

## HOW TO SUBMIT CV TO YOUR PACKET

### Step-by-step process

1. Log into [Advance](#)
2. Click the My Packet tab
  - a. The packet is defined at the top of the page (to the right of the folder icon)
  - b. Packet pages are hyperlinks just below the folder icon
  - c. If you have two (or more) packets in process
    - i. Click the other action under the folder icon on the far right
3. Click the CV link under the folder icon
4. Read the statement on the right side of the page (above the Submit CV button) and check the box indicating you “have been informed...”
5. Click the Submit CV button to submit your My CV data into your packet

John Adams (UCSF ID: 023456789) John Adams

Overview My CV My Packet Proxy For Review

Summary CV Referee List Attachments Packet Notification COVID-19 Personal Statement and CV Guidance

John Adams Merit  
HS Associate Clinical Professor, Step 1 ⇒ HS Associate Clinical Professor, Step 2, Effective 07/01/26, On-time Action

- You are responsible for the Candidate attachments added to the packet.
- You are responsible for the CV data added to the packet.

To add a CV to your packet:

1. Under the My CV tab, complete your CV.
2. Return to this page (My Packet, CV) and click the “Submit CV” button to submit your My CV data into this packet.

To update the CV in your packet:

1. Under the My CV tab, make changes to your CV.
2. Return to this page (My Packet, CV) and click the “Submit CV” button to submit updated My CV data into this packet. You cannot modify this CV after the Chair has certified the Chair Letter.

CV has not been submitted to this packet yet

I have been informed of Academic Personnel Manual Sections 210, 220, and 160. These sections outline policies relating to maintenance and use of academic personnel records and to procedural safeguards designed to assume fairness in the academic personnel process.

Submit CV

### Background

At UCSF, appointment and advancement packets are created, reviewed, and routed within the Advance system. As a candidate for an appointment or advancement action, you will have a packet created for you by your Academic Personnel Generalist. It is your responsibility to submit your My CV data into your packet, enter names of colleagues you would like the Chair to contact as professional references, and, in the event that you disagree with your departmental recommendation for your proposed action, that you may attach a personal statement in reaction to the Chair Letter. You will need to access Advance through [myaccess.ucsf.edu](http://myaccess.ucsf.edu), and follow the step by step instructions above.

### Reminders

- The CV you add to your packet is reviewed by Referees and all reviewers of the packet, who may use the Sticky Header tools to view the CV (pay particular attention to the filter). The filter uses the year field that is part of My CV: each line of data has a year associated with it
  - After you submit your CV to the packet, click the various tools in the Sticky Header and review your CV to see what a reviewer will see
  - You can repeatedly update the My CV data and submit a new version to the packet until you feel that the Packet CV represents your academic accomplishments
- You can update the CV in your packet up until the Chair certifies; but be mindful that after the review process begins, you will only want to do this upon request.