

MyInfoVault Best Practices for Uploading Extramural Letters

NOTE: You must ensure that the **non-redacted letters** are uploaded as such, because there are serious consequences if a candidate has access to the non-redacted versions (meaning that the confidentiality of the letter writer has been breached). If the non-redacted letters are incorrectly uploaded as redacted, when the candidate views their dossier to sign their disclosure certificate, they will be able to see the names of the extramural referees. One of the consequences is that the extramural reviewer can never be used again as a reference for individuals on the Davis campus.

- 1) Upon receipt of the extramural references, stamp each one as “confidential.”
- 2) Make a copy of each letter.
- 3) To redact the copies, remove the identifying header of the letter (anything that has the name and/or location of the institution of the letter writer) and remove the signature block and everything below the signature block. This can be done using appropriate software such as Adobe Pro, by cutting off the identifying portions of the letter and copying the remaining body of the letter onto a clean piece of paper, or by copying the letter while covering the identifying portions with another piece of paper.
- 4) On the **non-redacted letters only**, please label the letters in the top right corner of the first page as follows:
 - a) Identify whether from the “candidate list” or the “department list”
 - b) Identify as “arm’s length” or “not arm’s length” according to the opinion of the department chair.

Uploading Combined Letters

- 5) Assemble two sets of letters, one non-redacted and one redacted.
 - a) The non-redacted set of letters should include, in the following order:
 - i) The list of extramural reviewers, clearly marked as being chosen by the department or by the candidate;
 - ii) A sample of the solicitation letter without a name or address block on it;
 - iii) The original letters, stamped “confidential,” labeled appropriately (see #4 above) and in the order of the names on the list.
 - b) The redacted set of letters should only have the redacted letters in the order of the names on the list with no identifying notes or labels on the letter
- 6) Scan each set and save them as two separate PDF documents, clearly labeled as non-redacted or redacted, so that there is no confusion when you are uploading them in MIV.
- 7) To upload the letters the dossier must be at the department level. From your account in MIV, go to “Manage Open Actions” on your home page and open the candidate’s dossier.
- 8) Click the “Add” button on the Extramural Letter(s) line.
- 9) Click the “Browse” button to find the “Non-Redacted” PDF, then click the “Open” button to upload the PDF.
- 10) You may create an optional custom name (such as Candidate’s Name – Non-redacted Letters), or you may leave it blank and MIV will default to “Extramural Letter.”
- 11) Click on the “Non-Redacted” radio button, then click “Upload PDF File”.
- 12) **Back in the Dossier Menu, click on “View: Extramural Letter” (or whatever custom name you may have given it), to ensure that this is the non-redacted PDF.**

- 13) Click the “Add” button on the Extramural Letter(s) line.
- 14) Click the “Browse” button to find the “Redacted” PDF, then click the “Open” button to upload the PDF.
- 15) You may create an optional custom name (such as Candidate’s Name – Redacted Letters), or you may leave it blank and MIV will default to “Extramural Letter.”
- 16) Click on the “Redacted” radio button, then click “Upload PDF File”.
- 17) **Back in the Dossier Menu, click on “View: Extramural Letter” (or whatever custom name you may have given it), to ensure that this is the redacted PDF.**

Uploading Individual Letters

NOTE: Individual letters do not have to be uploaded in the order that they will appear in the dossier. You can upload letters as you receive them, then later reorder them within MIV.

- 5) Scan both the redacted and non-redacted versions of each letter and save them as two separate PDF documents.
- 6) To upload the letters the dossier must be at the department level. From your account in MIV, go to “Manage Open Actions” on your home page and open the candidate’s dossier.
- 7) Click the “Add” button on the Extramural Letter(s) line.
- 8) Click the “Browse” button to find the “Non-Redacted” or “Redacted” PDF of the first letter, then click the “Open” button to upload the PDF.
- 9) Give the letter a custom name such as “Reviewer #1” or “Reviewer A”.
- 10) Click on the “Non-Redacted” or “Redacted” radio button as appropriate, then click “Upload PDF File”.
- 11) **Back in the Dossier Menu, click on “View: Extramural Letter” (or whatever custom name you may have given it), to ensure that this is the correct non-redacted or redacted PDF.**
- 12) Repeat steps 3-7 for all letters.
- 13) Go to “Manage Open Actions” and open the dossier, which must be at the department level.
- 14) Click on “Resequence Letter(s)” under the “Select a User’s Account” link in the upper right hand corner of the open dossier screen.
- 15) Reorder the letters accordingly by dragging and dropping them into the correct order.
- 16) Click “Save Resequencing”.