Advance Faculty Information System

Dear Colleagues:

I am writing to update you on the status of Advance, the UCSF faculty information system.   The project team continues to develop functionality in Advance so that by late spring 2011 all academic appointment and advancement actions will be processed using Advance.

I am providing you with updates in three areas:

UPLOADING FACULTY CVs INTO ADVANCE:
In October, your department Academic Personnel Analyst will begin collecting faculty CVs. Please update your current CV before you submit it. Your CV will be sent to the Advance Project Team to be uploaded and you will have access to your CV in Advance by March 2011.

CVs will be uploaded by the Project Team using an electronic parser that is designed to recognize the headings in the UCSF CV guidelines. Many UCSF faculty CVs have been tested using the parser with a high degree of success. To ensure that your CV is uploaded properly:

- Use the headings exactly as written in the Guidelines. If you do not have information for a particular heading, leave it out.

    - If you have information that doesn't fit within the headings of the UCSF CV guidelines, include it at the end of your CV under a heading entitled "Additional Relevant Information".

- Save your CV using MS Word or other software that allows for ".doc" or ".docx" format.

Although you are not required to make the following changes to your CV, the testing process has identified these tips which increase the likelihood that your CV is uploaded successfully:

- Use Tabs to separate entries along each line, not the space bar.
- When using tables, do not use blank columns as separators. The parser expects columns to be used for data, not formatting.

Once your CV is available to you in Advance, you will be responsible for reviewing the information and adding any interim data as well as ongoing updates to your CV. Since Advance will be mandatory for future advancement actions, your CV must be in Advance for you to be considered for any such actions. If you do not submit your CV during this collection period, you will be responsible for uploading/inputting the data yourself using the parser.

USAGE METRICS:
Although the 2010 review process is still being done with paper packets, all packets are now logged into Advance as they are submitted by the Department. This will provide us with much needed baseline metrics and it will also

provide faculty with more detailed information on the status of their active packets. I am particularly pleased to provide you with an update on usage metrics:

Advance - Reference Request Module
(April – August 2010)

1111	Packets created
4145	Referees added
6552	Reference request emails sent
2804	References submitted

ON-LINE TUTORIAL FOR FACULTY:
For more detailed information on the Advance project, I encourage you to review the Advance Support Page – in particular, there is now a tutorial, Faculty/Academic Intro to Advance, that has been designed specifically for faculty to provide you with an introduction to the system.

The project continues to include the involvement and input of many faculty members. I invite your feedback and comments at AdvanceProject@ucsf.edu.

Sally J. Marshall, PhD
Vice Provost, Academic Affairs