Academic Systems

Highlander Orientation Series (HOS) – Session #4

March 13, 2024, 1:00pm – 3:00pm
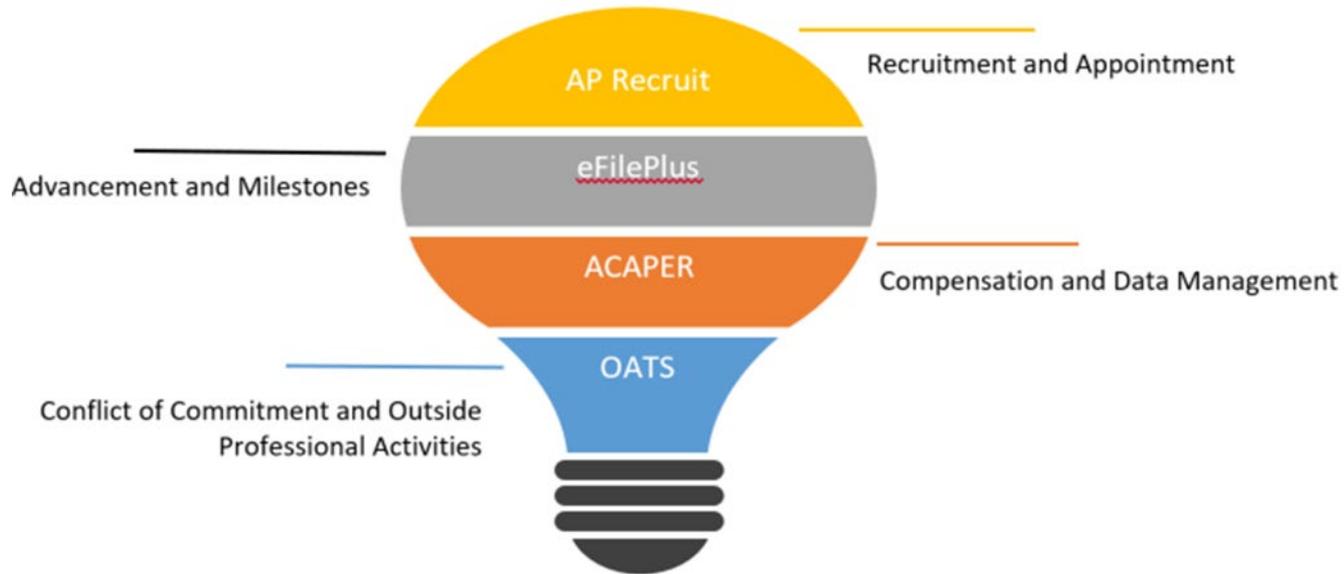
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Academic Systems

Academic Systems – Session 4 Outcomes

Today's session will cover the basics and any questions on eFilePlus, UCOATS, and AP Recruit.

After the session, you will have information on the following:

1. How to access eFilePlus, UC OATS, and AP Recruit
2. How to use eFilePlus, UC OATS, and AP Recruit
3. What policies govern eFilePlus, UC OATS, and AP Recruit
4. Support and Resources

Academic Systems – Introduction

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, initiatives, and decision-making process.

AP Recruit — Recruitment and Appointment

eFilePlus — Advancement and Milestones

ACAPER — Compensation and Data Management

OATS — Conflict of Commitment and Outside Professional Activities

Support: First level of support are college Subject Matter Experts (SMEs)

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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

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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 eFile as their academic career progresses. This helps to ensure that a faculty member will have the most up-to-date academic personal record.
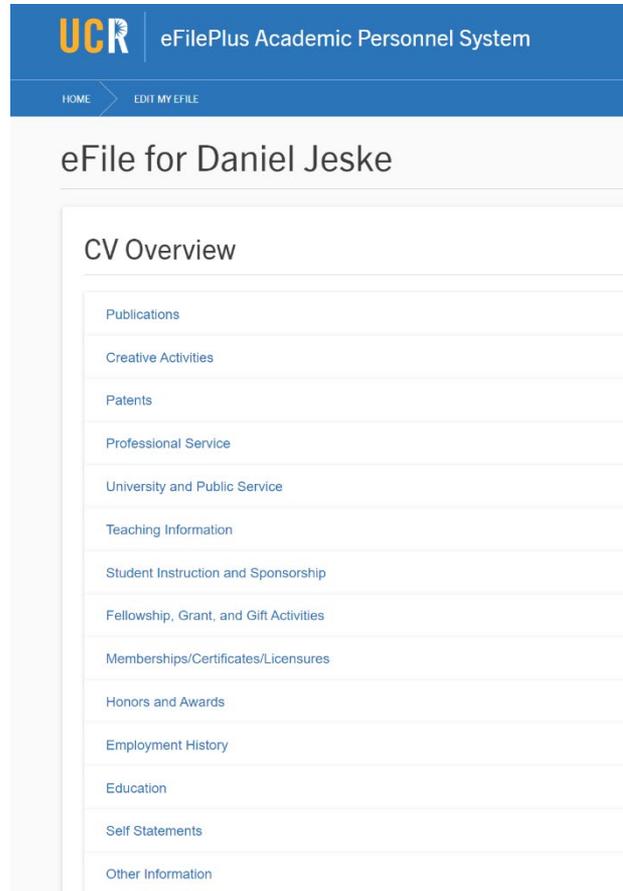
Faculty can also assign a Data Entry Assistant to help with eFile updates.

Awaiting Review is available for faculty members who have a role assigned to make a recommendation or approve a file.

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

Academic Systems – eFilePlus

eFilePlus Academic Personnel System

HOME   EDIT MY EFILE

eFile for Daniel Jeske

CV Overview

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

BEST PRACTICES

✓ 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/

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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.
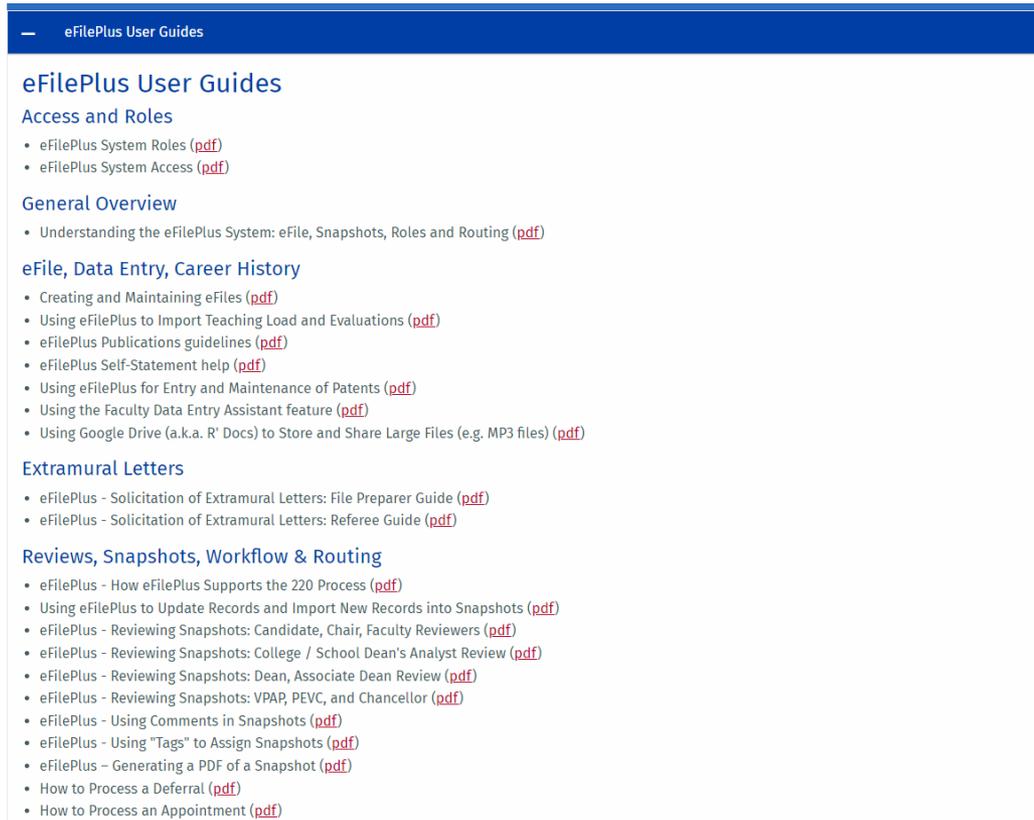
News & Notes   **Privacy & Confidentiality**   **Support**

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

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Academic Systems – eFilePlus

- Click on Support to access user guides and contact information for SMEs

eFilePlus User Guides

eFilePlus User Guides

Access and Roles
- eFilePlus System Roles (pdf)
- eFilePlus System Access (pdf)

General Overview
- Understanding the eFilePlus System: eFile, Snapshots, Roles and Routing (pdf)

eFile, Data Entry, Career History
- Creating and Maintaining eFiles (pdf)
- Using eFilePlus to Import Teaching Load and Evaluations (pdf)
- eFilePlus Publications guidelines (pdf)
- eFilePlus Self-Statement help (pdf)
- Using eFilePlus for Entry and Maintenance of Patents (pdf)
- Using the Faculty Data Entry Assistant feature (pdf)
- Using Google Drive (a.k.a. R' Docs) to Store and Share Large Files (e.g. MP3 files) (pdf)

Extramural Letters
- eFilePlus - Solicitation of Extramural Letters: File Preparer Guide (pdf)
- eFilePlus - Solicitation of Extramural Letters: Referee Guide (pdf)

Reviews, Snapshots, Workflow & Routing
- eFilePlus - How eFilePlus Supports the 220 Process (pdf)
- Using eFilePlus to Update Records and Import New Records into Snapshots (pdf)
- eFilePlus - Reviewing Snapshots: Candidate, Chair, Faculty Reviewers (pdf)
- eFilePlus - Reviewing Snapshots: College / School Dean's Analyst Review (pdf)
- eFilePlus - Reviewing Snapshots: Dean, Associate Dean Review (pdf)
- eFilePlus - Reviewing Snapshots: VPAP, PEVC, and Chancellor (pdf)
- eFilePlus - Using Comments in Snapshots (pdf)
- eFilePlus - Using "Tags" to Assign Snapshots (pdf)
- eFilePlus – Generating a PDF of a Snapshot (pdf)
- How to Process a Deferral (pdf)
- How to Process an Appointment (pdf)

Information website: https://academicpersonnel.ucr.edu/efileplus-support
Production site: https://efileplus.ucr.edu/

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eFilePlus Demo & Questions

Academic Systems – UC OATS

UC Outside Activity Tracking System or <u>UC OATS</u> is a secure, online application that supports the required collection, review, approval, and annual reporting of outside professional activities that are subject to the University of California's Conflict of Commitment CoC policies: <u>APM-025</u>, <u>APM-240</u>, <u>APM-246</u>, and <u>APM-671</u>. 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: <u>APM 025</u>, <u>APM 671</u>, <u>APM 240</u>

Academic Systems – UC OATS

University of California Outside Activity Tracking System or <u>UC OATS</u> and <u>APM-025</u>, <u>APM-240</u>, <u>APM-246</u>, and <u>APM-671</u> University of California's Conflict of Commitment (CoC) policies.

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 025 ☑ (general campus faculty), 671 (Health Science Compensation Plan Faculty), 240 ☑ (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 ☑.

Important Notices and Guidelines

- For **Vice Provost Jeske communication on conflict of commitment**, click on this link: pdf.
- For **Conflict of Commitment Obligations and Reminders**, 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.

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

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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

TIME		SUMMER TIME
0 hr	0 hr	Did you or will you engage in Category I or II activities during the summer? No.
Time Threshold:	⬆312 hr	Enter My Summer Info

ACTIONS: | Fiscal Year: | < | 2023 - 2024 | > | | Enter an Activity | Copy Activity | Annual Certifications | 2022 - 2023 Accepted | | Status | Legend |

Export current data

Activity ID	Activity Label	Org. Type	Org. Name	Students?	Activity Type(s)		Reported Date	Current Hrs	Actions	Form/Queue

- Outside Professional Activities (OPA)
- Annual Certification – due every year on January 31 for the previous activity year. For example, for 2023-2024 this includes activities for the period from July 1, 2023 through June 30, 2024 and the report is due on January 31, 2025.
- Time Limits – they apply during all periods of sabbatical leave and other leaves with pay. No time limits apply during approved leaves without pay.
- Summer Quarter – see reporting guidelines

Type	Conflict Level	Examples of Outside Activities	Requires Prior Approval from PEVC	Requires Annual Reporting
Category I	Most likely to create a conflict of commitment	Outside teaching, outside research, administration of a grant outside of the University, employment outside of the University, assuming a founding or a co-founding role of a company	Yes	Yes
Category II	Lesser potential for a conflict of commitment	Additional University-compensated teaching, consulting, providing or presenting a workshop for industry	No	Yes
Category III	Unlikely to raise a conflict of commitment	Reviewing manuscripts, attending and presenting talks at university conferences, developing scholarly or creative works	No	No

https://info.ucoats.org/pages/training

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UC OATS Demo & Questions

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.
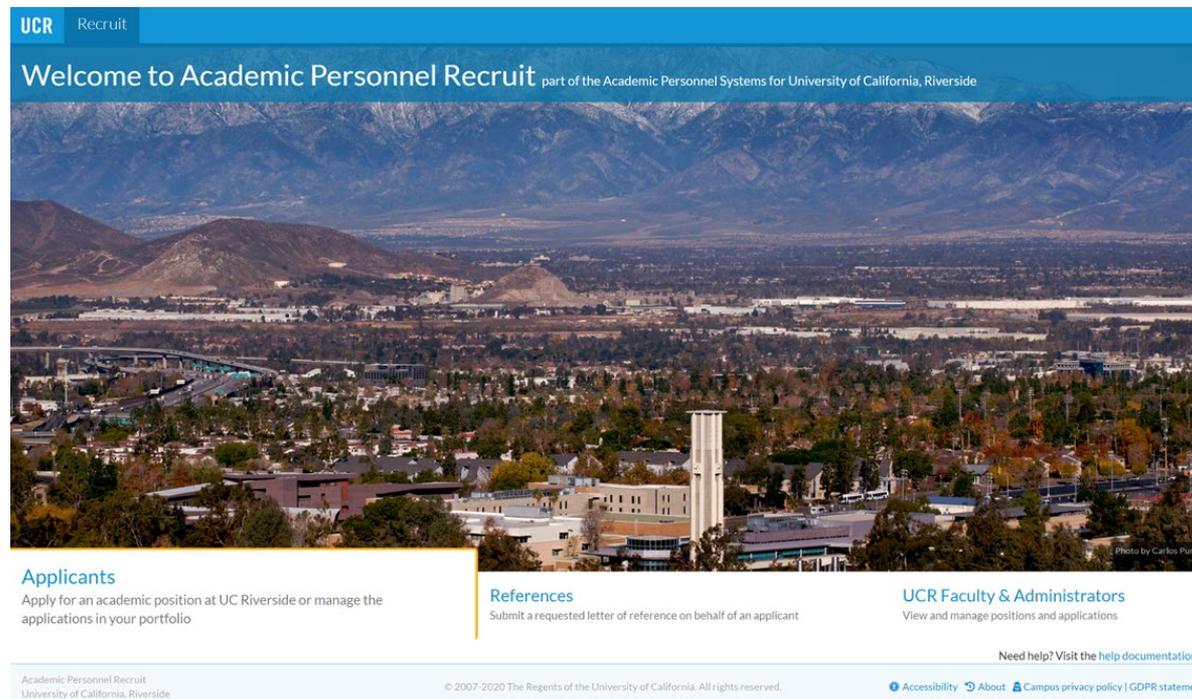
Information website: https://academicpersonnel.ucr.edu/aprecruit
Production site: https://aprecruit.ucr.edu/
Policy: APM 200, Bargaining Contracts, The CALL

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)
- ✓ Supports a variety of roles: applicant, referee, equity advisor, reviewer, approver, administrator

Workflow

| Recruit Analyst creates Search Plan or Search Waiver | Search Plan or Search Waiver is submitted for review and approval | Search Plan is published or Search Waiver is approved | Review of applications | Conclude search |

User Guides: https://academicpersonnel.ucr.edu/aprecruit-training#ap_recruit_user_guides, also available in the system via HELP

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Academic Systems – AP Recruit

Academic Recruitment and Appointment

1. APM 200 – systemwide policy for Appointment and Promotion
2. Academic Hiring Toolkit (under review) – local guidelines for academic recruitment and appointment
3. Equity Advisors – they work collaboratively with the Vice Chancellor of Diversity, Equity & Inclusion (DEI), Deans, Department Chair, VPAP and search committee to identify and encourage best practices for faculty recruitment and retention.
4. Search Committee Members – required activities (re: VPAP Jeske memo):
   o Equal Employment, Affirmative Action and the Academic Hiring Process (Online)
   o Promoting Faculty Diversity (Zoom or In-Person)

Office of Federal Contract Compliance Programs (OFCCP) protects workers, promotes diversity, and enforces the law. OFCCP holds those who do business with the federal government (contractors and subcontractors) responsible for complying with the legal requirement to take affirmative action and not discriminate on the basis of race, color, sex, sexual orientation, gender identity, religion, national origin, disability, or status as a protected veteran. For compliance questions or information, contact the Office of Equal Opportunity & Affirmative Action (EOAA) at affirmativeaction@ucr.edu.

For policy questions or training information, please connect with your college/school SME.

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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 UCI'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.

Support	**FAQs**	**Gaining Access**
News & Updates	**Privacy & Confidentiality**	**Training & User Guides**

Information website: https://academicpersonnel.ucr.edu/aprecruit
Production site: https://aprecruit.ucr.edu/

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AP Recruit Demo & Questions

Resources

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
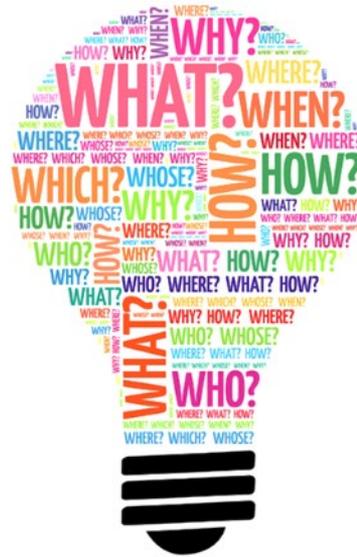
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