Advance Faculty Information System

HOW TO VOTE

Step-by-step process

1. Log into [Advance](#)

2. Click the For Review tab
   a. Note the drop down list in the Vote column on the far right
   b. If there is no drop down list, you do not need to vote

3. Review the packet
   a. Click the For Review tab return to the For Review page

4. Select your vote from the drop down list

5. Click Save to cast your vote

Background

At UCSF, appointment and advancement packets are created, reviewed, and routed within the Advance system. UC Senate Bylaw 55 defines the faculty vote. Since 2015, all faculty can vote, but only at the Associate and Full ranks. Your department may ask for your opinion on other packets and may even ask that you cast a vote outside of Advance – this is considered "consultation." The official vote required by Bylaw 55 will be executed within Advance.

You will need to access Advance through [myaccess.ucsf.edu](#), review the packet if you have not already done so, and record you vote on the For Review page.

Reminders

- Remember to Click Save after you select a value from the Vote drop down
- The Vote drop down list will not appear for a packet until your APA starts the vote process