

UCSF Campus Guidelines
When is “My CV” Required in Advance (the UCSF Online Advancement System)?

Academic Series	“My CV” in Advance is Required*	“My CV” in Advance is NOT Required, but is optional (CV may be uploaded as an attachment in Advance)**
All Senate Series Faculty – including those paid by affiliate (Ladder-Rank, Clinical X & In Residence)	X	
Acting Professor	X	
Specialist	X	
Professional Research	X	
Academic Administrator	X	
Academic Coordinator	X	
Lecturer	X	
Librarian	X	
HS Clinical (Salaried at any percentage of time – includes WOS appointments that are paid by affiliates)	X	
Adjunct (Salaried at any percentage of time – includes WOS appointments that are paid by affiliates)	X	
Volunteer Clinical Faculty (aka “true volunteer”)		X
Emeritus		X
Recall		X
Clinical Associate		X
Research Associate		X
Adjunct – WOS (May be entirely without salary or have other paid titles as their primary appointment, except those paid by affiliate)		X
HS Clinical - WOS (Includes MSP appointments and other paid titles as their primary appointment, except those paid by affiliate)		X
Visiting Appointments		X

* All appointments moving from a non-required series to a required series must have a MyCV in Advance; this includes, but is not limited to, appointments moving from without salary to paid status.

** CVs uploaded as attachments do not need to conform to the UCSF CV guidelines formatting.