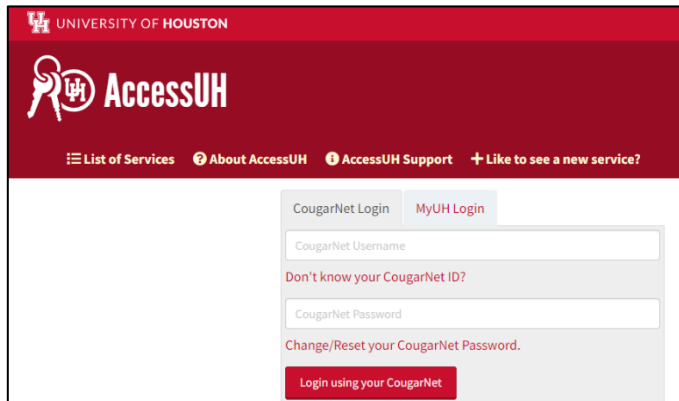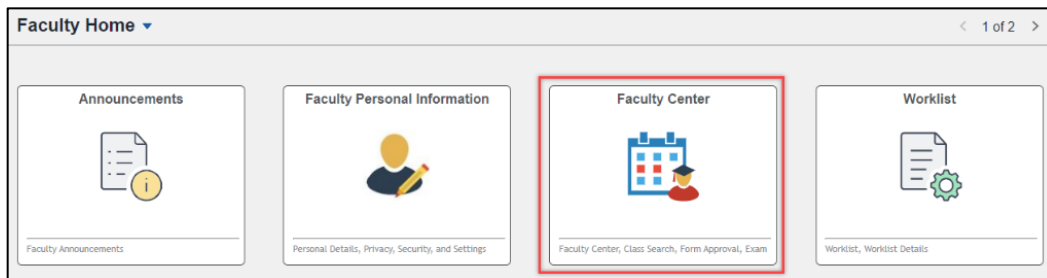# UPLOADING CURRICULUM VITAE IN FACULTY CENTER
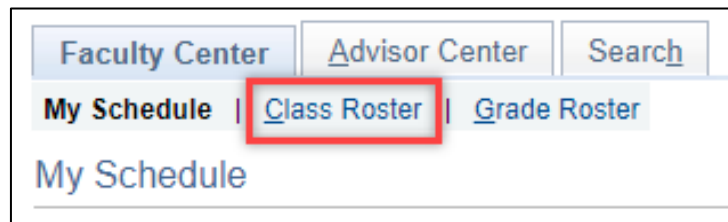
Log into AccessUH.

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 steps must be followed as shown below:

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

****

NAME:

POSITION/TITLE:

OFFICE ADDRESS:

OFFICE TELEPHONE:

WORK EMAIL:

****

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