FAQ for Faculty & Academics

What is Advance?

Advance is a secure, web-based application for managing faculty appointment, merit, and promotion information. Advance serves as a resource for academic career information for faculty and academic affairs administrators.

In Advance, you can view:

- Official academic appointments
- Your next on-time action
- The status of a submitted packet
- List of prior actions
- Current salary distribution
- The administrator to contact if you have questions

Why aren’t all my appointments displayed in my record?

Advance displays information about academic appointments and joint appointments maintained in the payroll system. If you are paid under a staff appointment, this area may be blank, or if you have a pending payroll action, data may not display as expected.

For a joint appointment to display:

- you must have a WOS (without salary) line in the payroll system identifying that joint appointment

Why is my title listed differently than I expected?

Titles displayed in Advance reflect the current information from the payroll system related to your academic appointments:

? Advance does not display non-academic appointments

Note: If you are paid under a staff appointment, this area may be blank

? If you think you should have a joint appointment, check with your Academic Personnel Contact; joint appointments must be recorded in the payroll system as a WOS line

? If you have an approved action with an effective date in the future, your title/step will not be
Why is my next eligible action different than what I expected?

The "What is my next eligible action?" section displays your current academic series, rank, and step, as recorded in the payroll system, and your last recorded action.

- If you have a packet in process that has been recorded in the Office of the Vice Provost for Academic Affairs' database, it will be displayed under the "Packet tracking" tab.
- If your department recommended an alternative action, the information displayed here may not match the information displayed under the "Packet tracking" tab.

Advance ? Salary Tab

Does the salary displayed in Advance represent my total compensation?

The "Salary" tab displays your compensation, projected from current payroll data.

Your salary may be composed of Base Salary (X) and Negotiated Salary (Y). Additional compensation (Z) is not displayed.

- Base salary represents the approved rate on one of the UC Salary Scales associated with your academic series, rank, and step.

*This compensation is covered under the University of California Retirement Plan (UCRP) up to the amount permissible under law and in accordance with UCRP provisions and regulations.*

Why don't I see all of my distributions?

Advance can only display academic salary distributions that currently appear within campus payroll records.

- If you have both non-academic and academic appointments, or are paid by a UCSF affiliate, you may not see all of your distributions in this section.

Advance ? Packet Tracking

Why does my packet appear at Dean's Office for so long?

This section displays information about the current location of your academic review packet.

Due to the healthy amount of departments under each Dean's Office, and many packets within a single department, the Dean's Office sometimes is overwhelmed with a large number
of packets for review.

In these cases, your packet may be pending review in the Dean’s Office for several weeks.

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**Why is “My packet history” blank?**

If you have prior appointment or advancement actions that have been recorded in the Advance application, they will be displayed in the “My packet history” section.

Note: Speak to your Academic Personnel Contact if you have questions about prior actions listed in the “My packet history” section.

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**Advance ? General Questions**

**Can I view my packet in Advance from home or when I’m traveling?**

Yes. If your computer is not on the UCSF network (e.g., at home or while traveling), you can still use the Advance application through MyAccess at myaccess.ucsf.edu. If you have trouble logging into MyAccess, or don’t see the Advance link listed under the “My Applications” section, please contact IT Customer Support at customersupport@ucsf.edu [1] or 514-4100, Option 2 (8am-5pm Monday-Friday).

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**Who else can see my information?**

In accordance with University policy, only authorized individuals are allowed access to your information. Typically, individuals who participate in managing the faculty advancement process in your HR Service Center will have access to view information in your Advance record.

The Office of the Vice Provost for Academic Affairs, Dept. Chairs/Division Chiefs, MSOs, Academic Personnel Analysts, and other staff may have access to your information in Advance.

Access is determined by your department and access is granted via a security process to ensure that only appropriate staff have access to your record in Advance.

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**Who do I talk to if something is wrong with my information?**

Please contact the Academic Personnel Contact (APC) listed at the bottom of each Advance page in order to correct or update information in Advance. Data in Advance comes primarily from the UCSF payroll system.
Why don’t I see all of my appointments?

Advance displays information about academic appointments and joint appointments maintained in the payroll system. If you are paid under a staff appointment, the ?My academic appointments? section will not display this appointment; if you have a pending payroll action, information may not display until that action is effective.

To display a joint appointment:

- You must have a WOS (without salary) line in the payroll system identifying that joint appointment

Why don’t I see all of my funding information?

Advance displays information related to academic appointments. Funding from UCSF affiliates or non-academic appointments will not display in Advance

Why don’t I see my packet information from the 1990’s?

Advance displays data collected in the Advance application and some academic review data from the Office of the Vice Provost for Academic Affairs? database beginning in 2000; there is no data available to Advance for actions prior to 2000

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Links
[1] mailto:customersupport@ucsf.edu