



MyInfoVault

V3 Candidate's Disclosure Certificate Form Prototype

Version 2.0, 5/19/09

Prototype for access to "Candidate's Disclosure Certificate Form"

- "Candidate's Disclosure Certificate Form" page will replace the former "Candidate's Disclosure Statement" page.
- "Candidate's Disclosure Certificate Form" will be available via the "Manage Open Actions > Open Action" page for Redelegated and Non-Redelegated actions at the Department and Joint Department locations.
- "Candidate's Disclosure Certificate Form" that have been added appear as PDF documents via the "View Disclosure Certificate" link.

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Home > [Manage Open Actions List](#) > Open Action

Open Action

Name: Andreas Albrecht
School/College - Department: Letters and Science - Physics
Recommended Action: Merit 2009
Delegation Authority: Redelegated
Date Submitted to Department: 10/29/2008, 1:52 PM

Location: Department

Primary Appointment: Letters and Science - Physics

Primary Appointment processing: In Progress


Recommended Action Form	<input type="button" value="Add/Edit"/>	<input type="button" value="View PDF"/>
Department Letter	<input type="button" value="Add"/>	<input type="button" value="Delete"/> Not Added
Disclosure Certificate	<input type="button" value="Add/Edit"/>	<input type="button" value="Delete"/> Not Signed
Other Letter(s)	<input type="button" value="Add"/>	<input type="button" value="Delete"/> View Other Letter: My letter sent Jan 15 2009 (Non-Redacted)
		<input type="button" value="Delete"/> View Other Letter: Other Letter Johnston Merit09 (Redacted)
Org Chart	<input type="button" value="Add"/>	<input type="button" value="Delete"/> Optional - Not Added
Reviewing (Assign Reviewers)	<input type="button" value="Open"/>	<input type="button" value="Close"/> Completed
Voting Period	<input type="button" value="Open"/>	<input type="button" value="Close"/> Open

[View This Dossier as One PDF File](#)
[Send This Dossier to the School/College](#)
[Return This Dossier to the Candidate](#) (No documents/letters will be visible to the Candidate, nor will they be deleted from the dossier)

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Prototype for "Candidate's Disclosure Certificate"

- "Candidate's Disclosure Certificate" is mostly pre-populated based on the Candidate's account information and the "Recommended Action Form" data entered.

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Home > [Manage Open Actions List](#) > [Open Action](#) > Add Candidate's Disclosure Certificate

[Select A User's Account](#)

Add Candidate's Disclosure Certificate

* = Required Field

Lisa O'Johnston

*Date: (e.g., MM/DD/YY)

School/College - Department: Engineering - Mechanical and Aeronautical

*Action Type: Promotion Merit Appraisal Acceleration Deferral Other

*Present Rank & Step	*Proposed Rank & Step
Professor, Step V	Professor, Step VI
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>

This is to certify that I have reviewed the following materials being submitted for my personnel action effective **July 1, 2009**.

- Publication List
- Manuscripts (Published, In Press, Submitted, and In Preparation)
- Documentation of Teaching Effectiveness
-
-
-
-
-

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).


Additional Information (optional):

Date Signed: **Not Signed**
Must be dated same date as the Department Letter or after.

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Prototype for "Candidate's Disclosure Certificate: Revised"

- "Candidate's Disclosure Certificate" must be sent to the Candidate for signature if it and the contents of the dossier have been altered.
 - Typos may not require the signing of a new "Candidate's Disclosure Certificate."

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[Home](#) > [Manage Open Actions List](#) > [Open Action](#) > Edit Candidate's Disclosure Certificate [Select A User's Account](#)

Edit Candidate's Disclosure Certificate

* = Required Field

Lisa O'Johnston
*Date: (e.g., MM/DD/YY)

School/College - Department: Engineering - Mechanical and Aeronautical

*Action Type: Promotion Merit Appraisal Acceleration Deferral Other

*Present Rank & Step	*Proposed Rank & Step
Professor, Step V	Professor, Step VI

This is to certify that I have reviewed the following materials being submitted for my personnel action effective **July 1, 2009**.

- Publication List
- Manuscripts (Published, In Press, Submitted, and In Preparation)
- Documentation of Teaching Effectiveness
-
-
-
-
-

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).

Additional Information (optional):

Revised: This Disclosure Certificate supersedes the signed Certificate dated below.
If this document is revised, the candidate will need to sign again.


The following changes/additions have been made:

Date Signed: 02/15/09, 10:47 AM
Must be dated same date as the Department Letter or after.


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Prototype for "Candidate's Disclosure Certificate: Email Notification"

- An email notification alerts Candidates that their Disclosure Certificate is available for review.
- More than one email address can be Cc'ed.

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Send Candidate's Disclosure Certificate Email Notification

Send an email notification to the Candidate requesting a Disclosure Certificate signature. No documents will be sent to the Candidate via email attachment. The candidate must log in to MIV to view his/her dossier, department's recommendation, etc., and sign a Disclosure Certificate.

View Dossier as One PDF File: [Merit 2009](#)
Signature Requested for: [Candidate's Disclosure Certificate](#)

From:
To:
Cc:
Subject:

Email content:
You are receiving this notification from the **Mechanical and Aeronautical** department 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.

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Prototype for "Candidate's Disclosure Certificate: Confirmation"

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| **Lisa O'Johnston**

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Send Candidate's Disclosure Certificate Email Notification: Confirmation

Candidate's Disclosure Certificate signature request has been emailed to:

Carolyn Borgnino: 02/06/09, 10:38 AM

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Prototype for "Candidate's Disclosure Certificate" PDF document

- The MIV "Candidate's Disclosure Certificate" PDF document that is rendered should be identical to the Academic Personnel "Candidate's Disclosure Certificate" paper form.

Candidate's Disclosure Certificate

Date: _____

Name: _____ Department: _____

___ Merit From: _____ To: _____
___ Promotion From: _____ To: _____
___ Appraisal
___ Acceleration
___ Deferral
___ Other

This is to certify that I have reviewed the following materials being submitted for my personnel action effective July 1, _____.

___ 1. Publication List
___ 2. Manuscripts (Published, In Press, Submitted, and In Preparation)
___ 3. Documentation of Teaching Effectiveness
___ 4.
___ 5.
___ 6.
___ 7.
___ 8.

___ Revised: This Disclosure Certificate supersedes the signed Certificate dated _____.
If this document is revised, the candidate will need to sign again.

The following changes/additions have been made:

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).

Signed: _____ Date: _____
(Must be dated same date as Department Letter or after)

Revised: 02/14/09