



UA Vitae FAQs

Version	Date	Description of Change
1.0	12/17/2019	Original guide
1.1	11/16/2020	Updated screenshots to reflect interface changes, visual not functional changes

❖ When can I log into UA Vitae?

- You can log into UA Vitae at any time during the year to record your data. Each year, CON initiates an input process in the winter specific to the information gathered for annual reports and reviews. Even if you entered data throughout the year, you will need to review the information and submit your annual report.

The screenshot shows the 'Forms & Reports' section of the UA Vitae interface. On the left is a sidebar with navigation links: Home, Faculty180, Announcements & Help, Profile, Activities, Evaluations, Forms & Reports (highlighted), Vitas & Biosketches, Find Colleagues, and Account Access. The main content area is titled 'Forms & Reports' and shows 'Activity Input' for the 'College of Nursing - 2019 Annual Report Input'. It includes fields for 'Activity Period' (Spring 2019 - Winter 2019) and 'Status' (Not Submitted, Last updated on Dec 3, 2019). There are three buttons: 'Submit For Review' (circled in red), 'Save and Go Back', and 'Cancel'. A 'Preview' button is also visible. At the bottom, there is a 'Jump to Section' dropdown and a 'Show All / Hide All' toggle.

❖ Where do I find the input form?

- When we have an active input form, typically during December through January, you will see it on your Dashboard in your My Tasks section.

The screenshot shows the 'My Tasks' section of the UA Vitae interface. At the top, there is a search bar and a 'Search' button. Below the search bar, there are two large numbers: '1' for 'Unread Tasks' and '0' for 'Read Tasks'. The main content area shows a list of tasks. The first task, 'College of Nursing - 2020 Annual Report Input', is circled in red. It includes the title, the activity input period (2020-11-16 12:00 am - 2021-02-01 11:59 pm), and the due date (Feb 1). The sidebar on the left is identical to the one in the previous screenshot.



- ❖ A course is listed incorrectly. How do I change it?
 - You are only able to request course changes during a short window during the semester of the course. Announcements are sent during the window. If you notice an inaccuracy after this window, the only option is to make a comment under the semester in Teaching: Credit Bearing Courses.

A Spring 2019


Group Courses	Course	Course Title	Credit Hours	Enrollment	Teaching Responsibility (in decimal)	Student Credit Hours	TCE: Overall Teaching Effectiveness	TCE: Amount Learned	TCE: Overall Instructor Comparison	Additional Course Data
<input type="checkbox"/>			1	2	1	2	--	--	--	Complete Edit
Group ?										

1 Add additional comments for this semester. Be sure to click Save and Return button at page bottom.

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- ❖ An activity I entered last year has changed this year. For example, my workload this year is different from my workload last year. Should I delete or edit my previous activity to reflect this current year's information?
 - No! Never delete or edit previous entries in UA Vitae unless you made a mistake when entering. We need to retain the historical record for all years. If something has changed, add an end date to the existing activity and use the "Add" button to add a new entry for the current year.
- ❖ I'm receiving the error message, "The following sections require your attention before submitting" when I try to submit.
 - You have activities listed as "ongoing" in one or more section. You will see a red note with "Activities require your attention." You need to review to confirm whether they are still ongoing or select that they have ended and their end term. Even if you did not make a change, you will need to click "Update" to confirm you have reviewed each section.

Service: Institutional Committees

Activities require your attention

Help

For formal standing committee appointments within the institution (UA, college, school, department, etc.).

Note: non-UA committee work should be entered under "Teaching: Student Mentoring, Advising and Activities" (for dissertation/thesis/honors committees, etc.) or "Professional Service and Outreach (Extramural)," for professional service or community work, as appropriate.

Committee Name	Start Term	End Term	Role	Actions
	Fall 2018	Ongoing	Member	<input checked="" type="radio"/> Ongoing Activity <input type="radio"/> Activity Ended
Add View All		Update		

- ❖ I can't add a new activity; the "Add" button is grayed out.
 - If you have ongoing activities in a section, you will see the "Activities require your attention" warning. You will not be able to add new activities until you resolve the ongoing ones. Please see immediately preceding question for more information.
- ❖ I'm not sure where I should add [X] activity.



- First refer to the UA Vitae Where to Enter Data guide. If that doesn't answer your question, ask your division for guidance. Keep in mind the purpose of your annual report is to provide a vita to your peer review committee and division chair for your annual review.
- ❖ How can I see what the reviewers will see?
 - Near the top of the page, there is a "Preview" button. Use it to preview the vita as your reviewers will see the data you entered. You can also print or save to PDF with this function.

- ❖ Does my information from UA Vitae display on the CON website directory?
 - Yes, some information from UA Vitae displays on our CON website. For a list of those fields, please refer to our website: <https://www.nursing.arizona.edu/resources/con-website-directory>. If there is any sensitive information you do not want to display in one of these sections, change the "Display thru API" selection to "No."

B Activity Classifications

C Attachments