

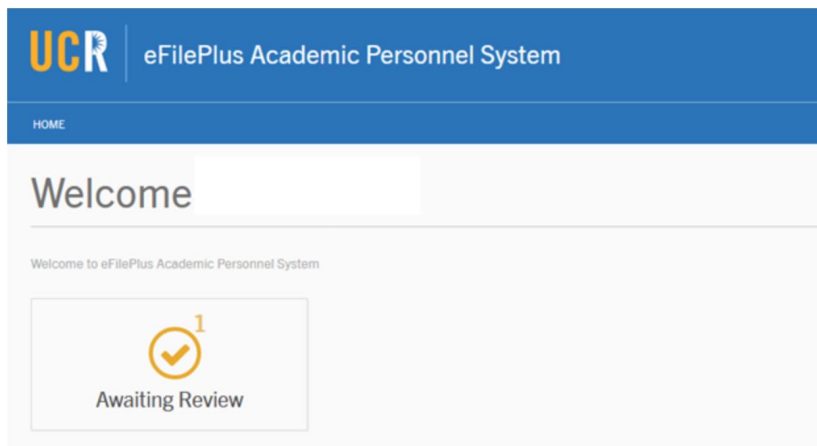
**eFilePlus System: VPAP, PEVC, and Chancellor Review**


In eFilePlus, Snapshots are managed at the Academic Personnel Office (APO) and checked-out/routed for review by the Vice Provost for Academic Personnel (VPAP), the PEVC, and the Chancellor. These reviews typically take place after the Snapshot has been reviewed by CAP. The final decision authority for each review type varies (see [Delegation of Authority Chart](#)).

**Reviewing a Snapshot as VPAP, PEVC, or Chancellor**

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 in the email message or by navigating to <https://efileplus.ucr.edu>.

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



2. Click the  menu icon and choose “Open Review”. The headers may be sorted according to individual preference. The default is by Date Received.

**Candidate Reviews**

As Vice Provost for Academic Personnel <sup>4</sup>

Filter

Work in Progress Reviews (Snapshots awaiting your review)

Date Received	Name	Department	Title	Action Type	Review Year	Status	Tags
11/19/18	David Cocker	Chemical/Environ. Engineering	Professor & Chair	Advancement to Professor Above Scale	2018-2019	APO Final Review	Open Review Edit Tags
11/19/18	Freya Schiwy	Media & Cultural Studies	Associate Professor	Promotion to Associate Professor with Tenure	2018-2019	APO Final Review	
11/19/18	Margarita Curras-Collazo	Molecular, Cell & Systems Bio	Associate Professor of Neuroscience	Merit	2018-2019	APO Final Review	
10/18/18	Alexander Balandin	Electrical & Computer Eng	Distinguished Professor	Merit	2018-2019	APO Final Review	

- View the Overview tab to review the electronic file. Documents that are available to you will be listed in the Documents tab. The Recommendations/Decisions tab contains actions taken on the Snapshot during the review process.

- Use the “Actions” tab to indicate the outcome of your review. The actions tab will contain different options depending on the Snapshot type. **Important:** *Once a recommendation or decision is submitted, it cannot be retracted.*

- After indicating the recommendation, click the Submit button. Once the recommendation is submitted, the AP Analyst is notified. If you wish to submit the recommendation at a later time, click the Save as Draft button.
- Back on the Candidate Reviews page, Snapshots that you have previously reviewed are displayed under the heading, “Previously Reviewed (Snapshots that you have reviewed)”. Each previously reviewed Snapshot remains available (read-only) until the Snapshot is completed and closed by the APO Analyst.

Previously Reviewed (Snapshots that you have reviewed)

Date Received	Name	Department	Title	Action Type	Review Year	Status
11/13/18	James Baird	Botany and Plant Sciences	Assoc Specialist in Cooperative Ext. & Assoc Horticulturist	Promotion to Full Professor	2018-2019	APO Final Review