MyInfoVault
V3 Candidate's Disclosure Certificate Form Prototype
Version 4.0, 9/24/09

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: Search > Search Results > Open Action

Select A User's Account

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	Add/Edit		View: RAF
Department Letter/Division Chief Letter	Add	Delete	**Required - Not Added**
Department Letter Federation Vote	Add	Delete	Optional - Not Added
Department Peer Group Letter for Federation	Add	Delete	Optional - Not Added
Candidate's Disclosure Certificate	Add/Edit		**Required - Not Signed**
Rebuttal Letter	Add	Delete	Optional - Not Added
Rejoinder Letter	Add	Delete	Optional - Not Added
Peer Evaluation of Teaching Performance	Add	Delete	Optional - Not Added
Evaluation Letter of Graduate Group Chair Service	Add	Delete	Optional - Not Added
OVCR Evaluation Letter for Research Unit Director	Add	Delete	Optional - Not Added
Director Evaluation Letter of Clinical Activities	Add	Delete	Optional - Not Added
Evaluation Letter of Academic Senate Committee Service	Add	Delete	Optional - Not Added
Extramural Letter(s)	Add	Delete	View: Extramural Letter (Redacted)
		Delete	View: Johnston Merit09 (Non-redacted)
Org Chart	Add	Delete	Optional - Not Added
Reviewing (Assign Reviewers)	Open	Close	Completed
Voting Period	Open	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: Search > Search Results > 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

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

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

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.

[Save] [Create Email For Candidate's Signature Request] [Cancel]

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: Search > Search Results > Open Action > Edit Candidate's Disclosure Certificate

Select A User's Account

Edit Candidate's Disclosure Certificate

* = Required Field

Lisa O'Johnston
*Date: 02/14/09   (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**.

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3. ☑ Documentation of Teaching Effectiveness
4. ☐
5. ☐
6. ☐
7. ☐
8. ☐

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.

[Save] [Create Email For Candidate's Signature Request] [Cancel]

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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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Enter Data ▾   My Dossier ▾   CV & Biosketches ▾   Actions ▾   Reports ▾

Ω | **Lisa O'Johnston**

🏠 Home > Manage Open Actions: Search > Search Results > Open Action > Add Candidate's Disclosure Certificate > Send Candidate's Disclosure Certificate Email Notification

👤 Select A User's Account

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: Lïsá O'Johnston <lgjohnston@ucdavis.edu>

To: Carolyn Borgnino <cjborgnino@ucdavis.edu>

Cc:

Subject: MyInfoVault Candidate's Disclosure Certificate requires signature

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.

Add additional information if necessary...

Send Email Notification For Signature Request   Cancel

Prototype for "Candidate's Disclosure Certificate: Confirmation"

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Enter Data | My Dossier | CV & Biosketches | Actions | Reports

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👤 Select A User's Account

🏠 Home > Manage Open Actions: Search > Search Results > Open Action > Add Candidate's Disclosure Certificate > Send Candidate's Disclosure Certificate Email Notification > Send Candidate's Disclosure Certificate Email Notification: Confirmation

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

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: _____

____ Promotion   ____ Merit   ____ Appraisal   ____ Acceleration   ____ Deferral   ____ Other

From: _____   To: _____
From: _____   To: _____
From: _____   To: _____
From: _____   To: _____
From: _____   To: _____

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