

 The University of British Columbia Board of Governors	Policy No.: HR1
Long Title: Curriculum Vitae and Publications Record	
Short Title: CV Policy	

1. General

- 1.1 All new faculty members are asked to fill out the UBC Curriculum Vitae and Publications Record. These forms are available in hard copy and on disk from departmental secretaries. They should be prepared in four copies and one should be retained. The others should be forwarded to the Department Head.
- 1.2 Faculty members are asked to keep these two forms up to date since they provide information essential for reappointments, salary increases and promotions. Minor changes and additions may be made by sending an amended page (3 copies) to the Department Head.
- 1.3 The Department Head will forward copies of the completed forms to the Dean as well as to the Responsible Executive.



EXPLANATORY NOTES REGARDING THE CV POLICY AND ASSOCIATED PROCEDURES

Issued July 2019 by the Office of the University Counsel

The OUC has prepared these Explanatory Notes to provide context and background regarding the CV Policy. These Explanatory Notes do not replace or supersede the content of the CV Policy and its Procedures.

Policy Long Title:	Curriculum Vitae and Publications Record
Policy Short Title:	CV Policy
Policy Number:	HR1
Responsible Executive:	Provost and Vice-President, Academic (UBC Vancouver) Provost and Vice-President, Academic (UBC Okanagan)
Responsible Board Committee:	Learning & Research Committee
Related Policies:	N/A
History:	<ul style="list-style-type: none">• The CV Policy was first approved by the Board of Governors in March 1967;• The CV Policy was revised in June 2005;• The CV Policy was updated in July 2019 to reflect a new policy identification system; it is currently identified as the CV Policy, its long title is Curriculum Vitae and Publications Record, and its number is HR1. The previous identification number for this policy was #51.
Related Legislation:	N/A