MIV

Intermediate Workshop

Nichol Runner
Analyst
Academic Personnel Dean’s Office
916-734-4607

Training Site:
https://mivdemo.ucdavis.edu
“Add a New User”
(Under “Manage Users” on your home page)

Add a New User

Nichol C Runner
Enter the UC Davis or UC Davis Health System email address of the user you would like to add to MIV.
Email: john.smith@ucmdc.ucdavis.edu (e.g., name@ucdavis.edu)

Add User Now!  Cancel

Candidate must have active Kerberos (or Temp Affiliate Account) to be added

Editing:

MIV Role: Candidate

Email: ********@ucmdc.ucdavis.edu

Primary Appointment
School/College - Department:
School of Medicine - *Other - Department not listed

Add Appointment

Note: The name above is populated from the UC Davis online directory. If you would like your name to appear etc.), update your "Display Name" in the "Enter Data > Personal Information" page.

Save  Cancel
“Edit a User’s Account”
(Under “Manage Users” on your home page)

Edit User Details

Editing: [Redacted]

Email: [Redacted]@ucdavis.edu

Primary Appointment
School/College - Department: [Redacted] - Academic Affairs

Joint Appointments
School/College - Department: School of Medicine - Office of Medical Education

Note: The name above is populated from the UC Davis online directory. If you would like your name to appear differently in your MIV documents (Dossier, CV, etc.), update your "Display Name" in the "Enter Data > Personal Information" page.

Save Cancel
“Design My Dossier” allows you to select what will show in the Dossier.

“Manage Publication/Creative Activities Annotations” allows you to draw lines, place asterisks, footnotes, etc.
Design My Dossier

- You can select items to “print” (show) or not print (exclude) in an advancement packet.
  - Examples:
    - Multiple Candidate Statements are in MIV, and you want to select the most recent one to show and not others.
    - If a merit advancement’s review period is July 1, 2011-June 30, 2013, you should not “print” any teaching and evaluations outside of these dates.

- Changing Header Titles
  - Available but not recommended
- Click the “+” mark next to headers to expand each section.
- If there is a check mark, the record will show in the packet.
- Uncheck to exclude it from printing in the packet.
Publications Sections

- Contributions to Jointly Authored works are only required for peer-reviewed “Journals” section.

- Each Publication Record may have two check boxes. The top is to have the article print (should always remain checked), the second is to print the contributions associated with that article (only include for articles in the review period)
New Guidelines

What to “print” in an advancement dossier:

- Due to the ever-changing preferences of review committees, starting July 2012, we request that you please select to “print” all items (new and old) in the following categories:
  - Grants & Contracts
  - Honors & Awards
  - Publications
  - Service

- For all teaching areas and contributions to jointly authored works, we still request that you only “print” items in the review period.
Draw Lines to mark the place in time of the last successful action, label on the line should be the name of the last action.

- If publications #40 - #50 plus In press #1 and #2 were reviewed for Merit 2011, then draw a line AFTER #52 (when I.P. 1 & 2 become Journal 51 & 52) labeled “Merit 2011”. That is the only line that should appear in that section.

Add asterisks to any publications that will be included as supporting documentation.

Add notations to publications to indicate most significant works or major mentoring roles.

Add footnote to indicate changes since last action or to explain anything.
Publication Design Preview

Design

Draw a line above with label
Label Above: 
Label Placement: Left Justify Right Justify

Draw a line below with label
Label Below: 
Label Placement: Left Justify Right Justify

Add a notation to this line
Select Publication notations:
- = Publication included in the dossier
x = Most significant works
+ = Major mentoring role
@ = Refereed

Add a footnote to this line
Footnote:
Footnotes are identified with a "#" in front of the record number.
Preferences
Format fields with B, I, U

Manage Format Options For Publications

Nichol C Runner
Format entire field contents:

<table>
<thead>
<tr>
<th>Data Category</th>
<th>Field Name</th>
<th>Format Options</th>
</tr>
</thead>
<tbody>
<tr>
<td>Publications</td>
<td>Publication Name</td>
<td>B   I   U</td>
</tr>
<tr>
<td>Publications</td>
<td>Title</td>
<td>B   I   U</td>
</tr>
</tbody>
</table>

Format patterns in fields (a maximum of 250 patterns allowed):

Add a New Pattern Format

Data Category: Field Name

-- Select A Field --

Pattern

Format Options

Save  Reset
Finalizing an action at Dept Level

- Candidate Account: Data entry is finalized and dossier is created, then “send dossier to my department”
- Back to your Admin account: Home Page > Open Actions > Manage Open Actions
- Select your candidate
- This screen shows all required areas before you can submit the action for review.

Open Action

Name: 
School/College - Department: School of Medicine - Academic Affairs
Recommended Action: Merit 2012
Delegation Authority: Redelegated
DateSubmitted to Department: 06/18/12, 3:12 PM
Date Last Routed: 06/18/12, 3:12 PM
Location: Department

Primary Appointment: School of Medicine - Academic Affairs

<table>
<thead>
<tr>
<th>Primary Appointment processing: In Progress</th>
<th>Required - Not Added</th>
</tr>
</thead>
<tbody>
<tr>
<td>Recommended Action Form</td>
<td>Add/Edit</td>
</tr>
<tr>
<td>Department Letter/Division Chief Letter</td>
<td>Add</td>
</tr>
<tr>
<td>Department Letter Federation Vote</td>
<td>Delete</td>
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<tr>
<td>Department Peer Group Letter for Federation</td>
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<td>Evaluation Letter of Graduate Group Chair Service</td>
<td>Optional - Not Added</td>
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<tr>
<td>OVCR Evaluation Letter for Research Unit Director</td>
<td>Optional - Not Added</td>
</tr>
<tr>
<td>Director Evaluation Letter of Clinical Activities</td>
<td>Optional - Not Added</td>
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<tr>
<td>Evaluation Letter of Academic Senate Committee Service</td>
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<td>Extramural Letter(s)</td>
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<tr>
<td>Org Chart</td>
<td>Optional - Not Added</td>
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<tr>
<td>Reviewing (Assign Reviewers)</td>
<td>Open/Closed Optional - Not Open</td>
</tr>
<tr>
<td>Voting Period</td>
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</tr>
</tbody>
</table>

Joint Appointment: School of Medicine - Office of Medical Education

<table>
<thead>
<tr>
<th>Joint Appointment processing: In Progress (Has Not Been Sent to Primary Department)</th>
<th>Required - Not Added</th>
</tr>
</thead>
<tbody>
<tr>
<td>Department Letter/Division Chief Letter</td>
<td>Add</td>
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View The Dossier as One PDF File
Send This Dossier to the School/College
Return This Dossier to the Candidate (No documents/letters will be visible to the Candidate, nor will they be deleted if not already sent to the primary department)
RAF

- **Delegation of Authority** (selection drives the routing and approval path in MIV)
  
  http://academicpersonnel.ucdavis.edu/delegations.cfm
  
  - Redelegated – Dean Approval
  - Non-Redelegated – Vice Provost or Chancellor Approval
  - Do **NOT** check the box for Central Review Committee (it defaults as checked)

- **Select Action Type**
  
  - Merit
  - Promotion

- **Fill in ALL fields for Present Status and Proposed Status**

- **Always use only the MEG/REG portion of salary in the Monthly/Annual Salary fields.**
  
  - This allows all faculty across the campus and School of Medicine (on different scales) to be compared similarly.
Uploading Dept or Candidate Letters

- Upload Letters in PDF format to the appropriate category.
  - Department Letter/Division Chief Letter
  - Department Letter Federation Vote
  - Rebuttal Letter
    - Candidate may write a rebuttal letter to defend themselves against comments made in extramural letters after they review the redacted versions.
  - Rejoinder Letter
    - Candidate may write a rejoinder letter to defend themselves against comments/recommendations made in the Departmental letter after they review the final letter.
Uploading Extramural Letters
Promotions, Merit to Professor, Step 6 and Merit to Professor Above Scale

- REDACTED
  - Version that the candidate may review
  - All identifying information needs to be removed (i.e. letterhead and below signature line)
  - APM 160—outlines access to personnel records, confidentiality, etc

- NON-REDACTED
  - Version that administrators and dossier reviewers can view
  - Letters stay “as is” and no information is blocked out.
Words of Warning...

- Imperative that the dept admin understands redacted vs non-redacted and selects accordingly

- If a candidate were to see the non-redacted version of an extramural letter, that particular referee could never serve as a referee for that candidate again

- Integrity of the packet is at stake
**School/College - Department:** School of Medicine - Academic Affairs  
**Recommended Action:** Merit 2012  
**Delegation Authority:** Redelegated  
**Date Submitted to Department:** 08/09/11, 1:46 PM  
**Date Last Routed:** 08/09/11, 1:46 PM  

**Location:** Department  

**Primary Appointment:** School of Medicine - Academic Affairs  

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<td>Open Close</td>
</tr>
<tr>
<td>Voting Period</td>
<td>Open Close</td>
</tr>
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</table>

**Select “Add” Extramural Letters**
Add "Extramural Letter" PDF Upload

* = Required Field

PDFs only

Radio buttons allow you to select “redacted” or “non-redacted”

Help link re: redacted vs non-redacted
Uploading Non-Redacted Letters

Process

(Not for candidate view)

- SOM wants one PDF upload only
- This PDF should contain:
  - 1.) Sample solicitation letter
    - No addressee included
    - Label “Sample” in upper right-hand corner
  - 2.) List of referees
    - Contact information and short bios included
    - Notation made for those selected by Chair
      (half must be chair chosen)
  - 3.) Each extramural letter received
    - In order of List of referees
    - Labeled in upper right corner with letter #
    - Stamped confidential
    - Includes referee signature
November 9, 2011

Professor and Chair
Department of
University of California, Davis

Re: Ph.D.
Advancement to above scale of Adjunct Professor

Dear Dr.,

I am delighted to provide a letter in support of the advancement of Professor to the above scale of Adjunct Professor. I am very aware of his scholarly contributions.

Sincerely,

, M.D.
Professor of Psychology and Neuroscience
Department of
UC Berkeley
Uploading Redacted Letters
(For candidate view)

- SOM wants **one** PDF upload only
- This PDF should include all letters that were received and **ONLY** these letters
- Label in upper right-hand corner should indicate appropriate extramural letter # (ex: Extramural letter #3) which corresponds to the List of Reviewers document that the candidate **does not** get to see.
Redacted

- Redact (black out, white out, etc) anything above the salutation and below the signature block.

- Examples:
  - Letterhead, letterhead headers, footers or side bars, and anything below the signature block, including notes about how the letter writer knows the candidate.
Once both versions of the letters are uploaded, you may view for accuracy and delete if necessary.
Joint Departments

- The Joint Department must be set up on the Candidate’s account (by primary dept) prior to an action being created and sent to Department Level.
- Each Dept will have access to the dossier in MIV at the Dept Level and should review the action independently of each other.
- Joint Dept will add their department letter and have the candidate sign the disclosure statement. Joint Dept then needs to RETURN their part to the primary department, by clicking the hyperlink
**Open Action**

**Name:**

**School/College - Department:** School of Medicine - Dermatology

**Recommended Action:** Merit 2012

**Delegation Authority:** Redelegated

**Date Submitted to Department:** 06/19/12, 7:27 AM

**Date Last Routed:** 06/19/12, 7:27 AM

**Location:** Department

**Joint Appointment processing:** In Progress

**(Has Not Been Sent to Primary Department)**

<table>
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<td>Add/Edit</td>
<td>View: Joint Candidate's Disclosure Certificate</td>
<td></td>
</tr>
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<td>Reviewing (Assign Reviewers)</td>
<td>Open</td>
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**View The Dossier as One PDF File**

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**Location:** Department

**Joint Appointment:** School of Medicine - Dermatology

**Joint Appointment processing:** Completed

**Dossier Complete/Send Back to the Primary Department**

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**View The Dossier as One PDF File**

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**Click this hyperlink to return to Primary Dept**

Before it's signed off, header shows "In Progress" and there is no hyperlink to send to primary dept.

Once Signed by the candidate, the header will turn Green (meaning it's complete).
Viewing Dossiers

- Past Actions – “View Dossier Archive” under “completed actions” on your home page.
  - Important so you can use the last action as a guide for the next action since sequencing needs to stay the same or you must footnote changes.

- Current Snapshots – “View Dossier Snapshots”
  - Shows you the dossier as you last submitted it
**Temporary Affiliate Form (TAF)**

to get access for non-employees (i.e. future new appointments)

- [https://confluence.ucdavis.edu/confluence/display/TAF/Home](https://confluence.ucdavis.edu/confluence/display/TAF/Home)
  - Site that explains the TAF process
- [https://computingaccounts.ucdavis.edu/cgi-bin/taf/index.cgi](https://computingaccounts.ucdavis.edu/cgi-bin/taf/index.cgi)
  - Actual link to start the process and complete the form
Questions?