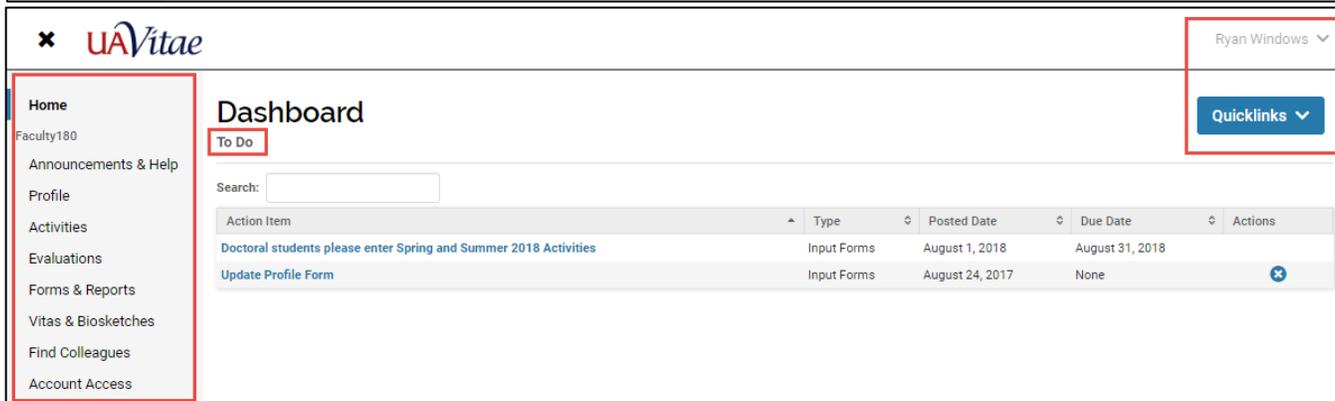
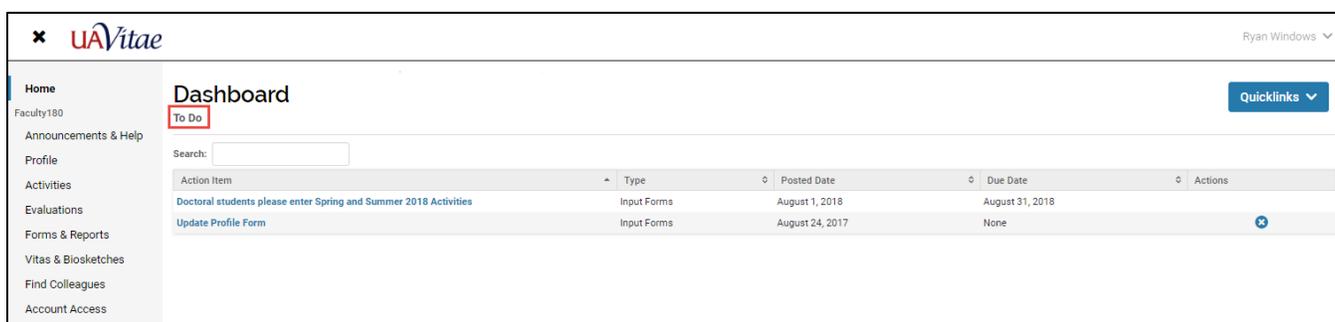


UA Vitae Quick Start Guide

What is UA Vitae?

UA Vitae is an online faculty activity reporting system that is also available to doctoral students. The system provides a single convenient place for you to archive your achievements, including data about teaching, research, service, and other activities.

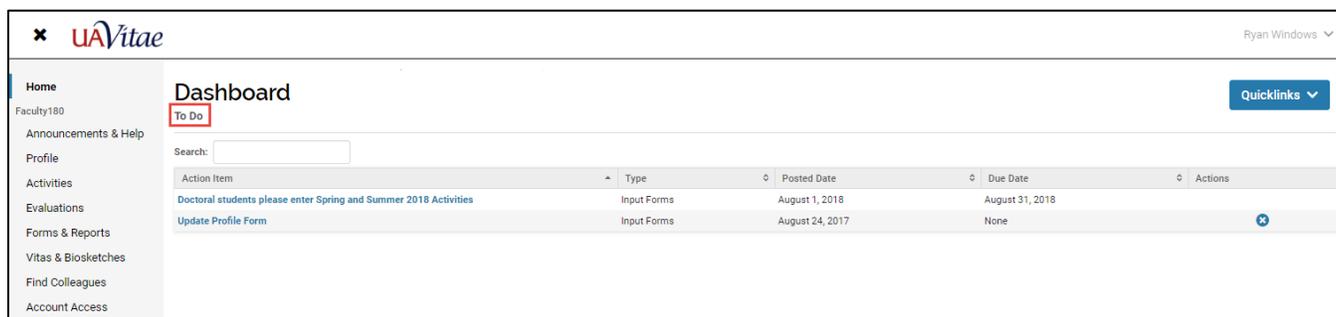
The **Dashboard** is your entry into the UA Vitae system. Dashboard functions can be accessed from left sidebar navigation or the center dashboard.



Sidebar navigation sections include:

- **Announcements and Help:** Updates from Interfolio, the UA Vitae team, or your unit.
- **Profile:** Biographical information imported from UAccess Employee and UAccess Student; you can add additional profile information such as degrees, biographical statement, research interests, etc.
- **Activities:** View, enter and edit data about your activities. Data about credit-bearing courses and Grants and Contracts are imported from campus systems.
- **Evaluations:** View your evaluations, or perform peer/supervisor evaluations for your unit.
- **Forms and Reports:** View, enter and edit data about your activities for a specific Activity Input period; generate reports on your own activities.

- **Vitas & Biosketches:** Generate your annual review summary, departmental and custom personal vitas and biosketches from your data. Vitas and biosketches can be shared electronically, printed, and generated in Microsoft Word and PDF formats.
- **Find Colleagues:** Search for other faculty members by interests, department, or keywords.
- **Account Access:** Allows you to grant other users access to your account and displays other accounts to which you have been granted access.



Dashboard navigation sections in the above screenshot include:

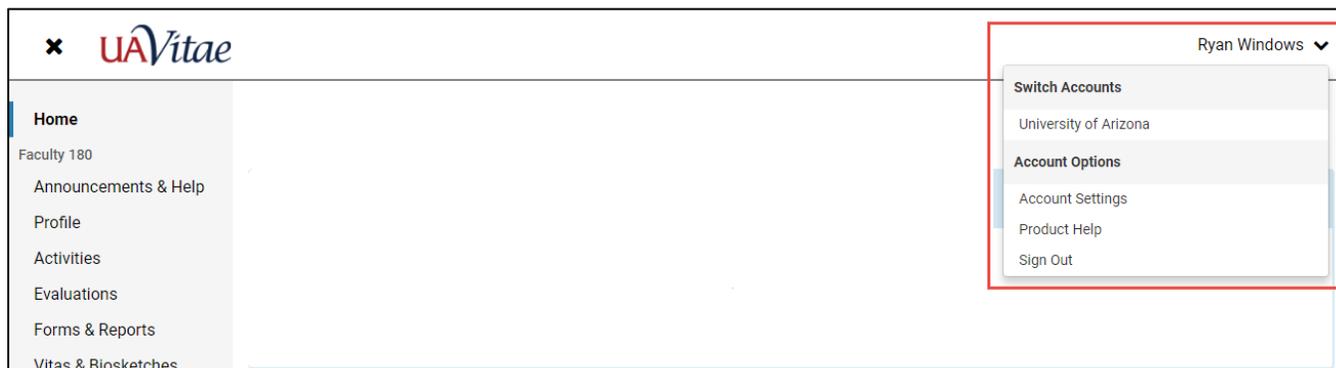
- **To Do:** Messages about Action Items with Due Dates. During the review period, you will see **Action Items** here.

Additional navigation features in the top right corner include:

- **Quicklinks:** Bookmark pages frequently used; for example, publication activities.

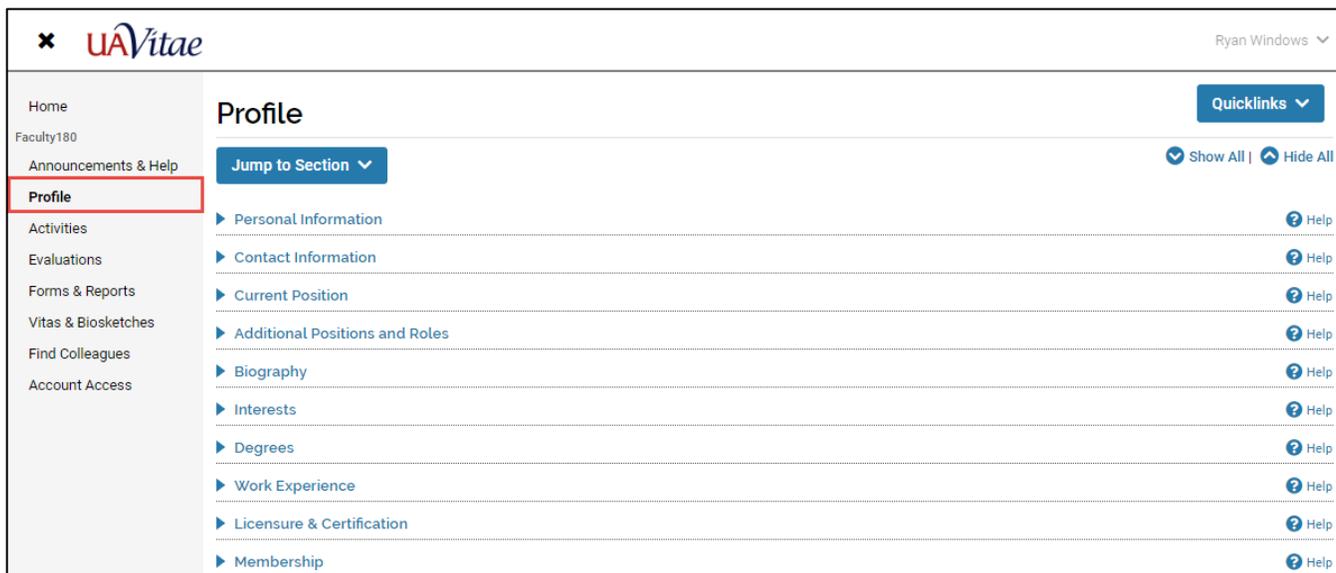


- **User Name Button:** Provides links to the **Account Settings**, **Product Help** and allows users to **Sign out**.



Get Started – Profile Data

Review and verify biographical data in the **Profile** section. Personal information, contact information, and current position/student status are populated with data from UAccess Employee and UAccess Student.



From the left [navigation sidebar](#), click on '**Profile**' to view your data. Navigation displays the available sections. Note the Help links for additional information in each section.

The screenshot shows the UAVitae web application interface. At the top left is the UAVitae logo. In the top right, there is a user name 'Ryan Windows' and a dropdown arrow. Below the logo is a navigation sidebar with the following items: Home, Faculty180, Announcements & Help, **Profile** (highlighted with a red box), Activities, Evaluations, Forms & Reports, Vitas & Biosketches, Find Colleagues, and Account Access. The main content area is titled 'Profile' and features a 'Jump to Section' dropdown menu. To the right of the main content are 'Quicklinks' and 'Show All | Hide All' options. The profile sections listed are: Personal Information, Contact Information, Current Position, Additional Positions and Roles, Biography, Interests, Degrees, Work Experience, Licensure & Certification, and Membership. Each section has a right-pointing arrow and a 'Help' icon.

Get Started – Teaching Data

If you're teaching classes, review and verify course and Teacher Course Evaluation (TCE) information through the **Activities** tab and navigate to **Teaching: Credit Bearing Courses**. Click the 'View Teaching' button and select the date range to view course information.

Course and TCE report information can also be viewed during the Initiated Activity Input period, covering a time frame determined by your unit. This may be a single semester, multiple semesters, or an entire year (Spring through Winter semesters.)

FORMS & REPORTS

Teaching: Credit Bearing Courses

Data provided by UAccess Student for courses with an enrollment of at least one student. Errors should be reported to the college and/or department coordinator for instruction. Notation of any errors can be made in the comment section available during the "Evaluation Input Period" for the department/college. The "group courses" option can be used to group variable unit courses or cross-listed courses, as a single entity; using this option will sum the total number of students enrolled in the courses selected for grouping.

Definitions:

- Course - displays the course, section number, component type and variable units (if applicable); variable unit courses are listed with the enrollment and credit hours for each number of credit hours where students were enrolled
- Course Title - displays the name of the course
- Credit Hours - displays the number of units associated with the course component
- Enrollment - displays the student enrollment as of the last day of the course
- Percent Contribution - displays the decimal equivalent for the faculty member's teaching contribution for the given course (e.g. 100%=1, 50%=.5)
- Student Credit Hours - calculated as (credit hours * enrollment * percent contribution)
- Classifications - provides access to additional data fields related to a particular course (number of classifications may vary between users based on customizations from the college and/or department)

Course	Course Title	Teaching Load	Credit Hours	Enrollment	Teaching Responsibility (in decimal)	Student Credit Hours

Course Attachments

Course	Syllabus	Course Evaluation	Peer Evaluation	Other
		1		
		1		
		2		

The course data displayed in the **Initiated Activity Input Forms** includes an open comment box for each semester. This comment box can be used to report erroneous data, provide comments about the semester's courses, or for any comments that you wish to share regarding the semester's courses.

Get Started – Activities

During a review period, enter data about your activities (e.g. teaching, research, and service) using the **input form** on your dashboard or in the **Initiated Activity Input Forms** section of **Forms & Reports**. Please make sure to do so by the **Due Date** associated with the form.

UAVitae Ryan Windows

Home Quicklinks

Faculty180

Announcements & Help

Profile

Activities

Evaluations

Forms & Reports

Vitas & Biosketches

Find Colleagues

Account Access

Dashboard

To Do

Search:

Action Item	Type	Posted Date	Due Date	Actions
Doctoral students please enter Spring and Summer 2018 Activities	Input Forms	August 1, 2018	August 31, 2018	
Update Profile Form	Input Forms	August 24, 2017	None	✕

OR

UAVitae Ryan Windows

Home Quicklinks

Faculty180

Announcements & Help

Profile

Activities

Evaluations

Forms & Reports

Vitas & Biosketches

Find Colleagues

Account Access

Forms & Reports

Forms

Custom Input Forms - None Available

Printable Classification Forms - None Available

Initiated Activity Input Forms

Initiated process	Status
Doctoral students please enter Spring and Summer 2018 Activities	Pending

Reports

Prior Activity Input Forms

"My Activities" Reporting

UAVitae Ryan Windows

University of Arizona - Sandbox DEV1 Copied(7/30/2018)

Home Quicklinks

Faculty180

Announcements & Help

Profile

Activities

Evaluations

Forms & Reports

Vitas & Biosketches

Find Colleagues

Account Access

Activity Input

[Jump to Section](#) [Show All](#) | [Hide All](#)

Grad Coll: Spring and Summer 2018
Summer 2008 - Fall 2023

[Submit For Review](#) [Save and Go Back](#) [Preview CV](#)

Instructions

Please review all the information below. When all sections have been confirmed, click "Submit For Review."

GRAD COLL: Degree Milestones

Academic Plan	Milestone	Milestone Level	Milestone Status	Start Semester
No data available in table				

[View All](#)

GRAD COLL: Academic Progress Achievements

Achievement	Start Semester	Actions
No data available in table		

[Add](#) [View All](#)

GRAD COLL: Academic Goals

Academic Goal	Target Deadline (Mo/Yr)	Date Accomplished (Mo/Yr)	Start Semester	Actions
No data available in table				

Enter activities by semester; for activities that are ongoing, select an end date of “**Present**” to ensure the activity carries forward to future evaluation periods. Required fields are marked with an asterisk. *Doctoral students should complete input forms beginning with **GRAD COLL:** in addition to any other forms that are pertinent to their scholarly pursuits.* As indicated earlier, some of the forms may already have data populated from UAccess Employee or UAccess Student. For example, Grad College: Degree Milestones will contain milestone data from UAccess Student if GradPath forms have been submitted and approved.

Note that **Display thru API?** allows you to determine whether this activity will be displayed in UA Profiles (<https://profiles.arizona.edu/>). Select ‘**No**’ to keep the activity from being included in your Profile.

When you have finished entering activities for all sections, use the **Preview CV** button to review the activities that will be submitted for review. When you are satisfied that all activities are included, use the **Submit for Review** button to submit the activities for review.

The **Submit for Review** button will only be available on Input Forms associated with a review, but you don’t have to wait for a review period to enter activities. You may do so at any time by using the **Activities** link on the left sidebar. When a review is occurring, activities that match the time period designated for the review will carry over onto the input form associated with the review. For example, in the spring of 2016 you entered an academic goal of completing your coursework by fall of 2018. When your Fall and Winter 2018 review becomes active, and you access it through the link on your dashboard, that academic goal will automatically be

populated to the Input Form associated with the review and the **Submit for Review** button will be available.

You may view data at any time in a number of different ways. Under **Vitas & Biosketches**, for example, you can access your Review Summary or create and access your personal CV or biosketch. Under **Forms & Reports**, you can get counts of your individual activities and view **Prior Activity Input Forms** submitted as part of previous review processes.

Vitas & Biosketches

Vita Admin

Search:

Name	Description	Unit	View	Actions
GRAD COLL: Student Activity Summary	This vita displays academic and professional activities entered by students. It includes custom sections from the Graduate College pertaining to academic progress and funding, in addition, to traditional activity sections such as teaching, sponsored projects, and scholarly publications. This vita is intended to be utilized by students, faculty advisors, academic programs and graduate college personnel. You have access to this vita template if you have a formal affiliation with the Graduate College or one of its programs.	Graduate College		
P&T Dossier Section 1: Summary Data Sheet	Completes the P&T Dossier, Section 1: Summary Data Sheet. Data is pulled from the Profile Section and from a custom form managed by the Office of the Vice Provost for Faculty Affairs. For more information, refer to the dossier template and guidelines at http://facultyaffairs.arizona.edu/promotion-and-tenure .	University		
P&T Dossier Section 2: Summary of Candidate's Workload Assignment	Completes the P&T Dossier, Section 2: Summary of Candidate's Workload Assignment. Data for this summary is pulled from the faculty members 'Activity Distribution' section and from a custom form managed by the Office of the Vice Provost for Faculty Affairs. For more information, refer to the dossier template and guidelines at http://facultyaffairs.arizona.edu/promotion-and-tenure .	University		
P&T Dossier Section 4: Curriculum Vitae	This vita summary pulls items that are part of the University P&T Dossier (Section 4): Curriculum Vitae. This template may not reflect custom department or college sections or fields. The formal dossier template can be viewed at http://facultyaffairs.arizona.edu/promotion-and-tenure .	University		
P&T Dossier Section 6: Teaching Portfolio (Supporting Documentation)	Provides supporting documentation for the P&T Dossier, Section 6: Teaching Portfolio. For more information, refer to the dossier template and guidelines at http://facultyaffairs.arizona.edu/promotion-and-tenure .	University		
UA Profiles Directory	The UA Profiles Directory Listing provides a brief profile view utilizing the information also shared with the UA Profiles service. This view is utilized for the Faculty Search function in UA Vitae and for the new UA Profiles service (coming fall 2016 - see usprofiles.arizona.edu). <ul style="list-style-type: none"> Individual items can be omitted from displaying on the UA Profiles site, by editing an item and marking 'No' on the 'Display through API' option for the given item. Updates make take up to 24 hours to appear on the UA Profiles site. Empty sections <u>will display</u> in this preview as a means to indicate where data can be entered, but empty sections <u>will not display</u> on the UA Profiles site. UA Profiles includes the following sections: <ul style="list-style-type: none"> Contact Info, Current Position, Biography, Research/Teaching Interests, Chronology of Employment, Chronology of Education, Professional Licensures & Certifications, Honors, Awards, and Fellowships, Scholarly Contributions and Creative Productions (with a status of "Completed/Published"). 	University		
UNIV Standard Vitae Sections (All university-level sections)	The University Standard Section report will allow you to view items from your Profile and Activity Input forms held at a university-level. Empty sections will be shown. College or department level customizations may not be reflected in this view.	University		

Forms & Reports

Forms

Custom Input Forms - None Available

Printable Classification Forms - None Available

Initiated Activity Input Forms

Initiated process	Status
Doctoral students please enter Spring and Summer 2018 Activities	Pending

Reports

Prior Activity Input Forms

"My Activities" Reporting