

HOW TO USE MY CV – GENERATE A UCSF CV

Background

The My CV tab in Advance is designed to contain all of your CV data. Its structure (section headings and data under those headers) is based on the 2005 UCSF CV Guidelines document. It is intended to facilitate the appointment and advancement packet review process. But it is up to you to ensure that the information you want included in the review is included in My CV.

Step-by-step process

1. Navigate to your my CV page
2. Click the UCSF CV button on the My CV toolbar
 - a. Navigate to the top of the My CV (press the Home key on your keyboard)
3. Select Open to see the UCSF CV – but don't forget to save it

Key Issues

- The UCSF CV is output into tables. You may want to convert some tables to text to work with them
 - Select that table you want to convert
 - From the Layout menu select Convert to Text
 - Select either Tabs or Paragraph marks and click OK
 - If the conversion looks bad, press Ctrl-Z (or Cmd-Z on a Mac) to “undo” the conversion
- The output does not modify data maintained in rich text fields (Peer Reviewed Publications), so you may need to modify the text to conform to the rest of the UCSF CV text of Ariel 10 pt
 - Data is maintained in rich text fields so you can use Greek characters, superscript, etc.
 - Rich text fields are part of the following sections:
 - Keywords/Areas of Interest
 - Description of Clinical Activities
 - Summary of Clinical Activities
 - Summary of Service Activities
 - Teaching Narrative
 - Mentoring Narrative
 - Teaching and Mentoring Aids
 - Other
 - Peer Reviewed Publications
 - Non Peer Reviewed Publications and Other Creative Activities
 - Review Article
 - Books and Chapters
 - Other Publications
 - Patents Issued or Pending
 - Other Creative Activities
 - Abstracts
 - Research Program
 - Significant Publications
 - Additional Relevant Information