

HOW TO ADD REFEREES 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 above 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 above the folder icon
4. Add reference information:
 - a. Intramural/Extramural:
 - i. Select a Reference Type (Intramural (default) or Extramural)
 - ii. Add names and other information to the grid by entering data into the fields
 - b. Teaching/Mentoring:
 - i. Click the "Import from CV" link in the upper right corner of the Teaching/Mentoring table 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
 - ii. Add names to the grid by entering data into the fields
5. Click Add in the right column to add additional lines
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 Academic Personnel 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) or Extramural)
- Periodically click Save - this page does not automatically save
- Refer to your Packet Notification for the required number of references for each type