

UB Profile Instructions

Curriculum Vitae Instructions

Once logged into UB Profile, select **Curriculum Vitae** to access the data entry menu page.

The screenshot shows a web browser window with the URL <https://smbsweb.med.buffalo.edu/ubprofile/viewform.php>. The user is logged in as Rebecca Firth. The page has a navigation bar with tabs: Web Profile, Faculty Review Form, Curriculum Vitae (selected), By Category, and Reports. The main content area is titled "Curriculum Vitae" and includes the following sections:

- Name**
Current Academic Title
(date of most recent revision)
- Work Address:**
 Enter your work address details
- Education:**
 List all academic degrees and other training(s) completed
- Other Training:**
 Enter other training you have completed
- Boards, Licenses, Certifications:**
 Enter your boards, licenses, and certifications
- Academic Appointments:**
 Enter academic appointments
- Administrative Appointments:**
 Enter administrative appointments
- Non-Academic Appointments:**
 Enter non-academic positions held
- Awards and Honors:**
 Enter title of honor and provide a brief description

The Curriculum Vitae Profile tab is designed to help faculty produce a UB formatted CV which can be used for promotion, tenure etc. Use the instructions found at the top of each page as well as the [green help text](#) found under some of the data entry fields for assistance.

Please note - data entered into fields will be shared across additional menu pages, as appropriate.

When completed, click on the Reports tab to view your Curriculum Vitae.