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Overview of myVITA Sections

Below are the sections that are available through the myVITA Faculty left-hand menu.
**View and print out MU Activity Report**

In order to update activities for an Annual Review, the first thing you will want to do is print the MU Activity Report for the time period for which you are being evaluated.

1) Check to see how the time period for which you will be evaluated for your annual review by going to [https://provost.missouri.edu/myvita/evaluations.php](https://provost.missouri.edu/myvita/evaluations.php) and selecting your School/College and Department/Division (if available) from the dropdown menu. The requested time period for this unit will be displayed below the timeline for the evaluation steps.

2) Select Vitas & Biosketches on left-hand menu.

3) Select the eye symbol next to **MU Activity Report**.

4) Select the time period for which you are interested in viewing and select Refresh Report.

5) To export, select the Word document, switch to landscape orientation and narrow margins.

6) Go into myVITA > Activities and **add all activities that you do not find on the MU Activity Report that should be included.** Also, **update the end semester or remove activities that are on the MU Activity Report that should not be included.**

7) If your chair or director requires additional years of data for Scholarly Publications and Creative Activities, you will need to follow steps 4 – 6 for **MU Scholarly Contributions and Activities ONLY** as well.
Activities

Below is a list of all the current activities that are either automatically uploaded from the Official UM Record or that a faculty member can add or update on their own. All of the activities listed are included on the MU Activity Report EXCEPT “Volunteer Activities (unrelated to your profession)” and “Future Goals and Plans”.

- Courses Taught (Official UM Record - Fall 2007 to Present)
- Student Advising (Official UM Record - Fall 2007 to Present)
- Mentorship of Students, Interns, Residents, and Fellows
- Continuing Education (delivered to external audience) and Extension Teaching
- Other Teaching Activities
- Courses Taught for Academic Credit at Another Institution
- Scholarly Contributions and Creative Activities
- Journal Editor, Peer Reviewer, Adjudicator
- Grants (Includes Official UM Record since Fall 2007 and all FAS grants data)
- Community Engagement, Broader Impacts, and Outreach
- Service to Your Profession
- University Committees
- University Service (other than committees)
- Volunteer Activities (unrelated to your profession)
- Honors, Awards, and Recognitions
- Professional Development and Continuing Education (as a participant)
- Future Goals and Plans
Activities > Courses Taught (Official UM Record – Fall 2007 to Present)

Data from myZOU is automatically loaded into the Courses Taught section. A faculty member cannot change the information that comes from myZOU in myVITA. If during the current semester a faculty member notices errors in the courses they are teaching, they should contact the person in their College or School responsible for scheduling courses or myZOU@missouri.edu.

During the Spring semester a course review period is open to provide additional information for the courses taught in the previous calendar year. The Course Review Period must be open for you to edit the additional data fields. For more information about the Course Review Period, see Appendix A. These are the only additions that can only be made during a certain window of time. Other additions can be made at any time.

- Select “View Teaching” below the Courses Taught (Official UM Record – Fall 2007 to Present).
- Select the period you wish to view utilizing the Semester picker at the top of the page.
- The top of the page will list the data fed into myVITA from myZOU.
- At the end of the table there is the “Additional Course Data” column. By selecting “View” you can view the additional information for that course. Each year a Course Review Period will open in the Spring for the previous calendar year’s courses during which you can edit the Additional Course Data. For instructions, see Appendix A.
  - If your department utilizes the Assessment Resource Center (ARC) for student course evaluations, the construct scores and overall score for the course will be listed in the Additional Course Data section.
- Course Attachments – At any time throughout the year, you can attach your syllabus, course evaluation, peer evaluation, or other document to a course.
  - Scroll towards the bottom of the screen to the Course Attachments section.
  - Select “Add” at the end of the row next to the course to which you are attaching the document.
  - Select the type of File and Attachment.
  - Choose file. Upload.
  - You can upload as many documents as you would like.

Activities > Student Advising (Official UM Record – Fall 2007 to Present)

The Student Advising (Official UM Record – Fall 2007 to Present) represents the counts of your official advisees assigned to you in myZOU.

To validate the students who are being counted as your official advisee in the Student Advising Activity in myVITA, you need to access the Advisor Center tab in myZOU. If you do not have an Advisor Center tab, please contact myZOU@missouri.edu.

Once you have access to the Advisor Center tab in myZOU, check the names assigned as your official advisor to the counts in the Student Advising Activity in myVITA. If you know of undergraduates that should be your advisee (or those who are and should not be) you can contact the Scheduler of Courses in your college, or work with Debbie. If there are graduate students who should be your advisee (or those that are and should not be) you will need to work with the student and Graduate Studies to get this changed. The link to the change of advisee form on the Graduate Studies webpage is: https://gradstudies.missouri.edu/forms-downloads/repository/change-degree.pdf

Important note: You can and should still list all of your advisees in the Mentorship of Students, Interns, Residents, and Fellows section in myVITA which is located directly below the Student Advising activity.
Activities > Mentorship of Students, Interns, Residents, and Fellows

This section provides information about your advisees and mentorship of other individuals.

There are students listed on the MU Activity Report that should not be.

Mentorship/advisee information that was entered into the Faculty Accomplishment System (FAS) was added here. You may edit this information and information that you have entered since myVITA went live. The most common piece of information that will need to be managed and edited over time is the End Semester/Year. Enter the end semester for any students that have graduated and should not be considered part of your teaching information for your annual review.

To add advisees and mentees of other types:

- Select “Add”
- Select the Start Semester/Year and End Semester/Year (can be “Ongoing”)
- Enter in other information including Name, Student Achievement including current employment, and Description of Research
- Required Fields:
  - Start Semester/Year and End Semester/Year
  - Title of Project, Paper, Presentation, Thesis, or Dissertation
- Other options
  - Student Level:
    - Bachelor’s
    - Master’s
    - Education Specialist
    - Doctoral
    - PostDoc
    - Professional
    - Fellow
    - Intern
    - Resident
    - High School Student
  - Faculty Mentorship Role (check all that apply)
    - Chair
    - Advisor
    - Co-Chair
    - Committee Member
    - Preceptor
    - Independent Study Supervisor
    - Mentor
    - Outside Reader
    - Second Reader
    - Co-Author
    - Co-Presenter
Mentorship Type Activity or Committee (choose only one – thus you may have multiple records for the same student if you serve more than one type of mentorship activity; See NOTE: below)

- Doctoral Committee
- Master Committee
- Doctoral Exam Committee
- Undergraduate Independent Study
- Undergraduate Research Study
- Honors Thesis
- Postdoctoral Fellows
- Residency Committee
- Internship Committee
- Research and Writing Supervision

**NOTE:** You may not always need to create a completely new record. If most of the information is the same in an existing record, select the copy/clone icon to create a duplicate record that you can edit the information that needs to be edited without retyping all of the information.

Activities > Continuing Education (delivered to external audience) and Extension Teaching

This section is meant to capture continuing education that you provide (either for Continuing Education credit or not) OR Extension Teaching that is based on a course format (you create a course or curriculum that is meant to be provided multiple times). Information that is entered into myExtension should not be entered here. The information from myExtension will be loaded into myVITA.

If the presentation is a one-time presentation or is part of a community outreach program (i.e. Saturday Science) consider adding this to Activities > Community Engagement, Broader Impacts, and Outreach.

If the project is associated with a grant as a broader impact, list the grant title and number in the appropriate fields.

Activities > Other Teaching Activities

This section is for other teaching activities such as curriculum development and guest teaching. The dropdown for the required field “Teaching Activity Type” includes:

- New Course Development
- Course Innovation
- Curriculum Development
- Mentoring of Faculty Teaching
- Guest Teaching
- Other

This section may be utilized to capture courses or sections taught that were not captured in myZOU in previous semesters.

Activities > Courses Taught for Academic Credit at Another Institution

This section should be utilized to record courses that you taught at another institution. If you teach courses as part of an online consortium, please add additional information to these courses in the Courses Taught section during the Courses Review Period (see Appendix A - Course Review Period)
There is more than one record for an article or other scholarly contribution and creative activity.

There were two initial feeds of scholarly contributions and creative activities into myVITA. The first feed was from the Faculty Accomplishment System. Information in the Faculty Accomplishment System was cross-walked into the fields in myVITA. The second feed was a System wide pull of data from Web of Science. Due to the two feeds, there can be duplicate records.

The best way to remove duplicate records is to sort by title, select one record of the article to keep, and delete the others. Go into the record that you chose to keep and add additional information that you feel is relevant.

There are scholarly contributions and creative activities on my MU Activity Report that should not be.

You may need to update the Status and/or Term. Anything with a status of “Submitted”, “Revise & Resubmit”, “Accepted”, and “Completed/Published” and a Term that falls within the time-period of activities for your annual review will be included on the MU Activity Report. To update:

- Select the edit icon or pencil next to the record in question
- To edit the Status and Term select “Manage Status”
- If the Status is correct and the Semester is wrong, select the edit icon or pencil and update the Semester. Hit “Save”
- If the Status has changed, select “Add” and add the new status and corresponding semester.
- Each scholarly contribution and creative activity can have multiple statuses. The most recent status will be the only one to show on the MU Activity Report or other Vitas/Biosketches.

There are scholarly contributions and creative activities missing from my MU Activity Report.

- To import publications:
  - Faculty members can continue to use the Web of Science connection to import publications.
    - Activities > Scholarly Contributions and Creative Activities > Scroll to and select “Add”
    - Under Import select Web of Science, and then select “Continue”
    - Set Maximum Records to 500
    - Enter Search Fields – recommended fields are Author, Year Published, and Zip/Postal Code
    - Select those articles that do belong to you, scroll to the end of the list and select “Import Selected”
    - Confirm the Semester and Year the article was published.
    - There will be an Action Item on your dashboard asking you to “Assign Activity Classifications for Imported Scholarly Works”
      - Select the hyperlink to see a list of imported articles
      - Click on an article in the left-hand column “Select Activity”
      - Add or update article and journal attributes in the right-hand column “2. Assign Matching Attributes”
      - Required fields are Peer Reviewed/Juried? (Yes or No) and Publication Type (see below for options)
  - An import function can be utilized with BibTeX format records and PubMed as well. A document with directions on downloading information from your Google Scholar account in BibTeX format to load into myVITA may be found here: [https://it-training.missouri.edu/myVITA/BatchLoadingCitations.pdf](https://it-training.missouri.edu/myVITA/BatchLoadingCitations.pdf)
• To add Scholarly Contributions and Creative Activities manually:
  o Activities > Scholarly Contributions and Creative Activities > Scroll to and select “Add”
  o Under Manual Input, select the most appropriate type.
    ▪ Article
    ▪ Book, Score, Map
    ▪ Book Chapter
    ▪ Conference Proceeding
    ▪ Creative Work and Production
    ▪ Exhibition
    ▪ Patent, Invention, Software
    ▪ Presentation
    ▪ Research Data Set
    ▪ Unspecified Data: FAS (to be going away) Do not enter new data here.
  o Select Continue
  o Below are further examples what is available in additional classifications for each of the activities. This is a good list to review on an annual basis to insure that you are capturing all of the scholarly contributions and creative activities that you do.
  o “Peer reviewed / Juried?” is a required field for all scholarly contributions and creative activities.
  o All other fields are optional. Fields that are nice to have are:
    ▪ “Geographic Scope”
    ▪ “Honors / Awards / Recognition Received”

Article
What types of activities are included under “Article”?

• Article Type
  o Abstract
  o Annotated bibliography
  o Article
  o Column
  o Conference report
  o Critique/review
  o Editorial
  o Essay
  o Law Review
  o Letter to the editor
  o Poem
  o Presentation paper
  o Short story
  o Symposium introduction
  o Translation
  o Working paper
  o Other
Article (continued)

- **Publication Type**
  - Journal-Research/Scholarly/Literary
  - Journal-Trade
  - Journal-Web/Blog
  - Magazine/Periodical
  - Newsletter
  - Newspaper/News
  - Other

- **Faculty Role**
  - Lead/Corresponding Author
  - Co-author
  - Other

**Book, Score, Map**
What types of activities are included under “Book, Score, Map”?

- **Book/Work Type**
  - Anthology / Collection / Compilation / Encyclopedia
  - Appellate brief / amicus brief
  - Catalog
  - Catalogue raisonné
  - Fiction
  - Legislation / Policy papers
  - Manual / Method book
  - Map / Atlas
  - Music score
  - Play
  - Poetry
  - Scholarly / Research monograph
  - Script: Film / TV / Radio / Play
  - Song lyrics / Libretto
  - Technical report / Working paper / Treatise
  - Textbook
  - Trade publication
  - Translation
  - Web site

- **Faculty Role**
  - Author
  - Co-author
  - Compiler
  - Contributor
  - Editor
  - Graphic designer
  - Illustrator
  - Lyricist / Librettist
  - Playwright
  - Publisher
  - Other
Book Chapter
What types of activities are included under “Book Chapter”?

- **Book / Work Type**
  - Anthology / Collection / Compilation / Encyclopedia
  - Appellate brief / amicus brief
  - Catalog
  - Catalogue raisonné
  - Fiction
  - Legislation / Policy papers
  - Manual / Method book
  - Map / Atlas
  - Music score
  - Play
  - Poetry
  - Scholarly / Research monograph
  - Script: Film / TV / Radio / Play
  - Song lyrics / Libretto
  - Technical report / Working paper / Treatise
  - Textbook
  - Trade publication
  - Translation
  - Web site

- **Chapter / Section Type**
  - Abstract
  - Biographical sketch
  - Chapter / Essay
  - Critique / Review
  - Entry (reference work, catalog, etc.)
  - Introduction / Preface / Epilogue
  - Map
  - Poem
  - Short story
  - Song lyrics / Libretto
  - Supplement
  - Translation
  - Web page
  - Other

- **Faculty Role**
  - Author
  - Co-author
  - Compiler
  - Contributor
  - Editor
  - Graphic designer
  - Illustrator
  - Lyricist / Librettist
  - Playwright
Conference Proceeding
What types of activities are included under “Conference Proceeding”?

- Conference Proceeding Type
  - Full-length conference paper
  - Published abstract
  - Other
- Faculty Role
  - Lead / Corresponding Author
  - Co-author
  - Other

Creative Work and Production
What types of activities are included under “Creative Work and Production”?

- Creative Work and Production Type
  - Art
  - Artist-in-Residency
  - Choreography
  - Drama / Theater
  - Game design
  - Graphic design
  - Masterclass / Clinic
  - Movie / Film / Documentary / TV / Radio
  - Music
  - Performance art
  - Script writing
  - Web site design
  - Other
- Faculty Role
  - Composer
  - Designer
  - Director
  - Musician
  - Performer
  - Reader
  - Writer
  - Other

Exhibition
What types of activities are included under “Exhibition”?  

- Exhibition Type
  - Physical exhibit, permanent installation
  - Physical exhibit, one venue
  - Physical exhibit, multiple venues
Exhibition > Exhibition Type (continued)

- Traveling exhibit
- Online exhibit, temporary
- Online exhibit, permanent
- Other
  - Showing of a film

- Faculty Role
  - Administrator
  - Artist
  - Curator / co-curator
  - Editor
  - Exhibition designer
  - Gallery / museum collaborator
  - Other

Patent, Invention, Software

What types of activities are included under “Patent, Invention, Software”?

- Patent, Invention, Software Type
  - Patent: Design
  - Patent: Plant
  - Patent: Utility
  - Invention: Chemical
  - Invention: Electronics
  - Invention: Mechanical device
  - Invention: Medical /dental device
  - Invention: Medical /dental procedure
  - Invention: Pharmaceutical
  - Invention: Structural
  - Invention: Technology
  - Invention: Other
  - Software: Application (web, mobile)
  - Software: Computer application
  - Software: Database management
  - Software: Mainframe application
  - Software: Network software
  - Software: Other

- Type of Patent Application
  - PCT
  - Provisional
  - Non-provisional

- Faculty Role
  - Co-developer
  - Co-inventor
  - Collaborator
  - Co-programmer
  - Lead developer
  - Lead inventor
Patent, Invention, Software > Faculty Role (continued)

- Lead programmer
- Licensee
- Owner
- Other

Presentation
What types of activities are included under “Presentation”?

- Presentation Type
  - Masterclass
  - Media broadcast presentation
  - Moderated / facilitated discussion
  - Paper presentation
  - Poster presentation
  - Webinar / Web presentation
  - Workshop / Conference / Symposium
  - Other

- Faculty Role
  - Discussant
  - Moderator / Facilitator
  - Organizer / Chair
  - Panelist
  - Plenary / Keynote speaker
  - Presenter
  - Other

Research Data Set
What types of activities are included under “Research Data Set”?

- Research Data Type
  - Dance notation
  - Genomic
  - Geospatial
  - Images
  - Musical notation
  - Numeric
  - Proteomic
  - Textual
  - Other

- Faculty Role
  - Analyst
  - Contributor
  - Compiler
  - Researcher
  - Other
Activities > Journal Editor, Peer Reviewer, Adjudicator

Use this section to list work you have done as a journal editor, peer reviewer, and adjudicator. The “Role” could be:

- Academic Program Reviewer
- Adjudicator / Judge / Jury
- Conference/Event Program Reviewer
- Editor
- Editorial Board Member
- Grant Reviewer
- P&T External Reviewer
- Peer Reviewer
- Other

Activities > Grants (Includes Official UM Record since Fall 2007 and all FAS grants data)

Additional information about grants in myVITA can be found [here](#) on the UM System myVITA Training page. myVITA’s Grants section includes records of past grants from FAS and the UM Official Grants System in PeopleSoft. If you used FAS, you may find some duplicate records from Fall 2007 through Summer 2015. To find duplicate records, select “Show All entries” and click on the “Title” column-header to sort by Title. If duplications exist, delete the FAS or the Self-Reported Records.

The Source of Data column will indicate from where the grant was loaded. Grants loaded from the UM Official Records are view-only. To correct any error, contact your campus Office of Sponsored Programs, OSPA (573) 882-7560 muresearchospa@missouri.edu. If your local grants office corrects the issue in the PeopleSoft Grants system, but the error persists in myVITA, contact your campus’ myVITA Coordinator, Kathy Felts, feltsk@missouri.edu.

Review the status of your grants. You may have grants on your MU Activity Report from the Official Record that are discontinued or that were denied. Check the Status of your grants on an annual or continual basis and report grants that are denied or discontinued to OSPA, (573) 882-7560, muresearchospa@missouri.edu. The Status of a grant may include:

- In Preparation – Not Submitted
- Submitted for Review
- Funded – In Progress
- Completed
- Submitted – Denied Funding
- Work Discontinued

Gifts and internal grants are not tracked in PeopleSoft and must be self-reported. Select “Add” at the end of the list of grants under the Grant activity section.
There are five sections:

- **Input Form**: Information about the title, status, agency, grant ID, collaborators, and URLs associated with your grant. Your name will appear first in the list of collaborators, other collaborators can be chosen from internal faculty members or collaborators outside the university.
  - Under the collaborators sections, **Shared Credit** represents the percentage of the grant awarded to you.
- **Dates & Funding Periods**: This is where you input the information about when your grant starts and how long you have funding.
- **Funded Amounts**: The amounts of funding you have received.
- **Activity Classifications**: Identifies specifics about the grant. Attachments are optional to myVITA, but check with your department for specific requirements.
  - Under Activity Classifications, **Percent Effort** represents the percentage of your salary that is funded by this grant.
- **Attachments**: Upload supporting documents.

When you click the Manage Status button, you will see this pop up:

Although you can edit the entered status and semester by using the pencil/edit button, do not edit the existing status when updating. NOTE: You should only Edit the status when the Semester or Year are incorrect. When the status of your grant changes, use the Add button and add a new status. This will help keep the timeline of events in order for your CV or MU Activity Report.

**Activities > Community Engagement, Broader Impacts, and Outreach**

List service provided to the community that is related to your professional expertise. Examples of activities include Saturday Science session. If the majority of the audience is attending for professional development, enter the activity under **Activities > Continuing Education (delivered to external audience)** and **Extension Teaching**.

If the project is associated with a grant as a broader impact, list the grant title and number in the appropriate fields.

**Activities > Service to Your Profession**

In this section, list service to professional organizations or other service to your profession. List your membership in professional organizations under Profile > Professional Memberships.
Activities > University Committees
Committee service that was entered into FAS was placed in this section. If there are committees that should not be, edit the record for this committee and change the “End Semester” and/or Year.

List the committees that you serve on and your role. First select the “Unit”. This is a required field. To choose the organizational unit, select [Change].

Note: “University of Missouri” refers to the UM System. Use the + sign to expand the organization until you can select the name of the Unit where the committee resides.

After you have selected the organizational unit, select the “Committee” from the drop down menu. This menu will change based on the organizational unit. If the committee is not there, select “Other” and enter the committee.

Select your committee “Role”:
- Member
- Chair
- Co-Chair
- Officer
- Other

Activities > University Service (other than committees)
List other service that you provide to the institution. This may include recruiting activities or advancement/fund-raising.

Currently, there is not a section for Administrative activities or Clinical/Professional activities (not in the presence of a learner). If a learner is present, the activity should go under Other Teaching Activities. Otherwise, Administrative activities and Clinical/Professional activities that are to be reviewed during an annual evaluation should be listed in this section.

Activities > Volunteer Activities (unrelated to your profession)
Information from this section will not be included on the MU Activity Report.

If activities are related to your professional expertise, list them under Activities > Community Engagement, Broader Impacts, and Outreach.

Activities > Honors, Awards, and Recognitions
Use this section to promote any honors, awards, and recognition that you have received. If the honor or award was for a particular scholarly contribution or creative activity, please list this with the scholarly contribution or creative activity.

Activities > Professional Development and Continuing Education (as a participant)
Use this section to provide information about professional development in which you have participated. Include activities in which you have participated that centered around diversity, equity, and inclusion.

Activities > Future Goals and Plans
This section is for future goals and plans. For annual reviews, past goals and accomplishments and goals for the upcoming year will be collected in the Faculty Self-Report. This is not included on the MU Activity Report.
Appendix A - Course Review Period

When logging into myVITA you will see an Action Item asking you to “Complete Your 2017 Courses Review”. These are the only additions that can only be made during a certain window of time. Other additions can be made at any time.

To make these additions you must select the Click Here to Complete Your 2017 Courses Review Action Item OR select “Forms and Reports” (left hand menu) > “Initiated Faculty Activities Forms” > “Click Here to Complete Your 2017 Courses Review”.

Group Courses

If you see courses that are taught at the same time/same place you can select the box next to each course and select “Group”.

Additional Course Data

- Course Coordinator – There were several instructors or TA’s assigned to the course and your role was to coordinate these individuals.
- Contact Hours – Primarily for clinical instruction. Contact Hours = Instruction in the presence of a learner during a single semester. For example, if you have two contact hours per week for this course for all 16 weeks, enter “32.” This classification can also be used for departments that track the Number of 50 Minute Periods Taught.
- Department-adjusted Percent Contribution – This will default to the Percent Contribution assigned in myZOU. The department-adjusted percent contribution field allows you to indicate your actual percent contribution to team-taught courses. This percent may add up to more than 1 (or 100%) for all faculty who team-taught the course. You can also show a more accurate percent contribution for courses that may have been credited to your (or not credited to you) as part of an online consortium. You should explain this adjustment in the course comments.
- Instructor Role – Defaults to assignment in myZOU.
- Component – Defaults to assignment in myZOU. Definitions can be found here: https://www.umsystem.edu/media/aa/myvita-course-components-201709.pdf
- Course attributes – Defaults to assignment in myZOU. Definitions of abbreviations follow:
  - CAP = Capstone (MU)
  - CE = Communication Emphasized (S&T)
  - CI = Communication Intensive (S&T)
  - DEI = Diversity Requirement (MU - A&S)
  - HNR = Honors (MU, UMKC, S&T)
  - I/E = Internship/Externship (UMSL)
  - RES = Research (UMKC, UMSL)
  - SA = Study Abroad (MU)
  - SL = Service Learning (All)
  - WI = Writing Intensive (MU, UMKC, S&T)
  - N/A = None
- Course Comments – Here you can highlight any teaching innovations you incorporated into your class, provide explanation to the Department-adjusted Percent Contribution, or provide any other comments. If you are teaching a course that is part of an online consortium, you can explain the enrollments and credit hours here.