

**UPLOADING
CURRICULUM
VITAE
IN
THE
FACULTY CENTER**



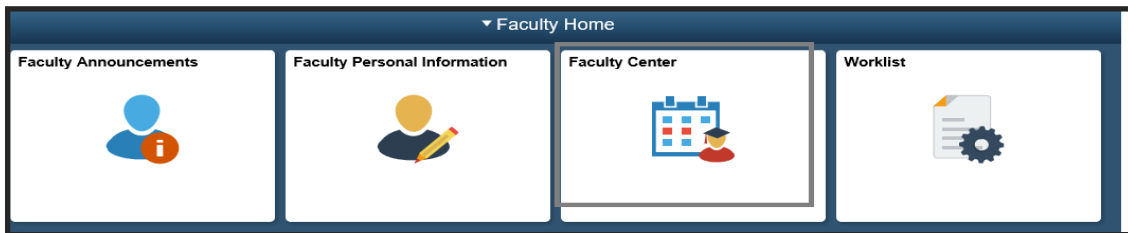
UPLOADING CURRICULUM VITAE IN FACULTY CENTER

Log into your myUH self-service account using AccessUH.

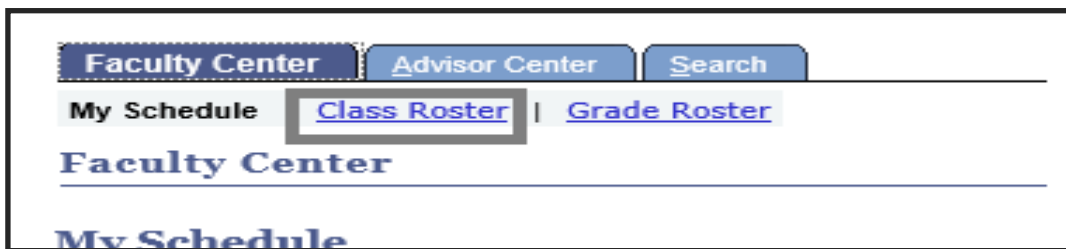
Select the myUH self-service icon  in the University Services area.



Click on the Faculty Center link in the Learner Management area.



Click on the "Class Roster" tab.



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

UPLOADING CURRICULUM VITAE IN FACULTY CENTER

Click on the "CV Upload Link".

Faculty Center | Advisor Center | Search
my schedule | **class roster** | grade roster

Faculty Center

My Schedule

Fall 2016 | University of Houston

Select display option: Show All Classes Show Enrolled Classes Only [CV Upload Link](#)

Icon Legend: Class Roster Grade Roster Learning Management

My Teaching Schedule > Fall 2016 > University of Houston

Class	Class Title	Enrolled	Days & Times	Room	Class Dates	Syllabus Upload Link
FREN 1502-01 (13500)	Elementary French II (Lecture)	27	TuTh 8:30AM - 10:00AM	AH 12	Aug 22, 2016- Dec 15, 2016	Syllabus Upload Link

[View Weekly Teaching Schedule](#) [Submit Textbook Requests](#)

The steps must be followed as shown below:

Curriculum Vita

Name: _____ **Instructor Type:** _____

Building Code: ERP2 UH Energy Research Park 2 **Room:** 133

Email Address: _____ **Telephone:** 832/842-9606

Instructions for uploading your CV

Note: Disable pop-up blockers in your browser to download your CV or CV Template.

Step 1: [Download CV Template Here](#)

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. [Saving PDF documents instructions](#)

Step 4: Upload the file to your Faculty Center by pressing the button below.
[Upload And Save CV Document](#)

After your file is uploaded, you will see its filename as noted below.

Attached File:

Step 5: View your uploaded CV by pressing the button below.
[View/Download Original CV](#)

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.

UPLOADING CURRICULUM VITAE IN FACULTY CENTER

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)

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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.

Need further assistance?

**PAMELA R. OGDEN
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INTEGRATED STAFF SUPPORT**

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