UCD SOM
Voting Website
Instructional Handbook

For use on any action where a vote must take place.

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Admin Home Page

https://somapp.ucdmc.ucdavis.edu/<dept>/secure/review/admin/Admin_home.cfm
1. Manage Faculty **User Accounts**

- Select “**Add Faculty User Account**” to set up faculty for the first time. You can search for the user by clicking “Lookup Person’s Kerberos ID”

- If you pull from the search, information will automatically fill in, so double check the information.

- Select as a **voter** or **not**

- Select as an **administrator** or **not**. There should only be **1-2** administrators in a dept to avoid breaching confidentiality with voting results. If designated as administrator, they will have access to view ALL votes

- This is also where you can **remove or edit accounts**
Add Faculty To System

First Name: 
Last Name: 
Email Address: 
UCD Kerberos User ID: 
Senate/Federation: -Select- 
Voter Designate: ☐ Yes ☐ No
Administrative Access: ☐ Yes ☐ No

Add Faculty
Clear Form

Lookup Person's Kerberios ID

Last Name: 
Email Address: 
UCDLogin ID: 
Submit Query
Here you can change the Senate/Federation status, voter or admin status, and make an account inactive, if for some reason you don’t want to remove the account yet.

You can easily remove a user account if someone leaves the University, so their name does not show up on your list anymore.
2. Manage Faculty Vote Postings

- Here you create an action to list for vote.
- Remove a listing
- Edit a listing
- Preview the listing
- Activate or De-Activate a listing (make it active during the voting period, then de-activate when the voting period is over.
- Archive a listing
- Retrieve your archive
Select User Account from drop down menu, then enter appropriate action information in each field. User Account must have already been created, to add a vote listing for an action.
3. **Add Documents** for Faculty Candidate

These documents will be PDFs from MIV.
4. View Voting Results

• The system will record all votes and tally them for you based on senate or federation if you’ve enabled that function.

• When voting closes, go to View Voting Results to see the tally of votes.

• Select the appropriate nominee and hit “submit”
Once you are in the results record, the results will be shown on one page and broken up by senate & federation as you scroll down the page.
### Faculty Annual Summary

<table>
<thead>
<tr>
<th>Faculty</th>
<th>Total Votes Cast</th>
<th>Total Ballots</th>
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### Reports

**Faculty Annual Summary**

Records the total votes a faculty casts as well as how many actions were posted for vote (total ballots). This gives the department information on faculty participation, while keeping actual votes confidential.
5. **Enable/Disable Division & Senate/Federation**

Determine if these two areas apply to your particular department

- **Use of Division:**
  - If you need to separate votes by division – select “enable”, otherwise leave as “disable” (Will likely be disabled for all)

- **Use of Senate/Federation:**
  - Everyone should “enable” this and make sure the faculty accounts are designated appropriately, so the vote report is more helpful.

![Enable/Disable Division & Senate/Federation](image)
How Faculty Members will use the new site

• Log in with Kerberos ID and Password

• When they log in, they will be taken to a screen to select a vote listing from a drop down menu of all active vote listings.

• Once they select a person’s vote listing, they will go to the next page to review the action information and supporting documents. This is also where they will cast their confidential vote and leave comments.
When Candidates log in, their OWN vote posting will not be available in their drop down menu, only the other faculty vote postings will be listed to retrieve.

Voters can also change their votes at anytime.
Vote Due Date

Voting Choices for the action. If they select "no", "abstain", or "guarded" the voter will have to fill in a comment before they are allowed to save.

The Header provides all applicable information to the voters. Since this is free text at set up, be clear about the exact type of action.

Voters will click the links to view the PDF documents. Every document to be submitted with the Dossier (dept. letter, MIV items & Reference letters), should be uploaded and available for voter viewing.

This may not always need to be used, but if the Candidate gave a designated talk to the dept. to apprise them of their recent work, you can list it here.

Voting Choices for the action. If they select “no”, “abstain”, or “guarded” the voter will have to fill in a comment before they are allowed to save.

Comments: (a "NO or ABSTAIN" or GUARDED" vote requires an explanation)

Vote Due Date

Faculty Member: Nichol Runner
Action: One Year Accelerated Merit 2012
Current Rank/Step: Associate Professor Clin X, Step 2
Proposed Rank/Step: Associate Professor Clin X, Step 3

Effective Date (when action will be effective): 08/19/2011
Voting Due Date (when voting ends): 07/01/2012

Seminar Presentation: August 17, 2011
"How to use the new voting website"

Attached Dossier Documents:
- Candidate Statement
- CV
- Department Letter
- Reference Letter(s) 1
- Teaching Record
- Evaluations
- Service
- Grants
- Publications

VOTED:
- YES/Positive
- NO/Negative
- ABSTAIN
- GUARDED (for Appraisals Only)

Comments:

Click the button below to send your vote to — no later than 08/19/2011
Submit Vote for Nichol Runner
Select New Faculty
Questions?

Keep this Instruction Manual to refer back to or for training incoming “administrators”

You can also contact your department’s Academic Personnel Analyst for specific questions.