

**From:** UCSF-VPAA  
**Sent:** Sunday, September 30, 2012 9:43 AM  
**To:** 'allacad@listserv.ucsf.edu'  
**Subject:** Update on Advance - Faculty Information System

## **Advance** Faculty Information System

Dear Colleagues:

I am pleased to report that we have reached another milestone for the Advance project. Effective October 1, 2012, we will complete the implementation of Advance Phase 2 which includes Stewardship Reviews and Academic Leaves. As Stewardship reviews are limited to Deans, Department Chairs, and ORU directors, this report will focus on Academic Leaves which have broader applicability to all faculty.

**ACADEMIC LEAVES:** Beginning October 1, 2012, academic leaves, defined as sabbatical and professional development leaves, can be managed as part of the Advance system. Requests, approvals, and report submissions will all be electronic. *Please note that beginning January 1, 2013, all academic leave requests must be submitted via the Advance system.*

When you log into your Advance Overview page, you will now see a sub-tab called "Academic Leave." To assist you in understanding the academic leave process, a [Quick Guide](#) is available on the Academic Affairs website. Additionally, academic generalists in the HR Service Centers have already received training on this process and can provide you with information and guidance. Please note that accrued leave credits and the number of credits required for the requested leave will be calculated by your academic generalist at the time of the request.

**SYSTEM ENHANCEMENTS:** The Advance Project Team continues to address issues and refine the system based on feedback from users. Some recent development activity includes: fixing Firefox and Internet Explorer browser issues; fixing the Referee List page so it saves data; enhancing the Salary page so faculty can view a report of their salary expenses within a fiscal year; allowing faculty to select which data in their CV can be shared with other UCSF entities; and enabling faculty to import publications from their CTSI Profile.

**SYSTEM METRICS:** To date, 2529 packets have been initiated and completed in Advance. In addition, there are 1185 active electronic packets created in Advance for actions effective during the 2012-13 review cycle.

The project continues to include the involvement and input of many faculty members. I invite your feedback and comments at [AdvanceProject@ucsf.edu](mailto:AdvanceProject@ucsf.edu). Thank you for your continued support.

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