

This memo is intended to give some guidance on using myData to generate a Review Profile report. The myData system is now required by UCI to generate a Review Profile which replaces the old Addendum.

**A general note on fields:** The myData forms include fields that may be used in a variety of reports. The guidance below focusses on only the most important fields for the Review Profile. Fields not mentioned below are often not included on the Review Profile.

**A general note on dates:** Most myData forms include a Start Date and an End Date. Information is usually included on the Review Profile only when either the start or end date falls inside the period of review, or when the end date is blank (indicating an ongoing activity). You thus only need enter into myData new information during your period of review, or update information that changed during the period. Make sure to include both the month and year, since this will be used to determine whether the activity falls inside the period of review.

**A general note on responsibility:** The candidate is responsible for the accuracy of all information in the Review Profile and CV. If you would like to authorize a department staff member or a graduate student to enter information on your behalf, please email [mydata@uci.edu](mailto:mydata@uci.edu) with the name of the person whom you would like to grant access to.

Following is guidance on entering information into myData for the Review Profile report. No warranty implied.

#### **General Information:**

**UCI Employment History:** Add one item per academic year. (It is easiest to copy the most recent year, and edit as needed.) Enter academic year, rank, step, and percent time. Check the “off-scale” box if appropriate. Add any split appointments or without salary appointments if needed. (Note: Make sure to check off “Without Salary Appointment” for any without salary appointments).

**External Professional Employment:** Only Academic employment will appear. Make sure to select “Academic” from the “Experience Type” drop down. Enter the start and end dates.

**UCI Administrative Positions:** Be sure to select the “Scope” of the position. Dated items that fall within the report date range will appear in the “Service” section of the Review Profile, in under whichever selection was made in the “Scope” drop down.

**Awards and Honors:** Add one item per award or honor. If the award/honor spans a length of time, enter a start and end date. If the award/honor was a one-time thing, only enter an end date.

**Outside Professional Activities / Consulting:** Add one item per activity, as desired. Enter start and end dates.

**Education:** Only needs to be entered once.

**Professional Memberships:** Add one item per membership. Include start date. Leave end date blank if membership is current.

**Diversity Activities:** Select from Scope Activity menu. Describe activity. Enter start and end dates.

#### **Teaching:**

**Directed Student Learning:** Add one item per:

- Student on whose doctoral committee you have served or whom you have advised:  
Enter Involvement Type = Doctoral Candidacy Committee, Role = Advisor or

Member, Student Name. Enter Date Started = the date you started advising the student or joined the doctoral candidacy committee (which is earlier). Enter Stage of Completion = "In Progress" if the student has not yet advanced to candidacy, "Advanced to Candidacy" if the student has advanced to candidacy but not yet completed the degree, or "Completed" if the student has completed the degree. If you will not be serving on the student's defense committee, enter Date Completed = advancement date. If you served on the student's defense committee, when the student completes the Ph.D., enter Date Completed.

- Postdoctoral student you have advised: Involvement Type = Postdoctoral Research Supervision, Student Name, Date Started. When the student completes the postdoc, enter Date Completed.
- MS Thesis students you have advised: Involvement Type = Master's Thesis Committee, Role=Advisor, Student Name, and Date Started. When the student complete the degree, enter Date Completed.
- Undergraduate research student: Involvement Type = Undergraduate Honors Thesis or Undergraduate Research Supervision, Role = Advisor, Student Name, Date Started. When the student completes the project, enter the Date Completed.
- Anything entered into the Comments section **will** appear on the Review Profile report. Use this section to enter any additional information on the student(s) supervised (e.g. Whether they went to industry or academia after your involvement and if so, where).

**Special Pedagogical Activities:** Add one item per activity. Enter Instruction Type, Sponsoring Organization, Description, Start Date (optional), and End Date.

**Scheduled Teaching:** Add one item per course taught per quarter. For each course, enter Term and Year, Course Name, Department and Course Number, Enrollment (from WebSoc), Number of Instructors, and Percent of Course Taught. Check or enter new course preparation, new format for existing course, innovations, or new teaching material if appropriate. Cross-listed courses should be listed under one department and course number.

### **Research and Creative Activity:**

**Contracts, Grants and Sponsored Research:** Add one item per contract or grant. Enter Contact/Grant/Research Type, Contract/Grant/Research Title, Sponsoring Organization, Sponsor Award Number, your Role, the list of Investigators, Total Award Amount, Current Status=Funded, Start Date, and End Date.

**Intellectual Contributions (Publications):** Add one item per publication. Enter Contribution Type, Current Status = Published or Accepted, the list of authors in the order on the paper, **your Role**, Title of Contribution, Publication Name, Volume, Issue (journal), or City/State and publisher, (book), and Pages. If the publication was peer-reviewed, select "Yes" from the "Was this peer-reviewed/refereed" dropdown. Enter a Permanent Chronological Number (either an alpha numeric (e.g. J1) or simply a numeric), make sure that this numbers match those on your CV. Enter the Date Published (if published within the review period) or the Date Accepted (if accepted but not published in the review period). Publications will be listed as new if (1) the date accepted falls within the period of review or (2) the date accepted is blank and the date published falls within in the period of review.

**Intellectual Property:** Add one item per patent or copyright.

**Presentations:** Add one item per presentation you made. Enter Presentation Scope, Invited or Accepted, and End Date, plus any other information desired.

### **Service:**

**Department, School/College, and University Service:** Add one item per service activity. Enter Position/Role, Start Date, and End Date (leave blank if ongoing). Select Elected or Appointed. For University Service, select UCI or UC Systemwide. Optionally, complete other fields.

**Professional Service:** Add one item per service activity. Enter Position/Role (e.g. various editor roles will be listed under "Journal Editor/Membership on Journal Editorial Boards", extramural funding reviewer will be listed under "Standing Member of Review Boards for Funding Agencies", and various referee and reviewer roles will be listed under "Ad hoc Service as Reviewer of Manuscripts and Referee of Proposals"). Enter Start Date and End Date (leave blank if ongoing). Optionally, complete other fields.

**Public Service:** Add one item per service activity. Enter Organization, Position/Role, Start Date, and End Date (leave blank if ongoing). Enter Compensated or Pro Bono. Select Elected or Appointed. Optionally, complete other fields.

### **Generating the Review Profile:**

Click on Run Custom Report. The following three cases determine whether your Review Profile will only contain material since the last review or will also contain previously submitted material.

1. If you are being considered for a mid-career appraisal, promotion, postponement of tenure, Professor Step VI, or Professor Above Scale: Select "Review Profile\_Rank History". Click on "Select Report". Set Start Date = October 1 of the year of review of the last such major action, or your hire date if there was no such last major action. Set End Date = September 30 of the current year. Set Begin Date of New Activity = October 1 of the year of the last review.
2. If you are not being considered for a mid-career appraisal, promotion, postponement of tenure, Professor Step VI, or Professor Above Scale, and if your last review resulted in a No Action: Select "Review Profile\_Rank History". Click on "Select Report". Set Start Date = October 1 of the year of the last review that resulted in a merit or promotion, or your hire date if there was no such last positive review. Set End Date = September 30 of the current year. Set Begin Date of New Activity = October 1 of the year of the last review that resulted in a No Action.
3. If you are not being considered for a mid-career appraisal, promotion, postponement of tenure, Professor Step VI, or Professor Above Scale, and if your last review resulted in a merit or promotion or if you have never been previously reviewed: Select "Review Profile". Click on "Select Report". Set Start Date = October 1 of the year of the last review, or your hire date if you have never been previously reviewed. Set End Date = September 30 of the current year.

Select Word or PDF. Click on "Build Report".

Alternatively, while you are on the page of the Main Menu, at the bottom you can select "Rapid Reports", and enter similar information.