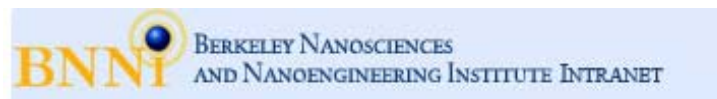


Our Unit: Progress Report



Our Unit: Growth

Growing in ***number of people and units helped*** – in last year, added Goldman School, Graduate School of Education, Energy Bioscience Institute, new RES units, Vice Chancellor Equity & Inclusion, Cal Performances, College of Environmental Design, and, in progress, Chemistry.

In L&S, the following departments used the search feature for ~90 searches:

African American Studies
Anthropology
Buddhist Studies
College Writing Programs
Demography
Earth & Planetary Science
East Asian Languages and Cultures
Economics
English
Ethnic Studies
Geography
History

Integrative Biology
International and Area Studies
Linguistics
Mathematics
Molecular & Cell Biology
Philosophy
Physics
Political Science
Psychology
Sociology
Statistics

Our Unit Uses August 19, 2008

Plant & Microbial Biology

19,890 orders since July 6, 2004 \$8,859,682.73
6 faculty searches
18 graduate admissions searches (3 divisions, domestic & international)
11 merit case reviews
887 users, 173 of whom are unit heads e.g. faculty.

ESPM, NST, ARE (rest of College of Natural Resources departments)

2,932 orders since Dec 6, 2006 \$1,891,030.51
41 faculty searches and proposals
23 graduate admissions searches
4 position searches
1 awards search
21 merit case reviews
1,460 users, 214 of whom are unit heads e.g. faculty.

Research Enterprise Services, incl. Quantitative Biomedical Institute

13,347 orders since July 21, 2006 \$27,805,969.93
8 faculty searches
1 DE graduate admissions searches
4 position searches
814 users, of whom 137 are faculty/unit heads

College of Letters & Science (since Dec 2006 start)

91 faculty searches
31 graduate admissions
1 position search
8 award searches
33 merit case review
109 orders since November 30, 2007 \$177,922.42 (IB and Math.)
1,595 users, of whom 474 are faculty/unit heads

College of Environmental Design (since July 2008 start)

1 faculty search
87 users, of whom 67 are faculty/unit heads

School of Information

5 faculty searches
5 graduate admission searches
1 position search
84 users, of whom 16 are faculty

School of Public Health (since July 2007 start)

7 faculty searches
1 merit case review
1 position search
173 users, of whom 104 are faculty

School of Optometry since December 2007 start)

114 orders since December 12, 2007 \$56,381.49

75 users of whom 29 are faculty

Goldman School of Public Policy (since November 2007 start)

1 faculty searches

2 PPIA searches

16 users of whom 8 are faculty

Graduate School of Education (since November 2007 start)

6 faculty searches

46 users of whom 34 are faculty

Energy Biosciences Institute (since April 2008 start)

2 position searches

86 users of whom 30 are faculty

Helen Wills Neuroscience Institute (since January, 2005 start)

17 faculty searches

14 graduate admissions searches (domestic & International, various majors)

292 orders - pilot since May 15, 2007 \$156,313.64

268 users, of whom 106 are faculty

Institute of Urban and Regional Studies (since July 2007 start)

2 faculty searches

1 award search (Terner Prize)

28 users, of whom 12 are faculty

Berkeley Nanosciences and Nanoengineering Institute

3 faculty searches

2 position searches

31 active users, of whom 25 are faculty

**Chancellor's Office, Vice Chancellors, Vice Provosts, Office of Faculty Equity,
IST, CSAC, Cal Performances**

46 Dean or AVC or other position searches

2 IST searches

5 award searches

2 CSAC membership searches

30 searches related to Chancellor's postdoctoral fellowship - OFE

298 users

Totals:

457 **searches**

36,684 **orders** amount \$38,947,300.72

5,948 **users**

Our Unit: Growth, continued

Growing in ***features suggested by people like you, delivered*** in frequent releases (see six page list of News items since last ABOG meeting 9/07)

Growing in ***systems of record that have allowed read only access***

- CSIR view of courses taught by faculty members, GSI, GSR
- HR-BAIRS view of people's distributions on chartstrings
- Graduate Division view of graduate applicants' letters of reference, SOP, PH
- coming soon – email send of scanned TRV/ENT with receipts to Disbursements instead of mailing paper

Our Unit pulls from course data

- Uses web services to get information about courses taught by whom, when, across departments if needed
- Used to
 - Populate courses taught on faculty pages
 - Department history of courses taught,
 - Create Biobib report on courses taught
 - Linked to teaching evaluation reports
 - Create merit case report on courses taught

Thanks very much to business data owners such as W. Wong for permitting access 😊

Example of course data – faculty page



Robert Levenson

Professor
 Director, Institute of Personality and Social Research, Berkeley Psychophysiology Lab
 PhD Community Psychology Vanderbilt University, 1974
 B.A. Political Science Georgetown University, 1969



3415 Tolman
 Berkeley, California 94720
boblev@accrates.berkeley.edu
 office: 510-642-2055 lab: 510-642-2055 fax: 510-642-5293

[Web site](#) [Outreach web site](#) [CV](#) [Recent publications](#) [People](#)

Human psychophysiology and affective neuroscience

Robert W. Levenson works in the areas of human psychophysiology and affective neuroscience, both of which involve studying the interplay between psychological and physiological processes. Much of his work focuses on the nature of human emotion, in terms of its physiological manifestations, variations in emotion associated with age, gender, culture and clinical pathology, and the role emotion plays in interpersonal interactions. Dr. Levenson's research group is currently focusing primarily on two major projects: a study of emotion and aging and a study of the impact of neurodegenerative diseases on emotional functioning, both supported by grants from the National Institute of Aging

Emotion and aging

The centerpiece of this work has been an ongoing longitudinal study of a large sample of long-term first marriages in middle and old age. This work uses an observational methodology in which couples come to the laboratory and engage in naturalistic discussions about important topics related to their relationship. These interactions are studied to determine if there are signs in emotional experience, behavior, language, and physiology that can be used to discriminate between the interactions of couples who are satisfied and dissatisfied with their relationships, to discriminate between couples at different stages of the life span, and to predict what will happen to the level of couples' relationship satisfaction over time. Couples are studied as they progress through prototypical later-life transitions (children leaving home for middle-aged couples, retirement and health changes for older couples), trying to determine what kinds of couples fare well as they cope with these transitions and what kinds of couples fare poorly.

The other focus of this work is to learn about normative changes in emotion that occur with age. Here, emotional reactivity, emotional regulation, and emotional knowledge/understanding are assessed in the laboratory in participants at different ages (cross-sectionally and longitudinally) to determine how human emotions change as we age. Unlike many other aspects of human functioning which show pronounced declines with age (e.g., memory, psychomotor skills), certain aspects of emotional functioning appear to be relatively spared as we age, and some even show signs of continuing improvement and positive development in late life.

Recent Teaching

- 130 - Clinical Psychology
- 197 - Field Study in Psychology
- 199 - Supervised Independent Study and Research
- 237G - Intervention: Specialty Clinics
- 290J - Social
- 299 - Research

Also recorded in unit teaching history

2007-Fall Section code*	001	CCN	74360	Section type*	Lecture
Room*	0100	Building*	GPB	Primary section?	Yes
Date start yyyy-mm-dd*	2007-08-27	Date ended*	2007-12-10	Enrolled*	176
				Max may enroll*	226
Minimum Units*	3.0	Maximum Units*	3.0	Barcode	07D74360
Enter the days this section meets at a particular time using M T W T H F e.g. MWF Use 24 hour times e.g. 1300 for 1 pm.					
Days meets	M W	Time start	1400	Time ends	1500
				Delete meeting?	No
Add another meeting time for this section					
Enter the name of a person teaching or otherwise associated with this section, select the role, and percent taught. Use 0 percent taught if a student, not instructing.					
First name*	Robert	Initial		Last name*	Levenson
Role*	Faculty	Percent taught*	100	Delete person?	No
Comments					Add person to section

Example of course data – Unit history

UNIVERSITY OF CALIFORNIA BERKELEY

Our Unit - ePSYCHOLOGY

College of Letters & Science
University of California, Berkeley

[News](#) [Our Unit](#) [Recruiting, Cases, Awards](#) [People & Courses](#) [Purchasing Reimbursement](#)

Our Unit - Maintain Courses - Courses taught by our faculty

Click the current (or former) course you want to edit.

- [Psych - 1 - General Psychology](#)
- [Psych - 2 - Principles of Psychology](#)
- [Psych - 24 - Freshman Seminars](#)
- [Psych - 39E - Freshman/Sophomore Seminar](#)
- [Psych - 98 - Supervised Group Study](#)
- [Psych - 99 - Supervised Independent Study and Research](#)
- [Psych - 101 - Research and Data Analysis in Psychology](#)
- [Psych - 106 - Psychology of Dreams](#)
- [Psych - 107 - Buddhist Psychology](#)
- [Psych - 109 - History of Psychology](#)
- [Psych - 110 - Introduction to Biological Psychology](#)
- [Psych - C113 - Biological Clocks: Physiology and Behavior](#)
- [Psych - 114 - Biology of Learning and Neural Plasticity](#)
- [Psych - C115B - Animal Behavior](#)
- [Psych - C116 - Hormones and Behavior](#)
- [Psych - 117 - Human Neuropsychology](#)
- [Psych - C120 - Basic Issues in Cognition](#)
- [Psych - 121 - Animal Cognition](#)
- [Psych - 122 - Introduction to Human Learning and Memory](#)
- [Psych - C123 - Computational Models of Cognition](#)
- [Psych - C124 - Psycholinguistics](#)
- [Psych - 125 - The Developing Brain](#)
- [Psych - C126 - Perception](#)
- [Psych - C127 - Cognitive Neuroscience](#)
- [Psych - 128 - Topical Seminars in Cognitive Psychology](#)
- [Psych - 130 - Clinical Psychology](#)
- [Psych - 131 - Developmental Psychopathology](#)
- [Psych - 133 - Psychology of Sleep](#)

Course name* <input type="text" value="Psychology of Sleep"/>					
Course code (3 part) Prefix e.g. C	<input type="text"/>	Code	<input type="text" value="133"/>	Suffix e.g. L	<input type="text"/>
Crosslisted as <input type="text"/>					
Department* <input type="text" value="Psychology"/>					
Course URL <input type="text"/>					
Comments re course <input "="" type="text" value="This course has two primary goals: (1) to provide a basic introduction to the study of sleep and an overview of sleep measurement,"/>					
2008-Fall Section code*	<input type="text" value="001"/>	CCN	<input type="text" value="74423"/>	Section type*	<input type="text" value="Lecture"/>
Room*	<input type="text" value="0100"/>	Building*	<input type="text" value="GPB"/>	Primary section?	<input type="text" value="Yes"/>
Date start yyyy-mm-dd*	<input type="text" value="2008-08-27"/>	Date ended*	<input type="text" value="2008-12-10"/>	Enrolled*	<input type="text" value="178"/>
				Max may enroll*	<input type="text" value="225"/>
Minimum Units*	<input type="text" value="3.0"/>	Maximum Units*	<input type="text" value="3.0"/>	Barcode	<input type="text" value="08D74423"/>
Enter the days this section meets at a particular time using M T W T H F e.g. MWF Use 24 hour times e.g. 1300 for 1 pm.					
Days meets	<input type="text" value="M W"/>	Time start	<input type="text" value="1400"/>	Time ends	<input type="text" value="1500"/>
				Delete meeting?	<input type="text" value="No"/>
<input type="button" value="Add another meeting time for this section"/>					
Enter the name of a person teaching or otherwise associated with this section, select the role, and percent taught. Use 0 percent taught if a student, not instructing.					
First name*	<input type="text" value="Allison"/>	Initial	<input type="text"/>	Last name*	<input type="text" value="Harvey"/>
Role*	<input type="text" value="Faculty"/>	Percent taught*	<input type="text" value="100"/>	Delete person?	<input type="text" value="No"/>

Nancy Schimmelman

August, 2008

Example of course data – Biobib

Courses taught - Robert Levenson

Semester & year	Course & title	Number of units	Registered enrollment	Days taught and times	Percent taught	Evaluations
Upper Division Courses						
F07	Psych 130: Clinical Psychology	3	176	M W 1400-1500	100	
F07	Psych 197: Field Study in Psychology	1-3	1		100	
Sp08	Psych 199: Supervised Independent Study and Research	1-3	1		100	
Sp08	Psych 199: Supervised Independent Study and Research	1-3	1		100	
F07	Psych 199: Supervised Independent Study and Research	1-3	4		100	
Sp07	Psych 199: Supervised Independent Study and Research	1-3	1		100	
Sp07	Psych 199: Supervised Independent Study and Research	1-3	6		100	
F06	Psych 199: Supervised Independent Study and Research	1-3	5		100	
Sp06	Psych 199: Supervised Independent Study and Research	1-3	6		100	
Graduate Courses						
Sp07	Psych 237G: Intervention: Specialty Clinics	1-2	2	W 1800-2000	100	
F06	Psych 237G: Intervention: Specialty Clinics	1-2	2		100	
Sp08	Psych 290J: Social	2	3	T 1100-1400	100	
Sp07	Psych 290J: Social	2	4	T 1100-1400	100	
Sp06	Psych 290J: Social	2	9	T 1100-1400	100	
F08	Psych 299: Research	1-12	4		100	
Sp08	Psych 299: Research	1-12	12		100	
F07	Psych 299: Research	1-12	12		100	

Example of course data

Teaching Evaluations

Evaluation report - Fall

PMB Section: 001 - CCN:
 Enrollment: Responses:

Question	Minimum possible score: 1	Maximum possible: 7	Min	Max	Average
1	Instructor is well prepared. Course is well organized.		6.0	7.0	6.83
2	Instructor explains difficult material clearly and thoroughly.		4.0	7.0	6.29
3	Emphasizes conceptual understanding.		4.0	7.0	6.51
4	Identifies what he/she considers important.		5.0	7.0	6.43
5	Knows if class is understanding him/her or not.		3.0	7.0	5.80
8	GENERAL EFFECTIVENESS OF THE INSTRUCTOR: Considering the limitations and the possibilities of the subject matter, how would you rate the instructor's overall effectiveness?		5.0	7.0	6.49

9 EDUCATIONAL VALUE OF COURSE: comparison to others taken at this univ

[Question 6](#) - Which part of the course did you find least interesting?

[Question 7](#) - How could the course be taught more differently? What single change would you suggest?

[Question 10](#) - Comments.

6. Which part of the course did you find to be the most interesting and which part did you find to be the least interesting?
Keep Comments in Box
 When he broke it down to small chemistry and physics, was the most interesting.

6. Which part of the course did you find to be the most interesting and which part did you find to be the least interesting?
Keep Comments in Box
 Most interesting was structural diagrams of transmembrane protein complexes. Also, evolution of systems and what was conserved.

Example of course data - Merit cases

Table 1. Classroom Teaching (number of students enrolled in parentheses)

Year	Semester	Lecture Courses	Seminar Courses	Special Study
2005-06	Spring		Psych 24 (14), 1 units Psych 168 (24), 3 units Psych 293 (20), 2 units	Psych H195B (1) Psych 197 (1) Psych 199 (20) Psych 299 (5) Psych 199 (2)
	Fall	Psych 160 (208), 3 units	Psych 24 (21), 1 units	Psych H195A (1) Psych H195B (1) Psych 199 (13) Psych 299 (7)
2006-07	Spring		Psych 168 (20), 3 units Psych 290J (4), 2 units	Psych H195B (1) Psych 199 (9) Psych 299 (5) Psych 199 (3)
	Fall			Psych 199 (9) Psych 199 (1) Psych 299 (5)
2007-08	Spring			
	Fall	Psych 160 (215), 3 units		Psych 299 (1)
Fieldwork Courses:				
	Psych 197	Field Study in Psychology		
Independent Study Courses:				
	Psych 99	Supervised Independent Study and Research		
	Psych H195A	Special Study for Honors Candidates		

Our Unit pulls from HR-BAIRS

- Uses web services to get information about people and distributions
- Used to
 - Populate database with people eligible to use your Our Unit, based on unexpired distribution
 - Update chartstrings eligible for spending request selection
 - When updating, notifies re jobcodes to pull, awards to add

Example of HR-BAIRS data – Person



UNIVERSITY OF CALIFORNIA BERKELEY

Our Unit - ePSYCHOLOGY

College of Letters & Science
University of California, Berkeley

Psychology Search site People Finder

News Our Unit Recruiting, Cases, Awards People & Courses Purchasing Reimbursement Resources Forms Logoff

Our Unit - People - Edit person - Edit appointments & chartstrings for Frances Katsuura

This page lets you add or update an appointment linked to a chartstring for *for use on this server*. If you make changes, click Save information. Please work with HR to make corresponding appointment changes in HRMS for payroll.

For each appointment, please enter at least the fund number, org, program, flexfield, Date start this funding, and select a job code with title. (Required fields have *) For appointments without end dates, use 0000-00-00 for the Date end funding. You may leave the Account field as 0.

Account	Fund*	Org*	Program*	Project	Flexfield*
51010	19900	13290	40		
Delete this appointment?	Date start this funding*	Date end this funding*	Job code and title*		
N	2006-10-01	0000-00-00	0280U Manager (Functional Area)		
Account	Fund*	Org*	Program*	Project	Flexfield*
51010	19900	13290	40	SYADM	
Delete this appointment?	Date start this funding*	Date end this funding*	Job code and title*		
N	2006-10-01	0000-00-00	0280U Manager (Functional Area)		
Account	Fund*	Org*	Program*	Project	Flexfield*
51010	19900	13290	40		SYADM
Delete this appointment?	Date start this funding*	Date end this funding*	Job code and title*		
N	2006-10-01	0000-00-00	0280U Manager (Functional Area)		

Add input areas for a new appointment

Save information

Our Unit allows Login if person has unexpired appointment or non-CalNet ID, or non-paid association with a unit.

Most people allowed to Login based on HR-BAIRS pulled data, or hand-entered Equivalent.

Our Unit uses data from Graduate Admissions

[Applicant information](#)
[Statement of Purpose](#)
[Personal History Statement](#)

Items loaded by staff for candidate:
 ranscriptCalPolyPomona.pdf 506k December 16 2007 16:46 [Delete file](#)

Files uploaded by candidate:
[cv.pdf](#) 92k December 21 2007 08:46 [Delete file](#)

Reference letters from writer(s) or staff upload:
 ORConnolly.pdf 84k December 14 2007 21:10 [Delete file](#)
 ORFleck.pdf 52k December 14 2007 21:10 [Delete file](#)
 ORStathopoulos.pdf 83k December 14 2007 21:10 [Delete file](#)

Second, please provide feedback on the candidate below.

You must click Update Ratings to store your feedback, as it will not get stored if you leave the page using another link first.

Should we short-list this person? Yes Maybe No Not yet rated

Should we consider this candidate a finalist? Yes No Not yet rated

Enter your comments about this candidate below. This site will display your comments anonymously unless you put identifying information in your comments.

[Update ratings](#)

[View comments for this candidate](#)

Select type of interview/evaluation: 2008 MB Search [Create or edit interview/evaluation report](#)




[Add or edit communication log entry for candidate](#)

[Update candidate](#)

[Return to candidate list](#)

Web-based, collaborative

Applicant information used to populate graduate admissions searches with candidate list, candidate information

Gender:	Male	Citizenship:	U.S.A.	Visa:			
Major:	Microbiology	Emphasis:		Ethnicity:	White, not of Hispanic origin, Unknown		
Edit ethnicity Edit major and emphasis							
Self-reported GPAs (no value or 0.0 means not reported)							
Undergrad:	3.89	Undergrad Upper Division:	3.84				
Undergrad Major:	3.86	Undergrad after 2nd year:	3.85				
Graduate GPA:				Edit GPAs			
Education	Degree	From	Until	Field of study			
California State Polytechnic University, Pomona	BS	2003-09-01	2008-06-01				
Edit Education, upload transcripts							
GRE							
Edit self-reported GREs							
Test date	Verbal score	Verbal %	Quant score	Quant %	Analytical score	Analytical %	Source
2007-09-01	610	87	730	79	0	0	self-reported
			Analy Wrtg	Analy Wrtg %	Wrtg Assess.	Wrtg Assess. %	
			5.00	73	0	0	
Test date	Verbal score	Verbal %	Quant score	Quant %	Analytical score	Analytical %	Source
2007-09-08	610	87	730	79	0	0	official
			Analy Wrtg	Analy Wrtg %	Wrtg Assess.	Wrtg Assess. %	
			5.00	73	0	0	
Reference	Affiliation	Rating (if letter received)	Best this year?	Best in 5 yrs?	Best in 10 yrs?	Best in __ yrs?	
							
Edit recommendations							
Faculty interest	Reason	Position	From	Until			
			2006-06-01	2006-08-01			
			2006-09-01	2007-06-01			
			2007-06-01	2008-06-01			
Edit employment							
Other graduate schools to which candidate applied							
Edit language proficiency							
Harvard and Radcliffe College							

Our Unit: New features

Let's go online and look at some of the new features.....

Thanks for all your great suggestions!!

Keep your eye on News page announcements.

New global navigation links - 10/8/07 - To make it easier for the occasional user to locate features, the global navigation bar has more words in the links for some features.

Locate people flagged as having left; User Guide for maintaining committees - 10/12/07
Human Resources will see a new link on the People page to allow locating people flagged as deleted or with duplicate uids, and on the Maintain committees page, a new User Guide.

Load your Our Unit history of courses taught from campus records - 10/16/07
People with Student Affairs or Human Resources privileges will see a new link on the Maintain Courses page to allow updating an Our Unit database with details about which courses were taught, when, where, and by whom, from Fall 2005 onward. This information then not only populates a searchable history of unit teaching, but also faculty pages with last three years of course taught, academic personnel cases Table 1, and the biobib-like teaching history faculty may view as part of updating a faculty page

Term, department names, course list, course section data REST services - 10/16/07
The REST-style web services that return XML for academic terms, department names, courses taught during a term by a department, and course section data may get used by interested programmers. Aron Roberts (IST) built a RESTful service that turns this data into iCalendar data, for inclusion in individual or institutional calendars.

Added Goldman School of Public Policy, Graduate School of Education – 10/19/07

Search enhancements - 11/1/07

- Copy candidate material to another search - someone with search administrator privileges may use new links on the candidate demographic page to copy a candidate and application material to another search e.g. sorting graduate admissions applicants into searches for divisions of a department, or postdoctoral fellowship applicants into departmental evaluation searches.
- Candidate count - the number of candidates gets displayed on the candidate list page, just above the names.
- A Date Registered report shows candidates sorted in order of date registered. For candidates who registered before this release, the earliest date they last changed one of their files was used for this value. Candidates who self-register will see the date first registered on those pages. Human Resources may edit this date.
- For Human Resources, a new link next to Application complete on the candidate demographic page formats an email that a search administrator may change before sending to let a candidate know an application has been tagged as complete, ready for review.
- Since some candidates apply to more than one search, the values saved for how the candidate heard about the search, the assessment of the candidate, and the date an application was flagged as complete have been stored linked to each search instead of with the candidate.

See applicant additional schools applied. Edit degree emphasis and major - 11/16/07
Search Committee members will now see the additional schools to which applicants said they applied. Search administrators may now edit degree emphasis and major for applicants.

Graduate applicant languages added, new bulk chartstring upload - 11/8/07

Search Committee members will now see language proficiency information supplied by applicants. Unit heads may now upload files containing chartstrings to remove or add, in bulk. The Intranet Data User Guide on the Our Unit, Upload data page, describes the needed input format and results.

Online purchasing enhancements - 11/20/07

- Allow storing more than 255 characters in Comments
- For supply orders, purchasing staff may now Save changes made to an order without moving the order the next stage of processing
- At ordering time, copy estimated to not-yet-set actual prices
- Display chartstring status to purchasing staff
- Display email of requestor or approver to staff as mailto link, if email in database
- Moved buttons for clone, send back, links for delete files to right side of
- Support for adding multiple lines at a time for travel reimbursement
- Changed default for car insurance to Y
- Added Returned, Partial, Vouchered item status

Number of files uploaded by candidates displayed - 11/20/07

The report that lists candidates in reverse order of date registered for a search now lists the number of files uploaded by a candidate, if that candidate application has not yet been marked complete. This should help search administrators quickly spot applicants that might be ready for review.

New search criteria for graduate applicants, new email list links

SAOs may set up graduate admissions searches and upload data - 11/29/07

Search committee members may now use degree sought and domestic/international citizenship as selection criteria for a graduate applicant report. The report now also shows gender, country of citizenship, and visa. Search administrators for graduate searches have new links to generate lists of emails for applicants seeking Ph.D. or Masters degrees

Reset password link for non-CalNetID - 11/26/07

If someone has a non-CalNet password configured. Human Resources will see a link on the Edit person page to allow entering a replacement non-CalNet password.

Search candidate self-registration password option - 12/5/07

A search administrator may use Update search to set an option to require applicants to supply a password when self-registering, or re-visiting the self-registration pages.

The administrator may reset a password to NULL to allow for re-entry if a candidate forgets a password

Display list of files and test results received - 12/5/07

Candidates for a search may self-register and see a list of files uploaded on the server by letter of reference writers and staff. For a graduate search, the page also lists the dates and the test results have been received, if the search administrator has done the extracted data uploads

Separate location for reference letters uploaded by staff - 12/5/07

When uploading candidate material, a search administrator now has an way to upload letters of reference into a reference letter folder. You have the option of hiding this folder from selected members of search committees.

Update preferences for a search - 12/14/07

On the Recruiting page, search committee members may edit search preferences for each search for which they have access. They may elect to only view applicants who have been flagged as having Application Complete by search administrators.

Search administrators have new options when adding or updating privileges for searches:

- Allow viewing of candidate material, but not voting or seeing rankings
- Hide letters of reference placed in the reference directory
- Designate a Chair or Co-Chair who may set assessments for faculty applicants on the Review comments and ratings - all candidates page
- Hide the candidate progress columns e.g. Made offer Y/N, on the candidate ranking page
- For themselves, ask for a confirmation prompt before deleting a candidate file or candidate

Made link to webmaster visible at non CalNet ID login - 1/4/08

Who has search access, and who voted? - 1/29/08

A search administrator may use a new link on an Update search page to View who has voting access to a search, as well as the number of candidates voted on by each person. The content of the short list and finalist votes remains anonymous.

Faculty who have had secondary affiliations set up with a unit will get listed as faculty interests for custom graduate applicant reports, and on the page for giving group access to a search.

Update jobcodes - 1/25/08

Units using online purchasing may update job steps, e.g. for GSI, GSR used in graduate student funding request calculations.

Pull from view of CSIR to update courses taught by faculty member - 2/5/08

People with Human Resources or Student Affairs Officer privileges may use a new link on the Maintain Courses page to pull courses taught information for individual faculty with primary appointments in their unit.

Someone with Human Resources privileges may use the link at the bottom of an academic personnel case plan to view a Table 1 report that displays courses taught, with co-instructors, for courses loaded from campus records for a faculty member.

Faculty may view the results of course updating by using the People, View ... personal page link to view faculty page content. The Edit teaching link shows course taught information loaded.

Maintain outside reviewers for academic personnel cases - 2/21/08

People with Human Resources privileges may use a new link on the Academic Personnel Cases page to add or edit information about outside reviewers, or search for reviewers by name or information in notes. HR may now track which reviewers have been linked to which cases, and whether a merit type search has been linked to a case.

New reports about rejected faculty candidates - 2/21/08

After the Chair or HR has selected rejection reasons for candidates, two new reports available on the candidate list page will summarize these reasons for females or candidates not identified as white.

Load course taught by one faculty member across departments by uid - 2/27/08

When people with Student Affairs or Human Resources privileges use the Maintain Courses page links to update an Our Unit database with details about which courses were taught, when, where, and by whom, from Fall 2005 onward, they may now enter a uid of an instructor instead of selecting a unit faculty member.

Closed or inactive chartstrings not available for spending requests - 3/4/08

When an authorized person views chartstrings for a unit to assign one to a spending request - a supply purchase, travel, entertainment, or supply reimbursement - closed or inactive chartstrings will get hidden so they may not get selected. Such chartstrings will also get rejected if entered for a split between chartstrings.

New IT role, help tracking scanned hardware - 3/17/08

Human Resources may now assign IT privileges to staff members who will maintain information about which machines have been scanned for restricted data elements, per campus audit requirements. PIs, their delegates, and IT-privileged users should see the new Maintain IT hardware link on the Our Unit page.

Energy Bioscience Institute gets Our Unit – 3/31/08

Support for CAS authentication and Single Sign On - 4/14/08

If you access Our Unit via Login, you should see the new campus Central Authentication Service (CAS) page, where you should enter your CalNet ID and passphrase. If you

- leave one browser window open for your Our Unit work
 - Logoff each time you are done using Our Unit for a while
 - return to click Login in that same one browser window within 10 hours on one day
- you should only have to enter your CalNet credentials for the first Login in that window during that period. Other campus CalNet logins are supposed to convert by end of 2008.

New directory links on the Our Unit page may be used standalone, linked to from a public web site by webmasters.

Turner Prize uses Our Unit

Refresh unit people and appointments from HR-BAIRS - 5/19/08

Someone with Human Resources privileges may pull information about people by org node from HR-BAIRS to add people to Our Unit using a new link on the People page.

Improved web access and page navigation - 5/19/08

After review by the campus Web Access group, Our Unit has added Skip navigation and improved page layout for main pages to make use easier for people using screen readers.

Please check your new display names and edit if needed - 5/21/08

Our Unit will now use one of your display names for page content and pulldowns. You may set both a "last name first" and "first name first" format display name by going to People, clicking on View and edit your personal page, then Edit contents... The display names appear near the top of your personal page top section. Please update these if needed, check your other contact information for needed changes, and Save.

Our Unit online documentation collected - 5/28/08

Click on Resources, then on Our Unit User Guides to view the library of helpful material available for your role(s).

Advanced search for awards - 5/28/08

Someone with Accounting privileges may use up to eleven search criteria to select which awards to view on the Maintain awards page.

New search features - 6/11/08

A search administrator may set new options for a search:

- A date on and after which candidates may no longer upload material but staff and reference providers may still upload
- Whether to have a Search material folder that may contain PDFs of instructions for committee members or other helpful material i.e. about an issue on which to vote
- Whether the search should have both short-list and finalist votes
- Whether the search will require candidates submit certain items.
- The administrator now has a link to generate an email for a candidate that lists numbers of required items missing. The candidate self-registration page will also list number of items required of each type along with the files uploaded.

Purchasing staff may un-cancel orders - 6/19/08

Someone with Accounting privileges may locate an order e.g. using Advanced Search, and use a link to un-cancel that order.

More new search features - 6/19/08

When a reviewer who has been viewing candidate material clicks the Return to candidate list, the reviewer will jump to that candidate in the list. Also, Next and Previous buttons on the candidate voting page will move a reviewer forward and back within the most recent search results list e.g. candidate ranking, overall candidate list, evaluation reports.

QB3 Our Unit changes to Research Enterprise Services 6/27/08
Vice Chancellor Equity & Inclusion, Cal Performances, College of Environmental Design add Our Units

Graduate admissions search enhancements - 7/18/08

Search administrators may now add local candidates, and edit more applicant information e.g. schools attended, temporary and/or permanent address and the "use-until" date for the temporary address; TOEFL self-reported scores, multiple ethnicities, language proficiency, past employment, or other schools applied. Staff may upload a transcript for each school attended, and log number of sets of transcripts received.

Search Candidate self-registration enhancements - 7/21/08

Applicants must now enter an email address twice, for confirmation. Candidates who re-visit this feature will get an error message instead of creating a second record for themselves if they do not enter the same name as the name they originally registered.

More criteria for graduate applicant custom report- 7/28/08

A search committee member may now select from applicants based on undergraduate or graduate GPA, GRE scores from the most recent official test, whether a subject exam was taken, or by multiple planned emphases, faculty interests, or ethnicities.

Sort by up to 3 criteria for graduate applicant custom report - 8/5/08

A search committee member may sort the results of a custom report using up to three criteria instead of the default of candidate last name

Queue note to graduate candidate - 8/5/08

A search administrator may enter a note using a link on a candidate material page. The candidate may view the note when self-registering or re-visiting the registration pages.

High contrast links - 8/5/08

Someone who prefers to see Our Unit display the nav bar links as a lighter color, and other links as a dark color, may click the new Use high contrast colors for links feature at the bottom of the News page.

Working on now – **pulling letters of reference from Graduate Division database**

Coming soon – **send scanned documentation linked to travel or entertainment reimbursement directly to Disbursements** (no more mailing signed paper & receipts)