

Advance Faculty Information System

Some of you may have noticed that in last week's EXTRA! We included an incorrect date for the Dean's Office APA training. The correct date is September 28, 2010.

Tips & Tricks

- **When creating a packet be sure to verify all the field values before clicking Save.** There are two ways to create a packet. If you create a packet from the "Eligibility List" (the Search Results page), most of the packet fields will be populated automatically. If you create a packet from the Candidate Mgmt page, using that page's Search bar, the fields will need to be filled in by you. In either case, it's important that you verify all the field values so the packet is defined correctly.
- **How to change the Academic Personnel Contact (APC) name** that appears at the bottom of the Faculty pages. Faculty can call the person you identify here when they have questions about the advancement process, or problems with Advance. Changes to the APC are made through the Controller's Office; use this form:
http://controller.ucsf.edu/accounts/files/Department_Code_Request_Form.pdf
- **Helping Referees submit references AFTER the References Due date has passed:** update the References Due date on the Packet page. You can define the References Due date when you complete the Department Management page. Each time you create a packet, this date becomes part of the packet, and appears in the emails sent to referees. But it also controls referee access, disabling the hyperlink in the email when the date is passed. To enable a referee to submit a reference AFTER the References Due date has passed, update the References Due date on the Packet page.

Teamwork

This week we've had detailed discussions about how the Checklist will work and how Routing to Joint Departments will work. As our conceptual design – how we envision the system working – evolves into "detailed design" what's possible butts up against what we can deliver given the time and cost of the development process. It helps us get very detailed and focused on what's required as opposed to what is nice to have. Some of the "nice to have" features will need to be postponed. Our biggest challenge is reducing scope while delivering useful functionality.

The Road

The CV

- An email will be going out shortly from the Vice Provost, Sally Marshall, to the faculty regarding the collection of CVs. We will provide detailed instructions to you, the APAs, about how the CVs will be collected.