UC RIVERSIDE | Academic Personnel Office
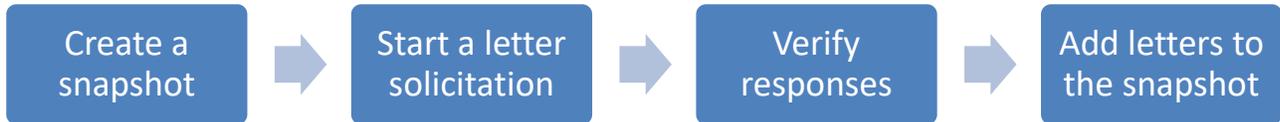
Please refer to the CALL https://academicpersonnel.ucr.edu/the-call for the most current guidelines on Extramural Letters.

This feature allows the department to solicit extramural letters electronically and for referees to provide their letters directly to the eFile Plus system. In the eFilePlus system, Extramural Letters are collected from within a Snapshot.

| Create a snapshot | → | Start a letter solicitation | → | Verify responses | → | Add letters to the snapshot |

Once the File Preparer (Department) clicks on the "Save & Send Request" button, an email notification is sent to the referee.

Below is a sample message that the referee will receive. Easy login link and footer highlighted. Note the link expiration date.
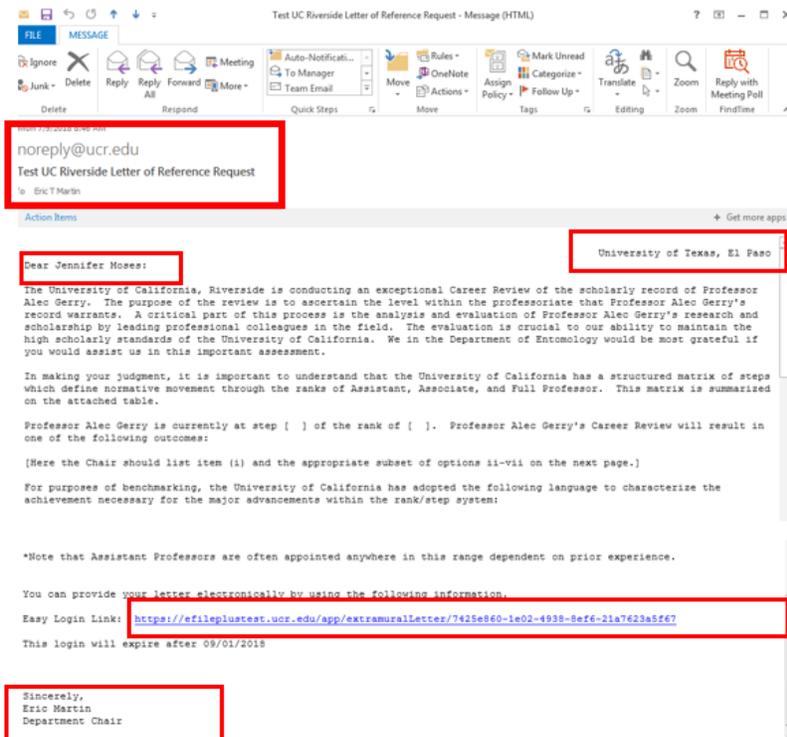
Left: Easy login link and footer highlighted. Note the link expiration date.

1. To access the candidate's documents, the referee must clock on the "Easy Login Link" included on the message.
2. The "Easy Login Link will open in a new browser window or tab.
3. Before the referee can proceed they have to confirm that they have read and understand the UC Confidentiality Statement.
4. The solicitation packet that was uploaded by the Department may be viewed through the Documents for Review section.

Referee Options

The referee may choose how to respond to the request:

1. Submit a letter using the "Letter Writer form" option
2. Submit a letter using the "Upload the Letter" option
3. Use the "Decline to provide Letter" option.

Letter Writer Form option

1. Follow the screen instructions on how to enter text into both fields. The top field is the portion of the letter that will NOT be redacted. The bottom field is the portion of the letter that will be redacted. **This option requires the letter writer to assume responsibility for the redacted and unredacted information in their letter.**

2. Click the Submit button to send the letter.

Submit Your Letter

◉ Use the Letter Writer form

○ Upload the Letter

○ Decline to provide Letter

Please refer to the Solicitation Letter when writing your recommendation. **You should complete this section of the reference in such a way that your name, affiliation, and personal associations with the candidate are not revealed.** This section is not subject to redaction. Note that at certain prescribed stages of the academic personnel review process, candidates will be able to access evaluations in redacted form if they choose to do so.

Signature Line (This section will be subject to redaction and will not be made available to the candidate).

Submit

Auto Save: Changes to this page are saved automatically. The information you entered will be saved when you leave the page.
Submit: When you are ready to send your letter, click the Submit button to complete your submission.
For questions or support, please send an email to efilesupport@ucr.edu.

Upload the Letter option

1. The referee may drag-and-drop a PDF file into the dotted-line box to upload the letter as a PDF. Alternatively, the referee may click inside the dotted-line box to use their computer to locate a PDF file to upload.
2. Click the Submit button to send the letter.
3. **All uploaded PDF letters are considered unredacted by the system. The File Preparer can redact the file and then upload the redacted version.**

Submit Your Letter

◯ Use the Letter Writer form

◉ Upload the Letter

◯ Decline to provide Letter

If you prefer uploading the letter instead, you may attach it below. (Only PDFs are acceptable)

Drop file here or click to upload.
Valid upload type is PDF.

Submit

Auto Save: Changes to this page are saved automatically. The information you entered will be saved when you leave the page.

Submit: When you are ready to send your letter, click the Submit button to complete your submission.

For questions or support, please send an email to efilesupport@ucr.edu.

Decline to Provide Letter option
1. The referee may choose this option and enter text under the Reason for Declination label.
2. Click the Submit button to send the response.

Submit Your Letter

○ Use the Letter Writer form

○ Upload the Letter

◉ Decline to provide Letter

Reason for Declination (Note: You may also state, 'Decline to State Reason')

Submit

Auto Save: Changes to this page are saved automatically. The information you entered will be saved when you leave the page.
Submit: When you are ready to send your letter, click the Submit button to complete your submission.
For questions or support, please send an email to efilesupport@ucr.edu.

These are general system guidelines and is not meant to replace policy. Please refer to the CALL for the most current policy information: https://academicpersonnel.ucr.edu/the-call.