eFile System Training

Academic Personnel Office

Revised March, 2008
Agenda

- Introduction to eFile System
- Overview of eFile System: eFile, Snapshot, Routing and Roles
- Security, Privacy and Confidentiality
- eFile Demonstration
- eFile Hands-On Training
- Resources
Benefits of eFile

 › Accessible from anywhere via web browser
 › Easy to maintain repository of faculty data
 › Secure access for authorized participants only
 › Helps standardize and simplify the review process
 › Saves time, paper and storage space
What is eFile System?

The eFile system is a centralized repository that contains faculty members’ most current profiles. It consists of 5 main parts:

- The “eFile”
- The “Snapshot”
- Departmental Routing and Roles
- College Office Routing and Roles
- Academic Personnel Office/Senate Routing and Roles
The eFile is a collection of data and files that include information about a faculty member. The eFile serves as a living Academic Personnel record that can be easily added to or updated as the faculty member’s academic history progresses.

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<th>Personal Profile</th>
<th>Published Writings, Patents, and Creative Activities</th>
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Appointment
Biographical Information
Employment History
Education
Membership, Honors, and Awards
Position Description - Cooperative Extension

Published Writing
Patents
Creative Activities

Grant / Gift Activities

Teaching Load Data and Student Sponsorship

Professional Activity and Service
University and Public Service
Snapshot

The "Snapshot" is generated for a particular academic action at a point in time. Snapshots are different from the eFile itself in that Snapshots are "frozen", meaning they cannot be changed without being properly routed and approved by departmental academic personnel, the Chair and the candidate.
Roles

Types of Roles:
- Departmental Roles
- College Office Roles
- Academic Personnel Office Roles
- Academic Senate Roles
- VP, EVCP, Chancellor Roles

A single individual can have more than one role, and a given role determines the screens to which one has access, what tasks can be performed, and what authorizations exist.
Departmental Roles

**EACS* Granted Roles**
- Faculty Candidate
- Departmental Academic Personnel Staff
- Eligible Faculty Reviewer
- Ad Hoc Committee Member (optional)
- Department Chair

**Inherent eFile Roles**
- Department Ad Hoc Chair (optional)
- Department Ad Hoc Member (optional)
- Eligible Faculty Reviewer

* EACS – Enterprise Access Control Systems
College Office Roles

**EACS* Granted Roles**
- Dean’s AP Analyst
- Dean

**Inherent eFile Roles**
- Dean
- Associate Dean Lead (optional)
- Associate Dean Reviewer (optional)

* EACS – Enterprise Access Control Systems
Academic Personnel Office and Senate Ad Hoc Committee Roles

EACS* Granted Roles

› AP Analyst
› Senate CAP Analyst
› Vice Provost
› EVCP
› Chancellor

Inherent eFile Roles

› CAP Roles
   › Chair
   › Member
   › Reader 1
   › Reader 2
› Other Senate Roles
   › Chair of Ad Hoc
   › Member of Ad Hoc

* EACS – Enterprise Access Control Systems
Roles - Summary

- A single individual can have more than one role, and a given role determines the screens to which one has access, what tasks can be performed, and what authorizations exist.

- The assigned eFile roles control the level of access and authority in the eFile system.

- Systems Access Administrators (SAAs) grant access to the Academic Personnel eFile System through the Enterprise Access Control System (EACS).
Routing

The “Snapshot” is created to support an academic action (Merit or Promotion/Advancement etc.) and then routed for:

1) Chair’s approval and Departmental review and recommendation
2) College Office review and Dean’s recommendation
3) Academic Personnel Office review and CAP/Senate recommendation
4) Vice Provost final decision
Routing - continued

The eFile system contains specific routing paths as snapshots progress between the various eFile system user roles. The path that a snapshot will take will depend upon the action of the particular snapshot.
Security, Privacy & Confidentiality

4 layers of security:

- Central Authentication System (CAS)
- Enterprise Access Control System (EACS)
- Role-based access to data
- Secure Socket Layer (SSL)
Central Authentication System (CAS)

- Requires Staff and Faculty to login with their UCR Net ID and Password. These are unique to each authorized user.
- All employees are properly identified prior to being given a UCR Net ID.
- Authentication through CAS is tracked and auditable.
Enterprise Access Control System (EACS)

- Access is granted by specially trained “Systems Access Administrators” (SAA)
- Only those faculty and staff granted access to eFile within EACS can use the eFile system
- Actions in EACS are tracked and auditable
User Access Levels

- eFile uses roles to determine what users can see and do
- Each role has specific authority and responsibility
- Roles in eFile are based on the duties and responsibilities of faculty, department AP staff, Chairs, Deans, the Senate (CAP) and Academic Personnel staff.
Secure Socket Layer (SSL)

- SSL ensures data is encrypted while it travels over the Internet.
- Data sent cannot be tampered with or forged.
- Provides a high level of Trust.
- Easily identifiable.
Guidelines for Privacy and Confidentiality

- Process the Safeguard Statement
- 100 % Confidentiality in handling files
- Assignment of Roles for snapshot review by the faculty must be carefully monitored!
- Check current voting procedures of the faculty in your department (Bylaw 55 Delegations)

CAP members are automatically ineligible to participate in department reviews unless an exception is made.
Best Practices

- Keeping Data Up-To-Date
- Candidate’s Cooperation, Verification & Approval
- Proofreading for Accuracy and Completeness
- Validating Data and Content
- Advise & Assist Candidate in Developing File Content
- Maintaining Confidentiality
eFile Entry Demonstration

Presented by Michael Wu, Programmer/Analyst III, Academic Personnel Office
eFile Hands-On Training

Presented by Sherice Underwood, Academic Personnel Coordinator
Department of Botany and Plant Sciences

Login to the eFile Test System
http://efiletest.ucr.edu/acapere_test/efile_main.backdoor_login

Username: Your UCR Net ID
Password: zz

Sample Merit file:
http://cnc.ucr.edu/efile/training/sample_file_LORD.pdf
Resources

Levels of Support

▷ **First Level Support: Peer User Group.** Peer User Group within each College; the peer group will interact with one another and provide first line support.

▷ **Second Level Support: College Support.** If the pilot Peer User Group users cannot resolve an issue, it will be escalated to the College for resolution. The College will copy Academic Personnel on any problems and resolution.

▷ **Third Level Support: C&C.** If the College cannot resolve the issue, it will be escalated to C&C for resolution.
Resources - continued

CHASS:
- Scheryl Eilander (scheryl.eilander@ucr.edu) x2-3596
- Cecilia Gonzalez (cecilia.gonzalez@ucr.edu) x2-1842

CNAS:
- Laurie Bollinger (laurie.bollinger@ucr.edu) x2-3978
- Judy Bliss (judy.bliss@ucr.edu) x2-6266

College of Engineering (BCOE):
- Rhonda Peterson (rhonda.peterson@ucr.edu) x2-5655
- Rachael Easterling (rachael.easterling@ucr.edu) 2-6237
- Jason Brewington (jason.brewington@ucr.edu) x2-2302
Departmental AP Colleague Support

Botany & Plant Sciences
  Sherice Underwood (sherice.underwood@ucr.edu)  x2-3423

Biology
  Cherysa Cortez (cherysa.cortez@ucr.edu)  x2-5904

Sociology
  Robin Whittington (robin.whittington@ucr.edu)  x2-6466
On-Line Resources

The Call
http://academicpersonnel.ucr.edu/academicreviews/FacCall/index.php

eFile Training Materials and Information
http://www.cnc.ucr.edu/efile/

eFile Best Practices
http://www.cnc.ucr.edu/efile/ap_best_practices.html
eFile Access

› Website:  http://efile.ucr.edu

› Within 24 hours after completion of training, Academic Personnel Office will send an email notification to your MSO/SAA to grant you access to the eFile system.

› Please contact your MSO/SAA for access rights.