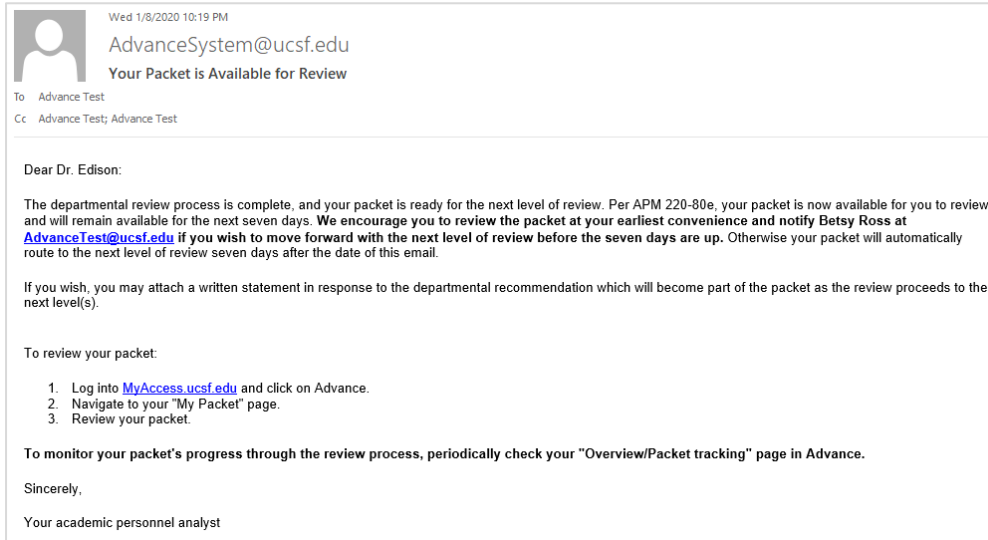


Advance – My Packet

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.



2. As the e-mail instructs, log into Advance through MyAccess.

3. Click on **My Packet** tab.



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



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.

- 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.*

- 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.

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

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

Document	Description
Teacher-Evaluation-Form.pdf (91 kb)	Teaching Evaluation - Circuits 101

- 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.

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

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

View Reference

10/02/2019
10/02/2019
10/02/2019
10/02/2019

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

Thomas Edison (UCSF ID: 022769004) Thomas Edison

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

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

Complete all required ratings and comments. Make sure comments support ratings. For assistance, see the [Comments Guide](#) and/or the [Common Issues](#) documents.

[Instructions](#)

Research and/or Creative Activities **1**

	Not Applicable	Needs Improvement	Favorable	Outstanding
Productivity	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
Independence	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
Significance of research	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
Collaborative research (not a requirement)	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Peer-reviewed research support	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
Overall	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>

Comments on Research and/or Creative Activities (required as applicable to series)

In his 84 years, Thomas Edison acquired a record number of 1,093 patents (singly or jointly) and was the driving force behind such innovations as the phonograph, the incandescent light bulb and one of the earliest motion picture cameras. He also created the world's first

6. Once you have finished reviewing all the contents of your packet, let your academic personnel contact know that the packet can be moved forward for the next level of review. You can find your academic personnel contact at the bottom of any page. 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

Summary CV Referee List Attachments Teaching Evaluations References Chair Letter

Thomas Edison Appointment
Assistant Adjunct Professor → Academic Coordinator III, Step 3, 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

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

Questions? Inaccuracies?
Your contact is **Betsy Ross**, HR Academic.
AdvanceTest@ucsf.edu - (415) 502-2871

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.