eFilePlus

An online repository of your CV and academic review

What is eFilePlus? *(eFile+)*

Definition:

> A secure, online academic review management system supporting the academic review process

Link:

> https://efileplus.ucr.edu

eFilePlus's Purpose

Serves as a living record

› The system provides a standard, paperless process for academic reviews.

› 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.

› Helps to ensure that a faculty member will have the most up-to-date academic personal record.

Easy review and routing

› The system contains specific routing paths as Snapshots progress between the various eFile+ system user roles.

› To assist you with the transition of using eFile+, your CV has been prepopulated for you onto eFile+.

› In order to ensure accuracy, you will need to log into eFile+ using your UCR Net ID and password to review, revise and continue inputting your activities.

eFilePlus Access

Managing your eFile+

To update an eFile, click on **Manage My eFile** after you have logged in to eFilePlus. For staff, the link to click on is called "Manage eFiles".

Entering information onto eFile+

eFile for

CV Overview

Expand All

Publications	⌄
Creative Activities	⌄
Patents	⌄
Professional Service	⌄
University and Public Service	⌄
Teaching Information	⌄
Student Instruction and Sponsorship	⌄
Fellowship, Grant, and Gift Activities	⌄
Memberships	⌄
Honors and Awards	⌄
Employment History	⌄
Education	⌄
Self Statements	⌄

Publications

New Publication   For help entering publications, please review the eFilePlus Publications guidelines.   ✕

General Info   Additional Info

Category ▼   Type ▼   Status ▼

Publication Year (Required)   Refereed ▼   Invited ▼   Electronic ▼
YYYY

Candidate Is Corresponding Author ▼

Citation   ⓘ Suggested Format for Citation   ⬇ Import from DOI

⚠ When entering a citation refer to the suggested format to ensure the complete information is entered. Incomplete information may result in an incomplete snapshot for review.

B *I* U̲ S̶ x₂ x² ⊖ ⊗ Ω

Publication – continued….

New Publication   For help entering publications, please review the eFilePlus Publications guidelines.

General Info   **Additional Info**

Digital Object Identifier

Enter the DOI in the format, 10.1037/arc0000014

Publication URL

Enter a valid URL, http://example.com

Comments

Role of collaborators and names of authors in candidate's research group may be entered here.

Candidate's Contribution

Attach Publication

Drop file here or click to upload.

Valid upload type is PDF.

Creative Activity

New Creative Activity   For help entering publications, please review the eFilePlus Publications guidelines.   ✕

Category

Creative Writing

Dance

Multi-Discipline

Music

Theatre

Type ▼

⑦ Suggested Format for Citation   ⬇ Import from DOI

format to ensure the complete information is entered. Incomplete information may result in an

B *I* U̲ S̶ x₂ x² ⊕ ⊟ Ω

🔘 Is Draft

Save

Professional Service

Professional Service (cont..)

- Frequently Forgotten Reviewer Activities:
  - Letters of Recommendations
  - Professional Committee Service
  - Workshops
  - Meetings Attended
  - Education Materials/ Outreach
  - Clinical Trials

University Service

New University Service ✕

Service Type (Required) ▼   Service Role (Required) ▼

Name of Committee, Service, or Activity   ☐ Invited

Date From (MM/YYYY)   Date To (MM/YYYY)

Description of Service

Comments

Public Service

New Public Service   ✕

Role

Organization/Institution

Date From (MM/YYYY)　　　　　　　　Date To (MM/YYYY)

Description (Required)

Comments

Teaching

Teaching Information

Teaching Information and Student Support Activities

Teaching Records   Teaching Releases   Teaching Statements   Other Teaching Info

Teaching Information

Teaching Information and

Teaching Records   Teaching Releases

No records found

New Teaching Info Other   ✕

Activity (Required)

Non UC-Teaching

Medical Student

Resident

Clinical Fellow

Other

2000 characters remaining

Save

Teaching (continued…)

New Teaching Record   ×

Campus (Required)

Off-site Clinical Teaching   ▾   Quarter/Semester   ▾

Team Taught   ◯ Yes   ◯ No

Year (Required)   ⬍   Subject

Course Number   Course Title

Units   Enrollment   ⬍

Cross-Listed   ◯ Yes   ◯ No

Evaluation   ◯ Yes   ◯ No

Evaluation Explanation

Teaching (continued…)

Student Instruction And Sponsorship

Student Instruction   Student Sponsorship

New Student Instruction ✕

First Name (Required)   Last Name (Required)

Degree (Required) ▼   Department/Degree Program (Required)

Committee (Required) ▼   Role

                                         ☐ Major Professor
                                         ☐ Co-Major Professor
                                         ☐ Chair
                                         ☐ Co-Chair
                                         ☐ Member
                                         ☐ Thesis Advisor
                                         ☐ Other

Note

From Date (Required)   To Date (Required)   or   ☐ Present

Self-Statement

Self Statements

Applicable Date	Action	Statement
09/2017	Promotion to Associate Professor	PDF View Statement

- Indicate review period end date (eFile+ entry reflects Month/Year)

- Action options are being updated, if you have questions we can assist

- Upload as PDF attachment
  - Provide context for activities within eFile+
  - Include your contribution of diversity

Review Materials

> **Teaching Evaluations**

> **Self-Statement**
>> Include your contribution to:
>>> Diversity
>>> Scholarly
>>> Service
>>> Teaching

> **Referee List**
>> *Promotions, Advancement to Step VI, & Career Reviews*

Department Faculty Review

> Opened to Faculty through DocuVoter

> Comments and recommendations are also submitted through DocuVoter

ZOOM Trainings

MERIT & PROMOTION REVIEWS

We are committed to helping you advance in your career and want to assist you with any questions, you may have, about the Merit & Promotion process and/or using eFile+ system.

THANK YOU!

Faculty Role

› **Meet** with your department chair to discuss the department review process and expectations.

› **Understand** cutoff dates and ensure that new material is submitted before the cutoff date.

› **Update** the information in eFile+ on an ongoing basis. It's important to continue add/update information into eFile+ in a timely manner. This will help avoid last-minute issues.

› **Upload** review materials
  › Self-statement
  › Teaching evaluations
  › Other notable recognitions

› **Work closely** with Academic Affairs staff to process and verify information for accuracy.

Academic Affairs Role

›   Verify entries are in compliance with series criteria.

›   Advises on self-statement and eFile+ information.

›   Assist faculty in navigating through the various sections within eFile+.

›   Provide recommendations for updates based on action.

›   Ensures faculty are given the opportunity to review and respond on department letter.

›   Available to provide 1:1 guidance via Zoom Training.

Department Chair's Role

› **Assist faculty** candidates in understanding their rights in the review process and ensure faculty are **properly informed** of the importance of review policy.

› **Offer guidance** and mentoring to new faculty regarding trajectory of their careers.

› **Review departmental voting procedures** with department faculty.

› **Communicate** clearly the deadlines for submission of materials in the file.

› Chairs should **review & relay** departmental procedures.

› **Manage** the departmental recommendation letter & understand it is a critical part of the file.

› **Schedule** department meetings.

Committee Review

> Committee on Clinical Appointments and Advancement (CCAA), serves as an advisory committee to the Dean.

> Reviews files and provides recommendation on action to the Dean.

Academic Affairs Org Chart