The Recommended Action Form Uploading Documents

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- Once the dossier is sent to the department, it becomes an open action to be managed from the department admin's account
- As the department admin, you can manage open actions in two ways:
 - From your main toolbar by choosing Actions > Open Actions > Manage Open Actions
 - From your MIV main page by selecting Open Actions > Manage Open Actions



- You will receive the standard "search" box to search for an open action
- You can search by the candidate's first or last name
- You can also search by first letter of last name
- You are able to search by department or cluster
- You are also able to search by school/college (for S/C or MIV admins)



- Upon opening the action, you will get a standard menu of items that encompasses some appointment* and all advancement actions for all series on the Davis campus
 - * The exception is new appointments, which have their own menu
- There are thirteen optional (green) items
- There are three required (red) items that need to be completed before the action can be forwarded to the next level:
 - The Recommended Action Form
 - Should be the first thing done when the dossier arrives at the department location
 - The Department/Division Letter
 - The Candidate's Disclosure Certificate
 - Should be the very last thing completed before sending the dossier to the school/college location because, by signing the CDC, the candidate is approving the final, completed dossier
 - If changes are made to the dossier, a new disclosure is required

Open Action

Kelly AndersOffices of the Chancellor and Provost

Non-Redelegated Merit 2014 Submitted on 09/25/2013, 11:48 AM

Department Location Last Routed on 09/25/2013, 11:48 AM

View the Dossier as One PDF File

View the Signature Log

Primary Appointment: Offices of the Chancellor and Provost

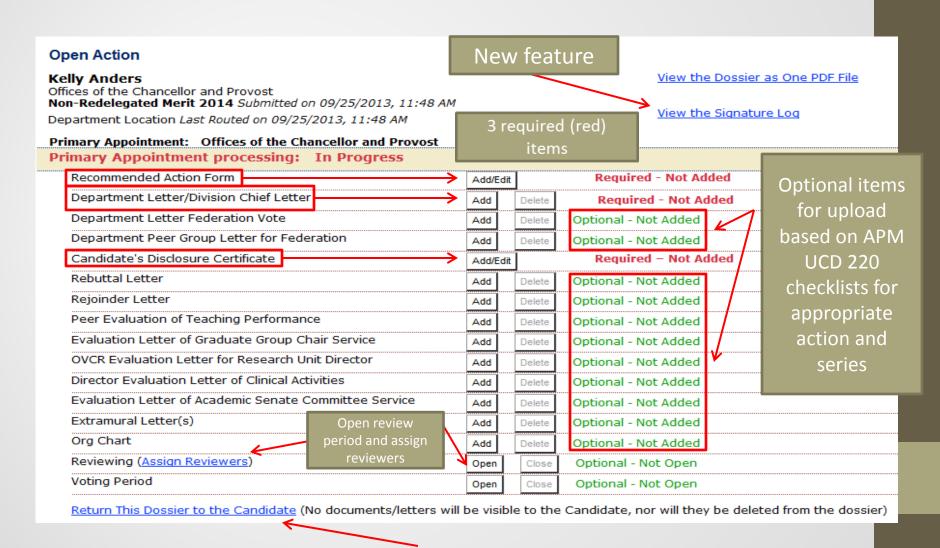
Primary Appointment processing: In Progress

Recommended Action Form	Add/Edit		Required - Not Added
Department Letter/Division Chief Letter	Add	Delete	Required - Not Added
Department Letter Federation Vote	Add	Delete	Optional - Not Added
Department Peer Group Letter for Federation	Add	Delete	Optional - Not Added
Candidate's Disclosure Certificate	Add/Edit]	Required – Not Added
Rebuttal Letter	Add	Delete	Optional - Not Added
Rejoinder Letter	Add	Delete	Optional - Not Added
Peer Evaluation of Teaching Performance	Add	Delete	Optional - Not Added
Evaluation Letter of Graduate Group Chair Service	Add	Delete	Optional - Not Added
OVCR Evaluation Letter for Research Unit Director	Add	Delete	Optional - Not Added
Director Evaluation Letter of Clinical Activities	Add	Delete	Optional - Not Added
Evaluation Letter of Academic Senate Committee Service	Add	Delete	Optional - Not Added
Extramural Letter(s)	Add	Delete	Optional - Not Added
Org Chart	Add	Delete	Optional - Not Added
Reviewing (<u>Assign Reviewers</u>)	Open	Close	Optional - Not Open
Voting Period	Open	Close	Optional - Not Open
			·

Any red items
will not allow
the dossier to be
forwarded to
the Dean's
Office

Return This Dossier to the Candidate (No documents/letters will be visible to the Candidate, nor will they be deleted from the dossier)

- From the open action page, you can:
 - Add or edit the Recommended Action Form
 - Upload documents required for that action (see appropriate checklist at https://academicaffairs.ucdavis.edu/resources/forms-checklists/i-
 - nttps://academicaffairs.ucdavis.edu/resources/forms_cneckiists/index.html
 - Upload extramural letters as redacted and non-redacted
 - Open the review period and assign reviewers
 - Edit and send the Candidate's Disclosure Statement
 - Route the open action forward to the dean's office or back to the candidate for further work on the data
 - View the dossier as one PDF
 - View the signature log (new feature as of 9/24/13)



- Click Add/Edit to enter data in the Recommended Action Form (RAF)
- This allows you to select the action type and the delegation of authority for the action submitted on behalf of the candidate
- The RAF should be the first thing completed at the department level
- Information on the RAF completes the candidate's disclosure certificate

Open Action

Christopher S Fraser

College of Biological Sciences - Molecular and Cellular Biology

Non-Redelegated: Promotion 2015 Submitted on 09/23/2014, 7:28 AM

Department Location Last Routed on 09/23/2014, 7:28 AM

Primary Appointment: College of Biological Sciences - Molecular and Cellular Biology

Primary Appointment processing: In Progress

Recommended Action Form

Add/Edit

Required - Not Added

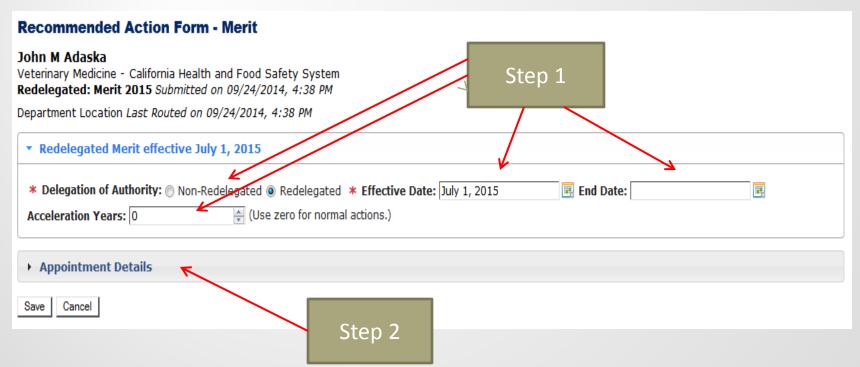
<u>View the Dossier as One PDF File</u>

View the Signature Log

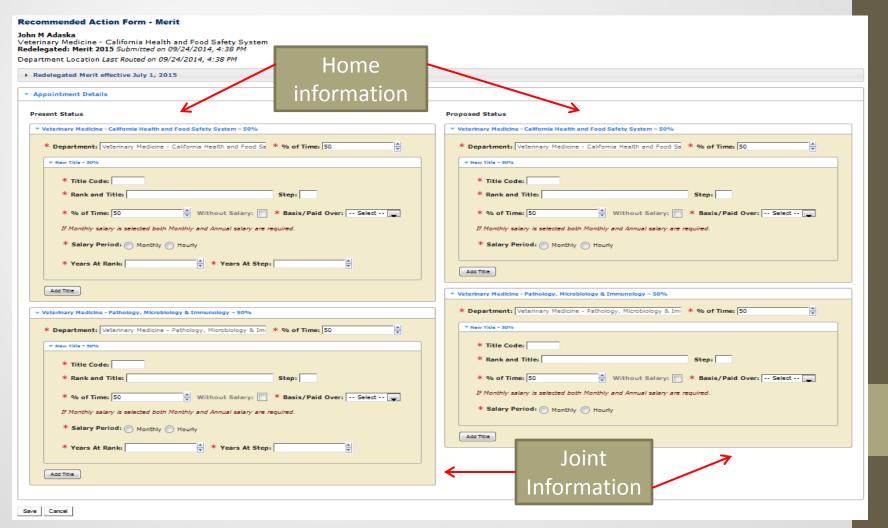
- Select the Action Type, Delegation of Authority, and Option (if the latter category is presented to you, as it would be in the Deferral selection)
- Click "Select Action"



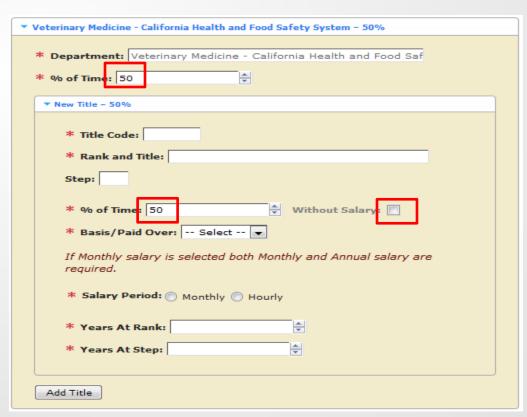
- The RAF is now created in two steps
 - Step 1 includes the ability to change the delegation of authority and the
 effective date from the initial submission, enter the end date (for certain
 academic titles) and years accelerated
 - Step 2 is the Appointment details



Step 2 is when you enter the details of the present and proposed actions for the home and joint department(s). If the joint department(s) is missing, the dossier must be returned to the candidate's level for the addition of the joint department(s)



- As with other data fields in MIV, the RAF required fields are indicated with a (*).
- The home and joint appointments must add up to the total percentage of the appointment and each area on the RAF has two locations for percentage of time
- If the action is WOS, check the Without Salary box
- WOS appointments should be entered as 0% of time

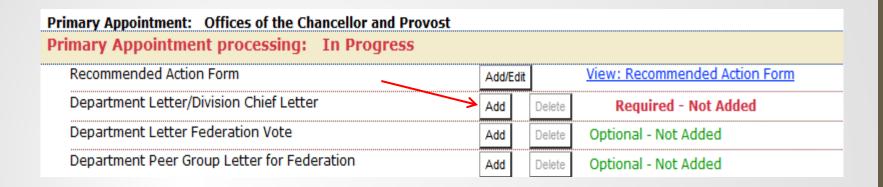


- The Department field(s) on the RAF will pre-populate based on the candidate's home (and joint) appointments listed in their MIV account
- If all appointments are not listed, you must return the dossier to the candidate's level, add the missing appointments, recreate the dossier and re-send it to the department
- You will need to manually enter the following items:
 - Percent of time (in two locations on each RAF field) all appointments must add up to the total percentage
 - Title code, rank, title and step
 - Basis/Paid over (three options in a drop-down menu)
 - Salary period (monthly or hourly)
 - Salary amount (based on salary period chosen)
 - Years at Rank and Step (only on present status side and NOT a field on new appointment RAF)
 - Remember to SAVE YOUR WORK after all data is entered

Uploading Dossier Documents

- The open action page allows you to upload the entire spectrum of documents that are required for all advancement actions and some appointment actions for all series, with one exception
- Confidential Chair's Letters will need to be submitted in hard copy as these are documents that the candidate cannot see unless requested after the review is completed
- Uploads must first be saved as PDF documents
- Two department letters may be uploaded for each of the candidate's appointment (home and joint)
- To upload a PDF, click "add" next to the item, browse your computer, create an optional custom name if desired, and click "Upload PDF File"

Uploading Dossier Documents



Add "Department Letter/Division Chief Letter" PDF Upload

Confidential Chair's letters should not be uploaded in MIV. Please submit Confidential Chair's letters via hardcopy outside of MIV.

* = Required Field



- This is a critical step, and the integrity of the dossier is at stake if an error is made
- There is no default choice for uploading extramural letters, which are uploaded as PDF documents
- It is the department admin's responsibility to ensure that the extramural letters are uploaded correctly
- If a non-redacted letter is uploaded as redacted, the candidate would see who wrote that letter and confidentiality would be breached
- If confidentiality is breached, the campus can <u>never</u> use that extramural reviewer for any other campus review

 Extramural letters must be uploaded as PDFs both as redacted (for the candidate's view and archive of the dossier) and non-redacted (for all other purposes including the admin archive)

Recommended Action Form	Add/E	dit		View: Recommended Action	<u>Form</u>
Department Letter/Division Chief Letter	Add	0	Delete	View: Department Letter/Div	vision Chief Letter
Department Letter Federation Vote	Add		Delete	Optional - Not Added	
Department Peer Group Letter for Federation	Add		Delete	Optional - Not Added	
Candidate's Disclosure Certificate	Add/E	dit		View: Candidate's Disclosur	<u>e Certificate</u> Required – Not Sign
Rebuttal Letter	Add		Delete	Optional - Not Added	
Rejoinder Letter	Add		Delete	Optional - Not Added	
Peer Evaluation of Teaching Performance	Add	D	Delete	Optional - Not Added	
Evaluation Letter of Graduate Group Chair Service	Add		Delete	Optional - Not Added	
OVCR Evaluation Letter for Research Unit Director	Add		Delete	Optional - Not Added	
Director Evaluation Letter of Clinical Activities	Add	D	Delete	Optional - Not Added	Select "Add" to
Evaluation Letter of Academic Senate Committee Service	Add		Delete	Optional Not Added	upload
Extramural Letter(s)	Add	4	Delete	Optional - Not Added	
Org Chart	Add		Delete	Optional - Not Added	Extramural letters
Reviewing (<u>Assign Reviewers</u>)	Open] [Close	Optional - Not Open	
Voting Period	Open		Close	Optional - Not Open	

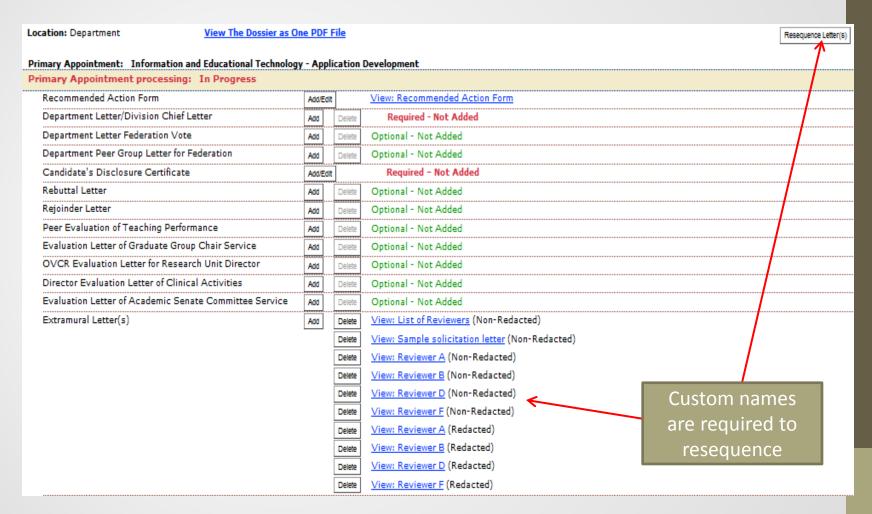
- Save extramural letters as PDFs, both as redacted and non-redacted
- Browse and find the desired PDF
- Create an optional custom name (required if uploaded as individual documents and resequenced)
- Choose redacted or non-redacted (very critical to select the correct option)
- Upload PDF file

* = Required Field Crystal Y Tobias Confidential Chair's letters should not be uploaded in MIV. Please submit Confidential Chair's letters via hardcopy outside of MIV. * Upload PDF File: H:\OCOPICBarber\UNREDACTED LETTERS.pd Browse... Create an optional custom name for this file (default will be "Extramural Letter" if no custom name is entered): Reviewer #11 * Letter Type: Redacted Non-Redacted Candidates view "Redacted" letters. Reviewers and Administrators view "Non-Redacted" letters. Definition of "Redacted" and "Non-Redacted" documents Upload PDF File Cancel

Primary Appointment: Offices of the Chancellor and Provost Primary Appointment processing: In Progress Recommended Action Form View: Recommended Action Form Add/Edit Department Letter/Division Chief Letter Add View: Department Letter/Division Chief Letter Delete Department Letter Federation Vote Optional - Not Added Add Delete Department Peer Group Letter for Federation Add Optional - Not Added Delete Candidate's Disclosure Certificate Add/Edit View: Candidate's Disclosure Certificate Required - Not Signed Rebuttal Letter Optional - Not Added Add Delete Rejoinder Letter Optional - Not Added Add Delete Optional custom Peer Evaluation of Teaching Performance Add Delete Optional - Not Added name for Evaluation Letter of Graduate Group Chair Service Optional - Not Added Add Delete resequencing OVCR Evaluation Letter for Research Unit Director. Optional - Not Added Add Delete Director Evaluation Letter of Clinical Activities Optional - Not Added Add Delete Evaluation Letter of Academic Senate Committee Service Add Optional - Not Added Delete Extramural Letter(s) View: Reviewer #1 (Redacted) Add Delete Delete View: Reviewer #1 (Non-Redacted)

Redacted or Non-Redacted

- Once you have uploaded your extramural letters, return to your open action page
- Click on each uploaded letter to ensure that they have been appropriately uploaded and labeled as either redacted or non-redacted
- You may then resequence your letters to put them in the correct order
- The resequence feature allows you to drag and drop the list of reviewers, the sample letter, the non-redacted and the redacted letters into the preferred order
- Custom names (Reviewer #1, Reviewer A) are necessary for you to resequence the documents in MIV



- You may also upload letters as a single document by type if all letters have been received
- For Non-Redacted:
 - Upload this group first in the following order
 - List of extramural reviewers stamped "confidential" and numbered
 - Sample of solicitation letter with no reviewer names or addresses
 - Non-redacted letters stamped "confidential", with a label indicating whether the letter is arm's length or not, and if it was chosen by the candidate or the department chair, numbered to correspond with the list
 - Letters should be in the order of the list of reviewers
- For Redacted:
 - Upload this group second
 - Redacted letters stamped "confidential" with no other identifiers except numbers to correspond with the list
 - No other documents uploaded in this group
 - Letters should be in the order of the list of reviewers

Redacted vs. Non-Redacted

REDACTED

- Must be marked "confidential"
- The candidate can only see the redacted version, both when signing the disclosure certificate and in the candidate's archive
- All identifying information from the letter writer must be removed by the department admin except for information included in the body of the letter (headers, signature blocks & below are redacted)
- Do NOT label redacted letters with arm's length or whether chosen by the candidate or chair
- Only identifier should be "Reviewer #1" or "Reviewer A" in upper right corner

NON-REDACTED

- Must be marked "confidential"
- All administrators and reviewers see this version, both during review of the dossier and in the admin and full archives
- Letter remains intact (no information is removed)
- Must be labeled as "arm's length" or "not arm's length" and whether chosen by the candidate or the department chair
- Must also be labeled as "Reviewer #1 or Reviewer A" in upper right corner

Opening Review Period

To open the review period, click on "Open"

rimary Appointment: Information and Educational Technology - Application Development						
Recommended Action Form	Add/E	dit	View: Recommended Action For	<u>m</u>		
Department Letter/Division Chief Letter	Add	Delete	View: Department Letter/Division	on Chief Letter		
Department Letter Federation Vote	Add	Delete	Optional - Not Added			
Department Peer Group Letter for Federation	Add	Delete	Optional - Not Added			
Candidate's Disclosure Certificate	Add/E	dit	View: Candidate's Disclosure Co	ertificate Required – Added but Not Emailed		
Rebuttal Letter	Add	Delete	Optional - Not Added			
Rejoinder Letter	Add	Delete	Optional - Not Added			
Peer Evaluation of Teaching Performance	Add	Delete	Optional - Not Added			
Evaluation Letter of Graduate Group Chair Service	Add	Delete	Optional - Not Added			
OVCR Evaluation Letter for Research Unit Director	Add	Delete	Optional - Not Added	Clicking "Open" here		
Director Evaluation Letter of Clinical Activities	Add	Delete	Optional - Not Added	opens the review		
Evaluation Letter of Academic Senate Committee Service	Add	Delete	Optional - Not Added	period, which must be		
Extramural Letter(s)	Add	Delete	Optional - Not Added	opened in order for		
Org Chart	Add	Delete	Optional - Not Added	assigned reviewers to		
Reviewing (<u>Assign Reviewers</u>)	Open	Close	Open	view the dossier		
Voting Period	Open	Close	Optional - Not Open			

 Reviewers may be assigned from all campus MIV users, not just those from your unit

imary Appointment: Information and Educational Technology - Application Development						
rimary Appointment processing: In Progress						
Recommended Action Form	Add/E	dit	View: Recommended Action Form			
Department Letter/Division Chief Letter	Add	Add Delete <u>View: Department Letter/Di</u>		rision Chief Letter		
Department Letter Federation Vote	Add	Delete	Optional - Not Added			
Department Peer Group Letter for Federation	Add	Delete	Optional - Not Added			
Candidate's Disclosure Certificate	Add/E	dit	View: Candidate's Disclosure Certificate Required – Added but Not Emailed			
Rebuttal Letter	Add	Delete	Optional - Not Added			
Rejoinder Letter	Add	Delete	Optional - Not Added			
Peer Evaluation of Teaching Performance	Add	Delete	Optional - Not Added			
Evaluation Letter of Graduate Group Chair Service	Add	Delete	Optional - Not Added			
OVCR Evaluation Letter for Research Unit Director	Add	Delete	Optional - Not Added	Click here to Assign		
Director Evaluation Letter of Clinical Activities	Add	Delete	Optional - Not Added	Reviewers – either		
Evaluation Letter of Academic Senate Committee Service	Add	Delete	Optional - Not Added	individually or as part of a		
Extramural Letter(s)	Add	Delete	Optional - Not Added	established review group		
Org Chart	Add	Delete	Optional - Not Added			
Reviewing (<u>Assign Reviewers</u>)	Open	Close	Open			
Voting Period	Open	Close	Optional - Not Open			

Assign Dossier Reviewers

Name: Peter Siegel

Appointment: Information and Educational Technology

Location: Department **Review Period:** Open

Select reviewers for this dossier from the available users and group

You can search by last name of potential reviewers, or you can do an advanced search and search by name, first letter of last name, department or school/college. Previously established groups will also show up as Available Reviewers/Groups.

A Reviewing period must be "Open" in order for the assigned reviewers to be able to view dossiers.

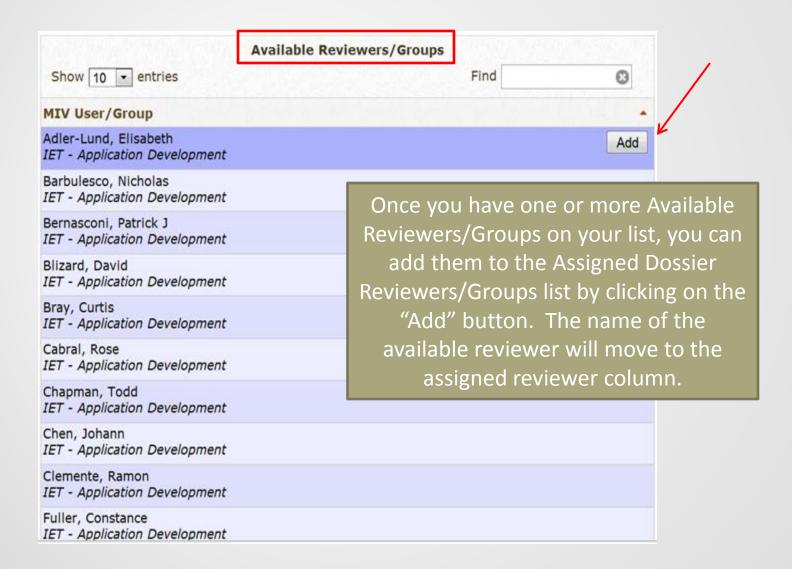
Note: Reviewers do not have to be removed from the assigned reviewers list after the review period is complete. When a dossier is routed to the next location (e.g. from Department to School/College) reviewers at the previous location (Department) can no longer view the dossier. If a dossier is returned to a previous location for corrections, assigned reviewers remain assigned but cannot view the dossier until it is routed forward again.

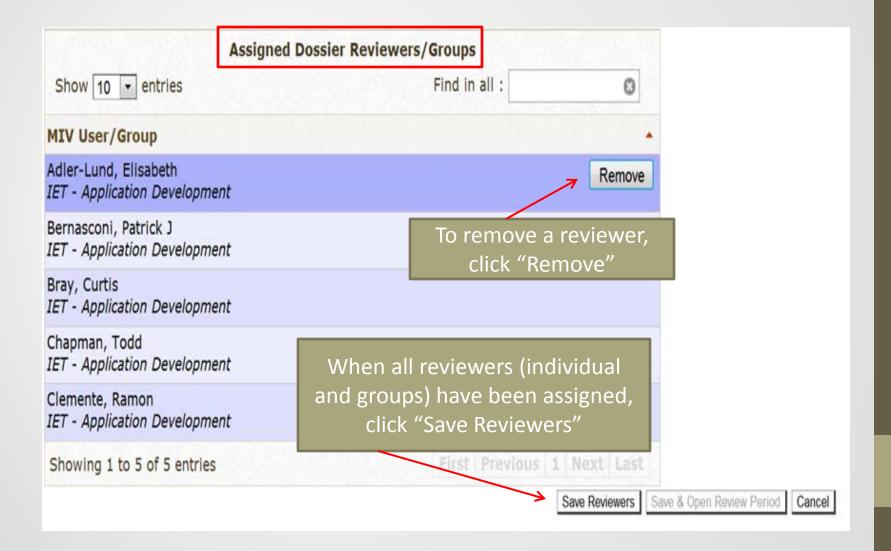


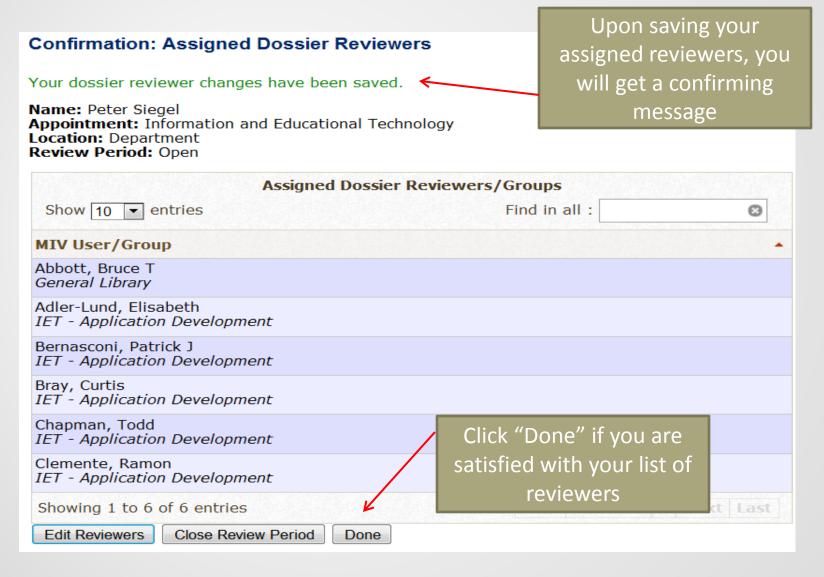
You may also assign reviewers from other units on campus besides your own

Save Reviewers | Save & Open Review Period

Cancel







- When the review has been completed, you do not need to remove the assigned reviewers, you only need to close the review period
- If your assigned reviewers are unable to view the dossier,
 make sure that the review period has been opened
- You do NOT need to remove the name of the candidate from your list of reviewers if they are in an assigned group. MIV will not allow a candidate to see their own dossier as an assigned reviewer
- You WILL need to manually remove reviewers if they have a conflict of interest or will vote at another level (i.e., a spouse, or a member of the FPC, CAP or a Dean)

- 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		Add/Ed	d/Edit <u>View: Recommended Action Form</u>	
Department Letter/Division Chief Letter		Add	Delete	View: Department Letter/Division Chief Letter
Department Letter Federation Vote		Add	Delete	Optional - Not Added
Department Peer Group Letter for Federation		Add	Delete	Optional - Not Added
Candidate's Disclosure Certificate		Add/Ed	Add/Edit Required - Not Added	

Crystal Y Barber

Date: October 7, 2013

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

Action: Merit 2014

1.

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

Present Rank, Title & Step	Present Rank, Title & Step % of Time		% of Time
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):

Date signed: Not Signed

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

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

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

Save Email Candidate for Signature Cancel

Click here to set up e-mail

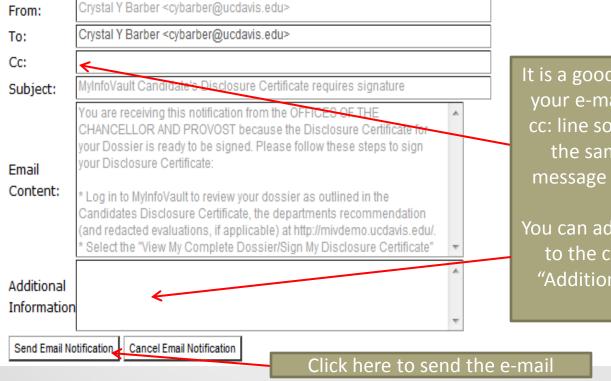
NOTE: Saved data for the Candidate's Disclosure Certificate will not appear in the dossier single file PDF until it has been Emailed to the candidate for signature.

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



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

 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)

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

Open Action

Pete Peterson

Information and Educational Technology - Application Development Non-Redelegated Merit 2013 Submitted on 12/28/2012, 8:53 AM

Department Location Last Routed on 08/01/2013, 5:08 PM

View the Dossier as One PDF File View the Signature Log

Primary Appointment: Information and Educational Technology - Application Development

Primary Appointment processing: Completed					
Recommended Action Form	AddEdit View: Recommended Action Form				
Department Letter/Division Chief Letter	Add Delete View: Department Letter/Division Chief Letter				
Department Letter Federation Vote	Add	Delete	Dese Optional - Not Added		
Department Peer Group Letter for Federation	Add	Delete	Optional - Not Added		
Candidate's Disclosure Certificate	Add/Ed	t	View: Sandidate's Disclosure Certificate	Signed	
Rebuttal Letter	Add	Delete	Optional - Not Added		
Rejoinder Letter	Add	Delete	Optional - Not Added	Once the RAF is co	
Peer Evaluation of Teaching Performance	Add	Delete	Optional - Not Added	required docum	
Evaluation Letter of Graduate Group Chair Service	Add	Delete	Optional - Not Added	uploaded, the rev	
OVCR Evaluation Letter for Research Unit Director	Add	Delete	Optional - Not Added		
Director Evaluation Letter of Clinical Activities	Add	Delete	Optional - Not Added	closed, and the d	
Evaluation Letter of Academic Senate Committee Service	Add	Delete	Optional - Not Added	signed, the ac	
Extramural Letter(s)	Add	Delete	View: Extramural Letter (Pedacted)	considered "comp	
		Delete	View: Extramural Cetter (Non-Redacted)	the link to send t	
Org Chart	Add	Delete	View: Org Chart		
Reviewing (<u>Assign Reviewers</u>)	Open	Close	Closed	to the school/	
Voting Period	Open	Close	Optional - Not Open	becomes a	

omplete, all ments are view period disclosure is ction is pleted" and the dossier /college ctive

Return This Dossier to the Candidate (No documents letters will be visible to the Candidate, nor will they be deleted from the dossier)

Send This Dossier to the School/College