

+2: 72 '2:1/2\$' & 9 9,7\$ 7(03/\$7( )25 3 7 68% 0,66,216

1. /RJLQ WR )DFX~~O2W,\16X(F5F~~HVV ±
2. &OLF N RQ
3. &OLF *Promotion and Tenure CV Template*
4. 6HOHFW WKH± WKLV ZLOO SXOO DQ\ LQIRUPDWLRQ WKDW \R 0HDVXUHV IRU WKDW GDUWH UDQJH

, I \RX GRQ\PW KDYH DQ\WKLQJ HQWHUHG RU HYHU\WKL \RXU &9 VLPSO\ DGG LW WR WKH :RUG GRFXPHQW WHPSODW IDFXOW\ VXEPLWWLQJ GRVVLHUV WKLV IDOO QHHG WR IRFX GRVVLHUV 7KH &9 WHPSO,DVH,SLVY,GRH,GRH,GRH,VWUXFWXUH

5. &OLF N RQ ± WKLV ZLOO JHQHUDWH DQG :RUG GRFXPHQW
6. &KRRVH HLWKHU
7. 2QFH \RX KDYH WKH :RUG GRFXPHQW RSHQ \RX FDQ HGLW :RUG ILOH DUH 127 DXWRPDWLFDQO\ HQWHUHG LQWR 'LJLWI <RX ZLOO QHHG WR VDYH \RXU ILQDO &9 GRFXPHQW DV D 3')

## 1. Login to Faculty Success--



The image shows the Faculty Success login interface. At the top, there's a watermark logo and the text "Faculty Success". Below that, a blue header bar says "Please Log In". Underneath is a logo for "THE UNIVERSITY OF SOUTHERN MISSISSIPPI". The main form has two input fields: "W+EmplID" and "Password", both with placeholder text. Below the fields are "Need help?" and "LOG IN" buttons.

## 2. Click on Reports

## 3. Click on Promotion and Tenure CV Template

NAME	CREATED BY	ACTIONS
Intellectual Contributions Summary		
NSF Biograph		
PhD		
Promotion and Tenure CV Template		

+ 2 : 7 2 ' 2 : 1 / 2 \$ ' & 9 9 , 7 \$ 7 ( 0 3 / \$ 7 ( ) 2 5 3 7 6 8 % 0 , 6 6 , 2 1 6

4. **Uggev"v jg" F cvg" T cpig** – this will pull any information that you already have entered into Faculty Success for that date range.

< Run Promotion and Tenure CV Template

[Download this report's template](#)

1 Date Range

Start Date: 1/1/2024

End Date: 12/31/2024

5. Click on **Run Report** – this will generate and Word document that you can edit for your CV file.

< Run Promotion and Tenure CV Template

[Download this report's template](#)

1 Date Range

Start Date: 1/1/2024

End Date: 12/31/2024

2 Whom to Include

Groups to Include:  All Groups  Selected Groups

Users must be enrolled in all selected groups to be included in this report.

Individual Accounts:  All Individuals  Selected Individuals

Include These Accounts: Enabled Only

3 Report Options

a) Do you want an abbreviated report? Detailed

b) Do you want this report to include activities?

4 File Format

File Format: Microsoft Word (.doc)

Changes made to the Microsoft Word document may not be reflected in the original report.

Page Size: Letter

6. Choose either **Open** or **Save As...**

You will be prompted to save and open the file once it is generated. Depending on your browser and computer OS, your screen may look different.

