

Academic Review for Administrative Series titles

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Welcome to the Academic Federation

[About Us](#)

The only organization of its kind in the University of California system, the UC Davis Academic Federation represents members of 17 academic titles and is one of the five official campus constituencies.

Vice Provost – Academic Affairs website

<https://academicaffairs.ucdavis.edu/>

Academic Affairs

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Serving the professional academic community at UC Davis



Bears being treated by Dr. Jamie Peyton (middle, wearing head lamp), Chief of Integrated Medicine at the UC Davis Veterinary Medical Teaching Hospital at the California Department of Fish and Wildlife. Peyton fit biologic bandages made from tilapia skin onto the badly burned paw pads of the bears.

Academic Affairs

Quick Links ▾

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- Academic Employment Opportunities (RECRUIT)
- Academic Personnel Manual
- Annual Call
- Attributes Chart
- Deans, Directors & Department Chairs List
- Delegations of Authority
- Extramural Letter Requirements Chart
- Frequently Asked Questions
- MOUs
- Salary Scales
- Step Plus System
- UCD Policy & Procedures Manual (PPM)



Academic Affairs - Quick Links

APM for all of the UC system

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Academic Personnel Manual

Academic Affairs • Policies • **Academic Personnel Manual**



Table of Contents

Universitywide policies listed below begin with "APM." UC Davis policies and procedures begin with "UCD" and are highlighted below. Not all Universitywide policies have UCD procedures. Universitywide policies are issued by the Office of the President and apply to all campuses and laboratories. UCD procedures are developed by Academic Affairs and issued by the Offices of the Chancellor and Provost and apply only to UCD, which includes all units under the jurisdiction of UC Davis, located in Davis, Sacramento, and all off-site locations.

Throughout these policies, the term "Chancellor" refers to the Chancellor and/or the Chancellor's designee. Responsibilities that cannot be redelegated by the Chancellor are stated explicitly within the policy.

Select a link to view the specific section:

[I. General University Policy Regarding Academic Appointees](#)

[II. Appointment and Promotion](#)

[III. Recruitment](#)

[IV. Salary Administration](#)

[V. Benefits and Privileges](#)

I. General University Policy Regarding Academic Appointees

[APM 005](#) Privileges and Duties of Members of the Faculty

[APM 355](#)

Non-Salary Research Positions

[APM 358](#)

Faculty Fellows Program

[APM 360](#)

Librarian Series

[APM 365](#)

Associate University Librarian and Assistant
University Librarian



[APM 370](#)

Academic-Administrator Series



[UCD-370, Appointment and Promotion of Academic
Administrators](#)



[APM 375](#)

Academic Coordinator Titles



UC Policies governing the titles



UC Davis Policies governing the titles



Academic Personnel Manual – policies governing titles and advancement

Title-specific policies:

- Asst/Assoc. University Librarian ([APM 365](#))
- Academic Administrator ([APM 370, UCD-370](#))
- Academic Coordinator ([APM 375](#))

Review and Advancement policy:

- Summary of the principles, policies, and procedures at UC Davis that govern advancement ([UCD 220AF](#))

Merit and Promotion Criteria

Assistant/Associate University Librarian

- I. Administration and/or management of functional area within the library (xxx%)
- II. Professional Competence, research or scholarly or creative activity (xx%)
- III. University and Public Service (x%)

Academic Administrator

- I. Administration/Management of Programs (xxx%)
- II. Professional Competence, research or scholarly or creative activity (xx%)
- III. University and Public Service (x%)

Academic Coordinator

- I. Coordination of Academic Programs (xxx%)
- II. Professional Competence, research or scholarly or creative activity (xx%)
- III. University and Public Service (x%)

The basics of advancement

- If you are performing well in all expected areas, you should be able to advance within your series at regular intervals
 - Merit advancements can be considered every 2-3 years, depending on your title series, exception is Asst/Assoc University Librarians
 - Promotions (Academic Administrators and Asst to Assoc University Librarian typically involve longer periods of review
- Your department will be notified when you are eligible for merit review, but you should be aware of your eligibility, as well.
- ... and what *is* a merit advancement??

The UC Davis Step Plus system

- You are eligible for **merit advancement** after *normative time* at your current step (AA, AC)
- Under Step Plus, you may elect to be considered for up to 1-step, 1.5-steps or 2-step advancement
- If you defer, you are eligible again the next year
- **Promotion** (AA, Asst/Assoc Univ Librarian) can occur prior to normative time, but can only be considered for 1 step



The UC Davis Step Plus system

<https://academicaffairs.ucdavis.edu/guidelines-advancement-academic-federation-titles>

- “Regular” advancement, for performing well in all areas of review, is 1 step
- Under Step Plus:



- **Outstanding performance** in any **one area** of review qualifies for **1.5-step** advancement



- **Outstanding performance** in **two areas of review**, including your core area, qualifies for **2.0-step** advancement
- Advancement of >2.0 steps can occur, but is extremely rare



Academic review – Candidate/Department

1. Dean's office provides Department a list academic appointees of their eligibility for **merit or promotion**
2. Department Chair or PI/faculty member meets with eligible appointee to discuss advancement options under **Step Plus**
3. Academic appointee drafts **Candidate's Statement** outlining accomplishments and assembles documents for **dossier**
4. Academic appointee submits Candidate Statement, signed position description, and other documents to Dept.
5. Department enters dossier into **MyInfoVault (MIV)** and prepares materials for Peer Review/Voting Committees

Who decides?

- Departments have Peer Review/Voting Committees that review and recommend
- Campus level AF ASPC review and recommend
- The decision is made by the Dean for most merits
- Some decisions are made by the Vice Provost – Academic Affairs
 - 2-Step merits, Above Scale – AA VII, all AC
 - 2-Step promotions – Academic Administrators
 - All actions – Asst/Assoc. University Librarians

Where to find Delegation of Authority

PEOPLE > RESOURCES > POLICIES > PROGRAMS > TOOLS > WORKSHOPS > HONORS >

Academic Federation

Academic Federation Resources

Attributes Chart

Benefits

Campus Awards

Compensation

Conflict Management

Delegations of Authority

Academic Federation is a group of academic employees who are not members of the Academic Senate, and who by percentage of appointment and duration of employment are eligible for membership. This organization is parallel in function to the role of the Academic Senate. This group only exists on the Davis campus.

[Academic Federation Review and Advancement \(UCD 220AF\)](#)

[Academic Administrator and Academic Coordinator Comparison \(PDF\)](#)

[Academic Federation Term Appointments Chart \(APM 137\)](#)

[Position Planning Tool](#)

[Research Titles Memo \(6/2/14\)](#) and [Comparison of Research Titles](#)

[Guidelines for Academic Federation Accelerations](#)

Delegation of Authority

	Dean's Review				Ad Hoc/Stand		Final Review	
Academic Administrator (APM 370) Academic Coordinator (APM 375)	Department	Dean's Staff	Administrative Series Personnel CTE (ASPC)	Dean	VP - Academic Affairs Staff	Administrative Series Personnel CTE (ASPC)	VP - Academic Affairs Staff	VP - Academic Affairs
Appointment								
Academic Administrator and Academic Coordinator ¹	I/R	RP	R/R	A				
Reappointment								
Academic Administrator and Academic Coordinator	I/R	RP		A				
Merit								
Increase within level as Academic Administrator and Academic Coordinator	I/R	RP	R/R	A				
Academic Administrator 7, Above Scale and Academic Coordinator I, II, or III Above Scale	I/R	RP		R/R	RP	R/R	RP	A
All 2.0-step merits	I/R	RP		R/R	RP	R/R	RP	A
Every merit after a denied merit/promotion until positive advancement	I/R	RP		R/R	RP	R/R	RP	A
Accelerated Promotion								
All accelerated promotions for Academic Administrators	I/R	RP		R/R	RP	R/R	RP	A
Promotion								
Academic Administrator series only-from one level to the next higher level with a 1.0 or 1.5-step increase	I/R	RP	R/R	A				
Academic Administrator series only - All 2.0 step promotions	I/R	RP		A	RP	R/R	RP	A

A:	Approval Authority
RP:	Review for adherence to policy
I/R:	Initiate Action/Recommend
R:	Review
R/R:	Reviews/Recommends
O:	Optional Ad Hoc or Standing Committee review

Academic review – Department

6. **Peer Review/Voting Group** convenes to review & discuss proposed actions. Peer review is a separate step prior to the department vote, sometimes the peer and voting group are one in the same.
7. Voting group considers **all Step Plus options (no advancement, 1, 1.5 and 2.0 steps)**
8. Department Chair (or analogous) writes the **Department Letter** which reflects the **Department Vote** and includes the Peer Committee comments.
9. Department letter added to MIV (system containing your dossier).
10. Candidate reviews & electronically signs Candidate Disclosure Statement in MIV

Peer Review/Voting Group

- A Peer group will review the dossier
- A voting group will be **reviewing** and **voting** on the action
- Their vote and comments are **advisory**
- Their vote and comments will inform the Department letter
- The plans and procedures for Peer review are written plans that have been approved by the Personnel Committee that reviews each title
- Ask to see your unit's Peer/Voting Group plan

Academic review – after the Department

10. Redelegated actions

- a. Department submits dossier in MIV to the Dean's Office to review for adherence to policy
- b. Dean's Office sends dossier in MIV to Academic Federation review committee.
- c. ASPC reviews and recommends.
- d. Dean makes final decision.

11. Non-redelegated actions

- a. Dean writes recommendation letter
- b. Dean's office submits dossier in MIV to VP-AA office for routing to Academic Federation review committee.
- c. ASPC reviews and recommends.
- d. Vice Provost makes final decision.

Academic Personnel Review

- One of the most important ways you can plan for your advancement is to **regularly document** your roles, contributions, and fulfillment of expectations to a research enterprise
- Regardless of what Academic Federation title you hold, there are ways of effectively *recording* and *communicating* your accomplishments to your peers

MyInfoVault (MIV) is the electronic dossier

- Typically, candidates will enter their own information... keep it current!
- Some units will provide assistance
- There are User Guides for Academics:
<https://academicaffairs.ucdavis.edu/miv-training-resources>
- There is online assistance help button and Help Desk: miv-help@ucdavis.edu

Academic Affairs

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Serving the professional community at UC Davis

Academic Personnel
History & Information
Database (APHID) >

Data & Statistics

E-Verify

Electronic Form
Submission

Event Management
System (EMS)

Faculty Satisfaction
Survey Reports
(COACHE)

Grant Writing Links and
Resources

Hiring Goals & History

MyInfoVault (MIV) >

UC Outside Activity
Tracking System (UC
OATS) >

Position Planning Tool



Academic Affairs

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DIVERSITY >



MyInfoVault (MIV)

Background

MyInfoVault, also known as MIV, is an online database that houses academic personnel research, creative activity, teaching and service data, and creates and routes electronic dossiers for academic peer review. It also allows for creation and routing of academic leave of absence requests. The program is sponsored by Academic Affairs with technical assistance from Information and Educational Technology (IET). MIV is used by academics and academic personnel staff across campus and the health system to process all action types.

MyInfoVault

Click to enter MyInfoVault



Where to find MIV?

MyInfoVault (MIV)

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MyInfoVault*Click to enter MyInfoVault*

MIV Users Group

The role of the MIV Users Group is to provide insight and recommendations directly to Academic Affairs staff, who use that advice in their work with the MIV development team. The charge of the Users Group is to assist the MIV development team with:

- improving current features of MIV;
- identifying potential new features;
- providing input on the development of these features; and
- prioritizing future enhancements.

MIV Team

MIV is supported by a team of functional and technical staff members. In Academic Affairs, Brian Darnell is the functional team leader. Lara Stilling provides analysis, training, and help desk support. In IET, Stephen Paulsen and Jacob Saporito are the developers. Together, they are responsible for keeping the project on track, including programming and testing the new code, informing the campus of ongoing activities that will affect the use of the program, and responding to requests for assistance. To contact the team with problems or suggestions for improvement, e-mail us at miv-help@ucdavis.edu.

Uses for MIV

MIV is used to prepare and route all academic actions for Senate and Federation members through the review process, including both redelegated and non-redelegated actions, as well as new appointments for individuals being recruited from outside the Davis campus. MIV is also used to route academic leave of absence requests. Academic users of MIV also have the ability to generate a curriculum vitae or an NIH biographical sketch.

- > Contacts for UC OATS
- > Academic Personnel History & Information Database (APHID)
- > Frequently Asked Questions
- > Data & Statistics
- > E-Verify
- > Electronic Form Submission
- > Faculty Satisfaction Survey Reports (COACHE)
- > Grant Writing Links and Resources
- > Hiring Goals & History
- > MyInfoVault (MIV)

Frequently Asked Questions

Training & Resources

D



Training & Resources

MyInfoVault (MIV) has help pages within the program, which can be accessed by selecting "Help" in the upper right corner of any page in MIV. In addition, the below handouts are available for both staff and academics. Classes and demonstrations are scheduled periodically throughout the year through Staff Development and Professional Services.

User Guides for Academics

- [Signing the Disclosure Certificate](#) [PDF]
- [Guide for Dossier Reviewers](#) [PDF]
- [Creating a Curriculum Vitae](#) [PDF]
- [Guide for Signing as a Dean](#) [PDF]
- [How to Request a Leave](#) [PDF]
- [How to Sign a Recommendation or Decision on a Leave Request](#) (as a Dept. Chair or Dean) [PDF]

User Guides for Staff

- [Entering Data on Behalf of a Candidate](#) [PDF]
- [Creating Actions and Packets](#) [PDF]
- [Managing the Open Action](#) [PDF]
- [Uploading Extramural Letters](#) [PDF]
- [Creating the Candidate's Disclosure Certificate](#) [PDF]
- [Creating and Managing Review Groups](#) [PDF]
- [Opening Reviews & Assigning Reviewers](#) [PDF]
- [Creating New Appointments](#) [PDF]
- [Adding a New User](#) [PDF]
- [Managing User Accounts](#) [PDF]
- [Using Reports in MIV](#) [PDF]
- [How to Create a Leave Request for an Academic](#) [PDF]
- [Forms Online to MIV Leave Type Conversion Guide](#) [PDF]
- [Leave Date Conversion Tool](#) [XLS]

In addition to the written guides listed above, you can view training videos by clicking the button below.

[Training Videos](#)

> [Contacts for UC OATS](#)

> [Academic Personnel History & Information Database \(APHID\)](#)

[Frequently Asked Questions](#)

> [Data & Statistics](#)

> [E-Verify](#)

> [Electronic Form Submission](#)

> [Faculty Satisfaction Survey Reports \(COACHE\)](#)

> [Grant Writing Links and Resources](#)

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Frequently Asked Questions

Training & Resources



UC DAVIS

MyInfoVault

Enter Data ▾ My Packets ▾ CV & Biosketches ▾ Actions ▾ Reports ▾ Preferences ▾

 Home



Forms

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[Search Forms](#)



My Dossier

[My Packet Requests](#) (0)



Sign Documents

[View My Complete Dossier/Sign My Disclosure Certificate](#) (0)



Review Dossiers

[Assign Dossier Reviewers](#)

[Review Other Candidate's Dossiers](#) (0)



Open Actions

[Manage Open Actions](#)

[View Dossier Snapshots](#)



Pinned Actions

You can pin actions here so they are instantly available.
Look for the pin icon in Open Actions and search results.

Candidate's Statement

- Your opportunity to educate your department and peer voting group about your contributions
- Not everyone will understand the expectations of your title, therefore ...
 - Make sure that your position description is current and includes all the expectations of your title.
 - Refer to these expectations in your candidate statement!

Candidate's Statement

- A Candidate's Statement accomplishes what a dossier can't:
 - It should be a guide to what is in the dossier *without repeating it*
 - It should be **analytical**:
 - *What are your professional accomplishments?*
 - *Why are your contributions important?*
 - *What impact did your contributions have?*
 - Use it as an opportunity to educate those voting on your action

The Dossier:

What makes a one strong?

- Effective use of MIV to document *all* your relevant activities
- Talk to your supervisor or PI so you both have a mutual understanding of what your contributions are
- It is very important to your career to ensure that you get credit and recognition for your contributions

Seeking Advice

- As academic employees of the University, you have the right to be mentored to help you be successful
- Seek help, and network with others in your AF series, as well as with Academic Senate members
- You have the right to be recognized for your work, so make sure that your department understands the research role you play and the contributions you make to its success

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Questions?



Academic Federation Frequently Asked Questions (FAQs)

Academic Federation FAQ

Introduction

> *I. FAQ Aims*

> *II. FAQs for Each Academic Federation (AF) Series Title*

> *III. Managing Data for Your Personnel File*

> *IV. Quick Reference Guide to AF Personnel Information*

[Academic Administrator](#)

[Academic Coordinator](#)

> Academic Federation

Academic Federation FAQs

Guidelines for Academic Federation Peer/ Voting Groups

Memorandums of Understanding (MOUs)

> Academic Senate

Academic Senate FAQ

> Associate Professor Network

Where else can I find information? FAQ pages

Q. Who decides how many steps the candidate will advance?

- ⌘ All merits and promotions at normative time will be considered for advancement in step at each review by the Department. Following review, the Department will vote on whether a 1.0, 1.5 or 2.0 step advancement will be recommended.

Q. What is the role of the AF member in terms of their willingness to self-promote or their tolerance for risk?

- ⌘ The department voters will have access to the record, including the candidate's statement, in which the candidate can make his or her case for an action felt to be deserved, however, this is not encouraged. However, this request per se does not affect either the Action Form or Delegation of Authority.

⌘ Q. Does the candidate choose in advance what the voting group will vote on in the department?

- ⌘ No, we recommend that each department adopt a ballot for merits and normative time promotions that captures all options under Step Plus (2.0-step advancement, 1.5-step advancement, 1.0-step advancement, or no advancement). If a selection is made for a higher step (e.g. 1.5) , it is assumed all lower options are also supported (e.g. 1.0).

Q. What is the Notification of advancement eligibility for an Academic Federation member (Appendix A)?

- ⌘ This form is used in Step Plus advancement for some AF titles supported by extramural funds. It was designed to help the PI, Candidate and Department manage Step Plus advancement when funds may be limited.
- ⌘ The form is not provided to department reviewers.
- ⌘ The form asks for a good faith estimate of funds from the PI.
- ⌘ The form asks the candidate to make a selection for the advancement they will accept, acknowledging that if there are not funds to support the salary either the duration of appointment or percent effort, or both, may be reduced.
- ⌘ The department votes on all Step Plus advancement options, and the voting results are included in the department letter. However, if the candidate elected to pursue only 1.0 step on the notification of eligibility, the department recommendation must be for 1.0 step only. The department letter should also explain that the 1.0 step recommendation is driven by the candidate's selection on the Notification form, due to funding availability.