

myData to Review Profile Section Mapping Cheat Sheet

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EDUCATION

Education

Providing a *Start Date* and/or *End Date* that falls within the review period is not necessary.

PROFESSIONAL DEVELOPMENT TRAINING

Professional Development Training

Provide a *Start Date* and/or *End Date* that falls within the review period.

LICENSES OR PERMITS

Licensures or Permits

Providing a *Start Date* and/or *End Date* that falls within the review period is not necessary.

PREVIOUS APPLICABLE ACADEMIC EMPLOYMENT

UCI:

<u>PERIOD</u>	<u>TITLE</u>	<u>STEP</u>	<u>TIME</u>	<u>DEPARTMENT</u>
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UCI EMPLOYMENT HISTORY

Select the *Academic Year*, *Department*, *Faculty Series*, *Faculty/Staff Rank* (if applicable), and *Step* (if applicable) from the appropriate drop-down menus. Provide the *Appointment Percent* for the appointment. If the appointment was Without Salary, check the *WOS* box. If the appointment salary is Off-Scale, check the *Off-Scale* box. To add additional appointments within the same academic year, use the “+ADD” button. (Note: Contact a department manager for information about faculty appointments).

Other:

Previous Employment

Select “Academic” from the *Experience Type* drop-down menu. Providing a *Start Date* and/or *End Date* that falls within the review period is not necessary.

TEACHING

Courses Taught

<u>QTR/YR</u>	<u>COURSE #</u>	<u>TITLE</u>	<u>ENROLLMENT</u>	<u>#INSTS</u>	<u>%</u>
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Courses Taught

Provide the *Term and Year*, *Course Name*, *Department and Course Code*, *Official Enrollment Number*, *Number of Instructors*, and *Percent of Course Taught*. (Note: Starting with the Fall 2014 term, myData automatically creates course entries with information pulled from the UCI Registrar).

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Medical Student Teaching

<u>DESCRIPTION</u>	<u>NUMBER OF STUDENTS</u>	<u>DATES</u>	<u>NUMBER OF HOURS/DAYS</u>
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Medical Student/Graduate Teaching (Residents, other): Special Lectures, etc.

Ward Rounds

Select “Medical - Ward Rounds” from the *Instruction Type* drop-down. Provide a *Start Date* and/or *End Date* that falls within the review period.

Clinical Teaching

Select “Medical - Clinical Teaching” from the *Instruction Type* drop-down. Provide a *Start Date* and/or *End Date* that falls within the review period.

Grand Rounds, Special Lectures

Select “Medical - Lectures (Grand Rounds, Special Lectures)” from the *Instruction Type* drop-down. Provide a *Start Date* and/or *End Date* that falls within the review period.

Graduate Teaching (Residents, other)

<u>DESCRIPTION</u>	<u>NUMBER OF STUDENTS</u>	<u>DATES</u>	<u>NUMBER OF HOURS/DAYS</u>
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Medical Student/Graduate Teaching (Residents, other): Special Lectures, etc.

Ward Rounds

Select “Residents/Other - Ward Rounds” from the *Instruction Type* drop-down. Provide a *Start Date* and/or *End Date* that falls within the review period.

Clinical Teaching

Select “Residents/Other – Clinical Teaching” from the *Instruction Type* drop-down. Provide a *Start Date* and/or *End Date* that falls within the review period.

Grand Rounds, Special Lectures

Select “Residents/Other – Lectures (Grand Rounds, Special Lectures)” from the *Instruction Type* drop-down. Provide a *Start Date* and/or *End Date* that falls within the review period.

Doctoral Students Supervised

Graduate & Undergraduate Students Supervised

(a) those who received their Ph.D.

Select “Doctoral Candidacy Committee” or “Doctoral Committee” as the *Involvement Type* and select “Completed” as the *Stage of Completion*. Provide a *Start Date* and/or *End Date* that falls within the review period.

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(b) those who advanced to candidacy

Select “Doctoral Candidacy Committee” as the *Involvement Type* and select “Advanced to Candidacy” as the *Stage of Completion*. Provide a *Start Date* and/or *End Date* that falls within the review period. (Note: It is helpful to insert the *Date of Advancement to Candidacy* for personal record keeping, but the advancement date is not the determining date on the Review Profile).

(c) pre-dissertation committees

Select “Predissertation Committee” as the *Involvement Type*. Provide a *Start Date* and/or *End Date* that falls within the review period. (Note: The *Stage of Completion* will not alter where the activity appears on the Review Profile).

(d) other doctoral research supervision

Select “Doctoral Candidacy Committee” as the *Involvement Type* and “In Progress” as the *Stage of Completion*. Provide a *Start Date* and/or *End Date* that falls within the review period.

-Or-

Select “Doctoral Committee” as the *Involvement Type* with either “In Progress” or “Advanced to Candidacy” as the *Stage of Completion*. Provide a *Start Date* and/or *End Date* that falls within the review period.

Master’s Thesis Students Supervised

Select “Master’s Thesis Committee” as the *Involvement Type*. Provide a *Start Date* and/or *End Date* that falls within the review period. (Note: The *Stage of Completion* will not alter where the activity appears on the Review Profile).

Postdoctoral Scholars Supervised

Select “Postdoctoral Research Supervision” as the *Involvement Type*. Provide a *Start Date* and/or *End Date* that falls within the review period. (Note: The *Stage of Completion* will not alter where the activity appears on the Review Profile).

Undergraduate Student Research Supervision

Select “Undergraduate Honors Thesis” or “Undergraduate Research Supervision” as the *Involvement Type*. Provide a *Start Date* and/or *End Date* that falls within the review period. (Note: The *Stage of Completion* will not alter where the activity appears on the Review Profile).

Other Research Supervision

Select either “Directed Individual/Independent Study,” “Internship,” “Visiting Scholar” or make NO selection for the *Involvement Type* (leave field blank). Provide a *Start Date* and/or *End Date* that falls within the review period. (Note: The *Stage of Completion* will not alter where the activity appears on the Review Profile).

Teaching Innovations and Curriculum Development

Teaching Innovations and Curriculum Development

Provide a *Start Date* and/or *End Date* that falls within the review period.

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Special Pedagogical Activities

Special Pedagogical Activities

*Provide a **Start Date** and/or **End Date** that falls within the review period.*

Diversity Activities Related to Teaching (see APM 210)

Diversity Activities

*Select “Teaching” as the **Scope of Activity**. Provide a **Start Date** and/or **End Date** that falls within the review period.*

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PUBLICATIONS AND CREATIVE ACTIVITY

Intellectual Contributions (Publications, etc.)

Select the type of contribution from the *Contribution Type* drop-down menu.

Select “Accepted” or “Published” from the *Current Status* drop-down menu; enter a date (or at the very least a year) in the date field that corresponds to the entry’s current status (i.e. either the *Date Accepted* or *Date Published* field, located towards bottom of the screen of the Activities Database).

Artistic and Professional Performances and Exhibits

Artistic and Professional Performance Exhibits

Select an option from the *Type of Work* drop-down menu. Provide a *Start Date* or *End Date* that falls within the review period.

PUBLICATIONS AND CREATIVE ACTIVITY PREVIOUSLY SUBMITTED

Intellectual Contributions (Publications, etc.)

Select the type of contribution from the *Contribution Type* drop-down menu.

Select “Published” from the *Current Status* drop-down menu; provide both a *Date Published* entry that falls within the review period and a *Date Accepted* value that occurred prior to the period being reviewed.

COMPLETED PARTS OF LARGER WORKS (OPTIONAL)

Publications - Parts of Larger Works

Provide a *Date Work Was Accepted* that falls within the review period. (Note: This applies to each individual contribution/chapter being reported within an individual entry).

PROFESSIONAL ONLINE & SYSTEM RESOURCES PRODUCED/EDITED/MAINTAINED

Professional Online & System Resources Produced/Edited/Maintained

Provide a *Start Date* or *End Date* that falls within the review period.

INTELLECTUAL PROPERTY - PATENTS, COPYRIGHTS, ETC.

Patents/Copyrights

Provide a minimum of one date in *Date Patent Approved*, *Date Licensed*, and/or the *Renewal Date* field that falls within the review period. (Note: myData requires that dates be entered into these sequenced fields in chronological order).

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CONTRACTS, GRANTS, FELLOWSHIPS

Previously Submitted?	FUNDING SOURCE/NUMBER	ROLE*	AMOUNT** (T) Total (D) Direct	Date Span of Award
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Contracts, Grants, and Sponsored Research

Select the option “Funded” from *Current Status*. Provide a *Start Date* and/or *End Date* that falls within the review period.

ALLOCATIONS OF OTHER NON-FINANCIAL RESOURCES

Previously Submitted?	AWARD INSTITUTION OR AGENCY/NUMBER	ROLE*	AMOUNT OF ALLOCATED RESOURCE	Date Span of Award
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Allocations of Other Non-Financial Resources

Select the option “Approved” from the *Current Status* drop-down menu. Provide a *Start Date* and/or *End Date* that falls within the review period.

PROFESSIONAL RECOGNITION AND ACTIVITY

Memberships

Professional Memberships

Providing a *Start Date* and/or *End Date* that falls within the review period is not necessary.

Honors and Awards

Honors and Awards

Provide a *Start Date* and/or *End Date* that falls within the review period.

Invited presentations at educational, governmental institutions (or similar organizations)

Presentations

Select “Presentations at Educational/Governmental/Similar Organizations” as the *Presentation Scope*. Select “Invited” from the *Invited or Accepted?* drop-down menu. Provide a *Start Date* and/or *End Date* that falls within the review period.

Invited Presentations at Professional Meetings

Presentations

Select “Presentations at Professional Meetings” as the *Presentation Scope*. Select “Invited” from the *Invited or Accepted?* drop-down menu. Provide a *Start Date* and/or *End Date* that falls within the review period.

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Accepted presentations at educational, governmental institutions (or similar organizations)

Presentations

Select “Presentations at Educational/Governmental/Similar Organizations” as the *Presentation Scope*. Select “Accepted” from the *Invited or Accepted?* drop-down menu. Provide a *Start Date* and/or *End Date* that falls within the review period.

Accepted Presentations at Professional Meetings

Presentations

Select “Presentations at Professional Meetings” as the *Presentation Scope*. Select “Accepted” from the *Invited or Accepted?* drop-down menu. Provide a *Start Date* and/or *End Date* that falls within the review period.

Other Presentations at Professional Meetings

Presentations

Select “Presentations - Other” as the *Presentation Scope*. A response to the *Invited or Accepted?* drop-down menu is not necessary.

-Or-

Select “Presentations at Professional Meetings” as the *Presentation Scope*. Make NO response to the *Invited or Accepted?* drop-down menu (leave blank).

-Or-

Make NO response to the *Presentation Scope* (leave blank). A response to the *Invited or Accepted?* drop-down menu is not necessary.

Media Appearances and Interviews

Media Appearances and Interviews

Provide a *Publication/Air Date* that falls within the review period.

Professional Articles in this Period about you or Published Reviews of your Work (does not include publicity material)

Professional Articles About You/Published Reviews of your Work

Provide a *Publication Date* that falls within the review period.

Diversity Activities Related to Creative Activities (see APM 210)

Diversity Activities

Select “Creative Activities” as the *Scope of Activity*. Provide a *Start Date* and/or *End Date* that falls within the review period.

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PROFESSIONAL AND PUBLIC SERVICE

Service to Professional Societies / Outside Institutions (board of advisors, session chair, conference organizer, etc.)

Professional

Select one of the options in the following list from the *Position/Role* drop-down. Provide a *Start Date* and/or *End Date* that falls within the review period.

- Advisor
- Attendee
- Board of Advisors
- Board of Directors
- Chair
- Chair, Assistant
- Chair, Associate
- Co-Chair
- Co-Coordinator
- Co-Organizer
- Coordinator
- Director
- Director, Assistant
- Director, Associate
- Discussant
- Member
- Officer
- Officer, Past-President
- Officer, President
- Officer, President Elect
- Officer, Secretary
- Officer, Treasurer
- Officer, Vice President
- Organizer
- Outside Personnel Action
- Panelist
- Special Assignment, Other
- Other

-Or-

Make NO selection for the *Position/Role* drop-down. Provide a *Start Date* and/or *End Date* that falls within the review period.

Journal Editor / Membership on Journal Editorial Boards

Professional

Select one of the following options from the *Position/Role* drop-down. Provide a *Start Date* and/or *End Date* that falls within the review period.

- Co-Editor
- Editor
- Editor in Chief
- Editor, Assistant
- Editor, Associate
- Editor, Senior
- Editorial Review Board Member

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Reviewer of Manuscripts / Journal Articles

Professional

Select one of the following options from the *Position/Role* drop-down. Provide a *Start Date* and/or *End Date* that falls within the review period.

- Reviewer
- Reviewer, Journal Article
- Reviewer, Manuscript

Standing Member of Review Boards for Funding Agencies

Professional

Select one of the following options from the *Position/Role* drop-down. Provide a *Start Date* and/or *End Date* that falls within the review period.

- Standing Member, Extramural Funding

Ad hoc Service as Referee of Proposals

Professional

Select one of the following options from the *Position/Role* drop-down. Provide a *Start Date* and/or *End Date* that falls within the review period.

- Ad Hoc Reviewer
- Ad Hoc Reviewer, Extramural Funding
- Ad Hoc Reviewer, Intramural Funding
- Referee

Community Service

Community Service

Provide a *Start Date* and/or *End Date* that falls within the review period.

Consulting Activities

Consulting/Outside Professional Activities

Provide a *Start Date* and/or *End Date* that falls within the review period.

Diversity Activities Related to Professional Service (see APM 210)

Diversity Activities

Select “Professional Service” as the *Scope of Activity*. Provide a *Start Date* and/or *End Date* that falls within the review period.

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UNIVERSITY SERVICE & UC SYSTEM-WIDE SERVICE

University Service/System-wide - Academic Senate, Administrative Service; Senate Assembly; MRU, UCOP

UCI Campus/UC System-wide Service

Select “UC System-wide” from the *UCI or UC System-wide?* drop-down menu. Provide a *Start Date* and/or *End Date* that falls within the review period.

University Service/Campus - Academic Senate and Administrative Service:

UCI Campus/UC System-wide Service

Select “UCI” from the *UCI or UC System-wide?* drop-down menu. Provide a *Start Date* and/or *End Date* that falls within the review period.

University Service/School

UCI School/College Service

Provide a *Start Date* and/or *End Date* that falls within the review period.

University Service/Department

UCI Department Service

Provide a *Start Date* and/or *End Date* that falls within the review period.

Diversity Activities Related to Service (see APM 210)

Diversity Activities

Select “UC Service” as the *Scope of Activity*. Provide a *Start Date* and/or *End Date* that falls within the review period.