

# The Candidate's Disclosure Certificate

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# Candidate's Disclosure Certificate

- The candidate's dossier must be finalized before having them sign their disclosure certificate as they are approving that version of their dossier
- From the open action page for your candidate, click Add/Edit on the Candidate's Disclosure Certificate (CDC)

## Open Action

### Crystal Y Barber

Offices of the Chancellor and Provost

**Non-Redelegated Merit 2014** Submitted on 10/07/2013, 1:19 PM

Department Location Last Routed on 10/07/2013, 1:19 PM

[View the Dossier as One PDF File](#)

[View the Signature Log](#)

**Primary Appointment: Offices of the Chancellor and Provost**

**Primary Appointment processing: In Progress**

Recommended Action Form	<input type="button" value="Add/Edit"/>	<a href="#">View: Recommended Action Form</a>
Department Letter/Division Chief Letter	<input type="button" value="Add"/> <input type="button" value="Delete"/>	<a href="#">View: Department Letter/Division Chief Letter</a>
Department Letter Federation Vote	<input type="button" value="Add"/> <input type="button" value="Delete"/>	Optional - Not Added
Department Peer Group Letter for Federation	<input type="button" value="Add"/> <input type="button" value="Delete"/>	Optional - Not Added
Candidate's Disclosure Certificate	<input type="button" value="Add/Edit"/>	<b>Required - Not Added</b>

# Candidate's Disclosure Certificate

**Crystal Y Barber**

**Date:** October 7, 2013

**School/College - Department:** Offices of the Chancellor and Provost

**Action:** Merit 2014

MIV pre-populates the disclosure certificate based on the information entered on the RAF

Present Rank, Title & Step	% of Time	Proposed Rank, Title & Step	% of Time
1. Professor IX	100%	Professor A/S	100%

*This is to certify that I have reviewed all of the materials being submitted for my personnel action effective **July 1, 2014**.*

**Additional information (optional) :**

The Additional Information box is not required for the initial CDC, but IS required for subsequent versions (if the dossier is edited in any way) – list what was added or edited in the dossier here

**Date signed:** Not Signed

Must be dated same date as the Department Letter or after.

*I certify that I have reviewed my dossier and I have reviewed the department's recommendation (and redacted evaluations, if applicable).*

Click here to set up e-mail

*NOTE: Saved data for the Candidate's Disclosure Certificate will not appear in the dossier single file PDF until it has been Emailed to the candidate for signature.*

# Candidate's Disclosure Certificate

## Send Candidate's Disclosure Certificate Email Notification

Send an email notification to the Candidate requesting a Disclosure Certificate signature. No documents will be sent to the Candidate via email attachment. The Candidate must log in to MIV to view his/her dossier, department's recommendation, etc., and sign a Disclosure Certificate.

**View Dossier as One PDF File:** [Merit 2014](#)

**Signature Requested for:** [Candidate's Disclosure Certificate](#)

From:	Crystal Y Barber <cybarber@ucdavis.edu>
To:	Crystal Y Barber <cybarber@ucdavis.edu>
Cc:	<input type="text"/>
Subject:	MyInfoVault Candidate's Disclosure Certificate requires signature
Email Content:	<p>You are receiving this notification from the OFFICES OF THE CHANCELLOR AND PROVOST because the Disclosure Certificate for your Dossier is ready to be signed. Please follow these steps to sign your Disclosure Certificate:</p> <ul style="list-style-type: none"><li>* Log in to MyInfoVault to review your dossier as outlined in the Candidates Disclosure Certificate, the departments recommendation (and redacted evaluations, if applicable) at <a href="http://mivdemo.ucdavis.edu/">http://mivdemo.ucdavis.edu/</a>.</li><li>* Select the "View My Complete Dossier/Sign My Disclosure Certificate"</li></ul>
Additional Information	<input type="text"/>
<input type="button" value="Send Email Notification"/> <input type="button" value="Cancel Email Notification"/>	

It is a good practice to enter your e-mail address in the cc: line so that you receive the same notification message as the candidate

You can add a personal note to the candidate in the "Additional Information" box

Click here to send the e-mail

# Candidate's Disclosure Certificate

- You will get a confirming message once the CDC e-mail is sent to the candidate

## Send Candidate's Disclosure Certificate Email Notification: Confirmation

Candidate's Disclosure Certificate signature request was sent on 10/07/13, 1:36 PM

To: Crystal Y Barber

- You will not get an e-mail or any other notification that the CDC has been signed
- You will need to go back into the open action to check the status of the CDC
- As soon as the candidate signs the disclosure, the open action page will reflect that the CDC is now signed (you may have to refresh your screen)

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Candidate's Disclosure Certificate

Add/Edit

[View: Candidate's Disclosure Certificate](#)

Signed



- Signing the CDC should be the last step before the dossier is forwarded to the School/College, as it indicates the candidate has reviewed and approved the action in its current format
- Subsequent changes to the dossier will require a new CDC to be signed