# myData: Review Profile Report

The Review Profile Report can be found in *Rapid Reports*, and is used when a faculty member is undergoing a merit review.

**Manage Activities**
- Rapid Reports
- PasteBoard
- Manage Data
- Run Reports
- Usage Statistics
- Help

- Click on the *Rapid Reports* menu link.
- Select the *Review Profile Report.*
- Identify your *Review Period Start/End Date.*
- Click on the **Run Report** button to download the report.

**Rapid Reports** ✕

Select a report template, date range and file format, then run the report.
**Rapid Reports are generated using only your own data.**

| | |
|---|---|
| Report | Review Profile |
| Start Date | Oct ▼ 01 ▼ 2014 ▼ |
| End Date | Sep ▼ 30 ▼ 2016 ▼ |
| File Format | Microsoft Word ▼ |

Note: Changes to Microsoft Word reports do not change data in the system.

[ Cancel ]  [ Run Report ]

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# myData: Review Profile Rank History Report

The Review Profile Rank History Report can be found in *Run Reports*, and is used when a faculty member is undergoing a mid-career appraisal, promotion, promotion to tenure, postponement of tenure, five year review, advancement to step VI or advancement to above scale action.

**Manage Activities**
- Rapid Reports
- PasteBoard
- Manage Data
- Run Reports

- Click on the *Run Reports* menu link.
- Select the *Review Profile Rank History Report.*
- Identify your *Review Period Start/End Date.*
- **Whom to Include (for staff members only):** Click on the "Change Selection" link, Then click "Individual" arrow. Select faculty member and click the "Save" box.
- Enter the **begin date of new activity since your last review period.**
- Click on the **Run Report** button to download the report.

## Run Reports

[ 🔄 Run Report ]

**1 Report**

Review Profile_Rank History ▼

Download this report's template

**2 Date Range**
| | | | |
|---|---|---|---|
| Start Date | Oct ▼ | 01 ▼ | 2011 ▼ |
| End Date | Sep ▼ | 30 ▼ | 2016 ▼ |

**3 Whom to Include**

Users Selected by  **All**  Change Selection

Include These Accounts  Enabled Only ▼

**4 Report Options**

✱ **a)** Citation Style:  APA ▼

✱ **b)** Begin Date of New Activity Since Last Review. Publications and Grants listed before the "Begin Date of New Activity Since Last Review" date will appear as being previously submitted.

October ▼  1 , 2014

**5 File Format**

File Format  Microsoft Word (.doc) ▼

Changes made to the Microsoft Word document **will not** be reflected in the system.

Page Size  Letter ▼