

Date: September 10, 2024

To: Deans and Department Chairs

From: Daniel Jeske, Vice Provost for Academic Personnel



Cc: Elizabeth Watkins, Provost and Executive Vice Chancellor
Ken Baerenklau, Associate Provost & Chief of Staff
Academic Personnel Office
Academic Senate Office
Academic Personnel Directors
Disha Kibria, Associate Director, HR/APO Systems, ITS

Re: Teaching Evaluation Changes in eFilePlus Effective 2025-26AY

Please be informed that effective 2025-26AY review cycle, the Teaching Information section in eFilePlus will include new labels and additional document types to support the APM 210 policy revisions (effective March 25, 2024) that address (1) consideration of mentoring and evaluation and (2) evidence of teaching and mentoring effectiveness. Additionally, these changes support the recommendations from the Joint Senate-Administrative Teaching Evaluation Implementation Committee (TEIC).

Over the past year and a half, the Academic Personnel Office (APO), Information Technology Solutions (ITS), Ken and I, in consultation with the TEIC and eFilePlus SMEs have been working to develop, test, and implement these changes in eFilePlus.

By fall quarter 2024, ITS will have development efforts completed and ready to demo to campus by early winter quarter.

Beginning with 2025-26AY, file preparations will reflect the eFilePlus features that enable the optional use of new teaching evidence materials.

The changes are summarized in the attached User Guide. Additionally, the 2025-26AY CALL will document changes as appropriate.

It is recommended to use the User Guide as a reference document after seeing what the changes look like during a demonstration. APO will provide multiple opportunities for faculty to attend demonstrations of the new features in eFilePlus during the winter and spring quarters of AY24-25.

Please note that the numerical and written student evaluations of teaching (SETs) from students that are collected via ieval will continue to be uploaded into eFilePlus. The changes described here provide for additional types of evidence for teaching effectiveness that faculty can include in their eFilePlus snapshots.

Please share this information with your faculty. For questions or more information, send an email to academicpersonnel@ucr.edu.

References and Enclosures:

- [APM 210](#), Review and Appraisal Committees (effective March 25, 2024) (click on [link](#))
- [Issuance Letter](#), APM 210 Revisions (click on [link](#))
- eFilePlus Teaching Evaluations User Guide (attached)

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

Policy References:

- [The CALL](#)
- [APM 210](#)

Overview

Effective 2025-26AY review cycle, the Teaching Information section in eFilePlus will include new labels and additional document types to support the [APM 210 policy revisions](#) (effective March 25, 2024) that address (1) consideration of mentoring and evaluation and (2) evidence of teaching and mentoring effectiveness. Additionally, these changes support the recommendations from the Joint Senate-Administrative Teaching Evaluation Implementation Committee (TEIC).

Below is a description of the previous state and new state effective 2025-26AY and a table that shows a summary of the differences between the previous state and new state.

- *Previous State*

Teaching Information ^

Teaching Information and Student Support Activities

Teaching Information and Student Support Activities											
Teaching Records Teaching Releases Teaching Statements Other Teaching Info											
Campus	Quarter	Year	Team Taught	Subject	Course Number	Course Title	Units	Enrollment	Cross Listed Subject & Number	Attachments	Evaluation Explanation

- *NEW State effective 2025-26AY review cycle*

Teaching Information

Teaching Information											
Teaching Records Teaching Releases Departmental Teaching Statements Additional Effectiveness Evidence Other Pedagogical Activities											
Campus	Quarter	Year	Team Taught	Subject	Course Number	Course Title	Units	Enrollment	Cross Listed Subject & Number	Effectiveness Evidence	Instructor Comments

- *Summary of Differences Between Previous State and New State*

Description	Category	Previous	NEW
Label Change	Teaching Information and Student Support Services	Teaching Information and Student Support Services	Teaching Information
Label Change	Teaching Records	Attachments	Effectiveness Evidence
Documents	Effective Evidence	*New*	Analysis of Course Learning Outcomes
Documents	Effective Evidence	*New*	Peer Observation of Teaching and Learning
Documents	Effective Evidence	*New*	Student Self-Assessment of Learning Gains
Label Change	Effective Evidence	View Numerical/Combined	View Documents
Label Change	Teaching Records	Evaluation Explanation	Instructor Comments
Label Change	Teaching Records	Teaching Statements	Departmental Teaching Statements
Category	*New Category*	*New*	Additional Effectiveness Evidence
Documents	Additional Effectiveness Category	*New*	Faculty Statement on Student Mentoring
Documents	Additional Effectiveness Category	*New*	Teaching Portfolio
Documents	Additional Effectiveness Category	*New*	Expanded Faculty Teaching Statement
Label Change	Other Teaching	Other Teaching	Other Pedagogical Activities
Label Change	Other Pedagogical Activities	Course Developed	Course Developed/Revised
Category	Other Pedagogical Activities	*New*	Program Developed/Revised

How To Use

eFile (for File Preparers and Candidates)

1. Effectiveness Evidence – the following optional document types may be added. The feature allows the user to upload a document (PDF). To add, click on the “+” sign. To edit and replace the PDF, click on the menu dots.

New Teaching Record ×

Analysis of Course Learning Outcomes

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

Peer Observation of Teaching and Learning

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

Student Self-Assessment of Learning Gains

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

2. Additional Effectiveness Evidence – the following optional document types may be added. The feature allows the user to upload a document (PDF). To add, click on the “+” sign and select a Document Type from the category. To edit and replace the PDF, click on the menu dots. Similar in structure as Self Statement.

New Additional Effectiveness Evidence Entry ×

Applicable Date (MM/YYYY) Action Type (Required) ▼

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

Expanded Faculty Teaching Statement

Faculty Statement on Student Mentoring

Teaching Portfolio

Save

The following columns are available:

New Additional Effectiveness Evidence Entry ×

Applicable Date (MM/YYYY) Action Type (Required) ▼

Document Type (Required) ▼

PDF Document

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

- Applicable Date = month/year (like Self-Statement), this will be used for a specific review type (snapshot)
- Action = review type based on snapshot
- Document Type = (a) faculty statement on student mentoring, (b) teaching portfolio, or (c) expanded faculty teaching statement
- Document = PDF of the uploaded document

Snapshot (for Reviewers)

1. For the new optional document types, they will be available in their respective sections.
2. The optional documents will also be included when a Comprehensive PDF is generated.

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".