2025 Annual Review Processes through myVITA

myVITA is an online reporting system that captures activities related to research, teaching, service, scholarship, and creative works in one place. Currently, MU Graduate School coordinates two annual review processes through myVITA: the PhD student annual review of academic progress and the performance evaluation of graduate assistantships. This guide provides step-by-step instructions for completing both processes, as well as instructions for pulling evaluation reports for the Director of Graduate Studies (DGS) and other support staff.

To access myVITA, visit: https://www.data180.com/faculty180/umsystem

For questions, contact: mugradassessment@missouri.edu

Note: myVITA is the faculty activity reporting system for faculty as well so not all sections or instructions found in the site are directly applicable to graduate students. By default, the site refers to the subjects being evaluated as "faculty."

Table of Contents

Annual Review of PhD Student Progress

Per Graduate Faculty Senate policy, all master's, educational specialists, and doctoral students must submit an annual report of academic progress. Since 2022, the Graduate School coordinates the annual review process for PhD students through myVITA. It is recommended that all other students contact their respective programs for guidance

Step 1: Starting March 1, PhD student enters Activities and submits Self-Report by March 22 at 11:59 PM

1. Log into myVITA at https://www.data180.com/faculty180/umsystem.

2. On the left-hand side, click the link for **Activities.**

3. Enter any **Activities** occurring or in progress from <u>June 1, 2024– May 31, 2025</u>. See below for specific instructions related to each section. Please note that myVITA was developed with faculty in mind, so many sections will not be applicable.

Section	Description
Courses Taught	Not applicable to most graduate students. This is a locked field and uploaded for the instructor of record only.
Medical Education	Not applicable to most graduate students. Reserved for MU School of Medicine faculty.
Student Advising	Not applicable to most graduate students. Loaded for MU faculty with advisees.
Mentorship of Students, Interns, etc.	Enter any formal or informal mentoring relationships you would like to include, such as direct reports, advising of student organizations, or informal mentoring of undergraduates, other graduate students, or colleagues.
Continuing Education	Not applicable to most graduate students. Enter non-credit continuing education teaching activities delivered to external audiences. These activities are typically conducted for licensure purposes (e.g., counseling, nursing) and some extension education.
Other Teaching Activities	Not applicable to most graduate students. Enter any other teaching activities you have been involved with at the postsecondary level, such as curriculum or course development activities.
Courses Taught for Academic Credit at Another Institution	Not applicable to most graduate students. Enter any courses taught for academic credit at universities or colleges outside of the UM System.
Scholarly Contributions and Creative Activities	Enter articles, books, creative work, presentations, patents, and other scholarly or creative activities that are either completed or in progress.
Journal Editor, Peer Reviewer, Adjudicator	Enter any activities in which your expertise was used in the review of others, such as journal editor, peer reviewer, grant reviewer, etc.
Grants	Enter any grants or external fellowships received to fund a specific project. Include any grants or fellowships that were administered through Sponsored Programs not showing here (in many cases, this information is only preloaded for faculty even if you served as the PI, Co-PI, or senior personnel). Some examples of fellowships include the NSF Dissertation Research Improvement Grant, Mellon/ACLS dissertation completion award, or Ford Foundation Fellowship.
Community Engagement, etc.	Enter any service provided to the community that is related to your professional expertise. General service to the community may be listed under "Volunteer Activities" instead.
Service to Your Profession	Enter any service given to your profession, such as serving on the board of a professional association or volunteering at a conference. Do not include peer-reviewing, journal editing, etc. here.

University Committees	Enter any committees you have served on at MU. Change the unit to "MU" before selecting a committee or adding a committee not listed in the drop-down. Committees such as search committees, advisory committees, task forces can be listed here.
University Service	Enter any service to MU other than committee service. Student organization membership and leadership should be included here.
Faculty Workload Distribution	Not applicable for most graduate students.
Volunteer Activities	Enter any volunteer activities unrelated to your profession (e.g., faith-based activities, food bank, community clean-up).
Honors, Awards, & Recognitions	Enter any honors, awards, and recognitions for teaching, community development, research, economic development. Include small grants for research, travel, or professional development in this section.
Professional Development	Enter any professional development activities you have attended as a participant, such as conferences/symposia, training, webinars, Grad Essentials programming, Preparing Future Faculty, ResearchFRST (sponsored by MU's Office of Research), etc.
Future Goals and Plans	Enter any future goals or plans if you have not already completed an Individual Development Plan (IDP).

4. On the **Home** page under **My Tasks**, select the task for **Complete Evaluation: Student Self-Report** (or click on the link for **Evaluations** on the left-hand sidebar)
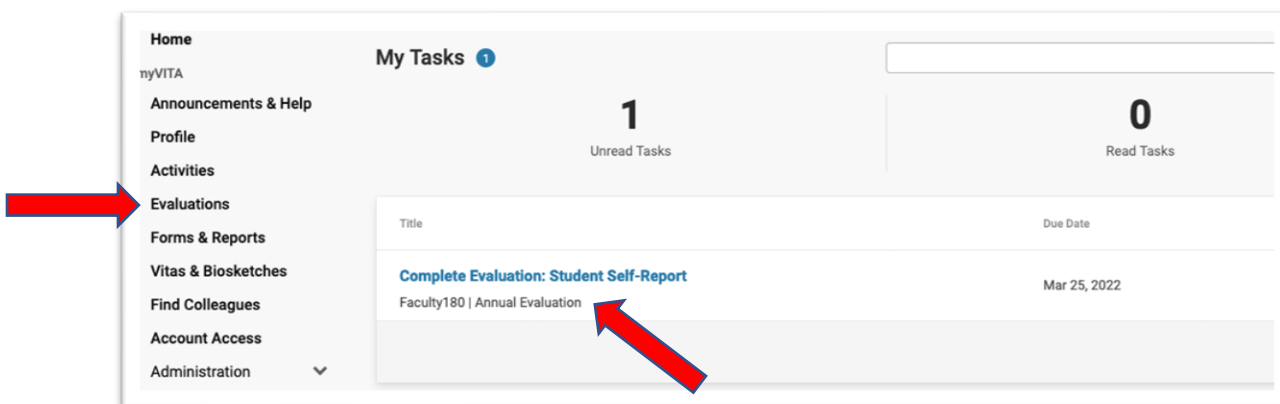
5. On the **Evaluations** page, select the blue **Report** button. The **PhD Student Self-Report** will appear in a separate window as a pop-up.
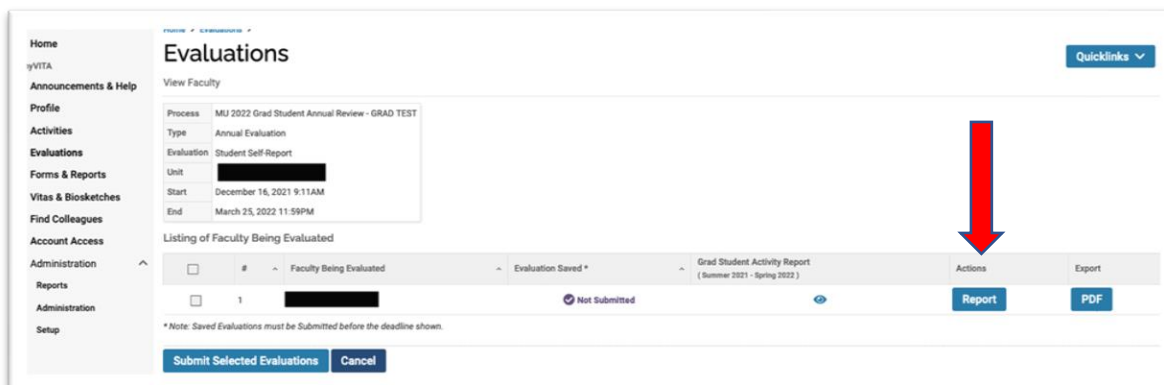
6. Complete sections as applicable on the **PhD Student Self-Report.**

MU GRAD - PhD Student Self-Report

IMPORTANT! You must complete the ACTIVITIES section before submitting your SELF-REPORT. You are only required to enter activities occuring or in progress from June 1, 2022 - May 31, 2023.

Graduate Faculty Senate policy mandates that all graduate students submit an annual report of academic progress. Complete the questions below to the best of your knowledge. Contact your department if you are unsure as to whether a particular milestone was completed. Note that myVITA times out after 60 minutes, so save your progress. Saving does not submit the form.

Important links:

- Policy on Annual Review of Graduate Progress
- D1 - Qualifying Examination Results and Doctoral Committee Approval Form
- D2 - Plan of Study for the Doctoral Degree Form
- D3 - Doctoral Comprehensive Examination Results Form
- D4 - Report of the Dissertation Defense Form
- Policy on Doctoral Student Academic Progress (e.g., extensions, probations and terminations, academic appeals)
- Individual Development Plan (IDP) (can be attached at bottom of this form)

For questions, contact mugradassessment@missouri.edu.

B Academic Milestones

Have you selected or been assigned a primary advisor (i.e., a faculty member who will be responsible for mentoring your dissertation scholarship)? If you have been assigned to the DGS as a temporary advisor, select No.	Select
Have you completed the Qualifying Exam/Process (D1)?*	Select
Have you completed the Plan of Study (D2 form)?	Select

7. Upload any additional documents (e.g., Individual Development Plan) required by your program at the bottom of the **PhD Student Self-Report** under **Attachments.** You may upload as many attachments as needed.

8. **Save** your **PhD Student Self-Report**. Note that myVITA times out after 60 minutes, so save your progress as you go. Saving will not submit the form.

9. To submit your materials, return to the **Evaluations** page, check the box next to the evaluation listed, and then click on the blue box for **Submit Selected Evaluations**. The Grad Student Activity Report (👁) and the PhD Student Self-Report will be forwarded to your Faculty Advisor(s) for their evaluation.


*Note: Be sure to **complete the above steps by March 22, 2025 at 11:59 PM CST** otherwise your Faculty Advisor will not receive the materials needed to complete their review.*

Step 2: Starting April 1st, Faculty Advisor completes Evaluation by May 9 at 11:59 PM

1. Log into myVITA at https://www.data180.com/faculty180/umsystem.

2. On the **Home** page under **My Tasks**, select the task for **Complete Evaluation: Faculty Advisor Evaluation of Advisee** (or click on the link for **Evaluations** on the left-hand side).
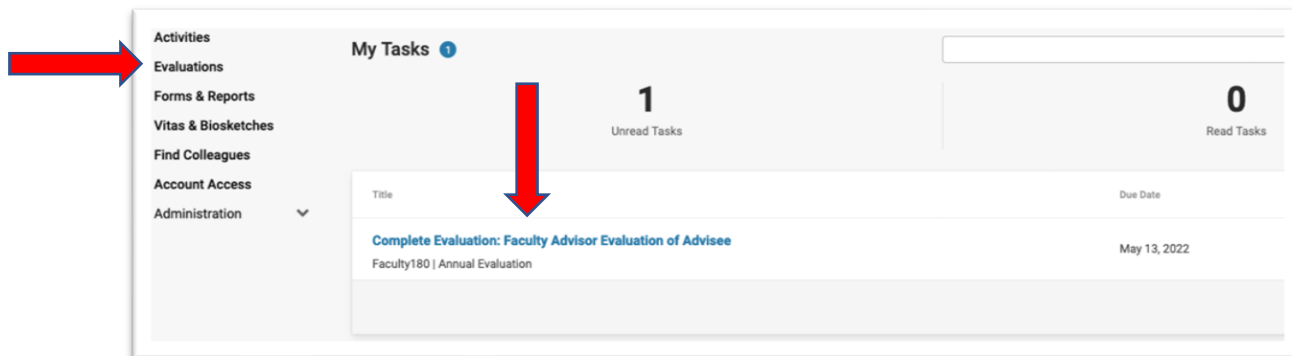

1. On the **Evaluations** page, you will see a list of all students to be evaluated.

2. Select the eyeball (👁) under **Grad Student Activity Report** to access materials for each advisee. The report is a CV-style document that includes Activities for the current academic year (June 1, 2024 – May 31, 2025).
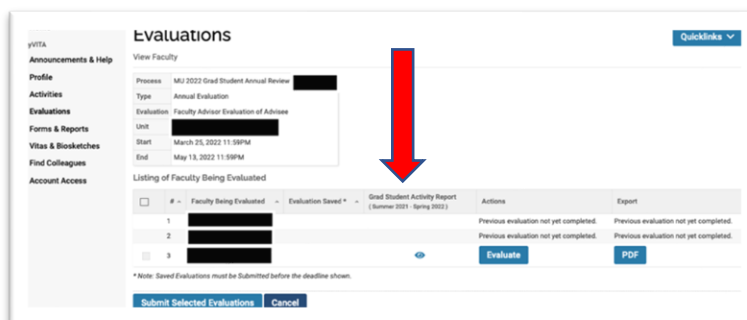
3. Under the **Grad Student Activity Report,** you can access the **PhD Student Self-Report** by clicking on the **MU 2025 PhD Student Annual Review – XXXX** in blue. The Self-Report includes information on academic milestones, dissertation committee, and/or other attachments (e.g., Individual Development Plan).

   Note: If the Grad Student Activity Report is blank or you do not see a link for the PhD Student Self-Report, then it is likely that the student has not submitted their materials. Contact mugradassessment@missouri.edu to request that Graduate School re-open the evaluation for the student to complete.
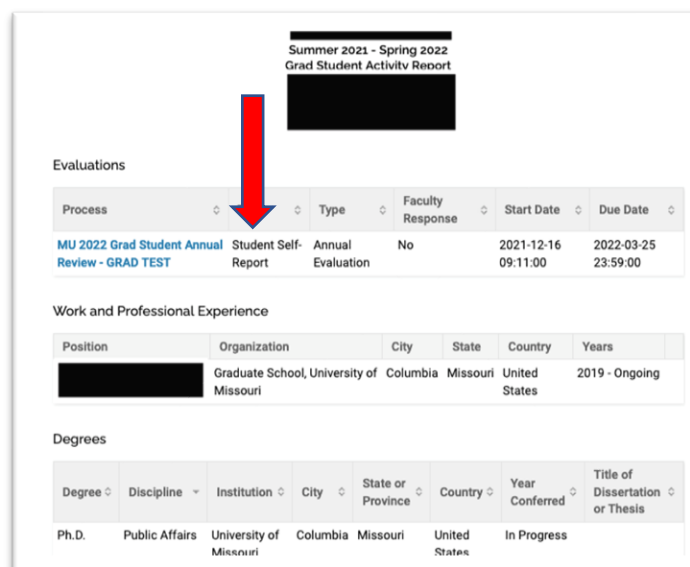
4. Once the Grad Student Activity Report has been reviewed, select the **Evaluate** link next to each student.
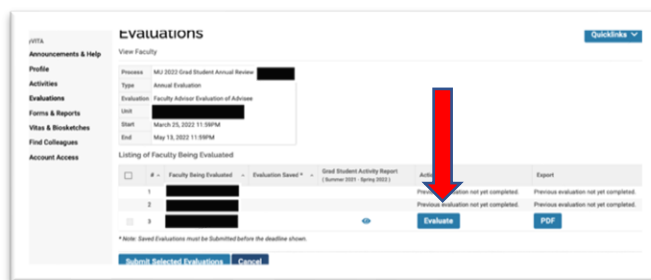
5. Complete the sections as applicable on the **Faculty Advisor Evaluation of Advisee**. If you also supervise your advisee in their graduate assistantship role, you may review their assistantship performance here as well.
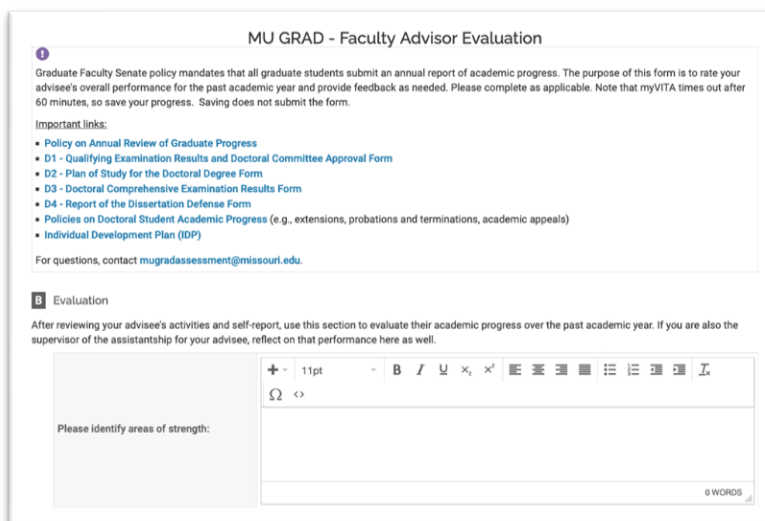

6. Save your **Faculty Advisor Evaluation of Advisee** form. Note that myVITA times out after 60 minutes, so save your progress as you go. Saving will not submit the form.
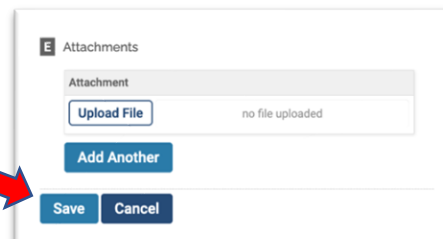

7. To submit your materials, return to the **Evaluations** page using the left-hand side bar, check the box next to the evaluation listed, and then click on the blue box for **Submit Selected Evaluations**. Your advisee will be notified that their materials are ready to review; a copy will also be forwarded to the Director of Graduate Studies the day after the deadline.

Note: You will no longer have access to your evaluation once you submit. If you would like to keep a copy for your own records, you may export a PDF on this page before pressing submit.
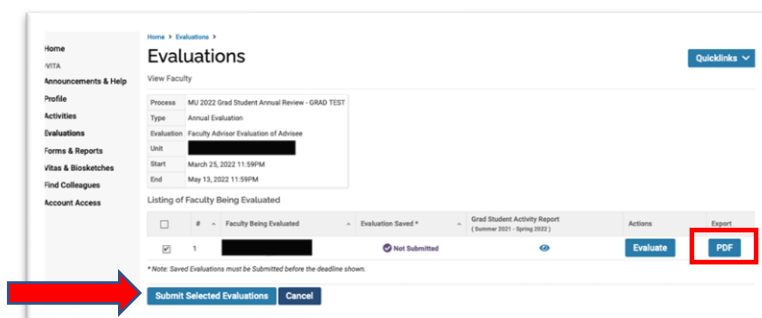
Step 3: Starting May 10, Director of Graduate Studies (DGS) submits Acknowledgement form by May 20 at 11:59 PM (Optional)

1. Log into myVITA at https://www.data180.com/faculty180/umsystem.

2. On the **Home** page under **My Tasks**, select the task for **Complete Evaluation: DGS Acknowledgement** (or click on the link for **Evaluations** on the left-hand side).
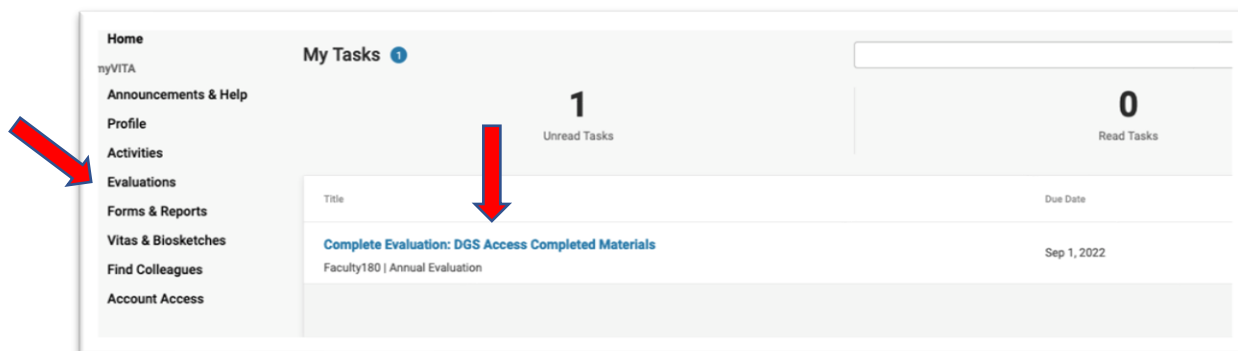

3. On the **Evaluations – View Faculty** page, you will see a list of all students being evaluated.

4. Select the eyeball (👁) under **Grad Student Activity Report** to access materials for each advisee. The report is a CV-style document that includes Activities for the current academic year (June 1, 2024 – May 31, 2025).
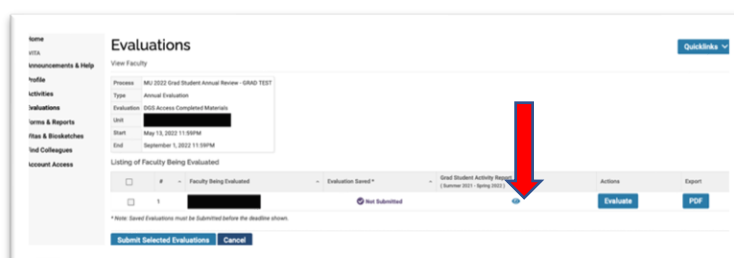

5. Under the **Grad Student Activity Report,** you can access the **PhD Student Self-Report** and **Faculty Advisor Evaluation of Advisee** by clicking the **MU 2025 PhD Student Annual Review – XXXX** links blue.

   Note: You should see at least two annual review links here for 2025. If one is missing, then either the student and/or faculty advisor steps were not completed. Contact mugradassessment@missouri.edu for assistance.
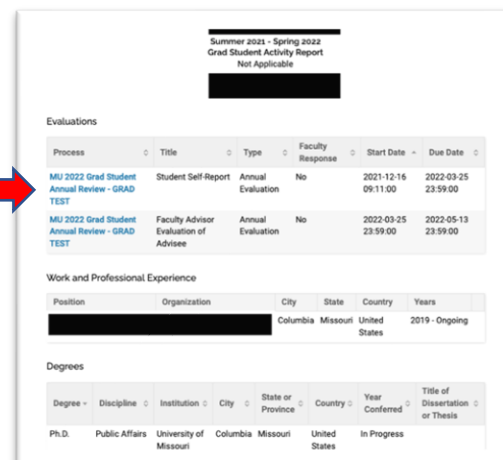
6. Once the Grad Student Activity Report has been reviewed, select the **Evaluate** link next to each student.
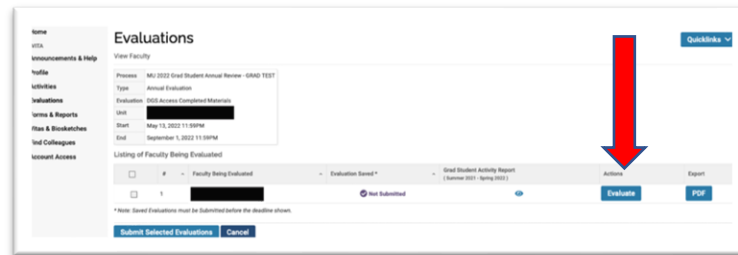
7. Complete the sections as applicable on the **DGS Acknowledgement** form.

8. Save your **DGS Acknowledgement** form. Note that myVITA times out after 60 minutes, so save your progress as you go. Saving will not submit the form.

9. To submit your materials, return to the **Evaluations – View Faculty** page, check the box next to the evaluation listed, and then click on the blue box for **Submit Selected Evaluations**.
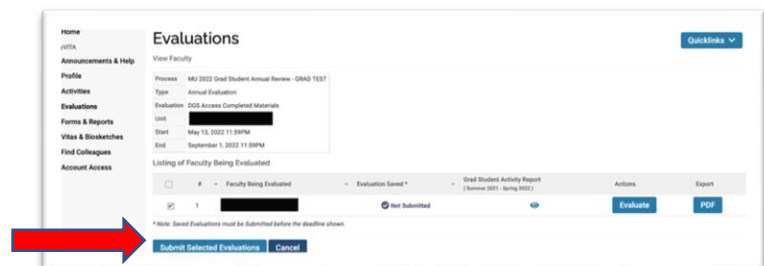

Note: Your advisee will be notified that their materials are ready to review; a copy will also be forwarded to the Director of Graduate Studies the day after the deadline

Step 4: PhD Student Reviews Feedback (Optional)

Feedback will become available in myVITA as your faculty advisor and/or DGS complete their steps. You will also receive an email notification. You do not need to respond in the tool. To access feedback:

1. Log into myVITA at https://www.data180.com/faculty180/umsystem.

2. On the left-hand sidebar, click the link for **Evaluations.**

3. Select the eyeball (👁) icon next to this year's evaluation
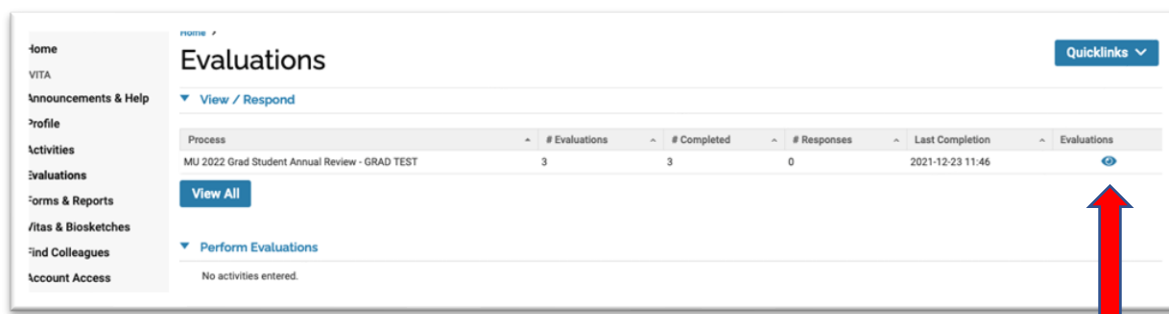
4. On the **Evaluations – Evaluations of Me** page, select the eyeball (👁) icon next to each to review. The option to respond has been turned off at this time.
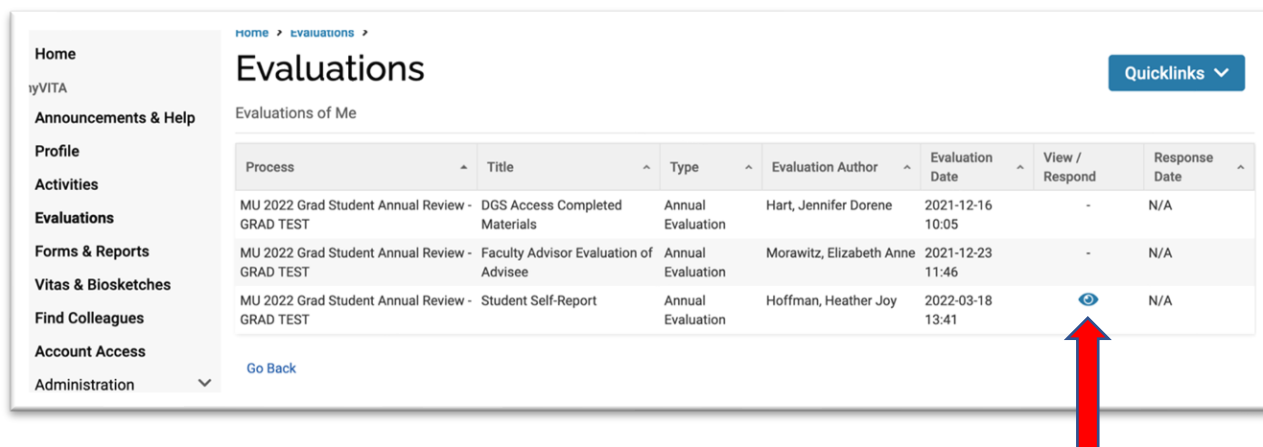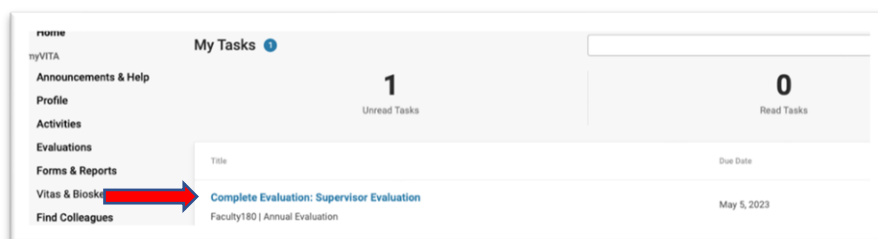
Annual Review of Graduate Assistant Performance

Graduate Faculty Senate policy also requires that graduate assistants reviewed by the faculty or staff member that supervisors their work at least once a year. Applicable job titles include Graduate Teaching Assistants (4717), Graduate Research Assistants (4715), Graduate Instructors (4685), Graduate Fellows (4680), and Graduate Library Fellows (4690). Graduate student workers in hourly roles are excluded.

> *Note: Graduate assistants are no longer required to submit a Self-Report. In addition, graduate assistants with multiple supervisors or supervisors that change at the semester will be evaluated by each supervisor.*

Step 1: Starting April 1st, GA Supervisor completes Evaluation by May 9 at 11:59 PM

1. Log into myVITA at https://www.data180.com/faculty180/umsystem.

2. On the Home page under **My Tasks**, select the task for **Complete Evaluation: Supervisor Evaluation of Advisee** (or click on the link for Evaluations on the left-hand sidebar if a task isn't showing).


3. On the **Evaluations** page, you will see a list of evaluation processes. Select the **Evaluate** button next to the process "MU 2025 Grad Assistantship Annual Review."
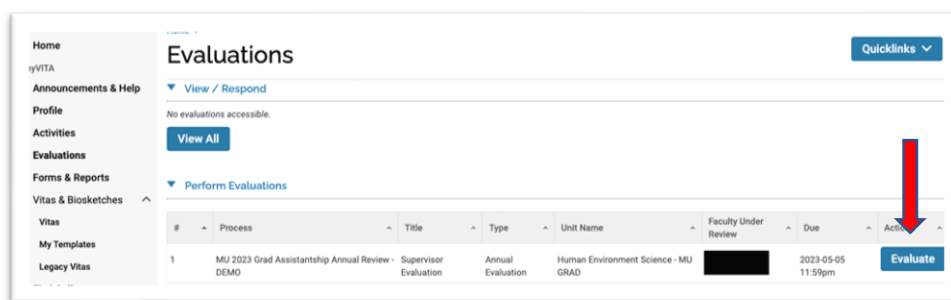
4. Next, you will see a listing of graduate assistants to be evaluated (myVITA will refer to them as faculty). Select the **Evaluate** box next to each graduate assistant to access their respective **Evaluation** forms.

   Note: You will not see listed here any PhD students for whom you are also the faculty advisor (you will only evaluate them once through the PhD annual review process). However, if any other graduate assistants are missing from this listing, contact mugradassessment@missouri.edu.
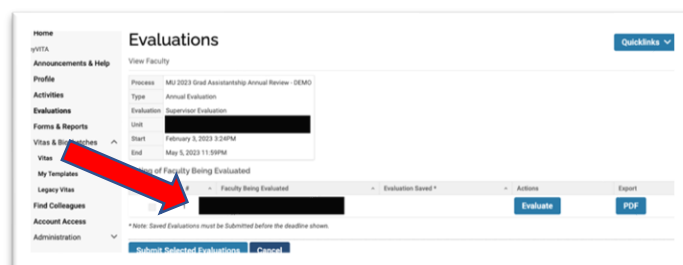
5. On the **Supervisor Evaluation** form, complete each section as applicable.

6. At the bottom of the **Supervisor Evaluation** form, you can save your progress; saving does not submit the form. Note that myVITA times out after 60 minutes, so save frequently.

7. To submit your evaluation(s):

   a. Return to the **Evaluations** page using the link on the left-hand side.

   b. On the **Evaluations** page, check the box next to each student for whom you would like to submit an evaluation.

   c. Click on the blue box for **Submit Selected Evaluations**. Your advisee will be notified that their materials are ready to review.

Note: You will no longer have access to your evaluation once you submit. If you would like to keep a copy for your own records, you may export a PDF on this page before pressing submit.

Step 2: Graduate Assistant Reviews Feedback

Feedback will become available in myVITA as your supervisor completes their review. You will also receive an email notification. You do not need to respond in the tool.

To access feedback:

1. Log into myVITA at https://www.data180.com/faculty180/umsystem.

2. On the left-hand sidebar, click the link for **Evaluations.**

3. Select the eyeball (👁) icon next to this year's evaluation


4. The next page lists each step in the process. Select the eyeball (👁) icon next to each to review. The option to respond has been turned off at this time.
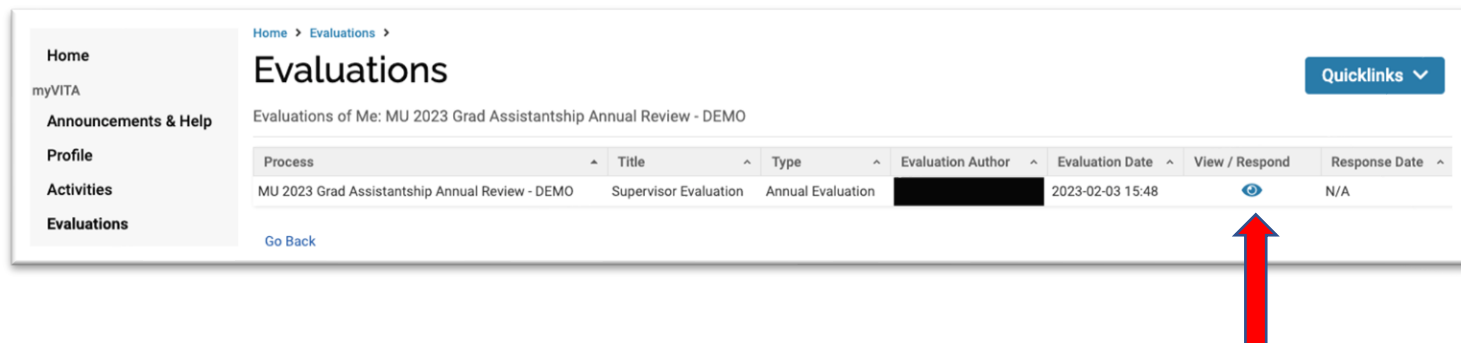
Evaluations Reports (DGS and Staff only)

Evaluation reports show the status and results of annual performance reviews. The Director of Graduate Studies (DGS) may request reporting rights to access **Evaluation Reports** for their specific program at mugradassessment@missouri.edu.

1. Log into myVITA at https://www.data180.com/faculty180/umsystem.

2. Click on the **Administration** tab on the left-hand side bar and select **Reports** from the drop-down.
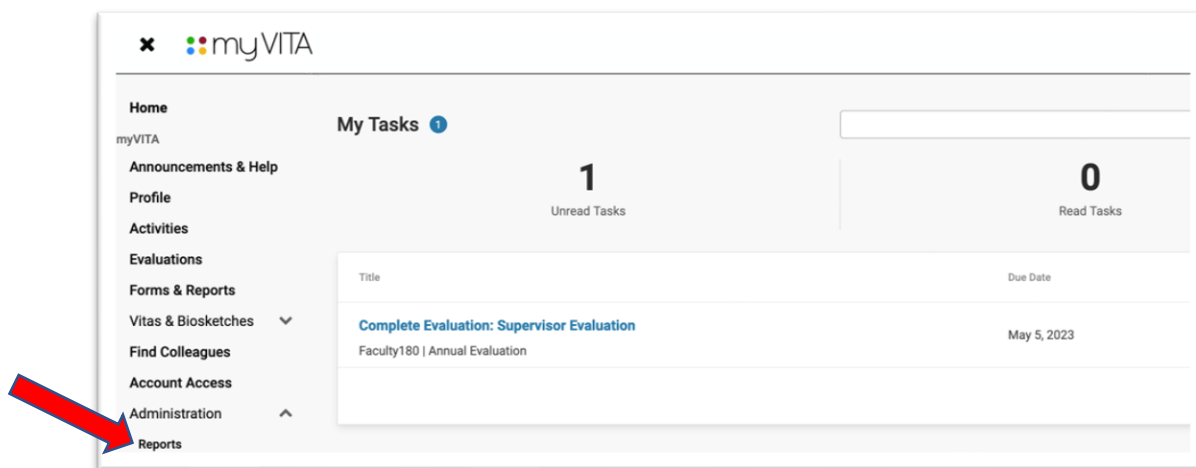
3. On the **Reports** page, select **Evaluations** from the list of reports.

4. On the **Reports - Evaluations** page, update the reporting criteria:

   a. The **General** criteria should be a date range that encompasses the entire *administration* period of the annual reviews (i.e., March to May). The calendar year (e.g., 2025-01-01 through 2025-12-31) should be sufficient in most cases.
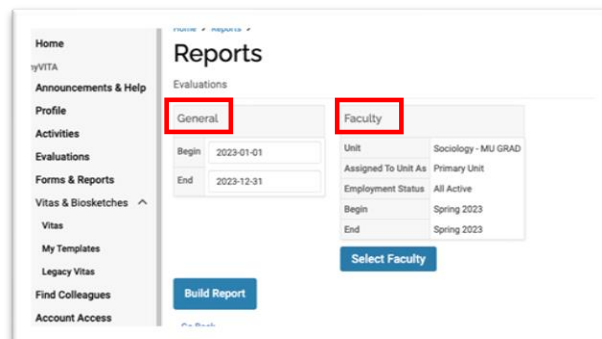
   b. The **Faculty** criteria should include all students in your program under review (remember that . Unless you have reporting rights to other units, the unit should default to the correct academic program. If not, click on the **Select Faculty** blue box to update the criteria.

*Note: If you have students in your program who are also faculty, then their Primary Unit in myVITA is likely to be the academic home associated with their faculty role; you'll want to include Secondary Unit assignments as well. Open the **Select Faculty** dialog box and under **Assigned to Unit As** and select the option for **Both** from the drop-down.*

5. Select **Build Report** go display the evaluations that met your criteria with the evaluations processes(s) listed on the left and various reporting options on the right (i.e., by Evaluation Titles, Faculty Being Evaluated, and Total Number of Faculty Evaluations).
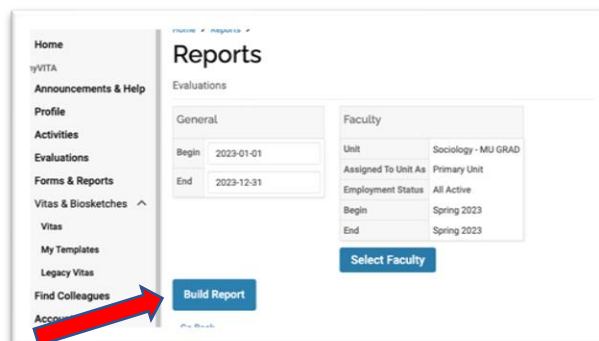
6. Select the number under **Evaluation Titles**.
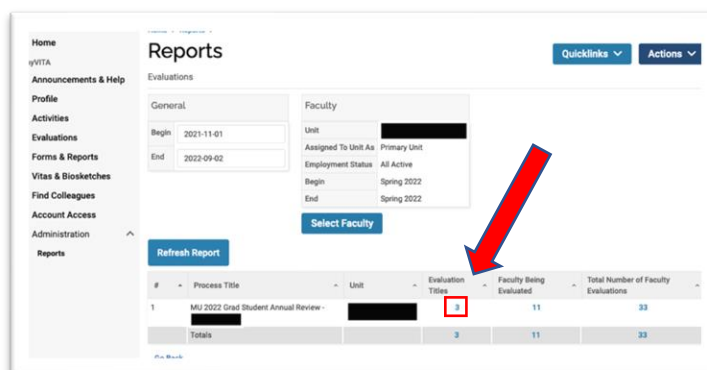
7. The next screen breaks out the evaluation process into each evaluation step (e.g., student step, faculty advisor step, DGS step, etc.). To view the all the evaluations for a specific step, click on the total evaluations for that row. For example, click on "11" in the figure to access all PhD Student Self-Reports, and so on.
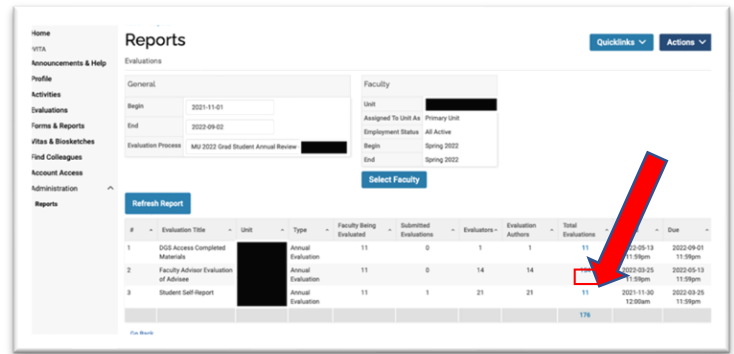
8. On the **Reports – Evaluations – MU 20XX Grad Student Annual Review** page, you can view the submission status of each evaluation, the Grad Student Activity Reports, any attachments, etc. You can export this table by clicking on **Actions** in the upper-right hand corner.