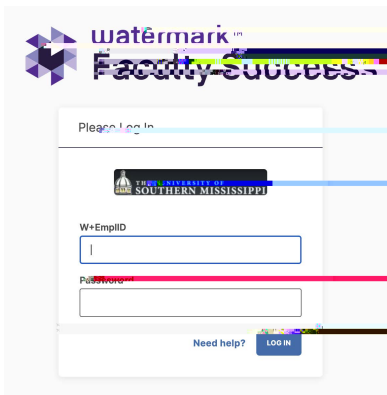


1. /RJLQ WR)DFXOW\16X(FHVV ±
2. &OLFN RQ
3. &OLFN **Promotion and Tenure CV Template**
4. 6HOHFW WKH± WKLW ZLOO SXOO DQ\ LQIRUPDWLRQ WKDW \R 0HDVXUHV IRU WKDW GDWH UDQJH

,I \RX GRQW W KDYH DQ\WKLQJ HQWHUHG RU HYHU\WKL \RXU &9 VLPSON\ DGG LW WR WKH :RUG GRFXPHQW WHPSODV IDFXOW\ VXEPLWWLQJ GRVVLHUV WKLW IDOO QHHG WR IRFX GRVVLHUV 7KH &9 WHPSODV details can be added at any time. VWUXFWXUH

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

1. Login to Faculty Success--

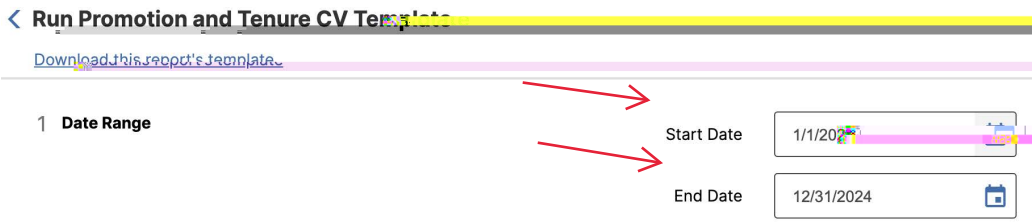


2. Click on Reports

3. Click on Promotion and Tenure CV Template



4. **Unggev"vjg"Fcvg"Tcpig** – this will pull any information that you already have entered into Faculty Success for that date range.



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



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.

