Extramural Letter Requirements

- For the 2011-2012 merit / promotion cycle, the School of Medicine and Office of the Vice Provost will be requiring departments to upload the extramural / arms length letters into MIV.

- Importance of Redacted vs Non-Redacted
  - Selection determines what the candidate sees vs what the department faculty, Dean, and review committees see.
Selecting the correct label is vital to the integrity of the review process.
Please attend next week’s Brown Bag for an in depth discussion regarding the uploading of extramural letters in MIV.

Due to limited space, only admin that work directly in MIV with preparation of the final dossier that gets sent to the Dean’s office need to attend.
Reminders: Joint Appointments in MIV

- Communication between administrative staff for joint appointments is a must.
- When the packet is at the department level, the primary department needs to notify the admin staff in the joint department so they can upload their Chair letter and get candidate disclosure certificate signed.
- The joint department must hit the “send back to primary department” link when they have completed their parts or else the primary department cannot move forward with finalization and submission of the dossier.
Joint dept must click this link so that the primary dept can complete the dossier.