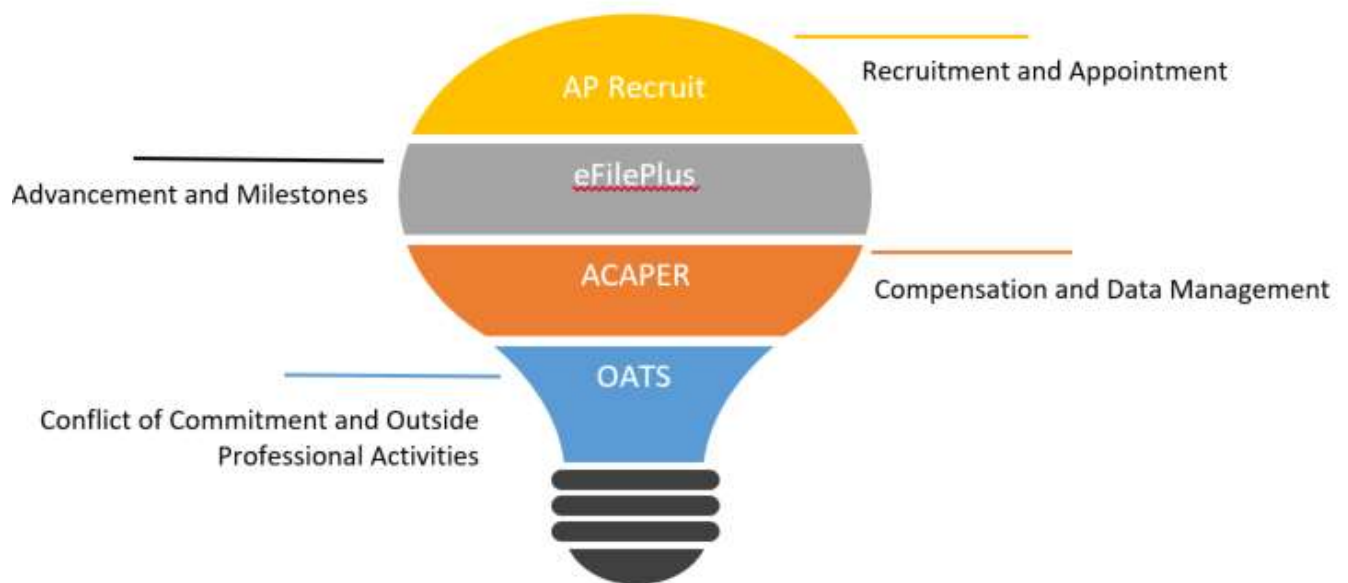


The Academic Personnel Office (APO) manages the following academic systems that are critical in supporting the transactional, reporting, and operational needs of APO. In addition, they provide valuable data to support leadership and strategic activities and decision making process.



#### **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

Production site: UCR R'Space: <http://rspace.ucr.edu/> (Academic Personnel Management System)

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

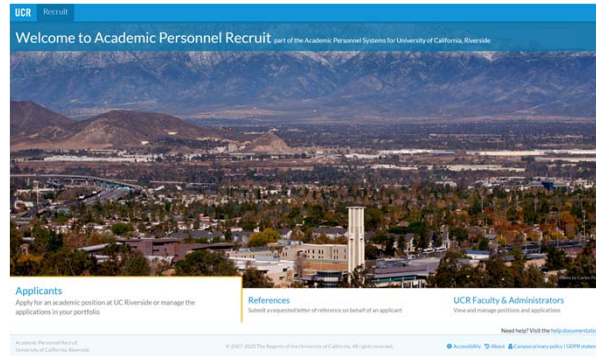


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## Academic Systems

## 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.



Information website: <https://academicpersonnel.ucr.edu/aprecruit>  
 Production site: <https://aprecruit.ucr.edu/>  
 Policy: [APM 200](#), [Bargaining Contracts](#), [The CALL](#)



## Academic Systems – AP Recruit

### 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 Academic Personnel Recruit System (AP Recruit) is a part of the Academic Personnel Systems for the University of California, Riverside. 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, 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 UC's AP 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 AP 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/>

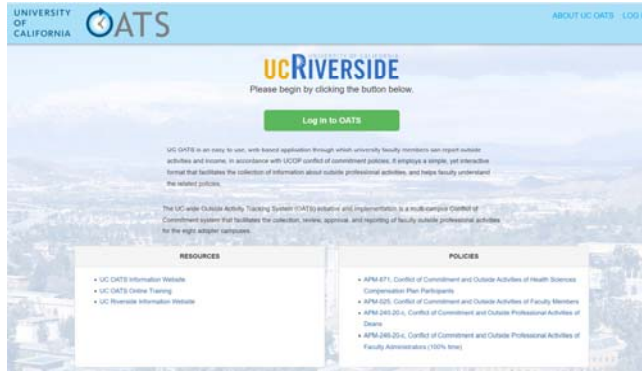


## AP Recruit Demo & Questions



## 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 site: <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 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 625 (General campus faculty), 627 (Health Science Compensation Plan Faculty), 249 (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](#).

For Vice Provost Jeske communication on conflict of commitment, 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](#).

Policy

Prior Approval, Tracking Time, and Annual Certification

Support, Resources, and Tutorials



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.



Database



Review File ("Snapshot")



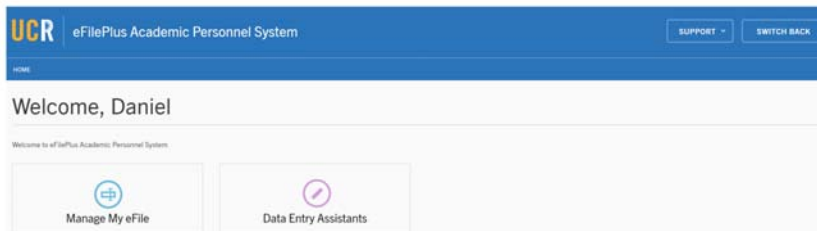
Review and Routing



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



## Academic Systems – eFilePlus



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.

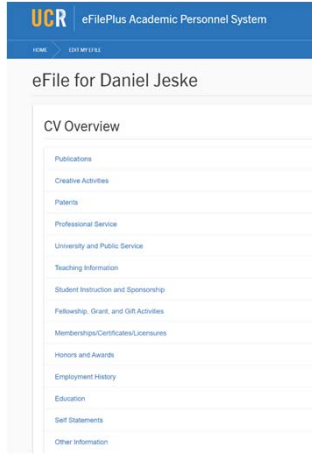


Information website: <https://academicpersonnel.ucr.edu/efileplus>  
Production site: <https://efileplus.ucr.edu/>





## Academic Systems – eFilePlus



- ✓ 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/>



## Resources

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### 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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