Standard CV Format Changes and UnivRS
Faculty and Staff FAQs

The University of Saskatchewan is implementing a new Standard CV format. It is available on the Office of the Vice-Provost, Faculty Relations website at http://www.usask.ca/vpfaculty/tenure_%20promotion/forms.php

Why was the U of S Standard CV changed?

The Standard CV format was changed to better align with university priorities and external initiatives, such as the Canadian Common CV (CCV).

When will the new Standard CV format be mandatory?

All faculty will be expected to use the revised Standard CV format and revised Forms 1 and 2 for all collegial processes effective July 1, 2017. The 2016-2017 academic year will allow for a transition period. All faculty are encouraged to use the new format and forms when updating their CVs with information from the 2015-2016 academic year.

Can I submit my Forms 1 and 2 using the old U of S Standard CV format?

Faculty will be allowed to submit their Forms 1 and 2 using the old or new format for collegial processes during the 2015/2016 academic year. All faculty will be expected to use the new Standard Format and Form 1 and Form 2 for the 2016/2017 academic year.

Are faculty expected to use UnivRS to generate their Standard CVs?

Yes, faculty will be expected to use UnivRS to generate their Standard CV starting in the 2017/18 academic year. The 2016-2017 academic year will allow for a transition period. All faculty are encouraged to transfer their old CV format to the new CV format during the 2016/17 academic year.

What functionality is included in UnivRS?

UnivRS will provide a central repository to store and report on research, scholarly and artistic work contributions and activities. File upload capabilities and connections to external systems, such as Web of Science, Scopus and PubMed, will allow faculty and staff to import publications to reduce manual efforts. Open access capabilities, citations and integration with the CCV are expected to be included in a future release.

Can existing Standard CVs be imported into UnivRS?

The following file formats can be imported into UnivRS: BibTeX, Endnote (X1/X2/Tag), Reference Manager (RIS), and Refworks.

Are there any resources available to support faculty during the transition to the new format?

Yes. The Office of the Vice-Provost, Faculty Relations and the UnivRS project team will hire students from April/May 2016 to August 2016 to assist faculty with the transition from their existing U of S Standard CVs to UnivRS and the new standard CV format. A call to submit CVs will be issued in April/May 2016. Faculty interested in requesting assistance may send their CV and/or Forms 1 and 2 to the UnivRS Team to be entered into the system, on their behalf. Once entered, faculty members will be asked to validate their information.

Does UnivRS interface with other systems?

User accounts in UnivRS are maintained through the university's identity management services, and the ability to view or edit data is controlled through role-based access. UnivRS also interfaces with AboutUS (human resources/payroll) to include information necessary to comply with the university's *Eligibility to Apply for, Hold and Administer Research Funding* policy, as well as internal systems maintained in Safety Resources and in the Research Services and Ethics Office. Integration with other internal and external systems, such as the CVMS, Canadian Common CV, ResearchGate and Google Scholar may be included in a future release.

Can information in UnivRS be transferred to other systems, such as the Canadian Common CV?

The ability to import and export information to internal or external systems, such as the CVMS in the Colleges of Medicine and Nursing or the CCV, will not be provided in this initial release. Integration may be included in a future release.

Will open access functionality be offered in UnivRS?

Open access functionality will not be provided in this initial release of UnivRS. It may be included in a future release.

Will information in UnivRS be secure?

Yes, the information entered into UnivRS will be secure because it is stored on university servers. It does not require any plug-ins or third party software, and can be used on mobile devices with support for Android, iOS and Windows phones.

Who will have access to UnivRS?

Faculty and staff may have access to UnivRS. Access for those external to the university may be included in a future release.

Will training be required to use UnivRS?

Training is a key component in the UnivRS change management strategy to ensure the campus community adopts the system and becomes proficient with the release of each phase. Voluntary in-person training and training materials will be available to assist with the transition.

How can faculty provide feedback about the U of S Standard CV?

Questions or comments about the U of S Standard CV may be sent to: standardcvupdate_feedback@usask.ca .

How can the campus community learn more about UnivRS?

Information specific to UnivRS is available at: http://www.usask.ca/univrs.