

UC DAVIS

SCHOOL OF MEDICINE

MyInfoVault Category Guide

Below are hints and suggestions designed to help departments facilitate the entering of data correctly into MyInfoVault. This document serves as a guide and was created by the School of Medicine, Office of Academic Personnel. The primary heading and its subcategories are below. *If you have any questions, please contact your department analyst.*

Extending Knowledge: Information given to the general public rather than other health professionals (i.e. not for nurses, technicians, medical students, and physicians)

- 1.) Broadcast, Print or Electronic Media
 - a. CD ROM, Fact Sheets, Leaflets, Magazine Article, Newspaper Article, Other, Television Interview, Video, Website
- 2.) Workshops, Conferences, Presentations, and Short Courses
 - a. Invited Speaker, Keynote Speaker, Organizer, Other, Participant, Presenter
- 3.) Other
- 4.) Upload a PDF

Grants and Contracts

- All areas should be completed. This section is for an actual awarded grant, not an ongoing clinical research study (clinical research studies could be added under “additional information” in the Publications section).
- SOM requires the funding agency, grant number, and amount to be filled in.
- Please be accurate when specifying the role of the candidate, i.e. Principal Investigator, Co-Investigator (this means Co-PI), Assistant Researcher, Collaborator, Instructor, Trainer.
- We suggest working with your department’s grant/contract analyst to accurately complete this section and/or to verify the information.

Honors and Awards

List of Evaluations

- 1.) Quarter and Year
- 2.) Course Number
- 3.) Course Title
- 4.) Total response (the # of individuals that responded to the question related to “overall teaching” or the total # of scored responses)
- 5.) Instructor Score
- 6.) Course Score (SOM recommends using this box to indicate the range of scores in the evaluation in the manner of low to high. For example, if the lowest score the candidate could receive is 1 and the maximum is 5, this box should read 1 to 5. If

5 is the low score and 1 is the high score, this box would read 5 to 1. Please try to encourage the use of the 1-5 scale, where 5 equals excellent because reviewers are most familiar with this scale.

- 7.) Evaluations submitted-SOM will not be using the (summary)/(complete)/(not available) function in the List of Evaluations data section. You may use this field however your department deems appropriate.
 - Please use a score from the evaluation that relates to a score of “overall teaching.” If your evaluation does not contain a question that relates to a rating of “overall teaching,” then you will need to average all of the questions on the evaluation as they relate to the Instructor. You might encourage your department to adopt an “overall teaching” score.
 - No evaluation scores after June 30 of the year preceding the proposed effective date (if the candidate is eligible for promotion/merit July 1, 2011 there should not be any evaluations listed after June 30, 2010)
 - SOM strongly suggests that the evaluations submitted with the dossier (supporting documentation) are evaluations that were completed by residents/fellows or medical students.
 - We understand that not all evaluations are standard. If you have specific questions, please contact your analyst.

Publications

- 1.) Import Data (function to load publications using EndNote)
- 2.) Abstracts (printed materials)
- 3.) Books authored (candidate wrote the book or is a co-author of the book)
- 4.) Book chapters (candidate wrote a chapter in a book)
- 5.) Books edited (other contributor(s) wrote the chapters but the candidate edited the book/materials and is credited as Editor or Co-editor).
- 6.) Books reviewed (short article which reviews a book that has been published)
- 7.) Journals (only peer reviewed articles should be included)
- 8.) Letters to the Editor (also includes replies to letter to the editor)
- 9.) Limited Distribution (article sent to a small group of people and not available to the general public)
- 10.) Presentations (poster, oral, PowerPoint to peers and other health professionals)
- 11.) Additional information (subcategories could be created to include: Invited Articles, Alternative Media, Clinical Research Studies, Clinical Trials)
 - Publications may be included through December 31 of the year preceding the proposed effective date (if the candidate is eligible for promotion/merit effective July 1, 2011 no publications listed after December 31, 2010 should be included; exceptions may be made for terminal year cases to include all acceptances until the final decision for marginal cases).

Service

- 1.) Administrative Activities (non-committee activities specific to UC Davis, i.e. Dean, Department Chair, Vice Chair, Division Chief, Center Director)
- 2.) Committees (be sure to select the appropriate sub-category)

- a. Department/Section, School/College/Division, Campus, Systemwide, Other University, Other Non-University
- 3.) Editorial and Advisory Boards (external to UCD)
- 4.) Additional Information (subcategories could be created to include: Journal Reviewer, Volunteer Service)

Teaching

- 1.) Contact hours (Lecture, Discussion, Lab, Clinic contact hours with trainees for the particular quarter and year. This is a section where you NEED to get the faculty's input or have them complete the section in MIV)
- 2.) Courses (a structured body of teaching around a prescribed topic for a defined body of trainees. Not a single lecture).
- 3.) Curricular Development (Candidate assisted in developing or refining the curriculum)
- 4.) DESII Report (do not use)
- 5.) Lecture / Seminar / Lab (**Lecture:** Candidate made a formal presentation to a specific audience as part of a course on a given date. **Seminar:** An interactive session involving significant input from trainees as well as the seminar leader. **Lab:** A structured exercise in which the candidate guides and teaches trainees in a formal interaction).
- 6.) Special Advising (Master Advisor, Chair of Advising Committee-often used with graduate groups and in the basic sciences)
- 7.) Student Advising
- 8.) Thesis Committees (typically used with graduate groups and in the basic sciences)
- 9.) Trainees
- 10.) University Extension (UC Extension courses taught)
- 11.) Additional Information