UC DAVIS
SCHOOL OF MEDICINE

MyInfoVault Category Guide

Below are hints and suggestions designed to help departments facilitate the entering of data correctly into MyInfoVault. This document serves as a guide and was created by the School of Medicine, Office of Academic Personnel. The primary heading and its subcategories are below. ***If you have any questions, please contact your department academic personnel assistant.***

Personal Information: These areas are optional and not necessary for Dossiers. However, the information is necessary to complete the CV or NIH Biosketch.

Ag Experiment Station: Not applicable to School of Medicine

Candidate Statement: Place to upload the 1-5 page candidate statement. Upload via PDF.

Candidate Diversity Statement: Place to upload a statement regarding efforts towards diversity in any of the following categories: Teaching, University & Public Service, and Scholarly & Creative Activities in accordance with APM 210.

Creative Activities: (for Schools of the Arts usually) A new area to list items that show creative achievement that may not fit under publications. Will not typically be used in the School of Medicine.

Education: These areas are optional and not necessary for Dossiers. However, the information is necessary to complete the CV or NIH Biosketch.

Employment: These areas are optional and not necessary for Dossiers. However, the information is necessary to complete the CV or NIH Biosketch.

Extending Knowledge: Information given to the general public rather than other health professionals (i.e. not for nurses, technicians, medical students, and physicians)
- Broadcast, Print or Electronic Media
  - CD ROM, Fact Sheets, Leaflets, Magazine Article, Newspaper Article, Other, Television Interview, Video, Website
- Workshops, Conferences, Presentations, and Short Courses
  - Invited Speaker, Keynote Speaker, Organizer, Other, Participant, Presenter

Grants and Contracts
- All areas should be completed. This section is for an actual <u>awarded grant</u>, not an ongoing clinical research study (clinical research studies could be added under "additional information" in the Publications section).
- SOM requires the funding agency, grant number, and amount to be filled in.
- Please be accurate when specifying the role of the candidate, i.e. Principal Investigator, Co-Investigator (this means Co-PI), Assistant Researcher, Collaborator, Instructor, Trainer.
- We suggest working with your department's grant/contract analyst to accurately complete this section and/or to verify the information.

Honors and Awards
- List special recognitions, honors and awards received (not "grant funding" awards)

List of Evaluations

    1.)   Quarter and Year, Course Number, Course Title

    2.)   Total responses, Instructor Score, Course Score (SOM recommends using this box to indicate the range of scores of the evaluation – i.e. "1 – 5")

Position Description: This section is only required for Specialists, Project Scientists, Professional Researchers, Academic Administrators, and Academic Coordinators.

Publications

    1.)   Import Data (function to load publications <u>one</u> time, or using EndNote)

    2.)   Abstracts (printed materials)

    3.)   Books authored (candidate wrote the book or is a co-author of the book)

    4.)   Book chapters (candidate wrote a chapter in a book)

    5.)   Books edited (other contributor(s) wrote the chapters but the candidate edited the book/materials and is credited as Editor or Co-editor).

    6.)   Books reviewed (short article which reviews a book that has been published)

    7.)   Journals (only peer reviewed articles should be included)

    8.)   Letters to the Editor (also includes replies to letter to the editor)

    9.)   Limited Distribution (article sent to a small group of people and not available to the masses)

    10.)   Patents (Patents Filed or Granted, and Disclosures)

    11.)   Presentations (poster, oral, PowerPoint to peers and other health professionals)

    12.)   Additional information (subcategories could be created to include: Invited Articles, Alternative Media, Clinical Research Studies, Clinical Trials)

Service

    1.)   Administrative Activities (non-committee activities specific to UC Davis, i.e. Dean, Department Chair, Vice Chair, Division Chief, Center Director)

    2.)   Committees (be sure to select the appropriate sub-category)

        a. Department/Section, School/College/Division, Campus, Systemwide, Other University, Other Non-University

    3.)   Editorial and Advisory Boards (external to UCD)

    4.)   Additional Information (subcategories could be created to include: Journal Reviewer, Volunteer Service)

Teaching

    1.)   Contact hours (Lecture, Discussion, Lab, Clinic contact hours with trainees for the particular quarter and year. This is a section where you NEED to get the faculty's input or have them complete the section in MIV)

    2.)   Courses (a structured body of teaching around a prescribed topic for a defined body of trainees. Not a single lecture).

    3.)   Curricular Development (Candidate assisted in developing or refining the curriculum)

    4.)   DESII Report (do not use)

    5.)   Lecture / Seminar / Lab (**Lecture**: Candidate made a formal presentation to a specific audience as part of a course on a given date. **Seminar**: An interactive session involving significant input from trainees as well as the seminar leader. **Lab**: A structured exercise in which the candidate guides and teaches trainees in a formal interaction).

    6.)   Special Advising (Master Advisor, Chair of Advising Committee-often used with graduate groups and in the basic sciences)

    7.)   Student Advising

    8.)   Thesis Committees (typically used with graduate groups and in the basic sciences)

    9.)   Trainees

    10.)   University Extension (UC Extension courses taught)

    11.)   Additional Information