

## Instructions to upload faculty CVs

For the merit process and before any new action, we are requiring that updated CVs be uploaded to the CAS server. This should occur at least annually or within three months of any new action. Please remove old versions of CVs as the new ones are uploaded. Once CVs are uploaded, we will no longer require you to submit hard copy CVs with paperwork for full time faculty. In order to access your departmental folder and upload faculty CVs, please follow the instructions listed below:

### **For MAC users:**

Click on Go and connect to server: smb://casfs.bu.edu/CAS Administration/Faculty Services/Faculty CVs/DEPT (replace DEPT with your two-letter departmental code). You will need to copy and paste this full link into the server address box.

**Log in if prompted**, otherwise your departmental folder should open.

### **For PC users:**

Click on the Start menu

Click on Run, or type run in the search bar

Type in the folder path you are connecting to (i.e. \\casfs.bu.edu\CAS Administration\Faculty Services\Faculty CVs\DEPT (replace DEPT with your two-letter departmental code)).

Log in if prompted, otherwise your departmental folder should open.

### **Notes:**

-----Windows uses the \ for server and folders versus the / used in Mac (i.e. Win: \\casfs.bu.edu\CAS Administration. Mac: smb://casfs.bu.edu/CAS Administration)

-----When prompted to log in, be sure to preface your user name with ad\ (i.e. ad\smith).

Please ensure that you and the others in your department who should have access can indeed access your departmental folder. Let the Office of Faculty Actions know if you have any questions or issues with this process.

Documents should be converted to PDF from a Word document (as opposed to PDF documents generated by scanning in hard copy documents). The file name should be simply the faculty member's last name then first name and followed by the date it was uploaded (i.e. Smith, Jane 1-12-13 ). Please stick to dashes rather than slashes and avoid using commas in the name as using these can cause issues.