

The eFilePlus system is a centralized repository that contains faculty members' most current profiles. It consists of 5 main parts:

1. The eFile
2. The Snapshot
3. Departmental Routing and Roles
4. College Office Routing and Roles
5. Academic Personnel Office/Senate Routing and Roles

The eFile

The 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.

For help creating and maintaining eFiles, please refer to the following user guides available on this web page: [eFilePlus Support](#):

1. Using eFilePlus to Import Teaching Load and Evaluations
2. eFilePlus Publications guidelines
3. eFilePlus Self-Statement help
4. Using eFilePlus for Entry and Maintenance of Patents
5. Using the Faculty Data Entry Assistant feature

Faculty can also assign a Data Entry Assistant to assist with eFile updates and maintenance. For help with the Data Entry Assistant feature, please refer to this user guide: [Using the Faculty Data Entry Assistant feature](#)

The Snapshot

The "Snapshot" is generated by information from the eFile to support a particular academic action at a specific point in time. Snapshots are different from the eFile itself in that Snapshots are "frozen", meaning they cannot be changed without being properly routed and approved by departmental academic personnel and the candidate. Once completed, the Snapshot is then routed through the department, college dean's office, Academic Personnel Office (APO), Committee on Academic Personnel (CAP), and to the Vice Provost for Academic Personnel (certain files may require approval by the PEVC and/or Chancellor).

For more information about working with Snapshots, please refer to the following user guides available on this web page: [eFilePlus Support](#):

1. Using eFilePlus to Update Records and Import New Records into Snapshots
2. eFilePlus - Reviewing Snapshots: Departmental Review
3. eFilePlus - Using Comments in Snapshots
4. eFilePlus - Using "Tags" to Assign Snapshots
5. eFilePlus – Generating a PDF of a Snapshot

Roles

For information regarding roles used in the eFilePlus system, refer to this user guide:
eFilePlus System Roles

Routing

The eFilePlus system contains specific routing paths as Snapshots progress between the various eFile system user roles. The path that a Snapshot will take will depend upon the action of the particular snapshot. This routing path is managed through a Check Out process in eFilePlus.