

► Overview

Users can create formatted documents capturing their activities and achievements based on the information they have entered on the **Profile** and **Activities** pages in UNLV Folio. This guide will go over how users can use the Legacy Vita Builder to run a vita from an existing template, create and run their own vita or biosketch templates, and template maintenance including how to edit, delete, and clone existing templates.

Vita outputs may be helpful to users who want to:

- view how their data will be output for a particular review process and review period
- create their own custom vita with specific sections
- submit a biosketch as part of their grant application
- submit a vita with their merit application

► Accessing the Legacy Vita Builder

Once logged into your UNLV Folio account, from the navigation menu, select **Vitas & Biosketches** to expand the menu options (Figure 1, #1). From the options, select **Legacy Vitas** (Figure 1, #2) to be taken to the **Vitas & Biosketches** page.

The **Vitas & Biosketches** page is separated into two sections - **Vita Admin** and **Vita/Profile Systems**.

The **Vita Admin** section displays the current vita templates available to you and is also the area where you can add your own templates.

Users can connect their ORCID account to UNLV Folio in the **Vita/Profile Systems** section. For more information on the UNLV Folio and ORCID integration, please visit the [Importing Activities from ORCID into UNLV Folio](#) resource.

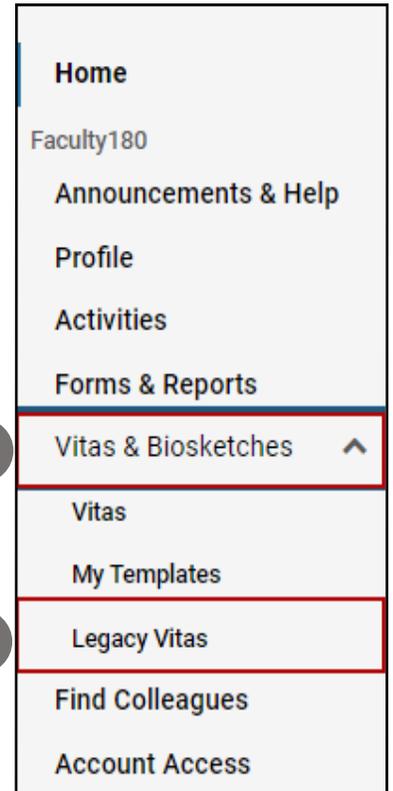


Figure 1. Accessing the Legacy Vita Builder

Running a Vita from an Existing Vita Template

There are four institutional vitas that have been set up by the Office of Faculty Affairs and are listed in the **Vita Admin** section:

- **Faculty Annual Achievement Report**
This vita template includes the [sections used to populate the Faculty Annual Achievement Report \(FAAR\) vita](#), which faculty submit as part of the annual evaluation review process.
- **Mid-Tenure/Mid-Promotion Application for Academic Faculty**
This vita template includes the [sections used to populate the Mid-Tenure/Mid-Promotion Application vita for academic teaching faculty](#), which candidates submit as part of the mid-review process.
- **StandardCV**
This vita template includes all of the sections listed on your **Profile** and **Activities** pages in UNLV Folio.
- **Tenure and/or Promotion Application for Academic Faculty**
This vita template includes the [sections used to populate the Tenure and/or Promotion Application vita for academic teaching faculty](#), which is the university-level document candidates submit as part of the tenure and/or promotion review process.

Running Vitas and Biosketches

These vitas can be distinguished from other vitas by finding the **Unit** column which lists the unit as *University of Nevada, Las Vegas*. Follow the steps below to run a vita from an existing university vita template or one you have created.

Step 1

Begin by determining which vita template you want to use to view your data. Next, click on the blue eye icon in the **View** column for the corresponding template (Figure 2).

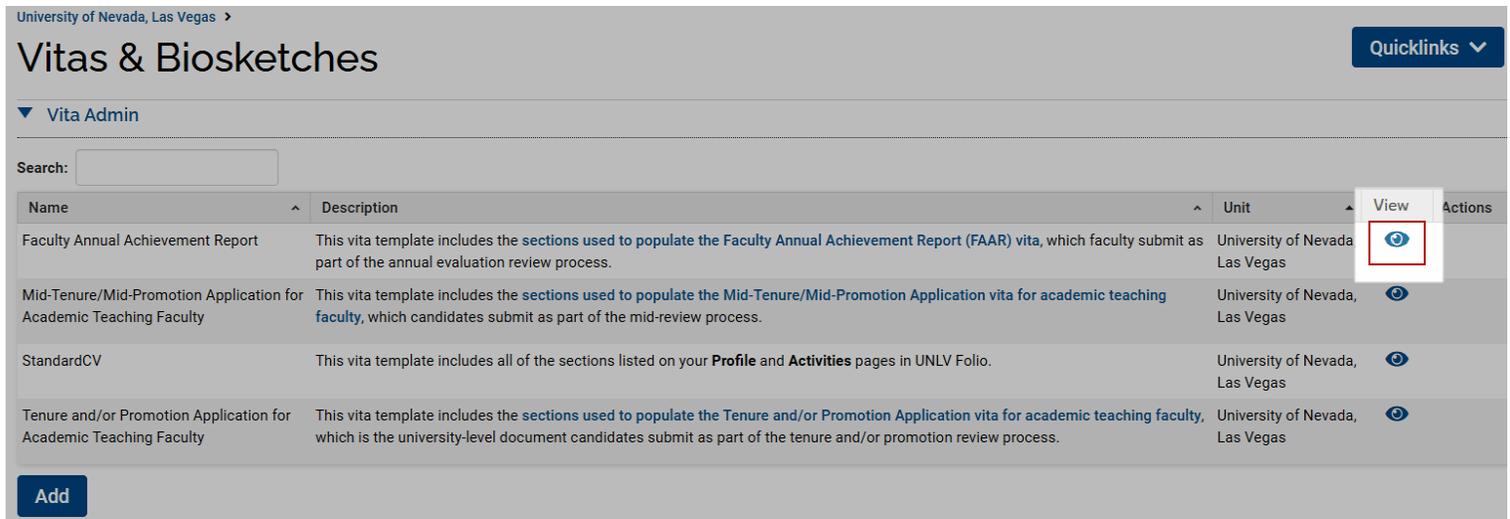


Figure 2. Viewing a vita template.

Step 2

The **Vitas & Biosketches: View Vita** page will open. Under **Vita Options**, you will find the **Type** section in which the **Institutional** radio button will be pre-selected and the drop-down menu will display the vita you selected in Step 1. If you would like to choose a different university template, ensure the **Institutional** radio button is selected and use the drop-down menu to select a different vita template. University templates follow the *American Psychological Association 6th edition* citation format.

*If the **Personal** radio button is selected, then only the templates that you have created or modified are available in the drop-down menu. With **Personal** vita types, you can choose a different **Citation format**.*

In the **Date range** section, you will specify whether you would like all of your data pulled into the vita or you can choose a custom date range. Select the **All** radio button if you would like to include your entire record of achievements in the vita output. Alternately, select the **Custom** radio button to choose a specific time frame for the data that will get pulled into the vita output. Use the **Begin** and **End** drop-down options to specify the semester start and end date range that you want to include in the vita output.

*Select the **Hide date range in vita output** checkbox if you do not want the date range to display in the vita output.*

Step 3

Lastly, click the **Refresh Vita** button to ensure the selected options are reflected in the vita output (Figure 3, #1). Once the vita has finished processing, scroll down the page, to find your vita output displayed. Select the **Export/Share** button to export the document as a Word Document, PDF, to your personal Interfolio Dossier account, or as an electronic web link that can be shared (Figure 3, #2). If you would like a hard copy of the document, click the **Print** button to open a printable webpage (Figure 3, #3).

*If you make any changes to the **Vita Options** selections, be sure to click the **Refresh Vita** button so the updated selections are reflected in your vita output.*

Vitas & Biosketches

View Vita

Vita Options

Type* Institutional Personal

Faculty Annual Achievement Report (University of Nevada, Las Vegas) ▼

Date range* All Custom

Begin* End*

Spring 2023 Fall 2023

Hide date range in vita output

Note: date range only applies to items from activity input

1 Click the **Refresh Vita** button to ensure the vita options you selected are reflected in the vita output.

2 Click the **Export/Share** button to export the vita output to a Word Document, PDF, your Interfolio Dossier account, or share as an electronic web link.

3 Click the **Print** button to open a printable webpage.

Figure 3. The 'Refresh Vita', 'Export/Share', and 'Print' options.

Creating Your Own Vita or Biosketch Templates

You can also create your own vita or biosketch template and customize which sections you would like included in the vita output. Follow the steps below to create your own vita from an existing university template or a biosketch template that is created and managed by Interfolio.

Step 1

Begin by accessing the Legacy Vita Builder. From the **Vita Admin** section, click the **Add** button (Figure 4).

University of Nevada, Las Vegas >

Vitas & Biosketches

▼ Vita Admin

Search:

Name	Description
Faculty Annual Achievement Report	This vita template includes the sections used to populate the Faculty Annual Achievement Report (FAAR) vita, which is part of the annual evaluation review process.
Mid-Tenure/Mid-Promotion Application for Academic Teaching Faculty	This vita template includes the sections used to populate the Mid-Tenure/Mid-Promotion Application vita for academic teaching faculty, which candidates submit as part of the mid-review process.
StandardCV	This vita template includes all of the sections listed on your Profile and Activities pages in UNLV Folio.
Tenure and/or Promotion Application for Academic Teaching Faculty	This vita template includes the sections used to populate the Tenure and/or Promotion Application vita for academic teaching faculty, which is the university-level document candidates submit as part of the tenure and/or promotion review process.

Add

Figure 4. Clicking the 'Add' button in the Vita Admin section to add a new vita template.

Step 2

The **Add** window will popup requesting information required in order to create the new vita template. In the **Name** field, provide a name for your new vita template. From the **Template** drop-down, select either an institutional vita template or a biosketch template to base your new vita template (Figure 5).

Figure 5. Adding a new vita template.

In the Description field, you can provide a brief description of the new vita template you are creating. When finished, click the Save and Edit button to save your template and begin making changes to the sections you want to include in your vita and determine other vita preferences. Select the Save button to create the vita as is and make it available in the Vita Admin section.

If you selected a biosketch template to base your new vita template on, you are limited in the configuration options. For example, some sections are required to be included in a biosketch so that it is in compliance with a granting agency's guidelines and therefore cannot be deleted.

Step 3

After clicking the **Save and Edit** button, you will be taken to a new page. In the **General Information** section (section A) you can modify the template name, description, and you also have the option to [configure what is and is not displayed when the vita is run](#).

In the **Content** section (section B), use the **Reorder** dropdown on the far right of the page to determine the order you want the sections to appear in your vita or you can select the *Do Not Show* option to remove that section from the vita template (Figure 6).

Figure 6. Reordering or removing sections from a vita template.

If you would like to change the name of a section, click on the **Edit** pencil icon to the right of the heading to customize the heading title.

Expand the section by clicking on the arrow next to the section name to view which records will be included in the vita output (Figure 7, #1). The boxes with a checkmark indicate that the record will be included in the vita output when the vita is ran (Figure 7, #2). If you would like to disable a record from showing up in the vita output, be sure to uncheck the corresponding checkbox.

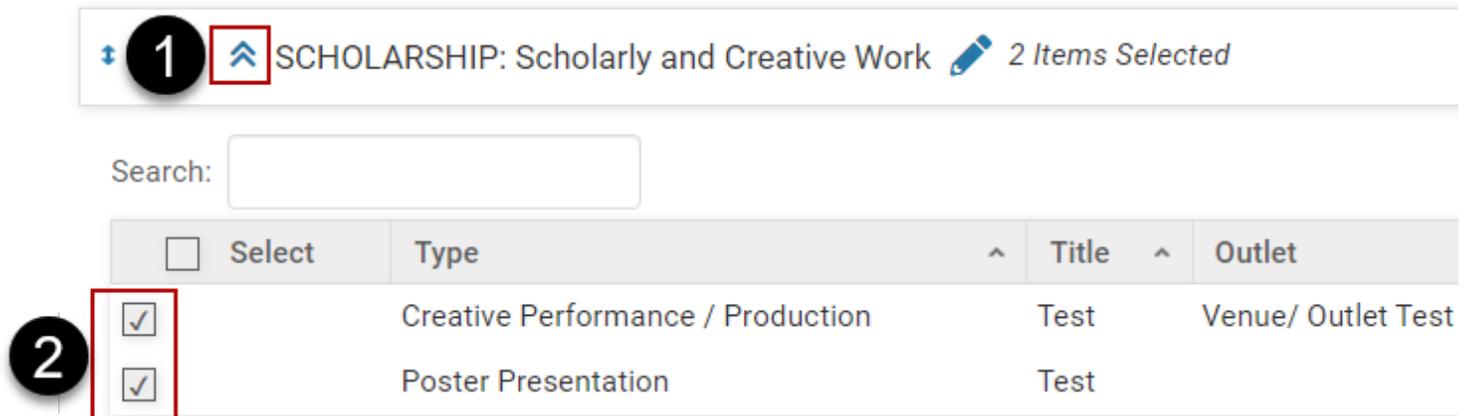


Figure 7. Selecting which records are displayed in a vita output.

Step 4

Once you have finished making your customizations to the template click the **Save and Preview** button at the bottom of the page to save your customizations and preview the vita output (Figure 8). Select the **Cancel** button to discard any changes you have made.

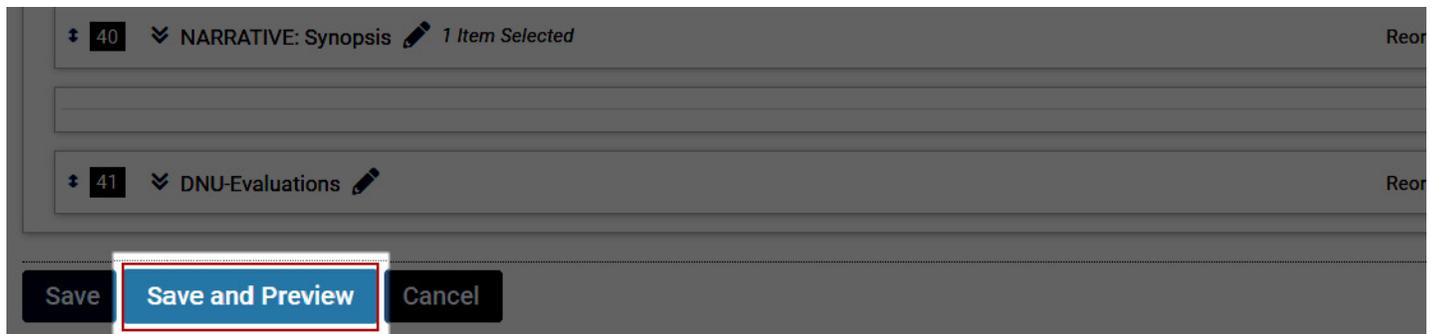


Figure 8. Saving and previewing a vita output.

Follow steps 2 through 3 in the **Running a Vita from an Existing Vita Template** section above to create a vita output based on the new template you created.

Edit, Delete or Clone Personal Vita or Biosketch Templates

You have the option to edit, delete or clone any of the personal vita or biosketch templates that you have created. To perform one of these actions, access the Legacy Vita Builder and within the **Vita Admin** section, there are three icons to the right of any of your personal vita templates.

Use the pencil icon (Figure 9, #1) to make edits to any of the vita templates you have created. If you would like to delete a vita template, use the "x" icon to permanently delete the vita template (Figure 9, #2). Lastly, if you want to clone or duplicate an existing template that you have created, select the stacked rectangular icon (Figure 9, #3).

Vitas & Biosketches

Quicklinks ▾

▼ Vita Admin

Use these icons to **Edit, Delete, or Clone** a personal vita template.

Search:

Name	Description	Unit	View	Actions
Faculty Annual Achievement Report	This vita template includes the sections used to populate the Faculty Annual Achievement Report (FAAR) vita , which faculty submit as part of the annual evaluation review process.	University of Nevada, Las Vegas		
Mid-Tenure/Mid-Promotion Application for Academic Teaching Faculty	This vita template includes the sections used to populate the Mid-Tenure/Mid-Promotion Application vita for academic teaching faculty , which candidates submit as part of the mid-review process.	University of Nevada, Las Vegas		
New Personal Vita Template - Demo	For demonstration purposes only.			
StandardCV	This vita template includes all of the sections listed on your Profile and Activities pages in UNLV Folio.	University of Nevada, Las Vegas		
Tenure and/or Promotion	This vita template includes the sections used to populate the Tenure and/or Promotion Application vita for	University of		



Figure 9. Editing, deleting or cloning a personal vita template.

Need more Help?

- > Check out the [UNLV Folio Resources page](#)
- > Email [UNLV Folio Support](#)
- > [Book a one-on-one consultation](#) with the UNLV Folio Support Team