



California University of Pennsylvania

POLICY: Resumes/Curriculum Vitae

A. Purpose & Scope:

B. Definition(s):

C. Policy:

The President and the Provost are often requested or required to furnish various sorts of information about the faculty of the University. It is therefore essential that up-to-date transcripts of academic credits be part of a faculty member's official personnel file in the President's Office. Further, faculty members should maintain up-to date resumes (curricula vitae), including details of education, teaching career, degrees, publications, professional honors, etc., and furnish them as requested to the appropriate academic official of the University. Faculty members should regularly notify their deans and the Provost of their publications, awards, honors, speaking engagements, papers delivered, etc., in their fields of academic interest and, when necessary, should make copies of any publications available for inspection by accrediting agencies, etc.

D. Procedure(s):

E. Effective date: 2005 Faculty Handbook **Updated date:** August 15, 2010