

**From:** UCSF-VPAA [mailto:UCSF-VPAA@UCSF.EDU]  
**Sent:** Monday, May 02, 2011 1:21 PM  
**To:** ALLACAD@LISTSRV.UCSF.EDU  
**Subject:** Update on Advance: Packets and Departmental Review Process Now On-Line

## **Advance** Faculty Information System

Dear Colleagues:

I am pleased to report that we have reached another major milestone for the Advance project: the entire packet and departmental review process are now available on-line in Advance.

You now have access to two new tabs in Advance: **My Packet** and **For Review**:

- As a **Candidate** for advancement, the new **My Packet** tab gives you the ability to add your CV data from My CV into your advancement packet and add names of colleagues to be contacted for reference letters.
- As a **Reviewer**, the new **For Review** tab gives you the ability to view the contents of packets that have been assigned to you for review.

I would also like to provide you with the following helpful reminders:

### ACCESS TO ADVANCE:

To access the Advance system, log into MyAccess (<https://myaccess.ucsf.edu>) and click on the **Advance** link.

### HELP DOCUMENTS:

There are several documents available on-line at <http://academicaffairs.ucsf.edu/advance/guidesfaculty.php> to help you understand the new features.

### ACADEMIC PERSONNEL ANALYSTS (APAs) AS SUPPORT:

At least one APA in each Department has attended or will attend a 2-hour hands-on training session for the new features. Your Departmental APA should be your primary contact for questions regarding the new functionality. In addition, APAs in the Dean's Office of Academic Affairs for each School were also trained and can provide additional assistance if needed.

Our next milestone is rapidly approaching. We are scheduled to have the entire Dean, Vice Provost, and CAP review process available on-line in June 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). Thank you for your support and suggestions.

Sally J. Marshall, PhD  
Vice Provost, Academic Affairs