

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