

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

1. General

- 1.1. All faculty members are required to prepare and submit their UBC Curriculum Vitae annually in accordance with the most recently approved template. Faculty members are required to keep their UBC Curriculum Vitae current and update and submit it to their academic head of unit no later than the end of April. The Dean of a faculty may determine that certain classes of faculty are not subject to the requirements of this section 1.1.
- 1.2. The Responsible Executives will approve and publish:
 - 1.2.1. A template outlining the form and content of a UBC Curriculum Vitae for faculty members. Different templates may be approved for different faculty streams (e.g. Research or Educational Leadership); and
 - 1.2.2. How the UBC Curriculum Vitae should be submitted to the relevant academic head of unit.
- 1.3. The UBC Curriculum Vitae is required for formal processes such as reappointments, salary increases and promotions. Failure to submit a current UBC Curriculum Vitae may result in ineligibility to participate in these processes.
- 1.4. The academic head of unit will ensure copies of each UBC Curriculum Vitae are available to the Dean as well as to the appropriate Responsible Executive.