

eCV at UTHSCSA

To get started, you will need a login. Because eCV is not a UTHSCSA product or system, the login is not your regular UTHSCSA unqname and password.

To get your login information, contact your department. Each department has designated staff to assist with eCV.

Someone in your department has the ability to update your eCV, however, you are responsible for the completeness and accuracy of your own eCV.

The eCV has a short audiovisual presentation to introduce you to the eCV (see https://ecv.uthscsa.edu/UT_ecvtraining/ecvoverview.html; 11 minutes) as well as sections within eCV entitled "I'm new to eCV" and "Tutorials and Guides". Email support is also available in a section entitled "Email support". Classes are offered periodically.

Activities that should be listed in your eCV include:

- Journal articles
- Book chapters
- Curricula published
- Patents received
- Presentations (posters, talks)
- Honors and awards
- Review activities
- Teaching activities
- Professional development activities
- Grant funding received
- Committee work
- Service activities
- Community service

One of the tutorials provided by the eCV website is an audiovisual presentation on "Importing publications" (11 minutes). An interesting aspect of eCV is that co-authors and co-investigators can enter publications and grants that also include you, and these will magically appear in your eCV. Other than these two types of activities, however, everything about your work life will have to be entered by hand, by you or by your departmental support. Caveat: do not delete an entry someone else has made, as that will affect *their* CV. If you believe you were erroneously included on an article or grant, choose "remove me from this publication/grant".

The eCV is required for promotion and tenure applications (see <http://www.uthscsa.edu/vpaa/faculty/secure/promotips.html>). A good quality eCV will greatly enhance your application for promotion or tenure. It is recommended that you maintain your eCV by updating it several times per year. This will help minimize forgotten activities.

You can edit the eCV from off-campus if you use VPN to access the network (see <http://www.uthscsa.edu/tn/vpn>)

Your eCV can be printed from online, or saved as a Word document. It can appear in various formats, including the standard UTHSCSA format and the NIH Biosketch format.