

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


How to Start and Route a Deferral in eFilePlus

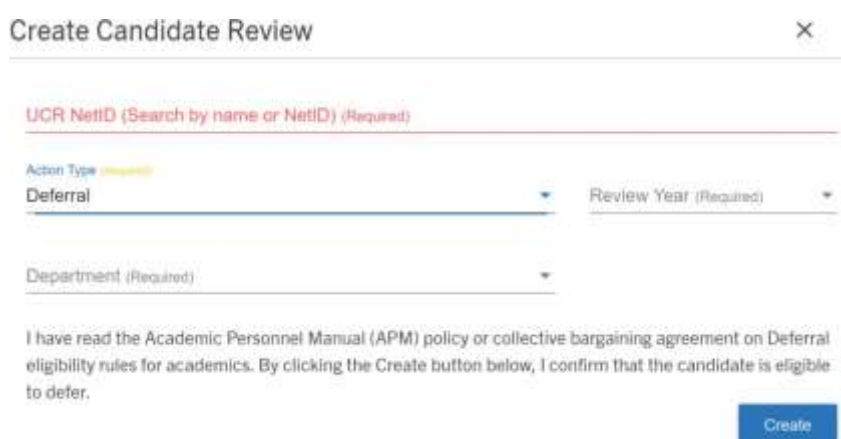
A Deferral can be requested by a File Preparer on behalf of a candidate or by an academic appointee who is eligible to defer. A deferral request does not require any eFile data to be entered or included (e.g. Publications, Teaching, etc.). Deferrals are not part of the eligibility list that is generated from ACAPER. The list of deferrals is provided by the colleges and schools to the APO college analysts at the start of the review cycle.

Consistent with how snapshots for other review types designed, the File Preparer will create a Deferral action. Candidate cannot create a Deferral snapshot.

How to Create a Deferral (File Preparer Only)

Login to the eFilePlus system by navigating to <https://efileplus.ucr.edu>.

1. Go to Manage Candidate Reviews, click the yellow Plus icon  to open the dialog window for creating a new Snapshot. Enter a NetID for the candidate, and then select "Deferral" from the Action Type field.



2. Once Create is clicked, the system will create a Deferral and the following window below will be displayed.



Deferral Request tab is editable by the File Preparer only. The information on this tab is taken from ACAPER. Before making any correction(s), contact your Academic Personnel Analyst for any discrepancy. This tab is available for all roles.

Settings tab is where the File Preparer can select and enter the Department Chair information. For the Dean's Analyst, this is where they can select and enter the Dean's information. This tab is available for staff roles (File Preparer, Dean's Analyst, CAP Analyst, and APO Analyst). **Important:** Before routing, ensure that the Department Chair and Dean information have been entered.

Documents tab is where any user may upload supporting documents. Note that for Deferral, the Procedural Safeguard Statement is included within the candidate's action tab. This tab is available for all roles.

Comments tab is where any user can enter a general comment. For example, this is where the File Preparer can enter a note for the Candidate and Department Chair that the Snapshot is ready for review and approval. This tab is available for all roles.

Recommendations/Decisions tab is where the recommendations/decisions from reviewers will be displayed. This tab is available for select roles only (Department Chair, Dean, Dean's Analyst, CAP Analyst, APO Analyst, Vice Provost, Provost).

Actions tab is available to candidates and reviewers (for Deferrals, Candidate, Department Chair, Dean, and College Analyst) and this is where the candidates' acceptance, reviewers' recommendations/decisions and final decision will be recorded.



How to Route a Deferral

The following is the routing workflow for a Deferral. This routing path is managed through a Check Out Process.



File Preparer's queue – to route the deferral:

- The File Preparer will open the Checkout Process menu and click the link "Send to Candidate Review".

- Once the Candidate completes their review and chooses Accept from the Actions tab, the Deferral will be routed back to the File Preparer.
- The File Preparer will check out the file to the Department Chair. **Important:** Remember to select a Department Chair under the Settings tab before checking out the Deferral to the Chair.
- After the Department Chair reviews and accepts, the File Preparer will check out the Deferral to the Dean's Analyst for the Dean's review.

Candidate's queue

- In the candidate's queue, under Actions tab, the candidate must enter the reason for the Deferral and agree to the procedural safeguard statement. They can also choose to Return the Deferral for correction.

Deferral Request Documents Comments **Actions**

Action Options

☒ Accept
☐ Return

Reason for Deferral (required)

Procedural Safeguard Statement: By clicking Submit, I certify that I have been informed of my rights under Section 200 of the Academic Personnel Manual (APM) or collective bargaining agreement and I have been provided the opportunity to exercise those rights at the appropriate times during the review process. If I have not been given my rights at any time during this review, I will bring this to the attention of my Department Chair or Dean.

Save as Draft Submit

Department Chair's queue

- In this queue, the Department Chair must select their recommendation under the Actions tab.

Deferral Request Documents Comments Recommendations/Decisions **Actions**

Action Options

☒ Accept
☐ Return

Dean's queue

In this queue, the Department Chair must select their recommendation under the Actions tab.

Deferral Request Documents Comments Recommendations/Decisions **Actions**

Action Options

☒ Approved
☐ Denied

Comments
This is approved

Dean's Analyst queue

- After the Dean's Analyst receives the Deferral from the File Preparer, they will check it out to the Dean for a decision. **Important:** Before checking out to the Dean, remember to do the following under Settings (1) under Dean Reviewers, select a Dean and (2) under Final Review Level, select Dean.

- After the Dean makes a decision, the Dean's Analyst will check out the Deferral to the APO Analyst (APO Review) for informational purposes only. This is required in order for APO to enter the action in ACAPER as the office of record.
- After the APO Analyst returns the Deferral to the College Analyst, the Dean's Analyst will (1) go to Actions tab and select a final decision and (2) go to Check Out Process and click Complete Review. **Important:** Do not enter a final decision under Actions until you are ready to close the file. This action cannot be undone.

APO Analyst queue

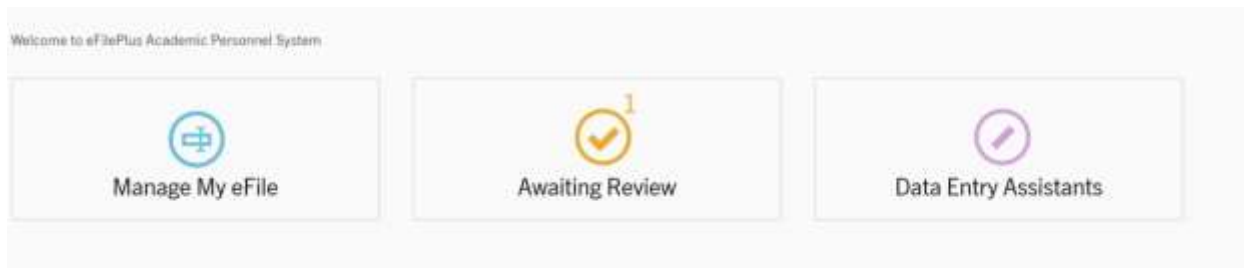
- In this queue, the APO Analyst will review the recommendations/decisions and enter the information in ACAPER.
- After the APO Analyst completes the review and enters the information in ACAPER, the Deferral is routed back to the Dean's Analyst.

How to Review a Deferral

When a Snapshot is ready for reviewers (such as Candidate, Department Chair, and Dean), the reviewer will receive an email notification from the eFilePlus system.

The reviewer will login to the eFilePlus system by clicking in the link provided or by navigating to <https://efileplus.ucr.edu>.

- Once logged in, the reviewer will see an "Awaiting Review" icon (called a tile). Click this icon to proceed to the Snapshot(s) waiting for review.



2. In the reviewer's screen, click three dots to open the menu and choose "Open Review".

Work in Progress Reviews (Snapshots awaiting your review)

Date Received	Name	Department	Title	Action Type	Review Year	Status	
07/28/2020	Travis Bean	Botany and Plant Sciences	Assistant Cooperative Extension Specialist, Weed Science	Deferral	2020-2021	Department Review	⋮

3. To accept the Deferral or make a recommendation/decision, click on the Actions tab and select one of the options. For the Candidates, the procedural safeguard statement is included within the Actions tab.

Deferral Request Documents Comments **Actions**

Action Options

☒ Accept
☐ Return

Reason for Deferral (Required)

Procedural Safeguard Statement: By clicking Submit, I certify that I have been informed of my rights under Section 200 of the Academic Personnel Manual (APM) or collective bargaining agreement and I have been provided the opportunity to exercise those rights at the appropriate times during the review process. If I have not been given my rights at any time during this review, I will bring this to the attention of my Department Chair or Dean.

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>.

If you require further assistance, please contact the eFilePlus Subject Matter (SME) in your org [Contact List](#) or send an email to efilesupport@ucr.edu. You may also create a ticket for support through ServiceLink: https://ucrsupport.service-now.com/ucr_portal - click "Submit a Support Request".