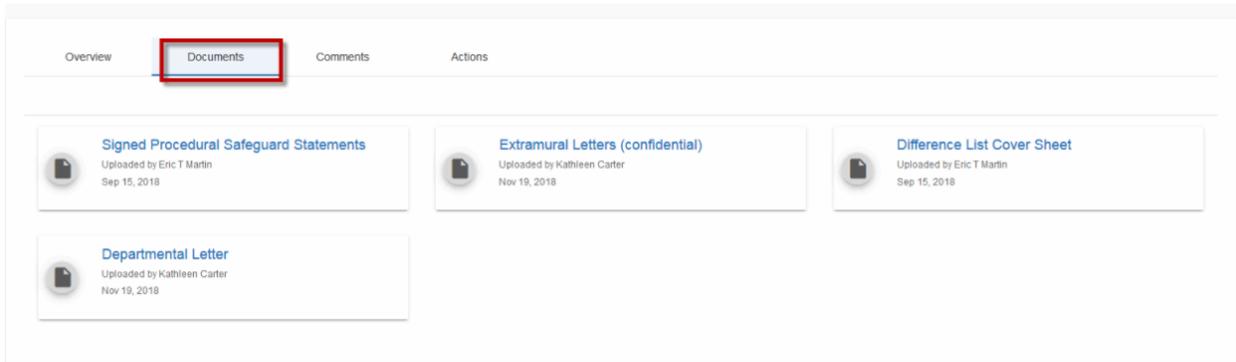
Filter

Work in Progress Reviews (Snapshots awaiting your review)

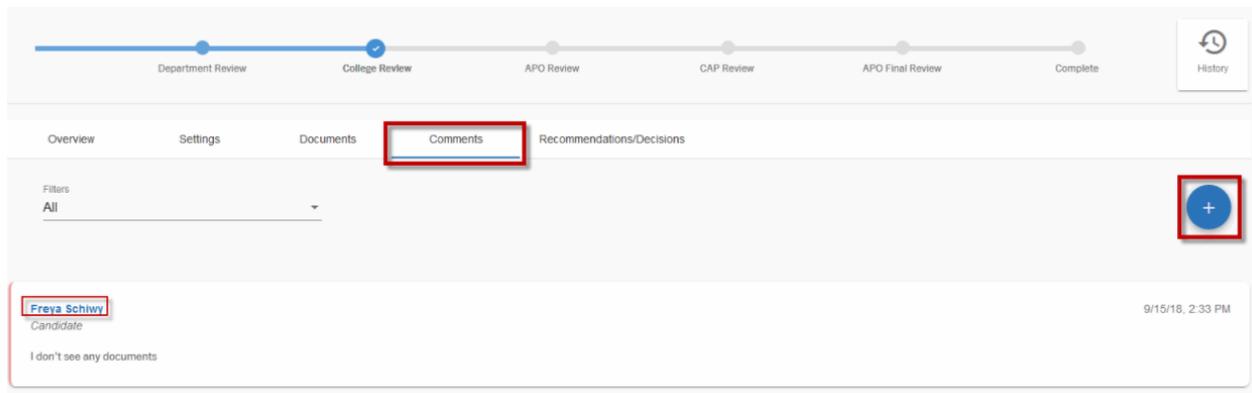
Date Received	Name	Department	Title	Action Type	Review Year	Status	Tags
10/17/18		Botany and Plant Sciences	Assoc Specialist in Cooperative Ext. & Assoc Horticulturist	Appraisal	2018-2019	Department Re	 Open Review
9/20/18		Botany and Plant Sciences	Assoc Specialist in Cooperative Ext. & Assoc Horticulturist	Merit	2018-2019	Department Re	 Edit Tags

Reviewing a Snapshot as Dean or Associate Dean

1. The Overview tab contains the electronic file.
2. Use the Documents tab to review existing documents.

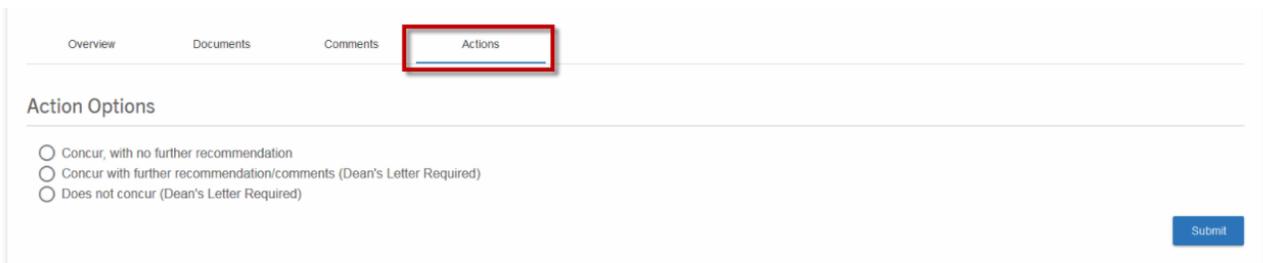


3. Use the Comments tab to add or review existing Comments. To enter a comment, click on the plus sign. To designate who sees the comments click the checkbox(es) and then click the Save button.



4. **DEAN ONLY:** Use the Actions tab to indicate your recommendation. Then click the Submit button. After clicking the submit button, the Snapshot is automatically routed back to the Dean’s Analyst.

Note: The options listed in the Actions tab are dependent on the Snapshot type (e.g. Merit, Promotion, Appraisal).



- Back on the Candidate Reviews page, Snapshots that the Dean has previously taken action on are listed under the heading “Previously Reviewed (Snapshots that you have reviewed)”. These are read-only, but can be viewed at any time.

Work in Progress Reviews (Snapshots awaiting your review)
No reviews found

Previously Reviewed (Snapshots that you have reviewed)

Date Received	Name	Department	Title	Action Type	Review Year	Status
11/21/18	Freya Schiwy	Media & Cultural Studies	Associate Professor	Advancement within Above Scale	2018-2019	College Review
11/19/18	Freya Schiwy	Media & Cultural Studies	Associate Professor	Promotion to Associate Professor with Tenure	2018-2019	APO Final Review
11/19/18	Jonathan Ritter	Music	Associate Professor of Music	Merit	2018-2019	APO Review
10/16/18	John Ganim	English	Distinguished Professor of English	Appraisal	2018-2019	CAP Review

- ASSOCIATE DEAN ONLY:** For the Associate Dean, there is no action to take, except to review the Snapshot.

Note: This applies to Associate Dean Lead and Associate Dean Reviewer.

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: <https://academicpersonnel.ucr.edu/the-call>.