Introduction to MyInfoVault

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UC Davis School of Medicine
Office of Academic Personnel
Objectives

- Overview of MIV
- MIV Category Guide & Entering Data
- Packet Design & Toolkits
- Creating a CV
- Questions & Answers
What is MyInfoVault (MIV)?
What can MIV do for you?
Accessing MIV

- http://mivdemo.ucdavis.edu
- Need Kerberos ID and password to log-in
  - computingaccounts.ucdavis.edu
  - http://myinfovault.ucdavis.edu/
Your MIV

Enter Data  My Packets  CV & Biosketches  Actions  Reports  Preferences

My Dossier
My Packet Requests (1)

Sign Documents
View My Complete Dossier/Sign My Disclosure Certificate [0]

Open Actions
View Dossier Snapshots

Easy access to CV and Archive

CV & Biosketches
Manage My Curriculum Vitae (CV)
Manage My NIH Biosketch

Completed Actions
View Dossier Archive

Reports
View MIV Users
View MIV Deans
View MIV Department Chairs
View MIV Open Actions

Drop down menu for adding items
Click any header in the menu bar and the page will open with all drop down menu options.
MIV Category Guide

UC Davis | MyInfoVault

Data Entry: User Guide SOM

- **Personal Information**
  - Areas of Interest
  - Personal Information
  - Additional Information

- **Ag. Experiment Station (n/a SOM)**

- **Candidate's Statements**
  - Candidate's Statement
  - Diversity Statement

- **Creative Activities**
  - Creative Work
  - Public Dissemination
  - Publication Events
  - Reviews by Others
  - Additional Information

- **Education**
  - Education/Training
  - Licenses and Certifications
  - Additional Information

- **Employment**
  - Employment History
  - Additional Information

- **Extending Knowledge**
  - Broadcast, Print or Electronic Media
  - Workshops, Conferences, Presentations and Short Courses
  - Other
  - Upload a PDF

- **Grants and Contracts**

- **Honors and Awards**

- **Evaluations**
  - List of Evaluations
  - ACE Evaluation Import
  - Position Description

- **Publications**
  - Import Data
  - Abstracts
  - Alternative Media
  - Books Authored
  - Book Chapters
  - Books Edited
  - Books Reviewed
  - Journals
  - Letters to the Editor
  - Limited Distribution
  - Patents
  - Preprints
  - Presentations
  - Additional Information

- **Service**
  - Administrative Activities
  - Committees
  - Editorial and Advisory Boards
  - Additional Information

- **Teaching**
  - Courses
  - Desi Report
  - Curricular Development
  - Thesis Committees
  - Undergraduate Mentorship
  - Student Advising
  - Special Advising
  - Trainees
  - Contact Hours
  - University Extension
  - Lecture/Seminar/Lab/Other
  - Additional Information
Example: Honors & Awards

- 2018, Excellence in Teaching Award
- 2017, Special Contribution Award, Department of Veterans Affairs
- 2016, Elected Fellow, American Psychological Association
- 2018 Best Doctor’s in America
Adding Publications

- MIV has different publication types
- Variety of ways to add peer-reviewed publications
  - PubMed Download
  - Manually entering the data or managing the record
- Entering Publication
- Adding URL of PDF (ucdavis.box.com available for file hosting)
- Contributions to jointly authored works
What is a Candidate’s Statement?

What is a Diversity Statement?
Your Packet Design

Preferences

Manage Format Options
- Creative Activities
- Extending Knowledge
- Publications

Enter Data ▼ My Packets ▼ CV & Biosketches ▼ Preferences ▼

Create Packet

Packet Requests

You have no outstanding requests to submit a packet.

Print
- Candidate's Statement
- Candidate's Diversity Statement
- Position Description
- List of Evaluations [A] = Annotation Present
- Teaching, Advising and Curricular Development
- Extending Knowledge [A] = Annotation Present
- List of Service [A] = Annotation Present

Save ▼ Reset
Finishing Your Packet

- **My Dossier**
  - My Packet Requests (1)

- **Sign Documents**
  - View My Complete Dossier/Sign My Disclosure Certificate (0)
## Toolkits for Merits & Promotions

### UC Davis Health

#### Academic Personnel

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<th>Non-Faculty Academic Appointees</th>
<th>Administrators/Managers</th>
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### Upcoming Events

- Career Advancement Workshops
- New Faculty Workshop
- UC Davis Health Events
- Betty Irene Moore School of Nursing Events
- UC Davis Events
- Mentoring Academy Events
- WIMHS Events
- CTSC Events

### Deadlines

- Academic Affairs
- Academic Personnel
- Academic Actions (PDF)

### Contact Us

Contact information for the Office of Academic Personnel

### Key Links

- School of Medicine
- Betty Irene Moore School of Nursing
- Academic Affairs
- Office of the Ombuds

### Quick Links

- Faculty Development and Diversity
- Salary Administration
- Interactive Web Compensation Plan
- MyInfoVault
- Interprofessional Teaching Scholars Program
- Women in Medicine and Health Sciences
- Mentoring Academy
- New to UC Davis? Click here>
- Merit Toolkit (PDF)
- Promotion Toolkit (PDF)
Did you know that MIV can create your CV?
Questions?

Email slcelestin@ucdavis.edu or droman@ucdavis.edu

A copy of our presentation and MIV guide will be emailed to you

Thank you!!!