

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


How to Start and Route a Deferral in eFilePlus

A Deferral can be requested by a File Preparer on behalf of a candidate or by an academic appointee who is eligible to defer. A deferral request does not require any eFile data to be entered or included (e.g. Publications, Teaching, etc.).

Consistent with how snapshots for other review types are set-up, the File Preparer will create a Deferral action. Candidate cannot create a Deferral snapshot.

How to Create a Deferral (File Preparer Only)

Login to the eFilePlus system by navigating to <https://efileplus.ucr.edu>.

1. Go to Manage Candidate Reviews, click the yellow Plus icon  to open the dialog window for creating a new Snapshot. Enter a NetID for the candidate, and then select "Deferral" from the Action Type field.

Create Candidate Review ×

UCR NetID (Search by name or NetID) (Required) _____

Action Type (Required)
 Deferral ▼ Review Year (Required) ▼

Department (Required) ▼

I have read the Academic Personnel Manual (APM) policy or collective bargaining agreement on Deferral eligibility rules for academics. By clicking the Create button below, I confirm that the candidate is eligible to defer.

Create

2. Once Create is clicked, the system will create a Deferral and the following window below will be displayed.

Deferral Request	Settings	Documents	Comments	Recommendations/Decisions
Title Rank and Step Professor V				Department Evolution, Ecology & Orgns Bio (D01046)
Years at Rank 18				Years at Step 7

Deferral Request tab is editable by the File Preparer only. The information on this tab is taken from ACAPER. Before making any correction(s), contact your Academic Personnel Analyst for any discrepancy. This tab is available for all roles.

Settings tab is where the File Preparer can select and enter the Department Chair information. For the Dean’s Analyst, this is where they can select and enter the Dean’s information. This tab is available for staff roles (File Preparer, Dean’s Analyst, CAP Analyst, and APO Analyst). **Important:** Before routing, ensure that the Department Chair and Dean information have been entered.

Documents tab is where any user may upload supporting documents. Note that for Deferral, the Procedural Safeguard Statement is included within the candidate’s action tab. This tab is available for all roles.

Comments tab is where any user can enter a general comment. For example, this is where the File Preparer can enter a note for the Candidate and Department Chair that the Snapshot is ready for review and approval. This tab is available for all roles.

Recommendations/Decisions tab is where the recommendations/decisions from reviewers will be displayed. This tab is available for select roles only (Department Chair, Dean, Dean’s Analyst, CAP Analyst, APO Analyst, Vice Provost, Provost).

Actions tab is available to candidates and reviewers (for Deferrals, Candidate, Department Chair, Dean, and College Analyst) and this is where the candidates’ acceptance, reviewers’ recommendations/decisions and final decision will be recorded.



How to Route a Deferral

The following is the routing workflow for a Deferral. This routing path is managed through a Check Out Process.



File Preparer’s queue

To route the Deferral, the File Preparer will open the Checkout Process menu and click the link "Send to Candidate Review".

Once the Candidate completes their review and chooses Accept from the Actions tab, the Deferral will be back to the File Preparer; from here the File Preparer can check out the file to the Chair. **Important:** Remember to select a Department Chair under the Settings tab before checking out the Deferral.

After Chair review, the File Preparer may check out the Deferral to the Dean's office (College Review).

Candidate's queue

In the candidate's queue, under Actions tab, the candidate must enter the reason for the Deferral and also agree to the procedural safeguard statement. They can also choose to Return the Deferral for correction.

Deferral Request Documents Comments **Actions**

Action Options

Accept
 Return

Reason for Deferral (Required)

Procedural Safeguard Statement: By clicking Submit, I certify that I have been informed of my rights under Section 200 of the Academic Personnel Manual (APM) or collective bargaining agreement and I have been provided the opportunity to exercise those rights at the appropriate times during the review process. If I have not been given my rights at any time during this review, I will bring this to the attention of my Department Chair or Dean.

Save as Draft Submit

Department Chair's queue

In this queue, the Department Chair must select their recommendation under the Actions tab.

Deferral Request Documents Comments Recommendations/Decisions **Actions**

Action Options

Accept
 Return

Dean's queue

In this queue, the Department Chair must select their recommendation under the Actions tab.

Deferral Request Documents Comments Recommendations/Decisions **Actions**

Action Options

Approved
 Denied

Comments
 This is approved

Dean’s Analyst queue

After the Dean’s Analyst receives the Deferral from the File Preparer, they can check it out to the Dean for a decision. **Important:** Before checking out to the Dean, remember to do the following under Settings (1) under Dean Reviewers, select a Dean and (2) under Final Review Level, select Dean.

The screenshot shows the 'Settings' tab with the following configuration:

- Dean Reviewers: [Dropdown menu]
- Final Review Level: [Dropdown menu]
- Final Review Level: Dean

A 'Save' button is located at the bottom right of the settings area.

After the Dean makes a decision, the Dean’s Analyst may check out the Deferral to the APO Analyst (APO Review) for informational purposes only. After the APO Analyst returns the Deferral to the College Analyst, the Dean’s Analyst may (1) go to Actions tab and select a final decision and (2) go to Check Out Process and click Complete Review. **Important:** Do not enter a final decision under Actions until you are ready to close the file. This action cannot be undone.

The screenshot shows the 'Actions' tab with the following configuration:

- Action Options:
 - Approved
 - Denied
 - Cancelled

A 'Submit' button is located at the bottom right of the actions area.

APO Analyst queue

In this queue, the APO Analyst can review the recommendations/decisions and generate a comprehensive PDF. If needed, the file can be forwarded to CAP for informational purposes. After the APO Analyst completes the review, the user may return the Deferral to the College Analyst.


How to Review a Deferral

When a Snapshot is ready for reviewers (such as Candidate, Department Chair, and Dean), the reviewer will receive an email notification from the eFilePlus system.


The reviewer will login to the eFilePlus system by clicking in the link provided or by navigating to <https://efileplus.ucr.edu>.

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


Welcome to eFilePlus Academic Personnel System



Manage My eFile



Awaiting Review



Data Entry Assistants

2. In the reviewer’s screen, click three dots to open the menu and choose “Open Review”.

Work in Progress Reviews (Snapshots awaiting your review)

Date Received	Name	Department	Title	Action Type	Review Year	Status
07/28/2020	Travis Bean	Botany and Plant Sciences	Assistant Cooperative Extension Specialist, Weed Science	Deferral	2020-2021	Department Review

3. To accept the Deferral or make a recommendation/decision, click on the Actions tab and select one of the options. For the Candidates, the procedural safeguard statement is included within the Actions tab.

Deferral Request
Documents
Comments
Actions

Action Options

Accept
 Return

Reason for Deferral (Required)

Procedural Safeguard Statement: By clicking Submit, I certify that I have been informed of my rights under Section 200 of the Academic Personnel Manual (APM) or collective bargaining agreement and I have been provided the opportunity to exercise those rights at the appropriate times during the review process. If I have not been given my rights at any time during this review, I will bring this to the attention of my Department Chair or Dean.

Save as Draft Submit

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>.

If you require further assistance, please contact the eFilePlus Subject Matter (SME) in your org [Contact List](#) or send an email to efilesupport@ucr.edu. You may also create a ticket for support through ServiceLink: https://ucrsupport.service-now.com/ucr_portal - click “Submit a Support Request”.