



User Guide

# My CV - Reviewer

Version 1.0

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## Table of Contents

|  |    |
|--|----|
| 1. My CV Introduction .....                        | 3  |
| 2. User Guide Focus .....                          | 4  |
| 3. Accessing My CV .....                           | 4  |
| 4. Providing faculty reviews .....                 | 4  |
| 4.1 Accessing FARs and EARs ready for review ..... | 4  |
| 4.2 Reviewing a faculty report .....               | 6  |
| 4.3 Exporting faculty reports .....                | 8  |
| 4.4 Completing your review .....                   | 10 |
| 5. Additional Resources.....                       | 11 |

# 1. My CV Introduction

**Important note:** This User Guide provides details for providing faculty reviews on a FAR or EAR. There are additional User Guides for other functionality, such as navigating and modifying your profile, publications, teaching activities and service. These can be found on the Training and Support page of the [My CV Project Website](#).

## Overview

My CV is a software system that is used to help Boston University collect, analyze and showcase the scholarly and professional activities of the University's academic community. The information collected in My CV includes appointments, education and degrees, publications, teaching activities, grants, and professional activities.

My CV is an **internal only** system, and the data in the system is only available to members of the Boston University community.

My CV aims to ease the administrative burden on faculty in the collection and entry of their scholarly and professional contributions, allowing them to store all of their scholarly information in one place. This reduced burden will be achieved by pre-populating the system with data from other source systems wherever possible. Additionally, the system will provide support for faculty in adhering to [BU's Open Access Policy](#) by automatically flagging those publications that fall within the policy and making it easy to deposit into OpenBU and, when necessary, request a waiver of the opt-out open access policy.

More information about My CV, including contact information for your My CV Liaisons and Frequently Asked Questions, can be found on the [My CV Project Website](#).

## Benefits

Faculty receive the following benefits from using My CV:

- A single place for faculty to store their profile information, publications, grants, and teaching and professional activities.
- Information from BU authoritative sources is pre-populated, minimizing time consuming re-entry of information.
- Publications are pre-populated from a number of external sources which are harvested for new materials regularly.
- Publications that fall within BU's Open Access Policy are flagged and the items can be deposited into OpenBU through the My CV user interface making adherence to the policy easier.
- Information collected and entered into My CV can be leveraged for automated creation of CVs and Biosketches.
- Visualization features can be used to highlight existing and identify new opportunities for inter-disciplinary academic partnerships.
- The Assessment Module (Faculty Annual Report (FAR) replacement) will automatically be populated with data already kept in My CV; making this annual process a confirmatory step of checking existing information rather than a massive data entry effort.

## 2. User Guide Focus

The purpose of this User Guide is to explain how the **Reviewer** can complete a review of a FAR or EAR.

## 3. Accessing My CV

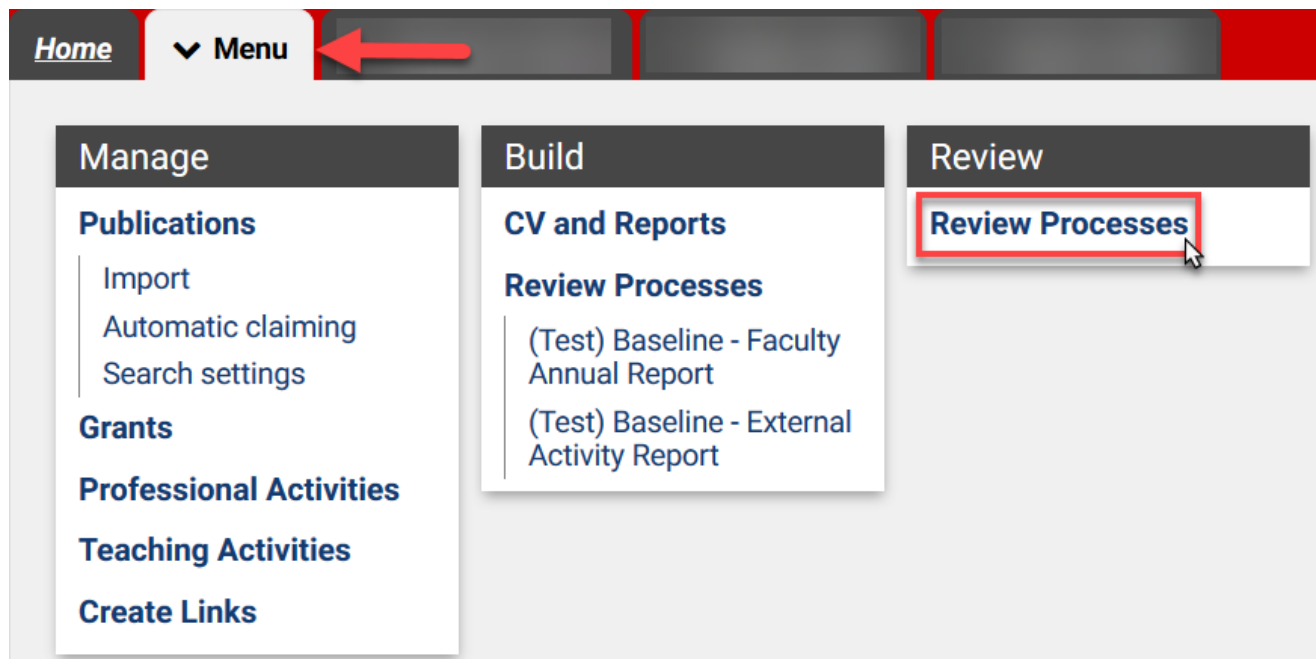
Access My CV at <https://mycv.bu.edu/>

## 4. Providing faculty reviews

### 4.1 Accessing FARs and EARs ready for review

When faculty mark a FAR or EAR complete and the department or program administrator has approved the submission, reviewer will be alerted through the **Menu > Review Processes** as well as the “My Actions” section of the home page.

To access your FARs or EARs ready for review through the **Menu** tab, navigate to **Menu > Review** and click **Review Processes**.



You will be brought to a page containing all of the faculty reports for which you have been assigned a reviewer.

## Reviews of review processes

**i** The following review processes have been made available to you for review.

- On-screen guidance text is available to guide through the "what" and "how" for each section.
- Once you have finished, either create an export of your completed response or mark as ready for the next stage (if there is one).
- To get started, select an assessment below.

(Test) Baseline - External Activity Report

[Review review processes](#)

(Test) Baseline - Faculty Annual Report

[Review review processes](#)




Select either "Start review" or "Continue Review" to view individual faculty reports.

(Test) Baseline - Faculty Annual Report

[Review review processes](#)

You will be presented with a page containing the names of all faculty who have marked their FAR or EAR ready for review.

1-3 of 3

|   |  |
|---|--|
| <p> HESKETH, Drew D<br/>Administration<br/>Stage: In draft</p> <p>You cannot review an exercise in this stage.</p>         |  |
| <p> [Redacted]<br/>Administration<br/>Stage: In draft</p> <p>You cannot review an exercise in this stage.</p>              |  |
| <p> [Redacted]<br/>Administration<br/>Stage: Stage 2</p> <p><b>Needs attention</b></p> <p><a href="#">Start review</a></p> |  |

### Filters

Last name:

First name:

Member of group:

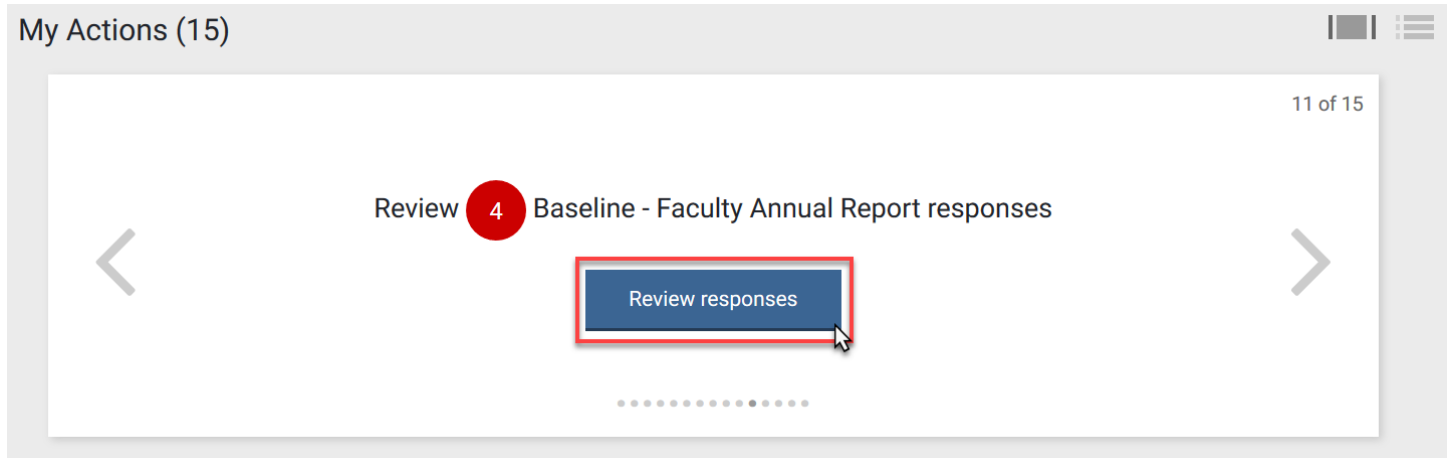
Current stage:

Reviewer status:

Include inactive users

[Clear filters](#)

Alternatively, you will be alerted through the “My Actions” section of the home page. To directly access FARs or EARs ready for review through the home page, click “Review Responses.” This will bring you directly to the list of faculty reports ready for your review.



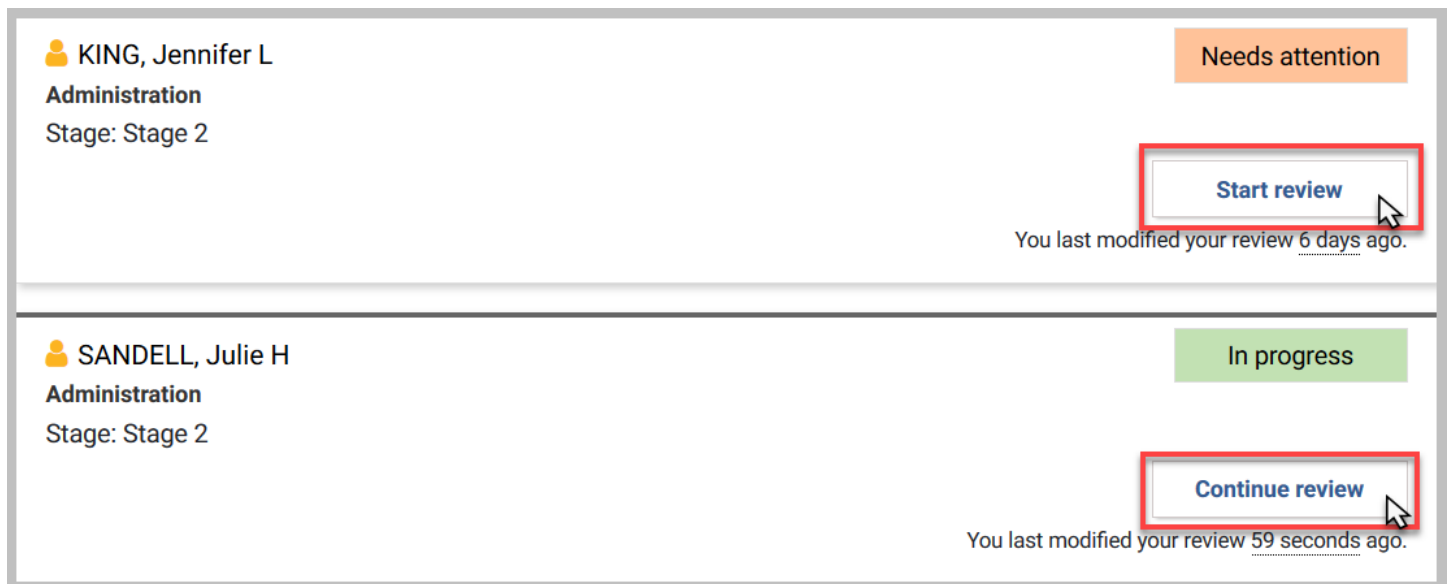
## 4.2 Reviewing a faculty report


The list of faculty reports for your review will display one of three statuses:

*Blank:* A blank status means that the faculty has marked his or her report ready for your review, but your department or program administrator has not yet moved the report into your review queue.

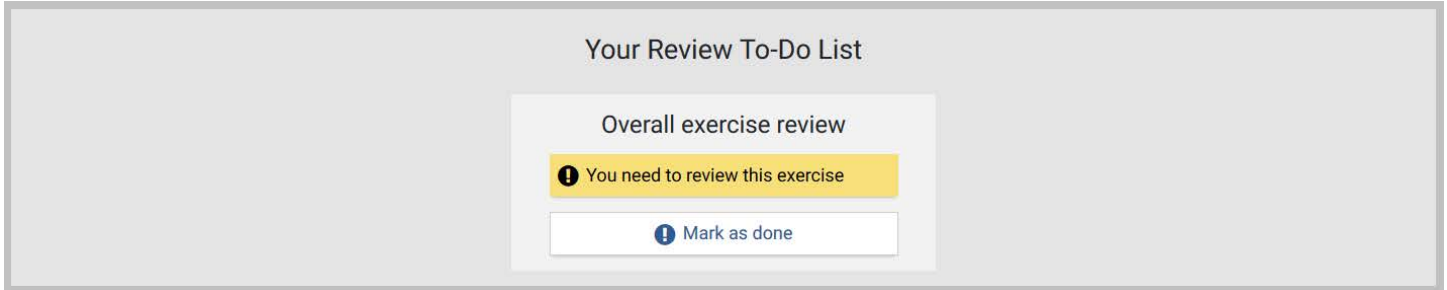
- Needs attention** *Needs attention* indicates the FAR or EAR has been moved into your review queue and is now ready for your review.
- In progress** *In progress* indicates that you have started your review of that faculty’s FAR or EAR, but have not yet completed it.

You may review those faculty FARs or EARs by clicking “Start Review” or “Continue Review.”




 If you may have many faculty to review, the filtering options on the right section of the page will assist you to identify and prioritize your review queue.

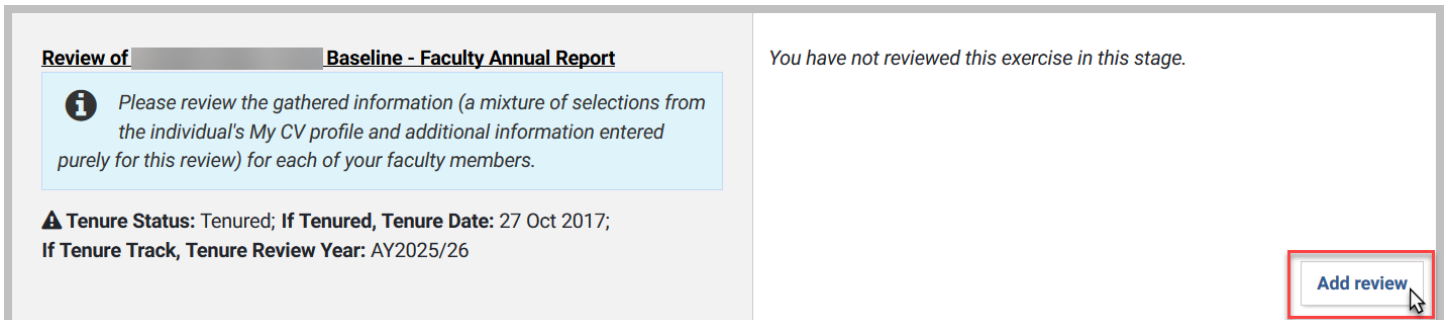
When you click into an individual faculty's FAR or EAR, you will be presented with a "To-Do List." This list makes clear exactly what you are required to complete.



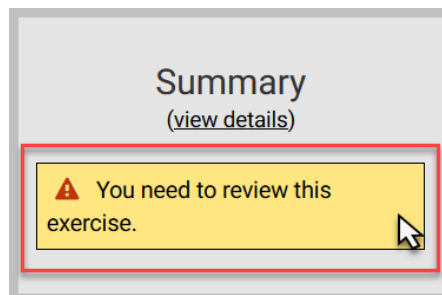
For many schools, the reviewers are only required to provide a review on the overall report. For others, you may need to provide reviews on specific sections. The sections in yellow/orange are outstanding.

 If you do not see any items in your "To-Do", then your school does not require you to provide review comments in My CV. Rather, you may only view a faculty's FAR or EAR in My CV.

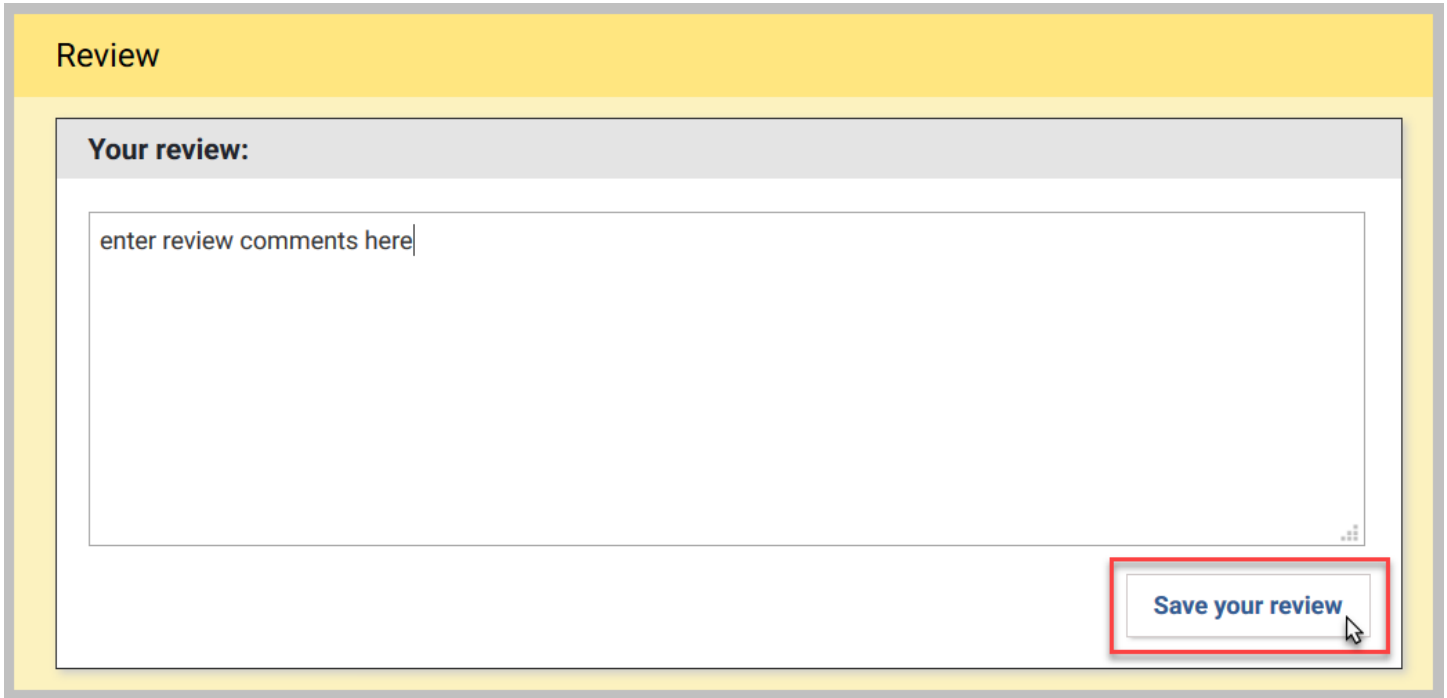
Within each section of the FAR or EAR, you can select the "Add Review" button to open the review entry area for each specific "To-Do List" item.



The FAR or EAR will appear. To enter your review comments, navigate to the **Summary** list on the left, and click the box, "You need to review this exercise."

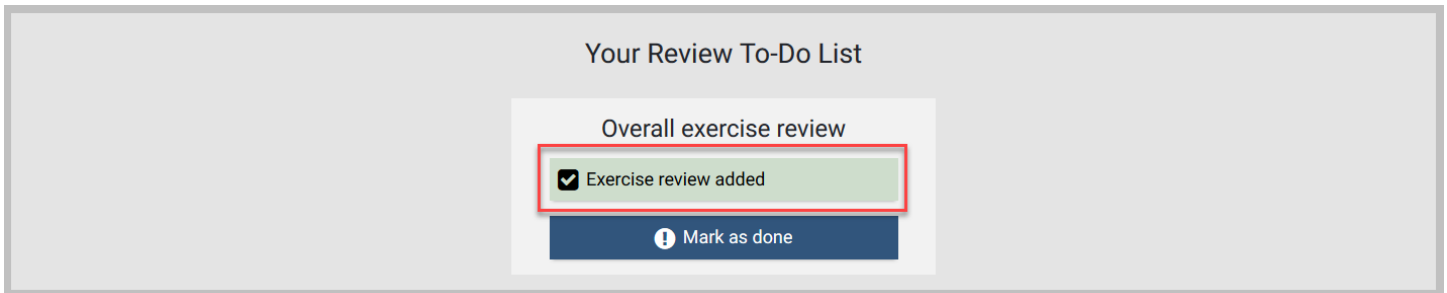


A textbox for your review comments will appear. Enter your review comments and click "Save your review." You can edit your review if you make a mistake.



The screenshot shows a yellow header with the word "Review". Below it is a grey box titled "Your review:". Inside this box is a large white text area with the placeholder text "enter review comments here". In the bottom right corner of the grey box, there is a button labeled "Save your review" with a mouse cursor pointing at it. The button and the text area are highlighted with red boxes.

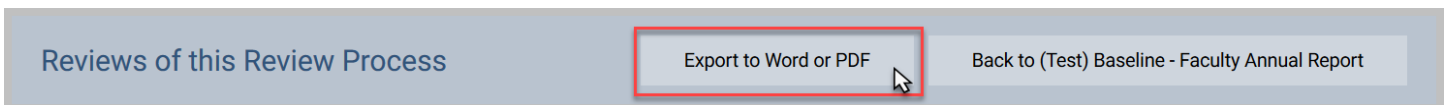
When you have completed the review, the color of the box will change from yellow/orange to green.



The screenshot shows a grey box titled "Your Review To-Do List". Inside, there is a section titled "Overall exercise review". Below this title is a green box with a checkmark icon and the text "Exercise review added". Below the green box is a blue button with a white exclamation mark icon and the text "Mark as done". The green box and the blue button are highlighted with red boxes.

### 4.3 Exporting faculty reports

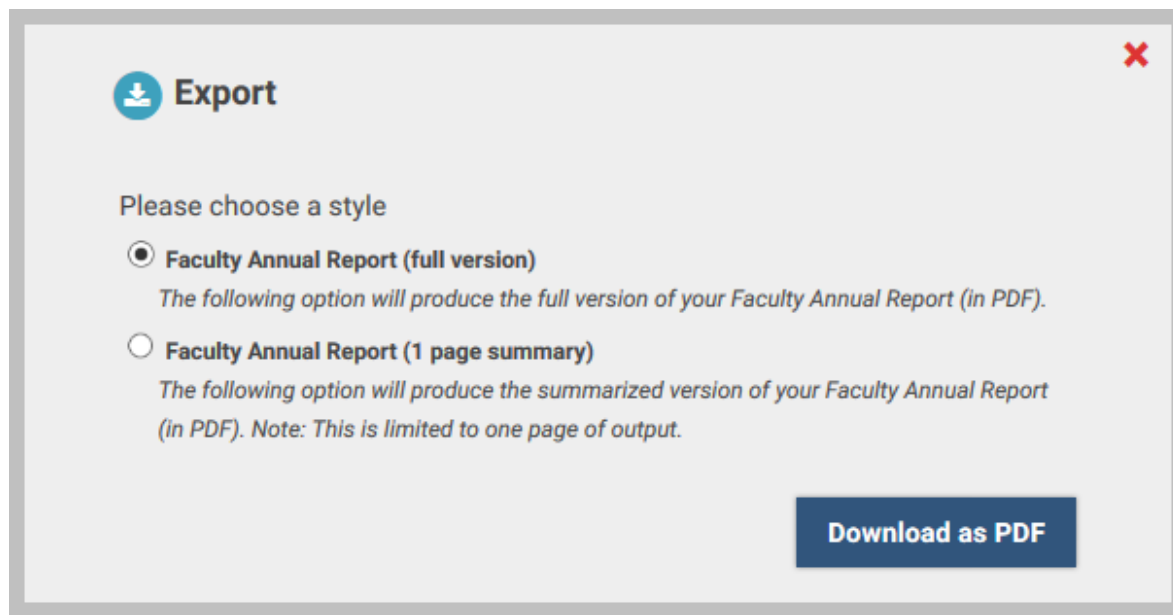
You may wish to export a faculty's FAR or EAR to assist with your review. To export a FAR or EAR, click on the **Export** button below the "To-Do List."



The screenshot shows a grey box with the text "Reviews of this Review Process" on the left. In the center, there is a button labeled "Export to Word or PDF" with a mouse cursor pointing at it. To the right of this button is another button labeled "Back to (Test) Baseline - Faculty Annual Report". The "Export to Word or PDF" button is highlighted with a red box.



A pop-up window will display and provide two export options. Select the report you wish to produce and then click "Download as PDF"



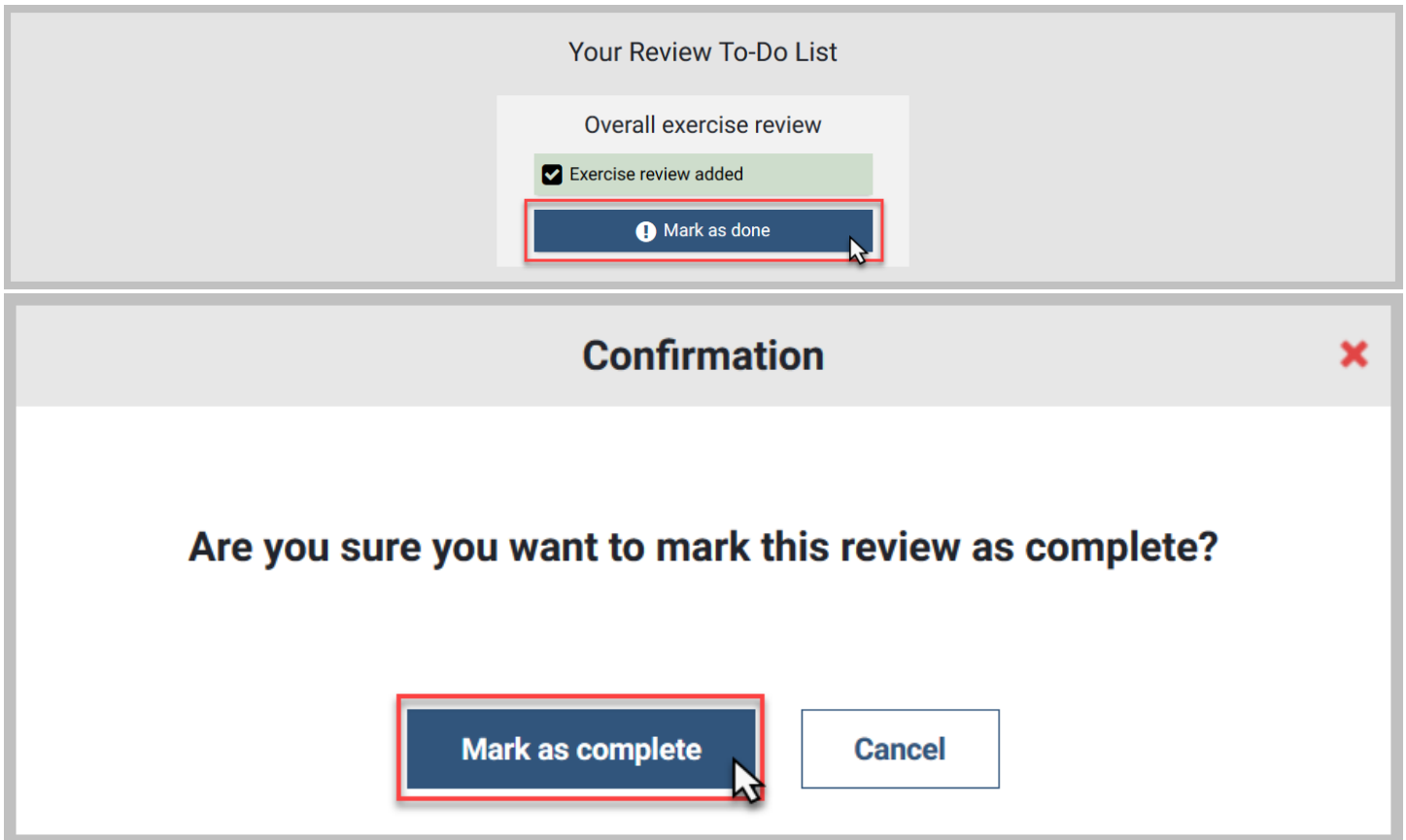
**Faculty Annual Report (full version):** This export will produce a full version of a faculty's FAR.

**Faculty Annual Report (1 page summary):** This export will produce a 1 page summarized version of a faculty's FAR, as it will appear to the Provost. A mapping document that provides guidance as to what is printing on the report is located on the [My CV Project Website](#).

Once you have reviewed the exported the FAR or EAR, you may return to My CV to add any comments and complete your review.

#### 4.4 Completing your review

When you have completed your review of a faculty's FAR or EAR, all "To-Do List" items should appear green. Click "Mark as done" to indicate your review is complete. The system will then ask you to confirm that your review of that faculty's FAR or EAR is complete.



The screenshot shows a user interface with two main sections. The top section, titled "Your Review To-Do List", contains a card for "Overall exercise review". Inside this card, there is a green status bar with a checkmark and the text "Exercise review added". Below this, a blue button with a white exclamation mark icon and the text "Mark as done" is highlighted with a red rectangular border. A mouse cursor is positioned over this button. The bottom section is a "Confirmation" dialog box with a red close button (X) in the top right corner. The dialog contains the question "Are you sure you want to mark this review as complete?" in bold black text. At the bottom of the dialog, there are two buttons: a blue button with white text "Mark as complete" (highlighted with a red border and a mouse cursor) and a white button with a blue border and blue text "Cancel".

That faculty's FAR or EAR has now been removed from your review queue list.

## 5. Additional Resources

More information about My CV, including contact information for your My CV Liaisons, additional User Guides, Frequently Asked Questions, and training videos can be found on the [My CV Project Website](#).