



SUBJECT	Amendment to Curriculum Vitae and Publications Record Policy (HR1)
SUBMITTED TO	Learning & Research Committee
MEETING DATE	September 11, 2025
SESSION	OPEN
REQUEST	For information only - No action requested
LEAD EXECUTIVE	Hubert Lai, K.C., University Counsel
SUPPORTED BY	Rehan Sadiq, Provost and Vice-President Academic, UBC Okanagan Gage Averill, Provost and Vice-President Academic, UBC Vancouver Mark Crosbie, Associate University Counsel

PRIOR SUBMISSIONS

The subject matter of this submission has not previously been considered by the Learning & Research Committee.

EXECUTIVE SUMMARY

The CV Policy (HR1) requests that faculty members maintain current curriculum vitae and keep them on file with their departments. The Policy has been in place for many years without substantive change and, in the most recent Policy Prioritization Review, the Responsible Executives requested that a Policy Development Committee (PDC) be convened to review it. The PDC was asked to:

- 1) recommend if the Policy should be retained or deleted; and,
- 2) if it was recommended to retain the Policy - to recommend appropriate changes to the Policy.

The PDC determined that the Policy was important to retain as there are no other policy documents at UBC that comprehensively address the requirement of faculty members to submit and update a curriculum vitae. The curriculum vitae is a record of scholarly activity undertaken by faculty at UBC and is relied upon by UBC for formal processes such as reappointments, salary increases and promotions.

The recommendations for the Policy made by the PDC can be summarized as follows:

- Generally updating the Policy to reflect current practices and technology. For example, the current Policy has out-of-date references to paper forms and computer disks.
- Removing the words “*and Publications Record*” from the long title of the Policy and from the name of the form to be used by faculty members to submit their curriculum vitae. This will allow more flexibility in what elements and supporting information are included in the UBC Curriculum Vitae form in the future.
- Providing a more explicit structure through which the Responsible Executives may establish a standard format to be used by faculty members when submitting their curriculum vitae. UBC has long had a standard format for submitting a curriculum vitae.
- Clearly stating that faculty members must maintain an up-to-date version of their curriculum vitae using the UBC Curriculum Vitae form.
- In the view of the PDC, it would be unwieldy and impractical to try and list all of the types of faculty members that have to submit their curriculum vitae. Certain classes of faculty appointments (for example for adjunct faculty) are usually not required to submit a curriculum vitae but this can vary between Faculties. The PDC therefore recommended that the Dean of each Faculty determine which classes of faculty members within their Faculties would be exempt from the requirement to file and annually update their curriculum vitae.

The PDC's proposed amendments to the Policy are attached as Appendix 1. In addition, a blacklined version showing the proposed amendments in comparison to the current Policy is attached as Supplemental Materials 1. The members of the PDC are listed in Supplemental Materials 2. A hyperlink to the current Policy is listed below as Supplemental Materials 3.

NEXT STEPS


Subject to any feedback from the Learning & Research Committee, the next step will be to post the proposed amendments to the Policy on the website of the Office of the University Counsel and to publish a call for comments in *UBC Today* to solicit input from the UBC community. The consultation period is expected to be from September 10, 2025 to October 5, 2025. The PDC will reconvene after the consultation period to consider the comments received. The PDC anticipates that a final recommendation will be submitted to the Board of Governors for approval in December 2025.

APPENDICES

1. Proposed amendments to the CV Policy (HR1)


SUPPLEMENTAL MATERIALS (optional reading for Governors)

1. Blackline showing amendments to the CV Policy (HR1)
2. List of Members of the Policy Development Committee
3. Hyperlink to current CV Policy: <https://universitycounsel.ubc.ca/policies/cv-policy/>

 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.

 <p data-bbox="370 233 886 300">The University of British Columbia Board of Governors</p>	<p data-bbox="1073 212 1276 285">Policy No.: HR1</p>
<p data-bbox="203 380 367 415">Long Title:</p> <p data-bbox="492 417 1133 453">Curriculum Vitae and Publications Record <u>Policy</u></p>	
<p data-bbox="203 495 367 531">Short Title:</p> <p data-bbox="740 533 881 569">CV Policy</p>	

1. General

- 1.1. ~~1.1~~ All new faculty members are ~~asked~~ required to ~~fill out the~~ prepare and submit their 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~~ annually in accordance with the most recently approved template. ~~1.2~~ Faculty members are ~~asked~~ required to keep ~~these two forms up to date since they provide information essential for~~ 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. ~~Minor changes and additions may be made by sending an amended page (3 copies) to the Department Head~~ Failure to submit a current UBC Curriculum Vitae may result in ineligibility to participate in these processes.
- 1.4. ~~1.3~~ The ~~Department Head~~ academic head of unit will ~~forward~~ ensure copies of ~~the completed forms~~ each UBC Curriculum Vitae are available to the Dean as well as to the appropriate Responsible Executive.

Policy Development Committee Members – CV Policy (HR1)

Name	Title
Mark Crosbie	Associate University Counsel (Chair)
Mark Trowell	Director, Faculty Relations
Rachel Fernandez	Associate Vice-President Research & Innovation (UBC Vancouver)
Janice Stewart	Deputy Provost (UBC Vancouver)
Michael Hunt	Dean, Faculty of Graduate and Postdoctoral Studies (UBC Vancouver)
Sheryl Staub French	Department Head, Faculty of Applied Science (UBC Vancouver)
Silvia Tomášková	Dean, Faculty of Arts and Science (UBC Okanagan)
Will Hughes	Department Head, Faculty of Applied Science (UBC Okanagan)
Peter Simpson	Dean, College of Graduate Studies (UBC Okanagan)