myData to Review Profile Section Mapping Cheat Sheet

Red underlined text represents myData activity links located on the main “Manage Activities” screen.

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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

Licenses or Permits

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

PREVIOUS APPLICABLE ACADEMIC EMPLOYMENT

UCI:

<table>
<thead>
<tr>
<th>PERIOD</th>
<th>TITLE</th>
<th>STEP</th>
<th>TIME</th>
<th>DEPARTMENT</th>
</tr>
</thead>
</table>

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

<table>
<thead>
<tr>
<th>QTR/YR</th>
<th>COURSE #</th>
<th>TITLE</th>
<th>ENROLLMENT</th>
<th>#INSTS</th>
<th>%</th>
</tr>
</thead>
</table>

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

<table>
<thead>
<tr>
<th>DESCRIPTION</th>
<th>NUMBER OF STUDENTS</th>
<th>DATES</th>
<th>NUMBER OF HOURS/DAYS</th>
</tr>
</thead>
</table>

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)

<table>
<thead>
<tr>
<th>DESCRIPTION</th>
<th>NUMBER OF STUDENTS</th>
<th>DATES</th>
<th>NUMBER OF HOURS/DAYS</th>
</tr>
</thead>
</table>

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.
(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.
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

<table>
<thead>
<tr>
<th>Previously Submitted?</th>
<th>FUNDING SOURCE/NUMBER</th>
<th>ROLE*</th>
<th>AMOUNT** (T) Total (D) Direct</th>
<th>Date Span of Award</th>
</tr>
</thead>
</table>

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

<table>
<thead>
<tr>
<th>Previously Submitted?</th>
<th>AWARD INSTITUTION OR AGENCY/NUMBER</th>
<th>ROLE*</th>
<th>AMOUNT OF ALLOCATED RESOURCE</th>
<th>Date Span of Award</th>
</tr>
</thead>
</table>

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.
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.
**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
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.