Extramural Letter
Upload Feature in MIV

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4-4617
Requirements

- Beginning in 2011-2012 all actions submitted via MIV must utilize the MIV Extramural Letter Upload feature
- Upload feature is only accessible for those with MIV Department Admin access and higher
- Only departments listed as “primary” can utilize this feature
Where do I find the Extramural Letter upload?

- **Home page:**
  - Open Action → Manage Open Action → Search → Search Results → Open Action

- **Dossier must be at the “department” level for letters to be uploaded**
Recommend searching by user name, so you do not accidentally select the wrong candidate.
Select the correct candidate (primary dept only)
Selecting your user takes you to the dept level “open action” page where all uploads take place.

Select “Add” Extramural Letters.
Add "Extramural Letter" PDF Upload

PDFs only

Radio buttons allow you to select "redacted" or "non-redacted"

Help link re: redacted vs non-redacted
Redacted vs Non-Redacted

**REDACTED**
- Version that the candidate may review
- All identifying information needs to be removed (i.e. letterhead and within and below signature line)
- APM 160—outlines access to personnel records, confidentiality, etc

**NON-REDACTED**
- Version that administrators and dossier reviewers can view
- Letter stays “as is” and no information is removed
Words of Warning...

- Imperative that the dept admin understands redacted vs non-redacted and selects accordingly.
- If a candidate were to see the non-redacted version of an extramural letter, that particular referee could never serve as a referee for that candidate again.
- Integrity of the packet is at stake.
Select "Add" Extramural Letters
Add "Extramural Letter" PDF Upload

* = Required Field

**Nichol Runner**

Confidential Chair’s letters should not be uploaded in MIV. Please submit Confidential Chair’s letters via hardcopy outside of MIV.

* Upload PDF File: Browse...

Create an optional custom name for this file (default will be "Extramural Letter" if no custom name is entered):

**Letter Type:**
- Redacted
- Non-Redacted

Candidates view "Redacted" letters. Reviewers and Administrators view "Non-Redacted" letters. 

Definition of "Redacted" and "Non-Redacted" letters

Upload PDF File Cancel

**PDFs only**

Radio buttons allow you to select “redacted” or “non-redacted”

Help link re: redacted vs non-redacted
Uploading Non-Redacted Letters Process

(Not for candidate view)

- SOM wants one PDF upload only
- This PDF should contain:
  - 1.) Sample solicitation letter
    * No addressee included
    * Label “Sample” in upper right-hand corner
  - 2.) List of referees
    * Contact information and short bios included
    * Notation made for those selected by Chair (half must be chair chosen)
  - 3.) Each extramural letter received
    * In order of List of referees
    * Labeled in upper right corner with letter #, whether arm’s length or not, and whether Dept or Candidate selected referee.
    * Stamped confidential
    * Includes referee signature
Non-Redacted

- Should be able to view the letter in it's entirety, but **not** by the candidate.

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November 9, 2011

CONFIDENTIAL

Professor and Chair
Department of
University of California, Davis

Re: Ph.D.
Advancement to above scale of Adjunct Professor

Dear Dr. ,

I am delighted to provide a letter in support of the advancement of Professor to the above scale of Adjunct Professor. I am very aware of his scholarly contributions.

Sincerely,

, M.D.
Professor of Psychology and Neuroscience
Department of
UC Berkeley
Uploading Redacted Letters (For candidate view)

- SOM wants one PDF upload only
- This PDF should include all letters that were received and ONLY these letters
- Label in upper right-hand corner should indicate appropriate extramural letter # (ex: Extramural letter #3) which corresponds to the List of Reviewers document that the candidate does not get to see.
Redact (black out, white out, etc) anything above the salutation and below the signature block.

Examples:
Letterhead, letterhead headers, footers or side bars, and anything below the signature block, including notes about how the letter writer knows the candidate.
Once both versions of the letters are uploaded, you may view for accuracy and delete if necessary.