Advance Faculty Information System

HOW TO ADD REFEREES TO YOUR PACKET

Step-by-step process

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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 Referee List link under the folder icon

4. Two options for adding names:
   a. Click the "Import from CV" link in the upper left (below "Number of referees") to select names from the Mentoring sections of your My CV – you will still have to add email addresses and other data that does not pull over from the CV
   b. Add names to the grid by entering data into the fields

5. Select a Reference Type (Intramural (default); Extramural; Teaching/Mentoring)

6. Click Save

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

- Use the Tab key to move between fields
- Select a Reference Type (Intramural (default); Extramural; Teaching/Mentoring)