CV Builder: Adding to your CV



Prepared by Mackenzie Fravel, BS Office for Faculty Advancement May 2020

Go to Marshall University Joan C. Edwards SOM homepage (http://jcesom.marshall.edu/) and select "Faculty/Staff"



Select CV Builder under the Popular column.



Prospective Students

Residents/Fellows

Research Departments

Alumni/Giving

Patient Care

Faculty & Staff

Home | Faculty & Staff



Tools

- Academic Calendar
- Cabell Clinics Event Reporting
- MUOnline (Blackboard)
- Encounter Log
- MUSOM Question Bank
- MUSOM Curriculum Query
- New Innovations
- Student Scheduler

Popular

- Calendar of Room & Equipment Reservations
- Continuing Medical Education (CME)
- CV Builder
- Faculty Advancement
- Faculty Database
- Faculty Scholarly Activity Log
- Forms for Faculty
- Marshall Health Employee Website
- Mentoring
- Promotion & Tenure
- Student Advising/Mentoring Guidelines

Resources

- Academic & Curricular Resources
- Clinical Resources
- Computing & IT Resources
- Credentialing & Accreditation Resources
- Faculty Handbook
- Faculty Policies
- Faculty Resources
- Institutional Policies & Committees
- Research Resources
- Teaching Resources

Click on the CV Builder boxed link.



About Prospective Students Residents/Fellows

Research

Departments

Alumni/Giving

Patient Care

CV & Portfolio

Home | Faculty & Staff | Faculty Advancement | Faculty Development Programs | CV & Portfolio

FACULTY ADVANCEMENT

Home

Event Calendar

Faculty Handbook

New Faculty

Faculty Council

Promotion & Tenure

Faculty Development

Women in Medicine & Science

Policy & Governance

Resources

Faculty Awards

Publication Archive

Data & Reports

PROGRAMS

Academic Citizens Excellence (ACE) Program

CV Builder

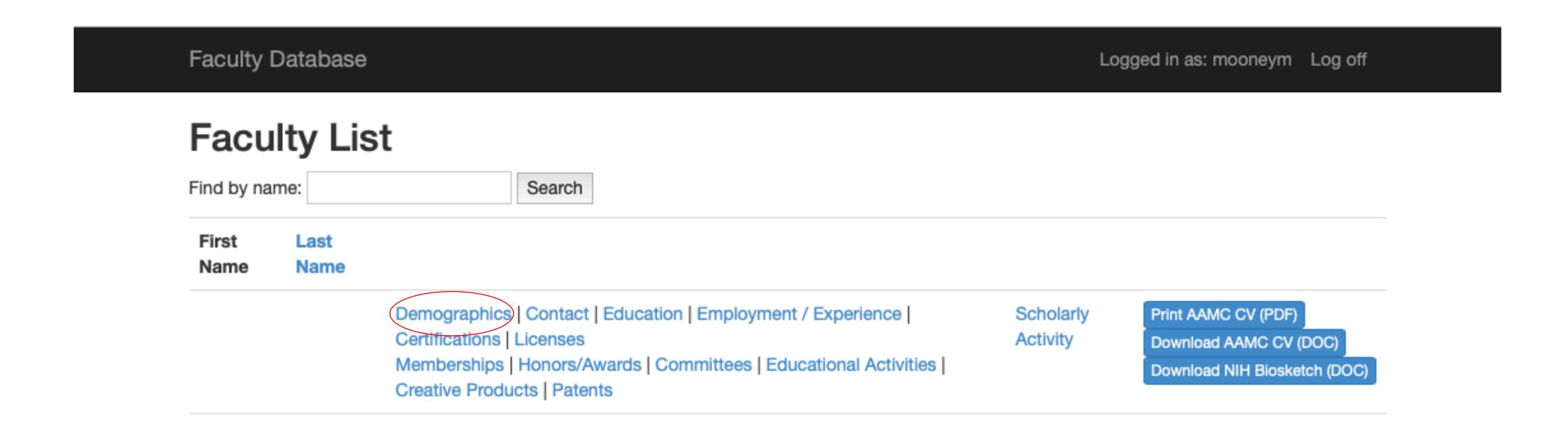
- Academic Portfolio Template
- Academic Portfolio Presentation (Video)

You will then be prompted to enter your username and password *use the same username and password you use to login on the SOM computer.

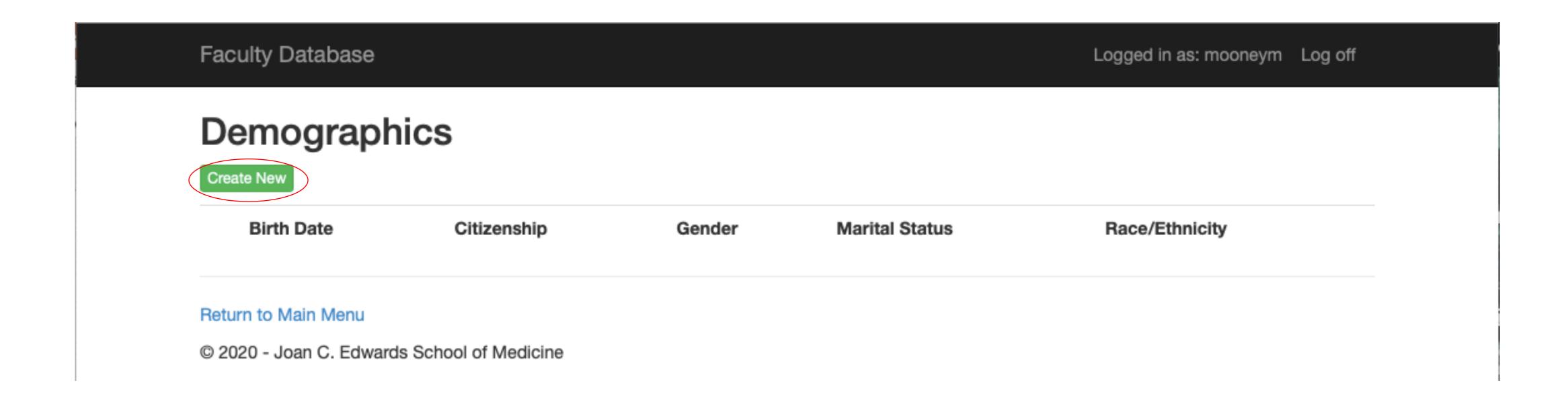
Faculty Database	Log in
Login using your MUSOM Account Credentials	
User name Password	
Log in Return to Main Menu	

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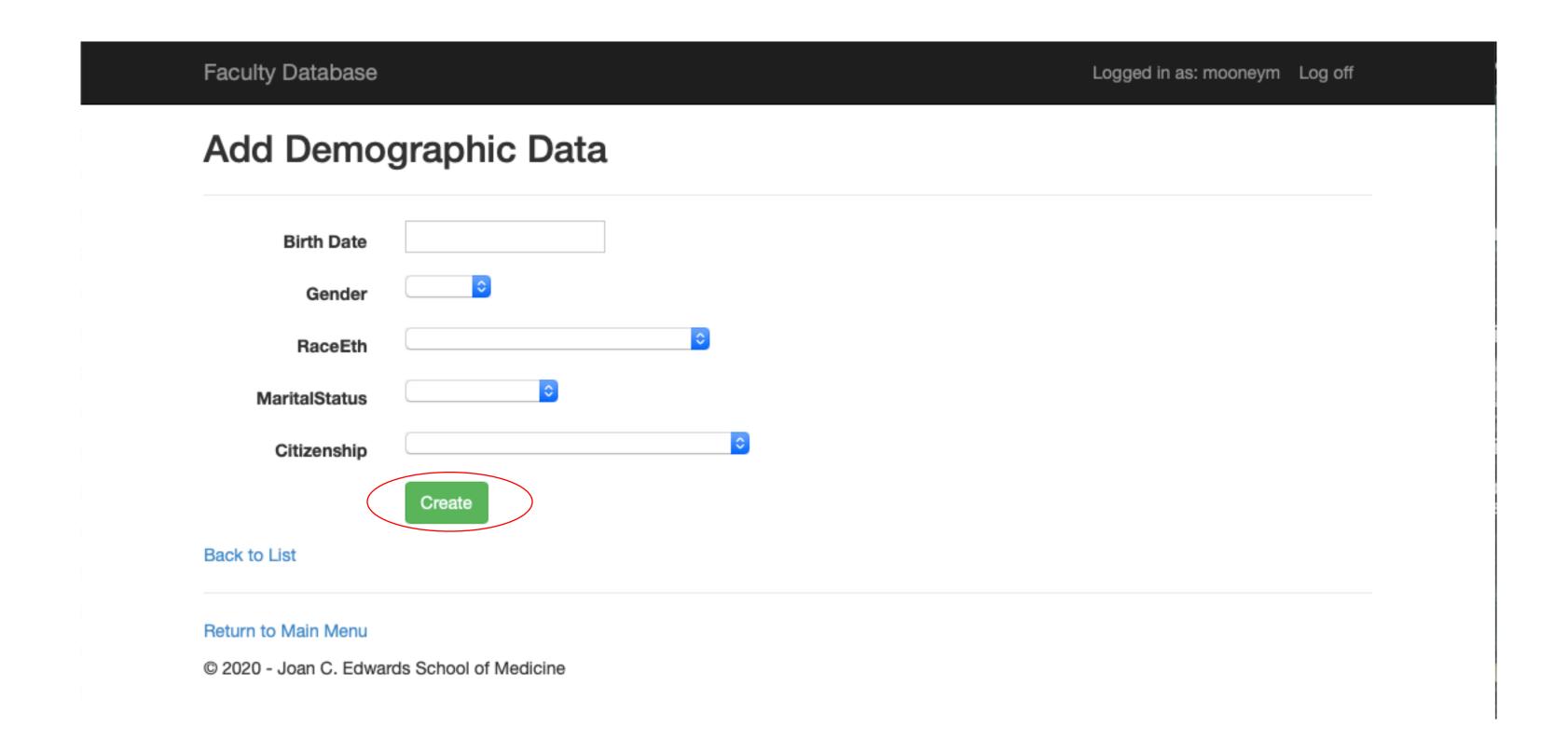
Your CV Builder will populate to this page. In order to add Demographics, click on the blue linked Demographics tab.



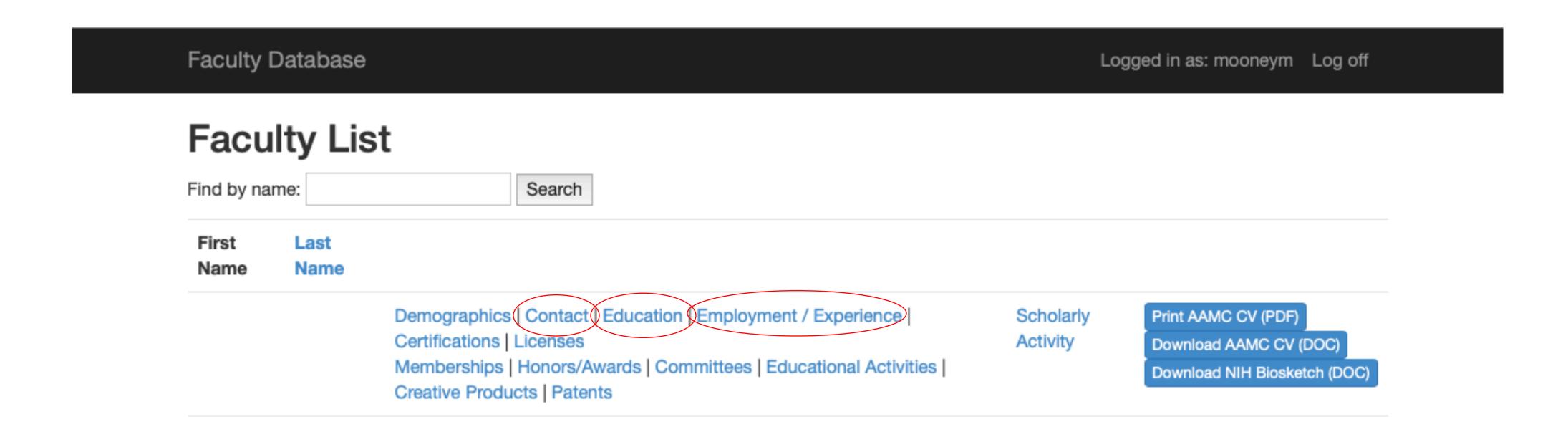
The Demographics page will populate. Click on the green "Create New" button in order to add your demographic information.



An "Add Demographic Data" entry page will populate. Enter the information in each section, then click "Create".



These same actions may be used to update the subsequent blue tabs (Contact, Education, Employment/Experience, etc.) Simply click on the tab you would like to update and follow the previous actions.



Need Assistance?
Please contact the Office for Faculty Advancement
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