

HOW TO DOWNLOAD CV/VITA TEMPLATE FOR P&T SUBMISSIONS

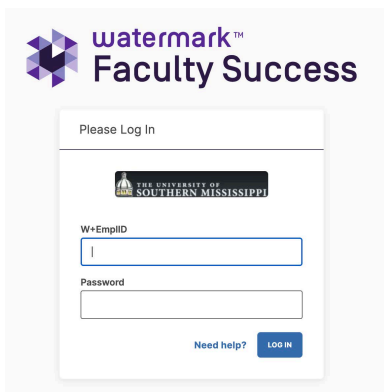
1. Login to Faculty Success – [LOGIN HERE](#)
2. Click on **Reports**
3. Click on **Promotion and Tenure CV Template**
4. Select the **Date Range** – this will pull any information that you already have entered into Digital Measures for that date range.

NOTE: If you don't have anything entered, or everything in Faculty Success that you want to include on your CV, simply add it to the Word document template from your existing CV document. At this point, faculty submitting dossiers this fall need to focus on preparing their artifacts and sections of their dossiers. The CV template provides the structure, while details can be added at anytime.

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...**
7. Once you have the Word document open, you can edit and add to it. Any changes or additions to the Word file are NOT automatically entered into Digital Measures – it is a stand-alone document.

You will need to save your final CV document as a PDF file to upload in your dossier.

1. Login to Faculty Success--



2. Click on Reports

3. Click on Promotion and Tenure CV Template

NAME	CREATED BY	ACTIONS
Intellectual Contributions Summary	Watermark	🔒
NIH Biographical Sketch	Watermark	🔒
NSF Biographical Sketch	Watermark	🔒
NSF Collaborators & Other Affiliations Information	Watermark	🔒
Presentations by Faculty	Watermark	🔒
Promotion and Tenure CV Template	Watermark	🔒

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[Download this report's template](#)

1 Date Range

Start Date

End Date

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

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RUN REPORT

1 Date Range

Start Date

End Date

2 Whom to Include

Groups to Include **All groups selected**

[Change Selection](#)

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

Individuals to Include **All Individuals selected**

[Change Selection](#)

Include These Accounts

3 Report Options

a) Do you want an abbreviated report?

b) Do you want to hide sections without any activities?

4 File Format

File Format

Changes made to the Microsoft Word document **will not** be reflected in the system.

Page Size

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.

