

2/24/2011

**Advance** Faculty Information System

Dear Colleagues:

I am writing to inform you about a major milestone in the development of the Advance Faculty Information System. As of March 7, faculty and non-faculty academics will have access to new CV functionality in Advance via the "My CV" tab.

Last fall we collected faculty CVs from the Departments for parsing into Advance. Of the 2538 paid faculty for whom we requested CVs, the Department Academic Personnel Analysts (APAs) were able to collect and submit 2356 or 93% of them. Since then, CVs were uploaded into Advance by the Advance Project Team using an electronic parser that was designed to recognize the headings and the format below those headings as defined in the [UCSF CV guidelines](#). The success with which CV data uploaded into Advance was very much dependent on the use of the CV headings and formatting exactly as written in the guidelines. The Advance Project Team was able to parse 80% of the CVs received. Department Academic Personnel Analysts (APAs) currently (until March 4) have access to the CVs and will be your primary contact for helping you with your CV. At least one APA in each Department has attended a 2-hour training session for on-line CVs in the past few weeks. In addition, APAs in the Dean's Office of Academic Affairs for each School were also trained and can provide additional assistance if needed.

Specific details about how to review, edit and add to your CV will be sent March 7, when you will have access to your CV, as well as details for how to parse a CV for those who did not submit CVs last fall.

After the release of the CV module, our next milestone will be to have the entire packet and departmental review process available on-line by mid-April 2011.

The project continues to include the involvement and input of many faculty members. I invite your feedback and comments at [AdvanceProject@ucsf.edu](mailto:AdvanceProject@ucsf.edu).

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