OFFICE OF THE PROVOST AND VICE-PRESIDENT (ACADEMIC)

To: All Deans, Chief Librarian, Chairs/Directors, College Managers, and Administrative Assistants in all Academic Units
*** Chairs, please distribute ASAP a copy of this memo to all faculty in your unit

Date: April 25, 2013

From: Maureen Mancuso, Provost and Vice-President (Academic)

Re: eCV Project Update

---

I am writing to provide an update with respect to the Electronic Curriculum Vitae (eCV) project, which is co-sponsored through the Office of the Provost and the Office of the CIO. As you may recall from my earlier memo, the primary purpose and goal of the eCV project is to improve the management of data and information related to the Tenure, Promotion and Performance Assessment deliberations processes. At the same time, the eCV project will enhance the opportunities for Faculty, Librarians, and Veterinarians to be able to easily maintain and update their CV information in one location, and to then be able to generate reports (e.g., Tenure and Promotion Committee submissions, Tri-Council Applications) from the information, in the various formats which are commonly required in the academic community (both internal and external to the University of Guelph) and in the various academic disciplines.

Following the University of Guelph’s established procurement process, and completion of the pilot project, I am pleased to announce that we have now signed an agreement with Sedona Software (www.sedonaweb.com).

As with the pilot in the Ontario Agricultural College (OAC) and the Ontario Veterinary College (OVC) in 2012, to minimize negative impacts on faculty workload in implementing the Sedona system, student workers have been hired to transfer, in summer 2013, all faculty CVs from the other five remaining colleges and the Library to the Sedona system. Toward this end goal, Chairs and Administrative Assistants will be working with faculty to ensure faculty CVs from CME, CSAHS, COA, CBS, CPES and the Library are provided to the data entry team.

In July and August 2013, faculty in OAC and OVC will be requested to review their eCV information, as it now appears in the Sedona system, to ensure its accuracy. We anticipate providing face-to-face and on-line training opportunities for the Chairs, faculty, and administrative staff in OAC and OVC this summer.
As the faculty CVs for CME, CSAHS, COA, CBS, CPES, and the Library will be inputted to the system this summer, we anticipate access to training and orientation for these colleges to occur in the fall and winter semesters.

Please be assured that my office continues to work closely with the Deans and the Faculty Association to ensure there is no negative impact or effect for faculty, resulting from the transfer of information to the Sedona System. Further, it is anticipated that the first full Tenure, Promotion and Performance Assessment process to be fully administered via the Sedona System will not occur until the 2014 biennial review period.

More detailed information about the project, the Project resources persons, answers to commonly asked questions, and regular updates regarding the eCV Project, can be found at the following link on the Provost’s website: http://www.uoguelph.ca/vpacademic/electronic_cv.php

If you have any immediate questions or concerns, please feel free to contact Tracey Jandrisits (x 53195) or Tammy Oakley (Project Coordinator, x-54256).

c. E. Carter, President, UGFA
   S. Hubers, Executive Officer, UGFA
   T. Jandrisits, AVP, Faculty and Academic Staff Relations
   T. Oakley, Project Coordinator, Faculty and Academic Staff Relations
   C. Steeves, Associate Chief Librarian