

1 California State University, Long Beach

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3 POLICY STATEMENT

4  
5 March 4, 1986

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8 Number: 86-04

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10 File: Professional Resume

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12 The following policy was recommended by the Academic Senate in its meeting of February 13,  
13 1986, and received the concurrence of the President on February 27, 1986.

14 SUBJECT: POLICY AND GUIDELINES FOR THE PROFESSIONAL RESUME

15 Each full-time academic and academic-related employee is expected to have on file a copy  
16 of a Professional Resume, which has been brought up to date within the past three years.  
17 Copies of the Professional Resume will be maintained on file in the offices of the department and  
18 the school (or equivalent units), as well as the official personnel file located in the Office of the  
19 Vice President for Faculty and Staff Relations.

20 There are many instances in which the availability of the up-to-date information contained  
21 in the Professional Resume would be professionally advantageous to an employee. There are  
22 other instances in which a Resume is necessary to meet eligibility requirements. For example,  
23 information on the Professional Resume would be necessary when academic and academic-  
24 related employees are asked to prepare a special vita tailored for a particular purpose, such as  
25 for applications for sabbatical leaves, applications of research grants and for assigned time,  
26 periodic reviews, information for accreditation teams, reviews for special awards and honors, for  
27 news releases, and to answer inquiries from external agencies regarding special interests of  
28 employees for research and consultancy services.

29 While there is no standard format for the Professional Resume, there are certain data that  
30 should be included in any statement of professional qualifications and experience. Some types of  
31 information about each employee are historical in nature and do not change, such as academic  
32 preparation, past teaching, and administrative experiences. Other kinds of information are both  
33 historical in nature and are ever-changing such as publications, grants, honors, service to the  
34 University community, and the like.