

Workflow and Role Management **Version 3.0** **Functional Specifications**

Version 5.0
October 16, 2009

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Introduction

MyInfoVault (MIV) is the academic merit and promotions system for the University of California, Davis. The MyInfoVault Web site was redesigned and technologically improved in Versions 2 (data entry and dossier creation upgrade), Version 2.1 (CV and NIH Biosketch creation upgrade), Version 2.2 (addition of Data Imports) and Version 2.3 (document uploads for letters). These upgrades have greatly improved the processes for adding data into the system so that a dossier can be easily created.

Workflow and role management processes are the next features to be improved so that document (dossier) routing is enhanced and models the academic merits and promotions processes outlined by the Office of the Vice Provost, Academic Personnel. In MIV, the term "Workflow" represents the steps a dossier takes when routed for processing. "Role Management" represents the access and control of the dossier that users are granted (or denied) while it is being routed through the workflow process.

Due to time and budget constraints the current scope of this upgrade calls for improving workflow and role management by re-writing the existing functions. Very little new functionality will be added, and will be done so only so that processes can be performed as outlined by the Office of the Vice Provost, Academic Personnel. Existing functionality will be redesigned and technologically improved so that the workflow and role management features perform consistently, are secure, and are easy to use.

This document outlines the scope of work that will be addressed during the development phase for *v3 Workflow and Role Management*. It identifies the high-level features that will or will not be included in this phase.

Definitions

Academic Federation (AF): Employees of the University who hold appointments in one or more of the designated academic title series (researchers, administrators, librarians, lecturers, etc.), and who are not members of the Academic Senate.

Academic Senate (AS): The faculty of the University of California who hold the following series titles: Professor; Professor in Residence; Acting Professor; Lecturer With Security of Employment; Senior Lecturer With Security of Employment, Professor of Clinical _____, and Professor Emeritus.

Role

A *role* defines the unique permissions an MIV user has in the system. For example, the role of *Department Administrator* gives the individual with that role, the ability to add or remove Department Letters. Each *role* in MIV will have different permissions within the system.

Dossier

The dossier is the file or "packet" of materials relating to performance during the review period that is submitted in support of a candidate's merit or promotion action. It is prepared by the department and forwarded to the appropriate administrators and faculty personnel committees for review.

Department Chair

The Chair is responsible for overseeing the departmental review of the candidate's record and for writing the recommendation letter, which presents the department's evaluation (including the vote) of the candidate's teaching, research/creative activity, and service for all personnel actions ([APM 245](#) and [UCD APM 245](#)).

Dean

The Dean (in some colleges an Associate Dean has responsibility for academic personnel matters) is the administrator responsible for reviewing the following actions within the school, college, or division:

Appointments – not included in MIV V3

Merits - included in MIV V3

Promotions - included in MIV V3

Accelerations – not included in MIV V3

Deferrals – not included in MIV V3

Appraisals– not included in MIV V3

CAP (Committee on Academic Personnel)

9 member committee of senior Academic Senate (AS) faculty (3 year terms) appointed by the AS Committee on Committees and is responsible for making recommendations to the Vice Provost-Academic Personnel regarding non-redelegated personnel actions for AS members, as well as for the following AF teaching series not covered by a collective bargaining unit: Adjunct Professors, Professional Researchers with joint AS appointments, and Unit 18 Continuing Appointments. The acronym "CAPOC" is used interchangeably with "CAP" and refers to Committee on Academic Personnel Oversight Committee. Appeals of actions are referred to CAPAC; i.e., the Committee on Academic Personnel Appellate Committee.

Reviewer

Any person who participates in the review process, i.e. department members, Chair, Dean, Vice Provost-Academic Personnel, Voting Groups, Peer Groups, Personnel Committees, and extramural referees.

FPC (Faculty Personnel Committee)

Each school/college has a Faculty Personnel Committee which is a subcommittee of CAP. The members of each FPC are nominated by the college's Executive Committee and approved by CAP. Each FPC is advisory to the Dean (or Associate Dean) on redelegated personnel actions for the same title series as CAP.

Redelegated Action

Dean's personnel actions, which need no further review by the Vice Provost are called redelegated actions. Currently these include: all normal merits (excluding Professor VI and Above Scale), and appointments at or below the Assistant Professor III level (<http://academicpersonnel.ucdavis.edu/delegations/cfm>).

Non-redelegated Action

Dean's personnel actions, which do require further review by the Vice Provost are called non-redelegated actions. Currently these include: Appointments at or above the Assistant Professor IV level, Promotions, Accelerations involving the skipping of two years or more at the Assistant and Associate Professor levels, or three years or more at the Professor level, Deferrals of more than two years, The two high-level merit reviews at Professor, steps VI and Above Scale.

Series

Series are the various job titles, i.e., Professorial, In Residence, Lecturer SOE, etc. The Dean, CAP, and the Vice Provost must approve a faculty request for a change in series.

Ranks

Ranks are the various levels within a series, such as Assistant Professor, Associate Professor, and Professor within the Professorial series. Rank and salary are increased by **promotion**.

Steps

Steps are the various levels within a rank, e.g., Assistant Professor, Step II, III, IV, or V. Each successful **merit** review results in an increase in both step and salary. The number of steps at each rank and the usual step at which faculty apply for promotion are as follows:

- Assistant Professor: Steps I-VI (Steps V and VI are overlapping steps), most faculty apply for promotion at Step IV
- Associate Professor: Steps I-V (Steps IV and V are overlapping steps), most faculty apply for promotion at Step III
- Professor: Steps I-IX and Above Scale

Merit review

A merit review is an evaluation by the department, FPC, and the Dean of a faculty member's record of teaching, research/creative activity, and service. A positive review will result in advancement in step within rank.

Promotion review

A promotion review is an evaluation for advancement in rank; i.e., from Assistant to Associate Professor, or Associate to full Professor. At both of these levels, there is a mandatory extensive review, which includes peer review of teaching, solicited extramural letters, Ad Hoc committee review, and CAP-OC review.

Appraisal

At the Assistant Professor level, an appraisal of teaching, research/creative activity and service, is performed in the faculty member's fourth year to determine if he/she is 'on track' for promotion. The dossier is submitted in the fall and the FPC (acting as the ad hoc committee doing the appraisal) forwards their report and the dossier to the Vice Provost's office. After review of the file by CAP-OC and the Vice Provost, an appraisal letter is sent to the candidate with reviewer's comments on performance in teaching, research/creative activity and service. The intent of the

appraisal is to provide feedback on the areas of satisfactory performance, as well as collegial advice as to how the candidate can improve those areas where there are problems ([APM 220-83](#), [APM UCD Procedure 1 A.](#)).

Extramural

“Extramural” means outside the UCD campus. Thus, extramural letters are those requested from faculty on other UC campuses. Extramural letters are “Redacted” for Candidates.

Redacted

Extramural letters that have had identifying information (including name, title, institutional affiliation, and relationship to the candidate) obscured or eliminated are called “redacted” letters. These “redacted” letters are what is provided to the candidate to view.

Sensitive Data

Sensitive data is contained in the following documents and should be protected from fraudulent or unauthorized access while maintaining their confidentiality and integrity throughout the workflow process:

- Candidate Confidential Letter (Rebuttal)
- Dept. Chair Confidential Letter
- Referee List
- Extramural Letters

Merits/Promotions Review Committees

Vice Provost Level Central Review Committees

- AFPC: Academic Federation Personnel
- Ad Hoc: Ad Hoc
- ASPC: Academic Federation Administrative Series Personnel
- CAP: Committee on Academic Personnel
- CAPAC: Committee on Academic Personnel Appellate Subcommittee – Appeals only.
- JPC: Joint Academic Federation/Senate Personnel
- Shadow: Shadow – Federation Committee for Redelegated Actions only.

School/College Level Committees

- FPC: Faculty Personnel Committee
- LAUC-D: Librarians Association of the University of California – Davis (reviews librarian merits and promotions. It is on the same level as the FPC.)

Areas of Functionality to be Refactored

Technical and architectural improvements will be included for workflow, role management, and document upload functionality. All functionality will be scalable so that additions or modifications can be made easily.

Workflow will include the following types of delegation authority actions:

1. Redelegated merits
2. Non-redelegated merits/promotions
3. Joint appointments (Redelegated and Non-redelegated)

An interface that links MIV to an external voting module will be provided if voting module is available:

1. MIV will link to an external voting module that must be provided by the department, school or college.
2. An interface will be added to MIV to link to an external voting system such as those in Plant Sciences, Entomology, Plant Pathology, LAWR, or for example a stand-alone voting module being developed in CA&ES.
3. MIV will make the dossier unavailable while the status of the dossier is in the voting state.
4. Results of the voting will be provided by the external system and the tabulations will be manually added to the department letter (upload or data entry form).

Current levels for user roles will remain:

1. **Level 1** - Administrators in the Vice Provost Office are responsible for:
 - a. Assigning read only access to faculty who are responsible for reviewing dossiers at this level.
 - b. Managing Dean’s Final Decision/Joint Appointment Dean’s Recommendation Signature Authorization
 - c. Managing Dossier Archiving
 - d. Adding Level 2 administrators in Deans’ Offices
2. **Level 2** - Administrators in the Deans’ Offices are responsible for:
 - a. Assigning Level 3 access to administrators in departments and/or sections.
 - b. Assigning read only access to College Personnel Committees.
 - c. Managing accounts for administrators in their offices (level 2) and for administrators in departments (level 3).

3. **Level 3** - Administrators in the departments/sections are responsible for:
 - a. Assigning Level 3H personnel under their supervision who input data necessary for academic merits and promotions.
 - b. Assigning faculty members to review merit/promotion dossiers (if this responsibility is delegated by the Dean's Office).
 - c. Managing accounts for administrative users in the department and for candidates.
4. **Level 3H** - Faculty accounts.
 - a. These accounts are for data entry only for all accounts in their department/section.
5. **Level 4** - Faculty accounts.
 - a. Faculty may only access their own account.

Redelegated/Non-redelegated action functionality that will remain:

1. Faculty

- Adding/uploading new data for all categories
- Designing/creating/viewing the dossier
- Finalizing and sending dossier to the department
- Viewing the dossier and Disclosure Certificate
- Electronically signing the Disclosure Certificate
- Reviewing Other Candidate's Dossiers

2. Department

- Switching Accounts
- Managing user accounts (add/edit)
- Reviewing completeness of dossier
- Adding/uploading new data for all categories
- Uploading Department Letter
- Uploading Other Letters
- Uploading Org Chart
- Adding Recommended Action Form (RAF)
- Creating and sending Disclosure Certificate
- Reviewing signed Disclosure Certificate
- Assigning department reviewers
- Returning dossier to candidate
- Sending dossier to the dean's office

3. School/College

- All of the same functions as included for Department above
- Member List Reports
- Assigning FPC Reviewers
- FPC Reviews
- Uploading FPC Committee Report
- Uploading Dean's comments (when a modification to the rank, step, or effective date (i.e., retroactive effective date is requested)
- Uploading Dean's Recommendation
- Sending dossier to Vice Provost's Office
- Adding Dean's Final Decision/Joint Appointment Dean's Recommendation to RAF
- Adding Dean's electronic signature
- Returning dossier to department/section
- Archiving the dossier in MIV
- Ability to manage various options of authorized Dean's/Associate Dean's signatures for the Dean's Final Decision/Joint Appointment Dean's Recommendation. For example, any authorized Dean's/Associate Dean's has the ability to sign, etc.

4. Vice Provost's Office

- All of the same functions as included for Department and School/College above
- Assigning to Academic Senate Office (if Non-redelegated *or* by Dean's request for redelegated)
- Returning dossier to School/College
- Archiving the dossier in MIV
- Archiving the dossier to EDMS
- Central Review Committee reviews

Areas of Functionality to be Added

1. Vice Provost's Final Decision
2. Vice Provost's Electronic Signature
3. Central Review Committee Recommendations for CAPAC, ASPC, AFPC, JPC.
4. Deactivate/Reactivate users
5. Department, School/College and Vice Provost's Archive "Snapshots"
6. EDMS and MIV simultaneous archival
7. Open/Close Voting period
8. Open/Close Review period
9. Assigning FPC reviewers
10. Assigning Central Review Committee reviewers
11. PDF Upload for Dean's Recommendation and Central Review Committee Recommendations
12. User Identification for Disclosure Certificate Signature
13. Report results pages column headings sortable
14. Joint School/College routing, Joint Dean's Recommendation, Joint Dean's Recommendation
15. Pre-populated Recommended Action Form and Candidate's Disclosure Certificate
16. Redacted/Non-redacted "Other" letter PDF Upload option

Prototypes for Areas of Functionality to be Refactored/Added

Located at: <https://confluence.ucdavis.edu/confluence/display/MIV/Prototypes>

1. MIV Access
2. Select A User's Account
3. My Account
4. Manage Users (Add/Edit/Deactivate/Reactivate users and manage Dean's Signature Authorization)
5. PDF Uploads
6. View My Dossier Status
7. Send Dossier to My Dept.
8. Manage Open Actions
9. Redelegated Actions
10. Non-Redelegated Actions
11. Recommended Action Forms (Redelegated and Non-Redelegated)
12. Recommended Action Form Redelegated
13. Recommended Action Form Non-Redelegated
14. Dean's Final Decision/Joint Appointment Dean's Recommendation
15. Vice Provost's Final Decision
16. Candidate's Disclosure Certificate Form
17. Candidate's Disclosure Certificate
18. Reviewing Dossiers (and Assigning Reviewers)
19. Electronic Signatures (Candidate's Disclosure Certificate /Dean's Final Decision/Joint Appointment Dean's Recommendation/Vice Provost Final Decision)
20. Archive Completed Dossiers (MIV and EDMS)
21. View Dossier Archive (Snapshots)
22. View MIV Users Report

Swimlanes for Workflow to be Refactored/Added

Located at: <https://confluence.ucdavis.edu/confluence/display/MIV/Functional+Specifications>

1. Non-redelegated Vice Provost's Office Workflow
2. Non-redelegated Dean's Office Workflow
3. Non-redelegated and Redelegated Department Workflow
4. Redelegated Dean's Office Workflow

Areas of Functionality that will be added in v3.x

1. Manage Users - Deactivate/Reactivate users
2. Archive Completed Dossiers (MIV and EDMS)
3. View Dossier Archive (Snapshots)

v2.x Functionality that will NOT be refactored

1. Enter Data
 - a. Data Imports
 - b. PubMed Download
 - c. Resequencing
2. My Dossier
 - a. Design My Dossier
 - b. Manage Format Options
 - c. Manage Publication Annotations
 - d. Create My Dossier
 - e. View My Dossier

NOTE: The "Dossier Menu" page will be removed because all of the links available on that page (sign Disclosure Certificate, etc.) are now available from the MIVMain page and top navigation menu in v3.

3. CV & Biosketches

Areas of Functionality that will NOT be added

1. Manage School/College – Department names.
2. Ability to add outside FPC reviewers.
3. Ability to create two packets for one faculty. For example, if a candidate has federation AND senate positions, and requires a separate packet for each position during the same cycle.
4. Ability for Vice Provost to add various correspondence/documents to an action/packet after the Central Review Committee Review.
5. Ability of "Open Action" results to display academic cycle year and title from and to.
6. Roles for account managers, Academic Senate analysts, or committee members.
7. Workflow for the following actions will not be included
 - 5 year reviews
 - 7th Year Tenure cases
 - 30 day late with no Dean's decision
 - Appointments
 - Appeals
 - CAPAC reviews
 - Career Equity reviews
 - Dean review
 - Deferrals
 - Department Chair review
 - Endowed Chair review
 - Multiple signatures (from two Dean's, etc.)
 - Post Audit
 - Recalls
 - Retroactive
 - Tenure cases
8. The following new data categories will not be included
 - Ad hoc Comments
 - Appeals (Rebuttal) Letters
 - Appointment Form
 - Committee Comments: Shadow, LAUC-D
 - Chair's Confidential Letter Dean's Final Decision (if appeal)
 - Disclosure Certificate (if appeal)
 - Extramural Letter
 - External Reviewers List
 - Letter from GS Dean (if Graduate Group Chair)
 - Optional Department Letter (if appeal)
 - Outside Reviewers List
 - Post-Audit Letters
 - Publication Correspondence
 - Redacted letters
 - Rejoinder/Rebuttal letters
 - Scanned Student Evaluations

- Teaching Peer Review Letter (if promotion non-redelegated only)
- Uploading voting summary sheet

9. Workflow for the following functions or modules will not be included
- Data exports for faculty, departments, and college data
 - Decision Support
 - Electronic signature for the department chair
 - Integration of personal information data from LDAP
 - Search engine for field of study/areas of interest
 - Voting Module

Workflow Requirements

- The requirements stated below are solutions to existing problems in order to illustrate the gains in mapping accurate process flow, usability, performance, and security.
- The system will be developed with the following requirement assumption:
Users of the MIV system will have or obtain a Kerberos Account at: <http://ComputingAccounts.ucdavis.edu>

System Requirements

Problem	Solution
Naming Conventions	<ol style="list-style-type: none"> 1. All references to a packet will now be called "Dossier." 2. All references to a faculty member will now be "Candidate."
System Security and Availability	<ol style="list-style-type: none"> 1. Strict adherence to UC Davis Cyber-Safety requirements (Level 1 and 2). Use of UC Davis Central Authentication service (CAS) for sign on. This will provide the ability to profile Users based on their Kerberos ID. 2. For system-to-system communication over the Internet, the HTTPS protocol must be used to protect communication confidentiality at all times. 3. Encryption is required of the transmittal of all sensitive data. 4. System will not recommend browser "bookmarking" of any page containing routing and role management functionality. 5. System will not recommend multiple browser windows to be opened that contain role management functionality. 6. System will implement technologically independent of computer platforms and transmission protocols. 7. System must support an audit trail and application logging. 8. Audit trails must record the user whose role is managed, date the role was managed, and who managed the role. 9. User authorization levels must be supported to manage access to system functions and sensitive information. 10. Authorization levels should include Role Based Authorization (and will include Electronic Signature Authorization). 11. All references to roles such as Level 1, etc., will now be to the role name, such as Department Administrator.
Privacy	<ol style="list-style-type: none"> 1. Privacy requirements ensure that sensitive information (see definition of "sensitive data") is not accessible to unauthorized Users (see "Role Management Matrix" below). 2. Privacy concerns must be addressed to protect Faculty and reviewers from fraudulent or unauthorized access of sensitive data. 3. The confidentiality and integrity of sensitive data must be protected.
Design Standards	<ol style="list-style-type: none"> 1. The design and development of this system should be compliant with all relevant guidelines established by Section 508 which requires that Federal agencies' electronic and information technology be accessible to people with disabilities. More information about Section 508 is available at www.section508.gov 2. System front-end web interface should use University color palette and comply with University supported browsers. 3. System will use a custom MIV cascading style sheet for design and display consistency. No inline styles will be used. No button images will be used. Top navigation menu will be pure CSS. 4. All pages will have breadcrumbs. 5. All links should have title tags. 6. System will provide one global navigation menu on all screens. 7. All error messages will appear directly on data entry/search/display pages, not in pop-up windows. 8. "Select A User's Account" functionality will be accessible from every page.

	<ul style="list-style-type: none"> 9. All pre-v2 code will be re-written. 10. All MIV files and data will be saved indefinitely.
Email notification	<ul style="list-style-type: none"> 1. Email notifications may be sent as notifications for inception or completion of workflow steps (e.g., to notify a Candidate that a Disclosure Certificate is ready to be signed), but not to transfer MIV documents/data.

Business and Finance Bulletin, RMP-2 (Retentions)

- 1. UCD Login ID account expires 60 days after separation (initiate MIV archive of any records).
- 2. Faculty academic personnel records retained 5 years after separation (via MIV archive).
- 3. Emeritus faculty academic personnel records retained 5 years after deceased (via MIV archive).

MIV Access

To gain access into the MyInfoVault Web site a user must have a:

1. Kerberos login and
2. MIV account

Only existing MIV users can add new MIV accounts.

Roles – Can be assigned via MIV interface

Access to all pages and data displayed on those pages is based on a user's role (e.g., Department Administrators view only their department's data, School/College Administrators view only their school/college's and school/college's departments data). Levels of functionality displayed on each page will differ per Role.

1. A role is assigned to a user when added to MIV (*See Manage Users prototype*).
2. All MIV users will be assigned one of four roles:
 - a. System Administrator (formerly Dev Team in v2)
 - i. Additional functionality only available (visible) to Sys Admins:
 1. MIV System Administration link on the MIV Main page
 2. Enter Data > Publications > Import Data .csv files
 3. "Maintenance mode" access to MIV servers when all other users are locked out
 - b. MIV Administrator (formerly Level 1)
 - c. School/College Administrator (formerly Level 2)
 - d. Department Administrator (formerly Level 3)
 - e. Department Helper (formerly Level 3H)
 - f. Candidate (formerly Level 4)

Sub-Roles – Cannot be assigned via MIV interface

1. Any MIV user may also be assigned a sub-role role which grants more access than their role provides:
 - g. SysAdmin MIV Project Team members with access to administrative links on the MIV Main page (formerly DevTeam in v2).
 - h. Department Reviewer Reviews assigned dossiers at Department location
 - i. FPC Reviewer Reviews assigned dossiers at School/College location
 - j. CRC Reviewer Reviews assigned dossiers at Vice Provost's location
 - k. Dean Signs Dean's Final Decision/Dean's Recommendation for his/her School
 - l. Vice Provost Signs Vice Provost's Final Decisions

Top Navigation Menu

1. The top navigation menu will contain links to all MIV functionality and will appear on all MIV web pages. All of the links will be visible to all users and all roles.
2. The CAS authenticated user that has logged in to MIV will have their name appear in the top navigation menu as their UC Davis Online Directory display name, appearing as: first middle last
 - a. If the UC Davis Online Directory display name is updated the users name will be automatically updated in MIV.
3. If a user tries to access functionality from the top navigation menu that they do not have permission for, an "Access Denied" page will be displayed indicating that they do not have permission to view the content.
4. Top navigation menu will not have a link to "Home." The "Home" link will be available on every MIV page via the breadcrumbs.

Top Navigation/Masthead Role Access

	MIV Admin - or - Sys Admin	School/College Admin	Dept. Admin	Dept. Helper	Candidate
Enter Data (and all Enter Data sub-tabs)	X	X	X	X	X
My Dossier (and all Enter Data sub-tabs)	X	X	X	X	X
CV & Biosketches (and all Enter Data sub-tabs)	X	X	X	X	X
Open Actions – Assign Dossier Reviewers	X	X	X		
Open Actions – Review Other Candidate's Dossiers	X	X	X		X
Open Actions – Manage Open Actions	X	X	X		
Open Actions – Sign Dean's Final Decision/Recommendation	X	X			
Open Actions – Sign Vice Provost's Final Decision	X				

Completed Actions – Archive Completed Dossiers	X				
Completed Actions – View Dossier Snapshots	X	X	X		
Completed Actions – View Dossier Archive	X				
Reports – View MIV Users	X	X	X		
Manage Users - Add A New User	X	X	X		
Manage Users - Edit A User's Account	X	X	X		
Manage Users - Deactivate/Reactivate A User	X	X	X		
Manage Users - Manage Dean's Signature Authorization	X				
My Account	X	X	X	X	X
Help	X	X	X	X	X
Contact Us	X	X	X	X	X
Log Out	X	X	X	X	X
Select A User's Account	X	X	X	X	

Help/Contact Us/Log Out

1. "Help," "Contact Us," and "Log Out" functionality will remain unchanged from the V2.x refactored versions.

Select A User's Account

1. The "Select A User's Account" link will be available from all MIV web pages for all roles **except Candidate**.
2. When a user selects a user's account they will view MIV as that user and have only that user's access until they change back to their own account.

MIVMain page

1. All functionality on the MIVMain page is accessible from the top navigation menu on every MIV page.
2. A different MIV home page will be displayed for each role. These custom home pages will be tailored to the individual roles and display "quicklinks" to processes that each role commonly uses.
3. Red numbers in parentheses, for example "Review Other Candidate's Dossiers (6)," following links represent the number of available actions at the user's location that need to be worked on (action count indicators – see below).
 - a. **When the corresponding link is selected, the search results count listed will always match the number in the parentheses.**
 - b. If no processes are available to be managed the number in parentheses will display "(0)" in green.
4. "My Account" link that appears above the top navigation menu is available for all roles.
5. "Manage Users" link that appears above the top navigation menu is available for all roles except Candidate and Dept. Helper.
6. If a user that no longer appears in LDAP is reactivated and that user's account is selected, the following message will appear on the MIVMain page:
 - a. "This user is no longer a UC Davis affiliate."
7. Browser title, page title and breadcrumb should be: "Home"

MIVMain page - Available links per Role

	MIV Admin - or - Sys Admin	School/ College Admin	Dept. Admin	Dept. Helper	Candidate
How Do I get Started?	X	X	X	X	X
My Dossier – Create My Dossier					X
My Dossier – View My Dossier					X
My Dossier – Send Dossier To My Dept.					X
CV & Biosketches – Manage My Curriculum Vitae (CV)					X
CV & Biosketches – Manage My NIH Biosketch					X
Sign – Sign My Disclosure Certificate					X
Sign – Sign Dean's Final Decision/Recommendation		X			
Sign – Sign Vice Provost's Final Decision	X				
Review – Assign Dossier Reviewers	X	X	X		
Review – Review Other Candidate's Dossiers	X	X	X		X
Open Actions – Manage Open Actions	X	X	X		
Manage Users – Add A New User	X	X	X		
Manage Users – Edit A User's Account	X	X	X		
Manage Users – Deactivate/Reactivate A User	X	X	X		

Manage Users – Manage Dean’s Signature Authorization	X				
Completed Actions – Archive Completed Dossiers	X				
Completed Actions – View Dossier Snapshots		X	X		
Completed Actions – View Dossier Archive	X				
Reports – View MIV Users	X	X	X		

MIVMain page - Available links with action count indicators – See individual requirements for feature functionality

Link	Action Count
Sign – Sign My Disclosure Certificate (x)	Number of Primary/Joint Department Disclosure Certificates that need to be signed, that have been created and emailed to the Candidate.
Sign – Sign Dean’s Final Decision/Recommendation (x)	All actions at the School/College location that have not been signed. Once an action has been signed the action will fall off of the action count (x) list for the School/College Admins with Dean’s Signature Authorization and will only be accessible for editing via the “Manage Open Actions > Open Action” page.
Sign – Sign Vice Provost’s Final Decision (x)	All actions at the Vice Provost’s location that have not been signed. Once an action has been signed the action will fall off of the action count (x) list for the Vice Provost and will only be accessible for editing via the “Manage Open Actions > Open Action” page.
Review – Review Other Candidate’s Dossiers (x)	All actions that have been assigned for review that have an “Open” review period. If the review period is changed to “Closed” the action will not appear in the count or the list.

Dossier Creation

Dossiers will be created based on the “Delegation Authority: Action Type” (see *Send Dossier To My Dept. page and Recommended Action Forms prototypes*), and then displayed according to the “MIV Dossier Document Viewing Access” matrix. Documents in the dossier will appear in the order illustrated by the “MIV Dossier PDF Document/Bookmarks Master Display Order” matrix.

Note: The “Delegation Authority: Action Type” may be changed at any time via the Send Dossier To My Dept. page and the Recommended Action Form.

MIV Dossier Document Viewing Access

Documents	Candidate	Dept. Helper	Dept. Primary	Dept. Joint	Dept. Reviewer Primary	Dept. Reviewer Joint	School/College Primary	School/College Joint	School/College Reviewer Primary	School/College Reviewer Joint	CRC Reviewer	VP	EDMS Doc#
Location: Candidate													
Candidate's Statement	X	X	X	X	X	X	X	X	X	X	X	X	280
Position Description	X	X	X	X	X	X	X	X	X	X	X	X	281
List of Evaluations	X	X	X	X	X	X	X	X	X	X	X	X	282
Teaching, Advising & Curricular Development	X	X	X	X	X	X	X	X	X	X	X	X	284
Extending Knowledge	X	X	X	X	X	X	X	X	X	X	X	X	301
List of Service	X	X	X	X	X	X	X	X	X	X	X	X	286
Publications & Contributions to Jointly Authored Works	X	X	X	X	X	X	X	X	X	X	X	X	287
Honors and Awards	X	X	X	X	X	X	X	X	X	X	X	X	290
Grants and Contracts	X	X	X	X	X	X	X	X	X	X	X	X	291
Agricultural Experiment Station	X	X	X	X	X	X	X	X	X	X	X	X	283
Location: Primary Department													
Recommended Action Form	X		X	X	X	X	X	X	X	X	X	X	295
Department Letter/Division Chief Letter	X		X		X		X	X	X	X	X	X	304
Department Letter Federation Vote	X		X		X		X	X	X	X	X	X	304
Department Peer Group Letter for Federation	X		X		X		X	X	X	X	X	X	304
Candidate's Disclosure Certificate	X		X		X		X		X		X	X	297
Rebuttal Letter	X		X	X	X	X	X	X	X	X	X	X	305
Rejoinder Letter	X		X	X	X	X	X	X	X	X	X	X	305
Peer Evaluation of Teaching Performance	X		X	X	X	X	X	X	X	X	X	X	305
Evaluation Letter of Graduate Group Chair Service	X		X	X	X	X	X	X	X	X	X	X	305
OVCR Evaluation Letter of Research Unit Director	X		X	X	X	X	X	X	X	X	X	X	341
Director Evaluation Letter of Clinical Activities	X		X	X	X	X	X	X	X	X	X	X	304
Evaluation Letter of Academic Senate Committee Service	X		X	X	X	X	X	X	X	X	X	X	305
Extramural Letter: Redacted	X												N/A
Extramural Letter: Non-Redacted			X	X	X	X	X	X	X	X	X	X	306
Org Chart	X		X	X	X	X	X	X	X	X	X	X	296
Location: Joint Department													
Joint Department Letter/Division Chief Letter	X		X	X		X	X	X	X	X	X	X	304
Joint Department Letter Federation Vote	X		X	X		X	X	X	X	X	X	X	304
Joint Department Peer Group Letter for Federation	X		X	X		X	X	X	X	X	X	X	304
Joint Candidate's Disclosure Certificate	X		X	X		X	X	X	X	X	X	X	297
Location: Primary School/College													
FPC Recommendation (Redelegated)							X	X	X		N/A	X	298
Dean's Final Decision (Redelegated)							X	X			N/A	X	307
Dean's Recommendation (Non-Redelegated)							X	X			X	X	341
Location: Joint School/College													
Joint FPC Recommendation (Redelegated)							X	X		X	N/A	X	298
Joint Dean's Recommendation (Redelegated)							X	X			N/A	X	341
Joint Dean's Recommendation (Non-Redelegated)							X	X			X	X	341

Location: Vice Provost's Office													
CAP Recommendation (Non-Redelegated)											X	X	298
CAPAC Recommendation (Non-Redelegated)											X	X	298
ASPC Recommendation (Non-Redelegated)											X	X	298
AFPC Recommendation (Non-Redelegated)											X	X	298
JPC Recommendation (Non-Redelegated)											X	X	298
Vice Provost's Final Decision (Non-Redelegated)												X	300

* "Extramural Letters – Redacted" option is not available for School/College and Vice Provost's Office because Candidate's never see documents from those locations.

Select A User's Account

1. Same steps 3 - 5 as "MIV Users" Report.
2. "Select A User's Account" page will replace the former "Select Candidate Account" link.
3. "Select A User's Account" link will be available below the top navigation menu on every MIV page for all roles except Candidate.
4. No user will ever see or be able to select a user with the role of Sys Admin unless that user also has the Sys Admin role.

Select A User's Account Access

The user's own name will not be available in the search results or search results count, unless they have MIV Admin role.

Role: (target user)	Switch Accounts To: (becomes target user)	Can Select A User's Account:
<i>Select own User's Account</i>		
MIV Admin		
School/College Admin		
Department Admin		
Department Helper		
Candidate		
<i>Select another User's Account (Users cannot switch accounts to one's own account)</i>		
MIV Admin	MIV Admin	X
	School/College Admin	X
	Department Admin	X
	Department Helper	X
	Candidate	X
School/College Admin	MIV Admin	<i>cannot switch to this role</i>
	School/College Admin	X
	Department Admin	X
	Department Helper	X
	Candidate	X
Department Admin	MIV Admin	<i>cannot switch to this role</i>
	School/College Admin	<i>cannot switch to this role</i>
	Department Admin	X
	Department Helper	X
	Candidate	X
Department Helper	MIV Admin	<i>cannot switch to this role</i>
	School/College Admin	<i>cannot switch to this role</i>
	Department Admin	<i>cannot switch to this role</i>
	Department Helper	<i>cannot switch to this role</i>
	Candidate	X
Candidate	MIV Admin	<i>cannot switch to this role</i>
	School/College Admin	<i>cannot switch to this role</i>
	Department Admin	<i>cannot switch to this role</i>
	Department Helper	<i>cannot switch to this role</i>
	Candidate	<i>cannot switch to this role</i>

5. Browser title, page title and breadcrumb should be: "Select A User's Account: Search"
6. **User's switching accounts will assume that user's role and access permissions and not retain any of their own, even if they happened to have more access.**
7. **User's switching accounts will view only the functionality (links, etc.) available to the assumed user's role and access permissions.**

Select A User's Account: Search Results

1. Search results display result count at the top of the page.
2. All search results display on the results page. "Next 100 Records" buttons will not be displayed.
3. Only Active users will be included in the results.
4. The user's own name will not be available in the search results or search results count.
5. All user's names will appear as their UC Davis Online Directory display names and appear as: last, first middle
 - a. If the UC Davis Online Directory display name is updated the users name will be automatically updated in MIV.

6. Search results are limited to the user's role: Users can only select accounts that have the same or less privileged roles.
 - a. Candidate – N/A: Access denied
 - b. Dept. Helper – Candidates for a user's own department (no other departments).
 - c. Dept. Admin. – Candidates, Dept. Helpers and Dept. Admins. for a user's own department (no other departments).
 - d. School/College Admin. – Candidates, Dept. Helpers and Dept. Admins. for a user's own school/college and their own school/college's departments only (no other school/college or school/college's departments).
 - e. MIV Admin – All results returned except Sys Admin roles.
 - i. MIV Admins **cannot** select accounts of users with Sys Admin role.
 - f. Sys Admin – All results returned
7. All search results display the same columns via link headers:
 - a. MIV User - MIV User names will be links (all links should have title tags) that when selected direct logged in user to the other user's account and the appropriate MIVMain page for the selected user displays (*see MIV Access prototype*).
 - i. **When a user selects another user's account they become a "proxy" user that views MIV with the role and access of the selected user, therefore the functionality is limited to the view of the selected user. For example, selecting the account of a Candidate means that you view their account as that Candidate, not as an Administrator with Administrator privileges. Only the options available to the Candidate will be available.**
 1. If a user selects an account and then uses the browser "Back" button to return to the "Select A User's Account" page, the page should display results based on the user's role not the selected account's role (i.e., the same results returned as when the user has "returned to Admin").
 - ii. A user's own name should not be available for selection.
 - b. School/College – populated from user account
 - c. Department – populated from user account
 - d. Role – populated from user account
8. Search results column headers are all links that when selected sort the data by that column in ascending and descending order.
 - a. The default sort order for all columns is ascending. The next time the column header link is selected the sort is descending, etc., etc.
9. Searches resulting in only one match will still display column headers.
10. Search results are sorted by the left most column first: MIV User, then School/College, Department, and Role.
11. Search results display error messages if no results are found:
 - a. "We're sorry, no matching results were found." if no results match the search options selected.
12. Browser title, page title and breadcrumb should be: "Select A User's Account: Search Results"

My Account

1. "My Account" page will replace the former "Edit My Account" page.
2. "My Account" link will be available above the top navigation menu on every MIV page for all roles.
3. No user will ever see or be able to select a user with the role of Sys Admin unless that user also has the Sys Admin role.

My Account Access

Role: (target user)	Switch Accounts To: (becomes target user)	Can access My Account:
<i>View My Account as themselves</i>		
MIV Admin		X
School/College Admin		X
Department Admin		X
Department Helper		X
Candidate		X
<i>Select a User's Account to view My Account (Users cannot switch accounts to one's own account)</i>		
MIV Admin	MIV Admin	X
	School/College Admin	X
	Department Admin	X
	Department Helper	X
	Candidate	X
School/College Admin	MIV Admin	<i>cannot switch to this role</i>
	School/College Admin	X
	Department Admin	X
	Department Helper	X
	Candidate	X
Department Admin	MIV Admin	<i>cannot switch to this role</i>
	School/College Admin	<i>cannot switch to this role</i>
	Department Admin	X
	Department Helper	X
	Candidate	X
Department Helper	MIV Admin	<i>cannot switch to this role</i>
	School/College Admin	<i>cannot switch to this role</i>
	Department Admin	<i>cannot switch to this role</i>
	Department Helper	<i>cannot switch to this role</i>
	Candidate	X
Candidate	MIV Admin	<i>cannot switch to this role</i>
	School/College Admin	<i>cannot switch to this role</i>
	Department Admin	<i>cannot switch to this role</i>
	Department Helper	<i>cannot switch to this role</i>
	Candidate	<i>cannot switch to this role</i>

4. "Name," will be populated/updated from UC Davis online directory information when a new user is added to MIV.
 - a. The "Name" field can not be edited via MIV. Changes must be made via the UC Davis online directory. Changes to the UC Davis online directory name will automatically be displayed in MIV.
 - b. Only one name will be imported and displayed in MIV.
 - c. The "Name" field will be displayed as the users name in all pages, reports, when "Selecting A User's Account" and on the top navigation menu.
 - d. All references to a users name will be that of the UC Davis Online Directory Display Name populated from LDAP. Therefore all pages will display this name in top navigation menu, "Select A User's Account" pages, etc. The MIV Display Name, if entered, will only be used in the Dossier, CV and NIH Documents.

Note: A user's name can appear differently in MIV Documents (Dossier, CV, etc.), if the "Display Name" field in the "Enter Data > Personal Information" page is changed.

5. "Email," will be populated/updated from LDAP and may contain Email addresses from UC Davis online directory) when a new user is added. All available email addresses will be presented and any one can be selected.
 - a. Existing Email addresses in MIV will be overwritten by selected LDAP/ UC Davis online directory Emails once they are selected via radio button. At that time, the overwritten non-LDAP or non-UC Davis online directory Email will be deleted and never appear again as an option because it does not appear in LDAP/ UC Davis online directory.

- b. The "Email" field selection can be changed by any user.
 - c. The "Email" field will be the email address all MIV notifications and MIV Custom Error Reports are sent to.
6. "Name" and "Email" should be able to support the max lengths of data imported from the UC Davis online directory.
 7. "MIV Role" is assigned when a new user is added to MIV (*see Manage Users prototype*).
 - a. Users cannot edit their own "MIV Role."
 - b. "MIV Roles" can be edited via the "Manage Users" link (*see Manage Users prototype*).
 8. "Primary School/College – Department," and "Joint School/College – Department" are assigned when a new user is added to MIV.
 - o Users cannot edit their own "Primary School/College – Department" or "Joint School/College – Department."
 - o "Primary School/College – Department" and "Joint School/College – Department" can be edited via the "Manage Users" link (*see Manage Users prototype*).
 9. When a user selects another user's account they become a "proxy" user that views MIV with the role and access of the selected user, therefore "My Account" functionality is limited to the view of the selected user. For example, selecting the account of a Candidate means that you view their "My Account" information as that Candidate, not an Administrator, with the options available to only the Candidate. To edit a user's "My Account" information with more options *see the Manage Users prototype*.
 10. MIV system will "automatically" detect if a user separates from the University. A background thread in the system will deactivate users no longer appearing in LDAP.
 11. MIV system will not "automatically" detect if a user changes departments. Administrators will need to edit School/College appointments for their users themselves.
 12. "Cancel" button returns the user to the MIVMain page.
 13. Meaningful confirmation message displays when updates are saved and lists all updates.
 14. Browser title, page title and breadcrumb should be: "My Account"

Manage Users

1. "Manage Users" page will replace the former "Add a New User" and "Edit My Account" pages.
2. "Manage Users" link will be available above the top navigation menu on every MIV page for all roles except Candidate or Dept. Helper.

Manage Users Access

Role: (target user)	Switch Accounts To: (becomes target user)	Can access Manage Users:
<i>View Manage Users as themselves</i>		
MIV Admin		X
School/College Admin		X
Department Admin		X
Department Helper		
Candidate		
<i>Select a User's Account to view Manage Users. (Users cannot switch accounts to one's own account)</i>		
MIV Admin	MIV Admin	X
	School/College Admin	X
	Department Admin	X
	Department Helper	
	Candidate	
School/College Admin	MIV Admin	<i>cannot switch to this role</i>
	School/College Admin	X
	Department Admin	X
	Department Helper	
	Candidate	
Department Admin	MIV Admin	<i>cannot switch to this role</i>
	School/College Admin	<i>cannot switch to this role</i>
	Department Admin	X
	Department Helper	
	Candidate	
Department Helper	MIV Admin	<i>cannot switch to this role</i>
	School/College Admin	<i>cannot switch to this role</i>
	Department Admin	<i>cannot switch to this role</i>
	Department Helper	<i>cannot switch to this role</i>
	Candidate	
Candidate	MIV Admin	<i>cannot switch to this role</i>
	School/College Admin	<i>cannot switch to this role</i>
	Department Admin	<i>cannot switch to this role</i>
	Department Helper	<i>cannot switch to this role</i>
	Candidate	<i>cannot switch to this role</i>

3. When a user selects another user's account they become a "proxy" user that views MIV with the role and access of the selected user, therefore "Manage Users" functionality is limited to the selected user's role and access.
4. Department Administrators, School/College Administrators, and MIV Administrators can view the "Add A New User," "Edit A User's Account," and "Deactivate/Reactivate A User" links.
5. Only MIV Administrators can view the "Manage Dean's Signature Authorization" link.
6. The following links will appear on the "Manage Users" page:
 1. **Add A New User** – available to MIV Admin, School/College Admin and Dept. Admin only
 2. **Edit A User's Account** – available to MIV Admin, School/College Admin and Dept. Admin only
 3. **Deactivate/Reactivate A User** – available to MIV Admin, School/College Admin and Dept. Admin only
 4. **Manage Dean's Signature Authorization** (*See Electronic Signature prototype*) – available to MIV Admin only
8. Users can only manage user's that have the same or lower level role than themselves.
Note: Department and School/College Administrators can add/edit/deactivate/reactivate users at their same level so that they do not need to contact the School/College Administrators, Vice Provost's Office, or MIV Administrators for assistance.
7. No role can edit their own account except for MIV Administrator (for testing and troubleshooting purposes).
8. Browser title, page title and breadcrumb should be: "Manage Users"

Add A New User

1. "Add A New User" page will replace the former "Add A New User" page.
2. "Add A New User" link will be available via the "Manage Users" link above the top navigation menu on every MIV page.
3. "Add A New User" link is available for all roles except Candidate and Dept. Helper.
4. No user will ever see or be able to select a user with the role of Sys Admin unless that user also has the Sys Admin role.

Add A New User Access

Role: (target user)	Switch Accounts To: (becomes target user)	Can access Add A New User:
<i>View Add A New User as themselves</i>		
MIV Admin		X
School/College Admin		X
Department Admin		X
Department Helper		
Candidate		
<i>Select a User's Account to view Add A New User (Users cannot switch accounts to one's own account)</i>		
MIV Admin	MIV Admin	X
	School/College Admin	X
	Department Admin	X
	Department Helper	X
	Candidate	X
School/College Admin	MIV Admin	<i>cannot switch to this role</i>
	School/College Admin	X
	Department Admin	X
	Department Helper	X
	Candidate	X
Department Admin	MIV Admin	<i>cannot switch to this role</i>
	School/College Admin	<i>cannot switch to this role</i>
	Department Admin	X
	Department Helper	X
	Candidate	X
Department Helper	MIV Admin	<i>cannot switch to this role</i>
	School/College Admin	<i>cannot switch to this role</i>
	Department Admin	<i>cannot switch to this role</i>
	Department Helper	<i>cannot switch to this role</i>
	Candidate	
Candidate	MIV Admin	<i>cannot switch to this role</i>
	School/College Admin	<i>cannot switch to this role</i>
	Department Admin	<i>cannot switch to this role</i>
	Department Helper	<i>cannot switch to this role</i>
	Candidate	<i>cannot switch to this role</i>

5. Administrators adding a new user will enter the UC Davis or UC Davis Health System email address of that user for identification.
 - a. Email address format example will be provided: "(e.g., name@ucdavis.edu)"
 - b. "Email:" input field size should be at least 40.
 - c. All new user information will be populated from UC Davis online directory information based on the UC Davis email address entered.
 - d. Case sensitivity of the UC Davis email input field should not matter.
 - e. A warning message will display if the UC Davis email address is invalid or has already been added:
 - i. Error- Email address is required.
 - ii. Error- Email address could not be found.
 - iii. Error- Email address is already in use.
 1. *NOTE: No need to distinguish between active/deactivated accounts. Admin adding the email address can look up the user in MIV once they know s/he has already been added.*
6. "Add User Now!" button executes the UC Davis online directory information search and checks active and inactive existing MIV users.
7. "Cancel" button returns the user to the MIVMain page.
8. Meaningful confirmation message displays when user is added successfully.
9. Browser title, page title and breadcrumb should be: "Add A New User"

Add User Details

1. If the MIV UC Davis email input field search matches a valid UC Davis online directory user the "Add User Details" page will be pre-populated.
2. Users can only manage user's that have the same or lower level role than themselves.
3. **"Name,"** will be populated/updated from UC Davis online directory information when a new user is added to MIV.
 - a. The "Name" field will consist of a first, middle and last name that matches the UC Davis online directory "Display Name".
 - b. All versions of a "Name" will be supported in MIV. First, Middle and Last, including apostrophes in the name.
 - c. The "Name" field can not be edited via MIV. Changes must be made via the UC Davis online directory. Changes to the UC Davis online directory name will automatically be updated and displayed in MIV.
 - d. Only one name will be imported and displayed in MIV.
 - e. **The "Name" field will be displayed as the users name in all pages, reports, when "Selecting A User's Account" and on the top navigation menu.**

Note: A user's name can appear differently in MIV Documents (Dossier, CV, etc.), if the MIV "Display Name" field in the "Enter Data > Personal Information" page is changed.

4. **"Email,"** will be populated from LDAP (and may contain Email addresses from UC Davis online directory). All available email addresses will be presented and any one can be selected.
 - a. The default "Email" address selected will be based on values from the UC Davis online directory information.
 - b. The "Email" field selection can be changed by any role.
5. "Name" and "Email" displays and database should be able to support the max lengths of data imported from the UC Davis online directory.
6. **"School/College – Department"** and **"Joint School/College – Department"** (designations can be edited by any role except Candidate and Dept. Helper)
 - a. Only one Primary Appointment can be added per user.
 - i. Primary School/College and Department select options display according to the role of the user adding the account. For example, a Department Administrator adding a new user would only be able to choose from their departments, a School/College Admin. can only select from their School/College and departments, MIV Admin. can select from any.
 - ii. Only Primary School/College or Primary Department Admin can add a user's primary School/College - Department.
 - b. Up to four Joint Appointments can be added per user.
 - i. Admins. can choose/are displayed all "Joint School/College – Department" options (not just their own corresponding "Joint School/College – Department."
7. **"MIV Role"** is assigned when a new user is added to MIV.
 - a. The default populated "MIV Role" is "Candidate."
 - b. Users cannot edit their own "MIV Role."
 - a. A user can only add another user to the same or lower level role than they are.
Note: "MIV Roles" can be edited via the "Manage Users > Edit A User's Account" link (see Manage Users prototype).
8. "MIV Roles" available (options depends on role of user adding the new user):
 - o MIV Administrator (formerly Level 1) – highest access
 - o School/College Administrator (formerly Level 2)
 - o Department Administrator (formerly Level 3)
 - o Department Helper (formerly Level 3H)
 - o Candidate (formerly Level 4) – lowest access
9. When a new user is added to MIV, their Employee ID must be included in the data saved. The Employee ID is used in the EDMS archival process (*see Archive Completed Dossiers prototype*).
10. When a user selects another user's account they become a "proxy" user that views MIV with the role and access of the selected user, therefore "Add A New User" options are limited to the view of the selected user. Department Administrators view corresponding department options, School/College Administrators view corresponding school/college and school/college's department options.
11. MIV system will "automatically" detect if a user separates from the University. A background thread in the system will deactivate users no longer appearing in LDAP.
12. MIV system will not "automatically" detect if a user changes departments. Administrators will need to edit School/College appointments for their users themselves.
13. "Cancel" button returns the user to the "Manage Users" page.
14. Meaningful confirmation message displays when updates are saved and lists all updates.
15. Browser title, page title and breadcrumb should be: "Add User Details"

Edit A User's Account

1. Same steps 3 - 5 as "MIV Users" Report.
2. "Edit A User's Account" is available for all roles except Candidate and Dept. Helper.
3. No user will ever see or be able to select a user with the role of Sys Admin unless that user also has the Sys Admin role.

Edit A User's Account Access

The user's own name will not be available in the search results or search results count, unless they have MIV Admin role.

Role: (target user)	Switch Accounts To: (becomes target user)	Can access Edit A User's Account:
<i>View Edit A User's Account as themselves</i>		
MIV Admin		X
School/College Admin		
Department Admin		
Department Helper		
Candidate		
<i>Select a User's Account to view Edit A User's Account (Users cannot switch accounts to one's own account)</i>		
MIV Admin	MIV Admin	X
	School/College Admin	X
	Department Admin	X
	Department Helper	X
	Candidate	X
School/College Admin	MIV Admin	<i>cannot switch to this role</i>
	School/College Admin	X
	Department Admin	X
	Department Helper	X
	Candidate	X
Department Admin	MIV Admin	<i>cannot switch to this role</i>
	School/College Admin	<i>cannot switch to this role</i>
	Department Admin	X
	Department Helper	X
	Candidate	X
Department Helper	MIV Admin	<i>cannot switch to this role</i>
	School/College Admin	<i>cannot switch to this role</i>
	Department Admin	<i>cannot switch to this role</i>
	Department Helper	<i>cannot switch to this role</i>
	Candidate	
Candidate	MIV Admin	<i>cannot switch to this role</i>
	School/College Admin	<i>cannot switch to this role</i>
	Department Admin	<i>cannot switch to this role</i>
	Department Helper	<i>cannot switch to this role</i>
	Candidate	<i>cannot switch to this role</i>

4. "Edit A User's Account" page will display search options in order to locate a user to edit his/her account.
5. Browser title, page title and breadcrumb should be: "Edit A User's Account: Search"

Edit A User's Account: Search Results

1. Search results display result count at the top of the page.
2. All search results display on the results page. "Next 100 Records" buttons will not be displayed.
3. Only Active users will be included in the results.
4. No user will ever see or be able to select a user with the role of Sys Admin unless that user also has the Sys Admin role.
5. The user's own name (or switched to account name) will not be available in the search results or search results count, unless they have an MIV Admin role.
6. Search results are limited to the user's role:
 - a. Candidate, Dept. Helper – N/A: Access denied
 - b. Dept. Admin. – Candidate's and Dept. Admins for a user's own department (no other departments).
 - c. School/College Admin. – Candidate's and Dept. Admins. for a user's own school/college and school/college's departments only (no other school/college or school/college's departments).

- d. MIV Admin – All results returned.
7. All search results display the same columns via link headers:
 - a. MIV User - MIV User names will be links (all links should have title tags) that when selected direct the user to the "Edit User Details" page.
 - b. School/College – populated from user account
 - c. Department – populated from user account
 - d. Role – populated from user account
8. Search results column headers are all links that when selected sort the data by that column in ascending and descending order.
 - a. The default sort order for all columns is ascending. The next time the column header link is selected the sort is descending, etc., etc.
9. Searches resulting in only one match will still display column headers.
10. Search results are sorted by the left most column first: MIV User, then School/College, Department, and Role.
11. Search results display error messages if no results are found:
 - a. "We're sorry, no matching results were found." if no results match the search options selected.
12. Browser title, page title and breadcrumb should be: "Edit A User's Account: Search Results"

Edit User Details

1. "Edit User Details" page will replace the former "Edit My Account" page.
2. Users can only manage user's that have the same or lower level role than themselves.
3. No user will ever see or be able to select a user with the role of Sys Admin unless that user also has the Sys Admin role.
4. The "**Name**" field can not be edited via MIV. Changes must be made via the UC Davis online directory. Changes to the UC Davis online directory name will automatically be displayed in MIV.
 - a. Only one name will be imported and displayed in MIV.
 - b. **The "Name" field will be displayed as the users name in all pages, reports, when "Selecting A User's Account" and on the top navigation menu.**

Note: A user's name can appear differently in MIV Documents (Dossier, CV, etc.), if the MIV "Display Name" field in the "Enter Data > Personal Information" page is changed.
5. All available email addresses (from LDAP and may contain Email addresses from UC Davis online directory) will be presented and any one can be selected.
 - a. The "**Email**" field selection can be changed by any role.
 - b. The "Email" field will be the email address all MIV notifications and MIV Custom Error Reports are sent to.
 - c. Existing Email addresses in MIV will be overwritten by selected LDAP/ UC Davis online directory Emails once they are selected via radio button. At that time, the overwritten non-LDAP or non-UC Davis online directory Email will be deleted and never appear again as an option because it does not appear in LDAP/ UC Davis online directory.
6. "**School/College – Department**" and "**Joint School/College – Department**" designations can be edited by any role except Candidate and Dept. Helper.
 - a. Only one Primary Appointment can be added per user.
 - i. Primary School/College and Department select options display according to the role of the user adding the account. For example, a Department Administrator editing a user would only be able to choose their own department, while a School/College Admin. can select from any of their School/College departments, MIV Admin. can select from any School/College departments.
 - i. Only Primary School/College or Primary Department Admin. can edit a user's primary School/College - Department.
 - b. Up to four Joint Appointments can be added per user.
 - i. Users editing an account can choose/are displayed all "Joint School/College – Department" options.
7. "**MIV Role**" field can be edited by all roles except Candidate and Dept. Helper.
 - c. Admins. cannot edit their own "MIV Role."
 - d. A user can only change another user to the same or lower level role than they are.
8. "MIV Roles" available (options depends on role of user adding the new user):
 - o MIV Administrator (formerly Level 1) – highest access
 - o School/College Administrator (formerly Level 2)
 - o Department Administrator (formerly Level 3)
 - o Department Helper (formerly Level 3H)
 - o Candidate (formerly Level 4) – lowest access
9. MIV system will "automatically" detect if a user separates from the University. A background thread in the system will deactivate users no longer appearing in LDAP.

10. MIV system will not “automatically” detect if a user changes departments. Administrators will need to edit School/College appointments for their users themselves.
11. When a user selects another user’s account they become a “proxy” user that views MIV with the role and access of the selected user, therefore “Edit A User’s Account” options are limited to the view of the selected user. Department Administrators view corresponding department options, School/College Administrators view corresponding school/college and school/college’s department options.
12. “Cancel” button returns the user to the “Manage User” page.
13. Meaningful confirmation message displays when updates are saved and lists all updates.
14. Browser title, page title and breadcrumb should be: “Edit User Details”

Deactivate/Reactivate A User

1. Same steps 3 - 5 as “MIV Users” Report.
2. No user will ever see or be able to select a user with the role of Sys Admin unless that user also has the Sys Admin role.
3. “Deactivate/Reactivate A User” is available for all roles except Candidate and Dept. Helper.

Deactivate/Reactivate A User Access

The user’s own name will not be available in the search results or search results count, unless they have MIV Admin role.

Role: (target user)	Switch Accounts To: (becomes target user)	Can access Deactivate/Reactivate A User:
<i>View Deactivate/Reactivate A User as themselves</i>		
MIV Admin		X
School/College Admin		
Department Admin		
Department Helper		
Candidate		
<i>Select a User’s Account to view Deactivate/Reactivate A User (Users cannot switch accounts to one’s own account)</i>		
MIV Admin	MIV Admin	X
	School/College Admin	X
	Department Admin	X
	Department Helper	X
	Candidate	X
School/College Admin	MIV Admin	<i>cannot switch to this role</i>
	School/College Admin	X
	Department Admin	X
	Department Helper	X
	Candidate	X
Department Admin	MIV Admin	<i>cannot switch to this role</i>
	School/College Admin	<i>cannot switch to this role</i>
	Department Admin	X
	Department Helper	X
	Candidate	X
Department Helper	MIV Admin	<i>cannot switch to this role</i>
	School/College Admin	<i>cannot switch to this role</i>
	Department Admin	<i>cannot switch to this role</i>
	Department Helper	<i>cannot switch to this role</i>
	Candidate	
Candidate	MIV Admin	<i>cannot switch to this role</i>
	School/College Admin	<i>cannot switch to this role</i>
	Department Admin	<i>cannot switch to this role</i>
	Department Helper	<i>cannot switch to this role</i>
	Candidate	<i>cannot switch to this role</i>

4. “Deactivate/Reactivate A User” page will display search options in order to locate a user to deactivate/reactivate his/her account.
5. MIV system will not “automatically” detect if a user separates from the University, changes departments, etc. Administrators will need to activate/deactivate and edit School/College appointments for their users themselves.
6. Browser title, page title and breadcrumb should be: “Deactivate/Reactivate User: Search”

Deactivate/Reactivate A User

1. Users can only manage user's that have the same or lower level role than themselves.
2. Search results display result count at the top of the page.
3. All search results display on the results page. "Next 100 Records" buttons will not be displayed.
4. Both Active and Inactive users will be included in the results.
 - a. Inactive users cannot log in to MIV.
5. No user will ever see or be able to select a user with the role of Sys Admin unless that user also has the Sys Admin role.
6. The user's own name will not be available in the search results or search results count, unless they are an MIV Admin role.
7. Search results are limited to the user's role:
 - e. Candidate, Dept. Helper – N/A: Access denied
 - f. Dept. Admin. – Candidate's for a user's own department (no other departments).
 - g. School/College Admin. – Department Admins. for a user's own school/college and school/college's departments only (no other school/colleges or school/college's departments).
 - h. MIV Admin – All results returned.
8. All search results display the same columns via link headers:
 - a. Active User – sorts checked and unchecked checkboxes
 - i. Checked checkboxes indicate active MIV users.
 - ii. Unchecked checkboxes indicate inactive MIV users.
 1. Inactive user rows appear with a gray font color.
 - 2. Deactivated users cannot log in to MIV, even if they are still active in LDAP.**
 3. Inactive users will not appear on any reports or lists and their account's cannot be selected via the "Select A User's Account" page.
 4. User deactivation should remove the users MIV roles in the Rice database so that dossiers are not routed to that user after they have been deactivated.
 - a. The user should not be deactivated in KIM, just their MIV roles.
 - b. In MIV, the deactivated users roles will remain in the MIV database even though they have been deactivated, so that when/if the user is reactivated, their MIV roles will be present and instantly restored.
 - b. MIV User – User's name, populated from user account
 - c. School/College – populated from user account
 - d. Department – populated from user account
 - e. Role – populated from user account
 9. Search results column headers are all links that when selected sort the data by that column in ascending and descending order.
 - a. The default sort order for all columns is ascending. The next time the column header link is selected the sort is descending, etc., etc.
 10. Searches resulting in only one match will still display column headers.
 11. Search results are sorted by the left most column (containing data) first: MIV User, then School/College, Department, and Role.
 12. Search results display error messages if no results are found:
 - a. "We're sorry, no matching results were found." if no results match the search options selected.
 13. "Save" buttons will be included at the top and bottom of all search results.
 - a. Active/inactive checkboxes are the only values that can be saved on this page.
 - b. When selecting the "Save" button the selected users will be deactivated in MIV (not KIM).
 14. "Cancel" button returns the user to the Manage Users page.
 15. MIV system will "automatically" detect if a user separates from the University. A background thread in the system will deactivate users no longer appearing in LDAP.
 16. Meaningful confirmation message displays when updates are saved and lists all updates.
 - a. If no users have been updated, but the "Save" button was selected, the following message will appear: No users have been selected to be updated.
 - b. Only those users that have been updated (deactivated/reactivated) appear.
 - c. The list of users appears alphabetically by last name (no matter how the previous "Deactivate/Reactivate A User" page is sorted).
 17. Browser title, page title and breadcrumb should be: "Deactivate/Reactivate User"

Manage Dean's Signature Authorization

1. "Manage Dean's Signature Authorization" page will replace the former "Electronic Signature" page.
2. "Manage Dean's Signature Authorization" link will be available via the "Manage Users" link above the top navigation menu on every MIV page.

3. No user will ever see or be able to select a user with the role of Sys Admin unless that user also has the Sys Admin role.
4. "Manage Dean's Signature Authorization" is only available for MIV Administrator roles.

Manage Dean's Signature Authorization Access

The user's own name will be available in the search results and search results count.

Role: (target user)	Switch Accounts To: (becomes target user)	Can access Dean's Signature Authorization:
<i>View Dean's Signature Authorization as themselves</i>		
MIV Admin		X
School/College Admin		
Department Admin		
Department Helper		
Candidate		
<i>Select a User's Account to view Dean's Signature Authorization. (Users cannot switch accounts to one's own account)</i>		
MIV Admin	MIV Admin	X
	School/College Admin	
	Department Admin	
	Department Helper	
	Candidate	
School/College Admin	MIV Admin	<i>cannot switch to this role</i>
	School/College Admin	
	Department Admin	
	Department Helper	
	Candidate	
Department Admin	MIV Admin	<i>cannot switch to this role</i>
	School/College Admin	<i>cannot switch to this role</i>
	Department Admin	
	Department Helper	
	Candidate	
Department Helper	MIV Admin	<i>cannot switch to this role</i>
	School/College Admin	<i>cannot switch to this role</i>
	Department Admin	<i>cannot switch to this role</i>
	Department Helper	<i>cannot switch to this role</i>
	Candidate	
Candidate	MIV Admin	<i>cannot switch to this role</i>
	School/College Admin	<i>cannot switch to this role</i>
	Department Admin	<i>cannot switch to this role</i>
	Department Helper	<i>cannot switch to this role</i>
	Candidate	<i>cannot switch to this role</i>

5. The user's own name will be available in the search results and search results count.
6. Only School/College Administrators and MIV Administrators can be assigned Dean's Signature Authorization. Search results will display only School/College Administrators and MIV Administrators roles (unless the user is a Sys Admin, and only then will he/she be able to view/select other Sys Admins).
Note: MIV Administrators have access only for testing and Help Desk purposes.
7. A signature number is no longer required for a Dean to sign their Final Decision or Recommendation. MIV will verify signature authorization via login authentication.
8. More than one School/College Administrator (or MIV Administrator) per School/College can be given Dean's Signature Authorization.
 - a. Either/or Dean per School/College (if there is more than one) or MIV Administrator can sign the Dean's Final Decision or Recommendation.
9. Primary and Joint Appointment Dean's can be given Dean's Signature Authorization.
 - a. Primary Dean signs the Dean's Final Decision for Redelegated actions.
 - b. Joint Dean signs the Dean's Recommendation for Redelegated actions.
 - c. Primary and Joint Dean's sign the Dean's Recommendation for Non-redelegated actions.
10. Search results display result count at the top of the page.
11. All search results display on the results page.
12. Only Active users will be included in the results.
13. All search results display the same columns via link headers:
 - a. Dean's Signature Authorization – sorts checked and unchecked checkboxes
 - i. Checked checkboxes indicate users with Dean's Final Decision or Dean's Recommendation signature authorization.

- ii. Unchecked checkboxes indicate users that do not have authorization.
 - 1. Unauthorized user rows appear "inactive" with a gray font color.
 - b. MIV User – User's name, populated from user account
 - c. School/College – populated from user account
 - d. Department – populated from user account
 - e. Role – populated from user account
14. Search results column headers are all links that when selected sort the data by that column in ascending and descending order.
- a. The default sort order for all columns is ascending. The next time the column header link is selected the sort is descending, etc., etc.
15. Searches resulting in only one match will still display column headers.
16. Search results are sorted by the left most column (containing data) first: MIV User, then School/College, Department, and Role.
17. Search results display error messages if no results are found:
- a. "We're sorry, no matching results were found." if no results match the search options selected.
18. "Save" buttons will be included at the top and bottom of all search results.
- a. Dean's Signature Authorization checkboxes are the only values that can be saved on this page.
19. "Cancel" button returns the user to the Manage Users page.
20. Meaningful confirmation message displays when updates are saved and lists all updates.
- a. If no users have been updated, but the "Save" button was selected, the following message will appear: No users have been selected to be updated.
 - b. Only those users that have been updated (authorized/unauthorized) appear.
 - c. The list of users appears alphabetically by last name (no matter how the previous "Manage Dean's Signature Authorization" page is sorted).
21. Browser title, page title and breadcrumb should be: "Manage Dean's Signature Authorization"

PDF Uploads

See v2.3 Document Uploads Requirements for PDF Upload requirement details.

1. "PDF Upload" page will replace the former "MIV Online Upload Utility" page.
2. "PDF Upload" link will be available for all roles. The link is available via Data Entry forms and "Manage Open Actions > Open Actions" pages.
 - a. PDF Upload page will display the same information for all roles.
 - b. All roles can upload Data Entry PDF uploads.
 - c. All non-Data Entry PDF uploads can be uploaded by roles based on the location of the dossier (see *Redelegated and Non-redelegated Actions*).
3. Special Character Palette is not available for use.
4. PDF documents cannot be added if the maximum document limit has been reached for the document type (see v2.3 *Functional Requirements for established data entry and letter document limits*).
5. "Add" button is disabled for all letters that have already been added. A letter must be deleted before another letter can be added in its place.
6. Data Entry documents will be added as PDF uploads (where applicable).
 - a. Data Entry document types – Document limit:
 1. Candidate's Statement - unlimited
 2. Agricultural Experimental Station - unlimited
 3. DESII Report - unlimited
 4. Extending Knowledge - unlimited
7. **All letters will be added as PDF uploads.** Form templates for letter data entry will no longer be available as of June 1, 2009.
 - a. **Letter types – Document limit:**
 1. Org Chart - 1
 2. Department Letter – 2 (e.g., 1 Dept. Chair and one Division Chief letter)
 3. Joint Department Letter – 2 (e.g., 1 Dept. Chair and one Division Chief letter)
 4. Director Evaluation Letter of Clinical Activities (i.e., VMTH) – 1
 5. Evaluation Letter of Academic Senate Committee Service – 1
 6. Evaluation Letter of Graduate Group Chair Service – 1
 7. Department Letter Federation Vote – 1
 8. Joint Department Letter Federation Vote – 1
 9. Department Peer Group Letter for Federation - 1
 10. Joint Department Peer Group Letter for Federation – 1
 11. OVCR Evaluation Letter for Research Unit Director – 1
 12. Peer Evaluation of Teaching Performance – 1
 13. Rebuttal Letter - 1
 14. Rejoinder Letter - 1
 15. Extramural Letter - 20
 1. Redacted (for Primary Department only)
 2. Non-redacted (for Primary Department only)
 - a. The 20 document limit for Extramural Letters includes any combination of Redacted or Non-redacted letters.
Note: Usually 5-8 extramural letters are required for a particular action, therefore MIV needs to be able to support, at a minimum, a non-redacted and redacted version of each letter.
 16. FPC Recommendation - 1
 17. Joint FPC Recommendation – 1
 18. Dean's Final Decision – 1 (Redelegated)
 1. Combination of signature page and uploaded comments.
 19. Dean's Recommendation – 1 (Non-redelegated)
 1. Combination of signature page and uploaded comments.
 20. Joint Dean's Recommendation – 1 (Redelegated/Non-redelegated)
 21. CAP Recommendation - 2
 22. CAPAC Recommendation - 1
 23. ASPC Recommendation - 1
 24. AFPC Recommendation - 1
 25. JPC Recommendation – 1

Note: Confidential Chair's Letter should be added outside of MIV so the Candidate cannot view it.

8. **"Upload PDF File"** field is required. Only PDF files can be uploaded.
 - a. Users must "Browse" to locate the PDF file they would like to upload.
 - b. Validation will occur to verify the ".pdf" file extension and file type.
 - c. An error message will notify user of invalid file types:

- "The uploaded document "file name" is not a PDF file"
- d. PDF file size limit is 10MB.
 - e. There is no limit on the size of the name of the PDF file to be uploaded.
9. **"Create an optional custom name for this file"** file name field is optional. A custom file name can be added as a file display name for all PDF uploads.
- a. Pre-existing PDF Uploads will remain titled "PDF Upload."
 - b. Default file name will be the "PDF Document Type" if no custom name is entered.
 1. "PDF Document Type" names are located in the "MIV Dossier PDF Document/Bookmarks Master Display Order" matrix.
 2. If the user enters one (or more) spaces as the custom file name, the document letter type name appears instead as the file name.
 - c. Custom file names cannot be edited after they have been added. To edit the custom file name the user must delete and add the letter again.
 - d. Custom file name size should not exceed 255 characters.
 - e. All PDF document uploads appear in the dossier with their "PDF Document Type" name as seen in the (*MIV Dossier PDF Document/Bookmarks Master Display Order matrix*). The custom name will never appear in the dossier as a Bookmark.
- 10. All letters have a specific letter type in MIV. No letter can be categorized as "Other" any longer.**
- a. Neither the "Extramural - Non-Redacted" letter nor the "Extramural - Redacted" letter option will be checked by default.
 1. "Redacted" and "Non-Redacted" options will be links that direct the user to the "Redacted and Non-Redacted Letters" help text page.
 1. Links will have title tags that are the same names as the link option name.
 2. "Definition of "Redacted" and "Non-Redacted" letters link also directs the user to the "Redacted and Non-Redacted Letters" help text page.
 1. Link will have a title tag that is the same name as the link option name.
 - b. If the user tries to upload a Letter PDF without selecting the "Non-Redacted" or "Redacted" option a warning message will indicate that a selection of "Non-Redacted Letter" or "Redacted Letter" must be made before a Letter PDF upload can be executed: "You must choose either the "Non-Redacted" or "Redacted" letter option.
 - c. A dossier cannot contain both Redacted and Non-redacted letters for viewing. Either one or the other is displayed based on the user's role (*see the MIV Document Viewing Access matrix*).
- 11. Specific informational text appears at the top of the page for some types of letters.**
- a. Primary/Joint Department Letter/Division Chief Letter PDF upload pages should have the following text appear at the top of the page:
 1. **"Confidential Chair's letters should not be uploaded in MIV. Please submit Confidential Chair's letters via hardcopy outside of MIV."**
 - b. Rebuttal and Rejoinder Letter PDF upload pages should have the following text appear at the top of the page:
 1. "By uploading the rebuttal or rejoinder letter in this location, the document(s) will be available at all stages of the review. These letters may be submitted outside of MIV."
 - c. Peer Evaluation of Teaching Performance Letter PDF upload page should have the following text appear at the top of the page:
 1. "For promotion only, if included."
 - d. Peer Evaluation of Teaching Performance, Evaluation Letter of Graduate Group Chair Service, OVCR Evaluation Letter for Research Unit Director, Director Evaluation Letter of Clinical Activities, Evaluation Letter of Academic Senate Committees PDF upload pages should have the following text appear at the top of the page:
 1. "Letters from departmental colleagues or from colleagues in other departments on campus should not be included in the candidate's file. The only intramural letters accepted are those solicited by the department chair for providing: peer evaluation of teaching performance, evaluation of clinical activities, input on the specific role of the candidate in collaborative research, evaluation of graduate group chair service, and evaluation of Academic Senate committee service."
 - e. Primary/Joint Department Letter Federation Vote, Primary/Joint Department Peer Group Letter for Federation PDF upload pages should have the following text appear at the top of the page:
 1. "Required for Academic Federation appointments."
12. "Year" does not display in the preview for letters. "Year" does display in the preview for data entry.
13. "Cancel" button returns the user to the data entry or letter preview page the user came from (Data entry or "Manage Open Actions > Open Action" page).
14. **"Upload PDF File"** button uploads and saves the PDF document and redirects the user to the data entry or "Manage Open Actions > Open Action" page the user came from and displays the newly uploaded PDF document as a link.
- a. Uploaded PDF documents display the default or custom name, if added, of the file.

15. Browser title, page title and breadcrumb should be: "Add '[file type]' PDF Upload" For example, "Add 'Candidate's Statement' PDF Upload" or "Add 'Department Letter' PDF Upload" and should be dynamic for each PDF upload category (*see list of letter types above*).
 - a. "Redacted" or "Non-Redacted" text for Extramural Letters does not display in the browser title, page title or breadcrumb.

PDF Upload (Data Entry) Confirmation

1. Successful upload of a Data Entry PDF file returns the user to that data category's preview page (Data entry or "Manage Open Actions > Open Action" page) and displays a pop-up confirmation message (if possible): "PDF Upload added to [Data type]."
2. Data Entry PDF uploads will appear in the Data Entry preview in the PDF Upload section.
3. The year and the custom PDF file name (if available) or default PDF file name ("Document Type") will appear.
 - a. Data Entry Document types:
 - i. Candidate's Statement
 - ii. Agricultural Experimental Station
 - iii. DESII Report
 - iv. Extending Knowledge
4. If more than one PDF can be uploaded per data entry category, each will appear in the order specified by the "Resequencing Rules." See "Resequencing Rules" help file.
5. All MIV roles can view data entry PDF uploads.

PDF Upload (Letters) Confirmation

1. Successful upload of a Letter PDF file returns the user to the "Manage Open Actions > Open Action" preview page and displays a pop-up confirmation message (if possible): "PDF Upload added to [Data type]." (*see list of letter types above*)
2. Letter PDF uploads will appear in the "Manage Open Actions > Open Action" preview next to their corresponding letter type.
 - a. All Letter PDF uploads can be added via the "Add" button next to the name of the letter type.
 - i. "Add" button is disabled if the maximum amount of PDF documents has been uploaded for that document type.
 - b. All Letter PDF uploads can be deleted via the "Delete" button next to the name of the letter type.
 - i. "Delete" button is disabled if no PDF document has been added for that document type.
3. The year the PDF was uploaded will not appear.
4. The custom PDF file name (if available) or default PDF file name ("Document Type") will appear and be a link that when selected opens the PDF document for viewing. *See the "PDF Document Type" names located in the "MIV Dossier PDF Document/Bookmarks Master Display Order" matrix.*
 - a. The alt tag for the PDF Upload should match the custom name given, or if there was no custom name given, the document type.
5. Letter PDF uploads cannot be resequenced.
6. If more than one PDF can be uploaded per letter category, each will appear in ascending order by uploaded date/time.

See "MIV Dossier Document Viewing Access" above (MIV Access prototype) for role access privileges that are able to view documents.

View My Dossier Status

1. "View My Dossier Status" page will replace the former "View My Packet Status" page.
2. No user will ever see or be able to select a user with the role of Sys Admin unless that user also has the Sys Admin role.
3. "View My Dossier Status" link will be available in the top header of every MIV page for all roles.

View My Dossier Status Access

Role: (target user)	Switch Accounts To: (becomes target user)	Can access View My Dossier Status:
<i>View My Dossier Status as themselves</i>		
MIV Admin		X
School/College Admin		X
Department Admin		X
Department Helper		X
Candidate		X
<i>Select a User's Account to View My Dossier Status (Users cannot switch accounts to one's own account)</i>		
MIV Admin	MIV Admin	X
	School/College Admin	X
	Department Admin	X
	Department Helper	X
	Candidate	X
School/College Admin	MIV Admin	<i>cannot switch to this role</i>
	School/College Admin	X
	Department Admin	X
	Department Helper	X
	Candidate	X
Department Admin	MIV Admin	<i>cannot switch to this role</i>
	School/College Admin	<i>cannot switch to this role</i>
	Department Admin	X
	Department Helper	X
	Candidate	X
Department Helper	MIV Admin	<i>cannot switch to this role</i>
	School/College Admin	<i>cannot switch to this role</i>
	Department Admin	<i>cannot switch to this role</i>
	Department Helper	<i>cannot switch to this role</i>
	Candidate	X
Candidate	MIV Admin	<i>cannot switch to this role</i>
	School/College Admin	<i>cannot switch to this role</i>
	Department Admin	<i>cannot switch to this role</i>
	Department Helper	<i>cannot switch to this role</i>
	Candidate	<i>cannot switch to this role</i>

4. "View My Dossier Status" page will display the same information for all roles.
5. If a dossier has not been created, or sent to the department, or has been returned to the Candidate an error message will display:
 1. "You do not have a dossier in process at this time. You must [create your dossier](#) and then [send it to your department](#) before you can view your dossier status."
6. The "View My Dossier Status" page is identical to the "Manage Open Actions > Open Action" page except it is static and displays only status' (no adding documents, opening review periods, etc.).
 - a. See Redelegated and Non-Redelegated Actions for the information that will appear on every "View My Dossier" page (same as Primary and Joint Appointments).
 1. **Name** - See Redelegated and Non-Redelegated Actions
 2. **School/College - Department:** See Redelegated and Non-Redelegated Actions
 3. **Recommended Action:** See Redelegated and Non-Redelegated Actions
 4. **Delegation Authority:** See Redelegated and Non-Redelegated Actions
 5. **Date Submitted to Department:** See Redelegated and Non-Redelegated Actions
 6. **Location:** See Redelegated and Non-Redelegated Actions

Note: "Location" will match "Location" column text in the "Manage Open Actions" page.

 1. Dossier Locations:

- a. **Department** - at the Department location
 - b. **School/College** - at the Department location
 - c. **Vice Provost's Office** – at the Vice Provost's location
 - d. **Sent to Archive** – sent to the archive queue
 - e. **Dossier Archive** - no new action opened yet
2. Returned dossiers are not indicated in any way. Only the current location displays.

7. **Processing status:** ["In Progress" or "Completed"] *See Redelegated and Non-Redelegated Actions*

8. **Primary Appointment:** *See Redelegated and Non-Redelegated Actions*

9. **Joint Appointment:** *See Redelegated and Non-Redelegated Actions*

7. Browser title, page title and breadcrumb should be: "View My Dossier Status"

Status Details per Location

- "Required" tasks not completed appear bold and red.
- "Required" tasks completed appear in green.
- "Optional" tasks not completed appear in green.
- "Optional" tasks completed appear in green.
- "Optional with Constraints" tasks not completed appear bold and red.
- "Optional with Constraints" tasks completed appear in green.

Note: "Optional with Constraints" means that even though the task is optional in MIV, once begun it must be "Completed."

Department – Redelegated and Non-Redelegated

Primary Appointment

Task	Not Available	Not Completed	Completed	Required	Optional	Optional with Constraints
Recommended Action Form		Required - Not Added	Added	X		
Department Letter		Required - Not Added	Added	X		
*Candidate's Disclosure Certificate		Required - Not Added Required - Added but Not Emailed Required - Not Signed	Signed	X		
Extramural Letter(s)		Optional - Not Added	Added		X	
Primary Department Letter Federation Vote		Optional - Not Added	Added		X	
Primary Department Peer Group Letter for Federation		Optional - Not Added	Added		X	
Director Evaluation Letter of Clinical Activities		Optional - Not Added	Added		X	
Evaluation Letter of Academic Senate Committee Service		Optional - Not Added	Added		X	
Evaluation Letter of Graduate Group Chair Service		Optional - Not Added	Added		X	
OVCR Evaluation Letter for Research Unit Director		Optional - Not Added	Added		X	
Peer Evaluation of Teaching Performance		Optional - Not Added	Added		X	
Rebuttal Letter		Optional - Not Added	Added		X	

Rejoinder		Optional - Not Added	Added		X	
Org Chart		Optional - Not Added	Added		X	
Reviewing	Optional - Not Open	Open	Closed			X
Voting Period	Optional - Not Open	Open	Closed			X

Joint Appointment

Task	Not Available	Not Completed	Completed	Required	Optional	Optional with Constraints
Department Letter		Required - Not Added	Added	X		
*Candidate's Disclosure Certificate		Required - Not Added Required - Added but Not Emailed Required - Not Signed	Signed	X		
Joint Department Letter Federation Vote		Optional - Not Added	Added		X	
Joint Department Peer Group Letter for Federation		Optional - Not Added	Added		X	
Reviewing	Optional - Not Open	Open	Closed			X
Voting Period	Optional - Not Open	Open	Closed			X

* **Only status' appear in the "View My Dossier Status" page.** The Candidate's Disclosure Certificate should display a status and the PDF link at the same time in the "Manage Open Actions > Open Action" page, but all other status' are replaced by the link once a PDF has been Added/Uploaded.

School/College – Redelegated only

Primary Appointment

Task	Not Available	Not Completed	Completed	Required	Optional	Optional with Constraints
Recommended Action Form		Required - Not Added	Added	X		
Reviewing	Optional - Not Open	Open	Closed			X
FPC Recommendation		Optional - Not Added	Added		X	
Dean's Final Decision		Required - Not Signed	Signed	X		

Joint Appointment

Task	Not Available	Not Completed	Completed	Required	Optional	Optional with Constraints
Reviewing	Optional - Not Open	Open	Closed			X
FPC Recommendation		Optional - Not Added	Added		X	
Dean's Recommendation		Required - Not Signed	Signed	X		

School/College – Non-Redelegated only

Primary Appointment

Task	Not Completed	Completed	Required	Optional	Optional with Constraints
Recommended Action Form	Required - Not Added	Added	X		
Dean's Recommendation	Required - Not Added	Added	X		

Joint Appointment

Task	Not Completed	Completed	Required	Optional	Optional with Constraints
Dean's Recommendation	Required - Not Added	Added	X		

Department and School/College (Redelegated/Non-Redelegated) status' only

Joint Appointments

Location Processing Status	Joint Department or School/College view	Primary Department or School/College view	MIV Admin view
In Progress	(Has Not Been Sent to Primary Department)	(Has Not Been Sent to Primary Department)	(Has Not Been Sent to Primary Department)
Completed (Dossier NOT sent to primary department or school/college by joint department or school/college)	Dossier Complete/Send Back to the Primary Department or School/College	(Has Not Been Sent to Primary Department) If the primary/joint school/college is the same, then display: Dossier Complete/Send Back to the Primary Department or School/College	Dossier Complete/Send Back to the Primary Department or School/College
Completed (Dossier sent to primary department or school/college by joint department or school/college)	View My Dossier Status (no links or buttons display)	Send Back to Secondary Department or School/College	Send Back to Secondary Department or School/College
Completed (Dossier returned to joint department or school/college by primary department or school/college)	Same as: Completed (Dossier NOT sent to primary department or school/college by joint department or school/college)		

Vice Provost – Non-Redelegated only

Task	Not Available	Not Completed	Completed	Required	Optional	Optional with Constraints
Reviewing	Optional - Not Open	Open	Closed			X
CAP Recommendation		Optional - Not Added	Added		X	
CAPAC Recommendation		Optional - Not Added	Added		X	
ASPC Recommendation		Optional - Not Added	Added		X	
AFPC Recommendation		Optional - Not Added	Added		X	
JPC Recommendation		Optional - Not Added	Added		X	
Vice Provost's Final Decision		Optional - Not Signed	Signed		X	

Send Dossier To My Dept.

1. "Send Dossier To My Dept." page will replace the former "Finalize My Packet" and "Send Packet To My Dept." pages. Now the dossier can be sent directly to the department without having to "finalize" it.
2. "Send Dossier To My Dept." page will be available in the top navigation menu of every MIV page and the MIV Main page for Candidates.
3. No user will ever see or be able to select a user with the role of Sys Admin unless that user also has the Sys Admin role.
4. All MIV Roles can access the "Send Dossier To My Dept." page and send a dossier to a department.
 - a. No user can manage their own "Open Action", except an MIV Admin. Therefore, if an Admin dossier (i.e., any role not a Candidate or MIV Admin dossier) is sent to the dept., it should be logged in order to identify stranded Admin dossiers in workflow.

Note: A dossier would become stranded if there is only one Dept. Admin or School/College Admin and his/her dossier was sent to the dept., or school/college. He/she could not work on the dossier (have access to Manage Open actions for his/her dossier), and it would be stranded at the dept. or school/college until someone returns it.
 - b. An email notification should be sent to the MIV Project Team (similar to the v2.2 Data Imports email notifications) when an Admin dossier (i.e., any role not a Candidate or MIV Admin dossier), is sent to the dept.

Send Dossier to My Dept. Access

Users can send their own dossier to the department.

Role: (target user)	Switch Accounts To: (becomes target user)	Can Send Own/Another User's Dossier to Dept:
<i>Send own dossier to the dept. as themselves</i>		
MIV Admin		X
School/College Admin		X
Department Admin		X
Department Helper		X
Candidate		X
<i>Select a User's Account to send another user's dossier to the dept. (Users cannot switch accounts to one's own account)</i>		
MIV Admin	MIV Admin	X
	School/College Admin	X
	Department Admin	X
	Department Helper	X
	Candidate	X
School/College Admin	MIV Admin	<i>cannot switch to this role</i>
	School/College Admin	X
	Department Admin	X
	Department Helper	X
	Candidate	X
Department Admin	MIV Admin	<i>cannot switch to this role</i>
	School/College Admin	<i>cannot switch to this role</i>
	Department Admin	X
	Department Helper	X
	Candidate	X
Department Helper	MIV Admin	<i>cannot switch to this role</i>
	School/College Admin	<i>cannot switch to this role</i>
	Department Admin	<i>cannot switch to this role</i>
	Department Helper	<i>cannot switch to this role</i>
	Candidate	X
Candidate	MIV Admin	<i>cannot switch to this role</i>
	School/College Admin	<i>cannot switch to this role</i>
	Department Admin	<i>cannot switch to this role</i>
	Department Helper	<i>cannot switch to this role</i>
	Candidate	<i>cannot switch to this role</i>

5. A preview of the dossier as a "Single File PDF" is provided so that the user can verify that the dossier is the most up-to-date version.
 - a. "Single File PDF" link is named "View My Dossier as One PDF File"
 - b. "Last created: [date, time]" timestamp provided to verify creation date.
 - c. "create your dossier" link provided so that dossier can easily be recreated if it is not the most up-to-date version.

6. A custom description of the dossier (action) that is comprised of the action type and effective date year is required.
 - a. **Action Type:** Merit or Promotion (dropdown menu so as to accommodate more action types via future enhancements)
 - i. Default option for "Action Type" is "Merit."
 - b. **Effective Date:** July 1, [YYYY]

Note: All actions are effective July 1, but can be changed later on via the (RAF) Recommended Action Form (see Recommended Action Forms prototype).
 - c. If a dossier is returned to the candidate and sent back to the department again:
 - i. the default selections are reset (removing any previous selections for "Action" and clearing the "Effective Year" field).
 - ii. No documents are ever deleted. If an appointment (School/College – Department) is updated, and the dossier is sent to the department again, documents will only appear for currently assigned appointments (School/College – Department). Appointments that have been removed will not have their documents appear.
7. "Send Dossier To My Dept." saves the packet (now it becomes a dossier) and sends it to the Candidate's department.
 - a. "Send Dossier To My Dept." sends the already created packet to the Department, i.e., it does not create it at the point it is sent to the Department. Therefore, if the packet has not been created yet, the user will be directed to an error message (see 9b below).
 - i. Dossier is now accessible via "Manage Open Actions" for the Primary/Joint Department Admin, Primary/Joint School Admin and MIV Admins.
 - b. When the dossier is sent to the Dept., the timestamp at the moment it is sent to the dept. will be used as the "Submitted Date," and be displayed throughout the rest of the actions routing processes until archival.
 - i. If the dossier is returned to the Candidate and sent to the dept. at a later date, the "Submitted Date" will be the timestamp of when the dossier was sent (again), not the timestamp of the first time it was sent (i.e., the Workflow submitted date).
 - c. All PDF file dossier sections should have correct document type names for bookmarks.
 - d. Dossier should be sent to the department even if only one document type is present (for example, only publications are present).
 - e. Candidate can no longer make additions/edits to the dossier once it has been sent to the department. The dossier would need to be returned from the department to the Candidate if the data in it needs to be edited, but data entry can still continue without affecting the that dossier.
8. A new action can be started (sent to the department) even if the same candidate has a dossier is in the Dossier Archive that has not been archived yet.
9. Error message will display if Action and Effective Date year selections have not been made.
 - a. ERROR - The following fields are required: "Action" or "Effective Date"
10. Error message will display if the Dossier has already been sent to the department:
 - a. ERROR – The following dossier has already been sent to : [School/College - Department], [School/College - Department], etc.
If you need to make changes to this dossier, the Department listed above must "Return this Dossier to the Candidate."
 - b. ERROR - You have not created your dossier yet. Please create your dossier and then you will be able to submit it to your department
 - c. ERROR - Your dossier contains errors and cannot be sent to the Department until they are resolved.
To view the errors, create your dossier.
11. "Cancel" button returns the user to the "MIVMain" page.
12. Meaningful confirmation message displays when updates are saved and lists all updates.
 - a. A reference to all primary and joint School/College – Department(s) are displayed.
 - b. A link to the single file PDF format of the newly created dossier is displayed.
 - c. MESSAGE: The following dossier has been sent to: [School/College - Department], [School/College - Department], etc.
If you need to make changes to this dossier, the Department listed above must "Return this Dossier to the Candidate."
13. Browser title, page title and breadcrumb should be: "Send Dossier To My Department"

Manage Open Actions

1. Same steps 3 - 5 as "MIV Users" Report.
2. "Manage Open Actions" page will replace the former "Merit/Promotion/Appraisal Packets" page.
3. "Manage Open Actions" link will be available in the top navigation menu of every MIV page for all roles except Candidate and Dept. Helper.
4. "Manage Open Actions" page will display search options in order to locate a user to manage his/her action.
5. Browser title, page title and breadcrumb should be: "Manage Open Actions"

Manage Open Actions: Search Results

1. Search results display result count at the top of the page.
 - a. If the option to "Display only those dossiers located at the: [Department, etc.]" (see 9. below) is selected the search results count should be updated to match the visible records.
2. All search results display on the results page. "Next 100 Records" buttons will not be displayed.
3. Inactive users will not be included in the results.
4. No user will ever see or be able to select a user with the role of Sys Admin unless that user also has the Sys Admin role.
5. **The user's own name (and selected user's name, if selected) will not be available in the search results or search results count, unless the user has a role of MIV Admin.**
 - a. Managing one's own action should only be performed for testing by MIV Admins.

Manage Open Actions Access

The user's own name will not be available in the search results or search results count, unless they have MIV Admin role.

Role: (target user)	Switch Accounts To: (becomes target user)	Accesses dossier (action) for:	Can manage Action:
<i>Manage own dossier (Users cannot manage their own dossiers)</i>			
MIV Admin 1		own dossier	X
School/College Admin		own dossier	
Department Admin		own dossier	
Department Helper		own dossier	
Candidate		own dossier	
<i>Select a User's Account to manage another user's dossier (Users cannot switch accounts to one's own account)</i>			
MIV Admin 1	MIV Admin 2	MIV Admin 1	X
		MIV Admin 2	X
		MIV Admin	X
		School/College Admin	X
		Department Admin	X
		Department Helper	X
		Candidate	X
	School/College Admin 2	MIV Admin 1	X
		MIV Admin	X
		School/College Admin 2	
		School/College Admin	X
		Department Admin	X
		Department Helper	X
		Candidate	X
	Department Admin 2	MIV Admin 1	X
		MIV Admin	X
		School/College Admin	X
		Department Admin 2	
		Department Admin	X
		Department Helper	X
		Candidate	X
	Department Helper 2	MIV Admin 1	<i>cannot manage actions</i>
		MIV Admin	<i>cannot manage actions</i>
		School/College Admin	<i>cannot manage actions</i>
		Department Admin	<i>cannot manage actions</i>
		Department Helper 2	<i>cannot manage actions</i>
		Department Helper	<i>cannot manage actions</i>
		Candidate	<i>cannot manage actions</i>
	Candidate 2	MIV Admin 1	<i>cannot manage actions</i>
		MIV Admin	<i>cannot manage actions</i>

		School/College Admin	<i>cannot manage actions</i>
		Department Admin	<i>cannot manage actions</i>
		Department Helper	<i>cannot manage actions</i>
		Candidate 2	<i>cannot manage actions</i>
		Candidate	<i>cannot manage actions</i>
School/College Admin 1	MIV Admin 2	MIV Admin 2	X
		MIV Admin	X
		School/College Admin 1	
		School/College Admin	X
		Department Admin	X
		Department Helper	X
		Candidate	X
	School/College Admin 2	MIV Admin	X
		School/College Admin 1	X
		School/College Admin 2	X
		School/College Admin	X
		Department Admin	X
		Department Helper	X
		Candidate	X
	Department Admin 2	MIV Admin	X
		School/College Admin 1	X
		School/College Admin	X
		Department Admin 2	X
		Department Admin	X
		Department Helper	X
		Candidate	X
	Department Helper 2	MIV Admin	<i>cannot manage actions</i>
		School/College Admin 1	<i>cannot manage actions</i>
		School/College Admin	<i>cannot manage actions</i>
		Department Admin	<i>cannot manage actions</i>
		Department Helper 2	<i>cannot manage actions</i>
		Department Helper	<i>cannot manage actions</i>
		Candidate	<i>cannot manage actions</i>
	Candidate 2	MIV Admin	<i>cannot manage actions</i>
		School/College Admin 1	<i>cannot manage actions</i>
		School/College Admin	<i>cannot manage actions</i>
		Department Admin	<i>cannot manage actions</i>
		Department Helper	<i>cannot manage actions</i>
		Candidate 2	<i>cannot manage actions</i>
		Candidate	<i>cannot manage actions</i>
Department Admin 1	MIV Admin 2		
	School/College Admin 2		
	Department Admin 2		
	Department Helper 2		

	Candidate 2		
Department Helper 1	MIV Admin 2		
	School/College Admin 2		
	Department Admin 2		
	Department Helper 2		
	Candidate 2		
Candidate 1	MIV Admin 2		
	School/College Admin 2		
	Department Admin 2		
	Department Helper 2		
	Candidate 2		

6. Dossiers returned to the Candidate will not appear in the results (location = Candidate), except for Sys Admin roles.
7. Dossiers sent to a department that do not have assigned Admins will not appear in the results. Instead, the error will be written to the logs and an email sent to miv-help@ucdavis.edu.
8. Active dossiers for users no longer appearing in LDAP will NOT appear in the Manage Open Actions list. Completed (sent to the Completed Dossier Archive queue – see *Archive Completed Dossiers prototype*) and Archived actions will not appear in the results.
9. Search results are limited to the user’s role:
 - a. Candidate, Dept. Helper – N/A: Access denied
 - b. Dept. Admin. – All results for a user’s own department (no other departments), with dossiers at any location. Dept. Admins will “View Dossier” status of any dossier not located at the Department location. Dept. Admins can manage an Open Action if it is located at the Department.
 - c. School/College Admin. – All results for a user’s own school/college and school/college’s departments only (no other school/colleges or school/college’s departments). School/College Admins will “View Dossier” status of any dossier not located at the School/College location. School/College Admins can manage an Open Action if it is located at the School/College.
 - d. MIV Admin. – All results returned. MIV Admins can manage any Open Action at any location.
10. All search results display the same columns via link headers:
 - a. MIV User – Hyperlink of User’s name, populated by user account
 - i. Link opens the “Open Action” dossier page for the user if the target user (viewing user, or proxy user) is at the same location as the dossier. For example, the dossier location is Department and the target user is a Dept. Admin.
 - ii. Link opens the “View My Dossier Status” page for the user if the target user (viewing user, or proxy user) is NOT at the same location as the dossier. For example, the dossier location is School/College and the target user is a Dept. Admin.
 1. The browser page title, page title and breadcrumbs will all display “Open Action” since that is the location this page is viewed from, but the data displayed will always be static like on the “View My Dossier Status” page.
 - b. Appointment - indicates “Primary” or “Joint” appointment to the user viewing the report.
 - i. Users only see “Primary” and “Joint” appointments that are their own “Primary” appointment School/College – Department.
 1. Dept. Admins can work on Primary/Joint appointments within their own School/College - Department.
 2. School/College. Admins can work on Primary/Joint appointments within their own School/College.
 3. MIV Admins. can see and work on all “Primary” and “Joint” appointments, regardless of their own “Primary” appointment School/College – Department.
 - c. School/College - populated by user account
 - d. Department - populated by user account
 - a. Delegated Authority – [Redelegated or Non-redelegated] populated from the RAF. The data will be missing (left blank) until the RAF is completed.
 - e. Action – [Action Type + Effective Year] populated from “Send Dossier To My Dept.”/ “RAF,” for example, Merit 2009 or Promotion 2009.
 - f. Location – Location names can be:
 - i. “Department”
 - ii. “School/College”
 - iii. “Vice Provost’s Office”

(See *View My Dossier Status, Redelegated Actions or Non-Redelegated Actions prototypes*)
11. Option to “Display only those dossiers located at the:” which hides all other locations from view.
 - a. Department
 - b. School/College
 - c. Vice Provost’s Office
 - d. All Locations
12. Search results column headers are all links that when selected sort the data by that column in ascending and descending order.
13. The default sort order for all columns is ascending. The next time the column header link is selected the sort is descending, etc., etc.

14. Search results are sorted by the left most column first: MIV User, then Appointment, School/College, Department, Delegation Authority, Action, Date Submitted to Dept. and Location.
15. Search results display error messages if no results are found:
 - a. "We're sorry, no matching results were found." if no results match the search options selected.
16. Searches resulting in only one match will still display the column headers.
17. Browser title, page title and breadcrumb should be: "Manage Open Actions: Search Results"

Redelegated Actions

Dossiers will be created based on the "Delegation Authority: Action Type" (see *Send Dossier To My Dept. page and Recommended Action Forms prototypes*), and then displayed according to the "MIV Dossier Document Viewing Access" matrix. Documents in the dossier will appear in the order illustrated by the "MIV Dossier PDF Document/Bookmarks Master Display Order" matrix.

Note: The "Delegation Authority: Action Type" may be changed at any time via the Send Dossier To My Dept. page and the Recommended Action Form.

See v3 Workflow Swimlanes: <https://confluence.ucdavis.edu/confluence/display/MIV/Functional+Specifications>

Pre-conditions to starting Redelegated Actions

1. Candidate has sent his/her dossier to the Department (see *Send Dossier To My Dept. prototype*).
2. There is no need to add letters and supporting documents for an action prior to the candidate sending the dossier to the department (See *Send Dossier To My Department prototype*).
3. A new action can be started even if the same candidate's dossier is in the Dossier Archive and has not been archived yet.
 - a. A dossier cannot be returned if another action for the same candidate is in progress. *Note: The second dossier would need to be returned to the candidate in order for the first dossier to be available to return.*

Requirements

1. "Open Action" page will replace the former "Merit/Promotions/Appraisals" page.
2. "Open Action" link will be available in the top header of every MIV page for all roles (via the Manage Open Actions page).
3. Changing the delegation authority via the RAF (either at the Department or School/College location or after returning the dossier to the Department or School/College location with letters added from the School/College or Vice Provost's Office) will not hinder the routing of the dossier.
4. All documents added for either Redelegated or Non-Redelegated actions will be saved and only displayed (added to the dossier) if the user's role has access and the delegation authority matches (See *MIV Dossier Document Viewing Access" matrix*).
5. Only Primary Department or Primary School/College can return the dossier for the Joint Department or Joint School/College.
6. A promotion can change to a merit but the workflow process does not change as this is only the end result. If merit is changed to a promotion the action would start as a new action and be returned to the department to add additional materials and for re-vote. The action would be routed back through the system and identified as a promotion.
7. If a Candidate's "School/College – Department" appointment(s) changes in the middle of an action, the action must be returned to the Candidate, the "School/College – Department" appointment(s) updated and the dossier sent back through routing.
 - a. No documents are ever deleted. If an appointment (School/College – Department) is updated, and the dossier is sent to the department again, documents will only appear for currently assigned appointments (School/College – Department). Appointments that have been removed will not have their documents appear.
8. No error messages will appear on open action pages. Links/buttons will be enabled/disabled to signify access.
 - a. "Add" button disabled for all letters that have already been added. A letter must be deleted before another letter can be added in its place.
 - b. EXCEPTION: An error notification will display to the user if dossier is routed, but there is no assigned Administrator for that location. If this error occurs, the dossier may not be routed correctly. This error can happen if the Candidate sends the dossier to his/her Department and there is no Dept. Admin., when the Dept. Admin. sends the dossier to the School/College and there is no School/College Admin., or when the School/College sends the dossier to the Vice Provost's Office and there are no MIV Admins.

Location: DEPARTMENT (Redelegated)

1. Same as Location: Department (Non-Redelegated)
2. Primary and Joint Appointments can work on the same dossier at the same time: As soon as it is routed to the Department location.
 - a. Joint Appointments can not view the letters/documents/decisions of the primary appointment.
3. "Open Action" page presents all options for that "Delegation Authority – Action Type" based for all roles except Candidate and Department Helpers:

Note: PDF Upload documents will have "Add" and "Delete" buttons, form data that is converted into PDF documents (such as the RAF or Disclosure Certificate) will have only "Add/Edit" buttons.

- a. **Name** – The name of Candidate
- b. **School/College - Department:** Displays primary School/College Department for primary and joint appointments
- c. **Recommended Action** - Name of Dossier as it was sent to the department [Action type + Effective Year]
- d. **Delegation Authority** - [Redelegated or Non-Redelegated] Determined when Recommended Action Form is completed. The data will be missing (left blank) until the RAF is completed.
- e. **Date Submitted to Department** - Timestamp at the time the dossier is sent to the Department (*see Send Dossier To My Dept. prototype*).
- f. **Location** – Workflow routing location:
 - i. **Department**
 - ii. School/College
 - iii. Vice Provost's Office
- g. **Primary Appointment** - School/College – Department of candidate
 - i. Populated from user account
 - ii. **Primary Appointment processing** – Status of appointment processing
 1. Status of "In Process" all text in red
 2. or "Completed" all text in green
 3. Status is always "In Process" until required documents/processes completed and reviewing/voting periods are closed, or never opened.
 - iii. **Recommended Action Form** – required PDF document (*see Recommended Action Forms prototype*)
 1. **"Add/Edit"** button directs user to "Add/Edit Recommended Action Form" page.
 - a. Button must have alt tag
 2. **Status** displays (*see View Dossier Status prototype*) based on PDF document presence.
 3. **"View: RAF"** link displays if RAF has been added.
 - a. Link must have title tag
 4. RAF "Delegation Authority: Action Type" can be changed at any time (*see Recommended Action Forms prototype*).
 - iv. **Department Letter/Division Chief Letter** – required PDF upload (*see PDF Upload prototype*)
 1. **"Add"** button directs user to "PDF Upload Utility."
 - a. Button must have alt tag
 - b. Up to two Department Letter PDF Uploads can be added (ideally, one Department Letter and one Division Chief Letter)
 2. **"Delete"** button deletes existing PDF document upload.
 - a. "Delete" button is disabled if no PDF upload has been added.
 - b. Button must have alt tag
 3. **Status** displays (*see View Dossier Status prototype*) based on PDF upload presence.
 4. **"View: Department Letter (or custom PDF Upload file name)"** link displays if a PDF upload has been added.
 - a. Link must have title tag
 - v. **Department Letter Federation Vote** – optional PDF upload (*see PDF Upload prototype*)
 1. **"Add"** button directs user to "PDF Upload Utility."
 - a. Button must have alt tag
 - b. One Primary Department Letter Federation Vote Letter PDF Upload can be added
 2. **"Delete"** button deletes existing PDF document upload.
 - a. "Delete" button is disabled if no PDF upload has been added.
 - b. Button must have alt tag
 3. **Status** displays (*see View Dossier Status prototype*) based on PDF upload presence.
 4. **"View: Primary Department Letter Federation Vote (or custom PDF Upload file name)"** link displays if a PDF upload has been added.
 - a. Link must have title tag
 - vi. **Department Peer Group Letter for Federation** – optional PDF upload (*see PDF Upload prototype*)

1. Same as "Department Letter Federation Vote" letter.
- vii. **Candidate's Disclosure Certificate** – required PDF document (*see Candidate's Disclosure Certificate prototype*)
 1. **"Add/Edit"** button directs user to "Add/Edit Candidate's Disclosure Certificate" page (*see Candidate's Disclosure Certificate Form prototype*).
 - a. Button must have alt tag
 2. **Status** displays (*see View Dossier Status prototype*) based on PDF document presence.
 - a. Status is "Required – Not Added" until the form has been saved (but not emailed to the candidate).
 - b. Status is "Required – Added but Not Emailed" after the form has been saved (but not emailed to the candidate).
 - i. NOTE: Cannot email the Disclosure Certificate if the RAF has not been added (for the primary department only). An error message will appear: **A Recommended Action Form has not been added for this candidate yet.**
 - c. Status is "Required – Not Signed" after the email notification has been sent to the candidate (but not signed).
 - d. Status is "Signed" after the candidate has signed his/her disclosure certificate.
 3. **"View: Candidate's Disclosure Certificate"** link displays if Candidate's Disclosure Certificate has been saved/emailed/signed.
 - a. The link only displays the current Disclosure Certificate. Therefore, if a certificate has been emailed or signed, that will be the link that displays, even if a second certificate has been saved (edited).
 - b. Link must have title tag
 - c. **Link always displays with the status.** This is unlike all other status', in which the link replaces the status once a PDF has been added.
Note: The link should not appear on the "View My Dossier Status" page!
 4. If a Candidate's Disclosure Certificate is signed by the Candidate the dossier can be routed to the School/College location (*see Candidate's Disclosure Certificate Form prototype*).
- viii. **Rebuttal Letter** – optional PDF upload (*see PDF Upload prototype*)
 1. Same as "Primary Department Letter Federation Vote" letter.
- ix. **Rejoinder Letter** – optional PDF upload (*see PDF Upload prototype*)
 1. Same as "Department Letter Federation Vote" letter.
- x. **Peer Evaluation of Teaching Performance** – optional PDF upload (*see PDF Upload prototype*)
 1. Same as "Department Letter Federation Vote" letter.
- xi. **Evaluation Letter of Graduate Group Chair Service** – optional PDF upload (*see PDF Upload prototype*)
 1. Same as "Department Letter Federation Vote" letter.
- xii. **OVCR Evaluation Letter for Research Unit Director** – optional PDF upload (*see PDF Upload prototype*)
 1. Same as "Department Letter Federation Vote" letter.
- xiii. **Director Evaluation Letter of Clinical Activities** – optional PDF upload (*see PDF Upload prototype*)
 1. Same as "Department Letter Federation Vote" letter.
- xiv. **Evaluation Letter of Academic Senate Committee Service** – optional PDF upload (*see PDF Upload prototype*)
 1. Same as "Department Letter Federation Vote" letter.
- xv. **Extramural Letter(s)** – optional PDF upload (*see PDF Upload prototype*)
 1. **"Add"** button directs user to "PDF Upload Utility."
 - a. Button must have alt tag
 - b. Up to 10 Extramural Letter PDF Uploads can be added (in combinations of Redacted or Non-redacted).
 - c. **Only the Primary Department can add Redacted letters.**
 2. **"Delete"** button deletes existing PDF document upload.
 - a. "Delete" button is disabled if no PDF upload has been added.
 - b. Button must have alt tag
 3. **Status** displays (*see View Dossier Status prototype*) based on PDF upload presence.

4. **"View: Extramural Letter (or custom PDF Upload file name)"** link displays if a PDF upload has been added. "(Redacted)" or "(Non-redacted)" indicated.
 5. Link must have title tag
- xvi. **Org Chart** – optional PDF upload (*see PDF Upload prototype*)
1. **"Add"** button directs user to "PDF Upload Utility."
 - a. Button must have alt tag
 - b. One Org Chart PDF Upload can be added
 2. **"Delete"** button deletes existing PDF document upload.
 - a. "Delete" button is disabled if no PDF upload has been added.
 - b. Button must have alt tag
 3. **Status** displays (*see View Dossier Status prototype*) based on PDF upload presence.
 4. **"View: Org Chart (or custom PDF Upload file name)"** link displays if a PDF upload has been added.
 - a. Link must have title tag
- xvii. **Reviewing** – optional review period for Department reviewers
1. **"Assign Reviewers"** link directs the user to the candidate's "Add Reviewers" page (*See Reviewing Dossiers prototype*).
 - a. Link must have title tag
 2. **"Open"** button restricts dossier from being sent to the next routing location by the primary department AND allows assigned reviewers to review the candidate's dossier.
 - a. Button must have alt tag
 - b. Review period can be opened at any time while the dossier is at this location.
 - c. Review period can be opened before, during or after reviewers have been assigned.
 3. **"Close"** button closes reviewing period and removes restriction for dossier to be sent to the next routing location by the primary department.
 - a. Reviewers can no longer view the candidate's dossier.
 - b. "Close" button is disabled if the reviewing period has not been opened.
 - c. Button must have alt tag
 4. **Status** displays (*see View Dossier Status prototype*) based on reviewing period status.
 5. Reviewing and Voting periods can be open at the same time.
 6. Reviewing and Voting periods can be Opened and Closed an indefinite amount of times.
 7. Link also available on the MIVMain page.
 8. Reviewing status is always set or reset to "Not Open" when a dossier is routed to the Department. **This is so that if a dossier is returned and then routed back to the Department, assigned reviewers are not able to view the dossier until the review period is opened again.**
- xviii. **Voting** – optional voting period for Department voting
Placeholder only for future link to campus/department voting application(s)
1. **"Open"** button restricts dossier from being sent to the next routing location by the primary department.
 - a. Button must have alt tag
 - b. Voting period can be opened at any time while the dossier is at this location.
 2. **"Close"** button closes voting period and removes restriction for dossier to be sent to the next routing location by the primary department.
 - a. "Close" button is disabled if the Voting period has not been opened.
 - b. Button must have alt tag
 3. **Status** displays (*see View Dossier Status prototype*) based on voting period status.
 4. Reviewing and Voting periods can be open at the same time.
 5. Reviewing and Voting periods can be Opened and Closed indefinitely.
- h. (Primary Appointment view of) **Joint Appointment** – Joint School/College – Department of candidate
- i. Populated from user account
 - ii. Displays none or up to four Joint School/College – Departments
 - iii. No Joint Appointment buttons to Add/Edit, Add, Open, Close, etc. appear unless user is an MIV Admin.
- iv. **Joint Appointment processing** – Status of joint appointment processing
1. Status of "In Progress" all text in red
 - a. Status is always "In Progress" until required documents/processes completed and reviewing/voting periods are closed, or never opened.
 2. or "Completed" all text in green

3. When "Completed" status is set, a link for "Send Back to Secondary Department" appears.
 - a. **"Send Back to Secondary Department"** link re-opens access to the dossier for the joint appointment (in case of corrections, etc.). Dossier will appear on the joint appointment's "Manage Open Actions" list. The Open Action will then have buttons for editing visible.
 - b. Once selected the "Send Back to Secondary Department" link disappears for the primary appointment (as it has been returned to the joint appointment).
- v. **Recommended Action Form – not available.** Joint departments can NOT add/edit a RAF, but they can view the RAF if they select the "View This Dossier as One PDF File" link.
- vi. **Department Letter/Division Chief Letter** – required PDF upload - 2 PDF's Max
 1. Displays only status (see View Dossier Status prototype) and no link to a PDF upload until Joint appointment selects the "Dossier Complete/Send Back to the Primary Department" link, after which the link to the PDF document appears.
 - a. **"View: Joint Department Letter/Division Chief Letter (or custom PDF Upload file name)"** link displays if a PDF upload has been added and the secondary department has selected the "Dossier Complete/Send Back to the Primary Department" link.
 2. No Add/Delete buttons available to primary department.
 3. Once added, the PDF document link will appear for the primary appointment.
- vii. **Department Letter Federation Vote** – optional PDF upload – 1 PDF max (*see PDF Upload prototype*)
 1. Same as "Joint Department Letter/Division Chief Letter" letter.
 2. Once added, the PDF document link will appear for the primary appointment.
- viii. **Department Peer Group Letter for Federation** – optional PDF upload – 1 PDF max (*see PDF Upload prototype*)
 1. Same as "Joint Department Letter/Division Chief Letter" letter.
 2. Once added, the PDF document link will appear for the primary appointment.
- ix. **Candidate's Disclosure Certificate** – required document
 1. Displays only status (see View Dossier Status prototype) and no link to a PDF document until Joint appointment selects the "Dossier Complete/Send Back to the Primary Department" link, after which the link to the PDF document appears.
 - a. **View: Joint Candidate's Disclosure Certificate** link displays if the document has been signed and the secondary department has selected the "Dossier Complete/Send Back to the Primary Department" link.
 - b. Status is "Required – Not Added" until the form has been saved (but not emailed to the candidate).
 - c. Status is "Required – Not Signed" after the email notification has been sent to the candidate (but not signed).
 2. No Add/Edit button available to primary department.
 3. Once added, the PDF document link will appear for the primary appointment.
 4. MIV will not validate that the Candidate's Disclosure Certificate has a more recent timestamp than the RAF or Department Letter.
- x. **Reviewing** – optional reviewing period for Department reviewers
 1. Displays only status (see View Dossier Status prototype).
 2. No Open/Close buttons available to primary department.
- xi. **Voting** – optional voting period for Department voting
 1. Displays only status (see View Dossier Status prototype).
 2. No Open/Close buttons available to primary department.
- i. (Joint Appointment view of) **Joint Appointment** – Joint School/College – Department of candidate
 - i. Populated from user account
 - ii. **Joint Appointment processing** – Status of joint appointment processing
 1. Status of "In Progress" all text in red
 - a. Status is always "In Progress" until required documents/processes completed and reviewing/voting periods are closed, or never opened.
 2. or "Completed" all text in green
 3. When "Completed" status is set AND the joint appointment can select the **"Dossier Complete/Send Back to the Primary Department"** link, which acts as a flag that

notifies the primary appointment that the joint appointment is done processing the action.

- a. The link for the primary appointment "Send Back to Secondary Department" now appears.
 - i. "**Send Back to Secondary Department**" link re-opens access to the dossier for the joint department (in case of corrections, etc.). Dossier will appear on the joint appointments "Manage Open Actions" list. The Open Action will then have buttons for editing visible.
 - ii. Once selected the "Send Back to Secondary Department" link disappears for the primary appointment (as it has been returned to the joint appointment).
 - iii. **Recommended Action Form – not available.** Joint department can NOT add/edit RAF.
 - iv. **Department Letter/Division Chief Letter** – *same as primary department*
 - v. **Department Letter Federation Vote** – *same as primary department*
 - vi. **Department Peer Group Letter for Federation** – *same as primary department*
 - vii. **Candidate's Disclosure Certificate** – *same as primary department (see Candidate's Disclosure Certificate Form prototype), except data added is only for joint appointment.*
 - viii. **Reviewing** – *same as primary department*
 - ix. **Voting** – *same as primary department*
- j. "**View This Dossier as One PDF File**" link displays all data entry, letters, documents, decisions, etc. as one PDF file with bookmarks (*see "MIV Dossier Document Viewing Access" matrix and "MIV Dossier PDF Documents/Bookmarks Master Display Order"*).
- i. Link enabled at all times.
 - ii. Link visible for primary and joint departments.
- k. "**Send This Dossier to the School/College**" link sends the dossier to the next routing location.
- i. Link visible for only primary department.
 - ii. Link is disabled until all primary and joint appointment processing is "Completed."
 - iii. All "Send This Dossier to the [next routing location]" links will/appear disabled until all conditions are met (required documents/processes completed and reviewing/voting periods are closed, or never opened).
 - iv. The department cannot recall a dossier once it has been sent to the School/College. The School/College must be contacted by the Department in order for the dossier to be returned to the Department.
 - v. Meaningful confirmation displays when the dossier is sent to the next routing location:
 1. "The following action has been sent to the School/College."
 - vi. MIVMain page displays an action count (**x**) next to the link "Sign Dean's Final Decision/Recommendation" for all Redelegated/Non-redelegated actions appearing only for School/College Admins with Dean's Signature Authorization.
 1. Once an action has been signed the action will fall off of the action count (**x**) list for the School/College Admins with Dean's Signature Authorization and will only be accessible for editing via the "Manage Open Actions > Open Action" page.
- l. "**Return This Dossier to the Candidate**" returns the dossier to the Candidate for editing.
- i. Link visible for only primary department.
 - ii. No documents/letters/decisions, etc. will be visible to the Candidate based on the "MIV Dossier Document Viewing Access" matrix.
 - iii. No documents/letters/decisions, etc. will be deleted.
 1. The exception is when the dossier is returned from the department to the candidate. In this case, no letters or decisions are deleted but all of the packet data entry documents are deleted. (*See MIV-2331*)
 2. If an appointment (School/College – Department) is updated, and the dossier is sent to the department again, documents will only appear for currently assigned appointments (School/College – Department). Appointments that have been removed will not have their documents appear.
 - iv. When a dossier is returned to the previous routing location no letter or decision is available for review by the returned to location.

- v. When the Candidate sends the dossier back to the Department, all documents/letters/decisions, etc. added at the Department location will again be visible/accessible to Department Administrators.
 - vi. All "Open" Review periods at the Department location are closed.
 - vii. Meaningful confirmation displays when the dossier is returned to the Candidate:
 - 1. "The following action has been returned to the Candidate."
 - viii. If a dossier is returned to the Candidate, the "View My Dossier Status" page should display the message as if the dossier has never been sent to the department:
 - You do not have a dossier in process at this time. You must create your dossier and then send it to your department before you can view your dossier status.
- Note: Administrators may optionally delete documents/letters/decisions before or after returning the dossier, but it is not required.*
- m. Joint Appointment view only - "**Dossier Complete/Send Back to the Primary Department**" link sends control of the dossier back to the primary department, indicating the joint department has finished processing the dossier.
 - i. Link visible for only joint department.
 - ii. Link is disabled until all joint appointment processing is "Completed," i.e., all required documents/processes are added/completed.
 - 1. The "Dossier Complete/Send Back to the Primary Department" link is just a flag that renders the joint appointment unable to make more changes. Until that link is selected, the processing status can change from "Completed" to "In Progress" as many times as the documents are added/deleted, just like the primary appointment processing.
 - iii. Dossier falls off of joint appointments "Manage Open Actions" list after link is selected.
 - 1. View appears as "View My Dossier Status" without buttons once the link is selected.
 - 2. In order for the buttons to appear for the Joint appointment to perform edits again, after the "Dossier Complete/Send Back to the Primary Department" link has been selected, the Primary appointment must select the "Send Back to Secondary Department" link to return ownership to the Joint appointment.
 - iv. This link must be selected by the joint department in order for the primary department to send the dossier to the next routing location.
 - n. Primary Appointment view only - "**Send Back to Secondary Department**" link sends control of the dossier back to the primary department, indicating the joint department has finished processing the dossier.
 - i. Link visible for only joint department.
 - ii. Link is disabled until all joint appointment processing is "Completed," i.e., all required documents/processes are added/completed.
 - 1. The "Dossier Complete/Send Back to the Primary Department" link is just a flag that renders the joint appointment unable to make more changes. Until that link is selected, the processing status can change from "Completed" to "In Progress" as many times as the documents are added/deleted, just like the primary appointment processing.
 - iii. Joint appointment's view of the Open Action appears as "View My Dossier Status" without buttons once the link is selected.
 - 1. In order for the buttons to appear for the Joint appointment to perform edits again, after the "Dossier Complete/Send Back to the Primary Department" link has been selected, the Primary appointment must select the "Send Back to Secondary Department" link to return ownership to the Joint appointment.
 - iv. This link must be selected by the joint department in order for the primary department to send the dossier to the next routing location.
 - o. Browser title, page title and breadcrumb should be: "Open Action"

Location: SCHOOL/COLLEGE (Redelegated)

Pre-conditions

- 1. Primary Department sends dossier to the School/College location.

Requirements

- 1. Only Primary School/College can add/edit RAF that was created by the Primary Department.
- 2. Primary and Joint Appointments can work on the same dossier at the same time: As soon as it is routed to the Department location.
 - a. Joint Appointments can not view the letters/documents/decisions of the primary appointment.

3. If a joint appointment (two different departments) has the same Dean (school/college), the Primary and Joint School/College (which would be the same School/College and Dean) will see the Primary and Joint School/College views with all Add/Edit, Open/Close, etc. buttons available.
 - a. **The same Dean will have to sign the Final Decision and Recommendation for the candidate.**
4. "Open Action" page presents all options for that "Delegation Authority – Action Type" based for all roles except Candidate and Department Helpers:

Note: PDF Upload documents will have "Add" and "Delete" buttons, form data that is converted into PDF documents (such as the RAF or Disclosure Certificate) will have only "Add/Edit" buttons.

- a. **Name** – The name of Candidate
- b. **School/College - Department:** Displays primary School/College Department for primary and joint appointments
- c. **Recommended Action** - Name of Dossier as it was sent to the department [Action type + Effective Year]
- d. **Delegation Authority** - [Redelegated or Non-Redelegated] Determined when Recommended Action Form is completed at Department level.
- e. **Date Submitted to Department** - Timestamp at the time the dossier is sent to the Department (*see Send Dossier To My Dept. prototype*).
- f. **Location** – Workflow routing location:
 - i. Department
 - ii. **School/College**
 - iii. Vice Provost's Office
- g. **Primary Appointment** - School/College – Department of candidate
 - i. Populated from user account
 - ii. **Primary Appointment processing** – Status of appointment processing
 1. Status of "In Process" all text in red
 2. or "Completed" all text in green
 3. Status is always "In Process" until required documents/processes completed and reviewing/voting periods are closed, or never opened.
 - iii. **Recommended Action Form** – required PDF document (*see Recommended Action Forms prototype*)
 1. **"Add/Edit"** button directs user to "Add/Edit Recommended Action Form" page.
 - a. Button must have alt tag
 2. **Status** displays (*see View Dossier Status prototype*) based on PDF document presence.
 3. **"View: RAF"** link displays if RAF has been added.
 - b. Link must have title tag
 4. RAF "Delegation Authority: Action Type" can be changed at any time (*see Recommended Action Forms prototype*).
 - iv. **Reviewing** – optional review period for FPC reviewers
 1. **"Assign Reviewers"** link directs the user to the candidate's "Add Reviewers" page (*See Reviewing Dossiers prototype*).
 - a. Link must have title tag
 2. **"Open"** button restricts dossier from being sent to the next routing location by the primary department AND allows assigned reviewers to review the candidate's dossier.
 - a. Button must have alt tag
 - b. Review period can be opened at any time while the dossier is at this location.
 - c. Review period can be opened before, during or after reviewers have been assigned.
 3. **"Close"** button closes reviewing period and removes restriction for dossier to be sent to the next routing location by the primary department.
 - a. Reviewers can no longer view the candidate's dossier.
 - b. "Close" button is disabled if the reviewing period has not been opened.
 - c. Button must have alt tag
 4. **Status** displays (*see View Dossier Status prototype*) based on reviewing period status.
 5. Reviewing period can be Opened and Closed an indefinite amount of times.
 6. Link also available on the MIVMain page.
 7. Reviewing status is always set or reset to "Not Open" when a dossier is routed to the School/College. **This is so that if a dossier is returned and then routed back to**

the School/College, assigned reviewers are not able to view the dossier until the review period is opened again.

- v. **FPC Recommendation** – optional PDF upload (*see PDF Upload prototype*)
 - 1. **“Add”** button directs user to “PDF Upload Utility.”
 - a. Button must have alt tag
 - b. One FPC Recommendation Letter PDF Uploads can be added
 - 2. **“Delete”** button deletes existing PDF document upload.
 - a. “Delete” button is disabled if no PDF upload has been added.
 - b. Button must have alt tag
 - 3. **Status** displays (*see View Dossier Status prototype*) based on PDF upload presence.
 - 4. **“View: FPC Recommendation (or custom PDF Upload file name)”** link displays if a PDF upload has been added.
 - a. Link must have title tag
- vi. **Dean’s Final Decision** – required PDF document (*see Electronic Signature prototype*)
 - 1. **“Add/Edit”** button directs user to “Add Dean’s Final Decision” page.
 - a. Button must have alt tag
 - 2. **Status** displays (*see View Dossier Status prototype*) based on PDF document presence.
 - 3. **“View: Dean’s Final Decision – [decision]”** link displays if the Dean’s Final Decision has been added.
 - a. Link must have title tag
 - b. Link also available on the MIVMain page
- h. (Primary Appointment view of) **Joint Appointment** – Joint School/College – Department of candidate
 - i. Populated from user account
 - ii. Displays none or up to four Joint School/College – Departments
 - iii. **Joint Appointment processing** – Status of joint appointment processing
 - 2. Status of “In Progress” all text in red
 - a. Status is always “In Progress” until required documents/processes completed and reviewing/voting periods are closed, or never opened.
 - 3. or “Completed” all text in green
 - 5. When “Completed” status is set AND the joint appointment selects the “Dossier Complete/Send Back to the Primary School/College” link, the link for the primary appointment “Send Back to Secondary School/College” appears.
 - a. **“Send Back to Secondary School/College”** link re-opens access to the dossier for the joint department (in case of corrections, etc.). Dossier will appear on the joint appointments “Manage Open Actions” list. The Open Action will then have buttons for editing visible.
 - b. Once selected the “Send Back to Secondary School/College” link disappears for the primary appointment (as it has been returned to the joint appointment).
 - iv. **Recommended Action Form – not available.** Joint school/colleges can NOT add/edit RAF, but they can view the RAF if they select the “View This Dossier as One PDF File” link.
 - v. **Reviewing** – optional reviewing period for FPC reviewers
 - 1. Displays only status (*see View Dossier Status prototype*).
 - 2. No Open/Close buttons available to primary school/college.
 - vi. **FPC Recommendation** – optional PDF upload (*see PDF Upload prototype*)
 - 1. Displays only status (*see View Dossier Status prototype*) and no link to a PDF document until Joint school/college selects the “Dossier Complete/Send Back to the Primary School/College” link, after which the link to the PDF document appears.
 - a. **“View: Joint FPC Recommendation (or custom PDF Upload file name)”** link displays if a PDF upload has been added and the secondary school/college has selected the “Dossier Complete/Send Back to the Primary School/College” link.
 - 2. No Add/Edit button available to primary school/college.
 - 3. Once added, the PDF document link will appear for the primary appointment.
 - vii. **Dean’s Recommendation** – required document (*see Electronic Signature prototype*)
 - 1. Displays only status (*see View Dossier Status prototype*) and no link to a PDF document until Joint school/college selects the “Dossier Complete/Send Back to the Primary School/College” link, after which the link to the PDF document appears.
 - 2. No Add/Edit button available to primary school/college.
 - 3. Once added, the PDF document link will appear for the primary appointment.

- i. (Joint Appointment view of) **Joint Appointment** – Joint School/College – Department of candidate
 - i. Populated from user account
 - ii. **Joint Appointment processing** – Status of joint appointment processing
 - 4. Status of “In Progress” all text in red
 - a. Status is always “In Progress” until required documents/processes completed and reviewing/voting periods are closed, or never opened.
 - 5. or “Completed” all text in green
 - 6. When “Completed” status is set AND the joint appointment can select the **“Dossier Complete/Send Back to the Primary School/College”** link, which acts as a flag that notifies the primary appointment that the joint appointment is done processing the action.
 - a. The link for the primary appointment “Send Back to Secondary School/College” now appears.
 - b. **“Send Back to Secondary School/College”** link re-opens access to the dossier for the joint department (in case of corrections, etc.). Dossier will appear on the joint appointments “Manage Open Actions” list. The Open Action will then have buttons for editing visible.
 - c. Once selected the “Send Back to Secondary School/College” link disappears for the primary appointment (as it has been returned to the joint appointment).
 - iii. **Recommended Action Form – not available.** Joint school/colleges can NOT add/edit RAF.
 - iv. **Reviewing** – *same as primary school/college*
 - v. **FPC Recommendation**– *same as primary school/college*
 - vii. **Dean’s Recommendation** – required PDF document (*see Electronic Signature prototype*)
 - 1. **“Add/Edit”** button directs user to “Add Dean’s Recommendation” page.
 - b. Button must have alt tag
 - 2. **Status** displays (*see View Dossier Status prototype*) based on PDF document presence.
 - 3. **“View: Dean’s Recommendation – [decision]”** link displays if the Dean’s Recommendation has been added.
 - a. Link must have title tag
 - b. Link also available on the MIVMain page
- j. **“View This Dossier as One PDF File”** link displays all data entry, letters, documents, decisions, etc. as one PDF file with bookmarks (*see “MIV Dossier Document Viewing Access” matrix and “MIV Dossier PDF Documents/Bookmarks Master Display Order”*).
 - i. Link visible for primary and joint school/colleges.
 - ii. Link enabled at all times.
- k. **“Send This Dossier to the Vice Provost’s Office for Archival”** link sends the dossier to the next routing location.
 - i. Link visible for only primary school/college.
 - ii. Link is disabled until all primary and joint appointment processing is “Completed.”
 - iii. All “Send This Dossier to the [next routing location]” links will/appear disabled until all conditions are met (required documents/processes completed and reviewing/voting periods are closed, or never opened).
 - iv. The school/college cannot recall a dossier once it has been sent to the Vice Provost’s Office. The Vice Provost’s Office must be contacted by the School/College in order for the dossier to be returned to the Vice Provost’s Office.
 - v. Meaningful confirmation displays when the dossier is sent to the next routing location:
 - 1. “The following action has been sent to the Vice Provost’s Office for Archival.”
- l. **“Return This Dossier to the Department”** returns dossier to the Primary Department for editing.
 - i. Link visible for only primary school/college.
 - ii. No documents/letters/decisions, etc. will be visible to the Department based on the “MIV Dossier Document Viewing Access” matrix.
 - iii. No documents/letters/decisions, etc. will be deleted.
 - iv. When a dossier is returned to the previous routing location no letter or decision is available for review by the returned to location.
 - v. When the Department sends the dossier back to the School/College, all documents/letters/decisions, etc. added at the School/College location will again be visible/accessible to School/College Administrators.
 - vi. All “Open” Review periods at the School/College location are closed.

Note: Administrators may optionally delete documents/letters/decisions before or after returning the dossier, but it is not required.

- m. Joint Appointment view only - **"Dossier Complete/Send Back to the Primary School/College"** link sends control of the dossier back to the primary school/college, indicating the joint school/college has finished processing the dossier.
 - i. Link visible for only joint School/College.
 - i. Link is disabled until all joint appointment processing is "Completed," i.e., all required documents/processes are added/completed.
 - 1. The "Dossier Complete/Send Back to the Primary School/College" link is just a flag that renders the joint appointment unable to make more changes. Until that link is selected, the processing status can change from "Completed" to "In Progress" as many times as the documents are added/deleted, just like the primary appointment processing.
 - ii. Dossier falls off of joint appointments "Manage Open Actions" list after link is selected.
 - 1. View appears as "View My Dossier Status" without buttons once the link is selected.
 - 2. In order for the buttons to appear for the Joint appointment to perform edits again, after the "Dossier Complete/Send Back to the Primary School/College" link has been selected, the Primary appointment must select the "Send Back to Secondary School/College" link to return ownership to the Joint appointment.
 - iii. This link must be selected by the joint school/college in order for the primary school/college to send the dossier to the next routing location.

- n. Primary Appointment view only - **"Send Back to Secondary School/College"** link sends control of the dossier back to the primary department, indicating the joint department has finished processing the dossier.
 - iv. Link visible for only joint School/College.
 - v. Link is disabled until all joint appointment processing is "Completed," i.e., all required documents/processes are added/completed.
 - 1. The "Dossier Complete/Send Back to the Primary School/College" link is just a flag that renders the joint appointment unable to make more changes. Until that link is selected, the processing status can change from "Completed" to "In Progress" as many times as the documents are added/deleted, just like the primary appointment processing.
 - vi. Joint appointment's view of the Open Action appears as "View My Dossier Status" without buttons once the link is selected.
 - 1. In order for the buttons to appear for the Joint appointment to perform edits again, after the "Dossier Complete/Send Back to the Primary Department" link has been selected, the Primary appointment must select the "Send Back to Secondary Department" link to return ownership to the Joint appointment.
 - vii. This link must be selected by the joint department in order for the primary department to send the dossier to the next routing location.

- o. Browser title, page title and breadcrumb should be: "Open Action"

Redelegated action is completed when the Primary School/College sends the dossier to the Vice Provost's Office to be archived (*see Archive Completed Dossiers and View Dossier Archive prototypes*).

Non-redelegated Actions

Dossiers will be created based on the "Delegation Authority: Action Type" (see *Send Dossier To My Dept. page and Recommended Action Forms prototypes*), and then displayed according to the "MIV Dossier Document Viewing Access" matrix. Documents in the dossier will appear in the order illustrated by the "MIV Dossier PDF Document/Bookmarks Master Display Order" matrix.

Note: The "Delegation Authority: Action Type" may be changed at any time via the Send Dossier To My Dept. page and the Recommended Action Form.

See v3 Workflow Swimlanes: <https://confluence.ucdavis.edu/confluence/display/MIV/Functional+Specifications>

Pre-conditions to starting Non-Redelegated Actions

1. Candidate has sent his/her dossier to the Department (see *Send Dossier To My Dept. prototype*).
2. There is no need to add letters and supporting documents for an action prior to the candidate sending the dossier to the department (See *Send Dossier To My Department prototype*).
3. A new action can be started even if the same candidate's dossier is in the Dossier Archive and has not been archived yet.
 - a. A dossier cannot be returned if another action for the same candidate is in process. *Note: The second dossier would need to be returned to the candidate in order for the first dossier to be available to return.*

Requirements

1. "Open Action" page will replace the former "Merit/Promotions/Appraisals" page.
2. "Open Action" link will be available in the top header of every MIV page for all roles (via the Manage Open Actions page).
3. Changing the delegation authority via the RAF (either at the Department or School/College location or after returning the dossier to the Department or School/College location with letters added from the School/College or Vice Provost's Office) will not hinder the routing of the dossier.
4. All documents added for either Redelegated or Non-Redelegated actions will be saved and only displayed (added to the dossier) if the user's role has access and the delegation authority matches (See *MIV Dossier Document Viewing Access" matrix*).
5. Only Primary Department or Primary School/College can return the dossier for the Joint Department or Joint School/College.
6. A promotion can change to a merit but the workflow process does not change as this is only the end result. If merit is changed to a promotion the action would start as a new action and be returned to the department to add additional materials and for re-vote. The action would be routed back through the system and identified as a promotion.
7. If a Candidate's "School/College – Department" appointment(s) changes in the middle of an action, the action must be returned to the Candidate, the "School/College – Department" appointment(s) updated and the dossier sent back through routing.
8. School/College Notification of Non-Redelegated action Vice Provost's Final Decisions will not be a process handled via MIV.
9. No error messages will appear on open action pages. Links/buttons will be enabled/disabled to signify access.
 - a. "Add" button disabled for all letters that have already been added. A letter must be deleted before another letter can be added in its place.
 - b. EXCEPTION: An error notification will display to the user if dossier is routed, but there is no assigned Administrator for that location. If this error occurs, the dossier may not be routed correctly. This error can happen if the Candidate sends the dossier to his/her Department and there is no Dept. Admin., when the Dept. Admin. sends the dossier to the School/College and there is no School/College Admin., or when the School/College sends the dossier to the Vice Provost's Office and there are no MIV Admins.

Location: DEPARTMENT (Non-redelegated)

1. "Same as Location: DEPARTMENT (Redelegated)"

Note: PDF Upload documents will have "Add" and "Delete" buttons, form data that is converted into PDF documents (such as the RAF or Disclosure Certificate) will have only "Add/Edit" buttons.

Location: SCHOOL/COLLEGE (Non-redelegated)

Pre-conditions

1. Primary Department sends dossier to the School/College location.

Requirements

1. Only Primary School/College can add/edit RAF that was created by the Primary Department.
2. Primary and Joint Appointments can work on the same dossier at the same time: As soon as it is routed to the Department location.
 - a. Joint Appointments can not view the letters/documents/decisions of the primary appointment.
3. "Open Action" page presents all options for that "Delegation Authority – Action Type" based for all roles except Candidate and Dept. Helpers:

Note: PDF Upload documents will have "Add" and "Delete" buttons, form data that is converted into PDF documents (such as the RAF or Disclosure Certificate) will have only "Add/Edit" buttons.

- a. **Name** – The name of Candidate
- b. **School/College - Department:** Displays primary School/College Department for primary and joint appointments
- c. **Recommended Action** - Name of Dossier as it was sent to the department [Action type + Effective Year]
- d. **Delegation Authority** - [Redelegated or Non-Redelegated] Determined when Recommended Action Form is completed at Department level.
- e. **Date Submitted to Department** - Timestamp at the time the dossier is sent to the Department (*see Send Dossier To My Dept. prototype*).
- f. **Location** – Workflow routing location:
 - i. Department
 - ii. **School/College**
 - iii. Vice Provost's Office
- g. **Primary Appointment** - School/College – Department of candidate
 - i. Populated from user account
 - ii. **Primary Appointment processing** – Status of appointment processing
 1. Status of "In Process" all text in red
 2. or "Completed" all text in green
 3. Status is always "In Process" until required documents/processes completed and reviewing/voting periods are closed, or never opened.
 - iii. **Recommended Action Form** – required PDF document (*see Recommended Action Forms prototype*)
 1. **"Add/Edit"** button directs user to "Add/Edit Recommended Action Form" page.
 - a. Button must have alt tag
 2. **Status** displays (*see View Dossier Status prototype*) based on PDF document presence.
 3. **"View: RAF"** link displays if RAF has been added.
 - a. Link must have title tag
 - iv. **Dean's Recommendation** – optional PDF upload (*see PDF Upload prototype*)
 1. **"Add/Edit"** button directs user to "PDF Upload Utility" page.
 - a. Button must have alt tag
 - b. One Dean's Recommendation Letter PDF Upload can be added
 2. **Status** displays (*see View Dossier Status prototype*) based on PDF upload presence.
 3. **"View: Dean's Recommendation (or custom PDF Upload file name)"** link displays if a PDF upload has been added.
 - a. Link must have title tag
- h. (Primary Appointment view of) **Joint Appointment** – Joint School/College – Department of candidate
 - i. Populated from user account
 - ii. Displays none or up to four Joint School/College – Departments
 - iii. **Joint Appointment processing** – Status of joint appointment processing
 1. Status of "In Progress" all text in red
 2. or "Completed" all text in green
 3. Status is always "In Progress" until required documents/processes completed and reviewing/voting periods are closed, or never opened AND joint school/college selects the "Dossier Complete/Send Back to the Primary School/College" link granting control of the dossier to the primary school/college.
 4. When "Completed" status is set, a link for "Send Back to Secondary School/College" appears.

- a. **"Send Back to Secondary School/College"** link re-opens access to the dossier for the joint school/college (in case of corrections, etc.). Dossier will then appear on the joint school/college's "Manage Open Actions" list.
 - iv. **Recommended Action Form – not available.** Joint school/colleges can NOT add/edit a RAF, but they can view the RAF if they select the "View This Dossier as One PDF File" link.
 - v. **Dean's Recommendation** – optional PDF upload
 - 1. Displays only status (see View Dossier Status prototype) and no link to a PDF document until Joint school/college selects the "Dossier Complete/Send Back to the Primary School/College" link, after which the link to the PDF document appears.
 - a. **"View: Joint Dean's Recommendation (or custom PDF Upload file name)"** link displays if a PDF upload has been added and the secondary school/college has selected the "Dossier Complete/Send Back to the Primary School/College" link.
 - 2. No Add/Edit button available to primary school/college.
 - 3. If dossier access is granted back to the Joint school/college (via selecting the "Send Back to Secondary School/College" link) PDF document links will no longer be visible.
- i. (Joint Appointment view of) **Joint Appointment** – Joint School/College – Department of candidate
 - i. Populated from user account
 - ii. **Joint Appointment processing** – Status of joint appointment processing
 - 1. Status of "In Process" all text in red
 - 2. or "Completed" all text in green
 - 3. Status is always "In Process" until required documents/processes completed and reviewing/voting periods are closed, or never opened AND joint school/college selects the "Dossier Complete/Send Back to the Primary School/College" link granting control of the dossier to the primary school/college.
 - iii. **Action Form – not available.** Joint school/colleges can NOT add/edit RAF, but they can view the RAF if they select the "View This Dossier as One PDF File" link.
 - iv. **Dean's Recommendation**– *same as primary school/college*
- j. **"View This Dossier as One PDF File"** link displays all data entry, letters, documents, decisions, etc. as one PDF file with bookmarks (see "MIV Dossier Document Viewing Access" matrix and "MIV Dossier PDF Documents/Bookmarks Master Display Order").
 - i. Link visible for primary and joint school/colleges.
 - ii. Link enabled at all times.
- k. **"Send This Dossier to the Vice Provost's Office"** link sends the dossier to the next routing location.
 - i. Link visible for only primary school/college.
 - ii. Link is disabled until all primary and joint appointment processing is "Completed."
 - iii. All "Send This Dossier to the [next routing location]" links will/appear disabled until all conditions are met (required documents/processes completed and reviewing/voting periods are closed, or never opened).
 - iv. The school/college cannot recall a dossier once it has been sent to the Vice Provost's Office. The Vice Provost's Office must be contacted by the School/College in order for the dossier to be returned to the School/College.
 - v. Meaningful confirmation displays when the dossier is sent to the next routing location:
 - 1. "The following action has been sent to the Vice Provost's Office."
 - ii. MIVMain page displays an action count (x) next to the link "Sign Vice Provost's Final Decision/Recommendation" for all Non-redelegated actions appearing only for MIV Admin with Vice Provost's Signature Authorization (i.e., the Vice Provost).
 - 1. Once an action has been signed the action will fall off of the action count (x) list for the Vice Provost and will only be accessible for editing via the "Manage Open Actions > Open Action" page.
- l. **"Return This Dossier to the Department"** returns the dossier to the Primary Department for editing.
 - vii. Link visible for only primary school/college.
 - viii. No documents/letters/decisions, etc. will be visible to the Department based on the "MIV Dossier Document Viewing Access" matrix.
 - ix. No documents/letters/decisions, etc. will be deleted.
 - x. When a dossier is returned to the previous routing location no letter or decision is available for review by the returned to location.

- xi. When the Department sends the dossier back to the School/College, all documents/letters/decisions, etc. added at the School/College location will again be visible/accessible to School/College Administrators.
 - xii. All "Open" Review periods at the School/College location are closed.
- Note: Administrators may optionally delete documents/letters/decisions before or after returning the dossier, but it is not required.*
- m. **"Dossier Complete/Send Back to the Primary School/College"** link sends control of the dossier back to the primary school/college, indicating the joint school/college has finished processing the dossier.
 - i. Link visible for only joint school/college.
 - ii. Link is disabled until all joint appointment processing is "Completed."
 - iii. Dossier falls off of joint appointments "Manage Open Actions" list.
 - iv. This link must be selected by the joint school/college in order for the primary school/college to send the dossier to the next routing location.
 - n. Browser title, page title and breadcrumb should be: "Open Action"

Location: VICE PROVOST'S OFFICE (Non-redelegated)

Pre-conditions

- 1. Primary Department sends dossier to the School/College location.

Requirements

- 1. "Open Action" page presents all options for that "Delegation Authority – Action Type" based for all roles except Candidate and Department Helpers:

Note: PDF Upload documents will have "Add" and "Delete" buttons, form data that is converted into PDF documents (such as the RAF or Disclosure Certificate) will have only "Add/Edit" buttons.

- a. **Name** – The name of Candidate
- b. **School/College - Department:** Displays primary School/College Department for primary and joint appointments
- c. **Recommended Action** - Name of Dossier as it was sent to the department [Action type + Effective Year]
- d. **Delegation Authority** - [Redelegated or Non-Redelegated] Determined when Recommended Action Form is completed at Department level.
- e. **Date Submitted to Department** - Timestamp at the time the dossier is sent to the Department (*see Send Dossier To My Dept. prototype*).
- f. **Location** – Workflow routing location:
 - i. Department
 - ii. School/College
 - iii. **Vice Provost's Office**
- g. **Primary Appointment** - School/College – Department of candidate
 - i. Populated from user account
 - ii. **Appointment processing** – Status of appointment processing
 - 1. Status of "In Process" all text in green
 - 2. or "Completed" all text in red
 - 3. Status is always "In Process" until required documents/processes completed and reviewing/voting periods are closed, or never opened.
 - iii. **Reviewing** – optional review period for Central Review Committee reviewers
 - 1. **"Assign Reviewers"** link directs the user the candidate's "Add Reviewers" page (*See Reviewing Dossiers prototype*).
 - a. Link must have title tag
 - 2. **"Open"** button restricts dossier from being sent to the next routing location by the primary department AND allows assigned reviewers to review the candidate's dossier.
 - a. Button must have alt tag
 - b. Review period can be opened at any time while the dossier is at this location.
 - c. Review period can be opened before, during or after reviewers have been assigned.

3. **"Close"** button closes reviewing period and removes restriction for dossier to be sent to the next routing location by the primary department.
 - a. Reviewers can no longer view the candidate's dossier.
 - b. "Close" button is disabled if the reviewing period has not been opened.
 - c. Button must have alt tag
 4. **Status** displays (*see View Dossier Status prototype*) based on reviewing period status.
 5. Reviewing period can be Opened and Closed an indefinite amount of times.
 6. Link also available on the MIVMain page.
 7. Reviewing status is always set or reset to "Not Open" when a dossier is routed to the Vice Provost's Office. **This is so that if a dossier is returned and then routed back to the Vice Provost's Office, assigned reviewers are not able to view the dossier until the review period is opened again.**
- iv. **CAP Recommendation** – optional PDF upload (*see PDF Upload prototype*)
 1. **"Add"** button directs user to "PDF Upload Utility."
 - a. Button must have alt tag
 - b. One CAP Recommendation Letter PDF Upload can be added
 2. **"Delete"** button deletes existing PDF document upload.
 - a. "Delete" button is disabled if no PDF upload has been added.
 - b. Button must have alt tag
 3. **Status** displays (*see View Dossier Status prototype*) based on PDF upload presence.
 4. **"View: CAP Recommendation (or custom PDF Upload file name)"** link displays if a PDF upload has been added.
 - a. Link must have title tag
 - v. **CAPAC Recommendation** – same as CAP Recommendation
 - vi. **ASPC Recommendation** – same as CAP Recommendation
 - vii. **AFPC Recommendation** – same as CAP Recommendation
 - viii. **JPC Recommendation** – same as CAP Recommendation
 - viii. **Vice Provost's Final Decision** - required PDF document
 1. **"Add/Edit"** button directs user to "Add Vice Provost's Final Decision" page.
 - a. Button must have alt tag
 2. **Status** displays (*see View Dossier Status prototype*) based on PDF document presence.
 3. **"View: Vice Provost's Final Decision – [decision]"** link displays if the Vice Provost's Final Decision has been added.
 - a. Link must have title tag
 - b. Link also available on the MIVMain page
- h. **"View This Dossier as One PDF File"** link displays all data entry, letters, documents, decisions, etc. as one PDF file with bookmarks (*see "MIV Dossier Document Viewing Access" matrix and "MIV Dossier PDF Documents/Bookmarks Master Display Order"*).
 - i. Link enabled at all times.
 - i. **"Send This Completed Dossier to the Archive"** link sends the dossier to the next routing location.
 - i. Link is disabled until all processing is "Completed."
 - ii. All "Send This Dossier to the [next routing location]" links will/appear disabled until all conditions are met (required documents/processes completed and reviewing/voting periods are closed, or never opened).
 - iii. The Vice Provost's Office cannot recall a dossier once it has been sent to the archive, but the dossier can be returned to the Vice Provost's Office from the archive.
 - iv. Meaningful confirmation displays when the dossier is sent to the next routing location:
 1. "The following action has been sent to the Dossier Archive."
 - j. **"Return This Dossier to the School/College"** returns the dossier to the Primary School/College for editing.
 - i. No documents/letters/decisions, etc. will be visible to the School/College based on the "MIV Dossier Document Viewing Access" matrix.
 - ii. No documents/letters/decisions, etc. will be deleted.
 - iii. When a dossier is returned to the previous routing location no letter or decision is available for review by the returned to location.
 - iv. When the School/College sends the dossier back to the Vice Provost's Office, all documents/letters/decisions, etc. added at the Vice Provost's Office location will again be visible/accessible to Vice Provost's Office Administrators.

v. All "Open" Review periods at the Vice Provost's Office location are closed.

Note: Administrators may optionally delete documents/letters/decisions before or after returning the dossier, but it is not required.

k. Browser title, page title and breadcrumb should be: "Open Action"

Non-Redelegated action is completed when the Vice Provost's Office sends the dossier to the archive (see *Archive Completed Dossiers and View Dossier Archive prototypes*).

MIV Dossier PDF Document/Bookmarks Master Display Order

Following is the order all PDF documents (and their corresponding PDF bookmarks) will display at every viewing/reviewing location in the MIV system. For example, Department Reviewers or School/College Administrators will be able to view single file dossier PDF documents in the following order based on their role and access (see "MIV Dossier Document Viewing Access" matrix).

Dossier can contain redacted letters for candidate viewing, but only non-redacted for all other roles (including reviewers).

MIV individual PDF uploads will have added (or have existing Bookmarks replaced by), the Bookmark Names below. Therefore, when the individual PDF uploads are concatenated to create a single file PDF document, the Bookmark Names below will be displayed. All PDF documents created by MIV will have bookmarks.

PDF Document Display Order (appears in .jsp)	PDF Document Type/ Bookmark Name (appears in PDF dossier)	Delegation Authority
Location: Vice Provost's Office		
Vice Provost's Final Decision	Vice Provost's Final Decision	Non-Redelegated
CAP Recommendation	CAP Recommendation	Non-Redelegated
CAPAC Recommendation	CAPAC Recommendation	Non-Redelegated
ASPC Recommendation	ASPC Recommendation	Non-Redelegated
AFPC Recommendation	AFPC Recommendation	Non-Redelegated
JPC Recommendation	JPC Recommendation	Non-Redelegated
Location: School/College		
Dean's Recommendation	Dean's Recommendation	Non-Redelegated
Dean's Final Decision	Dean's Final Decision	Redelegated
FPC Recommendation	FPC Recommendation	Redelegated
Dean's Recommendation	Joint Dean's Recommendation	Redelegated/Non-Redelegated
FPC Recommendation	Joint FPC Recommendation	Redelegated
Location: Department		
Recommended Action Form	Recommended Action Form	Redelegated/Non-Redelegated
Department Letter/Division Chief Letter	Department Letter/Division Chief Letter	Redelegated/Non-Redelegated
Department Letter Federation Vote	Department Letter Federation Vote	Redelegated/Non-Redelegated
Department Peer Group Letter for Federation	Department Peer Group Letter for Federation	Redelegated/Non-Redelegated
Candidate's Disclosure Certificate	Candidate's Disclosure Certificate	Redelegated/Non-Redelegated
Department Letter/Division Chief Letter	Joint Department Letter/Division Chief Letter	Redelegated/Non-Redelegated
Department Letter Federation Vote	Joint Department Letter Federation Vote	Redelegated/Non-Redelegated
Department Peer Group Letter for Federation	Joint Department Peer Group Letter for Federation	Redelegated/Non-Redelegated
Candidate's Disclosure Certificate	Joint Candidate's Disclosure Certificate	Redelegated/Non-Redelegated
Rebuttal Letter	Rebuttal Letter	Redelegated/Non-Redelegated
Rejoinder Letter	Rejoinder Letter	Redelegated/Non-Redelegated
Peer Evaluation of Teaching Performance	Peer Evaluation of Teaching Performance	Redelegated/Non-Redelegated
Evaluation Letter of Graduate Group Chair Service	Evaluation Letter of Graduate Group Chair Service	Redelegated/Non-Redelegated
OVCR Evaluation Letter for Research Unit Director	OVCR Evaluation Letter for Research Unit Director	Redelegated/Non-Redelegated
Director Evaluation Letter of Clinical Activities	Director Evaluation Letter of Clinical Activities	Redelegated/Non-Redelegated
Evaluation Letter of Academic Senate Committee Service	Evaluation Letter of Academic Senate Committee Service	Redelegated/Non-Redelegated
Extramural Letter (<i>Non-redacted only</i>)	Extramural Letter	Redelegated/Non-Redelegated
Location: All		
Candidate's Statement	Candidate's Statement	N/A
Position Description	Position Description	N/A
*Org Chart	Org Chart	Redelegated/Non-Redelegated
List of Evaluations	List of Evaluations	N/A
Teaching, Advising & Curricular Development	Teaching, Advising & Curricular Development	N/A
Extending Knowledge	Extending Knowledge	N/A
List of Service	List of Service	N/A
Publications & Contributions to Jointly Authored	Publications & Contributions to Jointly Authored	N/A

Works	Works	
Honors and Awards	Honors and Awards	N/A
Grants and Contracts	Grants and Contracts	N/A
Agricultural Experiment Station	Agricultural Experiment Station	N/A

** Org Chart is added by the Primary Department at the Department location.*

Recommended Action Forms (Redelegated and Non-redelegated)

1. "Recommended Action Forms" page will replace the former "Department Recommended Action" page.
2. No user will ever see or be able to select a user with the role of Sys Admin unless that user also has the Sys Admin role.
3. All MIV roles/reviewers can view the Recommended Action Form PDF document (*see MIV Dossier Document Viewing Access Matrix*).
4. "Recommended Action Forms" will be available via the "Manage Open Actions > Open Action" page for both Redelegated and Non-Redelegated actions at the Primary Department and Primary School/College locations only.
5. At least one Recommended Action Form is completed for each Candidate's action.
6. Only Primary Department or Primary School/College can add/edit the RAF.
7. RAF must be completed before Disclosure Certificate is created so that the Disclosure Certificate can be populated with the RAF data.
8. MIV Recommended Action Forms for Redelegated and Non-Redelegated actions will match the Academic Personnel forms located at: <http://academicpersonnel.ucdavis.edu/forms/forms.cfm>

Add/Edit Recommended Action Form (RAF): Select Delegation Authority

1. Three types of Recommended Action Form "Delegation Authority: Action Type" are available for selection:
 - a. Redelegated: Merit
 - b. Non-Redelegated: Merit
 - c. Non-Redelegated: Promotion
2. "Delegation Authority: Action Type" is pre-populated based on the "Send Dossier To My Dept." "Action Type" selected: "Merit" or "Promotion"
 - a. If the "Action Type" of "Merit" is selected on the "Send Dossier To My Dept." page then the **"Redelegated: Merit"** option is preselected on the "Select Delegation Authority" page.
 - b. If the "Action Type" of "Promotion" is selected on the "Send Dossier To My Dept." page then the **"Non-Redelegated: Promotion"** option is preselected on the "Select Delegation Authority" page.
 - c. The **"Non-Redelegated: Merit"** option is never preselected, so the user must choose this option if it is applicable.
 - d. Selecting a Recommended Action Form "Delegation Authority – Action Type" other than the "Action Type" selected in the "Send Dossier To My Dept." page will override that selection.
 - i. If a "Delegation Authority: Action Type" is changed from the "Send Dossier To My Dept." "Action Type" selected, then the "Send Dossier To My Dept." "Action Type" must be updated as well.
 - e. "Delegation Authority: Action Type" can be changed via the RAF at the primary department or primary school/college locations.
3. "Recommended Action Form" delegation authority (Redelegated or Non-Redelegated) can be changed by the Primary Department or Primary School/College.
4. "Cancel" button returns the user to the "Open Action" page they came from.
5. "Select Delegation Authority" button sends the user to the correct Recommended Action Form based on the "Delegation Authority: Action Type" selected (*see the "RAF Document Type per Delegation Authority" matrix below*).
6. Browser title, page title and breadcrumb should be: "Add (or Edit) Recommended Action Form (RAF): Select Delegation Authority"
 - a. "Add" text displays if the RAF has not been created yet.
 - b. "Edit" text displays if the RAF has already been created.

RAF Document Type per Delegation Authority

"Send Dossier To My Dept." "Action Type" option	Pre-selected Delegation Authority	RAF Document
Merit	Redelegated: Merit	Recommended Action Form Redelegated.doc
Promotion	Non-Redelegated: Promotion	Recommended Action Form Non-redelegated.doc
Merit	Non-Redelegated: Merit	Recommended Action Form Non-redelegated.doc

Add/Edit Recommended Action Form (RAF): Promotions and Non-Redelegated Merits

1. One Recommended Action Form is completed for each Candidate action.
2. "Recommended Action Forms" that have been added appear as PDF documents on the "Manage Open Actions > Open Action" page via the "View RAF" link.

3. "Vice Provost's Final Decision" is added to the "RAF: Promotions and Non-Redelegated Merits" after the Vice Provost's electronically signs the Final Decision (*see Electronic Signatures prototype*).
4. "RAF: Promotions and Non-Redelegated Merits" page presents all options for that "Delegation Authority – Action Type":
 - a. **User's Name** – The logged in user's name or the name of the user whose account has been selected. This is the Candidate's name for which the RAF is being created. Can not be edited.
2. Special Characters in the user's name will render correctly.
 - a. **Recommended Action** – The "Action Type" preselected (or changed on) the "Add/Edit Recommended Action Form (RAF): Select Delegation Authority" page. Can not be edited, unless the Delegation Authority is changed on the previous "Add/Edit Recommended Action Form (RAF): Select Delegation Authority" page.
 - b. **Effective Date** – The "Effective Date" entered on the "Send Dossier To My Dept." page must be July 1, YYYY. This date can be edited via the RAF.
 - i. **Month** – default month is July. All months are available.
 - ii. **Day** – default day is 1. All days are available.
 - iii. **Year** – Populated from the "Send Dossier To My Dept." page "Effective Date." Any 4 digit year can be entered.
 - c. **Appointment Type** – Two checkbox options for:
 - i. **9 months** – default unchecked
 - ii. **11 months** – default checked
 - d. **Acceleration** – Three radio options for:
 - i. **Normal** – default checked
 - ii. **Accel. (Years)**
 1. Maxlength and size should be 2 (to accommodate up to "99" years)
 2. No default values populated
 3. Field should be numeric
 4. If number is entered in the input field, the corresponding radio button is checked
 - iii. **Decel. (Years)**
 1. Maxlength and size should be 2 (to accommodate up to "99" years)
 2. No default values populated
 3. Field should be numeric
 4. If number is entered in the input field, the corresponding radio button is checked
 - e. **Years at Rank and Years at Step -**
 - i. Maxlength and size should be 2 (to accommodate up to "99" years)
 - ii. No default values populated
 - iii. Fields should be numeric
 - f. **% of Time** – Percentage of time Candidate works in their corresponding department(s). A split in % time depends on the number of appointments assigned to the Candidate (*see My Account and Manage Users prototypes for adding appointments*).
 - i. "% of Time" input fields appear dynamically based on the number of appointments a Candidate has been assigned.
 1. Up to 5 "% of Time" fields may appear next to 5 possible corresponding appointments (one primary and four joint appointments).
 2. Maxlength and size should be 3 (to accommodate up to "100%" or "WOS" meaning Without Salary Appointment)
 3. No default values populated
 4. Fields should accept alpha or numeric characters
 - g. **Present Status** – 5 input fields comprising the Candidate's current appointment status. All 5 fields appear at all times.
 - i. **Rank & Step** –
 1. Maxlength should be 100 and size should be 50
 2. No default values populated
 - ii. **% of Time** –
 1. Maxlength and size should be 3 (to accommodate up to "100%" or "WOS" meaning Without Salary Appointment)
 2. No default values populated
 3. Fields should accept alpha or numeric characters
 - iii. **Title Code** –
 1. Maxlength and size should be 4
 2. No default values populated

3. Fields should be numeric
 4. No punctuation
 - iv. **Monthly Salary** –
 1. Maxlength and size should be 12 (to accommodate up to “9,999,999.99”)
 2. No default values populated
 3. Punctuation allowed
 - v. **Annual Salary** -
 1. Maxlength and size should be 12 (to accommodate up to “9,999,999.99”)
 2. No default values populated
 3. Punctuation allowed
 - h. **Proposed Status** – 5 input fields comprising the Candidate’s proposed appointment status: Same as “Present Status” above. All 5 fields appear at all times.
7. Special Character Palette is not available for use.
8. Required fields are:
- a. Appointment Type
 - b. Acceleration
 - c. Years at Rank
 - d. Years at Step
 - e. % of Time - for each appointment
 - f. Present Status - at least one line of all: “Rank & Step,” “% of Time,” “Title Code,” “Monthly Salary,” and “Annual Salary”
 - g. Proposed Status - at least one line of all: “Rank & Step,” “% of Time,” “Title Code,” “Monthly Salary,” and “Annual Salary”
 - h. Recommendations - for Redelegated Actions only
 - i. Form cannot be saved without required fields.
 - j. Error alert will appear at the top of the page if required fields are not entered when the “Save” button is selected. *Similar behavior as v2 enter data required fields.*
 - k. Error message examples:

ERROR - The following fields are required:

- Effective Date Year (4 digits)
- Appointment Type
- Accel. (Years)
- Accel. (Years): This field is restricted to numbers (no letters or punctuation allowed)
- Decel. (Years)
- Decel. (Years): This field is restricted to numbers (no letters or punctuation allowed)
- Years at Rank
- Years at Step
- Department, Row 1 - % of Time
- Present Status, Row 1 - Rank & Step
- Present Status, Row 1 - % of Time
- Present Status, Row 1 - Title Code
- Present Status, Row 1 - Monthly Salary
- Present Status, Row 1 - Annual Salary
- Present Status, Row 1 - Title Code: This field is restricted to numbers (no letters or punctuation allowed)
- Present Status, Row 1 - Monthly Salary: This field is restricted to numbers (no letters or punctuation allowed, except decimals)
- Present Status, Row 1 - Annual Salary: This field is restricted to numbers (no letters or punctuation allowed, except decimals)

Note: Proposed Status the same as Present Status

9. Data categories that are not selected or entered will not appear in the “Recommended Action Form” PDF document.
10. “Cancel” button returns the user to the “Add/Edit Recommended Action Form (RAF): Select Delegation Authority” page.
11. “Save” button automatically creates the “Recommended Action Form Non-redelegated” PDF document and it will now appear as a PDF document via the “View: RAF” link on the “Manage Open Actions > Open Action” page.
 - a. An electronic signature request is created.
 - b. No “Create Letter” button or process is required to create the RAF PDF document.
- 12. If the RAF is updated and saved after the electronic signature of the Dean or Vice Provost has been added, the signature is removed and must be added again.**
 - a. If the RAF is updated and NOT saved after the electronic signature of the Dean or Vice Provost has been added, the signature is still valid.

13. User is directed back to the "Manage Open Actions > Open Action" page upon successful creation of the RAF.
14. Add or Edit RAF page functionality is identical.
15. Browser title, page title and breadcrumb should be: "Add (or Edit) Recommended Action Form (RAF): Promotions and Non-Redelegated Merits"
 - a. "Add" text displays if the RAF has not been created yet.
 - b. "Edit" text displays if the RAF has already been created.

Add/Edit Recommended Action Form (RAF): Redelegated Merit Increase

Same requirements as "Add/Edit (RAF): Promotions and Non-Redelegated Merits" except:

1. "Dean's Final Decision" and "Joint Appointment Dean's Recommendation" are added to the "Recommended Action Form: Redelegated Merit Increase" after the Dean's sign the Final Decision or Recommendation (see *Electronic Signatures prototype*).
2. "RAF: Redelegated Merit Increase" page presents all options for that "Delegation Authority – Action Type" exactly the same as the "RAF: Promotions and Non-Redelegated Merits" form except:
 - a. **Recommendations -**
 - i. **Department:** Yes or No radio buttons. No N/A option.
 1. Default value is Yes
 - ii. **College/School/Division Personnel Committee:** Yes, No, and N/A radio buttons.
 1. Default value is N/A
 - iii. **Joint AF/Senate Personnel Committee:** Yes, No, and N/A radio buttons.
 1. Default value is N/A
 - iv. **AF/Personnel Committee:** Yes, No, and N/A radio buttons.
 1. Default value is N/A
3. Browser title, page title and breadcrumb should be: "Add (or Edit) Recommended Action Form (RAF): Redelegated Merit Increase"
 - a. "Add" text displays if the RAF has not been created yet.
 - b. "Edit" text displays if the RAF has already been created.

Recommended Action PDF Document Forms

See *Recommended Action Form: Redelegated and Non-Redelegated prototype MS Word documents*.

1. Font is Helvetica
2. Page border is 1px black solid
3. Page margins are (the same as the Dossier, CV and NIH Biosketch documents):
 - a. top = .5in
 - b. bottom = .5in
 - c. left = .5in
 - d. right = .5in
4. Document Title is Init Caps, 20pt.
5. Document Sub-Title is Init Caps, 12pt.
6. Document Sub-Title (Print on XXXX Paper) is Init Caps, 10pt.
7. All Titles are 11pt bold.
8. All body/content text is 11pt.
 - a. Spacing in between records should be 11pt or less.
9. Footer text is 8pt.
10. Department: appears as Department only (not School/College – Department)
 - a. If no Department exists, then the School/College will appear.
11. Dean(s) and Vice Provost's Signatures appear as: [Administrators Name] + "electronic signature" text, all in italic
12. Page layout, spacing and content should match the Academic Personnel forms located at: <http://academicpersonnel.ucdavis.edu/forms/forms.cfm>

See *prototypes for RAF PDF document layout, spacing and content:*

Recommended Action Form: Redelegated
 Recommended Action Form: Non-Redelegated
 Dean's Final Decision/Joint Appointment Dean's Recommendation
 Vice Provost's Final Decision

Recommended Action Form (RAF): Promotions and Non-Redelegated Merits (Print on Blue Paper)

1. Special Characters in the user's name will render correctly.
2. "Print on Blue Paper" text will be kept under the document title until the paper process is no longer required and MIV is the only location of the RAF.
3. "Recommended Action", "Present Status" and "Proposed Status" will have up to 5 options for joint appointment departments.
4. Add revised date to RAF document.
5. The "% of Time" field needs to be located next to each "Department" line as well as each line of the Present Status and Proposed Status Rank and Step lines on the RAF because a growing number of faculty are paid in more than one department. A candidate can have up to three different titles in the same department.
6. The Present and Proposed "Title Code" fields for the Redelegated and Non-Redelegated RAF's can be moved to appear on each "Rank & Step" line.
Note: MIV will support up to four Joint Appointments in v3.
7. Vice Provost's Final Decision signature and comments should appear on a separate piece of paper following the RAF.
 - a. If the "Other" decision radio button or the "Decision contrary to the committee recommendation." checkbox is selected on the Vice Provost's Final Decision page, "Comments" are required and will on a separate piece of paper following the RAF.
8. RAF must be completed before Disclosure Certificate is completed so that the Disclosure Certificate can be populated with the RAF data.
9. The RAF is not a part of the candidate's dossier so if it changed it would not require a new disclosure statement since the candidate has no part in preparing it.

Recommended Action Form (RAF): Redelegated Merit Increase (Print on Pink Paper)

1. Special Characters in the user's name will render correctly.
2. "Print on Pink Paper" text will be kept under the document title until the paper process is no longer required and MIV is the only location of the RAF.
3. "Recommended Action", "Present Status" and "Proposed Status" will have up to 5 options for joint appointment departments.
4. Add revised date to document.
5. Under the "College/School/Division Committee/Joint/AF senate Personnel Committee or AS Committee Recommendation" section, the signature and date line for the committee recommendation can be removed.
6. ~~"Reversal of CPC/SPC/DPC Recommendation—see written reason attached" appears the same on the Dean's Final Signature page on MIV.~~ "Reversal of CPC/SPC/DPC Recommendation - see written reason attached" text changed to "Decision contrary to the committee recommendation."
7. Keep "Division" along with College/School.
8. More than one "Review Action" type can be selected "Yes" on the Redelegated Merits RAF at the same time. Department would only check the department recommendation. Dean's office and or the committee assistant should check the rest.
9. "% of Time" can be included on the Redelegated RAF so as to synch the Redelegated and Non-Redelegated RAF's.
10. The "% of Time" field needs to be located next to each "Department" line as well as each line of the Present Status and Proposed Status Rank and Step lines on the RAF because a growing number of faculty are paid in more than one department. A candidate can have up to three different titles in the same department.
11. The Present and Proposed "Title Code" fields for the Redelegated and Non-Redelegated RAF's can be moved to appear on each "Rank & Step" line.
Note: MIV will support up to four Joint Appointments in v3.
12. "Monthly Salary" can be included on the Redelegated RAF so as to synch the Redelegated and Non-Redelegated RAF's.
13. Effective Date will remain as July 1, when the candidate/administrator sends the dossier to the department. The RAF AP form will not have a pre-populated Effective Date. The Effective Date will be available for edits via the RAF at the department or school/college location.
14. Primary Dean's Final Decision "Comments" or Vice Provost's Final Decision "Comments" appear on a separate piece of paper that directly follows the RAF.
 - a. "Comments" are optional.
15. Joint appointment actions display the Dean's Recommendation signature and comments on a separate piece of paper that directly follows the RAF or the Primary Dean's Final Decision "Comments" if there are any.
16. RAF must be completed before Disclosure Certificate is completed so that the Disclosure Certificate can be populated with the RAF data.
17. The RAF is not a part of the candidate's dossier so if it changed it would not require a new disclosure statement since the candidate has no part in preparing it.

Candidate's Disclosure Certificate Form

1. "Candidate's Disclosure Certificate" page will replace the former "Candidate's Disclosure Statement" page.
2. No user will ever see or be able to select a user with the role of Sys Admin unless that user also has the Sys Admin role.
3. All MIV Roles can view the Candidate's Disclosure Certificate PDF document (*see MIV Dossier Document Viewing Access Matrix*).
4. "Candidate's Disclosure Certificate" form will be available via the "Manage Open Actions > Open Action" page at the Primary Department and Joint Department locations only.
5. At least one Candidate's Disclosure Certificate form is completed for each Candidate's action.
6. RAF must be completed before Disclosure Certificate is created so that the Disclosure Certificate can be populated with the RAF data.
7. MIV Candidate's Disclosure Certificate form will match the Academic Personnel forms located at: <http://academicpersonnel.ucdavis.edu/forms/forms.cfm>

Add Candidate's Disclosure Certificate

1. RAF must be completed before Disclosure Certificate is created so that the Disclosure Certificate can be populated with the RAF data.
 - a. Error message indicates that RAF has not been completed, before user is able to add Disclosure Statement: "Recommended Action Form must be added before Disclosure Certificate is created."
2. One "Candidate's Disclosure Certificate" is completed for each Department appointment of a Candidate's action.
3. "Candidate's Disclosure Certificates" that have been added appear as PDF documents on the "Manage Open Actions > Open Action" page via the "View Disclosure Certificate" link.
4. "Candidate's Disclosure Certificate" page presents all options:
 - a. **User's Name** – The logged in user's name or the name of the user whose account has been selected. This is the Candidate's name for which the RAF is being created. Can not be edited.
 - i. Special Characters in the user's name will render correctly.
 - b. **Date** – The date the Candidate's Disclosure Certificate is created by an Administrator.
 - i. Maxlength and size should be 8 (to accommodate date "12/31/09")
 - ii. No default values populated
 - c. **School/College – Department** – The "School/College – Department" of the Administrator creating the Disclosure Certificate for the Candidate.
 - i. Only one "School/College – Department" displays.
 - ii. Can be primary or joint appointment "School/College – Department"
 - iii. Populated from user account
 - d. **Action Type** – Six checkbox options. Any combination of checkboxes can be selected. "Promotion" or "Merit" should be checked if RAF has been created. If the RAF has not been created then no Action Type is pre-selected.
 - i. If the RAF delegation authority is changed numerous times (even if the Disclosure Certificate has not been added yet), the Disclosure Certificate needs to display the "Action Type" based on the current delegation authority.
 - ii. If the RAF delegation authority is changed after a Disclosure Certificate has been added, the Disclosure Certificate needs to display the "Action Type" based on the current delegation authority when the form is accessed. This way if it is revised and sent to the candidate for email notification (for the first time or XX times) the "Action Type" will match the RAF delegation authority.
 1. **Promotion** – pre-selected if RAF "Delegation Authority: Action Type" is "Non-Redelegated: Promotion"
 2. **Merit** – pre-selected if RAF "Delegation Authority: Action Type" is "Redelegated: Merit" or "Non-Redelegated: Merit"
 3. **Appraisal** – *process not supported in MIV*
 4. **Acceleration** – *process not supported in MIV*
 5. **Deferral** – *process not supported in MIV*
 6. **Other** – *process not supported in MIV*

- a. **Present Status** – 5 input fields comprising the Candidate’s current appointment status:
 - i. **Rank & Step** –
 1. Maxlength should be 100 and size should be 50
 2. Populated with RAF “Present Status” “Rank & Step” if available.
 3. Is editable field
 - b. **Proposed Status** - 5 input fields comprising the Candidate’s proposed appointment status:
 - i. Same as “Present Status” above.
 - c. **Effective Date** – The “Effective Date” entered on the “Send Dossier To My Dept.” page. Must be July 1, YYYY. Can not be edited, unless the dossier is returned to the Candidate and the “Effective Date” is edited, or the “Effective Date” is edited on the Recommended Action Form (RAF).
 - d. **Dossier Documentation Categories** – Eight optional categories of documentation that will be included in the Candidate’s Dossier. All eight categories have corresponding checkboxes.
 - i. Checkbox must be checked in order for corresponding documentation category to appear in the “Candidate’s Disclosure Certificate” PDF document.
 - ii. Pre-populated documentation (optional) categories are:
 - 1. Publication List**
 - a. Default option is unchecked
 - 2. Manuscripts (Published, In Press, Submitted and In Preparation)**
 - a. Default option is unchecked
 - 3. Documentation of Teaching Effectiveness**
 - a. Default option is unchecked
 - iii. Five additional optional documentation categories are provided for inclusion.
 1. Default option is unchecked.
 2. Maxlength should be 255 and size should be 100
 3. No default values populated
 - e. **Additional Information** – Additional information Department Administrators may add that will appear below the “candidate certification” text and above the Candidate’s signature on the “Candidate’s Disclosure Certificate” PDF document.
 - i. Optional field.
 - f. **Date Signed** – Date Candidate signs his/her Disclosure Certificate (*see Electronic Signature prototype*).
 - i. Default value is “Not Signed” in red text
 - ii. After the Disclosure Certificate has been created and sent to the Candidate for signature, but has not been signed yet, the value is still “Not Signed” in red text.
 - iii. After Candidate signs his/her Disclosure Certificate the value is the date signed [Timestamp] in green text.
5. Special Character Palette is not available for use.
 6. All Candidate’s Disclosure Certificate PDF document versions are saved in MIV, but only the most recently signed version appears in the dossier.
 7. Data categories that are not selected or entered will not appear in the “Candidate’s Disclosure Certificate” PDF document.
 8. “Save” button saves the form and returns the user to the “Manage Open Actions > Open Action” page they came from. The “Send Candidate’s Disclosure Certificate Email Notification” is NOT sent nor does the Disclosure Certificate appear on the Candidate’s “Sign My Disclosure Certificate” list.
 - a. Open Action page Status is “Required – Not Added” until the form has been saved (but not emailed to the candidate).
 9. “Email Candidate for Signature” button automatically saves the form data and creates the “Candidate’s Disclosure Certificate” PDF document (it will now appear as a PDF document via the “View Disclosure Certificate” link on the “Manage Open Actions > Open Action” page). The user is directed to the “Send Candidate’s Disclosure Certificate Email Notification” page.
 - a. When the “Email Candidate for Signature” button is selected and a “Recommended Action Form” for the individual has not been added yet, an error message will appear at the top of the “Add Candidate’s Disclosure Certificate” page:
 - i. **ERROR- A Recommended Action Form has not been added for this candidate yet.**
 10. “Cancel” button returns the user to the “Manage Open Actions > Open Action” page they came from and does not “Save” the form or list the Disclosure Certificate on the Candidate’s “Sign My Disclosure Certificate” list.
 11. Add or Edit “Candidate’s Disclosure Certificate” page functionality is identical.
 12. Form cannot be saved without required fields.
 13. Required fields are “Date”, “Action Type”, “Present Rank & Step” and “Proposed Rank & Step.”
 14. Form cannot be saved without required fields.

15. Error alert will appear at the top of the page if required fields are not entered when the "Create Email for Candidate's Signature Request" or "Save" button is selected. *Similar behavior as v2 enter data required fields.*
16. Error message examples:

ERROR - The following fields are required:

- Date (MM/DD/YY)
- Action Type
- Present Rank & Step row 1 - Rank & Step
- Proposed Rank & Step row 1 - Rank & Step
- List of materials submitted for personnel action checkbox
- List of materials submitted for personnel action

Note: Proposed Rank & Step the same as Present Rank & Step

17. Browser title, page title and breadcrumb should be: "Add (or Edit) Candidate's Disclosure Certificate"
 - a. "Add" text displays if the "Candidate's Disclosure Certificate" has not been created yet.
 - b. "Edit" text displays if the "Candidate's Disclosure Certificate" has already been created.

Edit Candidate's Disclosure Certificate

If the Candidate's Disclosure Statement options are changed, a new "Candidate's Disclosure Statement" form needs to be signed by the Candidate. This does not apply to document "typo" corrections. In that case the existing "Candidate's Disclosure Statement" does not need to be altered and a new Disclosure Certificate does not need to be signed by the candidate.

1. Unlimited Disclosure Certificates can be edited by Administrators and signed by the Candidate.
2. The edited Disclosure Certificate will supersede existing Disclosure Certificates until the Candidate signs it.
 - a. If the first Disclosure Certificate has been emailed to the Candidate for signature, but not signed, the Disclosure Certificate can be edited (and the "Revised" checkbox or comments will not display on the page) until the Candidate signs the most recent Disclosure Certificate.
3. A signed Disclosure Certificate's indicates that a dossier can be routed to the School/College location.
 - a. If a second Disclosure Certificate has been edited but not emailed for signature the dossier can still be routed to the School/College location.
 - b. If a second Disclosure Certificate has been edited but an email has been sent for signature, the dossier cannot be routed to the School/College location.

Same page as "Add Candidate's Disclosure Certificate" except additional "Revised" options are available as soon as the Candidate's Disclosure Certificate has been saved and emailed to the candidate:

1. **Revised** – Checkbox indicates that the Disclosure Certificate has been signed and any changed to the Disclosure Certificate will require a new signature from the Candidate.
 - i. Default checkbox option is checked.
 - ii. Revised checkbox only appears after the Candidate has signed the Disclosure Certificate.
 - iii. **The "Candidate's Disclosure Statement" form can be re-created and emailed to the Candidate without having a new "Candidate's Disclosure Statement" form signed until the Candidate signs the "Candidate's Disclosure Statement" form. After the Candidate signs, the "Candidate's Disclosure Statement" form will be considered completed and any changes to the form will require the Candidate to sign a "Revised" form.**
2. **The following changes/additions have been made** – Details of the revised Disclosure Statement content.
 - i. Default value is blank.
 - ii. Text area only appears after the Candidate has signed a Disclosure Certificate.
 - iii. Data cannot be added unless the "Revised" checkbox is checked.

Send Candidate's Disclosure Certificate Email Notification

1. Candidate's Disclosure Certificate email notifications are sent to the Candidate only.
2. Candidate's Disclosure Certificate email can be sent numerous times for the same certificate.
 - a. If a user's email address is updated then the Candidate's Disclosure Certificate email "To:" address should also be dynamically updated.
3. No document attachments are sent in the Candidate's Disclosure Certificate email notification.
4. No "signature numbers" are sent in the email notification or are required to sign the Candidate's Disclosure Certificate.
5. "Send Candidate's Disclosure Certificate Email Notification" page presents all options:

- a. **From:** – Email address of the Department Administrator sending the email notification to the candidate.
 - i. Field cannot be edited.
 - ii. Maxlength should be 255 and size should be 75
 - b. **To:** - Email address of the Candidate.
 - i. Field cannot be edited.
 - ii. Maxlength should be 255 and size should be 75
 - c. **Cc:** - Email address of carbon copied individuals
 - i. Field can be edited.
 - ii. Maxlength should be 255 and size should be 75
 - iii. Default value is blank.
 - iv. Field is not required and can be left blank.
 - v. More than one valid email address can be added.
 - vi. Any valid email address can be added. Email address does not need to be a UC Davis email address. Simple email format validation will occur.
 - d. **Subject:** – Standard default message is: “MyInfoVault Candidate’s Disclosure Certificate requires signature”
 - i. Field cannot be edited.
 - ii. Maxlength should be 255 and size should be 75
 - e. **Email Content:** – Body content of the email notification. See “Email Notification” below for text.
 - i. Data cannot be edited.
 - f. **Additional Information: - Optional additional information can be added.**
 - i. Default value is blank.
 - ii. Field is not required and can be left blank.
 - iii. Rows should be 2 and cols 60
6. Special Character Palette is not available for use.
 7. No required fields
 8. “Cancel” button returns the user to the “Add Candidate’s Disclosure Certificate” page they came from.
 9. “Send Email Notification For Signature Request” button creates and sends the “Email Notification” to the Candidate (see below).
 - a. Open Action page Status is “Required – Not Signed” after the email notification has been sent to the candidate (but not signed).
 - b. MIVMain page displays an action count (x) next to the link “Sign My Disclosure Certificate” for the Candidate.
 10. Meaningful confirmation message displays when email is sent.
 11. Browser title, page title and breadcrumb should be: “Send Candidate’s Disclosure Certificate Email Notification”

Email Notification

From: [\[Department Administrator email address\]](#)
 To: [Candidate’s email]
 Cc: [any or none valid email address(s)]
 Subject: MyInfoVault Candidate’s Disclosure Certificate requires signature
 Body: You are receiving this notification from [**Department Name**] because the Disclosure Certificate for your Dossier is ready to be signed. Please follow these steps to sign your Disclosure Certificate:

- Log in to MyInfoVault to review your dossier as outlined in the Candidate’s Disclosure Certificate, the department’s recommendation (and redacted evaluations, if applicable) at <http://myinfovault.ucdavis.edu>.
- Select the “Sign My Disclosure Certificate” link located under the “Sign Documents” heading.

If you feel you have received this message in error or have questions, please contact your department administrator or the MIV Project Team at miv-help@ucdavis.edu.

Thank you.

Candidate’s Disclosure Certificate PDF Document Form

See Candidate’s Disclosure Certificate Form prototype MS Word documents.

1. Font is Helvetica
2. Page border is 1px black solid
3. Page margins are (the same as the Dossier, CV and NIH Biosketch documents):
 - a. top = .5in
 - b. bottom = .5in
 - c. left = .5in
 - d. right = .5in
4. Document Title is Init Caps, 20pt.
5. All Titles are 11pt bold.
6. All body/content text is 11pt.
 - a. Spacing in between records should be 11pt or less.
7. Footer text is 8pt.
8. Department: appears as Department only (not School/College – Department)
 - a. If no Department exists, then the School/College will appear.
9. Candidate's Signature appears as: [Candidate's Name] + "electronic signature" text, all in italic
10. Date appears as: [Date Candidate Signed Candidate's Disclosure Certificate] in italic
11. Page layout, spacing and content should match the Academic Personnel forms located at: <http://academicpersonnel.ucdavis.edu/forms/forms.cfm>

See prototypes for Disclosure Certificate PDF document layout, spacing and content:

Candidate's Disclosure Certificate Form
 Candidate's Disclosure Certificate

Candidate's Disclosure Certificate Form

1. Special Characters in the user's name will render correctly.
2. All roles can view the Candidate's Disclosure Statement.
3. The candidate should not be required to re-sign the disclosure certificate only when only the department letter is changed.
4. The verbiage on the Disclosure Certificate should be updated to reflect acceptance/acknowledgement of "the latest version. "I certify that I have reviewed my dossier as outlined in the candidate's disclosure certificate, and I have reviewed the department recommendation (and redacted evaluations if applicable)."
5. The verbiage on the Electronic Signature page in MIV for the Disclosure Certificate/Dean's Final Decision/Joint Appointment Dean's Recommendation/Vice Provost should be changed. "I certify that I have reviewed my dossier as outlined in the candidate's disclosure certificate, and I have reviewed the department recommendation (and redacted evaluations if applicable)."
6. Synch AP and MIV document titles to "Candidate's Disclosure Certificate"
7. Include up to 8 material titles.
8. Require a standard uneditable certification paragraph with ability to add another optional paragraph.
9. Add revised date to document.
10. Remove the text "nature of the departmental vote concerning my review action."
11. School/College should not have the ability to edit the Candidate's Disclosure Certificate.
12. The RAF is not a part of the candidate's dossier so if it changed it would not require a new Disclosure Certificate since the candidate has no part in preparing it.

Reviewing Dossiers (and Assigning Reviewers)

Pre-conditions to Assigning Reviewers:

1. Reviewing Dossiers is "Optional with Constraints" in MIV (*See View My Dossier Status Prototype*). If the review period is never opened, the dossier can still route successfully to the next location. If the review period is opened then it must be completed before the dossier can be routed to the next location. Therefore, the review process can be conducted through MIV or externally.
2. No documents/signatures are required/must be completed at a location before a review period can be opened.
3. Candidate's Disclosure Certificate does not need to be signed before a dossier can be reviewed.
4. Review period can be opened before, during or after reviewers have been assigned.
5. Review periods can be Opened and Closed an indefinite amount of times (via Manage Open Actions > Open Action).

Assign Dossier Reviewers

1. "Assign Dossier Reviewers" page will replace the former "Assign Packet Reviewers" page.
2. No user will ever see or be able to select a user with the role of Sys Admin unless that user also has the Sys Admin role.
3. "Assign Dossier Reviewers" link will be available in the top header of every MIV page for all roles except Candidate and Dept. Helpers.
4. "Assign Dossier Reviewers" link will be available via the MIV Main page and the "Manage Open Actions > Open Action" pages for all roles except Candidate and Dept. Helpers.
5. **The user's own name (and selected user's name, if selected) will NOT be available in the search results and search results count, unless the user is (or switches accounts to) an MIV Admin role.**
6. Option to "Display only those dossiers located at the:" which hides all other locations from view.
 - a. Department
 - b. School/College
 - c. Vice Provost's Office
 - d. All Locations
7. Reviewers can be assigned at any time (before, during or after the Review period is opened).
8. Dossiers will not display on the assign reviewers list when they are sent to the next routing location. For example, when a dossier is sent to the School/College it no longer appears on the Department's "Assign Dossier Reviewers" list.
9. If there are no dossiers available for review, a meaningful message will indicate: "There are no available dossiers for review at this time."
10. Dossiers are available to be assigned and reviewed while at the following locations:
 - Department/Joint Department – Department Administrator opens review period
 - School/College – School/College Administrator opens review period
 - Vice Provost's Office – MIV Administrator opens review period
11. Reviewers are given a sub-role when assigned:
 - a. Department Reviewer - Reviews assigned dossiers at Department location
 - b. FPC Reviewer - Reviews assigned dossiers at School/College location
 - c. CRC Reviewer - Reviews assigned dossiers at Vice Provost's Office location
12. When the review period is closed all Assigned Dossier Reviewers (and associated sub-roles) are saved but the dossier no longer appears in "Review Other Candidate's Dossiers" pages.
13. Joint Appointments have their own reviews that are managed separately from primary appointment reviews, but they may occur at the same time as the primary appointment reviews.
 - a. Joint Appointment administrators assign reviewers from their own college/school – department, not the primary or other joint appointment school/college – departments.
14. Search results display result count at the top of the page.
15. All search results display on the results page. "Next 100 Records" buttons will not be displayed.
16. Only Active users will be included in the results.
17. Search results are limited to the user's role:
 - a. Candidate, Dept. Helper – N/A: Access denied
 - b. Dept. Admin. – All results for a user's own department (no other departments).
 - c. School/College Admin. – All results for a user's own school/college and school/college's departments only (no other school/college or school/college's departments).
 - d. MIV Admin – All results returned.
18. All search results display the same columns via link headers:
 - a. MIV User – candidate's names are links that when selected open the "Add Dossier Reviewers" page.
 - b. Appointment – [Primary or Joint]
 - c. School/College – populated from user account

- d. Department - populated from user account
 - a. Delegated Authority – [Redelegated or Non-redelegated] populated from the RAF. The data will be missing (left blank) until the RAF is completed.
 - e. Action – [Action Type + Effective Year] populated from “Send Dossier To My Dept.”/“RAF,” for example, Merit 2009 or Promotion 2009.
 - f. Location – Location names can be the following (depending on the role you have):
 - iv. “Department” – Department Administrators, School/College Administrator and MIV Administrator can view
 - v. “School/College” – School/College Administrator and MIV Administrator can view
 - vi. “Vice Provost’s Office” – MIV Administrator can view
19. Search results column headers are all links that when selected sort the data by that column in ascending and descending order.
 - a. The default sort order for all columns is ascending.
 20. Searches resulting in only one match will still display column headers.
 21. Search results are sorted by the left most column first: MIV User, then School/College, Department, Delegation Authority, Action and Location.
 22. Browser title, page title and breadcrumb should be: “Assign Dossier Reviewers”

Add Dossier Reviewers

1. Search results display “Available Reviewers” at count at the top of the page.
2. All search results display on the results page. “Next 100 Records” buttons will not be displayed.
3. No user will ever see or be able to select a user with the role of Sys Admin unless that user also has the Sys Admin role.
4. The dossier user’s name will NOT be available in the search results and search results count.
5. Dept. Helper role names will NOT be available in the search results and search results count.
6. **The user’s name (and selected user’s name, if selected) should NOT appear in the search results count. A user/candidate should not be able to review his/her own dossier.**
 - a. **The exception to this rule is the MIV Admin role. MIV Admin (and MIV Admins, if selected) will have their name appear available in the search results and search results count.**
7. Available reviewers list is limited to the viewer’s MIV Role (e.g., Department Admin can see only Department candidates and assign only candidates and administrators from that Department, etc.).
 - Administrators can only assign reviewers at the same or lower level role than they have.
 - Candidate and Dept. Helper roles will be directed to the “Access denied” page (see MIV Access prototype).
8. Available reviewers are listed according to the candidate’s “School/College – Department” and review location (Department, School/College, Vice Provost’s Office).
 - a. Joint Appointment administrators assign reviewers from their own “College/School – Department”, not the primary or other joint appointment “College/School – Departments”.
9. **Assigners cannot add/edit/remove reviewers that have a higher level role than they do, but they can view all assigned reviewers.**

Users that can be added/removed as reviewers based on the role of the assigner:

 - a. Candidate, Dept. Helper – N/A: Access denied
 - b. Dept. Admin. – Can assign/unassign reviewers having the same or lower level role from their own department (no other departments).
 - c. Department Helper – cannot be assigned as a reviewer
 - d. School/College Admin. – Can assign/unassign reviewers having the same or lower level role from their own school/college and school/college’s departments only (no other school/college or school/college’s departments).
 - e. MIV Admin – Can assign/unassign reviewers having any role from any school/college or department.
 - i. MIV Admins must assign Central Review Committee reviewers (which can be users that cross schools/colleges).
10. MIV Administrators can assign cross School/College-Department reviewers.
 - a. MIV Administrator assigned reviewers can only be edited by MIV Administrators. Department and School/College Administrators may view the MIV Administrator assigned reviewers, but they cannot edit the assignments (i.e., remove them).
11. All Active users and roles will be included in the results.
12. Reviewers can be added/changed before or at any time while the dossier review period is open.
13. When the Candidate’s review has been closed, the Assigned Dossier Reviewers are no longer active.
14. Search results are limited to the user’s role:
 - a. Candidate, Dept. Helper – N/A: Access denied
 - b. Dept. Admin. – All results for a user’s own department (no other departments).

- c. School/College Admin. – All results for a user’s own school/college and school/college’s departments only (no other school/colleges or school/college’s departments).
 - d. MIV Admin – All results returned.
15. All search results display the same columns via link headers:
- a. Assign Reviewer – default for checkbox is unchecked
 - i. Checked checkboxes indicate assigned reviewers.
 - ii. Unchecked checkboxes indicate unassigned reviewers.
 - iii. Disabled checkboxes that are checked indicate that the reviewer was added by an Administrator with more privileges so the current user cannot edit the assigned reviewer.
 - 1. Unassigned reviewer user rows appear with a gray font color.
 - b. MIV User – User’s name, populated from user account
 - c. School/College – populated from user account
 - d. Department - populated from user account
 - e. Role – populated from user account
16. “Check All” and “Clear All” links are available to check or uncheck all “Assign Reviewer” checkboxes.
17. Search results column headers are all links that when selected sort the data by that column in ascending and descending order.
- a. The default sort order for all columns is ascending.
18. Searches resulting in only one match will still display column headers.
19. Search results are sorted by the left most column (containing data) first: MIV User, then School/College, Department, and Role.
20. Search results display error messages if no results are found:
- a. “We’re sorry, no matching results were found.” if no results match the search options selected.
21. “Cancel” button returns the user to either the “Assign Dossier Reviewers” page or the “Open Action” page – whichever one they came from.
22. “Save” buttons will be included at the top and bottom of all search results.
- a. Assigned/Unassigned Reviewer checkboxes are the only values that can be saved on this page.
23. Meaningful confirmation message displays when updates are saved and lists all updates.
- a. If no users have been updated, but the “Save” button was selected, the following message will appear: No users have been selected to be updated.
 - b. Only those users that have been updated (added/removed) appear.
 - c. The list of users appear alphabetically by last name (no matter how the previous “Add Dossier Reviewers” page is sorted).
24. Browser title, page title and breadcrumb should be: “Add Dossier Reviewers”

Edit Dossier Reviewers

- 1. “Edit Dossier Reviewers” is the same as “Add Dossier Reviewers” except the browser title, page title and breadcrumb should be: “Edit Dossier Reviewers.”
- 2. Reviewers can be edited at any time while the corresponding dossier review period is open or closed.

Review Other Candidate’s Dossiers

- 1. “Review Other Candidate’s Dossiers” page will replace the former “Review Packets” page.
- 2. No user will ever see or be able to select a user with the role of Sys Admin unless that user also has the Sys Admin role.
- 3. “Review Other Candidate’s Dossiers” link will be available in the top header of every MIV page for all roles except Candidate and Dept. Helpers.
 - 1. Roles that have not been assigned to review a dossier will be directed to the “Access denied” page (see MIV Access prototype).
- 4. **“Review Other Candidate’s Dossiers” page displays all users that have been assigned for review only when a reviewing period is “Open.”**
 - a. A user can only view the dossiers that have been assigned to him/her.
 - b. Reviewers can only review dossiers when the “Reviewing” period has been “Opened” via the “Manage Open Actions > Open Action” pages (see *Redelegated and Non-Redelegated Actions Prototypes*).
- 5. “MIVMain” page displays an action count (**x**) next to the link “Review Other Candidate’s Dossiers” for all users that have been assigned a dossier to review and the reviewing period is “Open.” Via the “Manage Open Actions > Open Action” page.
 - a. Once a dossier review period has been “Closed” via the “Manage Open Actions > Open Action” page or the dossier has been routed to the next location (e.g. from the Department to the School/College) that dossier will fall off of the action count (x) list.
- 6. **A user’s own name will NOT be available in the search results and search results count, unless their role is MIV Admin, or they have selected a user’s account that has an MIV Admin role.**

7. When the Candidate's review has been completed and the review period has been closed, the Assigned Reviewers (and associated sub-roles) are saved and the dossier no longer appears in the "Review Other Candidate's Dossier" or "Assign Reviewers" pages.
- 8. Reviewers will only be able to view authorized documents based on the "MIV Dossier Document Viewing Access" matrix in the v3 Requirements.**
9. Reviewers will not be able to view dossiers once the dossier is routed to the next location. For example, Department reviewers cannot view a dossier once it has been moved to the School/College location and would therefore not be able to view documents added at that location.
10. Dossiers are available for review if:
 - a. The dossier is at the same location as the review (e.g. Dossier is at the Department location and Department reviewers are reviewing), and
 - b. The Review period is open
11. If a dossier is returned to the previous routing location when reviewers have been assigned, the reviewers will still be assigned but cannot view the assigned dossier until the dossier is routed back and the review period is opened again.
 - a. The review period does not have to be closed in order to return the dossier.
12. "Review Other Candidate's Dossiers" page displays the same columns via link headers:
 - a. MIV User- candidate's names are links that when selected open the "Review Dossier" page.
 - b. Appointment - [Primary or Joint]
 - c. School/College - populated from user account
 - d. Department - populated from user account
 - e. Delegated Authority - [Redelegated or Non-redelegated] populated from the RAF.
 - f. Action - [Action Type + Effective Year] populated from "Send Dossier To My Dept.,"/ "RAF," for example, Merit 2009 or Promotion 2009.
 - g. Location - Location names can be:
 - i. "Department"
 - ii. "School/College"
 - iii. **"Vice Provost's Office or Central Review Committee"**
13. Browser title, page title and breadcrumb should be: "Review Other Candidate's Dossiers"

Review Dossier

1. Reviewers can view the Candidate's dossier as "One PDF File" or "Individual PDF Files."
- 2. Reviewers will only be able to view authorized documents based on the "MIV Dossier Document Viewing Access" matrix in the v3 Requirements.**
 - a. Reviewers see Non-Redacted Letters (not Redacted).
 - b. Primary Department or School/College reviewers have access to view different documents than Joint Department or School/College reviewers.
3. Reviewers cannot view their assigned dossier(s) until the Review period is Open.
 1. When the Review period is closed, all reviewers can no longer view assigned dossiers.
 2. If the review period is never opened, but reviewers are assigned, they are saved, but not able to view the dossier when it is routed to the next location.
4. When the review period is closed, the Assigned Reviewers (and their associated sub-roles) are automatically saved, but he/she can no longer review the dossier, and an administrator should close the review period.
5. Browser title, page title and breadcrumb should be: "Review Dossier"

Electronic Signatures

1. Electronic Signatures no longer require a "signature number" to be entered in MIV as user authentication.
2. No user will be able to sign on behalf of another user unless they are an MIV Administrator, who would do so only for testing or troubleshooting purposes.

Sign My Disclosure Certificate (List)

1. "Sign My Disclosure Certificate List" page will replace the former "Packet Menu > Signature request from [Department]" link.
2. All MIV Roles can view the "Sign My Disclosure Certificate List" page.
3. An electronic signature email notification will prompt candidates to log in to MIV and electronically sign their Candidate's Disclosure Certificate.
 - a. MIV will track/display user name/role for electronic signatures.
4. "Sign My Disclosure Certificate List" page displays all Disclosure Certificates for Primary and Joint appointments that need to be signed.
 - a. "Review my Dossier and Disclosure Certificate" link will direct the user to the "Sign My Disclosure Certificate" page.
5. When the dossier is returned to the candidate (candidate location), the candidate should not see any Disclosure Certificate's available to sign.
6. Browser title, page title and breadcrumb should be: "Sign My Disclosure Certificate"

Sign My Disclosure Certificate

1. Only a user (can be any role, so that Chair's and Dean's can sign their own dossiers) can sign their own Candidate's Disclosure Certificate. No other user can switch to a Candidate's account and sign for them except for an MIV Administrator.
 - a. MIV Administrators need to be able to sign in order to test and troubleshoot.
 - a. MIV will track/display user name/role signing on behalf of another user.
2. Candidates (any role) must electronically sign their own Candidate's Disclosure Certificate before a dossier can be routed to the next location (School/College).
3. A separate Candidate's Disclosure Certificate must be signed by the Candidate (any role) for each appointment (one primary and up to four joint appointments).
4. Candidate's Disclosure Certificate's are available for signature only after the email notification has been sent to the Candidate. Therefore, if a Disclosure Certificate has been created and saved, but the email notification has not been sent to the Candidate yet, the Disclosure Certificate will not appear available for signature for the Candidate.
5. A Candidate's Disclosure Certificate must be signed when the action is located at the DEPARTMENT.
6. MIV will not validate that the Candidate's Disclosure Certificate has a more recent timestamp than the RAF or Department Letter.
7. All signed copies of Candidate's Disclosure Certificate's will be kept in MIV but not displayed.
8. Based on the "MIV Dossier Document Viewing Access" matrix, only authorized roles will be able to view documents in MIV.
9. An unlimited number of Candidate's Disclosure Certificates can be signed per candidate.
 - b. Revised checkbox must be checked on the Candidate's Disclosure Certificate form if the form is edited (*see Candidate's Disclosure Certificate prototype*).
 - c. Only the most recently signed Disclosure Certificate will be displayed in the dossier.
 - d. A new Candidate's Disclosure Certificate does not have to be signed for every edit. Certain typos do not require a new certificate.
10. Primary Appointment:
 - a. Candidate's Disclosure Certificate and Dossier will be available for review (but not sent via email).
 - i. Dossier Documents include (*See "MIV Dossier Document Viewing Access" matrix*):
 1. Primary Disclosure Certificate
 2. Recommended Action Form
 3. Org Chart
 4. Primary Department Letter
 5. Primary Other Letters – **Redacted letters only.**
 6. Data Entry data

Note: Joint Department Letter, Joint Other Letters and Joint Disclosure Certificate will not be displayed.
11. Joint Appointment
 - a. Candidate's Joint Disclosure Certificate and Dossier will be available for review (but not sent via email).
 - i. Dossier Documents include (*See "MIV Dossier Document Viewing Access" matrix*):
 1. Joint Disclosure Certificate
 2. Recommended Action Form

3. Joint Department Letter
4. Joint Other Letters – **Non-Redacted letters only.**
5. Data Entry data

Note: Primary Department Letter, Primary Other Letters and Primary Disclosure Certificate, nor those documents from another Joint Appointment will be displayed.

12. "Sign My Disclosure Certificate" page presents all options for the Candidate to sign his/her Disclosure Certificate:
 - a. **Name** – The name of Candidate
 - b. **View Dossier as One PDF File** – [Action type + Effective Year] Displays candidate's dossier as one PDF document (*See "MIV Document Dossier Viewing Access" matrix*).
 - c. **Signature Requested for** – "My Candidate's Disclosure Certificate" link. Displays Candidate's Disclosure Certificate for the Primary or Joint "School/College – Department" appointment selected on the "Sign My Disclosure Certificate List" page.
 - d. Candidate's Disclosure Certificate Signature page acknowledgement text:

I certify that I have reviewed my dossier as outlined in the Candidate's Disclosure Certificate, and I have reviewed the department's recommendation (and redacted evaluations, if applicable).
13. "Sign My Candidate's Disclosure Certificate" button constitutes an electronic signature and denotes a signed Candidate's Disclosure Certificate and directs the user to the "Sign Candidate's Disclosure Certificate: Confirmation" page.
 - e. Candidate's Signature appears as: [Candidate's Name] + "electronic signature" text all in italic
14. "Cancel" button redirects the user to the "Sign My Disclosure Certificate List" page.
15. Sign My Disclosure Certificate displays error messages if no results are found:
 - a. If there is no certificate available for Sign My Disclosure Certificate (the number count next to the link should be (0), a meaningful message will indicate: "Your Candidate's Disclosure Certificate has not been created yet."
 - b. If the certificate has already been signed then a meaningful message will indicate: "Your Candidate's Disclosure Certificate has already been signed."
 - i. Signed Candidate's Disclosure Certificate links will appear in a list for all applicable appointments. Only the most recent will appear (if there are more than one version of an appointments certificate).
16. Meaningful confirmation message displays when updates are saved and lists all updates.
17. Browser title, page title and breadcrumb should be: "Sign My Disclosure Certificate"

Sign Dean's Final Decision/Recommendation

Sign Dean's Final Decision – List (Primary Dean, Redelegated)

Sign Dean's Recommendation – List (Joint Dean(s), Redelegated, Primary/Joint Dean(s) Non-redelegated)

1. Search results display result count at the top of the page.
2. All search results display on the results page. "Next 100 Records" buttons will not be displayed.
3. Only Active users with an action at the location of SCHOOL/COLLEGE that have not already had a Dean's Final Decision or Dean's Recommendation signed will be included in the results.
 - a. Dean's cannot sign a Final Decision or Recommendation for themselves.
 - b. A user's own action will not appear in the list of available actions to sign unless they are an MIV Admin role.

Note: Another School/College Admin needs to be assigned Dean's Electronic Signature Authorization and sign the action.
 - c. If a Dean's Final Decision or Dean's Recommendation is signed, the candidate's action will no longer appear on the "Dean's Final Decision List" or "Dean's Recommendation List", but can be assessable via the "Manage Open Actions > Open Action" page for edits.
 - d. Candidate's actions will no longer appear on the "Dean's Final Decision List" or "Dean's Recommendation List" when the dossier is sent to the Vice Provost's Office for archival or returned to the Department location.
4. Search results are limited to the user's role – Only an assigned School/College Admin (or MIV Admin) can sign as the Dean (*See Mange Users Prototype*):
 - a. Candidate, Dept. Helper – N/A: Access denied
 - b. Dept. Admin. – N/A: Access denied
 - c. School/College Admin. – All results for Redelegated actions a user's own "School/College – Departments" only (no other school/colleges or school/college's departments).
 - d. MIV Admin – Same as School/College Admin.
5. All search results display the same columns via link headers:
 - a. MIV User – candidate name

- i. MIV User names will be links (all links should have title tags) that when selected direct the user to the "Add Dean's Final Decision" or "Add Dean's Recommendation" page.
 - a. Appointment – [Primary or Joint] populated from user account
 - b. School/College – populated from user account
 - c. Department - populated from user account
 - d. Delegation Authority – [Redelegated or Non-redelegated] populated from RAF
 - e. Action – [Action type + Effective Year] populated from the "Send Dossier To My Dept." / "RAF" page.
 - f. Location – School/College
6. Search results column headers are all links that when selected sort the data by that column in ascending and descending order.
 - a. The default sort order for all columns is ascending.
 7. Searches resulting in only one match will still display column headers.
 8. If there are no dossiers available for Dean's Final Decision/Recommendation (the number count next to the link should be (0), a meaningful message will indicate: "There are no dossiers requiring a Dean's Final Decision/Recommendation at this time."
 9. Search results are sorted by the left most column first: MIV User, then Appointment, School/College, Department, Action, and Location.
 10. Browser title, page title and breadcrumb should be: "Sign Dean's Final Decision/Recommendation"

Add Dean's Final Decision or Dean's Recommendation

1. "Add Dean's Final Decision" or "Add Dean's Recommendation" page is accessible from the "Sign Dean's Final Decision/Recommendation" page or the "Manage Open Actions > Open Action (location: School/College)" page.
2. "Add Dean's Final Decision" or "Add Dean's Recommendation" page will replace the former "Dean's final decision and signature" link from the packet menu.
3. "Add Dean's Final Decision" or "Add Dean's Recommendation" page is the same for Primary and Joint Appointment Deans, just the titles are different (Final Decision or Recommendation).
4. Only an assigned School/College Admin (or MIV Admin) can sign as the Dean (*See Mange Users prototype*).
5. No user will ever see or be able to select a user with the role of Sys Admin unless that user also has the Sys Admin role.
6. **The user's own name will not be available in the search results or search results count, unless they are an MIV Admin role** (i.e., a Dean cannot sign their own action, another user must be granted Dean's Signature Authorization in order to sign the action)
7. A Dean's Final Signature or Dean's Recommendation can only and must be signed when the action is located at the SCHOOL/COLLEGE.
8. "Dean's Final Decision" text appears for Primary Dean, Redelegated actions only.
9. "Dean's Recommendation" text appears for Primary/Joint Deans, Non-redelegated actions and Joint Deans, Redelegated actions.
10. "Add Dean's Final Decision" or "Add Dean's Recommendation" page presents all options for the Dean to sign his/her Final Decision/Recommendation in regard to the candidate's action:
 - a. **Candidate** – The name of Candidate
 - b. **View Dossier as One PDF File** – [Action type + Effective Year] Displays candidate's dossier as one PDF document (*See "MIV Document Dossier Viewing Access" matrix*).
 - c. **Primary Department** - Displays Primary School/College Department only (even if there are joint appointments).
 - d. **[Redelegated or Non-redelegated] Action** – Three radio button options and one optional checkbox
 - i. **Approved**
 1. Default is checked
 - ii. **Denied**
 - iii. **Other**
 - iv. **Decision contrary to the committee recommendation**
 1. Default is unchecked
 - v. **Dean's Comments** – Optional PDF upload
 1. "Upload a PDF" link directs user to the "PDF Upload" utility (*see prototype for "PDF Uploads"*).
 2. Only one PDF document can be uploaded.

3. When one PDF document has been uploaded, the "Upload a PDF" link is replaced with the custom PDF document name (or default PDF name if a custom name has not been provided).
 - a. The PDF document name will be a link, that when selected opens the PDF document for viewing.
 - b. A "Delete" button will appear after the uploaded PDF document link.
11. "Add Dean's Final Decision" or "Add Dean's Recommendation" page acknowledgement text:

By selecting the "Sign Dean's Final Decision" or "Sign Dean's Recommendation" button below, I certify that this is my final decision (or recommendation).
12. "Sign Dean's Final Decision" or "Sign Dean's Recommendation" button constitutes an electronic signature and denotes a signed Dean's Final Decision or Dean's Recommendation and redirects to the "Add Dean's Final Decision: Confirmation" or "Add Dean's Recommendation: Confirmation" page.
 - a. Dean's Final Decision (Approved, Denied or Other) appears directly on the Redelegated Recommended Action Form.
 - i. The Dean's Final Decision "Dean's Comments" PDF document (optional) appears on a page directly following the Redelegated Recommended Action Form (*See Recommended Action Forms prototype*).
 - b. Joint Appointment Dean's Recommendation(s) (Approved, Denied or Other) appear on a separate page directly following the Redelegated Recommended Action Form (*See Recommended Action Forms prototype*).
 - i. If a The Dean's Final Decision "Dean's Comments" PDF document is present, then the Joint Appointment Dean's Recommendation(s) will follow that document rather than the Redelegated Recommended Action Form.
 - ii. If there is more than one Dean's Recommendation, they will all appear on the same page, continuing on to subsequent pages as needed.
 - iii. Dean's Recommendation "Dean's Comments" PDF document(s) (optional) appear directly following the Joint Appointment Dean's Recommendation.
 - c. Dean's Signatures appear as: [User Name] + "electronic signature" text all in italic
13. "Cancel" button redirects the user to the "Dean's Final Decision List" or "Dean's Recommendation List" or the "Manage Open Actions > Open Action" page that he/she came from.
14. Edit the Dean's Final Decision or Dean's Recommendation via the Manage Open Actions page (School/College location) or from the "Sign Dean's Final Decision" or "Sign Dean's Recommendation" link on the MIVMain page.
15. Meaningful confirmation message displays when updates are saved and lists all updates.
16. Browser title, page title and breadcrumb should be: "Add Dean's Final Decision" or "Add Dean's Recommendation" based on:
 - a. Primary Dean signs the Dean's Final Decision for Redelegated actions.
 - b. Joint Dean signs the Dean's Recommendation for Redelegated actions.
 - c. Primary and Joint Dean's sign the Dean's Recommendation for Non-redelegated actions.

Sign Vice Provost's Final Decision - List

1. Search results display result count at the top of the page.
2. All search results display on the results page. "Next 100 Records" buttons will not be displayed.
3. The user's own name will not be available in the search results or search results count.
4. Only Active users with an action at the location of VICE PROVOST'S that have not already had a Vice Provost's Final Decision signed will be included in the results.
 - a. If a Vice Provost's Final Decision is signed, the candidate's action will no longer appear on the "Vice Provost's Final Decision List", but can be assessable via the "Manage Open Actions > Open Action" page for edits.
 - b. Candidate's actions will no longer appear on the "Vice Provost's Final Decision List" when the dossier is sent to the archive or returned to the School/College location.
5. Search results are limited to the user's role – Only the Vice Provost (or Vice Provost's staff) can sign as the Vice Provost.
 - a. Candidate, Dept. Helper – N/A: Access denied
 - b. Dept. Admin. – N/A: Access denied
 - c. School/College Admin. – N/A: Access denied
 - d. MIV Admin – All results Non-redelegated actions at the Vice Provost's Office location.
6. All search results display the same columns via link headers:
 - a. MIV User – candidate name
 - i. MIV User names will be links (all links should have title tags) that when selected direct the user to the "Add Vice Provost's Final Decision" page.
 - b. Appointment – [Primary or Joint] populated from user account

- c. School/College – populated from user account
 - d. Department - populated from user account
 - e. Delegation Authority – [Redelegated or Non-redelegated] populated from RAF
 - f. Action – [Action type + Effective Year] populated from the "Send Dossier To My Dept." page.
 - g. Location – Vice Provost's Office
7. Search results column headers are all links that when selected sort the data by that column in ascending and descending order.
 - a. The default sort order for all columns is ascending.
 8. Searches resulting in only one match will still display column headers.
 9. If there are no dossiers available for Vice Provost's Final Decision (the number count next to the link should be (0), a meaningful message will indicate: "There are no dossiers requiring a Vice Provost's Final Decision at this time."
 10. Search results are sorted by the left most column first: MIV User, then Appointment, School/College, Department, Action, and Location.
 11. Browser title, page title and breadcrumb should be: "Sign Vice Provost's Final Decision"

Add Vice Provost's Final Decision

1. "Add Vice Provost's Final Decision" page is accessible from the "Sign Vice Provost's Final Decision" page or the "Manage Open Actions > Open Action (location: Vice Provost's Office)" page.
2. Only the Vice Provost (or assigned Vice Provost's staff) can sign as the Vice Provost.
3. A Vice Provost's Final Signature can only and must be signed when the action is located at the VICE PROVOST'S OFFICE.
4. "Add Vice Provost's Final Decision" page presents all options for the Vice Provost to sign his/her final decision in regard to the candidate's action:
 - a. **Name** – The name of Candidate
 - b. **View Dossier as One PDF File** - [Action type + Effective Year] Displays candidate's dossier as one PDF document (*See "MIV Document Dossier Viewing Access" matrix*).
 - c. **Primary Department** - Displays Primary School/College Department (even if there are joint appointments).
 - d. **Non-Redelegated Action** – Three radio button options and one optional checkbox
 - i. **Approved**
 1. Default is checked
 - ii. **Denied**
 - iii. **Other**
 1. If the "Other" radio button is selected the "Dean's Comments" field cannot be left blank.
 - iv. **Decision contrary to the committee recommendation**
 1. Default is unchecked
 2. If the "Decision contrary to the committee recommendation" checkbox is checked the "Dean's Comments" field cannot be left blank.
 - v. **Vice Provost's Comments** – Text area
 1. Default is blank
 2. Rows should be 5 Cols should be 75
 3. New lines should be supported and indicated with a dagger symbol (†) preceding the text area.
 - a. New line legend should appear directly below the text area:
"† = Field supports carriage returns (by pressing the "Enter" key on the keyboard), and the data will appear with carriage returns in MIV documents."
Note: This functionality is similar to v2 data entry text areas supporting new lines.
5. Add Vice Provost's Final Decision page acknowledgement text:
By selecting the "Sign Vice Provost's Final Decision" button below, I certify that this is my final decision.
6. "Sign Vice Provost's Final Decision" button constitutes an electronic signature and denotes a signed Vice Provost's Final Decision and redirects to the "Add Vice Provost's Final Decision: Confirmation" page.
 - a. Vice Provost's Final Decision (Approved, Denied or Other) and the "Vice Provost's Comments" appear on the same page directly following the Non-redelegated Recommended Action Form (*See Recommended Action Forms prototype*).
 - b. Vice Provost's Signature appears as: [User Name] + "electronic signature" text all in italic

7. "Cancel" button redirects the user to the "Vice Provost's Final Decision List" or the "Manage Open Actions > Open Action" page that he/she came from.
8. Edit the Vice Provost's Final Decision via the Manage Open Actions page (Vice Provost's Office location) or from the "Sign Vice Provost's Final Decision" link on the MIVMain page.
9. Meaningful confirmation message displays when updates are saved and lists all updates.
10. Browser title, page title and breadcrumb should be: "Add Vice Provost's Final Decision"

Archive Completed Dossiers (MIV and EDMS)

See *Redelegated Actions and Non-Redelegated Actions* prototype for the status/location dossiers are completed and sent to the Archive Completed Dossiers queue.

Search

1. "Archive Completed Dossiers" page will replace the former "Merit/Promotion action completed" and "Return this packet for resubmission" link functionality.
2. No user will ever see or be able to select a user with the role of Sys Admin unless that user also has the Sys Admin role.
3. "Archive Completed Dossiers" page will be available in the top navigation header of every MIV page and the MIV Main page for **only the MIV Administrator role**. CRC reviewers/staff cannot archive dossiers.

Archive Completed Dossiers Access

The user's own name will be available in the search results and search results count.

Role: (target user)	Switch Accounts To: (becomes target user)	Can access Archive Completed Dossiers:
<i>View Archive Completed Dossiers as themselves</i>		
MIV Admin		X
School/College Admin		
Department Admin		
Department Helper		
Candidate		
<i>Select a User's Account to view Archive Completed Dossiers (Users cannot switch accounts to one's own account)</i>		
MIV Admin	MIV Admin	X
	School/College Admin	
	Department Admin	
	Department Helper	
	Candidate	
School/College Admin	MIV Admin	<i>cannot switch to this role</i>
	School/College Admin	
	Department Admin	
	Department Helper	
	Candidate	
Department Admin	MIV Admin	<i>cannot switch to this role</i>
	School/College Admin	<i>cannot switch to this role</i>
	Department Admin	
	Department Helper	
	Candidate	
Department Helper	MIV Admin	<i>cannot switch to this role</i>
	School/College Admin	<i>cannot switch to this role</i>
	Department Admin	<i>cannot switch to this role</i>
	Department Helper	<i>cannot switch to this role</i>
	Candidate	
Candidate	MIV Admin	<i>cannot switch to this role</i>
	School/College Admin	<i>cannot switch to this role</i>
	Department Admin	<i>cannot switch to this role</i>
	Department Helper	<i>cannot switch to this role</i>
	Candidate	<i>cannot switch to this role</i>

4. Search results display result count at the top of the page.
5. The user's own name will be available in the search results and search results count.
6. Search results will display active and inactive candidate's "completed dossiers."
 - a. Only "completed dossiers" can be archived. School/College (Redelegated) or Vice Provost's Office (Non-Redelegated) send "completed dossiers" to the Archive Completed Dossiers queue when they have finished all work on the action.
7. Completed dossiers can be either archived or returned (for edits).
 - a. A new action can be started even if the same candidate's dossier is in the Dossier Archive and has not been archived yet.
 - b. Completed dossiers can only be archived once.
 - c. Completed dossiers can be returned (for edits) using the "Return Dossier" button.
 - i. A dossier cannot be returned if another action for the same candidate is in process. *Note: The second dossier would need to be returned to the candidate in order for the first dossier to be available to return.*

Note: Completed dossiers can be viewed as "School/College Snapshot" for Redelegated actions and "Vice Provost's Snapshot" for Non-Redelegated actions via the "View Dossier Snapshots" link. (see View Dossier Archive).

8. Archived dossiers no longer appear on the "Archive Completed Dossiers" list or any other list (e.g., "Manage Open Actions" list), but will appear in the "Dossier Archive."
9. Archived dossiers cannot be returned to the School/College (Redelegated) or Vice Provost's Office (Non-Redelegated) for edits.
10. All search results display the same columns via link headers:
 - a. Archive – checkboxes correspond to completed dossiers available for archival.
 - i. Checked checkboxes indicate dossiers that will be archived.
 - ii. Unchecked checkboxes indicate dossiers that will not be archived, but can be archived at any time.
 - iii. "Return Dossier" button returns the dossier to the School/College (Redelegated) or Vice Provost's Office (Non-Redelegated).
 - b. MIV User – candidate's names are links that when selected open a single file format of the candidate's "completed dossier".
 - c. School/College – populated from user account
 - d. Department - populated from user account
 - e. Delegated Authority – [Redelegated or Non-redelegated] populated from the RAF.
 - f. Action – [Action Type + Effective Year] populated from "Send Dossier To My Dept. "/"RAF," for example, Merit 2009 or Promotion 2009.
 - g. Date Submitted to Dept. – Date dossier sent to department
 - h. Completed Date – date dossier "completed" by School/College (Redelegated) or Vice Provost's Office (Non-Redelegated).
- 11. Archived dossiers are sent to the MIV archive and Academic Personnel EDMS (see AP – EDMS Archive Process below) at the same time.**
12. Search results column headers are all links that when selected sort the data by that column in ascending and descending order.
 - a. The default sort order for all columns is ascending. The next time the column header link is selected the sort is descending, etc., etc.
13. Searches resulting in only one match will still display column headers.
14. Search results are sorted by the left most column (containing data) first: MIV User, then School/College, Department, Delegation Authority, Action, Date Submitted to Dept., and Completed Date.
15. "Archive Dossiers Now!" buttons will be included at the top and bottom of all search results.
 - a. Archive checkboxes are the only values that can be saved on this page. Archive Confirmation page appears when the "Archive Dossiers Now!" button is selected that asks the user to verify and acknowledge the dossiers that will be archived. The user can archive the selected dossiers or "Cancel" the transaction at this point.

Note: This step is a failsafe to make sure that administrators do not accidentally archive dossiers and that they are again notified that dossiers cannot be edited (returned) after being archived.
 - b. "Cancel" button returns the user to the "Archive Completed Dossiers" page.
16. Meaningful confirmation message displays when dossiers are archived or the "Return Dossier" button is selected.
17. Browser title, page title and breadcrumb should be: "Archive Completed Dossiers"

MIV Archive

1. Myinfovault will save the final archived version of every Candidate's completed dossier and display it in the Dossier Archive.
2. Each archived dossier will have a copy saved (via an hourly cron job) to a separate location from the archive directory to be used for redundancy and back-up.

Note: The MIV databases and file directories are backed-up nightly, but this step will ensure that no data will be lost throughout the day if back-ups are required in case of emergency.

AP - EDMS (Academic Personnel - Electronic Document Management System) Archive Process

1. The EDMS system requires that finalized candidate dossiers be transferred from the MIV server to the EDMS server, where they can be processed and added to the EDMS system.
2. AP runs a script that is called Mon - Sat at 2am that retrieves the MIV archived PDF files and saves them to a directory in the EDMS system. The EDMS system then converts the PDF's to a TIFF format calling another script Mon - Sat at 3am. The files appear renamed in the EDMS system. An e-mail notification is sent to Donna Carrasco and AP when the file(s) are available in EDMS. All documents have a "document type" in EDMS (see below).
3. All MIV archived PDF file names must have the following format: **DDDEEEEEEMDDYYYYAction.pdf**
 - **D** is the document type code

- **E** is the employee ID
 - **MMDDYYYY** is the date. The date must have the mm/dd/yyyy format. The date used will be the date the document is archived in MIV.
 - **Action** is Appraisal, Merit, or Promotion. EDMS will not accept any other format.
4. Employee ID's, as noted above, are necessary to the EDMS archival process. This means that all users must have a valid populated EID field. Additionally, new users need to have their Employee ID's populated on creation, so that they also fulfill this requirement (*see Add A New User prototype*).
 5. **Original MIV archived PDF files of completed dossiers will not be relocated or used during the EDMS process.**
 6. When dossiers are "completed" MIV will **copy** the PDF files to a specified file transfer queue directory. AP will then download these files to the EDMS, and ensure their validity. Once they have been validated, the files will then be deleted by the EDMS team, and the queue is "cleared".
 7. While EDMS is processing the MIV PDF files, AP will put a text file "flag" in the directory to indicate its contents should not be changed by the MIV team. The flag will be deleted with the rest of the files when the process is finished. Contents will only be modified by the MIV team when the flag is not present.

See AP Process:

https://confluence.ucdavis.edu/confluence/download/attachments/3709/MIV+EDMS+Doc+Type+Numbers_092408.xls?version=1

See MIV/EDMS Document Type Numbers:

https://confluence.ucdavis.edu/confluence/download/attachments/3709/MIV+EDMS+Doc+Type+Numbers_092408.xls?version=1

View Dossier Archive (Snapshots)

See *Redelegated Actions and Non-Redelegated Actions prototype* for the status/location dossiers are completed and sent to the Completed Dossier Archive queue.

View Dossier Archive

1. Same steps 3 - 5 as "MIV Users" Report.
2. "View Dossier Archive" page will replace the former "Completed Packet Archive" page.
3. No user will ever see or be able to select a user with the role of Sys Admin unless that user also has the Sys Admin role.
4. "View Dossier Archive" link will be available in the top navigation menu for only MIV Administrators.
 - a. All other roles will be directed to the "Access denied" page (see MIV Access prototype).
5. "View Dossier Archive" page will display search options in order to view Candidates archived dossiers.
6. A new action can be started even if the same candidate's dossier is in the Dossier Archive queue and has not been archived yet.
7. Browser title, page title and breadcrumb should be: "View Dossier Archive"

Note: MIV Archived Dossiers of some MIV Users, all MIV Users, specific department MIV Users or specific school/college MIV Users are now available via this report.

Results

1. Search results display result count at the top of the page.
2. All search results display on the results page. "Next 100 Records" buttons will not be displayed.
3. Active and Inactive users will be included in the results.
4. The user's own name will be available in the search results and search results count.
5. Search results are limited to the user's role:
 - a. Candidate, Dept. Helper, Dept. Admin, and School/College Admin. – N/A: Access denied
 - b. MIV Admin – All results returned including open and closed dossiers with any snapshots or final archive.

View Dossier Archive Access

The user's own name will be available in the search results and search results count.

Role: (target user)	Switch Accounts To: (becomes target user)	Can access View Dossier Archive:
<i>View Dossier Archive as themselves</i>		
MIV Admin		X
School/College Admin		
Department Admin		
Department Helper		
Candidate		
<i>Select a User's Account to View Dossier Archive (Users cannot switch accounts to one's own account)</i>		
MIV Admin	MIV Admin	X
	School/College Admin	
	Department Admin	
	Department Helper	
	Candidate	
School/College Admin	MIV Admin	<i>cannot switch to this role</i>
	School/College Admin	
	Department Admin	
	Department Helper	
	Candidate	
Department Admin	MIV Admin	<i>cannot switch to this role</i>
	School/College Admin	<i>cannot switch to this role</i>
	Department Admin	
	Department Helper	
	Candidate	
Department Helper	MIV Admin	<i>cannot switch to this role</i>
	School/College Admin	<i>cannot switch to this role</i>
	Department Admin	<i>cannot switch to this role</i>
	Department Helper	<i>cannot switch to this role</i>
	Candidate	
Candidate	MIV Admin	<i>cannot switch to this role</i>

	School/College Admin	<i>cannot switch to this role</i>
	Department Admin	<i>cannot switch to this role</i>
	Department Helper	<i>cannot switch to this role</i>
	Candidate	<i>cannot switch to this role</i>

6. All search results display the same columns via link headers:
 - a. MIV User – User’s name, populated from user account
 - b. School/College – populated from user account
 - c. Department – populated from user account
 - d. Delegated Authority – [Redelegated or Non-redelegated] populated from the RAF.
 - e. Action – [Action Type + Effective Year] populated from “Send Dossier To My Dept.”/“RAF,” for example, Merit 2009 or Promotion 2009.
 - f. Date Submitted to Dept. – Date dossier sent to department
 - g. Archived Date – Date dossier MIV archived (*see Archive Completed Dossiers prototype*).
7. Search results column headers are all links that when selected sort the data by that column in ascending and descending order.
 - a. The default sort order for all columns is ascending. The next time the column header link is selected the sort is descending, etc., etc.
8. Searches resulting in only one match will still display column headers.
9. Search results are sorted by the left most column first: MIV User, then School/College, Department, Delegation Authority, Action, Date Submitted to Dept., and Archived Date.
10. Search results display error messages if no results are found:
 - a. “We’re sorry, no matching results were found.” if no results match the search options selected.
11. Default search options are all “All.” Therefore, if the user selects the “Search Now!” button for any of the dropdown menus or the blank “Name” field, the search results will return “All” matches.
12. Browser title, page title and breadcrumb should be: “View Dossier Archive: Search Results”

Archived Dossier

1. “Snapshots” and archived versions (if available) of each completed Dossier appear in the Archive.
2. “Snapshots” and archived versions of dossiers are created based on the action’s “Delegation Authority: Action Type” (*see Send Dossier To My Dept. and Recommended Action forms prototypes*).
 - a. The “MIV Dossier PDF Document/Bookmarks Master Display Order” matrix illustrates the documents and the order that the documents will appear in the “Snapshots” and archived versions of dossiers based on the action’s “Delegation Authority: Action Type.”
3. Only non-redacted versions of the letters appear in the archived dossier.
Note: Only candidate’s view redacted letters and candidates do not have access to view the dossier archive.
4. **Candidate’s** name and “**Action**” - RAF delegation authority (e.g., Redelegated/Non-Redelegated), RAF Rank & Step (e.g., Researcher, Step I) is displayed above the archived dossier versions.
5. “**Date Submitted to the Department:** [date, time]” also displayed above the archived dossier versions.
6. Four archived versions of each Dossier can appear in the MIV Archive as they are created:
 - a. “Department Snapshot” of Dossier (Redelegated and Non-Redelegated actions).
 - b. “School/College Snapshot” of Dossier (Redelegated actions as “completed dossier” and Non-Redelegated actions).
 - c. “Vice Provost’s Office Snapshot” (Non-Redelegated actions as “completed dossier”).
 - d. “Archived Dossier” (Redelegated and Non-Redelegated actions).
7. All archived dossiers and Snapshots appear as links that when selected open corresponding single-file PDF documents.
 - a. Link names are the Custom Dossier names entered by the users when the Dossier is sent to the Department. (*See Send Dossier To My Dept. prototype*).
8. All archived dossier versions appear with timestamps:
 - a. “**Department Snapshot** (Sent to School/College: [Date, Time])” timestamp: at the point the Dossier is sent to the Dean’s Office
 - b. “**School/College Snapshot** (Sent to Vice Provost’s Office: [Date, Time])” timestamp: at the point the Dossier is sent to the Vice Provost’s Office for Non-Redelegated actions.
 - c. “**School/College Snapshot** (Sent to Vice Provost’s Office for Archival: [Date, Time])” timestamp: at the point the Dossier is sent to the Dossier Archive queue for Redelegated actions.
 - d. “**Vice Provost’s Office Snapshot** (Sent to Dossier Archive: [Date, Time])” timestamp: at the point the completed version of the dossier is sent to the Dossier Archive queue for Non-Redelegated actions.
 - e. “**Archived Dossier** (Archived: [Date, Time])” timestamp: at the point the final version of the completed Dossier is MIV and EDMS archived.

(*See Manage Open Actions and Archive Completed Dossiers prototypes*).

9. Browser title, page title and breadcrumb should be: "Archived Dossier"

View Dossier Snapshots

Note: View Dossier Snapshots has the same functionality as View Dossier Archive except Snapshots are displayed based on the user's role that is viewing them and no archived dossiers are ever displayed.

- 8. Same steps 3 - 5 as "MIV Users" Report.
- 9. "View Dossier Snapshots" page will replace the former "Completed Packet Archive" page.
- 10. No user will ever see or be able to select a user with the role of Sys Admin unless that user also has the Sys Admin role.
- 11. "View Dossier Snapshots" link will be available in the top navigation menu for all roles except Candidate and Department Helper roles.
 - a. Candidate and Department Helper roles will be directed to the "Access denied" page (see MIV Access prototype).

View Dossier Snapshots Access

The user's own name will be available in the search results and search results count.

Role: (target user)	Switch Accounts To: (becomes target user)	Can access View Dossier Snapshots:
<i>View Dossier Snapshots as themselves</i>		
MIV Admin		X
School/College Admin		X
Department Admin		X
Department Helper		
Candidate		
<i>Select a User's Account to view Dossier Snapshots. (Users cannot switch accounts to one's own account)</i>		
MIV Admin	MIV Admin	X
	School/College Admin	X
	Department Admin	X
	Department Helper	
	Candidate	
School/College Admin	MIV Admin	<i>cannot switch to this role</i>
	School/College Admin	X
	Department Admin	X
	Department Helper	
	Candidate	
Department Admin	MIV Admin	<i>cannot switch to this role</i>
	School/College Admin	<i>cannot switch to this role</i>
	Department Admin	X
	Department Helper	
	Candidate	
Department Helper	MIV Admin	<i>cannot switch to this role</i>
	School/College Admin	<i>cannot switch to this role</i>
	Department Admin	<i>cannot switch to this role</i>
	Department Helper	<i>cannot switch to this role</i>
	Candidate	
Candidate	MIV Admin	<i>cannot switch to this role</i>
	School/College Admin	<i>cannot switch to this role</i>
	Department Admin	<i>cannot switch to this role</i>
	Department Helper	<i>cannot switch to this role</i>
	Candidate	<i>cannot switch to this role</i>

- 12. "View Dossier Snapshots" page will display search options in order to view Candidate's dossier snapshots.
- 13. A new action cannot be started if an open action has not yet reached the Dossier Archive.
- 14. Browser title, page title and breadcrumb should be: "View Dossier Snapshots"

Note: MIV Dossiers Snapshots of some MIV Users, all MIV Users, specific department MIV Users or specific school/college MIV Users are now available via this report.

Results

1. Search results display result count at the top of the page.
2. All search results display on the results page. "Next 100 Records" buttons will not be displayed.
3. Active and Inactive users will be included in the results.
4. The user's own name will be available in the search results and search results count.
5. Dossier Snapshots continue to appear in the "View Dossier Snapshots" list even after they have been archived.
6. Search results are limited to the user's role:
 - a. Candidate, Dept. Helper – N/A: Access denied
 - b. Dept. Admin. – All department dossiers having Department Snapshots for a user's own department (no other departments).
 - i. Department Admin. should not be able to view the "School/College Snapshot," "Vice Provost's Office Snapshot," or "Archived Dossier."
 - c. School/College Admin. – All school/college dossiers having Department or School/College snapshots for a user's own school/college and school/college's departments only (no other school/colleges or school/college's departments).
 - i. School/College Admin. should not be able to view the "Vice Provost's Office Snapshot" or "Archived Dossier."
 - d. MIV Admin – All results returned: All dossiers having snapshots/archived dossiers.
7. All search results display the same columns via link headers:
 - a. MIV User – User's name, populated from user account
 - b. School/College - populated from user account
 - c. Department - populated from user account
 - d. Delegated Authority – [Redelegated or Non-redelegated] populated from the RAF.
 - e. Action – [Action Type + Effective Year] populated from "Send Dossier To My Dept.,"/"RAF," for example, Merit 2009 or Promotion 2009.
 - f. Date Submitted to Dept. – Date dossier sent to department
 - g. Archived Date – Date dossier MIV archived (*see Archive Completed Dossiers prototype*).
 - i. If the dossier has not been archived yet, this field appears empty.
8. Search results column headers are all links that when selected sort the data by that column in ascending and descending order.
 - a. The default sort order for all columns is ascending. The next time the column header link is selected the sort is descending, etc., etc.
9. Searches resulting in only one match will still display column headers.
10. Search results are sorted by the left most column first: MIV User, then School/College, Department, Delegation Authority, Action, Date Submitted to Dept., and Archived Date.
11. Search results display error messages if no results are found:
 - a. "We're sorry, no matching results were found." if no results match the search options selected.
12. Default search options are all "All." Therefore, if the user selects the "Search Now!" button for any of the dropdown menus or the blank "Name" field, the search results will return "All" matches.
13. Browser title, page title and breadcrumb should be: "View Dossier Snapshots: Search Results"

Dossier Snapshots

1. "Snapshots" of each Dossier as it was sent to the next location in workflow routing appear in the "Dossier Snapshots" page.
2. "Snapshots" are created of a dossier when the dossier is sent from the:
 - a. Department to the School/College
 - b. School/College to Vice Provost's Office
 - c. Vice Provost's Office to archive
3. Three versions of each Dossier can appear in the Dossier Snapshots:
 - a. "Department Snapshot" of Dossier (Redelegated and Non-Redelegated actions).
 - b. "School/College Snapshot" of Dossier (Redelegated actions as "completed dossier" and Non-Redelegated actions).
 - c. "Vice Provost's Office Snapshot" of Dossier (Non-redelegated actions as "completed dossier").
4. Dossier snapshots are only visible to their corresponding MIV role:
 - a. "Department Snapshots" - Visible by Dept., School/College and MIV Admins. only.
 - b. "School/College Snapshot" - Visible by School/College and MIV Admins. only.
 - c. "Vice Provost's Office Snapshot" Visible by MIV Admins. only.
5. If a dossier is returned to the Department from the School/College or returned from the School/College from the Vice Provost's Office, etc. the existing "snapshot" is deleted. New snapshots will be created when the dossier is sent to the School/College or Vice Provost's Office, etc. again.
6. Only non-redacted versions of the letters appear in the "Snapshots."

Note: Only candidate's view redacted letters and candidates do not have access to view dossier snapshots.

7. **Candidate's** name and "**Action**" - RAF delegation authority (e.g., Redelegated/Non-Redelegated), RAF Rank & Step (e.g., Researcher, Step I) is displayed above the archived dossier versions.
8. "**Date Submitted to the Department:** [date, time]" also displayed above the archived dossier versions.
9. All dossier snapshots appear as links that when selected open corresponding single-file PDF documents.
 - a. Link names are the Custom Dossier names entered by the users when the Dossier is sent to the Department. (*See Send Dossier To My Dept. prototype*).
10. All dossier snapshots appear with timestamps:
 - a. "**Department Snapshot** (Sent to School/College: [Date, Time])" timestamp: at the point the Dossier is sent to the Dean's Office
 - b. "**School/College Snapshot** (Sent to Vice Provost's Office: [Date, Time])" timestamp: at the point the Dossier is sent to the Vice Provost's Office for Non-Redelegated actions.
 - c. "**School/College Snapshot** (Sent to Vice Provost's Office for Archival: [Date, Time])" timestamp: at the point the Dossier is sent to the Dossier Archive queue for Redelegated actions.
 - d. "**Vice Provost's Office Snapshot** (Sent to Dossier Archive: [Date, Time])" timestamp: at the point the completed version of the dossier is sent to the Dossier Archive queue for Non-Redelegated actions. (*See Manage Open Actions and Archive Completed Dossiers prototypes*).
11. Browser title, page title and breadcrumb should be: "Dossier Snapshots"

View MIV Users Report

Search

1. "View MIV Users" page will replace the former "Member List" and "Member List By Selected Dept." pages.
2. "View MIV Users" link will be available in the top header of every MIV page for roles: MIV Admin., School/College Admin., Dept. Admin.
 - a. Candidate and Dept. Helper roles will be directed to the "Access denied" page (see *MIV Access prototype*).
3. No user will ever see or be able to select a user with the role of Sys Admin unless that user also has the Sys Admin role.

View MIV Users Report Access

The user's own name will be available in the search results and search results count.

Role: (target user)	Switch Accounts To: (becomes target user)	Can View Own/Another User's MIV Users Report:
<i>View MIV Users Report as themselves</i>		
MIV Admin		X
School/College Admin		X
Department Admin		X
Department Helper		
Candidate		
<i>Select a User's Account to view another user's MIV Users Report (Users cannot switch accounts to one's own account)</i>		
MIV Admin	MIV Admin	X
	School/College Admin	X
	Department Admin	X
	Department Helper	
	Candidate	
School/College Admin	MIV Admin	<i>cannot switch to this role</i>
	School/College Admin	X
	Department Admin	X
	Department Helper	
	Candidate	
Department Admin	MIV Admin	<i>cannot switch to this role</i>
	School/College Admin	<i>cannot switch to this role</i>
	Department Admin	X
	Department Helper	
	Candidate	
Department Helper	MIV Admin	<i>cannot switch to this role</i>
	School/College Admin	<i>cannot switch to this role</i>
	Department Admin	<i>cannot switch to this role</i>
	Department Helper	<i>cannot switch to this role</i>
	Candidate	
Candidate	MIV Admin	<i>cannot switch to this role</i>
	School/College Admin	<i>cannot switch to this role</i>
	Department Admin	<i>cannot switch to this role</i>
	Department Helper	<i>cannot switch to this role</i>
	Candidate	<i>cannot switch to this role</i>

4. There are no required fields that need to be entered in order to perform a search.
5. MIV Users page will display the following search options based on a user's role:
 - a. Search for a user by Name:
 - i. Option available (is visible) for roles: MIV Admin., School/College Admin., Dept. Admin.
 - ii. User can type in first, middle, or last name to find an "MIV User" match.
 1. If no data is entered in the "Name" field, then the default search will be for "All" users.
 - iii. "Search Now!" button executes search and returns results from the first, middle or last name that matches the string entered by the user.
 - b. Search for a user by Last Name starting with:
 - i. Option available (is visible) for roles: MIV Admin., School/College Admin., Dept. Admin.
 - ii. User can select any letter of the alphabet or "All" to find "MIV User" last name matches.
 1. Default selection is "All."
 - iii. "Search Now!" button executes search and returns all users with a last name of the letter selected (or all users if "All" is selected).
 - c. Search for a user by Department:

- i. Option available (is visible) for roles: MIV Admin., School/College Admin., Dept. Admin.
- ii. User can select any department or "All" to find "MIV User" matches.
- iii. Department dropdown menu options should contain the "School/College - Department" sorted by "School/College" then "Department."
 - 1. Default selection is "All."
 - 2. Dept. Admins. are provided with a list of just their department.
 - a. If there is no "Department" the Department dropdown menu options will appear like "School/College - "
 - 3. School/College Admins. are provided with a list of all their school/college's departments.
 - 4. MIV Admins. are provided with a list of all departments.
- iv. "Search Now!" button executes search and returns all users within the selected Department(s).
- d. Search for a user by School/College:
 - i. Option available (is visible) for roles: MIV Admin. and School/College Admin.
 - ii. User can select any school/college or "All" to find "MIV User" matches.
 - iii. School/College dropdown menu options should contain the "School/College " sorted by "School/College."
 - 1. Default selection is "All."
 - 2. School/College Admins. are provided with a list of their school/college only.
 - 3. MIV Admins. are provided with a list of all MIV school/colleges.
 - 4. "Search Now!" button executes search and returns all users within the selected School/College(s).
- 6. Default search options are all "All." Therefore, if the user selects the "Search Now!" button for any of the dropdown menus or the blank "Name" field, the search results will return "All" matches.
- 7. Browser title, page title and breadcrumb should be: "View MIV Users: Search"

Note: Reports of some MIV Users, all MIV Users, specific department MIV Users or specific school/college MIV Users are now available via this report.

View MIV Users: Search Results

- 1. Search results display result count at the top of the page.
 - a. User's own name should be included in the "Search Results =" number returned at the top of the page (because they do appear in the data returned).
- 2. All search results display on the results page. "Next 100 Records" buttons will not be displayed.
- 3. Inactive users will not be included in the results.
- 4. The user's own name will be available in the search results and search results count.
- 5. All user's names will appear as their UC Davis Online Directory display names and appear as: last, first middle
 - a. If the UC Davis Online Directory display name is updated the users name will be automatically updated in MIV.
- 6. Search results are limited to the user's role:
 - a. Candidate, Dept. Helper – N/A: Access denied
 - b. Dept. Admin. – All results for a user's own department (no other departments).
 - c. School/College Admin. – All results for a user's own school/college and school/college's departments only (no other school/colleges or school/college's departments).
 - d. MIV Admin – All results returned.
- 7. All search results display the same columns via link headers:
 - a. MIV User – User's name, populated from user account
 - b. School/College – populated from user account
 - c. Department – populated from user account
 - d. Role – populated from user account
- 8. Search results column headers are all links that when selected sort the data by that column in ascending and descending order.
- 9. The default sort order for all columns is ascending. The next time the column header link is selected the sort is descending, etc., etc.
- 10. Search results are sorted by the left most column first: MIV User, then School/College, Department, and Role.
- 11. Search results display error messages if no results are found:
 - a. "We're sorry, no matching results were found." if no results match the search options selected.
- 12. Searches resulting in only one match will still display the column headers.
- 13. Browser title, page title and breadcrumb should be: "View MIV Users: Search Results"

NICE TO HAVE: The ability to set one of the "View MIV User" search options as the default search when the user returns to the page.

Search and Search Results Pages

List of "Search" pages

All MIV search pages will use the same page as the "View MIV Users" report.

1. View MIV Users
2. Select A User's Account
3. Edit A User's Account
4. Deactivate/Reactivate A User
5. Manage Open Actions
6. View Dossier Archive

List of search "Results" pages

All search "results" pages will have identical format displays but return different columns, data.

1. View MIV Users		MIV User		School/College	Department	Role							
2. Select A User's Account		MIV User		School/College	Department	Role							
3. Edit A User's Account		MIV User		School/College	Department	Role							
4. Deactivate/Reactivate A User	<input checked="" type="checkbox"/>	MIV User		School/College	Department	Role							
5. *Manage Open Actions		MIV User	Appointment	School/College	Department		Delegation Authority	Action	Date Submitted to Dept.	Location			
6. View Dossier Archive		MIV User		School/College	Department		Delegation Authority	Action	Date Submitted to Dept.	Archived Date			
7. View Dossier Snapshots		MIV User		School/College	Department		Delegation Authority	Action	Date Submitted to Dept.	Archived Date			
8. Manage Dean's Signature Authorization	<input checked="" type="checkbox"/>	MIV User	Dean's Signature Authorization	School/College	Department	Role							
9. Archive Completed Dossiers	<input checked="" type="checkbox"/>	MIV User	Archive	School/College	Department		Delegation Authority	Action	Date Submitted to Dept.	Completed Date			
10. Review Other Candidate's Dossiers		MIV User	Appointment	School/College	Department		Delegation Authority	Action		Location			
11. Assign Reviewers		MIV User	Appointment	School/College	Department		Delegation Authority	Action		Location			
12. Sign Dean's Final Decision or Sign Dean's Recommendation		MIV User	Appointment	School/College	Department		Delegation Authority	Action		Location			
13. Sign Vice Provost's Final Decision		MIV User	Appointment	School/College	Department		Delegation Authority	Action		Location			
14. Add Dossier Reviewers	<input checked="" type="checkbox"/>	MIV User		School/College	Department	Role							

[MIV User](#) = Names are links that when selected open the corresponding open action. (All links must have title tags)

X = Results page contains Checkboxes

***Manage Open Actions results page can display/hide dossiers located at the Department, School/College, Vice Provost's or All locations.**

Results columns data display

MIV User = MIV User last, first name

Appointment = Primary or Joint

School/College = School/College of MIV User

Department = Department of MIV User

Role = Role of MIV User

Action = Send to My Dept. Action type (Merit or Promotion) and Effective date (mm/dd/yyyy)

Submit Date = Timestamp dossier sent to the Department

Location = Department or School/College or Vice Provost's Office

Archive Date = Date dossier archived

Completed Date = Date dossier sent archival

Implementation

The goal is to make administration of the MIV workflow and role management system as easy as possible while making it difficult for users to make a serious mistake.

Current MIV user levels will be kept in the new system but referred to as their role name, for example Department Administrator, rather than Level 1, etc.

The new Workflow and Role Management interfaces will replace all of the existing code and user interfaces in the MIV system that were not already refactored in v2.x. These changes to the web page flow and how user's roles and permissions will be managed will require a refactoring of the underlying code base and database structure to handle user-to-role and role-to-permission mappings, separation of duty constraints, and logging.

MIV v3 will be implemented using Java, XML, FOP (for PDF document creation), Spring (platform), and Quali Rice (for workflow routing), and possibly Quali KIM (for identity management).

The current scope of work for v3 is to support Redelegated Merit and Non-redelegated Merit and Promotion actions. Other action types will be supported at a later date.

MIV v3 will manage the candidate's dossier document from when it is created as an action, routed to the Department, School/College, Vice Provost's office (depending on the delegation authority), and then in v3.x archived in MIV and the Academic Personnel Electronic Document Management System (EDMS). As the dossier is "built" documents will be added, edited and removed, but access to them should be strictly controlled.

An interface that links MIV to an external voting module will be added only if an external voting module is available.

The new Workflow and Role Management interfaces will require user notification and training.

Pre-v3

1. Process will include a data migration and a document migration (all migrated data/documents should be identified as migrated if possible).
 - a. All production open actions should be reviewed and either returned to the Candidate if never processed/completed in MIV or archived in preparation for the migration.
2. All letter template forms should be removed in preparation for v3, in which all letters will be added as PDF uploads.
3. Pre-v3 names in MIV were added via the "Add a New User" page in which user's First and Last Names were entered manually into a form. In v3, MIV will populate new user's information directly from the UC Davis online directory and be updated dynamically thereafter. Therefore, the pre-v3 user names need to be synched or updated with the UC Davis online directory.
4. MIV Developers need to manually grant the Vice Provost (and possible the Vice Provost's staff) electronic signature authority to sign for the Vice Provost's Final Decision because there is not "Manage Vice Provost's Signature Authority" feature in v3.

Post-v3

1. Inactive MIV users are currently assigned a School/College - Department of: Provost's Office - *Inactive. As a result, their School/College - Department designation has been lost. After v3 is deployed, current inactive users should have their School/College - Departments updated to the correct designation and then the user should be deactivated. There are +/- 200 inactive users in the current system.
2. Change any level 1 CAP reviewers to Candidate role with sub-role of CRC Reviewer. CAP are Candidate's that need only review access and CAP recommendation access in MIV.

Summary of Enhancements

The new workflow and role management application should be designed with the following enhanced features:

1. **System Scalability:** The new system should be able to accommodate the roles, permissions and access required of the current MIV workflow process as it is used outside of the MIV web based system.
2. **Application Robustness:** The new system should be so robust that it would not normally require intervention from the MIV application developers.
3. **System Performance:** The new system should process all data efficiently and as a result render improved workflow performance based on roles.
4. **Validation:** The system will be redesigned to provide automated validation whenever Users or roles are assigned, removed or updated or data is entered.
5. **Database Schema Robustness:** A secure and well structured database incorporating encryption and logging to protect sensitive data from accidental or fraudulent misuse. No MIV document or data will be sent via email.
6. **Privacy and Security:** Enforcement of stringent security permissions for authorization access roles and permissions to protect sensitive data.
7. **Systems Administration:** The new workflow and role based management system will be intuitive and easy for Users to operate and manage.
8. **Reduction of new employee downtime:** The new system will accelerate the time it takes to bring new employees to full productivity by granting and verifying access and permissions promptly.
9. **Tracking and Retention:** The new system will log all transactions and save data/documents indefinitely.
10. **Site Usability:** Use of consistent naming conventions, an enhanced user interface design (including global navigation), and enhanced workflow process will increase site usability for users.
11. **ADA Section 508 Compliance:** The new system will be scanned and designed for improved ADA Section 508 Compliance.
12. **Switching Accounts:** The new system will manage users roles so that user's switching accounts will assume that user's role and access permissions only.
13. **Utilizing the System of Record:** All instances of a users name and email address will be populated from the populated from the UC Davis Online Directory and not maintained separately in MIV.

Technical Specifications that will be added to this document

1. Production data migration specifications.
2. Database structure modifications.
3. Software modifications.
4. Security specifications.
5. System performance.