UC RIVERSIDE | Academic Personnel Office

eFilePlus Quick Start Guide: The Digital Hub for UCR Faculty Advancement

1. eFilePlus Ecosystem
Understanding eFilePlus is easier when you see it as four interconnected modules:
- **The Database:** Your permanent "data folder/filing cabinet." You input teaching, research, and service here year-round.
- **The Snapshot:** This is your **Review File**. The system pulls data from your database to create the formal document for your merit or promotion.
- **The Routing:** The digital "paper trail" that moves your file from your desk to the Department, Dean, and other reviewing bodies.
- **The Roles:** Your interface changes based on your task.
  - **Candidate Role:** Used to manage your own data and submit your file.
  - **Reviewer Role:** Used if you are serving on a committee to review and vote on a colleague's file.

2. Access
1. **Log In:** https://efileplus.ucr.edu via NetID.

Pro-Tip: If you log in and see a blank screen or a permissions error, reach out to your Departmental Analyst. They are the 'gatekeepers' who provision specific roles within your unit.

3. Roles & Navigation

Feature	Candidate (You)	Reviewer (Peer Review)
Primary Goal	Build your academic legacy	Evaluate departmental files
Key Action	"Add Activity" or "Certify File"	"View File"
Visibility	You see only your own data.	You see files assigned to you for review.

*Pro-Tip: If you are on a personnel committee but don't see the "Reviewer" tab, contact your **Departmental Analyst** to update your role permissions.*

5. Best Practices for Faculty
- **Update your data:** Don't wait until your merit year to log in. Spend 10 minutes at the end of every quarter updating your activities.
- **Clean Data:** Upload your information early to see how the system parses your data. It's a smart system, but it likes clean formatting.
- **Support Portal:** For user guides and video walk-throughs, visit: https://academicpersonnel.ucr.edu/efileplus-support. This page also includes a list of Subject Matter Expert (SME) for your department.

Need Help?
- **Technical Support:** The first level support is the Subject Matter Expert (SME) in your department. Follow this link to see the list of SMEs: https://academicpersonnel.ucr.edu/efileplus-support#contacts. If the issue needs to be escalated to the central Academic Personnel Office, send an email to efilesupport@ucr.edu.
- **Policy/Process:** Your Departmental Analyst is your primary point of contact for "how" and "when" to submit.