

HOW TO GENERATE A UCSF CV

Background

The My CV tab in Advance is designed to contain all of the “My CV” data. Its structure (section headings and data under those headers) is based on the requirements for the academic review process. It is intended to facilitate the appointment and advancement packet review process. But it is up to you to ensure that the information you want included in the review is included in My CV.

Step-by-step process

1. Navigate to your My CV page
2. Click the Export UCSF CV link found at the top left of the My CV page
3. Depending on your browser settings, you may be asked to open or save the document, or the document may be automatically downloaded into your Documents folder

Key Issues

- Much of the UCSF CV is output into tables. To convert tables to text:
 - Select that table you want to convert
 - From the Layout menu select Convert to Text
 - Select either Tabs or Paragraph marks and click OK
 - If the conversion looks bad, press Ctrl-Z (or Cmd-Z on a Mac) to “undo” the conversion
- The output does not modify data maintained in rich text fields (e.g., Peer Reviewed Publications), so you may need to modify the text to conform to the rest of the UCSF CV text of Ariel 11 pt
 - Data is maintained in rich text fields so you can use Greek characters, superscript, etc.
 - Rich text fields are part of the following sections:
 - Keywords/Areas of Interest
 - Clinical Activities Summary
 - Service Activities Summary
 - Teaching Summary
 - Mentoring Summary
 - Research and Creative Activities Summary
 - Peer Reviewed Publications
 - Non Peer Reviewed Publications
 - Review Articles
 - Books and Chapters
 - Other Publications
 - Significant Publications
 - Patents Issued or Pending
 - Conference Abstracts
 - Academic Leadership
 - Other Creative Activities
 - Additional Relevant Information