
From: UCSF-VPAA
Sent: Thursday, November 04, 2010 1:54 PM
To: 'clin-adj@listserv.ucsf.edu'; 'senate@listserv.ucsf.edu'
Subject: Update on Advance: Upload of Faculty CVs

Advance Faculty Information System

Dear Colleagues:

I am writing to follow-up on my email of September 22 regarding the upload of faculty CVs into Advance. By now, you should have been contacted by your departmental Academic Personnel Analyst asking for a copy of your CV. To date, we have received approximately 20% of the faculty CVs across the campus – the deadline for submitting CVs is November 19. Uploading faculty CVs into Advance represents a major milestone for the Advance project and we appreciate your support and participation in this process.

As a reminder, CVs will be uploaded by the Advance Project Team using an electronic parser that is designed to recognize the headings in the [UCSF CV guidelines](#). I've attached a list of those headings. **The success with which your CV is uploaded into Advance is very much dependent on your use of the CV headings exactly as written in the guidelines.** If you have information that doesn't fit within the headings of the UCSF CV guidelines, include it at the end of your CV under a heading entitled "Additional Relevant Information".

I would like to reiterate the following important points about uploading your CV in Advance:

- Since Advance will be mandatory for future advancement actions, your CV must be in Advance for you to be considered for any such advancements.
- If you do not submit your CV during this collection period, you will be responsible for uploading your CV using the parsing tool, or inputting the data yourself.
- Once your CV is available to you in Advance (anticipated for February 2011), you will be responsible for reviewing the information and adding any interim data as well as ongoing updates to your CV.
- The project team has received questions about who will have access to your CV once it is uploaded into Advance. The information in your CV will not be used for any purposes other than the advancement process without your consent. Only people whom you designate as a proxy will have access to your CV and your CV will only be included in your electronic advancement packet after you have certified its contents. We anticipate that in the future, other campus units may wish to access CV information but you will have the opportunity to "opt in" to sharing your CV data (the default option will be that it is not shared) for other campus purposes.

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

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Vice Provost, Academic Affairs



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Headings.docx