

# Academic Systems

Highlander Orientation Series (HOS) – Session #4

March 12, 2025, 1:00pm – 3:00pm

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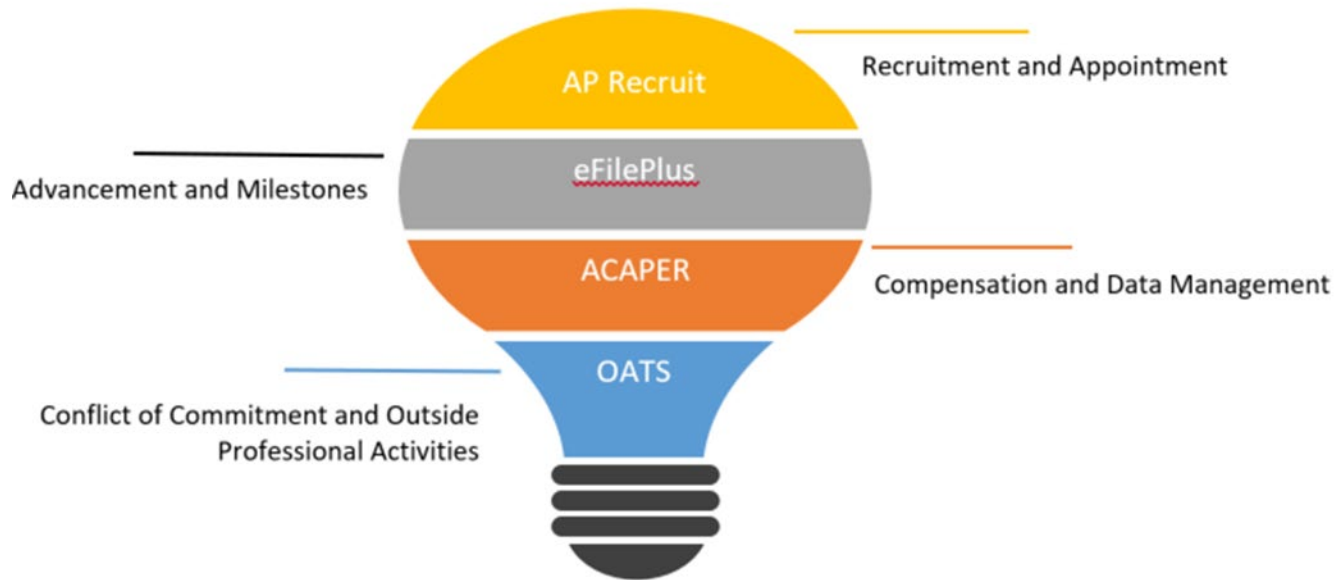
# Academic Systems



# Academic Systems – Introduction

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The **Academic Personnel Office (APO)** manages the following academic systems that are critical in supporting the transactional, reporting, and operational needs of APO. In addition, they provide valuable data to support leadership and strategic activities, initiatives, and decision-making process.

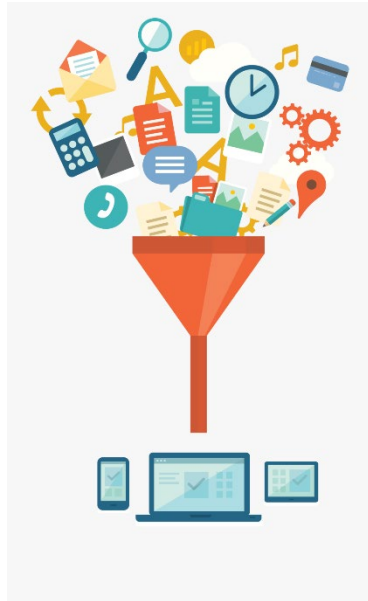


Support: First level of support are college Subject Matter Experts (SMEs)

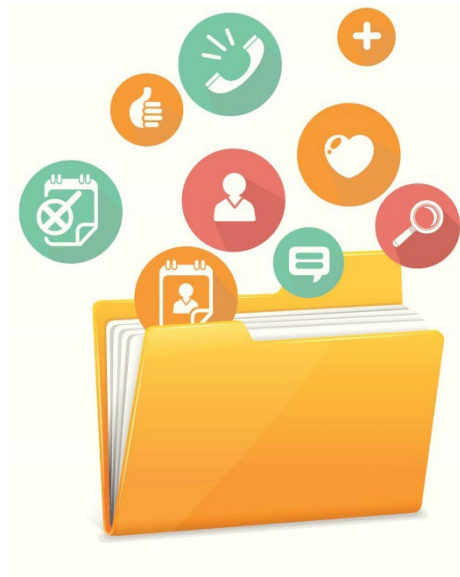
# Academic Systems - eFilePlus

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**eFilePlus** is a secure, online academic review management system that supports the personnel actions for appointment and advancement. This is a UCR-developed application originally developed in 2006 and rebuilt in 2018.



Database



Review File ("Snapshot")

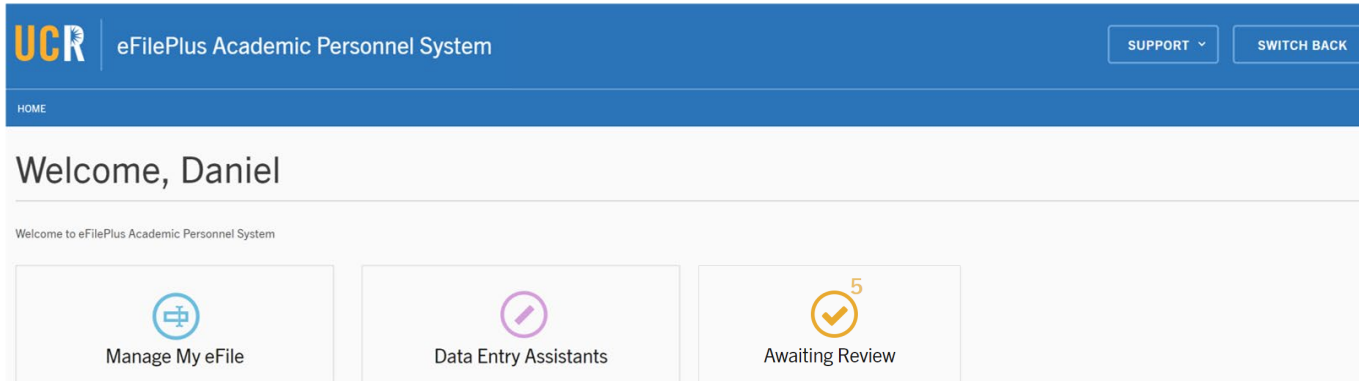


Review and Routing



Information website: <https://academicpersonnel.ucr.edu/efileplus>  
Production site: <https://efileplus.ucr.edu/>  
Policy: [APM 210](#), [The CALL](#), [Bargaining Contracts](#)

# Academic Systems – eFilePlus



UCR | eFilePlus Academic Personnel System

SUPPORT | SWITCH BACK

HOME

Welcome, Daniel

Welcome to eFilePlus Academic Personnel System

Manage My eFile | Data Entry Assistants | Awaiting Review<sup>5</sup>

eFile serves as a living academic record. It is an ongoing file that can be easily accessed by faculty members to enter/update their own data in [eFile](#) as their academic career progresses. This helps to ensure that a faculty member will have the most up-to-date academic personal record.

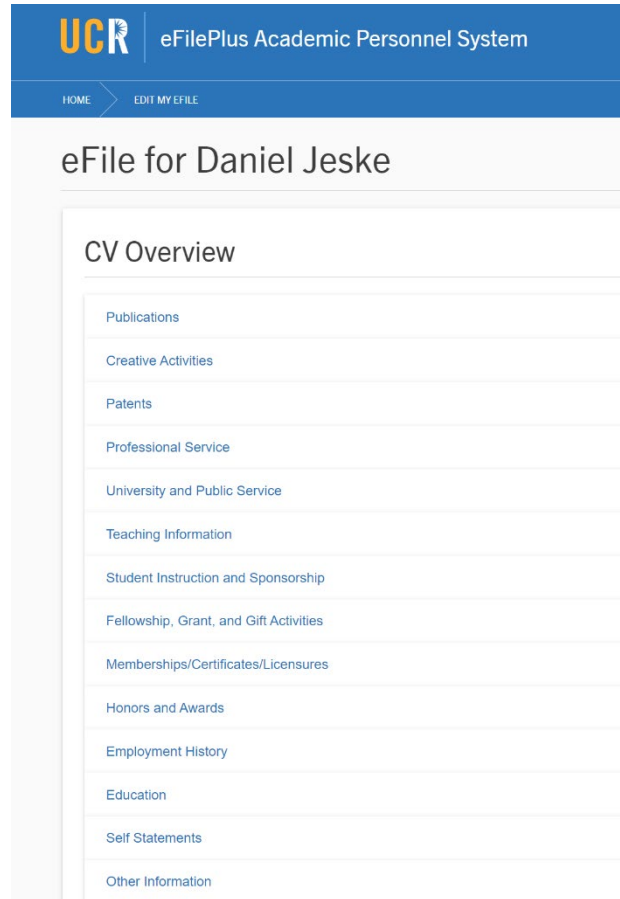
Faculty can also assign a [Data Entry Assistant](#) to help with eFile updates.

[Awaiting Review](#) is available for faculty members who have a role assigned to make a recommendation or approve a file.



Information website: <https://academicpersonnel.ucr.edu/efileplus>  
Production site: <https://efileplus.ucr.edu/>

# Academic Systems – eFilePlus



The screenshot shows the eFilePlus Academic Personnel System interface. At the top, there is a blue header with the UCR logo and the text "eFilePlus Academic Personnel System". Below the header, there are navigation links for "HOME" and "EDIT MY EFILE". The main content area is titled "eFile for Daniel Jeske" and features a "CV Overview" section. This section contains a list of categories for the CV, including: Publications, Creative Activities, Patents, Professional Service, University and Public Service, Teaching Information, Student Instruction and Sponsorship, Fellowship, Grant, and Gift Activities, Memberships/Certificates/Licensures, Honors and Awards, Employment History, Education, Self Statements, and Other Information.



- ✓ Enter your new accomplishments and update frequently
- ✓ Keeping your records current will help simplify the creation of a review file



Information website: <https://academicpersonnel.ucr.edu/efileplus>  
Production site: <https://efileplus.ucr.edu/>


# Academic Systems – eFilePlus

## eFilePlus Academic Personnel System

UCR's Academic Personnel eFilePlus System (formerly eFile) is a secure, online academic review management system that supports the personnel actions for appointment and advancement.


The system provides a standard, paperless process for academic reviews. Some of the features and benefits include:

- A stable, secure, and easily accessible online application
- A database where faculty and/or AP staff in the departments can quickly modify and add records as the faculty member's file is updated
- "Snapshots" for academic actions (Merits, Promotions, Career Reviews, Appraisals, etc.) can be generated using the existing records in the faculty member's database
- An academic review file "snapshot" can be routed using a shared governance workflow technology, from snapshot creation to reviews to a final decision.

To log in to the eFilePlus System, click on this link: <https://efileplus.ucr.edu> .

Recommended operating systems: Microsoft Windows 8.1+ or Apple Mac OS X 10+; eFilePlus' responsive design is compatible with up-to-date mobile devices.

Supported browsers: Automatic updates are always recommended to ensure a secure and modern browsing experience, as certain technologies may lead to a degraded or otherwise suboptimal browsing experience. Each of the latest browsers are supported along with backwards compatibility for one full version still supported by the vendor: Google Chrome, Mozilla Firefox, Apple Safari, Microsoft Edge.

UCR login credentials and eFilePlus role are required to access the system. For more information, click on this link: [eFilePlus: Managing and Assigning Roles](#) . For support, please contact your college/school subject matter expert ([click here](#)) or email [efilesupport@ucr.edu](mailto:efilesupport@ucr.edu).

[News & Notes](#)

[Privacy & Confidentiality](#)

[Support](#)

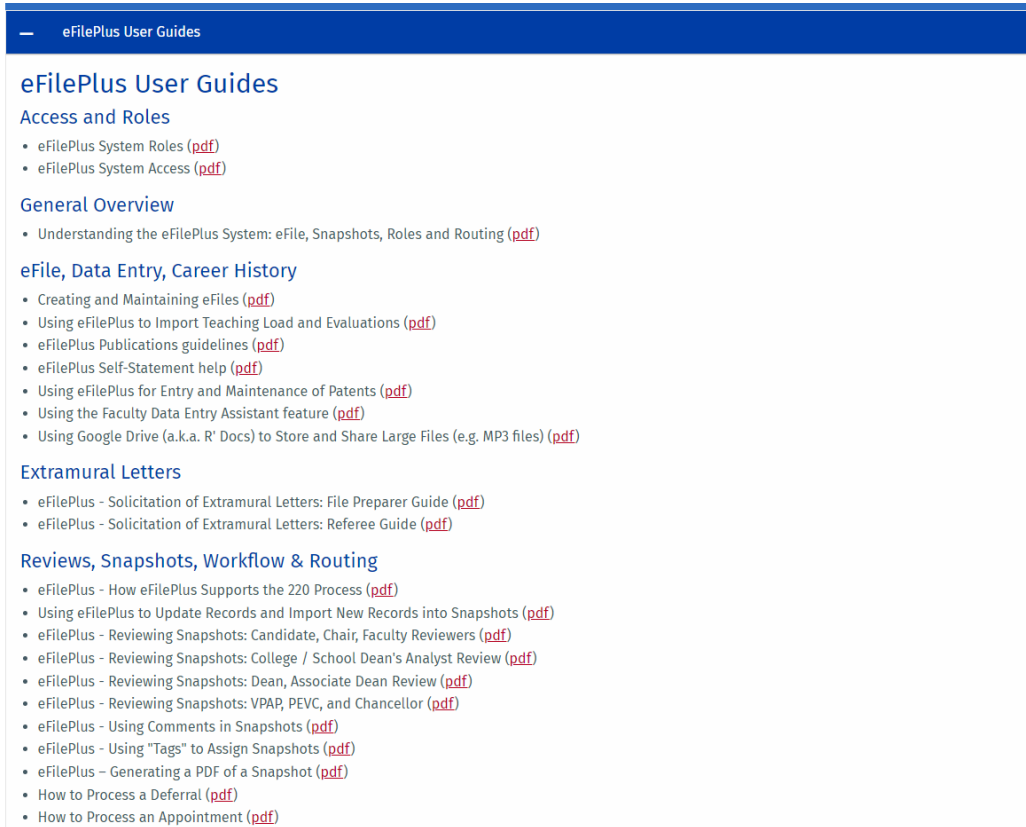


Information website: <https://academicpersonnel.ucr.edu/efileplus>  
Production site: <https://efileplus.ucr.edu/>



# Academic Systems – eFilePlus

- Click on Support to access user guides and contact information for SMEs



— eFilePlus User Guides

## eFilePlus User Guides

### Access and Roles

- eFilePlus System Roles ([pdf](#))
- eFilePlus System Access ([pdf](#))

### General Overview

- Understanding the eFilePlus System: eFile, Snapshots, Roles and Routing ([pdf](#))

### eFile, Data Entry, Career History

- Creating and Maintaining eFiles ([pdf](#))
- Using eFilePlus to Import Teaching Load and Evaluations ([pdf](#))
- eFilePlus Publications guidelines ([pdf](#))
- eFilePlus Self-Statement help ([pdf](#))
- Using eFilePlus for Entry and Maintenance of Patents ([pdf](#))
- Using the Faculty Data Entry Assistant feature ([pdf](#))
- Using Google Drive (a.k.a. R' Docs) to Store and Share Large Files (e.g. MP3 files) ([pdf](#))

### Extramural Letters

- eFilePlus - Solicitation of Extramural Letters: File Preparer Guide ([pdf](#))
- eFilePlus - Solicitation of Extramural Letters: Referee Guide ([pdf](#))

### Reviews, Snapshots, Workflow & Routing

- eFilePlus - How eFilePlus Supports the 220 Process ([pdf](#))
- Using eFilePlus to Update Records and Import New Records into Snapshots ([pdf](#))
- eFilePlus - Reviewing Snapshots: Candidate, Chair, Faculty Reviewers ([pdf](#))
- eFilePlus - Reviewing Snapshots: College / School Dean's Analyst Review ([pdf](#))
- eFilePlus - Reviewing Snapshots: Dean, Associate Dean Review ([pdf](#))
- eFilePlus - Reviewing Snapshots: VPAP, PEVC, and Chancellor ([pdf](#))
- eFilePlus - Using Comments in Snapshots ([pdf](#))
- eFilePlus - Using "Tags" to Assign Snapshots ([pdf](#))
- eFilePlus - Generating a PDF of a Snapshot ([pdf](#))
- How to Process a Deferral ([pdf](#))
- How to Process an Appointment ([pdf](#))



Information website: <https://academicpersonnel.ucr.edu/eFilePlus-support>  
Production site: <https://eFilePlus.ucr.edu/>

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# eFilePlus Demo & Questions

# Academic Systems – UC OATS

**UC Outside Activity Tracking System** or **UC OATS** is a secure, online application that supports the required collection, review, approval, and annual reporting of outside professional activities that are subject to the University of California's Conflict of Commitment CoC policies: [APM-025](#), [APM-240](#), [APM-246](#), and [APM-671](#). This is a systemwide application used by all 10 UC campuses.

UNIVERSITY OF CALIFORNIA **OATS** ABOUT UC OATS LOG IN

**UC RIVERSIDE**  
Please begin by clicking the button below.

**Log in to OATS**

UC OATS is an easy-to-use, web-based application through which university faculty members can report outside activities and income, in accordance with UCOP conflict of commitment policies. It employs a simple, yet interactive format that facilitates the collection of information about outside professional activities, and helps faculty understand the related policies.

The UC-wide Outside Activity Tracking System (OATS) initiative and implementation is a multi-campus Conflict of Commitment system that facilitates the collection, review, approval, and reporting of faculty outside professional activities for the eight adopter campuses.

RESOURCES	POLICIES
<ul style="list-style-type: none"><li>• UC OATS Information Website</li><li>• UC OATS Online Training</li><li>• UC Riverside Information Website</li></ul>	<ul style="list-style-type: none"><li>• APM-671, Conflict of Commitment and Outside Activities of Health Sciences Compensation Plan Participants</li><li>• APM-025, Conflict of Commitment and Outside Activities of Faculty Members</li><li>• APM-240-20-c, Conflict of Commitment and Outside Professional Activities of Deans</li><li>• APM-246-20-c, Conflict of Commitment and Outside Professional Activities of Faculty Administrators (100% time)</li></ul>



Information website UC OATS and CoC: <https://academicpersonnel.ucr.edu/conflict-commitment>

Production site: <https://ucr.ucoats.org/>

Policy: [APM 025](#), [APM 671](#), [APM 240](#)

# Academic Systems – UC OATS

University of California Outside Activity Tracking System or [UC OATS](#) and [APM-025](#), [APM-240](#), [APM-246](#), and [APM-671](#) University of California’s Conflict of Commitment (CoC) policies.

## Conflict of Commitment and Outside Professional Activities

The University encourages faculty to engage in outside activities that contribute to their respective professions and the community. A conflict of commitment occurs when the commitment to external activities, whether compensated or uncompensated, professional or non-professional, interferes with the successful performance of the faculty member’s University obligations.

The UC Regents’ Standing Order 103.1(b) states that faculty members shall not allow outside employment to interfere with primary University duties. Since some outside activities may raise the appearance of a conflict of commitment, the University has established specific guidelines for managing such activity. Academic Personnel Manual sections [025](#) [☞](#) (general campus faculty), [671](#) (Health Science Compensation Plan Faculty), [240](#) [☞](#) (Deans), and [246](#) [☞](#) (Faculty Administrators, 100% Time) clarifies a faculty member’s commitment to the University and outlines reporting guidelines for outside professional activity. Each policy includes specific time limits for certain types of outside professional activities.

To comply with APM policy, UCR faculty must:

1. **Obtain Prior Approval for Category I** activities by
  - Completing an APM-025 Prior Approval Request OR an APM-671 Prior Approval Request using [UC OATS](#) [☞](#) and;
  - Submitting the request for approval following the campus routing instructions ([pdf](#)). For more information on supporting document requirements, refer to the **Category I Prior Approval Checklist** ([pdf](#)).
2. **Submitting an Annual Report** each fiscal year for Category I and/or Category II activities using [UC OATS](#) [☞](#).

## Important Notices and Guidelines

- For **Vice Provost Jeske communication on conflict of commitment**, click on this link: [pdf](#).
- For **Conflict of Commitment Obligations and Reminders**, click on this link: [pdf](#).
- For **UCR’s general information on conflict of commitment**, click on this link: [pdf](#).
- For **UCR’s Frequently Asked Questions (FAQs) on conflict of commitment**, click on this link: [pdf](#).



Information website UC OATS and CoC: <https://academicpersonnel.ucr.edu/conflict-commitment>

Production site: <https://ucr.ucoats.org/>

Policy: [APM 025](#), [APM 671](#), [APM 240](#)

# Academic Systems – UC OATS

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## Who is subject to the UC Conflict of Commitment policy?

All faculty holding appointments of **50 % time** or more in the following series are subject to APM-025/APM-671:

- Professor, including Acting titles
- Professor-in-Residence\*
- Professor of Clinical (e.g., Medicine)\*
- Health Sciences Clinical Professor\*
- Adjunct Professor\*
- Lecturer or Senior Lecturer with Security of Employment
- Lecturer with Potential Security of Employment

**The following individuals are also subject to APM-025/APM 671:**

- Deans, in addition to APM-240
- Full-Time Faculty Administrators, in addition to APM-246
- Faculty members on approved leaves and sabbaticals
- **Recalled faculty at or less than 43 percent time are NOT subject to this policy with the exception of recalled faculty who are participants in the Health Sciences Compensation Plan .**
- **Unit 18 Faculty Members, such as *Lecturers, Continuing Lecturers, and Supervisors of Teacher Ed* are also NOT subject to this policy.**

\*APM 671 for faculty who participate in HSCP; for non participants, APM 025



# Academic Systems – UC OATS

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## What are my responsibilities as a UCR faculty member?

### Faculty Members' Responsibilities

- Obtaining prior approval for engagement in Category I activities.
- Obtaining prior approval for requests to exceed time or the earnings threshold in advance of performing the activity.
- Reporting conflict of interest and intellectual property as appropriate.
- Submitting annual reports of all Category I and II activities (or lack thereof) and certifying compliance with requirements of the policy.
- Obtaining prior approval from the Department Chair before involving a student in an outside activity.

### Faculty Members' Responsibilities outside of OATS

OATS will only capture the reporting of outside activities and conflict of commitment. Faculty are responsible for complying with all University policies including

- Conflict of interest
- Extramural support outside of UCR
- Intellectual property



# Academic Systems – UC OATS

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## UC OATS Features

- ✓ Web based application – access anywhere
- ✓ Uses Single Sign On – uses UCR NetID and Password
- ✓ Supports “any time” reporting, open year-round
- ✓ Faculty can enter outside professional activity (OPA)
- ✓ Faculty can report OPA effort
- ✓ Faculty can report earnings (HSCP members)
- ✓ Faculty can report payments to the Plan (HSCP members)
- ✓ Faculty can file annual certification
- ✓ Faculty can enter student involvement reporting
- ✓ Faculty can submit request for Category I prior approval
- ✓ Supports an automated review and approval workflow
- ✓ Supports a variety of roles: faculty, reviewer, approver, administrator



<https://info.ucoats.org/pages/training>

# Academic Systems – UC OATS

**TIME**

0 hr 0 hr

Time Threshold: ↑312 hr

**SUMMER TIME**

Did you or will you engage in Category I or II activities during the summer? No.

Enter My Summer Info

**ACTIONS:** Fiscal Year: < 2023 - 2024 > Enter an Activity Copy Activity Annual Certifications 2022 - 2023 Accepted Status Legend

Export current data

Activity ID	Activity Label	Org. Type	Org. Name	Students?	Activity Type(s)	Reported Date	Current Hrs	Actions	Form/Queue

- ✓ Outside Professional Activities (OPA)
- ✓ Annual Certification – due every year on January 31 for the previous activity year. For example, for 2023-2024 this includes activities for the period from July 1, 2023 through June 30, 2024 and the report is due on January 31, 2025.
- ✓ Time Limits – they apply during all periods of sabbatical leave and other leaves with pay. No time limits apply during approved leaves without pay.
- ✓ Summer Quarter – see reporting guidelines

Type	Conflict Level	Examples of Outside Activities	Requires Prior Approval from PEVC	Requires Annual Reporting
<b>Category I</b>	Most likely to create a conflict of commitment	Outside teaching, outside research, administration of a grant outside of the University, employment outside of the University, assuming a founding or a co-founding role of a company	Yes	Yes
<b>Category II</b>	Lesser potential for a conflict of commitment	Additional University-compensated teaching, consulting, providing or presenting a workshop for industry	No	Yes
<b>Category III</b>	Unlikely to raise a conflict of commitment	Reviewing manuscripts, attending and presenting talks at university conferences, developing scholarly or creative works	No	No



<https://info.ucoats.org/pages/training>

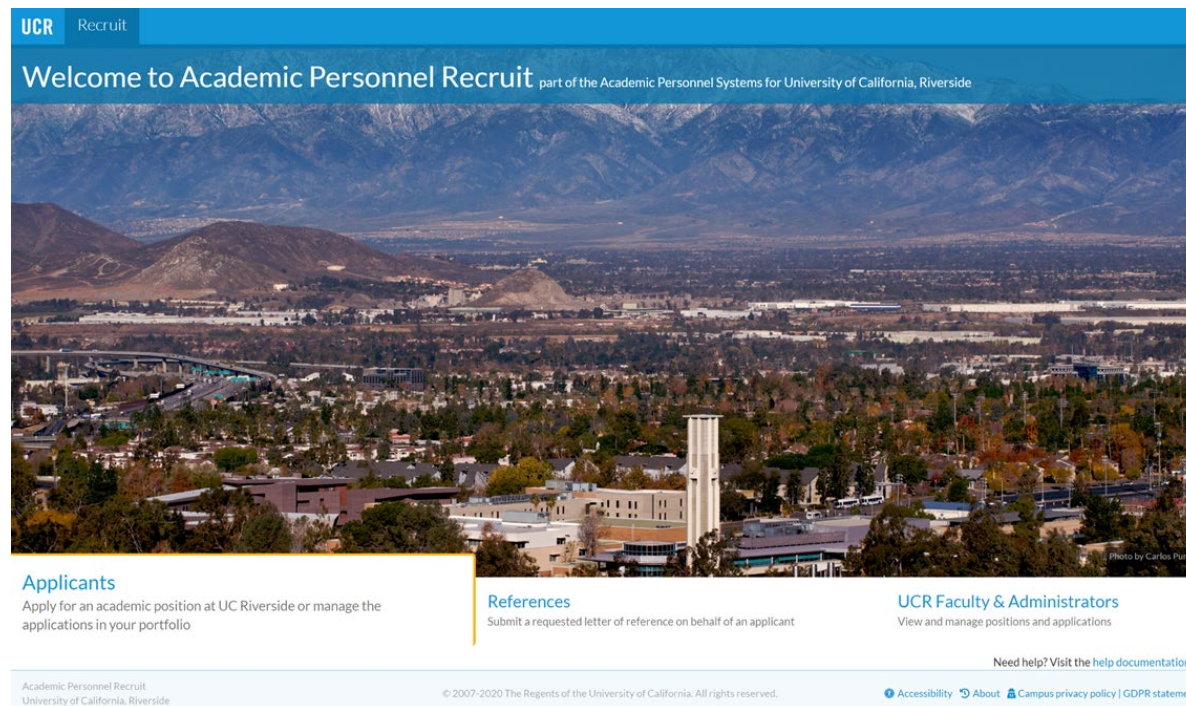


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# UC OATS Demo & Questions

# Academic Systems – UCRecruit

**Academic Personnel Recruit System** or [UCRecruit](#) is a secure online academic employment recruitment management system, supporting the entire recruitment workflow from creation of a recruitment plan, application, reference gathering, review by the search committee, and, finally, selecting a hired candidate. This is a systemwide application used by all 10 UC campuses.



UCR Recruit

Welcome to Academic Personnel Recruit part of the Academic Personnel Systems for University of California, Riverside

**Applicants**  
Apply for an academic position at UC Riverside or manage the applications in your portfolio

**References**  
Submit a requested letter of reference on behalf of an applicant

**UCR Faculty & Administrators**  
View and manage positions and applications

Need help? Visit the help documentation »

Academic Personnel Recruit  
University of California, Riverside

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Accessibility About Campus privacy policy GDPR statement



Information website: <https://academicpersonnel.ucr.edu/aprecruit>

Production site: <https://aprecruit.ucr.edu/>

Policy: [APM 200](#), [Bargaining Contracts](#), [The CALL](#)

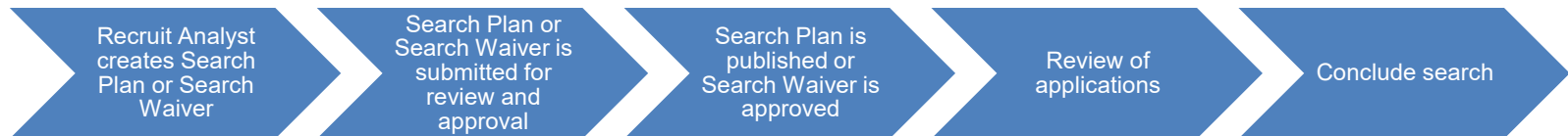
# Academic Systems – UCRecruit

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## UCRecruit Features

- ✓ Web based application – access anywhere
- ✓ Uses Single Sign On – uses UCR NetID and Password
- ✓ Applicants can manage and monitor their application progress
- ✓ References can log in and securely upload their letters of reference
- ✓ Recruit analysts can easily set up search plans for review and approval
- ✓ Faculty search committees can quickly review applicants
- ✓ Approvers can easily review and approve search plans, shortlists, and search reports
- ✓ Reports (such as self-reported diversity data) is available to the appropriate groups (roles)
- ✓ Supports a variety of roles: applicant, referee, equity advisor, reviewer, approver, administrator

## Workflow



User Guides: [https://academicpersonnel.ucr.edu/aprecruit-training#ap\\_recruit\\_user\\_guides](https://academicpersonnel.ucr.edu/aprecruit-training#ap_recruit_user_guides), also available in the system via HELP

# Academic Systems – UCRecruit

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## Academic Recruitment and Appointment

1. [APM 200](#) – systemwide policy for Appointment and Promotion
2. [Academic Hiring Toolkit](#) (under review) – local guidelines for academic recruitment and appointment
3. [Equity Advisors](#) – they work collaboratively with the Vice Chancellor of Diversity, Equity & Inclusion (DEI), Deans, Department Chair, VPAP and search committee to identify and encourage best practices for faculty recruitment and retention.
4. Search Committee Members – required activities (re: [VPAP Jeske memo](#)):
  - Equal Employment, Affirmative Action and the Academic Hiring Process (Online)
  - Promoting Faculty Diversity (Zoom or In-Person)

Office of Federal Contract Compliance Programs (OFCCP) protects workers, promotes diversity, and enforces the law. OFCCP holds those who do business with the federal government (contractors and subcontractors) responsible for complying with the legal requirement to take affirmative action and not discriminate on the basis of race, color, sex, sexual orientation, gender identity, religion, national origin, disability, or status as a protected veteran. For compliance questions or information, contact the Equal Opportunity & Affirmative Action (EOAA) unit within the Office of Civil Rights at [affirmativeaction@ucr.edu](mailto:affirmativeaction@ucr.edu).



For policy questions or training information, please connect with your college/school [SME](#).

# Academic Systems – UCRecruit

## UC Recruit

The Academic Personnel Recruit System (AP Recruit or UC Recruit) is a part of the Academic Personnel Systems for the University of California, Riverside. UC Recruit is a secure online academic employment recruitment management system, supporting the entire recruitment workflow from creation of a recruitment plan, application, reference gathering, reviewing by the search committee, and, finally, selecting a hired candidate. In 2011, as part of the [UC Working Smarter Initiative](#), the University of California selected UCI's Recruit system for system-wide deployment at all ten (10) UC campuses.

The system provides a standard, paperless process for all academic searches. Some of the major features include:

- Applicants can manage and monitor their application progress
- References can log in and securely upload their letters of reference
- Recruit analysts can easily set up search plans for review and approval
- Faculty search committees can quickly review applicants
- Approvers can easily review and approve search plans, shortlists, and search reports
- Self-reported diversity data is available to the appropriate groups (roles)

More information about the UC Recruit System wide Initiative may be accessed on the [Recruit Project Site](#).

A copy of the campus announcement is available [here](#).

To login to the UC Recruit system, visit <https://aprecruit.ucr.edu/> after your department has granted you access.

For questions, send an email to [aprecruit@ucr.edu](mailto:aprecruit@ucr.edu).

Support

FAQs

Gaining Access

News & Updates

Privacy & Confidentiality

Training & User Guides



Information website: <https://academicpersonnel.ucr.edu/aprecruit>

Production site: <https://aprecruit.ucr.edu/>

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# UCRecruit Demo & Questions

# Resources

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## Subject Matter Experts (SME) in your ORG

- UCRecruit: [contact information and levels of support](#)
- UC OATS: [contact information and levels of support](#)
- eFilePlus: [contact information and levels of support](#)

## Information Websites

- UCRecruit: [about AP Recruit](#)
- UC OATS: [about UC OATS](#)
- eFilePlus: [about eFilePlus](#)



**How to Log In** – all systems are single sign on. Just have your UCR NetID and Password available to access the system.

- UCRecruit: <https://aprecruit.ucr.edu/>
- UC OATS: <https://ucr.ucoats.org/>
- eFilePlus: <https://efileplus.ucr.edu>

# Questions

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