

May 27, 2015

[Advisory to Deans #AA2015-04](#)

**DEANS, EXECUTIVE ASSOCIATE DEANS, ASSOCIATE DEANS, ASSISTANT DEANS, CHAIRS,
AND ACADEMIC PERSONNEL ANALYSTS**

Re: MyInfoVault (MIV) changes for 2015-16

Dear Colleagues,

Please make note of the following important changes to MyInfoVault (MIV). These changes are effective immediately.

Streamlining Appointment Actions: The checklists for Appointments in all series will be updated throughout 2015-2016 to reflect the following changes.

- Departments may upload the proposed appointee's CV along with the Biography Form in MIV. These documents will need to be merged as one PDF file and uploaded into "Biography Form". To streamline the appointment process, this may be done in place of completing data entry in other categories of the appointment dossier that are included on the CV in MIV.
- If the CV is uploaded and no information on jointly authored works is provided in MIV, the department letter should describe the candidate's scholarly contributions and apparent leadership in collaborative creative work and research.
- Other information from UC Recruit, including the candidate's Statement on Contributions to Diversity, should be uploaded into MIV.

Annotations: Please be sure that the historical lines in MIV that show the timing of past actions are retained and included when submitting dossiers. This is particularly important on the Publications and Creative Activities Lists, although it would also be helpful for other lists, including extending knowledge, service, and student evaluations.

Also, please remember that an asterisk (*) should be used to indicate which items count in the current review period. The publication lists are strictly date-ordered, so there may be times that items appear above the line but should still be included in the review period. Also, given the delay in publishing "in press" items, it is also possible that items that appear below the last line may have been counted in a previous review period and cannot be counted again.

Action Form: The Recommended Action Form has been renamed "Action Form". This change has been made in MIV and will be updated on our checklists for 2015-2016. The proposed information on the Action Form should be determined by the candidate or by policy. This makes clear the candidate's right to request a specific action, even in the event that the department does not support the candidate's choice. To determine the delegation of authority (e.g. whether an action is redelegated) the candidate's requested action must be designated before the action leaves the department.

If you have any questions, comments or concerns, please do not hesitate to contact me or Kelly Anders, Director of Academic Personnel & Systems (kanders@ucdavis.edu, 530-754-8268).

Sincerely,



Maureen L. Stanton
Vice Provost—Academic Affairs
Distinguished Professor, Evolution and Ecology