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| SUBJECT | Proposed Policy Amendment: CV Policy (HR1) |
| SUBMITTED TO | Learning & Research Committee |
| MEETING DATE | November 20, 2025 |
| SESSION CLASSIFICATION | OPEN |
| REQUEST | APPROVAL REQUESTED IT IS HEREBY RESOLVED that the Learning & Research Committee recommends that the Board of Governors approves the amended CV Policy (HR1) in the form attached as Appendix 1 to the briefing, effective December 4, 2025. |
| LEAD EXECUTIVE | Hubert Lai, K.C., University Counsel |
| SUPPORTED BY | Marie Tarrant, Provost and Vice-President Academic pro tem, UBC Okanagan Gage Averill, Provost and Vice-President Academic, UBC Vancouver Mark Crosbie, Associate University Counsel |

PRIOR SUBMISSIONS

The subject matter of this submission was considered previously by the Learning and Research Committee on [September 11, 2025](#) (OPEN SESSION).

The following Executive Summary provides an update on activities/status since the most recent prior submission.

EXECUTIVE SUMMARY

The Learning & Research Committee considered proposed amendments to the CV Policy (HR1) (the “Policy”) on September 11, 2025. Following that meeting, the OUC published a notice on its website of the proposed amendments, inviting community feedback. The comment period remained open from September 11, 2025 until October 5, 2025.

Calls for comments were also published in the September 16, 2025 edition of *UBC Today*, the weekly newsletter published on UBC’s publicly facing website and distributed by email to all UBC faculty members and staff. Email notices were also sent out to everyone on the subscription service maintained by the OUC, which includes representatives from the Alma Mater Society, the Graduate Students Society, the Faculty Association, and all other employee associations and unions (other than BCGEU Child Care and BCGEU Okanagan, who have elected not to receive subscription emails).

A summary of substantive community feedback received is as follows:

- a request for language addressing the additional requirements of Departmental CVs to avoid Departments having significantly different CV formats and content requirements from the standard UBC CV format except where necessary;
- a request to dispense with standard templates altogether;
- a request to make Librarians and Archivists subject to the Policy;
- a request to keep “and Publications Record” in the long title of the Policy; and,
- several requests with suggestions as to the form and content of CV templates.

In addition to the community feedback, the Policy Development Committee (PDC) was provided with the Learning & Research Committee’s feedback from September 11, 2025. A table of all feedback received and the PDC’s response can be found at in Supplemental Materials 1.

Having considered all of the feedback, the PDC is recommending changes to the Policy proposal as follows:

- change the term “classes of faculty” to “types of faculty members”;
- add a requirement that the Dean have the approval from the appropriate Responsible Executive to exclude types of faculty members from the requirements of the Policy; and
- add language requiring the approval of the Dean and Responsible Executive where units wish to require supplementary information in addition to the approved UBC Curriculum Vitae templates.

The finalized proposal is now being presented to the Board of Governors for approval. The full text of the proposed Policy can be found in Appendix 1.

A blackline of the proposed Policy that highlights the changes from the version of the proposal that was last presented to the Learning & Research Committee can be found in Supplemental Materials 2.


The finalized proposed Policy is unanimously recommended by the PDC, the Responsive Executives (being the two Provosts), and the University Counsel.

APPENDICES

1. Proposed CV Policy (HR1)

SUPPLEMENTAL MATERIALS (optional reading for Governors)

1. CV Policy (HR1) – Community Consultation Summary
2. Blackline showing amendments made by the PDC against the proposal last presented to the Learning & Research Committee

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|  <p>The University of British Columbia Board of Governors</p> | <p>Policy No.: HR1</p> |
| <p>Long Title: Curriculum Vitae Policy</p> | |
| <p>Short Title: CV Policy</p> | |

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 the head of their academic unit no later than the end of April. The Dean of a Faculty, with the approval of the Responsible Executive, may determine that certain types of faculty members in their Faculty are not subject to the requirements of this section 1.1.
- 1.2. The Responsible Executives will approve and publish:
 - 1.2.1. templates outlining the form and content of UBC Curriculum Vitae to be submitted by faculty members. Different templates will be made available for different faculty streams (such as, for example, Research, Educational Leadership) as appropriate; and
 - 1.2.2. instructions for how the UBC Curriculum Vitae should be submitted to the relevant head of academic unit.
- 1.3. Where the head of an academic unit determines that additional information should be provided by faculty members within that unit, the head with the approval of the Dean may require that those faculty members supplement the information required by the UBC Curriculum Vitae.
- 1.4. 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.
- 1.5. 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.

CV Policy (HR1) – Community Consultation Summary

| No. | Feedback Excerpts | Committee Response |
|-----|---|---|
| 1. | Language indicating that it is expected there will be different CV formats for different faculty streams. For example different CV's for tenure faculty streams and other streams. | Policy already largely addressed this issue but language modified in revised draft. |
| 2. | Language addressing Departmental CVs to avoid Departments having significantly different CV formats from the standard UBC CV format except where necessary. | New section in policy (1.3) created to address this issue. |
| 3. | <p>My suggestion is to eliminate “templates” altogether. Templates cannot capture the diverse scholarly activities that our faculty members participate in.</p> <p>The Canadian Common CV was a disaster of white spaces. The far less structured approach taken for grant proposals by the National Institutes of Health (in the US) was vastly superior.</p> | <p>No change. A standard format has long been UBC’s practice and it would be very hard to work with numerous differing formats.</p> <p>No change. The type of content required for a standard format is outside the scope of this committee.</p> |
| 4. | And please, no “bibliometrics”! | No change. Bibliometrics is the statistical analysis of bibliographic data. This is an operational issue outside the scope of committee. |
| 5. | I feel there is a glaring omission of spelling out whether Librarians and Archivists are included in this policy. I can see that the recommendation is to not call out all faculty, but we are not the same when it comes to listing in a policy. We are not called faculty under the collective agreement, but the university includes us in reporting on research outputs and other standards for the university alongside faculty. Almost all of us conduct research, hold grants, participate on research teams with faculty members, and/or publish ourselves. While we do receive confirmation, an equivalent to tenure, we do not have a scale that mirrors reappointments and promotions. We do receive Merit & PSA salary increases alongside faculty. Because of these nuisances that are then contradicted throughout the rest of the Policy, I would argue that Librarians and Archivists should be spelled out alongside faculty in this policy. | No change. Librarians and archivists currently are not covered by this policy. They are not required to submit a CV annually, nor are they all required to use a standard UBC format when they do submit CVs. There are separate definitions of Faculty Member and Librarian (which includes Archivists) in the Faculty Association collective agreement. |

CV Policy (HR1) – Community Consultation Summary

| No. | Feedback Excerpts | Committee Response |
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| | Additionally, if Librarians and Archivists are added to the Policy, I would suggest spelling this out in 1.2.1. along with the streams. | |
| 6. | The recommendations outline that the “and Publications Record” was removed from the policy, which I believe will cause many issues in the long-term. It’s explained as being that faculty can then decide what to include, but an up-to-date CV must include a publication record and should not be left at the discretion of the faculty member. The Library, Office of Research Services, VPRI and others are constantly asked to support Deans, Department Heads, the Office of the Provost, and others in creating assessments of faculty publication records – these come to us year-round through calls for publication standings compared to other institutions, supporting the creation of tenure and promotion packages, from promotion committees verifying publications, and more. There is no-one-shop for this information, and Policy HR1 should be seen as a means to improving reporting for these reasons, most specifically through the adherence to include a publication record. I can see that the Policy Development Committee was pulled from a variety of areas – but I don’t know that the byproduct need for this was considered. I think this is an opportune time to widen further feedback on this topic and explore additional “whys” to the collection of CV’s and how that information can/should be used by the university (specifically with an eye to 1.3). | <p>No change. It was not the intent that the requirement for a publications record would be removed. The intent was to future proof the policy to allow the Responsible Executives have more flexibility in what elements and supporting information are included in the UBC Curriculum Vitae form in the future.</p> <p>The requirements for the form and content of UBC Curriculum Vitae templates is outside the scope of this committee.</p> |
| 7. | Who are the Responsible Executives? This is not spelled out clearly as it is in other UBC policies – it could be insinuated that it is as position higher than the academic head of the unit per 1.2.1 and 1.4, but who specifically is not clear. | No change. Pursuant to section 2.5 of the <i>Regulatory Framework Policy</i> the Responsible Executives for each policy are appointed by the President and can be changed at any time. They are not named in the policy itself to avoid the need for policy amendments when responsible executives are changed. The Responsible Executive for each policy is listed on the landing page for each policy – see here: https://universitycounsel.ubc.ca/policies/cv-policy/ |
| 8. | This Policy also has impacts on records management, and if these are becoming records of a Dean’s Office or Department Head’s Office (e.g., as a result of 1.4), this needs to be spelled out for the purposes of records with the University Records Management Office. These should receive a retention schedule to ensure compliance by administrative staff and the Responsible Executives. | No change. Records management is governed by the <i>Records Management Policy</i> and it is unnecessary to separately address retention in this policy. |

CV Policy (HR1) – Community Consultation Summary

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| 9. | The recommendations reflect a new UBC approved template, and the possibility of flexibility between streams. UBC has attempted in the past to bring in software to support this templated approach, and it was defunded this year by the VPRI Office (with previous support from the Library for setup and promotion). I would suggest speaking further with folks about the past history of compliance and uptake with standardized tools for this policy. | No change. This is an operational issue outside the scope of the committee. |
| 10. | What is the annual cycle that will be used? This should be spelled out to ensure compliance. | No change. This is currently addressed in the policy. The current draft states: “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 the head of their academic unit no later than the end of April.” |
| 11. | Dovetailing off of an edit that removed the “new faculty members” description – it may be prudent to call out annual submissions also a submission upon hire. | No change. The committee felt that each department has a process and timeframe to work with new faculty on improving and submitting their UBC Curriculum Vitae. |
| 12. | As new faculty, I was advised to fill out the form as soon as I arrived, but I was unsure which parts were relevant to me in the research stream. It is an intimidating task especially as a new academic. It would be very helpful to have clearer guidance on how section to be filled out and what applies to what stream. For example, I came across the UBC medical school’s version of the form (attached), which includes comments and guidance notes—something like that would make the process much more straightforward. | No change. This is an operational issue outside the scope of the committee. |
| 13. | I also want to highlight some extensive accessibility concerns (think Accessible Canada Act 2019). The current form circulating is very hard to navigate with assistive technology, which adds additional frustration to an already challenging process. I suggest consulting resources such as WebAIM to improve accessibility. In addition, the numbering (bullet) system and line spacing is often inconsistent, which makes the form difficult to navigate and | No change. This is an operational issue outside the scope of the committee. |

CV Policy (HR1) – Community Consultation Summary

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| | complete even for those who do not need tech. I am a teacher of blind people (which includes access and technology) and member of the Accessibility Work Group in the Faculty of Education, if you would like assistance on accessibility, I'd be happy to support. | |
| 14. | Language indicating that it is expected there will be different CV formats for different faculty streams. For example different CV's for tenure faculty streams and other streams. | Policy already largely addressed this issue but language modified in revised draft. |
| 15. | Language addressing Departmental CVs to avoid Departments having significantly different CV formats from the standard UBC CV format except where necessary. | New section in policy (1.3) created to address this issue. |
| 16. | <p>My suggestion is to eliminate “templates” altogether. Templates cannot capture the diverse scholarly activities that our faculty members participate in.</p> <p>The Canadian Common CV was a disaster of white spaces. The far less structured approach taken for grant proposals by the National Institutes of Health (in the US) was vastly superior.</p> | <p>No change. A standard format has long been UBC’s practice and it would be very hard to work with numerous differing formats.</p> <p>No change. The type of content required for a standard format is outside the scope of this committee.</p> |
| 17. | And please, no “bibliometrics”! | No change. Bibliometrics is the statistical analysis of bibliographic data. This is an operational issue outside the scope of committee. |
| 18. | I feel there is a glaring omission of spelling out whether Librarians and Archivists are included in this policy. I can see that the recommendation is to not call out all faculty, but we are not the same when it comes to listing in a policy. We are not called faculty under the collective agreement, but the university includes us in reporting on research outputs and other standards for the university alongside faculty. Almost all of us conduct research, hold grants, participate on research teams with faculty members, and/or publish ourselves. While we do receive confirmation, an equivalent to tenure, we do not have a scale that mirrors reappointments and promotions. We do receive Merit & PSA salary increases alongside faculty. | No change. Librarians and archivists currently are not covered by this policy. They are not required to submit a CV annually, nor are they all required to use a standard UBC format when they do submit CVs. There are separate definitions of Faculty Member and Librarian (which includes Archivists) in the Faculty Association collective agreement. |

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| | <p>Because of these nuisances that are then contradicted throughout the rest of the Policy, I would argue that Librarians and Archivists should be spelled out alongside faculty in this policy.</p> <p>Additionally, if Librarians and Archivists are added to the Policy, I would suggest spelling this out in 1.2.1. along with the streams.</p> | |
| 19. | <p>The recommendations outline that the “and Publications Record” was removed from the policy, which I believe will cause many issues in the long-term. It’s explained as being that faculty can then decide what to include, but an up-to-date CV must include a publication record and should not be left at the discretion of the faculty member. The Library, Office of Research Services, VPRI and others are constantly asked to support Deans, Department Heads, the Office of the Provost, and others in creating assessments of faculty publication records – these come to us year-round through calls for publication standings compared to other institutions, supporting the creation of tenure and promotion packages, from promotion committees verifying publications, and more. There is no-one-shop for this information, and Policy HR1 should be seen as a means to improving reporting for these reasons, most specifically through the adherence to include a publication record. I can see that the Policy Development Committee was pulled from a variety of areas – but I don’t know that the byproduct need for this was considered. I think this is an opportune time to widen further feedback on this topic and explore additional “whys” to the collection of CV’s and how that information can/should be used by the university (specifically with an eye to 1.3).</p> | <p>No change. It was not the intent that the requirement for a publications record would be removed. The intent was to future proof the policy to allow the Responsible Executives have more flexibility in what elements and supporting information are included in the UBC Curriculum Vitae form in the future.</p> <p>The requirements for the form and content of UBC Curriculum Vitae templates is outside the scope of this committee.</p> |
| 20. | <p>Who are the Responsible Executives? This is not spelled out clearly as it is in other UBC policies – it could be insinuated that it is as position higher than the academic head of the unit per 1.2.1 and 1.4, but who specifically is not clear.</p> | <p>No change. Pursuant to section 2.5 of the <i>Regulatory Framework Policy</i> the Responsible Executives for each policy are appointed by the President and can be changed at any time. They are not named in the policy itself to avoid the need for policy amendments when responsible executives are changed. The Responsible Executive for each policy is listed on the landing page for each policy – see here: https://universitycounsel.ubc.ca/policies/cv-policy/</p> |
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| 22. | The recommendations reflect a new UBC approved template, and the possibility of flexibility between streams. UBC has attempted in the past to bring in software to support this templated approach, and it was defunded this year by the VPRI Office (with previous support from the Library for setup and promotion). I would suggest speaking further with folks about the past history of compliance and uptake with standardized tools for this policy. | No change. This is an operational issue outside the scope of the committee. |
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| 24. | Dovetailing off of an edit that removed the “new faculty members” description – it may be prudent to call out annual submissions also a submission upon hire. | No change. The committee felt that each department has a process and timeframe to work with new faculty on improving and submitting their UBC Curriculum Vitae. |
| 25. | As new faculty, I was advised to fill out the form as soon as I arrived, but I was unsure which parts were relevant to me in the research stream. It is an intimidating task especially as a new academic. It would be very helpful to have clearer guidance on how section to be filled out and what applies to what stream. For example, I came across the UBC medical school’s version of the form (attached), which includes comments and guidance notes—something like that would make the process much more straightforward. | No change. This is an operational issue outside the scope of the committee. |
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|  <p data-bbox="394 233 919 300">The University of British Columbia Board of Governors</p> | <p data-bbox="1073 216 1219 243">Policy No.:</p> <p data-bbox="1216 260 1273 287">HR1</p> |
| <p data-bbox="203 384 344 411">Long Title:</p> <p data-bbox="659 422 963 449">Curriculum Vitae Policy</p> | |
| <p data-bbox="203 501 352 529">Short Title:</p> <p data-bbox="748 539 873 567">CV Policy</p> | |

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 [the head of their academic head of unit](#) no later than the end of April. The Dean of a [faculty](#) ~~Faculty~~, [with the approval of the Responsible Executive](#), may determine that certain [classes](#) ~~types~~ of faculty [members in their 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~~ [templates](#) outlining the form and content of ~~a~~ UBC Curriculum Vitae ~~for~~ [to be submitted by](#) faculty members. Different templates ~~may~~ [will](#) be ~~approved~~ [made available](#) for different faculty streams (~~e.g. such as, for example,~~ Research ~~or,~~ Educational Leadership) [as appropriate](#); and
 - 1.2.2. ~~How~~ [instructions for how](#) the UBC Curriculum Vitae should be submitted to the relevant [head of](#) academic ~~head of~~ unit.
- 1.3. [Where the head of an academic unit determines that additional information should be provided by faculty members within that unit, the head with the approval of the Dean may require that those faculty members supplement the information required by the UBC Curriculum Vitae.](#)
- 1.4. ~~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.
- 1.5. ~~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.