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 and decision making process.

Academic Personnel Database (ACAPER)
Supported by: UCR-ITS
Live date: 2005; redesigned 2010; scheduled for eFilePlus integration 2017 – current status on hold
Users: APO and in pilot mode for SOE and SPP

The Academic Personnel Database system was designed to provide a central repository of data on academic employees at UCR. The system provides the following functions: (a) maintains data for each academic employee, (b) maintains data for each academic personnel review, (c) maintains an appointment history record for each academic appointee, (d) maintains salary information for each academic appointee, (e) calculates and produces eligibility listing for the academic review process, and (f) provides reports through the search and query engine.
AP Recruit
Supported by: UCI-Recruit Project Team
Live Date: Fall quarter 2013 (systemwide 2011)
Users: faculty and staff who are involved in the academic recruitment process
Production site: https://aprecruit.ucr.edu/
Information website (support, user guides, etc.): https://academicpersonnel.ucr.edu/aprecruit

AP Recruit is a secure online academic employment recruitment management system, supporting the entire recruitment workflow from creation of a recruitment plan, application, reference gathering, search committee review, and finally, selecting a hired candidate.

eFilePlus
Supported by: UCR-ITS
Live Date: 2006; rebuilt 2018
Production site: https://efileplus.ucr.edu
Information website: https://academicpersonnel.ucr.edu/efileplus
eFile (legacy): https://efile.ucr.edu (snapshots from 2006 through 2017-18AY)

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

UC Outside Activity Tracking System (OATS)
Supported by: UCLA-UC OATS Project Team
Live Date: May 2020 (replaced a local Conflict of Commitment System)
Production site: https://ucr.ucoats.org/
Information website: https://academicpersonnel.ucr.edu/oats
Conflict of Commitment reporting system (legacy): http://conflictofcommitment.ucr.edu

UC OATS is a web-based application that supports the required collection, review, approval, and annual reporting of the outside professional activities subject to the University of California's Conflict of Commitment policies: APM-025, APM-240, APM-246, and APM-671.
Academic Systems
Highlander Orientation – Session #4
March 8, 2023, 1:00pm – 3:00pm

Sara Umali
Director Academic Personnel Data & Technology

Academic Systems
Academic Systems – AP Recruit

Academic Personnel Recruit System or AP Recruit 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.

AP Recruit 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)

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 – AP Recruit

AP Recruit

The AcademicPersonnel Recruit System (AP Recruit) is a part of the AcademicPersonnel Systems for the University of California. UCR-AP Recruit is a secure online academic employment recruitment management system, supporting the unit’s recruitment workflow from the creation of a recruitment plan, applications, reference gathering, reviewing by the search committee, and final selection to final candidate. It is part of the UCR Human Resources (HR) system.

Key features:
- Applicants can manage and monitor their application progress
- References can login to access and reply to letters of reference
- Recruit analysts can easily set up candidate plans for review and approval
- Faculty search committees can quickly review applicants
- Approvers can easily review and approve search plans, searches, and reports
- Self-reported diversity data is available for the appropriate group filters

More information about the UC Recruit System can be found on the Recruit Project site.

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

For questions, email 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/

AP Recruit 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 the outside professional activities 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.

- Information website UC OATS and CoC: https://academicpersonnel.ucr.edu/conflict-commitment
- Production suite: https://ucr.ucoats.org/
- Policy: APM 025, APM 671, APM 240

Academic Systems – UC OATS

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

Conflict of Commitment and Outside Professional Activities

The university encourages faculty to engage in outside activities that complement their responsibilities 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' "Researcher Order No. 110" states that faculty members shall not allow outside employment to interfere with their University duties. Since some outside activities may impair the appearance of a conflict of commitment, the University has established specific guidelines for managing such activities.

Information website UC OATS and CoC: https://academicpersonnel.ucr.edu/conflict-commitment
Production site: https://ucr.ucoats.org/

UC OATS Demo & Questions
**Academic Systems - eFilePlus**

*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.

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**Academic Systems – eFilePlus**

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 the 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 assist with eFile updates and maintenance.
Enter your new accomplishments and update frequently
Keeping your records current will help simplify the creation of a review file
Resources

Subject Matter Experts (SME) in your ORG
- AP Recruit: contact information and levels of support
- UC OATS: contact information and levels of support
- eFilePlus: contact information and levels of support

Information Websites
- AP Recruit: 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.
- AP Recruit: https://aprecruit.ucr.edu/
- UC OATS: https://ucr.ucoats.org/
- eFilePlus: https://efileplus.ucr.edu

Questions

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