

HOW TO ADD A 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 Copy CV button) and check the box indicating you “have been informed...”
5. Click the Copy CV button to copy your My CV data into your packet

John Adams (UCSF ID: 023334445) Victoria G Hale

Overview **My CV** **My Packet** **Proxy** **For Review**

Summary **CV** Referee List | Attachments |

John Adams Merit
HS Associate Clinical Professor, Step 2 → HS Associate Clinical Professor, Step 3, Effective 07/01/17, On-time Action

CV has not been attached to this packet yet

- 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 "Copy from My CV into this packet" button to copy your My CV data into this packet.

To modify a CV in your packet:

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.

Copy from My CV into this packet

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 HR Shared Services AP Generalist. It is your responsibility to copy 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, 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 copy 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 modify the My CV data and copy 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