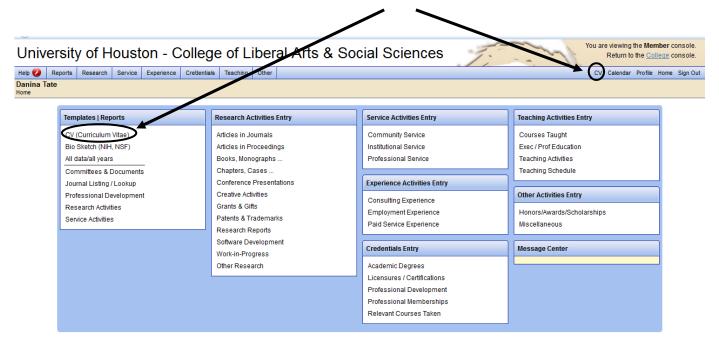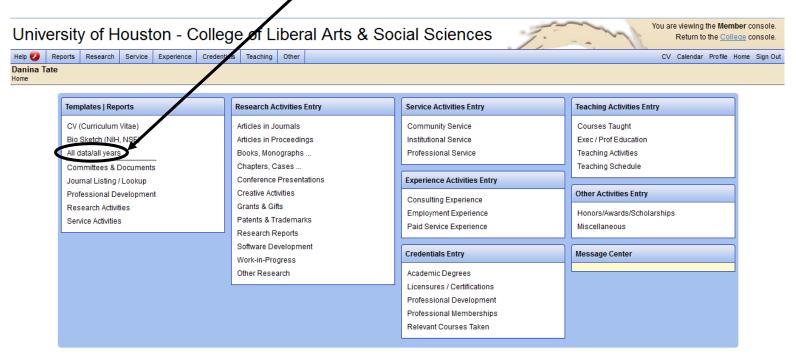# Sedona: Viewing My CV

As with many other options within Sedona, there are two ways to get to the CV view:

Selecting to view the CV will render the CV (take the CV content and arrange it in a standardized format). It may take up to a minute for your full CV to load, depending on internet speed and length of your CV.

The CV view shows you only the information from the year(s) being used in the Merit Review Process. If you want to see your full CV, choose All data/ all years.

How did this data get here?

A group of UH graduate students manually entered some of the data from your CV into the Sedona database in Fall 2011. Some of the data, like your courses, is updated regularly from information in PeopleSoft. Make sure to double check all of your data, and let us know if you find any problems. All other information comes directly from you, and faculty members can enter data at any time throughout the year.

Sedona Success Tip

These templates are a great place to review your CV and make corrections or minor edits such as spelling corrections. Though you may add additional content in the CV templates, we do not recommend making major edits from this screen. Check out additional training materials to learn more about adding and managing CV content.

Tell Me More!

Reviewing Your CV

Scrolling down the screen, or clicking on or tapping the screen and using the Page Down buttons to move down, you will be aware that the CV adheres to the following grouping scheme to best meet the needs of merit review: Teaching, Research, and Service. The All data/ all years template has similar groupings: Education, Teaching Experience, Professional Activities, Research/Creative Activities, Honors & Awards, and Service.

Many of these items are editable.

Danina Tate
Home ••• My CV   Print PDF W

Danina Tate, M.B.A.
Clinical Assoc Professor
African-American Studies
College of Liberal Arts & Social Sciences
Year of Hire: 2001
Year of Tenure:
Year of Promotion:
Year of Review:
dmtate@central.uh.edu

Tenure Status
　　　Status: Tenured
TEACHING
　　Courses Taught [Edit]
　　　　Courses taught, but not in the Schedule:
　　　　　Example Example Example Example Example ExamplevExample Example Example Example Example ExamplevExample ExamplewExamplewExamplew
RESEARCH
　　Presentations of Refereed Papers [Add]
　　　　Regional
　　　　[Edit] [x] e, D. (2013). example. External Reviewer of Promotion to Full Professor File, University of Wisconsin at Milwaukee, houston, Texas.
SERVICE

> Select [Edit] to bring up the entry for basic editing.

Sedona Success Tip
You may wish to avoid the little red X's. These will delete items off of your CV.

Some of the content cannot be edited with Member or Faculty privileges. An example of this would be your highest degree earned. Refer to the Sedona Handbook to find out more about content that can't be edited.

Printing and Exporting Your CV

You may print any of your CV templates, export them to a PDF, or download them into Microsoft Word by selecting the Print, PDF or Word buttons in the upper-right corner.

Adding and Managing CV Content

Your next steps in Sedona should be related to adding new content and managing the existing content. Please refer to additional training materials for assistance with these processes.

Need Help?

Look within Sedona for FAQ, definitions, and tips.

For help getting into Sedona or changing your password, contact Danina@uh.edu