

CENTRAL TEXAS COLLEGE

Information Packet for Curriculum Vitae

CENTRAL
TEXAS
COLLEGE



Education for the Individual

I. Getting Started with Curriculum Vitae

1. You will need the following information for the vitae: all teaching positions held at the higher education level, institution, start date, and end date.
2. Citation information for any professional publications relevant to the discipline you teach.

II. Log In to Web Advisor

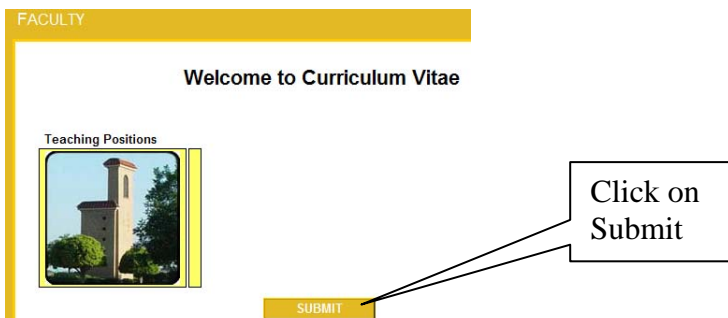
1. Go to Web Advisor Log In Screen and enter **User ID**: first and last initial, followed by last 6 digits of SSN. (Example aj032231)
2. Enter password. If you need your password reset, call 254/526-1303 or 254/526-1304.
3. Select **Faculty**.

III. Entering the Data

1. On the main menu screen you will see the Faculty Curriculum Vitae in the lower right corner.



2. Start by selecting **Teaching Positions**. Once you click on this selection the screen shown below will appear. Click on the **Submit** button so you can start entering your information.



3. The **Search for Institutions** screen appears next. Enter the institution name without any spaces. Ellipsis should be used instead of spaces. An example is provided: **Ex: Central...Texas**.

You may need to try several search combinations but if the institution can not be located please contact employment services at 254/526-1303 or email HR.webadvisorhelp@ctcd.edu. Please provide the institution's name, address, position held, and dates of employment.

4. In this search example 'Baylor...' was entered in the search field and the following list of institutions appeared:

Institutions


Select	Name	Address	City	State	Zip
<input type="checkbox"/>	BAYLOR COLL MEDICINE	One Baylor Plaza	Houston	TX	77030
<input type="checkbox"/>	UNIVERSITY MARY HARDIN-BAYLOR	900 College St.	Belton	TX	76513
<input type="checkbox"/>	UNIVERSITY MARY-HARDIN BAYLOR	900 College St	Belton	TX	
<input type="checkbox"/>	BAYLOR UNIVERSITY	Rec K Engelbrecht	Waco	TX	76706
<input type="checkbox"/>	BAYLOR UNIVERSITY	PO Box 97056	Waco	TX	76798
<input type="checkbox"/>	BAYLOR COLLEGE DENTISTRY	PO Box 660677	Dallas	TX	75266
<input type="checkbox"/>	UNIV MARY HARDIN-BAYLOR	900 Coll St, Umhb Station Box 8004	Belton	TX	76513

SUBMIT

5. Select the row that best matches the institution and location, click the **Submit** button, and the next screen will appear. Enter title and employment dates.

6. Once you have submitted, **Teaching Positions Summary** will appear. You have the option to delete a row or **Submit**. The program does not allow for editing so if a correction needs to be made the entry must be deleted and re-entered.

Teaching Positions Summary

Institution Name	Teaching Position Held	Start Date	End Date	Delete
BAYLOR UNIVERSITY	Professor	09/01/2000		

SUBMIT

7. When you have completed the teaching position information the **Submit** button will return you to the main menu.

FACULTY - FACULTY CURRICULUM VITAE MENU

[Teaching Positions Add/Delete](#)
[Professional Publs Add/Delete](#)
[Curriculum Vitae Summary](#)

8. Continue the process of selecting an institution and entering your teaching positions until all of your past and present higher education teaching positions appear in the summary.

IV. Entering Professional Publications

1. On the main menu select **Professional Publs**. If you do not have publications relevant to your teaching discipline you may skip this process.

Faculty Curriculum Vitae

[Teaching Positions Add/Delete](#)
[Professional Publs Add/Delete](#)
[Curriculum Vitae Summary](#)

Select Professional Publications

2. The following screen appears; select **Submit**.

Welcome to Curriculum Vitae

Professional Publications



SUBMIT

3. The **Professional Publs** screen allows you to enter the title of the publication in the **Publication Title** box and place full citation data in the bottom box. **Submit** when completed.

Professional Pubs Add/Delete

= Required

ISBN

OCLC

TDNET

ISSN

Optional data entry

Publication Title*

Full Citation Data*

Enter submit

SUBMIT

4. The **Publications Summary** will appear and with only a delete option. If changes need to be made you will have the opportunity at a later step. If you wish to delete the publication, then do so here.

Publications Summary

Title	Citation Data	Delete
Journal of College Student Development	Lundberg, C.A., & Schreiner, L.A. (2004). Quality and frequency of faculty- student interaction as predictors of learning: An analysis by student race/ethnicity. Journal of College Student Development, 45(5), 549-565.	<input type="checkbox"/>

Select Submit

SUBMIT

5. Continue this process until all publications are entered.

V. Summary and Final Approval

1. Once all information has been entered click **Curriculum Vitae Summary** from the Faculty Curriculum Vitae main menu.

Faculty Curriculum Vitae

Select Summary

[Teaching Positions Add/Delete](#)

[Professional Pubs Add/Delete](#)

[Curriculum Vitae Summary](#)

Welcome to Curriculum Vitae

Curriculum Vitae Summary



Select Submit

SUBMIT

2. A summary will appear that includes your educational data pulled from Colleague. If anything under **Education** is incorrect or missing contact Human Resources through the information available on the screen. Transcripts must be on file prior to any changes being made in Colleague.

EDUCATION

College or University Attended	Degree Earned	Degree Date	Major 1	Major 2
Tarleton State University	Master of Arts	05/01/1998	History	
Baylor University	Master of Arts	08/01/1976	Oral Communication	
Baylor University	Bachelor of Arts	05/01/1975	Oral Communication	

Note: Please review education data above. If education data is missing or needs to be updated, please contact Employment Services at (254) 526-1303 or HR_WebAdvisorHelp@ctod.edu

TEACHING POSITIONS

Institution Name	Teaching Position Held	Start Date	End Date
BAYLOR UNIVERSITY	Professor	09/01/2000	

Note: For teaching positions not represented by the data provided please contact Employment Services at (254) 526-1303 or HR_WebAdvisorHelp@ctod.edu

PROFESSIONAL PUBLICATIONS

Title	Citation Data
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Edit information, or Final Submit?

WARNING! Selecting 'Final Submit', followed by clicking the SUBMIT button will lock your data. No further additions or modifications will be possible through WebAdvisor.

SUBMIT

3. The drop down menu allows for the options shown below. The program does not allow for editing teaching positions but you have the option of deleting the incorrect entry and adding another. The program allows for the publication data to be edited or deleted from the summary screen.

- TP - Delete Teaching Positions
- EP - Edit Publications
- PR - Delete a Publication
- FS - Final Submit**

4. When all data is entered you will select **Final Submit** from the drop down menu. With Final Submit showing in the text box, click the **Submit** button. After this final action you will no longer be able to make changes. Employment services can assist you with corrections or updates to your data at any time.

Edit information, or Final Submit?

Select Final Submit from drop down menu

Click on Submit

SUBMIT

WARNING! Selecting 'Final Submit', followed by clicking the SUBMIT button will lock modifications will be possible through WebAdvisor

5. After the final **Submit** only the summary will be available for viewing.

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SUBMIT

6. Contact employment services at 526-1303/1304 or HR.WebAdvisorHelp@ctcd.edu if you encounter any problems or have any questions.