

OVERVIEW

The Roles system is provides a way to manage user access to Academic Affairs systems until such time that a campus-wide position management system becomes available. The Roles process combines three pieces of information.

The first piece is the person, who is identified by Campus ID.

The namesake’s idea, “Role” is the middle piece. A role is a function performed by a person, a person may have one or more roles. Various examples of roles handled by the Roles database are Department Chair, department administrator, and MSO. There are also roles at UCD that are implied by other systems such as PPS identifying academics and Banner identifying undergraduate students.

The third piece is Permissions. Permissions are given by a specific project to various Roles and represent what actions a role can take.

Roles System

Campus ID
Role
 Home Dept Number
 Unit Number
 Ignore PPS Test

Academic Forms, Academic Recruitment Tools, Academic Affairs

Role
Permission

In general academic roles are not handled by this tool but instead are set by PPS. An exception is where a PPS Home Department Code houses more than one department or division. The Sub Home Department Code page is used to assign faculty in such home department codes to sub departments.

Sub Home Department Codes

[UC Davis](#) | [Administration](#) | [Offices of the Provost](#) | [Academic Affairs](#)

Academic Forms On-line

Roles Admin

View Specific Department [Go](#)

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Art/Art History

French & Italian

Internal Medicine

ASQUITH, NICOLE VALERIE	ASSISTANT PROFESSOR-ACAD YR	▼	Update
BASSI, ANTONELLA A	LECTURER-AY-CONTINUING APPT.	▼	Update
BERRY, TIMOTHY F	LECTURER-AY-1/9-CONTINUING	▼	Update

Roles Administration

Roles administration is handled primarily by Dean's Offices with Academic Affairs as back-up. Campus wide roles and central department roles are currently administered by Academic Personnel. The site can be accessed at <https://academicpersonnel.ucdavis.edu/Roles/Roles.cfm>.

Roles Management

UC Davis Administration Offices of the Provost Academic Affairs

View Specific Department [Go](#)

View Specific Person [Go](#)

Please enter the person's UCD Login ID and the Role you would like to associate the person with.
[Download Current Selection](#)

Name	Campus ID	Role	Role Name	Department	Ignore PPS Test *	Update	Delete
BALES,KAREN L	klbales	DeptMSO	Department Vice Chair Academic	040290 PSYCHOLOGY	<input type="checkbox"/>	Update	Delete
BARNETT,GEORGE A.	gbarnett	DeptChair	Department Chair	040310 COMMUNICATION	<input type="checkbox"/>	Update	Delete
BIAGIOLI,MARIO	biagioli	DeptChair	Department Chair	040256 CENTER FOR INNOVATION STUDIES	<input checked="" type="checkbox"/>	Update	Delete
BIALE,DAVID	dbiale	DeptChair	Department Chair	040181 HISTORY PROJECT UCD	<input type="checkbox"/>	Update	Delete
BIALE,DAVID	dbiale	DeptChair	Department Chair	040182 CALIFORNIA HISTORY SS PROJECT	<input type="checkbox"/>	Update	Delete
BIALE,DAVID	dbiale	DeptChair	Department Chair	040180 HISTORY	<input type="checkbox"/>	Update	Delete
BYRNS,LESLEY A	laklkegr	DeptAdmin	Department Administrator	040250 PHILOSOPHY	<input checked="" type="checkbox"/>	Update	Delete
BYRNS,LESLEY A	laklkegr	DeptAdmin	Department Administrator	040210 LINGUISTICS	<input checked="" type="checkbox"/>	Update	Delete
BYRNS,LESLEY A	laklkegr	DeptStaff	Department Staff	040027 MIDDLE EAST/SOUTH ASIA PROGRAM	<input checked="" type="checkbox"/>	Update	Delete
BYRNS,LESLEY A	laklkegr	DeptAdmin	Department Administrator	040255 SCIENCE & TECHNOLOGY STUDIES	<input checked="" type="checkbox"/>	Update	Delete
BYRNS,LESLEY A	laklkegr	DeptStaff	Department Staff	040009 HEMISPHERIC INSTITUTE-AMERICAS	<input checked="" type="checkbox"/>	Update	Delete
BYRNS,LESLEY A	laklkegr	DeptStaff	Department Staff	040256 CENTER FOR INNOVATION STUDIES	<input checked="" type="checkbox"/>	Update	Delete

Mapping a person to a role requires two or three elements:

the person's Campus ID,

the desired role, and

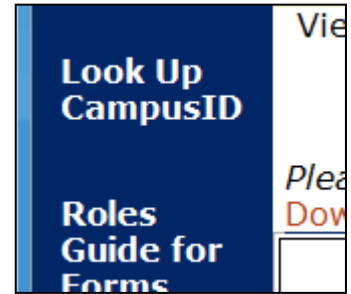
if a departmental role then the home department number the person will be performing the role for.

The checkbox 'Ignore PPS Test' tells the system to ignore the person when running the automated test (see the Automated Test section).

	Ignore PPS Test *	Update	D
▼	<input type="checkbox"/>	Update	D
▼	<input type="checkbox"/>	Update	D
S ▼	<input checked="" type="checkbox"/>	Update	D
▼	<input type="checkbox"/>	Update	D

- DeptAdmin
- DeptAdminDiversity
- DeptChair
- DeptMSO
- DeptStaff
- DeptViceChairAcad
- DeptViceChairDvrsty
- DeptViceChairForms
- DivisionAdmin
- DivisionChief
- AssocDean
- AssocDeanDiversity
- AssocLibrarian
- AssocViceChan
- AsstDean
- Dean
- DeanAcctMgr
- DeanAnalyst

When adding new records a person's Campus ID can be looked up by clicking on either the 'Look Up CampusID' in the blue bar on the left hand side or by clicking on 'Find CampusID' in the new record row. Both links pop up the same window which in turn will return any selected CampusID to the new record row.



<i>new record</i> Find CampusID		
<i>* When a role does not have a campus ID:</i>		

[Cancel Lookup](#)

Search for Campus ID

Please enter all or part of the person's name: [GO](#)

Usage Notes:
 Names are based on the full PPS name.
 If the Campus ID is missing then the person's ID has not been recorded in PPS.
 One simple way to cut down on the results is to use a comma to indicate if first or last name.
 For last name enter [Last Name], ex: Horwitz,
 For first name enter ,[First Name] ex: ,Barbara

Search for Campus ID

Please enter all or part of the person's name: [GO](#)

Usage Notes:
 Names are based on the full PPS name.
 If the Campus ID is missing then the person's ID has not been recorded in PPS.
 One simple way to cut down on the results is to use a comma to indicate if first or last name.
 For last name enter [Last Name], ex: Horwitz,
 For first name enter ,[First Name] ex: ,Barbara

Campus ID	Name
ebandman	BANDMAN,EVERETT
jchrist	CHRISTENSEN,JARED EVERETT
heeveret	EVERETT,HILDA E
jleveret	EVERETT,JESSE L
	EVERETT,JOHN E.
lleveret	EVERETT,LANCE J
elittles	LITTLES,EVERETT S
eishull	SHULL,EVERETT J
	TREVOR,EVERETT D
ewilson	WILSON,EVERETT

<i>new record</i> Find CampusID	<input type="text" value="ewilson"/>	
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Roles can be viewed by department or by person.

View Specific Department	<input type="text"/>	Go
View Specific Person	<input type="text"/>	Go

Limiting the view to one person provides an option to replace all or some of the person's roles in one action.

Name	Campus ID	Role	Role Name	Department	Ignore PPS Test *	Update	Delete
BYRNS,LESLEY A	laklkegr	DeptStaff	Department Staff	040256 CENTER FOR INNOVATION STUDIES	<input checked="" type="checkbox"/>	Update	Delete
BYRNS,LESLEY A	laklkegr	DeptAdmin	Department Administrator	040255 SCIENCE & TECHNOLOGY STUDIES	<input checked="" type="checkbox"/>	Update	Delete
BYRNS,LESLEY A	laklkegr	DeptStaff	Department Staff	040009 HEMISPHERIC INSTITUTE-AMERICAS	<input checked="" type="checkbox"/>	Update	Delete
BYRNS,LESLEY A	laklkegr	DeptStaff	Department Staff	040027 MIDDLE EAST/SOUTH ASIA PROGRAM	<input checked="" type="checkbox"/>	Update	Delete
BYRNS,LESLEY A	laklkegr	DeptAdmin	Department Administrator	040250 PHILOSOPHY	<input checked="" type="checkbox"/>	Update	Delete
BYRNS,LESLEY A	laklkegr	DeptAdmin	Department Administrator	040310 COMMUNICATION	<input checked="" type="checkbox"/>	Update	Delete
BYRNS,LESLEY A	laklkegr	DeptAdmin	Department Administrator	040210 LINGUISTICS	<input checked="" type="checkbox"/>	Update	Delete
new record Find CampusID	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	New	

[Click here to replace user's roles with another person](#)

Clicking on the link pops up the search for campus id page. Select the desired person, this will produce a new table. Uncheck any roles that shouldn't be updated and click submit.

ewilson	<i>Uncheck if the role should not be updated</i>						
<input checked="" type="checkbox"/>	laklkegr	DeptStaff	040256	CENTER FOR INNOVATION STUDIES			
<input checked="" type="checkbox"/>	laklkegr	DeptAdmin	040255	SCIENCE & TECHNOLOGY STUDIES			
<input checked="" type="checkbox"/>	laklkegr	DeptStaff	040009	HEMISPHERIC INSTITUTE-AMERICAS			
<input checked="" type="checkbox"/>	laklkegr	DeptStaff	040027	MIDDLE EAST/SOUTH ASIA PROGRAM			
<input checked="" type="checkbox"/>	laklkegr	DeptAdmin	040250	PHILOSOPHY			
<input checked="" type="checkbox"/>	laklkegr	DeptAdmin	040310	COMMUNICATION			
<input checked="" type="checkbox"/>	laklkegr	DeptAdmin	040210	LINGUISTICS			

For roles administrators who have one or more home department codes with sub departments (as of the Summer of 2012 this was the Division of Humanities, Arts, and Cultural Studies and the School of Medicine) there's also an interface for assigning faculty to a sub department.

<https://academicpersonnel.ucdavis.edu/Roles/SubDepartment.cfm>

Academic Forms On-line

Roles Admin

View Specific Department [Go](#)

[Download Current Selection](#)

FIDLER,CAREY RIFKA	LECTURER - ACADEMIC YEAR - 1/9	▼	Update
HIGGINS O'CONNOR,ELISABETH	LECTURER - ACADEMIC YEAR - 1/9	▼	Update
OTEIZA SILVA,MARIA TERESA	VST ASSOC PROFESSOR-AY-1/9TH	▼	Update
SIRASAO,PRANJALI	LECTURER - ACADEMIC YEAR	▼	Update
ALARCON,FRANCISCO	LECTURER-AY-CONTINUING APPT.	▼	Update
ALBU,EMILY	ASSOCIATE PROFESSOR-ACAD YR	▼	Update

Academic Forms On-line

Diversity Hiring/UA Tools

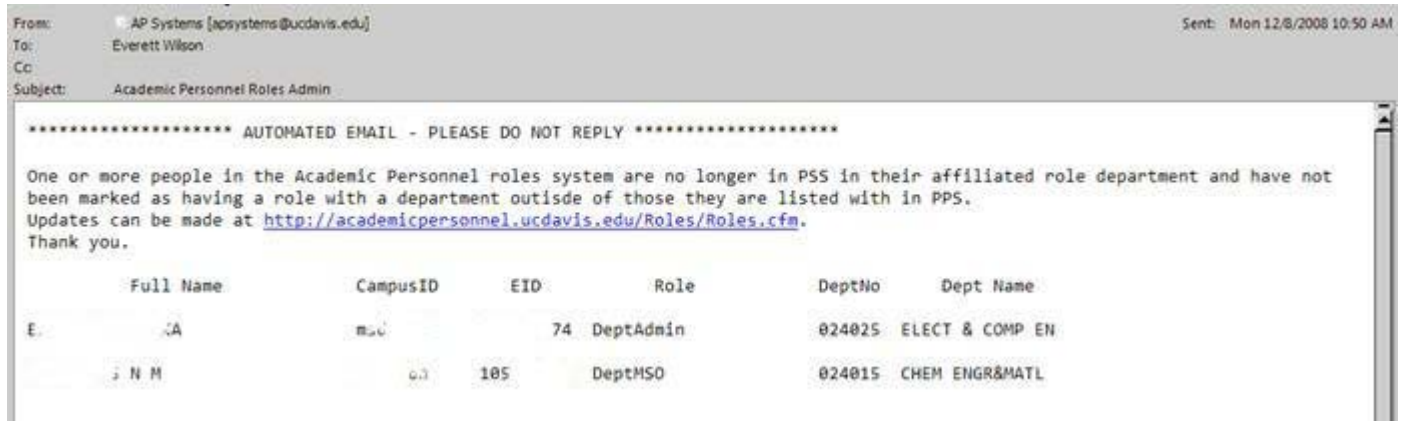
Sub Home Depts

All faculty in the selected home department can have their sub department updated. All faculty currently not assigned to a sub department are sorted to the top.

Automated Support

Each Monday the assigned roles are scanned to see if each person has a relationship in PPS to the home department code/unit code they have been assigned a role to. If no relationship exists then the system checks to see if the system has been informed that the role exists outside of the known PPS relationships.

If one or more roles are found to not have a corresponding relationship in PPS and the system has not been informed to ignore the issue then an automated email is sent to the roles administrator in the corresponding unit. The issue will continue to be sent once a week until either the role is changed/deleted or the system is told to ignore the issue (in the below email name & employee ID have been obscured).



To indicate that an issue should be ignored click the box for each desired entry

			Ignore * PPS Test		
<input type="checkbox"/>	040006	STATISTICAL LAB	<input type="checkbox"/>	Update	Delete
<input type="checkbox"/>	040420	STATISTICS	<input type="checkbox"/>	Update	Delete
<input type="checkbox"/>	024005	BIOLOGICAL & AG ENGINEERING	<input type="checkbox"/>	Update	Delete
<input type="checkbox"/>	030020	BIOLOGICAL & AG ENGINEERING	<input type="checkbox"/>	Update	Delete
<input type="checkbox"/>			<input type="checkbox"/>	Update	Delete

Forms Permissions Mapped to Roles

As of September 2012 the Academic Forms on-line systems uses the following roles and permissions:

<u>Role</u>	<u>Permission</u>	<u>Permission Areas</u>		
AcadPersAnalyst	AcadPersAnalyst	Reviewer	Reports	Admin
AcadPersAsstViceProv	AcadPersReviewer	Reviewer	Reports	
AcadPersFacRelDir	AcadPersFacRelDir	Reviewer	Reports	
AcadPersForms	AcadPersAnalyst	Reviewer	Reports	Admin
AcadPersReviewer	AcadPersReviewer	Reviewer	Reports	
AcadPersViceProv	AcadPersViceProv	Reviewer	Reports	
AssistantDeanPersonnel	AsstDean	Reviewer	Reports	
AssocDean	DeanFunctional	Reviewer	Reports	
AssocViceChan	DeanFunctional	Reviewer	Reports	
AsstDean	AsstDean	Reviewer	Reports	
CampusAcctMgr	PermissionAdmin			Admin
Dean	Dean	Reviewer	Reports	
DeanAcctMgr	PermissionAdmin			Admin
DeanAnalyst	DeanAnalyst	Reviewer	Reports	Admin
DeanAnalystForms	DeanAnalyst	Reviewer	Reports	Admin
DeanAnalystReviewer	DeanAnalystReviewer	Reviewer	Reports	
DeanFunctional	DeanFunctional	Reviewer	Reports	
DeptAdmin	DeptAdmin	Reviewer	Reports	Admin
DeptChair	DeptChair	Reviewer	Reports	
DeptMSO	DeptStaff	Reviewer	Reports	
DeptStaff	DeptStaff	Reviewer	Reports	
DeptViceChairAcad	DeptChair	Reviewer	Reports	
DeptViceChairForms	DeptChair	Reviewer	Reports	
InternalAudit	CampusUser		Reports	
Provost	Provost	Reviewer	Reports	
SumSessStaff	SumSessStaff	Reviewer		

Diversity Permissions Mapped to Roles (Academic Recruitment Tools)

As of 12/8/08 the academic recruitment tools systems uses the following roles and permissions:

Role	Permission	Permission Areas Used *		
AcadPersAnalyst	CampusExecutiveUser	All Units		ExecRecrts
AcadPersAsstViceProv	CampusExecutiveUser	All Units		ExecRecrts
AcadPersDiversity	CampusExecutiveUser	All Units		ExecRecrts
AcadPersFacRelDir	CampusExecutiveUser	All Units		ExecRecrts
AcadPersViceProv	CampusExecutiveUser	All Units		ExecRecrts
AcadSenAcctMgr	CampusUserNoNames	All Units	NoNames	
AcadSenAnalyst	CampusUserNoNames	All Units	NoNames	
AcadSenAnalystAAD	CampusUserNoNames	All Units	NoNames	
AcadSenAsstDir	CampusUserNoNames	All Units	NoNames	
AcadSenChairAAD	CampusUserNoNames	All Units	NoNames	
AssocDean	DeanUser			
AssocDeanDiversity	DeanUser			
AssocLibrarian	DeanUser			
AsstDean	DeanUser			
BIA_Academic	CampusUser	All Units		
ChanAnalystDiversity	ExecutiveRecruit		NoNames	ExecRecrts
ChancellorAnalyst	CampusUser	All Units		
Dean	DeanUser			
DeanAnalyst	DeanUser			
DeanAnalystAcademic	DeanUser			
DeanAnalystDiversity	DeanUser			
DeanAnalystReviewer	DeanUser			
DeanFunctional	DeanUser			
DeptAdminDiversity	DeptUser			
DeptChair	DeptUser			
DeptMSO	DeptUser			
DeptViceChairAcad	DeptUser			
DeptViceChairDvrsty	DeptUser			
OCCR-Admin	CampusUserNoNames	All Units	NoNames	
OCCR-AEVC	CampusExecutiveUser	All Units		ExecRecrts
Provost	CampusExecutiveUser	All Units		ExecRecrts
ProvostAnalyst	CampusUserNoNames	All Units	NoNames	
StaffDiversity	CampusUserNoNames	All Units	NoNames	

* ExecRecrts – executive recruits