Entering Data in MyInfoVault on Behalf of a Candidate

Crystal Tobias
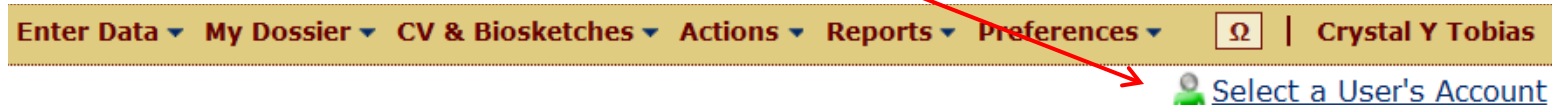
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Entering data on behalf of a candidate

- You must "select a user's account" (proxy a candidate) to enter data for that person, which will give you the standard "search" box

Enter Data ▾	My Dossier ▾	CV & Biosketches ▾	Actions ▾	Reports ▾	Preferences ▾	Ω	Crystal Y Tobias

👤 Select a User's Account

- You may search by candidate's first or last name, first letter of last name, by department (or cluster), or by school/college

Select a User's Account: Search

Crystal Y Tobias
Select from one of the search options below to locate a user.

Search for a user by Name: [   ] [Search Now!]

Search for a user by first letter of Last Name: [All ▾] [Search Now!]

Search for a user by Department: [All ▾] [Search Now!]

Search for a user by School/College: [All ▾] [Search Now!]

Candidate's Main Page

(**department admin view** as the candidate's proxy)

Department admin

Enter data here

Name of proxied candidate

Entering data on behalf of a candidate

Enter Data ▾ **My Dossier** ▾ **CV & Biosketches** ▾ **Actions**

- Personal ▸
- Ag. Experiment Station
- Candidate's Statements ▸
- Creative Activities ▸
- Education ▸
- Employment ▸
- Extending Knowledge ▸
- Grants and Contracts
- Honors and Awards
- List of Evaluations
- Position Description
- Publications ▸
- Service ▸
- Teaching ▸

Data entry categories for all faculty and academic appointees

- Data can be entered by the candidate*, or by a department helper, department admin, school/college admin or MIV admin as a proxy for that candidate

- Personal, education and employment data are for the curriculum vitae

- All other data categories are for various academic personnel actions for every academic series represented on the UC Davis campus

- Your dean's office may have specific data entry requirements

*Exception – new appointees cannot enter their own data

Entering data on behalf of a candidate

- Required data fields are annotated with a *****
- Every time data is added or edited, click the "save" button at the bottom of the page – **VERY IMPORTANT STEP**!!
- The saved data will briefly be highlighted in light green for ease of review
- Data must be added in the appropriate user account and category as it cannot be moved except by deleting and re-entering the data into the correct account/category
  - The exception to this is that you can move Publications data from one category to another using the drop-down menu in the data entry form
- You will get a pink screen/red warning if you try to enter data in an admin account
- Several data categories may be uploaded as PDFs:
  - Ag Experiment Station, Candidate Statement, Extending Knowledge, Position Description and DESII reports
- If you have questions about the proper location of data entry, contact your Dean's Office

Agricultural Experiment Station Reports

- You may upload a PDF or enter information in the text boxes below (don't forget to SAVE your work!)
- You can deselect obsolete AES reports in the Design My Dossier phase and leave them in MIV to reference for future career reviews

Edit "Agricultural Experiment Station"

This record was last edited 12-30-2013, 03:22 PM.

* = Required Field   Do you want to format text?

Michael Turelli

Upload a PDF or enter data in the fields below.

* Date(s): 2014

* Project Title: Drosophile Melanogaster or Genetic Masterpiece?

Investigator Names: Turelli, Michael and Ian Boussy

Report number: CA-D*-EVE-4245-J

Save   Cancel

Agricultural Experiment Station Reports

- To upload a PDF from your main toolbar, click Enter Data > Ag. Experiment Station > Add a New Record
- Enter the appropriate year, browse your computer files and choose the appropriate report
- You may create an optional custom name (i.e., AES Report #1 – Promotion 2014)
- Click "Upload PDF File"

Add "Agricultural Experiment Station" PDF Upload

* = Required Field

Michael Turelli

Year: 2014

* Upload PDF File:

[Browse...] PDF AG EXPERIMENT STATION.pdf

Create an optional custom name for this file (default will be "Agricultural Experiment Station" if no custom name is entered):

CA-D*-EVE-4245-J

[Upload PDF File] [Cancel]

Candidate's Statements

- Candidate Statement

    - Can be entered as text or uploaded as a PDF (the latter is the preferred method)

    - Should be no more than 5 pages long

    - Can be maintained in MIV and "turned off" when next dossier is created

    - When a career review is completed, all former Candidate Statements can be used to prepare an overall (career) Statement

- Candidate Diversity Statement

    - Entered as text, not as a PDF upload

    - Allows a candidate to highlight their diversity activities

    - Three categories

        - Teaching

        - University and Public Service

        - Scholarly and Creative Activities

Candidate's Statements

Candidate's Statements

- To upload a regular candidate's statement from your main toolbar, click Enter Data > Candidate's Statement > Candidate's Statement > Add a New Record

- The preferred method of including the Candidate's Statement is as a PDF upload (rather than as entry in the text box)

- Click on "Upload a PDF"

Crystal Y Tobias

Upload a PDF or enter data in the fields below.

* Year:

* † Content:

| **B** *I* U | — ✐ | ≡ ≡ ≡ ≡ | ☰ ☷ | ⇥ ⇤ | ↺ ↻ | 📋 | 🖼 🖼 | ≡ ≡ ≡ | ᵐ ᵐ ᵠ | x_2 x^2 | Ω |

The candidate statement can also be entered as text, formatted and saved here using the WYSIWYG (what you see is what you get) toolbar – but that is NOT the preferred method of entering this data

Save   Cancel

Candidate's Statements

- Enter the appropriate year
- Browse your computer files for the saved PDF document
- Click on the appropriate Candidate's Statement
- You may create an optional custom name (i.e., Candidate's Statement – Promotion 2014)
- Click "Upload PDF File"
- You do not need to delete obsolete Candidate's Statements; you can deselect them in the Design My Dossier phase and leave them in MIV to reference for future career reviews

Crystal Y Tobias

Year: 2014

* Upload PDF File:

H:\OCOP\CBarber\PDF CANDIDATE'S STATEM   [Browse...]

Create an optional custom name for this file (default will be "Candidate's Statement" if no custom name is entered):

Candidate Statement -- Promotion 2014

[Upload PDF File] [Cancel]

Candidate's **Diversity** Statement

- The University of California is committed to excellence and equity in every facet of its mission
- Teaching, research, professional and public service contributions that promote diversity and equal opportunity are to be encouraged and given recognition in the evaluation of the candidate's qualifications
- These contributions to diversity and equal opportunity can take a variety of forms including efforts to advance equitable access to education, public service that addresses the needs of California's diverse population, or research in a scholar's area of expertise that highlights inequalities
- Diversity statements are entered as text, not PDF uploads

Creative Activities Data Entry

- This category was designed for faculty in the arts or other areas of creativity (although they can be used by any MIV candidate if appropriate):
  - Music
  - Art Studio
  - Theatre and Dance
  - Design
  - Lighting
  - Poetry

Creative Activities Data Entry

- There are four categories of data entry under Creative Activities
  - Works
  - Events
  - Publication Events
  - Reviews by Others
- Works MUST associated with an Event or a Publication Event to show up in the dossier
- Events and Publication Events **will** show up in the dossier even if they are not associated with a Work because they can stand alone as creative activity

Creative Activities Data Entry

- A work is the initial creative work completed by the faculty member, and can include (but is not limited to) such items as:
  - Art (Drawing, Painting, Photography, Sculpture)
  - Design (Fashion, Lighting, Textiles)
  - Music (Composition, Performance)
  - Other (Playwriting, Directing, Poetry, etc.)
- All required data entry fields are marked with a *
- If your candidate's work type is not listed, you may click on the link "Help! My work type is not listed" and you will be able to send an e-mail to the miv-help desk to request the addition of the work type to the drop-down menu
- Your request will be reviewed by the IET development team with input from the HArCS Dean's Office

Creative Activities Data Entry

Add "Works"

* = Required Field

Crystal Y Tobias

* Year: `2007`

* Type: `Art: Painting` [▼] [Help! My work type is not listed]

* Status: `Completed` [▼]

* Creators:

`Tobias, Crystal`

* Title: (Do not add a period to the end of your Title data)

`A Bird in the Hand`

* Description:

`Oil painting of my pet canary`

URL: [_____]

Contributions to Jointly Created Works:

[_____]

⌐ **Associate Events or Publication Events with this Work ▶** ─────────────

expand to see association form

[Save] [Cancel]

There are 34 types of works currently available

For a work to show up in the dossier, it must be associated with an event or a publication event, which is done here

Creative Activities Data Entry

- To associate a work with an event or publication event, the event or publication event must be previously entered before the association can be made

- The year of the work MUST occur on or before the date of the event or publication event

- A work may be associated with more than one event

- Multiple works may be associated with one event

- Always remember to save your work!

Works Completed

Work

2007 Art: Painting: Tobias, Crystal. A Bird in the Hand. Oil painting of my pet canary.
  07/01/2009   Catalogs: Color catalog of local artists' works, Sacramento Artist Guild Annual Catalog. Sacramento, California.
  01/15/2011 to Exhibitions - Solo: Solo exhibit of my work since terminal degree, Natsoulas Gallery. Davis, California.
  02/19/2011
  07/04/2012   Private Collection: Jackson Pollack's private collection on display, Coffee House. Davis, California.
  07/04/2012   Exhibitions - Group: Test event -- group exhibit, Mrak Hall.

Edit Delete

Events

Creative Activities Data Entry

Associate Events or Publication Events with this Work ▾

Add a New Event | Add a New Publication Event

Events/publication events can also be entered from this screen

Association Rule : *Year of a work must occur on or before the associated event.*

Available Events

Find: [   ]

06/01/2011 Public Collection Natsoulas Gallery
06/11/2011 Exhibitions - Group Biba -- the Restaurant
06/01/2012 Reading Avid Reader
2009 Still Life with Pileated Woodpecker Natural Skies
2012 Up Up and Away Art Review

Selected Events

Find: [   ]

07/01/2009 Catalogs Sacramento Artist Guild Annual (
01/15/2011 Exhibitions - Solo Natsoulas Gallery
07/04/2012 Private Collection Coffee House
07/04/2012 Exhibitions - Group Mrak Hall

>>

<<

Put your cursor on the available event(s) to highlight the selected item(s)

Click >> to move the available event to the selected event field, or << to move it back to the available event list

Save | Cancel

Creative Activities Data Entry

Add "Events"

Crystal Y Tobias

* Date: `07/01/2009` 📅 to: `_____` 📅

* Type: `Catalogs ▼` [Help! My event type is not listed](#)

* Status: `Completed ▼`

Event Description:
`Color catalog of local artists' works`

Venue: `Sacramento Artist Guild Annual Catalog`

Venue Description:
`_____`

Country: `US: United States ▼`

State/Province: `California`   City: `Sacramento`

URL: `_____`

⌐ **Associate Works with this Event** ▸
`_____`   expand to see association form

`Save` `Cancel`

There are 23 types of events currently available

Events will show up in the dossier without an association with a work but should still be associated with any related work(s)

Creative Activities Data Entry

- An event is the opportunity to showcase a work. Events that would be associated with a painting might include (but not be limited to) the following: Catalog, Exhibition (group or solo), or private/public collection

- Multiple events may be associated with one work

- The work must be previously entered before the association can be made

- To associate an event with a work, edit the data entry page for the event, and click on "Associate Works with this Event" to open the fields to add the work

- The date of the event must be on or after the year of the associated work

Event

Works

Exhibitions - Group Completed

06/11/2011 to Exhibitions - Group: Exhibition showcasing early works by local artists., Biba -- the Restaurant. Sacramento, California.
06/25/2011

2007 Art: Painting: **Barber**, Crystal. Summer Day. Acrylic medium depicting a beautiful summer day.

2008 Art: Painting: **Barber**, Crystal. On the Wings of a Hummingbird. Oil painting detailing the wing feathers of the Anna's hummingbird.

Edit | Delete

Creative Activities Data Entry

- Events will show up in the dossier even if they are not associated with a work, but associations should be made if a candidate's work was used in an event or a publication event

Associate Works with this Event ▾

Add a New Work

The work also may be added directly from this screen

Association Rule : *The date of an event must occur on or after the associated work year.*

Available Works

Find:

2009 Art: Painting Bird's Eye View Barber, Crystal

Put your cursor on the available work(s) to highlight the selected item(s)

Selected Works

Find:

2007 Art: Painting A Bird in the Hand Tobias, Crystal
2007 Art: Painting Summer Day Barber, Crystal
2008 Art: Painting Still Life with Pileated Woodpecker E
2008 Art: Painting On the Wings of a Hummingbird Bar

>>

<<

Click >> to move the available work to the selected work field, or << to move it back to the available work list

Save   Cancel

Creative Activities Data Entry

Add "Publication Events"

Crystal Y Tobias

* Year: 2009   * Status: Published

* Title: Still Life with Pileated Woodpecker

Publication Name: Natural Skies

* Authors:

Barber, Crystal

Editors: Smith and Jones

Publisher: Environmental Press

Country: US: United States

State/Province: California   City: Folsom

Volume: 27   Issue: 27   Pages: 27

URL:

Associate Works with this Event ▶

expand to see association form

Save   Cancel

Publication Events are handled the same way as regular events, except the author of the publication event may be someone other than the candidate; in that case, the publication event will need to be associated with a work credited to the candidate

Example: Someone other than the candidate publishes a book and uses the candidate's art or photography in the book

Creative Activities Data Entry

Crystal Y Tobias

Print Review	Media Review

* Year: 2010

* Reviewer(s):
Tina Brown

Description:
Review of Local Artists working with oil paints

Title: Birds of a Feather

Publication: The New Yorker

Publisher: Carrington Press

Country: US: United States

State/Province: New York   City: New York

Volume: 27   Issue: 27   Pages: 27-29

URL:

Associate Events/Works with this review ▶

expand to see association form

Save   Cancel

Print and media reviews are reviews authored by others regarding a work or an event by the candidate

The candidate's work or event must be associated with the print or media review

Data in one category (i.e., print review) must be saved before doing data entry in the other category (i.e., media review)

Extending Knowledge Data Entry

- This category is used primarily by Specialists in Cooperative Extension

- It is designed to show the candidate's "extension" of their knowledge to the State of California based on UC's land grant institution status

- There are two named categories:

  - Broadcast, print or electronic media

  - Workshops, Conferences, Presentations and Short Courses

  - There is an "Other" category for other items

  - You may also upload this list as a PDF in the same fashion as the Candidate's Statement

Extending Knowledge Presentations vs. Publications Presentations Data Entry

- Extending Knowledge > Presentations
  - This category was originally designed for Specialists in Cooperative Extension
  - They "extend" their knowledge to the lay public of the State of California
  - Part of UC's Land Grant institutional mission

- Publications > Presentations
  - This category is for presentations that are designed for and presented to the scientific, scholarly or creative arts community in the candidate's area of expertise

Grants and Contracts

Crystal Y Tobias

* Type: [Research ▼]   * Status: [▼]

* Grant/Contract/Gift Title: [_____]

Funding Agency: [_____]

Grant Number: [_____]   Amount: $ [_____]

Either the Start Date or the Submittted/Resubmitted Date must be entered.
Start Date: [_____] 🗓   End Date: [_____] 🗓

and/or   Submitted/Resubmitted Date: [_____] 🗓

Percent Effort: [____]%

* Role: [Principal Investigator ▼]

PI Name: [_____]
        (if you are not the Principal Investigator)

† Purpose/Goal:
[_____]

[Save] [Cancel]

Five status options.
"Active" and "Completed" status require a start date to be entered

Three types of grants and "other" category

Seven possible roles for a candidate

Patents and Disclosures

- Patents and Disclosures can be found under Enter Data > Publications > Patents
- If your Patent Jurisdiction is not listed in the drop-down menu, you may contact miv-help@ucdavis.edu and request that it be added
- Contributions to Jointly Authored Patents and Disclosures can be found at the bottom of the data entry page, and show up on the Contributions to Jointly Authored Publications PDF
- Click on ▸ to expand sections for data entry

Patents and Disclosures

Honors and Awards

- Very straightforward data entry required
- It is helpful to indicate if the award is local, statewide, national or international

Crystal Y Tobias

* Year(s):

* Description:

Remarks (this data appears in the CV only, not the Dossier):

Save | Cancel

Enter a brief description of the award.

List of Evaluations

- Unit 18 Initial Continuing Appointments require complete sets of all evaluations be included for the review period
- All other advancement actions require two complete sets and summaries of the rest

Position Description

- Position Descriptions (PD) are for Academic Federation series
- The Federation Central Review Committees require the candidate and their supervisor both sign the PD
- The signed PD must be uploaded as a PDF
- More than one PD may be entered for each dossier depending on the candidate's grant funding/position duties over the course of the review period
- PDs may be retained in MIV, and deselected when they are no longer valid
- PDs are uploaded by browsing, selecting and uploading the PDF in the same fashion as the candidate's statement

Publication Data Entry

- There are 11 publication data entry categories (not including "Additional Information"

- Data may be manually entered

- Data may be downloaded from PubMed (for any research having to do with human or animal health sciences) – see link on Publications > Journals page:

  Download Journal entries from the MEDLINE database through the <u>PubMed Download</u> utility.

- Data may also be imported from EndNote by following the instructions at:
  https://myinfovault.ucdavis.edu/miv/help/onetime_data_imports.html

- Always remember to **save** your data entry

Publication Data Entry

- Tips for using PubMed Download feature
  - Check how MIV pre-populates the name when using this feature
  - If the name is not the same as what the candidate uses on their publications, enter the correct name
  - If the name is common and you get many results, entering the candidate's middle initial may help narrow the results
  - You can also use the custom search feature, and search by a smaller (maybe two year) period; that will make it easier for you to identify your candidate's articles
  - Check the items to import into the candidate's account
  - Remember to save your work after checking items to be imported

Publication Data Entry

- Publications can be entered as submitted, in press or published

- Publication status changes will allow publications to migrate from submitted, to in-press, to published without having to do new data entry
  - Update publication information if it changes along the way

- Contributions to Jointly Authored Works are entered at the bottom of the publication data entry page and show up on their own list

- Special Character Palette for symbols, Greek alphabet and super- and subscript items

Publication Data Entry

Crystal Y Tobias

* Year: [____]   * Status: [Published ▼]

* Type: [Journal ▼]

Scratchpad Area (Use for copying/pasting text into the fields below):

[_____]

* Title: (Do not add a period to the end of your Title data)

[_____]

Publication Name:

[_____]

* Authors:

[_____]

Editors: [_____]

Publisher: [_____]

City: [_____]

Volume: [____]   Issue: [____]   Pages: [_____]

URL: [_____]

† Contributions to Jointly Authored Works:

[_____]

† Significance of Research:

[_____]

[Save] [Cancel]

Status can be updated from submitted to in-press to published

Data can be moved from one publication category to another simply by using this drop-down menu

These three categories are used only for items related to books and will not show up in the other publication data entry categories

If the URL takes you directly to the article you do not need to submit a hard copy with the dossier

Contributions and significance show up on their own list in the PDFs

List of Service

Administrative Assignments are for assignments on or related to the Davis Campus or Health System

Crystal Y Tobias

Administrative Assignments are things such as Department Chair, Division Chief, Medical/Clinical Service Director, Graduate Group Director, etc.

* Administrative Title & Institution: [_____]

* Start Year: [_____]   * End Year: [_____]

Percent Effort: [_____] %

[Save] [Cancel]

List of Service

Be consistent *within* date category on how dates are entered, i.e., 2011-2012 or 2011-12

Committee Service can be provided to Department/Section, School/College, Campus, Systemwide, Other University and Other Non-University

Crystal Y Tobias

* Type/Group: Department/Section

* From/To Year:

Role:

* Description:

Save   Cancel

Committee role is Chair, Member, ex officio, etc.

Teaching

When data is entered in Teaching categories, the PDF output is the Teaching, Advising and Curricular Development form (an Academic Senate form)

If you upload the DESII report, you do not need to enter Contact Hours or Courses

DESIIs should be uploaded as portrait rather than landscape

Professional schools may upload their teaching reports in lieu of the DESII

Trainees can be undergrads, grad students, or postdoctoral fellows

Special Data Entry Character Palette

Special Character Palette is available on all data entry and text box locations

Put your curser where you want the new character and click on the character in the palette

Highlight items to super- or sub-script and click on the item in the palette

Additional Information Categories

- There are four "Additional Information" categories (text boxes rather than data entry) that are available for use in dossiers:
  - Creative Activities
  - Publications
  - Service
  - Teaching
- These categories may be used if the candidate's data does not fit neatly into standard categories
- These categories are not searchable by Decision Support
- You will need to create a header for each category of additional information