

## Advance – My Packet

This user guide will walk you through the process of reviewing your own packet once it has been reviewed by the Department and is ready to be forwarded to the Dean's Office.

1. When your packet is ready for your review, you will receive an e-mail notification.

The screenshot shows an email interface. At the top, it says "Your Packet is Available for Review". The sender is "Advance Test" with a circular logo containing "AT". The recipient is "Advance Test". There are buttons for "Reply", "Reply All", "Forward", and a menu icon. The date is "Fri 2/14/2025 11:25 AM". The email body starts with "Dear Dr. Edison:" and contains the following text:

The departmental review process is complete, and your packet is ready for the next level of review. Per APM 220-80e, your packet is now available for you to review and will remain available for the next seven days. **We encourage you to review the packet at your earliest convenience and if you wish to move forward with the next level of review before the seven days are up, click on "Review Complete" on the My Packet Summary tab.** Otherwise your packet will automatically route to the next level of review seven days after the date of this email.

If you wish, you may attach a written statement in response to the departmental recommendation which will become part of the packet as the review proceeds to the next level(s).

To review your packet:

1. Log into [MyAccess.ucsf.edu](https://myaccess.ucsf.edu) and click on Advance.
2. Navigate to your "My Packet" page.
3. Review the contents of your packet by clicking through the links under "My Packet".
4. Go to My Packet > Summary. Click on "Review Complete" to immediately route your packet to the next level of review on the My Packet Summary tab.

To monitor your packet's progress through the review process, periodically check your "Overview/Packet tracking" page in Advance. If you have further questions, please email Betsy Ross at [AdvanceTest@ucsf.edu](mailto:AdvanceTest@ucsf.edu)

Sincerely,  
Your academic personnel analyst

2. As the e-mail instructs, log into Advance through MyAccess.
3. Click on **My Packet** tab.

The screenshot shows the "My Packet" tab selected in a navigation menu. The menu includes "Overview", "My CV", "My Packet", "Proxy", and "For Review". Below the menu, there are sub-tabs: "General", "Salary", "Packet tracking", and "Academic Leave". The main content area is titled "My academic appointments" and shows "Assistant Adjunct Professor (Primary 0%) Pathology". To the right, there is a section titled "What is my next eligible action?" with the text "Packets in process."

4. There are links to the various elements of your packet.

The screenshot shows the "My Packet" sub-tab selected in a navigation menu. The menu includes "Overview", "My CV", "My Packet", "Proxy", and "For Review". Below the menu, there are sub-sub-tabs: "Summary", "CV", "Referee List", "Attachments", "Teaching Evaluations", "References", and "Chair Letter". The main content area is titled "Thomas Edison Appointment" and shows "Assistant Adjunct Professor ⇒ Academic Coordinator III, Step 5, Effective 12/01/19, On-time Action".

5. Click on each link to review the materials included in your packet.

- a. The **Summary** tab shows you your action history as well as the summary of recommendations for your current packet.

**History**

Action	Series	Rank	Step	Accel/Decel	Effective Date	Status
Merit	Adjunct	Assistant	3		07/01/14	Approve
Merit	Adjunct	Assistant	2		07/01/12	Approve
Change in Series	Adjunct	Assistant	1		12/01/10	Approve
Merit	Professional Research	Assistant	4		07/01/10	Approve
Merit	Professional Research	Assistant	3		07/01/08	Approve
Appointment	Professional Research	Assistant	2		10/01/06	Approve

**Summary of Recommendations**

Role	Name	Department	Date	Recommendation
Candidate	Thomas Edison	Pathology	10/02/19	
Chair / Director	Jayanta Debnath	Pathology	01/08/20	

- b. The **CV** tab shows you the version of the CV that you copied into the packet.
- c. The **Attachments** tab shows you any redacted attachments that have been added to the packet. Click on the hyperlink under File Name to view each attachment. *If you would like to attach a written statement in response to or commenting on materials in your packet, here is where you would do so.*

**Attachments**

Attachment Type	File Name	Attached By	Date	
Candidate Personal Statement	<a href="#">PersonalStatement_TEdition.pdf (310 kb)</a>	Thomas Edison	01/10/2020	Delete
Other attachment – redacted	<a href="#">AN Course Syllabus.pdf (502 kb)</a>	Betsy A Ross	01/10/2020	Delete

- d. The **Teaching Evaluations** tab shows you formal course evaluations that have been attached to the packet. Click on the hyperlink under Document to view each evaluation.

- e. The **References** tab shows you redacted copies of references letters that have been submitted for your proposed action. This includes intramural, extramural and teaching reference letters. Click on the date hyperlinks under View Reference to read each individual reference letter.

- f. The **Chair Letter** tab will allow you to view the contents of the chair letter.

- Once you have finished reviewing all the contents of your packet, click on the "Review Complete" button at the bottom of the Summary tab page to immediately route your packet to the next level of review. If you choose not to review your packet, it will be automatically forwarded to the Dean's Office for the next stage of review *seven calendar days* after you have been notified.

**Thomas Edison** (UCSF ID: 022769004)
Thomas Edison

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

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Summary
CV
Referee List
Attachments
Teaching Evaluations
References
Chair Letter

**Thomas Edison Appointment**

Assistant Adjunct Professor → Academic Coordinator III, Step 5, Effective 12/01/19, On-time Action

Years at Rank: 10
Years at Step:
Current % Time: 0%
Proposed % Time: 0%
Paid By Affiliate: none

**History**

Action	Series	Rank	Step	Accel/Decel	Effective Date	Status
Merit	Adjunct	Assistant	3		07/01/14	Approve
Merit	Adjunct	Assistant	2		07/01/12	Approve
Change In Series	Adjunct	Assistant	1		12/01/10	Approve
Merit	Professional Research	Assistant	4		07/01/10	Approve
Merit	Professional Research	Assistant	3		07/01/08	Approve
Appointment	Professional Research	Assistant	2		10/01/06	Approve

**Summary of Recommendations**

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Candidate	Thomas Edison	Pathology	10/02/19	
Chair / Director	Jayanta Debnath	Pathology	01/08/20	

**Instructions:**

- 1) Review your packet materials. (Refer to the email with subject "Your Packet is Available for Review").
- 2) Click on "Review Complete" to route your packet forward now and facilitate faster processing.

Review Complete

**REMINDER: If you would like to submit for inclusion in your personnel file a written statement in response to or commenting upon material in the file, please do so on the Attachments tab.**