

## **Vita News, Updates, and Training Information**

### **NEW UNIVERSITY FACULTY INFORMATION SYSTEM**

There are several new developments in faculty reporting that will take place in 2023 that are being led by the University. The goal is a more effective system that can support the creation and maintenance of a faculty dossier, the P&T workflow, and annual performance review. Please read through the following information carefully because we want to reduce as much confusion as possible:

- 1) November-December 2022: The university will be reviewing proposals for a new faculty information system to replace Vita.
- 2) August 2023: Soft rollout of this new university faculty information system.  
IMPORTANT NOTE: it is unlikely that current Vita data will be effectively migrated to the new system. As such, Extension faculty and others who desire to maintain a faculty dossier following the OAA format and don't already maintain the dossier separate from the Vita system, are advised to generate a dossier report from Vita before August 2023.

### **EXTENSION INFORMATION SYSTEM**

- 1) Extension will continue to use the Extension reporting module in Vita for the 2022 and 2023 reporting years.  
IMPORTANT NOTE: The Extension module will be available for use during calendar year 2023.
- 2) A new Extension information system, separate from the new university-based system, will be built and tested in 2023 to be launched in early 2024.
- 3) All Extension program faculty and staff must continue reporting in Vita for the 2022 and 2023 calendar years (see training and support information below).

***Please be attentive to future announcements during this transition period.***

Questions about a faculty dossier following the OAA faculty format should be directed to Greg Davis at davis.1081. Questions about the Extension transition should be directed to T McCoy at mcco.860.

## **KNOWN TECHNICAL ISSUE IN VITA TO BE AWARE OF (as of 12/09/2022)**

The “Elements” side of Vita (where you add data like your creative and scholarly work, awards, funding or service) is currently experiencing an on-screen display delay for some categories (e.g., grants and service). When you enter data into these categories, they will immediately display on your Extension Annual Report and/or dossier report, but if you need to edit the entry, you will not be able to find it until the data are pushed to your profile, which may take up to a day. The correct **number** of items will appear on your Elements “home” page, but when you navigate to that section of your profile, the entry will not be visible. Please do NOT re-enter the data or it will eventually appear multiple times in your profile and on your document(s). If you need to edit the new entry, wait for it to appear in your profile and then make the necessary changes.

## **CURRENT VITA TRAINING OPPORTUNITIES FOR 2022 REPORTING YEAR**

Extension-specific help about Vita can be found on the Learning and Organizational Development (LOD) website (<http://go.osu.edu/OSUEvitaHelp>); use the menu to the left to access “helpful documents” or “training recordings”. The “Vita Guide for OSU Extension Employees” with a clickable table of contents, best practices and a glossary can be found on the “helpful documents” page or use this direct link <http://go.osu.edu/OSUEvitaGuide>.

We also have a “playlist” on the LOD YouTube channel of some Vita training sessions during the May 2020 “Extension Reporting and Vita: Your Data Matters!” bootcamp <http://go.osu.edu/OSUereportingHowToVideos>

**Vita Office Hours:** These are NOT formal Vita training sessions, but rather informal Q&A sessions intended for county-based faculty and staff. **Feel free to hop on a session, ask a question and learn from your peers – no registration needed! Dates listed on the last page.**

## **OTHER REMINDERS ABOUT VITA...**

**First, remember, the preferred browser for Vita is Google Chrome.** If something isn’t working as expected, try changing browsers. If you are having technical difficulties using Vita, please contact [vita@osu.edu](mailto:vita@osu.edu). If you take screen shots of any technical difficulties you might encounter, please add the images as **attachments** to your email to the Vita team; do not insert them into the body of the email. Remember, if you have basic questions about how to use the system or where to put stuff, you can contact Debby Lewis ([lewis.205@osu.edu](mailto:lewis.205@osu.edu)). Feel free to copy her if you send emails to [vita@osu.edu](mailto:vita@osu.edu) (to keep her in the loop).

### **KEEP IN MIND:**

- If, after you SIGN IN to Vita (<https://vita.osu.edu>), you do not have access to add data into the Elements portion of the site (where you would add data like your creative and scholarly work, awards, funding or service), click on the “Curate Elements Data” tile/button. This action will start an overnight, automated process to create your profile in “Elements”.

- If, after you SIGN IN to Vita, you do not have “DEPARTMENT...EXTENSION” in the gray navigation bar, please email [vita@osu.edu](mailto:vita@osu.edu) with the subject line “please add to Extension dept in Vita.” If you USED to have this link in your navigation bar, but it has disappeared, please let the Vita team know that too with the subject line “please RECOVER my Extension dept tab in Vita”. This may happen to you if you have changed your name this year.
- If you are trying to copy information from a Word doc into the system, you must use the keyboard shortcut for copy (CTRL+C) and paste (CTRL+V).
- Don’t forget to fill out “supporting data” (found in the gray navigation menu bar) for each publication you have entered into the system.
- You may copy Extension PROGRAMS from one year to another year; **only** copy Extension EVENTS **within** a calendar year (NOT from one year to another).
- The Extension Annual Report is located on the “DEPARTMENT” tab in Vita. Hover over “DEPARTMENT” and then click on “ANNUAL REPORT”
  - Click on “show advanced filter” button and select 2022 for the report year, then click the “Request Annual Report” button.
  - You will then be able to save it as a Word doc using the red “Save As Word” link (on the right, below the gray navigation bar) and send it to your supervisor (as always, review the document before you send it).
  - **The due date is January 17, 2023\* for county-based faculty and staff with programming responsibilities. (\*Usually the deadline is January 15, which is a Sunday and Monday is a holiday).**

### **Vita Office Hours (dates and link)**

In addition to responding to emails as described above, we have a zoom meeting room set up for Vita assistance during the following times. Again, we are targeting county-based Extension program faculty and staff; no need to register!

- Monday, December 19, 10-11am
- Wednesday, January 4, 1-2pm
- Friday, January 6, 11am-noon
- Monday, January 9, 2-3pm
- Thursday, January 12, 11am-noon

Join a “Vita Office Hours” Zoom Meeting (times listed above)

<https://osu.zoom.us/j/622635567?pwd=ZThPVElOOHBycTBoRUkrNkhmNG1Zdz09>