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

Issued October 2021 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.

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)
Provoast and Vice-President, Academic (UBC Okanagan)

Responsible Board Committee: Learning & Research Committee

Related Policies: N/A

Related Legislation: N/A