Managing the Open Action:

The Recommended Action Form

Uploading Documents

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Managing the Open Action

- 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

Managing the Open Action

Managing the Open Action

- 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)

Manage Open Actions: Search

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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!]

Managing the Open Action

- 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

Managing the Open Action

Open Action

Kelly Anders
Offices 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

Item	Action		Status
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 (Assign Reviewers)	Open	Close	Optional - Not Open
Voting Period	Open	Close	Optional - Not Open

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

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

Managing the Open Action

- 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/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)

Managing the Open Action

Open Action

Kelly Anders
Offices 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*

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 (Assign Reviewers)	Open	Close	Optional – Not Open
Voting Period	Open	Close	Optional – Not Open

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

View the Dossier as One PDF File

View the Signature Log

New feature

3 required (red) items

Optional items for upload based on APM UCD 220 checklists for appropriate action and series

Open review period and assign reviewers

Recommended Action Form

- 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*

View the Dossier as One PDF File
View the Signature Log

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

Primary Appointment processing: In Progress

Recommended Action Form   [Add/Edit]   **Required - Not Added**

Recommended Action Form

- 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"

Recommended Action Form

- 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

Recommended Action Form - Merit

John M Adaska
Veterinary Medicine - California Health and Food Safety System
Redelegated: Merit 2015 *Submitted on 09/24/2014, 4:38 PM*

Department Location *Last Routed on 09/24/2014, 4:38 PM*

▼ **Redelegated Merit effective July 1, 2015**

* **Delegation of Authority:** ○ Non-Redelegated ⦿ Redelegated * **Effective Date:** July 1, 2015 📅 **End Date:** 📅

Acceleration Years: 0 ⬍ (Use zero for normal actions.)

▶ **Appointment Details**

Save   Cancel

Step 1

Step 2

Recommended Action Form

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)

Recommended Action Form

- 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

Recommended Action Form

- 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, re-create 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

Primary Appointment: Offices of the Chancellor and Provost

Primary Appointment processing: In Progress

Recommended Action Form	Add/Edit		View: Recommended Action Form
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

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

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* Upload PDF File:

[   ] Browse...

> Browse your computer to locate your saved PDF

Create an optional custom name for this file (default will be "Department Letter/Division Chief Letter" if no custom name is entered):

[   ]

Upload PDF File   Cancel

> You may create an optional custom name

Uploading Extramural Letters

- 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 never use that extramural reviewer for any other campus review

Uploading Extramural Letters

- 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)

Primary Appointment: Offices of the Chancellor and Provost
Primary Appointment processing: In Progress

Recommended Action Form	Add/Edit		View: Recommended Action Form
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/Edit		View: Candidate's Disclosure Certificate **Required – Not Signed**
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 (Assign Reviewers)	Open	Close	Optional - Not Open
Voting Period	Open	Close	Optional - Not Open

Select "Add" to upload Extramural letters

Uploading Extramural Letters

- 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

Add "Extramural Letter" PDF Upload

* = Required Field

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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:\OCOP\CBarber\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]

Uploading Extramural Letters

Primary Appointment: Offices of the Chancellor and Provost

Primary Appointment processing: In Progress

Recommended Action Form	Add/Edit		View: Recommended Action Form
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/Edit		

View: Candidate's Disclosure Certificate   **Required – Not Signed**

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	View: Reviewer #1 (Redacted)
		Delete	View: Reviewer #1 (Non-Redacted)

Optional custom name for resequencing

Redacted or Non-Redacted

Uploading Extramural Letters

- 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

Uploading Extramural Letters

Location: Department   **View The Dossier as One PDF File**   Resequence Letter(s)

Primary Appointment: Information and Educational Technology - Application Development

Primary Appointment processing: In Progress

Recommended Action Form	Add/Edit		View: Recommended Action Form
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	View: List of Reviewers (Non-Redacted)
		Delete	View: Sample solicitation letter (Non-Redacted)
		Delete	View: Reviewer A (Non-Redacted)
		Delete	View: Reviewer B (Non-Redacted)
		Delete	View: Reviewer D (Non-Redacted)
		Delete	View: Reviewer F (Non-Redacted)
		Delete	View: Reviewer A (Redacted)
		Delete	View: Reviewer B (Redacted)
		Delete	View: Reviewer D (Redacted)
		Delete	View: Reviewer F (Redacted)

Custom names are required to resequence

Uploading Extramural Letters

- 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"

Clicking "Open" here opens the review period, which must be opened in order for assigned reviewers to view the dossier

Assigning Reviewers

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

Primary Appointment: Information and Educational Technology - Application Development

Primary Appointment processing: In Progress

Recommended Action Form	Add/Edit		View: Recommended Action Form
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/Edit		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
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 (Assign Reviewers)	Open	Close	**Open**
Voting Period	Open	Close	Optional - Not Open

Click here to Assign Reviewers – either individually or as part of an established review group

Assigning Reviewers

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.

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

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.

Advanced Search

Available Reviewers/Groups	
Show 10 entries	Search [ ]
MIV User/Group	▲
No users or groups were found	
0 to 0 of 0 entries	First Previous Next Last

Assigned Dossier Reviewers/Groups	
Show 10 entries	Find in all : [ ]
MIV User/Group	▲
There are no users or groups assigned	
Showing 0 to 0 of 0 entries	First Previous Next Last

Save Reviewers   Save & Open Review Period   Cancel

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

Assigning Reviewers

Once you have one or more Available Reviewers/Groups on your list, you can add them to the Assigned Dossier Reviewers/Groups list by clicking on the "Add" button. The name of the available reviewer will move to the assigned reviewer column.

Assigning Reviewers

Assigning Reviewers

Confirmation: Assigned Dossier Reviewers

Your dossier reviewer changes have been saved.

Name: Peter Siegel
Appointment: Information and Educational Technology
Location: Department
Review Period: Open

Assigned Dossier Reviewers/Groups

Show [10 ▼] entries   Find in all : [   ] ⊗

MIV User/Group ▲
Abbott, Bruce T *General Library*
Adler-Lund, Elisabeth *IET - Application Development*
Bernasconi, Patrick J *IET - Application Development*
Bray, Curtis *IET - Application Development*
Chapman, Todd *IET - Application Development*
Clemente, Ramon *IET - Application Development*

Showing 1 to 6 of 6 entries

[Edit Reviewers] [Close Review Period] [Done]

Upon saving your assigned reviewers, you will get a confirming message

Click "Done" if you are satisfied with your list of reviewers

Assigning Reviewers

- 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)

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	Add/Edit		View: Recommended Action Form
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/Edit		**Required – Not Added**

Candidate's Disclosure Certificate

Crystal Y Barber

Date: October 7, 2013

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

Action: Merit 2014

	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) :

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).

[Save] [Email Candidate for Signature] [Cancel]

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.

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

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

Click here to set up e-mail

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:	
Subject:	MyInfoVault Candidate's Disclosure Certificate requires signature
Email Content:	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: * Log in to MyInfoVault to review your dossier as outlined in the Candidates Disclosure Certificate, the departments recommendation (and redacted evaluations, if applicable) at http://mivdemo.ucdavis.edu/. * Select the "View My Complete Dossier/Sign My Disclosure Certificate"
Additional Information	

Send Email Notification | 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)

> 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

Managing the Open Action

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	Add/Edit		View: Recommended Action Form	
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/Edit		View: Candidate's Disclosure Certificate	Signed
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	View: Extramural Letter (Redacted)	
		Delete	View: Extramural Letter (Non-Redacted)	
Org Chart	Add	Delete	View: Org Chart	
Reviewing (Assign Reviewers)	Open	Close	Closed	
Voting Period	Open	Close	Optional - Not Open	

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

Once the RAF is complete, all required documents are uploaded, the review period closed, and the disclosure is signed, the action is considered "completed" and the link to send the dossier to the school/college becomes active