

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 or by navigating to <u>https://efileplus.ucr.edu</u>.

Log in and Open a Snapshot

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

UCR	eFilePlus /	cademic Pe	rsonnel Syste	m	
HOME					
Welco	ome				
Welcome to eFile	Plus Academic Person	el System			
Awa	aiting Review				

- :
- 2. In the Candidate Reviews screen, click the icon to open the menu and choose "Open Review".

Candidate Reviews

					₹ Filte	Pr	
Work in Progress	Reviews (Sna	apshots awaiting your revi	ew)				
Date Received	Name	Department	Title	Action Type	Review Year	Status	Tags
10/17/18		Botany and Plant Sciences	Assoc Specialist in Cooperative Ext. & Assoc Horticulturist	Appraisal	2018-2019	Department R	Popen Review
9/20/18		Botany and Plant Sciences	Assoc Specialist in Cooperative Ext. & Assoc Horticulturist	Merit	2018-2019	Department Re	Edit Tags



Reviewing a Snapshot as Dean or Associate Dean

- 1. The Overview tab contains the electronic file.
- 2. Use the Documents tab to review existing documents.

Overview Documents Comments	Actions	
Signed Procedural Safeguard Statements Uploaded by Eric T Martin Sep 15, 2018	Extramural Letters (confidential) Uploaded by Kahleen Carter Nov 19, 2018	Uploaded by Eric T Martin Sep 15, 2018
Departmental Letter Uploaded by Kathleen Carter Nov 19, 2018		

3. Use the Comments tab to add or review existing Comments. To enter a comment, click on the plus sign. To designate who sees the comments click the checkbox(es) and then click the Save button.

1		Department Review	College Review	APO Review	CAP Review	APO Final Review	Complete	History
	Overview	Settings	Documents Comme	nts Recommendations/t	Decisions			
	Filters		<u>.</u>	_				Ŧ
C C	reya Schiwy andidate							9/15/18, 2:33 PM
1	don't see any documen	nts						

4. **DEAN ONLY**: Use the Actions tab to indicate your recommendation. Then click the Submit button. After clicking the submit button, the Snapshot is automatically routed back to the Dean's Analyst.

Note: The options listed in the Actions tab are dependent on the Snapshot type (e.g. Merit, Promotion, Appraisal).

Overview	Documents	Comments	Actions	
Action Options				
Concur, with no Concur with furth Does not concur	further recommendation ner recommendation/co · (Dean's Letter Require	n mments (Dean's Let ed)	ter Required)	
				Submit



 Back on the Candidate Reviews page, Snapshots that the Dean has previously taken action on are listed under the heading "Previously Reviewed (Snapshots that you have reviewed)". These are readonly, but can be viewed at any time.

Vork in Progress to reviews found	Reviews (Snapsl	hots awaiting your review)				
Previously Review Date Received	wed (Snapshots t Name	hat you have reviewed) Department	Title	Action Type	Review Year	Status	
11/21/18	Freya Schiwy	Media & Cultural Studies	Associate Professor	Advancement within Above Scale	2018-2019	College Review	:
11/19/18	Freya Schiwy	Media & Cultural Studies	Associate Professor	Promotion to Associate Professor with Tenure	2018-2019	APO Final Review	:
11/19/18	Jonathan Ritter	Music	Associate Professor of Music	Merit	2018-2019	APO Review	:
10/16/18	John Ganim	English	Distinguished Professor of English	Appraisal	2018-2019	CAP Review	:

6. **ASSOCIATE DEAN ONLY:** For the Associate Dean, there is no action to take, except to review the Snapshot.

Note: This applies to Associate Dean Lead and Associate Dean Reviewer.

These are general system guidelines and this document is not meant to replace policy. Please refer to the CALL for the most current policy information: <u>https://academicpersonnel.ucr.edu/the-call</u>.