

P&T Process: Creating a Curriculum Vitae -- P&T

Alana Wiljanen - 2024-07-02 - P&T

P&T CV Process

Congratulations on being selected for the P&T process this year! Since we are in the midst of building a new system for you - Portfolio - this year is going to be a little different. You will import your activities into Portfolio and generate a Curriculum Vitae - P&T using that system. (Detailed instructions on how to generate a document within Portfolio can be found on the Portfolio help page). Then, you will link your CV - P&T to your Promotion & Tenure account. Below, we will review the document creation process and show you the steps you'll need to take in order to successfully attach your CV for P&T review.

Building a CV in Portfolio

This section will go over how to generate a CV - P&T from Portfolio. Be sure you've added all desired activities to your Activities section. For detailed instructions on how to do so, please see Portfolio's Help page.

Log into your Portfolio account and navigate to your Profile page. You will see this bar across the top of the page:



Note that to start off with, you are in Full View.

Include in Options

You have the ability to individually select which activity entries and applicable expertise entries will appear on your CV - P&T.

Scroll down your Profile and you will see all your activities listed. Next to each activity entry and expertise entry, you have an Include in column. Any Include in options that you've selected during the activity entry process will appear here. If none have been selected yet, you will see a blank space.



The following page you see should look similar to this one, but with your identifying information listed:



Pro Tip: You can only upload one CV - P&T to your P&T account. Uploading a second one will override your initial file attachment. If you'd like to upload secondary files (such as recommendation letters or a personally created CV) in addition to your CV - P&T, please contact the Office of Faculty Affairs to assist you.

In Review

To successfully generate a Curriculum Vitae - P&T document for the P&T process:

1. Log into Portfolio and navigate to your Profile
2. Confirm your View As section is set to Full View.
3. Scroll down to see your listed activities.
4. Use the Include in column to edit which activities are displayed on your document.
5. If you would like to set date parameters, do so using the date fields. Click the blue refresh button.
6. Once your Include in and date options are set to your satisfaction, return to the View As field.
7. Use the drop down to select Curriculum Vitae - P&T.
8. Click the blue refresh button.
9. Using the options that have populated next to the View As field, save your CV - P&T to your Documents section.
10. Log into your Promotion & Tenure account
11. Select Documents
12. Click Import CV from Portfolio
13. Select which CV - P&T you would like to attach from the pop-up list.
14. Confirm that your document is now listed in the File section of your P&T account.

Tags

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promotion and tenure