

# MyInfoVault

## V3 Reviewing Dossiers (and Assigning Reviewers) Prototype

Version 6.0, 12/10/09

### Prototype for access to "Assign Reviewers"

- "Assign Reviewers" link will be available in the top navigation menu of every MIV page, the MIV Main page and the Open Action pages for all roles except Candidate. Open Action "Assign Reviewers" link directs the reviewer to the candidate's review options directly.
- Reviewing Dossiers is optional (See *View My Dossier Status Prototype*). If the review period is never opened, the dossier can route successfully to the next location.


The screenshot displays the MyInfoVault interface. The top navigation bar includes 'Log Out', 'Manage Users', 'My Account', 'Help', and 'Contact Us'. The user is identified as 'Lisa O'Johnston'. The main content area shows 'Open Action' details for Andreas Albrecht, including school/department, recommended action, and submission date. Below this is a table of dossier items with 'Add/Edit' and 'Delete' buttons. A black arrow points from the 'Assign Reviewers' link in the 'Reviewing' row to the 'Review Dossiers' section in the right-hand navigation pane. The right-hand pane contains sections for 'Sign Documents', 'Review Dossiers', 'Open Actions', 'Manage Users', 'Completed Actions', and 'Reports'. A black arrow also points from the 'Review Dossiers' section to the 'Assign Dossier Reviewers' link. The footer contains the text: 'About This Site | MIV Version: 3.0.0/2500 | Copyright © 2009 The Regents of the University of California, Davis campus. All Rights Reserved.'

Primary Appointment:	Letters and Science - Physics
Recommended Action Form	Add/Edit View: RAF
Department Letter/Division Chief Letter	Add Delete Required - No
Department Letter Federation Vote	Add Delete Optional - Not A
Department Peer Group Letter for Federation	Add Delete Optional - Not A
Candidate's Disclosure Certificate	Add/Edit Required - No
Rebuttal Letter	Add Delete Optional - Not A
Rejoinder Letter	Add Delete Optional - Not A
Peer Evaluation of Teaching Performance	Add Delete Optional - Not A
Evaluation Letter of Graduate Group Chair Service	Add Delete Optional - Not A
OVCR Evaluation Letter for Research Unit Director	Add Delete Optional - Not A
Director Evaluation Letter of Clinical Activities	Add Delete Optional - Not A
Evaluation Letter of Academic Senate Committee Service	Add Delete Optional - Not A
Extramural Letter(s)	Add Delete View: Extramu
Org Chart	Add Delete Optional - Not A
Reviewing ( <a href="#">Assign Reviewers</a> )	Open Close Completed
Voting Period	Open Close Open

## Prototype for "Assign Dossier Reviewers"

- "Assign Dossier Reviewers" page will replace the former "Assign Packet Reviewers" page.
- "Assign Dossier Reviewers" link will be available in the top navigation menu of every MIV page for all roles except Candidate.
- Available reviewers list is limited to the viewer's MIV Role (e.g., Department Admin can see only Department users, etc.).
- Reviewers can be assigned at the Department, School/College and Vice Provost locations.

*Note: When a dossier review has been completed and the review period has been closed, the Assigned Dossier Reviewers are automatically removed and the dossier no longer appears in the "Assign Dossier Reviewers" page.*


Log Out

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Enter Data ▾ My Dossier ▾ CV & Biosketches ▾ Actions ▾ Reports ▾
🔍 | **Lisa O'Johnston**

🏠 [Home](#) > Assign Dossier Reviewers
👤 [Select A User's Account](#)

### Assign Dossier Reviewers

Select the name of a user to assign reviewers for his/her dossier.

Select a column header to sort by that column.

**Search Results = 46**


Display only those dossiers located at the:  Department  School/College  Vice Provost's Office  All Locations

<u>MIV User</u>	<u>Appointment</u>	<u>School/College</u>	<u>Department</u>	<u>Delegation Authority</u>	<u>Action</u>	<u>Location</u>
<a href="#">Allen,Robert</a>	Primary	School of Medicine	Orthopaedic Surgery	Redelegated	Merit 2009	Department
<a href="#">Allen,Roblee</a>	Joint	Letters and Science	Physics	Redelegated	Merit 2009	Department
<a href="#">Antognini,Joseph</a>	Joint	College of Biological Sciences	Biochemistry & Molecular Biology	Redelegated	Merit 2008	Department
<a href="#">Arredondo,Juan</a>	Primary	School of Medicine	Dermatology	Redelegated	Merit 2009	School/College
<a href="#">August,David</a>	Primary	School of Medicine	Anesthesiology & Pain Medicine	Redelegated	Merit 2009	School/College
<a href="#">Azari,Rahman</a>	Primary	School of Medicine	Statistics	Non-Redelegated	Promotion 2009	Department
<a href="#">Bach,Huong</a>	Primary	School of Medicine	Internal Medicine	Redelegated	Merit 2009	Department
<a href="#">Badawi,Ramsey</a>	Primary	School of Medicine	Radiology	Redelegated	Merit 2009	Department
<a href="#">Bair,Aaron</a>	Primary	School of Medicine	Emergency Medicine	Non-Redelegated	Promotion 2009	Vice Provost's Office
<a href="#">Ballard,Heidi</a>	Primary	School of Medicine		Redelegated	Merit 2009	Department
<a href="#">Balsbaugh,Thomas</a>	Primary	School of Medicine	Family & Community Medicine	Redelegated	Merit 2009	Department
<a href="#">BARR,BRADD</a>	Primary	School of Medicine	California Health and Food Safety System	Redelegated	Merit 2009	Department
<a href="#">Barry,Peter</a>	Primary	School of Medicine	Pathology & Laboratory Medicine	Non-Redelegated	Promotion 2009	Department
<a href="#">Battistella,Felix</a>	Primary	School of Medicine	Surgery	Redelegated	Merit 2009	Department
<a href="#">Baynes,Kathleen</a>	Primary	School of Medicine	Neurology	Redelegated	Merit 2009	Department
<a href="#">Beckett,Laurel</a>	Primary	School of Medicine	Public Health Science	Redelegated	Merit 2009	Department

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## Prototype for "Add Dossier Reviewers"

- Available reviewers are listed according to the candidate's School/College – Department and review location (Department, School/College, CRC).
- All MIV Roles are included in the list of users that can be added as reviewers.
- "Check All" and "Clear All" links are available to either check or uncheck all "Assign Dossier Reviewer" checkboxes.
- Reviewers can be added/removed before or at any time while the dossier review period is open.




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| **Lisa O'Johnston**

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[Home](#) > [Assign Dossier Reviewers List](#) > Add Dossier Reviewers  [Select A User's Account](#)

### Add Dossier Reviewers

Select the "Assign Reviewer" checkbox to assign that user as a reviewer for the **Robert Allen** dossier. Unselected users will not be able to review the dossier. Assigned reviewers that have disabled checked checkboxes have been assigned by another user with a higher level role, and can only be edited by that same level role. **A Reviewing period must be "Opened" via the "Manage Open Actions > Open Action" page in order for assigned reviewers to be able to view dossiers.**

*Note: Reviewers do not have to be removed from the assigned reviewers list. When a dossier is routed to the next location (e.g. from Department to School/College) reviewers at the previous location (Department) can no longer view the dossier. If a dossier is returned for corrections, assigned reviewers remain assigned but cannot view the dossier until it is routed forward again and the Review period is opened.*

Select a column header to sort by that column.


**Available Reviewers = 9**

[Check All](#) | [Clear All](#)

Assign Reviewer	MIV User	School/College	Department	Role
<input type="checkbox"/>	Aaron, Janet	School of Medicine	Orthopaedic Surgery	Dept. Admin.
<input checked="" type="checkbox"/>	Abangan, Donita	School of Medicine	Orthopaedic Surgery	Candidate
<input checked="" type="checkbox"/>	Abbott, Dana	Veterinary Medicine	Medicine & Epidemiology	Candidate
<input checked="" type="checkbox"/>	Abbott-Rogge, Susan	School of Medicine	Orthopaedic Surgery	Candidate
<input checked="" type="checkbox"/>	Abel, Kristina	School of Medicine	Orthopaedic Surgery	Candidate
<input type="checkbox"/>	Aberra, Olana	School of Medicine	Orthopaedic Surgery	Candidate
<input checked="" type="checkbox"/>	Abildgaard, William	School of Medicine	Orthopaedic Surgery	Candidate
<input type="checkbox"/>	Abramson, Lisa	School of Medicine	Orthopaedic Surgery	Candidate
<input type="checkbox"/>	Ackerman, Shannon	School of Medicine	Orthopaedic Surgery	Dept. Admin.


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## Prototype for "Add Dossier Reviewers: Confirmation"

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↑ [Home](#) > [Assign Dossier Reviewers List](#) > [Add Dossier Reviewers](#) > Add Dossier Reviewers: Confirmation

 [Select A User's Account](#)

### Add Dossier Reviewers: Confirmation

The following users have been added/removed as reviewers for **Robert Allen**.

- Abangan, Donita:** Added
- Abbott, Dana:** Added
- Abbott-Rogge:** Removed
- Abel, Kristina:** Added
- Abildgaard, William:** Added


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## Prototype for access to "Review Other Candidate's Dossiers"

- "Review Other Candidate's Dossiers" page will replace the former "Review Packets" page.
- "Review Other Candidate's Dossiers" link will be available in the top navigation menu of every MIV page for all roles.
- "Review Other Candidate's Dossiers" page displays all dossiers that have been assigned for review. A user can only view the dossiers that have been assigned to him/her.
- Reviewers can review dossiers located at all review locations (Department, School/College, Vice Provost's Office) from this page.

*Note: When the Candidate's review has been completed and the review period is closed, the Assigned Reviewers are automatically removed and the dossier no longer appears in the "Review Other Candidate's Dossier" page.*



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[Home](#) > Review Other Candidate's Dossiers [Select A User's Account](#)

### Review Other Candidate's Dossiers

Select the name of a user to review his/her dossier.

Select a column header to sort by that column.





**Search Results = 4**

<a href="#">MIV User</a>	<a href="#">Appointment</a>	<a href="#">School/College</a>	<a href="#">Department</a>	<a href="#">Delegation Authority</a>	<a href="#">Action</a>	<a href="#">Location</a>
<a href="#">Ali, Mohamed</a>	Primary	School of Medicine	Surgery	Redelegated	Merit 2009	Department
<a href="#">Anderson, Steven</a>	Primary	School of Medicine	Surgery	Redelegated	Merit 2009	Department
<a href="#">Bach, Huong</a>	Joint	School of Medicine	Internal Medicine	Redelegated	Merit 2009	School/College
<a href="#">Beckett, Laurel</a>	Primary	School of Medicine	Public Health Science	Non-redelegated	Promotion 2008	Vice Provost's Office

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## Prototype for "Review Dossier"

- Reviewers can view the Candidate's dossier as "One PDF File" or "Individual PDF Files."
- Reviewers see Non-Redacted Letters only (not Redacted).
- Reviewers see all documents based on the location of the dossier: Department, School/College or Vice Provost's Office

Log Out  
Manage Users | My Account | Help | Contact Us  
Enter Data ▾ | My Dossier ▾ | CV & Biosketches ▾ | Actions ▾ | Reports ▾ |  | Lisa O'Johnston  
 Home > Review Other Candidate's Dossiers List > Review Dossier  
 Select a User's Account

### Review Dossier

Dossier documents for **Mohamed Ali** are listed below.

[View Dossier as One PDF File](#)

**View Dossier as Individual PDF Files**

- [PDF](#) Recommended Action Form
- [PDF](#) Department Letter
- [PDF](#) Other Letter (Non-Redacted)
- [PDF](#) Org Chart
- [PDF](#) Disclosure Statement
  
- [PDF](#) Candidate's Statement
- [PDF](#) Position Description
- [PDF](#) List of Evaluations
- [PDF](#) Teaching, Advising and Curricular Development
- [PDF](#) Extending Knowledge
- [PDF](#) List of Service
- [PDF](#) Publications and Contributions to Jointly Authored Works
- [PDF](#) Honors and Awards
- [PDF](#) Grants and Contracts
- [PDF](#) Agricultural Experiment Station

If you have any problems viewing this dossier, please contact the MIV Project Team at [miv-help@ucdavis.edu](mailto:miv-help@ucdavis.edu).

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