

Advance Faculty Information System

This week's Advance EXTRA focuses on the CV Collection process that's going on now. I won't even mention the San Francisco Giants winning the World Series...

Tips & Tricks

- **What CVs are we collecting?** Our goal is to “go live” with the CV module in February 2011. At that time, we would like to have CVs for the following faculty in the system:
 - Paid faculty (Adjunct, Clinical X, HS Clinical, In Residence, and Ladder Rank)
 - 0% Senate Series (Clinical X, In Residence, and Ladder Rank)
 - Faculty who are paid by affiliates; these are mostly 0% HS Clinical paid by VAMC
- **What can you do to help?** CVs will be “parsed” by a computer program that looks for specific text to trigger its parsing process. The headings and subheadings that appear in the UCSF CV Guideline document are the text triggers expected by the parser. Faculty have been asked to review their CV to ensure that these headings are the ones they have used, and to update their CV with these headings if they are not. They may ask that you do this updating; they may not ask and just expect you to do it. In either case, it would help the Project Team if you would review each CV to ensure that the headings match the UCSF CV Guidelines.
- **What goes into the Additional Relevant Information section?** This section is for those parts of a CV that do not fit under one of the headings in the UCSF CV Guideline. It is NOT for the sub-sections that may have been created to organize the CV. For example, a sub-section with a heading of Peer Review Publications related to Depression would still go under Peer Reviewed Publications; just remove that sub-section heading (don't move it to the Additional Relevant Information section at the end of the CV).

Teamwork

- Well, believe it or not, the team is split right now between supporting the CV Collection process and forging ahead with promised development of other modules that don't begin with “CV”.
 - Answering questions from faculty and APAs regarding CV headers
 - Putting finishing touches on the CV editor, Committees module, and Packet Report
 - Redesigning the Department Mgmt page
 - Reviewing issues that are brought to our attention by you, the Advance users
- The Working Group is reviewing the design of the packet, trying to determine a best approach to training faculty, and preparing to test the next release of Advance (Committees module and the Packet Report)
- The Steering Committee, as always, is helping us determine what policies to build into Advance and what policies to leave to the user (these, because of frequent policy exceptions)

The Road

11/5/2010

- Release 2.4 (Committees module and Packet Report) is scheduled for November 22.
- Plans for release 2.4.1 (January 2011) include an updated Department Mgmt page, and updated decision values to accommodate Appraisals, Five-Year Review, and Career Review decision
- Release 2.5 is scheduled for February 2011. As we work through the CV parsing process, it will become clear what can be done to the CV module to make it ready for faculty to use.
- Release 2.6 is scheduled for March 2011. This will include all of the packet elements and review tools necessary for you to create packets and do all processing up to the point of routing them to the Dean's Office.
- Release 2.7 is scheduled for May 2011 and will include those parts of the process outside of the department – Dean's Office, CAP, and VPAA
- Release 2.8 is scheduled for June 2011 and will be mostly system management tools for VPAA