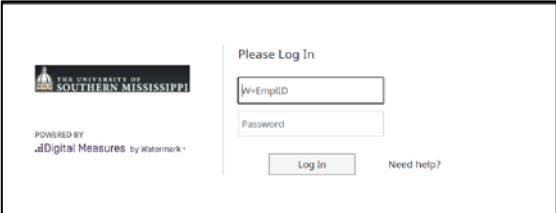
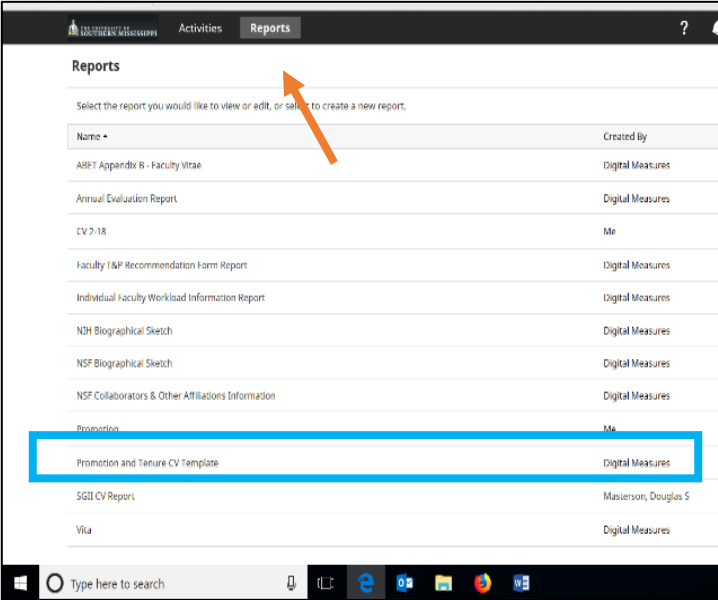


HOW TO DOWNLOAD THE TEMPLATE FOR THE CV/VITA FOR PROMOTION AND TENURE SUBMISSIONS

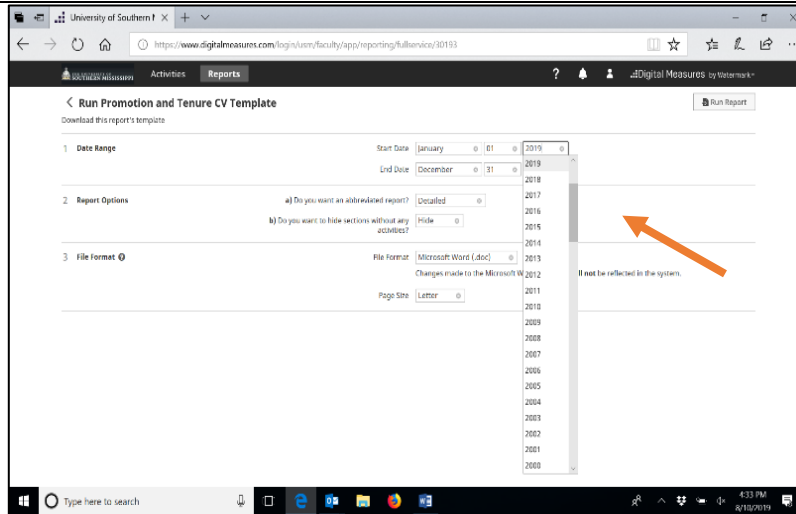
1. Login to Digital Measures – [LOGIN HERE](#)
2. Click on **Reports**
3. Click in **Promotion and Tenure CV Template**
4. Select the **Date Range** – this will pull any information that you already have entered into Digital Measures for that date range.

NOTE: If you don't have anything entered, or everything in Digital Measures that you want to include on your CV, simply add it to the Word document template from your existing CV document. At this point, faculty submitting dossiers this fall need to focus on preparing their artifacts and sections of their dossiers. The CV template provides the structure.

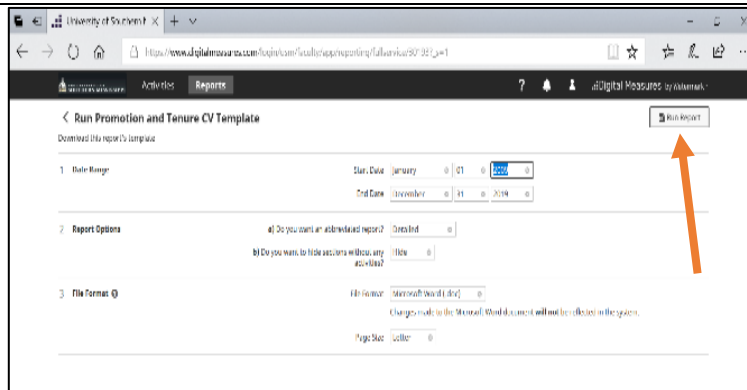
5. Click on **Run Report** – this will generate and Word document that you can edit for your CV file.
6. Choose either **Open or Save as...**
7. Once you have the Word document open, you can edit and add to it. Any changes or additions to the Word file are NOT automatically entered into Digital Measures – it is a stand-alone document.
8. You will need to save your final CV document as a PDF file to upload in your dossier.

1	Login to Digital Measures – LOGIN HERE 
2 3	Click on Reports Click on Promotion and Tenure CV Template
	

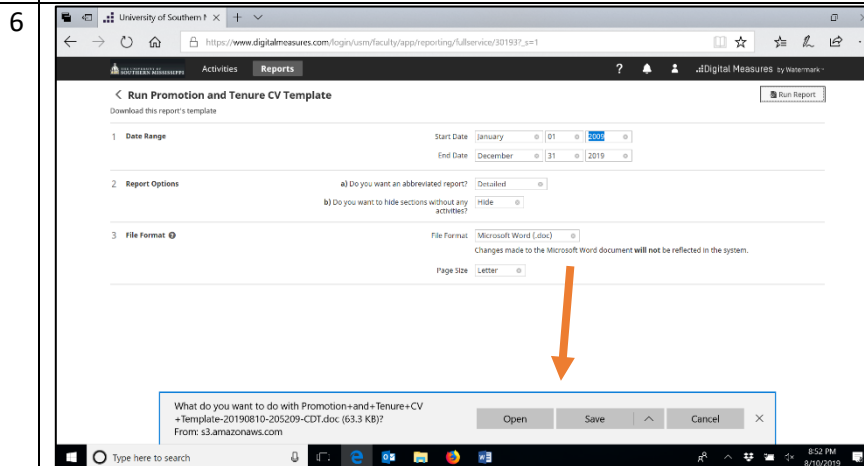
4 Select the **Date Range** – this will pull any information that you already have entered into Digital Measures for that date range.



5 Click on **Run Report** – this will generate and Word document that you can edit for your CV file.



Choose either **Open or Save as...**



Questions? Contact Allison Gillespie, allison.gillespie@usm.edu