

Creating and Managing Review Groups

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Creating & Managing Review Groups

- As a Department, School/College and Senate admin, you are able to create review groups so that you can assign your dossier reviewers with one action, rather than assigning them individually
- All candidates in MIV may be included in your review group, not just candidates in your department or cluster
- You may create more than one review group based on the nature of reviews conducted in your unit
- You do not need to delete a candidate from your review group if you are assigning a review group to his/her dossier – MIV does not allow a candidate to see their own action
- You WILL need to delete someone from the group who has a conflict (i.e., a spouse), or who will vote at another level

Creating & Managing Review Groups

Enter Data ▾ My Dossier ▾ CV & Biosketches ▾ Actions ▾ Reports ▾ Preferences ▾

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From your main page, select “Manage Groups”

Creating & Managing Review Groups

Enter Data ▾ My Dossier ▾ CV & Biosketches ▾ Actions ▾ Reports ▾ Preferences ▾

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 [Select a User's Account](#)

[Home](#) > Manage Groups

Manage Groups

Click on "Create a new group"

[Create a new group](#)

Show entries Find in all :

Name	Description	Creator	Created	Actions
CAP 2013-2014	Committee on Academic Personnel	Solomon Bekele	8/9/2012	View Edit Delete
JPC 2011-2012	Joint Personnel Committee 2011-2012	Crystal Y Tobias	3/28/2012	View Edit Delete

Showing 1 to 2 of 2 entries [First](#) [Previous](#) [1](#) [Next](#) [Last](#)

+ Expand to get Tips and Color code details

Creating & Managing Review Groups

- Required data fields are indicated with an “*”
- **Step 1:** Create your Group Name/Group Description (i.e., Tenure/Tenure Track Professors; Lecturers/Unit 18 Lecturer reviewers, etc.)
- Names and descriptions should be based on your department’s voting procedures
- **Step 2:** Select shared to share with other admins in your unit, or private, which means that no one else can access that group
- You may mark it “Read Only” so that those with whom you have shared your group cannot edit it
- **Step 3:** Establish your Group Membership

Creating & Managing Review Groups

Home > Manage Groups > Add a Group

Add a Group

* = Required Field

Step One: Identify your group

* Group Name	Group Description
<input type="text" value="Senate"/>	<input type="text" value="Academic Senate Actions Review Group"/>

Step Two: Sharing and permission

Shared Private

Department Administrators

- College of Agricultural & Environmental Sciences – Agricultural Issues Center
- College of Agricultural & Environmental Sciences – Human Ecology
- College of Agricultural & Environmental Sciences – Agricultural & Resource Economics
- College of Agricultural & Environmental Sciences – Environmental Science & Policy

Read Only

Hover over tooltips

If you select "Shared" you must select at least one administrator or you cannot save the group

Creating & Managing Review Groups

- In Step 3, you are able to search for individual MIV candidates using the Search feature, or you can conduct an Advanced Search and choose lists of candidates by department or program

The screenshot shows the 'Step Three: Establish Group Membership' interface. At the top left, there is a button labeled 'Advanced Search'. Below it is a section titled 'Available Users/Groups' which contains a 'Show 10 entries' dropdown menu and a 'Search' input field with a clear button. A blue question mark icon is located in the top right corner of the interface. Three callout boxes with arrows point to these elements: one points to the 'Advanced Search' button, another points to the 'Search' input field, and a third points to the question mark icon.

Search for candidates by department or School/College here

Hover over tooltip

Step Three: Establish Group Membership

Advanced Search

Search for candidates individually here

Available Users/Groups

Show 10 entries Search

Creating & Managing Review Groups

Step Three: Establish Group Membership

Advanced Search

Available Users/Groups

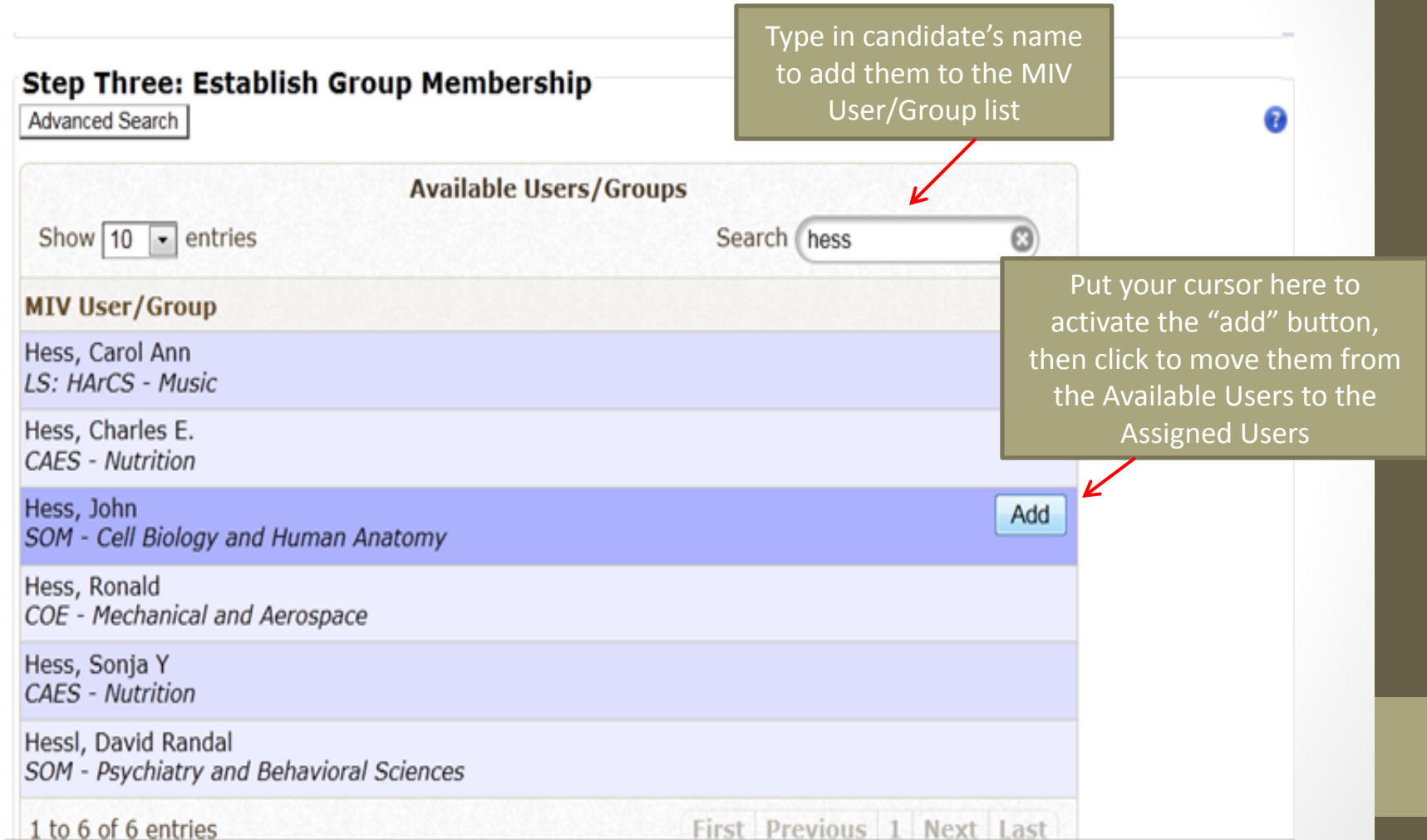
Show 10 entries Search hess

MIV User/Group	
Hess, Carol Ann <i>LS: HArCS - Music</i>	
Hess, Charles E. <i>CAES - Nutrition</i>	
Hess, John <i>SOM - Cell Biology and Human Anatomy</i>	Add
Hess, Ronald <i>COE - Mechanical and Aerospace</i>	
Hess, Sonja Y <i>CAES - Nutrition</i>	
Hessl, David Randal <i>SOM - Psychiatry and Behavioral Sciences</i>	

1 to 6 of 6 entries First Previous 1 Next Last

Type in candidate's name to add them to the MIV User/Group list

Put your cursor here to activate the "add" button, then click to move them from the Available Users to the Assigned Users



Creating & Managing Review Groups

Based on your screen size, your Available Users and Assigned Users fields may be stacked or side by side

Step Three: Establish Group Membership

Advanced Search

Show entries

Available Users/Groups

Search

MIV User/Group

Murphy, Brian G SOVM - Pathology, Microbiology & Immunology
Murphy, Christopher J SOM - Ophthalmology and Visual Science
Murphy, Millard SOL
Murphy, William J SOM - Dermatology
Paul-Murphy, Joanne R SOVM - Medicine & Epidemiology

1 to 5 of 5 entries

First Previous 1 Next Last

Show entries

Assigned Users/Groups

Find in all :

MIV User/Group

Hess, John SOM - Cell Biology and Human Anatomy	Remove Deactivate
Murphy, Terence CBS - Plant Biology	

Showing 1 to 2 of 2 entries

First Previous 1 Next Last

Create the Group Cancel

Make sure that you are choosing the correct candidate if you find more than one candidate with the same name

If you inadvertently add the wrong candidate, simply put your cursor here to activate the "Remove" button, and then click "Remove"

Once you are satisfied with your group membership, click "Create the Group"

Creating & Managing Review Groups

[Home](#) > [Manage Groups](#) > Confirmation: Senate

Confirmation: Senate

Group Name: Senate
Creator: Crystal Y Tobias
Created: 3/5/2014

Once you have created your group, you will get a confirmation message that your group has been created

Assigned Users/Groups

Show entries Find in all :

MIV User/Group
Hess, John <i>SOM - Cell Biology and Human Anatomy</i>
Murphy, Terence <i>CBS - Plant Biology</i>

Showing 1 to 2 of 2 entries

[First](#) [Previous](#) [1](#) [Next](#) [Last](#)

[Edit](#) [Done](#)

Click "Done" to finish the group assignment process

Creating & Managing Review Groups

 [Select a User's Account](#)

[Home](#) > [Manage Groups](#)

Manage Groups

[Create a new group](#)

Your completed group will now show up on your "Manage Groups" list, where you can view, edit, or delete it

Show entries

Find in all :

Name	Description	Creator	Created	Actions
CAP 2013-2014	Committee on Academic Personnel	Solomon Bekele	8/9/2012	View Edit Delete
JPC 2011-2012	Joint Personnel Committee 2011-2012	Crystal Y Tobias	3/28/2012	View Edit Delete
Senate	Senate Reviewers 13-14	Crystal Y Tobias	3/5/2014	View Edit Delete
Test		Crystal Y Tobias	3/5/2014	View Edit Delete

Filter Name Filter Description Filter Creator Filter Created

Showing 1 to 4 of 4 entries

[First](#) [Previous](#) [1](#) [Next](#) [Last](#)

[+](#) [Expand to get Tips and Color code details](#)

Creating & Managing Review Groups

- Once your group has been created, it will show up when you click on “Manage Groups” from your home page
- You may create as many groups as you need
- You will need to manually update your groups when you have faculty join or leave your department
- You may add candidates to your group from anywhere on campus
- You do NOT need to remove a candidate from a group if you are assigning their dossier to that group
- You DO need to temporarily deactivate individuals from the group who have a conflict with the candidate (i.e., a spouse or partner, or someone who reviews the candidate at a higher level, such as a dean or an FPC or CAP member)