Please refer to the CALL https://academicpersonnel.ucr.edu/the-call for the most current guidelines on the 220 process.

How eFilePlus Supports the 220 Process

Overview of the Process
In the following situations the Chancellor's first assessment is considered preliminary and it triggers the 220 process:

- If the Chancellor's preliminary assessment is negative in cases for 7th year promotions, or
- If the Chancellor's preliminary assessment is negative in cases for reappointments of Assistant Professors, or
- If the Chancellor's preliminary assessment is contrary to the recommendation of the department, Dean or CAP.

In these cases, the Chancellor makes the final decision after the completion of the 220 process.

For more policy information refer APM 220-80-j and The CALL.

Routing

- Once the initial steps above are completed, a post-220 Snapshot is created and routed per standard operating procedures.
- The 220 process is initiated by the Academic Personnel Office (APO) based on the Chancellor's decision.
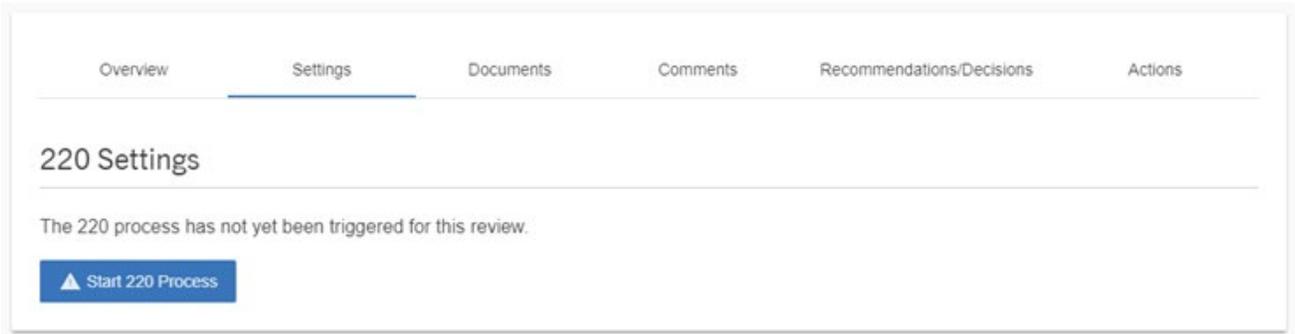
Chancellor's Options

| Overview | Documents | Comments | Recommendations/Decisions | Actions |

Action Options

○ Action approved, Final decision is Positive
◉ Action not approved, Decision is Preliminary Negative
○ Action not approved. Final decision is Negative

ⓘ *This option will invoke the 220 process. In the following situations the Chancellor's first assessment is considered preliminary and it triggers the 220 process: (a) If the Chancellor's preliminary assessment is negative in cases for 7th year promotions to tenure, or (b) If the Chancellor's preliminary assessment is contrary to the recommendation of the department, Dean or CAP. In these cases, the Chancellor makes the final decision after the completion of the 220 process.*

After the Chancellor selects, "Action not approved, Decision is Preliminary Negative", a "Start 220 Process" button will be available in the "Settings" tab for APO Analysts as seen below. Once the button is selected, the system will show a confirmation that the 220 process was started. The Snapshot is then referred to as the "pre-220" Snapshot.
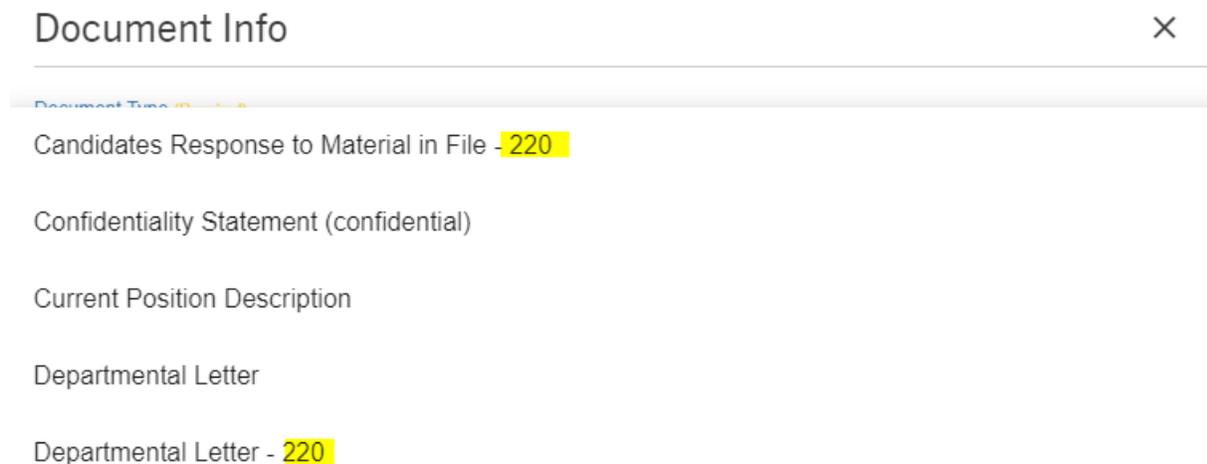
Overview	Settings	Documents	Comments	Recommendations/Decisions	Actions

220 Settings

The 220 process has not yet been triggered for this review.

⚠ Start 220 Process

Once the required documents have been added to the Pre-220 Snapshot by APO and CAP, a new routing option will become available for APO Analysts to "Return to College Review".

A routing option will be available for the College/School to send the file for "Department Review". A new 220 settings will become available for File Preparers. Refer to "Selecting the Candidate's Response" below for more information.

Once the Post-220 process starts, the review can be routed back through the routing/approval process up to APO Final Review for a final review decision.

Documents
For 220 documents, users must select document types with a 220 label (ex: Department Letter-220, Advancement Summary-200, CAP Minute-220, etc.). Access to documents is based on the user's role and the action.

Document Info   ✕

Document Type

Candidates Response to Material in File - 220

Confidentiality Statement (confidential)

Current Position Description

Departmental Letter
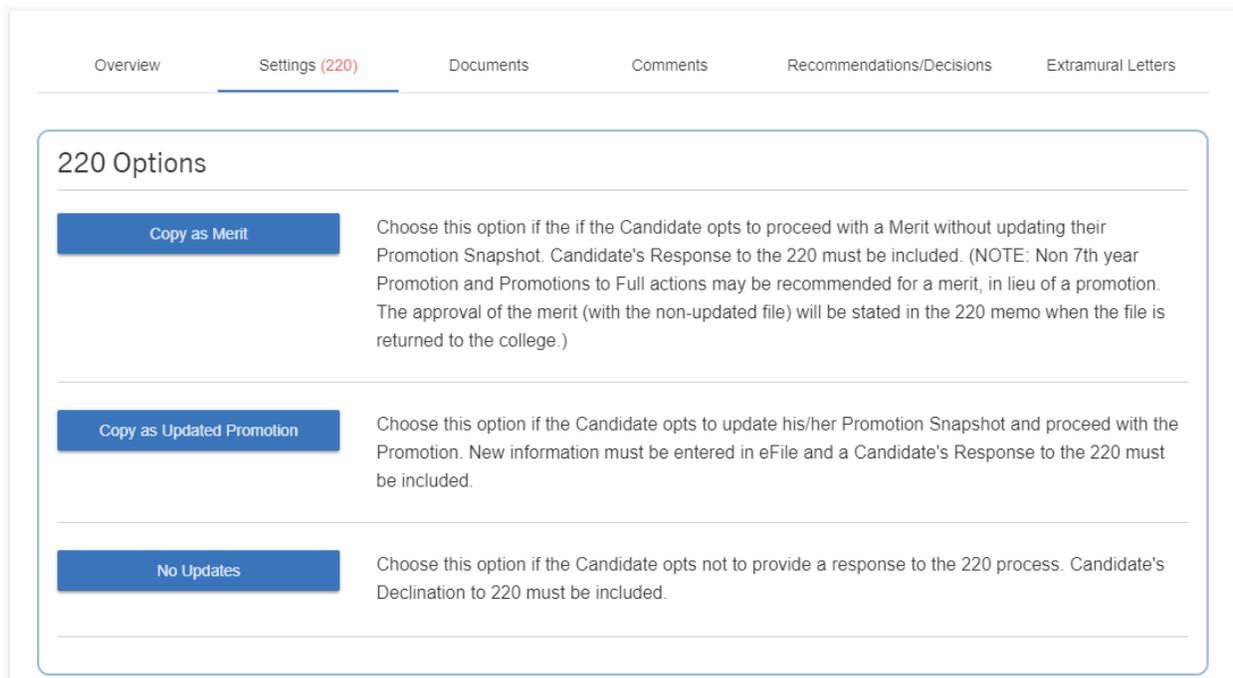
Departmental Letter - 220

Both the Documents and Recommendations/Decisions tabs will have Pre-220 sections to display information from the Pre-220 review state as shown below:
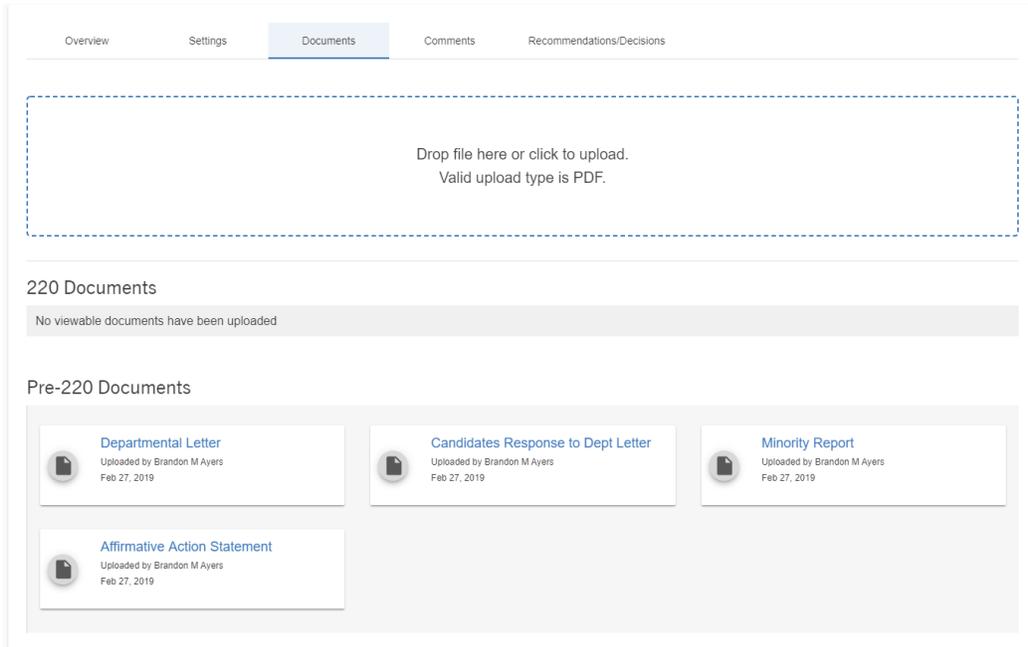
Selecting the Candidate's Response

Once the Snapshot has been routed back to the department File Preparer, a new 220 settings will become available for File Preparers as seen below.

The department File Preparer (working with the Candidate and Chair) can indicate the candidate's choice for how to proceed.

Important Notes
1. The eFile system will keep a detailed history of all documents, decisions and recommendations for the pre-220 and post-220 Snapshot.
2. Pre-220 Recommendations/Decisions are displayed in a separate section in the Recommendations/Decisions tab.

| Overview | Settings | Documents | Comments | Recommendations/Decisions |

No approvals have been recorded

Pre-220 Recommendations/Decisions

Laosheng Wu
Chair Review   02/27/2019 03:28 PM

Action: **Accept**

Richard Cardullo
Candidate Review   02/27/2019 03:28 PM

Action: **Accept**

3. A "View Original Pre-220 File" link is available in the snapshot header information section as shown below.
4. The type of 220 action is displayed in red in the header information section of the review as shown below.

UCR | eFilePlus Academic Personnel System   SUPPORT ⌄   SIGN OUT

HOME ⟩ CANDIDATE REVIEWS ⟩ VIEW CANDIDATE REVIEW

Open eFile ↗

2018-2019 Merit (220 - Merit in Lieu of Promotion)   View Original Pre-220 File ↗
Period of Review: 02/3915 - 02/3920

Department Review — College Review — APO Review — CAP Review — APO Final Review — Complete   History

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: https://academicpersonnel.ucr.edu/the-call.