



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 <u>How to Login to FHS DB</u>

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.

Select Proxy

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

Home	🗹 Available Proxies 🛛 🚽	Will provide you a list of all faculty that have given you proxy access to their CV.	
System Administration	Name	Email	
	to the second	@mcmaster.ca	Select User
	Teacher Teacher	@mcmaster.ca	Select User

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."

Home	C Available Proxies		Will direct you to the faculty's CV	
System Administration	Name	Email	Management. You are essentially logging in on their behalf.	
	tools, as take	@mcmaster.ca		Select User
	Summer States	@mcmaster.ca		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]."

X FHSDB McMaster			Currently proxy for switch
Home	Will let you know who you are proxying for if you are proxy for more than one faculty.	ement et of guidelines for CVs called the SPS	B11 McMaster Curriculum Vitae Guidelines.
CV Management	https://secretariat.mcmaster.ca/uni	University Secretariat website.	s.cumlementary.policy.statements.tenure.promotion/
 Education Background Professional Organizations University Appointments Employment History Scholarly and Professional Activities Areas of Interest 	Faculty Members must submit the administrative appointments. Prep To view and download your CV cli Any entries that may need more d	ir CV in McMaster format for all academic aration of the CV in McMaster format can ck the Vew CV button bellow. Toggle the S etails will be displayed below in the CV ale Show Details	relews and for any be simplified by using the CV Management Module here show Details switch to view the detailed CV. erts. Click the hyperlink to view those entries.
Honours and Awards	View CV	no no	
Courses Taught / Supervisorships	CV Alerts		
Contributions to reaching Practice	29 "Administrative Responsibility	es" require your review.	
Research Funding Lifetime Publications	2 "Employment History" require your review. 1 "Patents and Copyrights" require your review. 22 "Presentations at Meetings" require your review.		
Presentations at Meetings			
Patents and Copyrights			
Administrative Responsibilities	4 "Qualifications, Licences and C	Certifications" require your review.	
Cother Responsibilities	4 "Other Specialized Training" re	quire your review.	
Select Proxy	Content Assistance		
System Administration	CV content assistance can be dire All contact information can be four Faculty Relations will be hosting C Faculty Relations has prepared a	ected to your departmental academic coord nd here: https://fhs.mcmaster.ca/facultyrek CV content question sessions in the future. CV Tips and Advice document for use while	dinator. ations/academic_coordinators_contacts.html le considering content to enter into the CV.

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.



FHSDB McMaster

X FHSDB McMaster		Currently proxy for [switch	
A	Welcome to CV Management		A	
Home	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.			
CV Management				
Education Background				
Professional Organizations				
University Appointments			Will redirect you to your available	
Employment History	To view and download your CV click the Vew CV button bellow. Toggle the Show Details switch to view th proxies list.		proxies list.	
Scholarly and Professional Activities	Any entries that may need more details will be displayed below in the CV ale	rts. Click the hyperlink to view	those entries.	
Areas of Interest	View CV no			
Honours and Awards				
Courses Taught / Supervisorships	CV Alerts			
Contributions to Teaching Practice				
Research Funding	2 * 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			
Lifetime Publications				
Presentations at Meetings				
Patents and Copyrights				
Administrative Responsibilities				
Other Responsibilities				
Select Proxy				
System Administration	CV content assistance can be directed to your departmental academic coord	inator.		
	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.			
	Paculty 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.

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Home	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.co/university.policies.procedures.guidelines/sps.supplementary.policy.statements.tenure.promotion/		
CV Management			
Education Background	ntps.//secretariat.inchaster.ca/university-policies-procedures-guidelines/sps-supplementary-policy-statements-tenure-promotion/		
Professional Organizations	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.		
University Appointments			
Employment History	To view and download your CV click the Vew CV button bellow. Toggle the Show Details switch to view the detailed CV.		
Scholarly and Professional Activities	Any entries that may need more details will be displayed below in the CV alerts. Click the hyperlink to view those entries.		
Areas of Interest	Show Details		
Honours and Awards	View CV		
Courses Taught / Supervisorships	CV Alerts 29 "Administrative Responsibilities" require your review. 2 "Employment History" require your review.		
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Patents and Copyrights			
Administrative Responsibilities	4 "Qualifications, Licences and Certifications" require your review.		
Other Responsibilities	4 "Other Specialized Training" require your review.		
🛎 Select Proxy	Content Assistance		
System Administration	Will re-direct you to your be directed to your departmental academic coordinator.		
	available proxies list. be found here: https://fhs.mcmaster.ca/facultyrelations/academic_coordinators_contacts.html		
	Faculty Relations has prepared a CV Tips and Advice document for use while considering content to enter into the CV.		

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 <u>CV Management</u> user document.

NEED SUPPORT?

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