How to Proxy for Faculty

Target Audience: *Proxies*

Updated April 27, 2023

OVERVIEW

As a proxy in the FHS-DB, you are able to manage one or multiple faculty's CVs. To update or add to a faculty's CV, the faculty needs to assign you as their proxy.

LOGIN TO FHS DB

Login to the system using your MacID/password or local login.

If you have any questions about how to login, refer to this user guide on our website **How to Login to FHS DB**

HOW TO NAVIGATE BETWEEN FACULTY CVS

Once you have been assigned as a faculty's proxy, you will be able to select that faculty's name and email address and view/update their CV under "Select Proxy" on the left-hand drop-down menu.
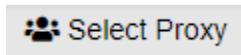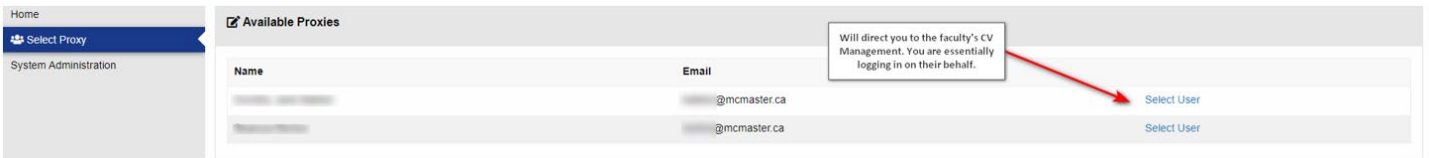

You will be able to see all faculty who have given you proxy access to their CV under "Available Proxies."
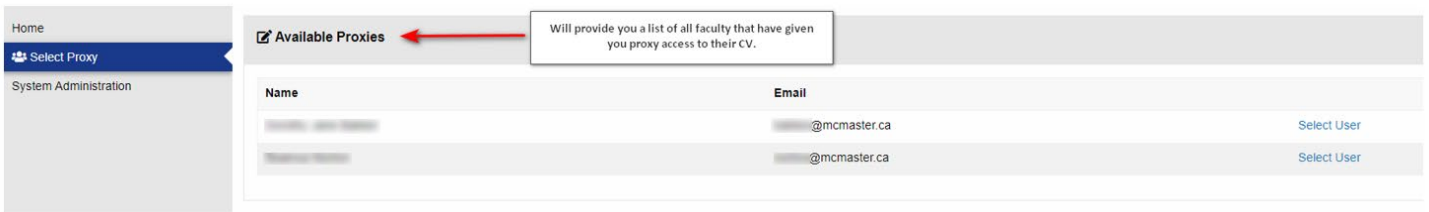

If you are missing any faculty, you will need to reach out to the specific faculty to give you proxy access.
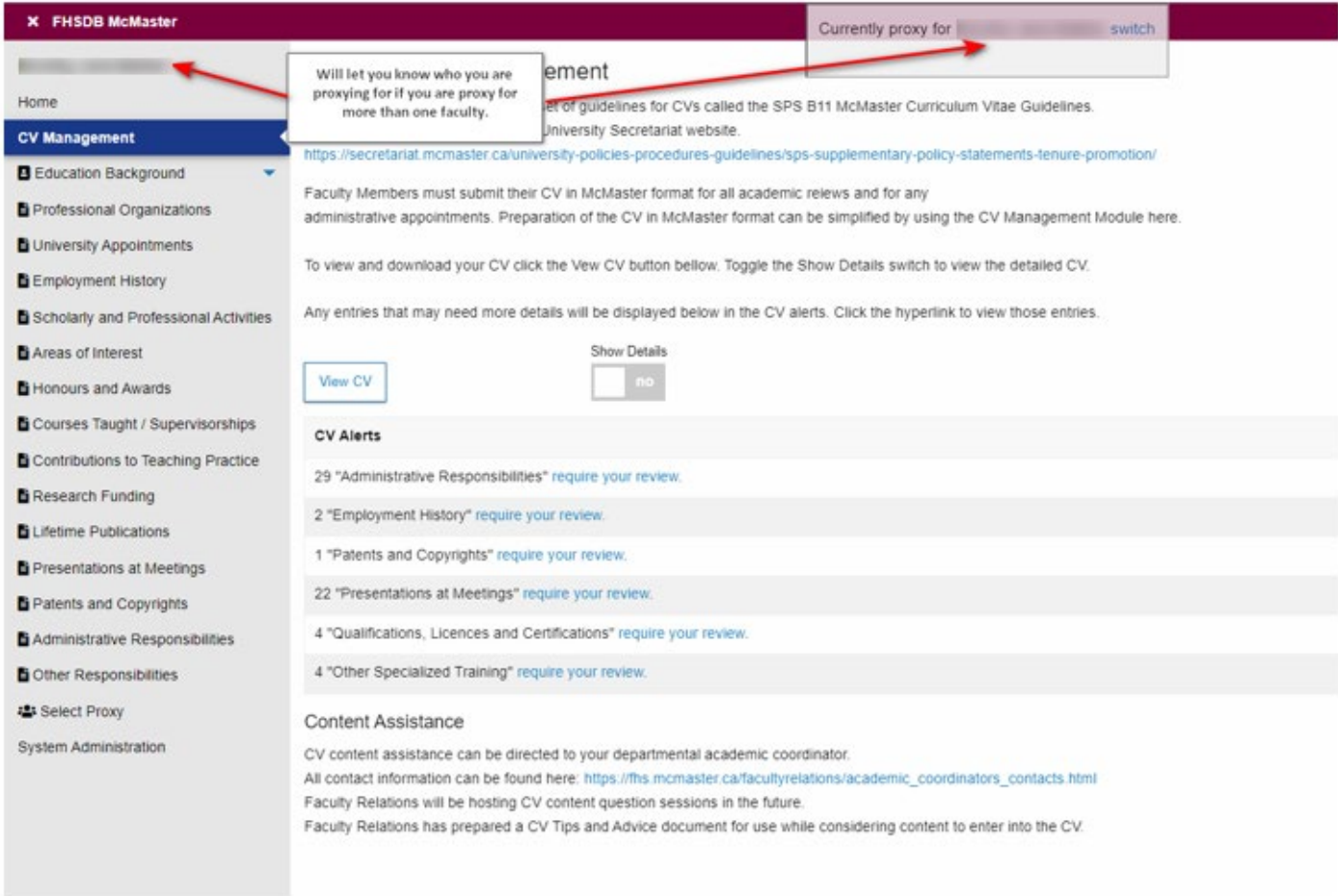
If you want to view/edit a specific faculty's CV from your available proxies, you will select "Select User."

Once you select a faculty, you will be redirected to the FHS-DB homepage. To access and manage the faculty's CV, select "CV Management" in the left-hand drop-down menu.
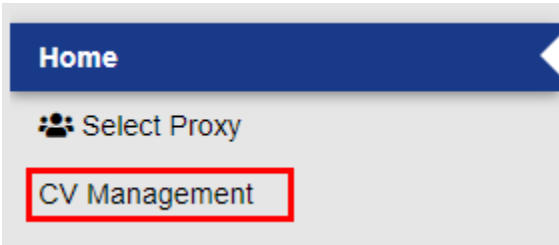
You will know which faculty you are proxying for because their name will be listed at the top of the left-hand drop-down menu, and at the top of the page you will see a message that reads "Currently Proxy for [Faculty's Name]."

If you are a proxy for more than one faculty and want to navigate to another faculty's CV you can either…

1. Select "switch" in the "Currently proxy for…" message at the top of the screen. This will redirect you to your available proxies.

Welcome to CV Management

McMaster University has a specific set of guidelines for CVs called the SPS B11 McMaster Curriculum Vitae Guidelines. The document can be found on the University Secretariat website. https://secretariat.mcmaster.ca/university-policies-procedures-guidelines/sps-supplementary-policy-statements-tenure-promotion/

Faculty Members must submit their CV in McMaster format for all academic relews and for any administrative appointments. Preparation of the CV in McMaster format can be simplified by using the CV Management Module here.

To view and download your CV click the Vew CV button bellow. Toggle the Show Details switch to view th[...]

Any entries that may need more details will be displayed below in the CV alerts. Click the hyperlink to view those entries.

Will redirect you to your available proxies list.

Show Details

View CV   no

CV Alerts

29 "Administrative Responsibilities" require your review.

2 "Employment History" require your review.

1 "Patents and Copyrights" require your review.

22 "Presentations at Meetings" require your review.

4 "Qualifications, Licences and Certifications" require your review.

4 "Other Specialized Training" require your review.

Content Assistance

CV content assistance can be directed to your departmental academic coordinator.
All contact information can be found here: https://fhs.mcmaster.ca/facultyrelations/academic_coordinators_contacts.html
Faculty Relations will be hosting CV content question sessions in the future.
Faculty Relations has prepared a CV Tips and Advice document for use while considering content to enter into the CV.

2. Select "Select Proxy" in the left-hand drop-down menu. This will also redirect you to your available proxies list.

Home

CV Management

📄 Education Background ▼

📄 Professional Organizations

📄 University Appointments

📄 Employment History

📄 Scholarly and Professional Activities

📄 Areas of Interest

📄 Honours and Awards

📄 Courses Taught / Supervisorships

📄 Contributions to Teaching Practice

📄 Research Funding

📄 Lifetime Publications

📄 Presentations at Meetings

📄 Patents and Copyrights

📄 Administrative Responsibilities

📄 Other Responsibilities

👥 Select Proxy

System Administration

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To view and download your CV click the Vew CV button bellow. Toggle the Show Details switch to view the detailed CV.

Any entries that may need more details will be displayed below in the CV alerts. Click the hyperlink to view those entries.

Show Details

[View CV]   [no]

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BEST PRACTICES

- If you are a proxy for multiple faculty, be aware of who you are proxying so you do not enter incorrect information in the wrong CV.
- For best practices on CV management, please refer to the FHS-DB CV Management user document.

NEED SUPPORT?

All FHS DB User Guides can be found on the FHS DB website