

**UPLOADING  
CURRICULUM  
VITAE  
IN  
THE  
FACULTY CENTER**



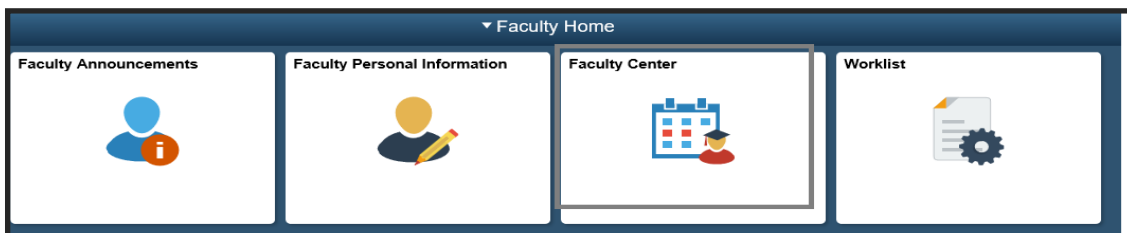
## UPLOADING CURRICULUM VITAE IN FACULTY CENTER

Log into your myUH self-service account using AccessUH.

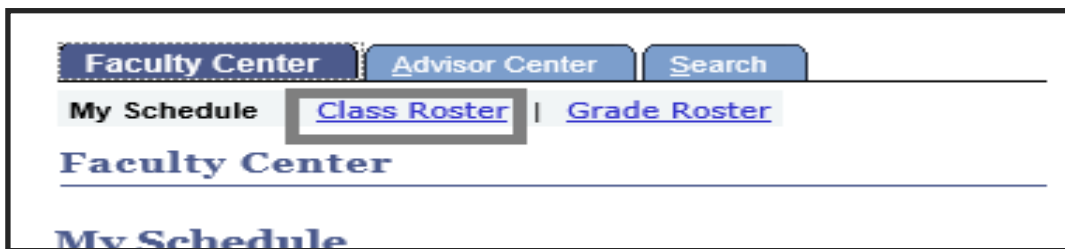
Select the myUH self-service icon  in the University Services area.



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
<a href="#">FREN 1502-01 (13500)</a>	Elementary French II (Lecture)	27	TuTh 8:30AM - 10:00AM	AH 12	Aug 22, 2016- Dec 15, 2016	<a href="#">Syllabus Upload Link</a>

[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

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**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

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**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)

## UPLOADING CURRICULUM VITAE IN FACULTY CENTER

### 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?**

**Contact the Office of the  
University Registrar**

**[uhsrsec@uh.edu](mailto:uhsrsec@uh.edu)**