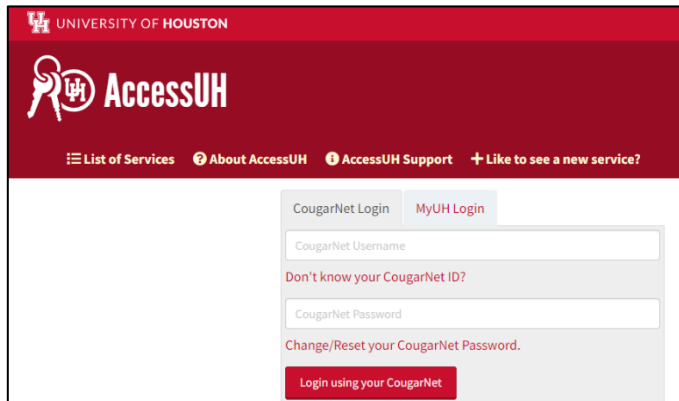




# UPLOADING CURRICULUM VITAE IN FACULTY CENTER

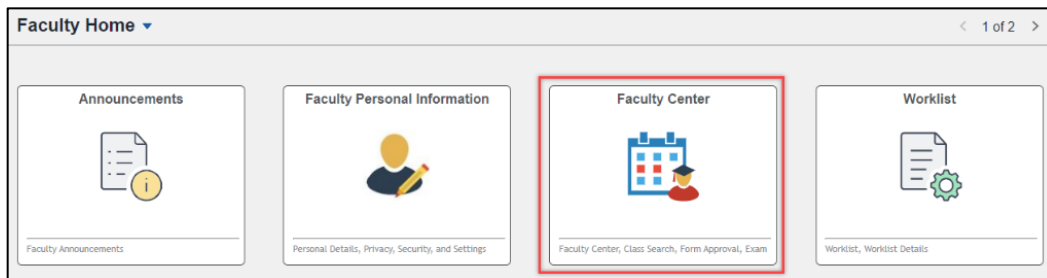
Log into AccessUH.



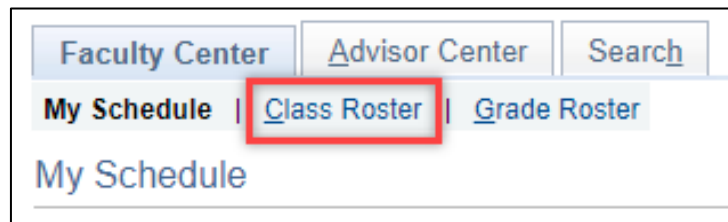
Select the **myUH** self-service icon in the University Services area.



Select the **Faculty Center**.



Select the Class Roster icon.





**Important:** Pop-up blockers must be disabled in your browser for this process.

Click on the “CV Upload Link”.

The screenshot shows the Faculty Center interface. At the top, there are navigation tabs for 'Faculty Center', 'Advisor Center', and 'Search'. Below this, there are links for 'My Schedule', 'Class Roster', and 'Grade Roster'. The main heading is 'My Schedule'. Underneath, it says 'Summer 2024 | University of Houston' with a 'Change Term' button. There is a section for 'Select display option' with radio buttons for 'Show All Classes' (selected) and 'Show Enrolled Classes Only'. A red box highlights an 'Upload CV' button. Below this are icons for 'Icon Legend', 'Class Roster', 'Grade Roster', and 'Learning Management'. A navigation bar shows 'My Teaching Schedule > Summer 2024 > University of Houston'. Below that is a table with columns: Class, Class Title, Enrolled, Days & Times, Room, Class Dates, and Syllabus Upload Link. The table contains one row for 'MATH 1351-02 (14874) Intro to Geometric Reasoning (Lecture)' with 57 enrolled students, TBA days and times, TBA room, and dates from Jun 3, 2024 to Aug 9, 2024. A 'Syllabus' button is visible in the Syllabus Upload Link column.

The steps must be followed as shown below:

The screenshot shows the 'Curriculum Vita' page. It has a form with fields for 'Name', 'Building Code', 'Email Address', 'Instructor Type', 'Room', and 'Telephone'. Below the form is a section titled 'Instructions for uploading your CV'. It includes a note: 'Note: Disable pop-up blockers in your browser to download your CV or CV Template.' followed by five steps: Step 1: 'Download CV Template Here' (with a red box around the link); Step 2: 'Open downloaded template and fill in the required information.'; Step 3: 'Save the template as a PDF document to your computer's desktop.' with a link to 'Saving PDF documents instructions'; Step 4: 'Upload the file to your Faculty Center by pressing the button below.' with a yellow button labeled 'Upload And Save CV Document'; Step 5: 'View your uploaded CV by pressing the button below.' with a yellow button labeled 'View/Download Original CV'. Below the steps, it says 'Attached File: KNWCV.docx' and 'After your file is uploaded, you will see its filename as noted below.' At the bottom, it says 'Want to make changes to your CV? Edit the CV file on your computer in Microsoft Word, save it as a PDF document, then follow Step 3 to save and upload your changes. Your previous CV on file will be overwritten.'



This template format must be used. Repeat the process for each course you teach. Save the file as a PDF for uploading.

Faculty Curriculum Vitae

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NAME:

POSITION/TITLE:

OFFICE ADDRESS:

OFFICE TELEPHONE:

WORK EMAIL:

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EDUCATIONAL BACKGROUND/TRAINING

(Please remove blue text and insert educational background/training. Include every institution name, degree and year attained for all post secondary education. Include any relevant training, source, and year)

RELEVANT TEACHING EXPERIENCE

(Please remove blue text and insert institution name, position/title for all teaching positions held. *Please include year(s) if available*)

ACADEMIC SCHOLARSHIP/RESEARCH/CREATIVE ENDEAVORS

(Please remove blue text and using the format and content appropriate for your discipline insert academic scholarship/research/creative endeavors)

**Important Notes:**

- HB-2504 requires the posting of CV that contain minimally the following information: course and instructor identifiers, learning objectives, major assignments, required and recommended reading, and a brief list/ description of discussion topics.
- The [HB2504 website](#) provides answers to questions regarding the CV requirement for undergraduate courses.

**Questions**

Contact the Office of the University Registrar  
uhsrsec@uh.edu