Opening the Review Period & Assigning the Dossier for Review

Crystal Tobias

MIV Analyst, Academic Affairs

cytobias@ucdavis.edu

530-752-8932

Opening Review Period

- To open the review period for a dossier, you must be in the candidate's open action

- From your MIV main page, go to Open Actions > Manage Open Actions, and search for the dossier by candidate's name, first letter of last name, or by department

- You may also go to your main toolbar and select Actions > Open Actions > Manage Open Actions and search as above

- Find "Reviewing (Assign Reviewers)" on the open action menu, and click "Open" to open the review period

- Clicking "Open" allows assigned reviewers to see the action

- If assigned reviewers cannot view the dossier, check to make sure the review period has been opened

- Only MIV candidates can be assigned as reviewers to a dossier

- See "Manage Groups" handout to establish standing review groups

Opening Review Period

- To open the review period, click on "Open"

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

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 candidates, 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

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 grou

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.

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

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

Save Reviewers   Save & Open Review Period   Cancel

Assigning Reviewers

All MIV candidates are available to be assigned as reviewers

Available Reviewers/Groups

Show [10 ▼] entries   Find [_____] ⊗

MIV User/Group ▲

Adler-Lund, Elisabeth
IET - Application Development   [Add]

Barbulesco, Nicholas
IET - Application Development

Bernasconi, Patrick J
IET - Application Development

Blizard, David
IET - Application Development

Bray, Curtis
IET - Application Development

Cabral, Rose
IET - Application Development

Chapman, Todd
IET - Application Development

Chen, Johann
IET - Application Development

Clemente, Ramon
IET - Application Development

Fuller, Constance
IET - Application Development

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

Assigned Dossier Reviewers/Groups

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

MIV User/Group	▲
Adler-Lund, Elisabeth *IET - Application Development*	Remove
Bernasconi, Patrick J *IET - Application Development*	
Bray, Curtis *IET - Application Development*	
Chapman, Todd *IET - Application Development*	
Clemente, Ramon *IET - Application Development*	

Showing 1 to 5 of 5 entries   First | Previous | 1 | Next | Last

To remove a reviewer, click "Remove"

When all reviewers (individual and groups) have been assigned, click "Save Reviewers"

[Save Reviewers] [Save & Open Review Period] [Cancel]

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

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

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	

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

Edit Reviewers Close Review Period Done

Assigning Reviewers

- 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 <u>WILL</u> need to manually remove reviewers if they have a conflict of interest or will vote at another level (i.e., a spouse or partner, or a member of the FPC, CAP or a Dean)

- When the review has been completed, you do not need to remove the assigned reviewers, you only need to close the review period