Purpose of MyInfoVault at UC Davis

The Faculty Merit and Promotion Project is an online system known as MyInfoVault (MIV) that creates electronic faculty electronic dossiers in support of academic merit and promotion actions (sponsored by Academic Personnel and with assistance from Information and Educational Technology). As of February 2010 there are 2752 faculty accounts, 603 administrators from departments, schools/colleges, AP and 551 dossiers in progress.

Business Need

The UC academic personnel process involves a peer and an administrative review process that is highly regarded by faculty and administration alike. However, the review is also process-intense and requires significant administrative workload involving staff in each department and dean's office. Faculty reviewers did not have remote access to view the file so their participation as peer reviewers required them to be on-site to evaluate a file. Until the introduction of MIV to a pilot group, the vast majority of academic merit and promotion actions were paper based or used Word attachments which were ultimately produced in a hard copy paper file for final review and archive. Support staff would compile the required documents for an action into a dossier, which included lists of accomplishments in teaching, research and service, and copies of original research or scholarship, such as copies of articles or books. The dossier and accompanying materials might fill several binders or boxes. For confidentiality and security reasons, it was not possible to provide remote electronic access to the Word file and consequently reviewers had to physically go to a specific location on campus to review the dossier. The campus did not host a data repository for the review process, and consequently most of the data used for a review had to be re-captured from diverse electronic sources for subsequent reviews.

MIV is a web-based system. It is designed to reduce redundant data entry, allow remote review of packets and reuse data for several purposes (for example producing multiple versions of CV's and NIH Biosketch forms). Through workflow, MIV offers sequential access from the faculty, to the department reviewers, the Dean's office, the central academic review committees, such as CAP, and to the Vice Provost and Chancellor.

Stakeholder Value

Individual faculty members can manipulate their personal and professional information in the data repository to generate a variety of professional documents from the data repository in an efficient manner. MIV allows a continuous update of information relating to Teaching, Research, Professional and University/Community Services activities, which can be used for multiple purposes. During subsequent review cycles, all information previously entered can be used as a basis for the next action. Paired with the ability to continually update information, this means that there does not have to be a compressed time period for which a lot of information needs to be entered. This essentially reduces redundant workload, and spreads the work of gathering the information over a longer period of time.

The data captured in MIV can be used to populate and create multiple NIH Biosketch forms. The system can also generate multiple versions of the faculty member's CV. Publication data can be imported from PubMed and EndNote into MIV data fields. These are all examples of the reduction of data entry.

Departmental, Dean's Office, Vice Provost, and academic committee reviewers can view the packet information remotely at any time of the day during the review period.

In addition to the workload savings, Academic Personnel will have the ability to archive the final decision with assurance that there is a complete record on which an individual decision was based.

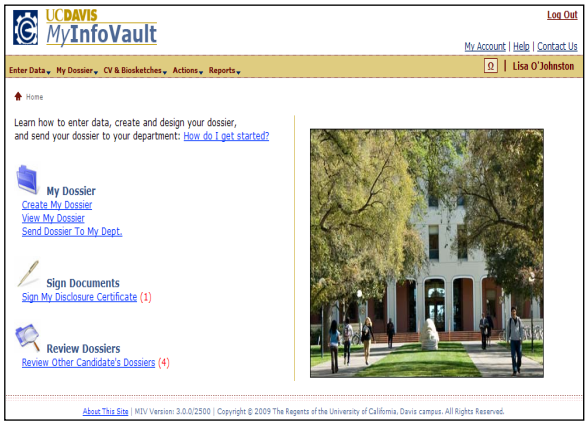
Helpful features

- Easily manage redelegated and non-redelegated actions for merits and promotions.
- Includes simple to use tools to enter data, design and create the dossier, and submit to department.
- Ability to upload candidate's statement and supporting documents.
- Includes online disclosure certificate the candidate can sign electronically.
- Online review makes it simple to assign reviewers and review all dossiers online.
- Easily add department letters and the Recommended Action Form.
- Ability to route to the dean's office for dean's decision or recommendations.
- Dean's decisions and recommendations can be signed electronically.
- Ability to route to the Vice Provost of Academic Personnel
- Mange joint appointment personnel actions.
- Create Curriculm Vitae (CV) and NIH Biographical sketches that can be saved and edited.
- Includes tools to import publication citations from "EndNote," a bibliographic reference program that includes search and download capability, or your own formatted spreadsheet file.

Creating a dossier

MyInfoVault includes various data categories to help create a dossier easily and enter or update information as needed.

- Personal information and areas of interest
- Agricultural experiment station reports
- Education training, honors and awards, licenses and certifications
- Employment history
- Extending knowledge
- Grants and contracts
- Evaluations
- Position descriptions
- Publications including journals, abstracts, books, and more
- Service for committees and advisory activities
- Teaching and other instructional activities



Kuali Integration

The January 2010 release of MyInfoVault 3.0 includes integration with the Kuali Rice framework (UC Davis has implemented Kuali Rice as a standard centrally provided middleware service). This allows MIV to leverage the Kuali Workflow Engine to route dossiers between faculty, departments, schools/colleges and the Vice Provost of Academic Personnel. The Kuali Identity Management module is utilized to track a user's identity and define what access a particular user has within the system. MIV is a Java application based on the Spring framework and utilizes Spring MVC for the presentation layer. The MIV business logic directly calls the Kuali Rice client APIs when wanting to interface with KEW or KIM.