

**From:** UCSF-VPAA  
**Sent:** Thursday, February 25, 2016 10:59 AM  
**To:** allacad@listserv.ucsf.edu  
**Subject:** Enhancements to MyCV in Advance – 2/29/16 Implementation

**SUMMARY:**

On February 29, new enhancements to the MyCV format in Advance will be released:

- Improved functionality for editing your CV, including a short cut panel to help navigate to sections of your CV and an autosave function
- New sections in the CV (e.g., contributions to diversity, educator portfolio)

Faculty should review their MyCV data to make sure that it appropriately represents their academic accomplishments within the new CV framework.

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Dear Colleagues:

As you may be aware, the MyCV format in Advance was designed using [Guidelines](#) which were developed by the Committee on Academic Personnel (CAP) in 2003. Since Advance was launched in March 2011, we have been accepting suggestions for improving the functionality of the CV module of the system, with the understanding that no changes to the CV format would be made until at least three full review cycles had been completed. In 2014, I convened a faculty workgroup with the charge to:

- Develop an updated CV format that allows faculty greater flexibility to represent the full range of their academic accomplishments
- Provide feedback and guidance for improving functionality for uploading and editing the CV
- Determine and maintain a standard CV format while allowing faculty to save additional versions of their CV for other purposes

The CV workgroup developed recommendations to address the issues listed above and in June 2015, we sought campus-wide faculty input into the proposed revisions to the CV. I am pleased to announce that the following CV enhancement will be implemented:

February 2016	Enhancements to “MyCV” - the version of your CV that is used for academic review
June 2016	New functionality for a “Custom CV” module that allows you to save multiple, personally customized, versions of your CV in Advance

**WHAT IS CHANGING IN FEBRUARY:**

On February 29, when you open your CV in Advance, you will notice:

- Improved functionality for editing your CV, including a short cut panel to help navigate to sections of your CV and an autosave function
- New sections in the CV (e.g. contributions to diversity, clinical services, educator portfolio)

- Elimination of some sections (e.g. teaching hours).

Click [here](#) for additional details.

**WHAT YOU NEED TO DO:**

The CV Workgroup paid particular attention to minimizing the number of formatting changes that require action by the faculty member. A guide to reviewing your CV in the new format to make sure it appears as you intend is available [here](#).

**WHAT TO DO IF YOU HAVE ALREADY COPIED YOUR CV TO A PACKET:**

If you have an active appointment or advancement packet in Advance to which you have already copied your CV, you do not need to replace it with the new format and your academic review will not be disadvantaged in any way. However, if you should need to make changes to your CV, click [here](#).

**PACKET REVIEWERS/APPROVERS:**

There is a special section in the Transition Guide specific to faculty reviewers. Click [here](#).

**WHERE TO FIND ADDITIONAL RESOURCES:**

The [Advance page](#) on the Academic Affairs website has been updated with a number of resources to assist you with the new CV format and functionality:

Resource	Description
<a href="#">Transition Guide</a>	Guide for reviewing and updating your CV in the new format
<a href="#">Quick Start Guide – MyCV</a>	One page reference sheet highlighting common tools and tips for working on your CV
<a href="#">Faculty Tutorial</a>	Comprehensive guide to Advance for new or infrequent users

In addition, the ADVANCE Project Team will be hosting bi-weekly webinar sessions throughout the Spring. These sessions will consist of a brief demonstration of the new CV functionality and time for faculty to ask questions about maintenance of their CVs. Faculty can participate in these *interactive* sessions by logging in from their computers. Click [here](#) for the webinar schedule.

The new MyCV functionality is a critical component of the Advance system and is the result of the involvement and input of many faculty members. I would like to personally acknowledge the outstanding effort of the [CV Workgroup](#).

I invite your feedback and comments at [AdvanceProject@ucsf.edu](mailto:AdvanceProject@ucsf.edu). Thank you for your continued support and suggestions.

Best regards,

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