1/20/2011

Advance Faculty Information System

It has been a couple of months since our last EXTRA! The holidays and the development process conspired to keep our noses to the grindstone and prevented more frequent communication. But yesterday we released an update to Advance – release 2.4.1 – that impacts all APAs, and we wanted to give you some information about changes to some of the pages.

Tips & Tricks

- **Department Mgmt page:** This page, accessible to the APA role, now enables the user to select an Academic Department (or Dean's Office, or School). The data you had already entered on this page should still be there, so the change should be minimal. However, the way Advance uses the page is entirely different. Prior to release 2.4.1, the Chair information used within a candidate's request for reference email was associated with the APA who sent the emails. Now it is associated with the candidate's Academic Department, defined on the Profile page.

Teamwork

The project team has been focused on the CV parsing process, Advance packet design, and Training plans for the CV and for the packet.

- **CV parsing process:** We collected almost 2500 CVs last year and are working diligently to upload the data within those CVs into Advance. As you might imagine, it is an extremely time-consuming process. The parser is looking for specific data under specific headings. When it does not find the headings, it ignores the data. When the data under a heading does not match the expected data, it uploads incorrectly. We currently have four full-time and six part-time people parsing; they spend most of their time fixing headers or the data under the headers. Parsing takes less than 10 seconds; preparing the CV for parsing takes from 10-90 minutes depending on how closely the CV adheres to the UCSF guidelines. We are on track for parsing the CVs collected, although about 25% of the collected CVs cannot be parsed due to significant formatting issues. In early February, lead APAs will be granted temporary access to the CV module in preparation for its release to Faculty in late February. Once the CV module is released to faculty, only those individuals identified by the faculty members will have access to the CVs.
- **Advance packet design:** In coordination with the Working Group and the Steering Committee, we have finalized the design for building and reviewing a packet, the faculty vote, routing the packet to the Dean's Office, CAP, and the Vice Provost's Office, and we are currently refining the design for the decision and notification process. We plan to release packet functionality to departments in late March and to Dean's Offices, CAP, and VPAA in May.
- **Training for the CV:** In early February we will begin training for the CV module. This training is to enable the lead department APA to be the "go to" person for their department when faculty or

other APAs have questions about the CV. We will ask MSOs to identify the APAs who are best suited to the "go to" role within their department.

The Road

Although there is still some design to be worked out to complete the Advance packet process, the project team will be focused on building and testing the software, and on developing training sessions and on-line training materials to help APAs and faculty understand how to use Advance.