# Public Curriculum Vitae (CV) and Course Syllabus FAQ

1. **What is a Public Curriculum Vitae (CV)?**
   The curriculum vitae, also known as a CV or vita, is a comprehensive statement of an instructor's educational background, teaching, and research experience. A public CV is abbreviated and does not include personal information about the instructor, such as home address or personal telephone number.

2. **What elements are required to be included in a Public CV?**
   - All institutions attended and degrees or credentials earned.
   - Institutional directory information, such as office address, office phone number, institutional email, and the faculty member's institutional website, if applicable
   - Statement of teaching and research interests.
   - Recent publications or scholarly output.

3. **What is a course syllabus at UGA?**
   At UGA, a master syllabus must be available for each course and must include the following elements:
   - Course title and number
   - Course description as it appears on the approved course application in CAPA
   - Prerequisites, corequisites, and cross-listings for the course, if applicable
   - Course objectives or expected learning outcomes for students of the course. If a course is approved to fulfill a University-wide requirement, the learning outcomes for that requirement should be stated on the syllabus.
   - Topical outline for the course
   - Reference to the University Honor Code and Academic Honesty Policy and a statement as to what behavior unique to the course could be academically dishonest
   - Reference to UGA Well-Being Resources
   - The course syllabus is a general plan for the course; deviations announced to the class by the instructor may be necessary.
   - Clear policies on generative AI in the syllabus and/or on individual assignments. Instructors must communicate with students about what constitutes acceptable and unacceptable use of generative AI.

   The required information for a syllabus may also be found in the Syllabus Policy available in the UGA Policy Library.

4. **What elements are required to be included in a syllabus for each course taught by an individual faculty member?**
   - In addition to the elements listed under number three above, faculty must include:
     - Principal course assignments, such as required reading, papers, other activities, and the week of the course in which these assignments are expected to be completed and submitted.
     - Specific course requirements for grading purposes, which may include written and oral tests and reports, research papers, performances or other similar requirements, and/or participation requirements.
     - Grading Policy: Specify how the final grade will be determined with respect to weights or course points assigned to various course requirements.
     - Attendance Policy: Any specific requirements for attendance should be stated.
     - Required course material, including texts.
     - Policy for make-up of assignments/examinations.
     - In addition to the above elements of a course syllabus, the instructor should add for each section taught: (a) instructor name and (b) instructor accessibility to students (such as office hours, office location, telephone number, and/or e-mail address).
     - Clear policies on generative AI in the syllabus and/or on individual assignments. Instructors must communicate with students about what constitutes acceptable and unacceptable use of generative AI.

   The required information for a syllabus may also be found in the Syllabus Policy available in the UGA Policy Library.

5. **What course types require a syllabus to be uploaded?**
   A course syllabus is required for lecture, lab, special topics, and discussion courses. A course syllabus is not required for dissertation, thesis, seminar, unsupervised lab, directed study, practicum, and internship courses.

6. **Who must have a public CV and syllabus available online for students?**
   The intention of the policy is to require faculty to have a syllabus and public CV available for students to review for their classes. All faculty who are instructors of record must upload their syllabi and CVs. In the cases where there is only a Teaching

Assistant (TA) or Graduate Teaching Assistant (GTA) as instructor of record, the TA/GTA must upload a syllabus and CV.

7. **Are there different requirements for syllabi for online courses?**
Yes, courses offered in an online format require different elements in the course syllabus. For details about this additional required information, visit the [Syllabus Policy.](#)

8. **Where will students access their course syllabi and instructor's CV?**
Students will access the CVs and syllabi for their courses on the [Courses](#) page in the online Bulletin. On the Courses page in the Bulletin, filter or search for a specific course prefix and number, and then click on Course Details to locate the syllabus and CV information.

9. **How are syllabi and CVs added to the Online Bulletin?**
For CVs and syllabi to appear in the Bulletin, they must be uploaded to the online [Public CV and Syllabus System](#).

10. **Where do I access the Syllabus System?**
The [Public CV and Syllabus System](#) is available online.

11. **How do faculty and staff request access to the Public CV and Syllabus System?**
Faculty can access this system using their UGA MyID and password.
Staff who are authorized to use the CAPA system can access the system by logging in with their UGA MyID and password, and their department's CAPA login ID and password.  If you need to request access and/or have any questions about your department's CAPA login, please contact [capa@uga.edu](mailto:capa@uga.edu).

12. **How do I update an existing syllabus in the Public CV and Syllabus System?**
The process for updating an existing syllabus and/or CV is to remove the current syllabus/CV and replace it with an updated, newer version. There is not a mechanism in the system to directly update existing syllabi/CV.

13. **How do I add/remove a CV and syllabus to the Public CV and Syllabus System?**
For detailed instructions on adding or removing a syllabus and/or CV, visit the [Public CV and Syllabus System.](#)

14.  **Is there training available for the Public CV and Syllabus System?**

The Curriculum team in the Office of the Registrar will be happy to schedule a training session with you/your unit. Please email [capa@uga.edu](mailto:capa@uga.edu) or call 706-542-6358 to request a training session.

15. **How often should I update my course syllabus?**
The syllabus for each course should be updated each semester the course is offered.

16. **How often should I update my Public CV?**
Your public CV should be updated as needed to include any changes or additions to the required elements listed above.

17. **There are older CVs and syllabi for my courses in the Public CV and Syllabus System and in the Bulletin. Should I remove these older files?**
Yes, older CV and syllabi must be removed so they do not appear in the Bulletin and cause confusion for students. Only one iteration of the current or most recent version of the CV and course syllabus should be listed in the Public CV and Syllabus System/Bulletin.

18. **How often is the online Bulletin updated with new syllabi and CVs?**
The Bulletin is updated with the most recent information from the Public CV and Syllabus System regularly throughout each semester – fall, spring, summer.
For spring 2026 semester, updated CV and syllabus information will be available in the Bulletin after December 15, 2025.

19. **If I have any questions about accessing the Public CV and Syllabus System, or adding and removing syllabi or CVs to the system, who should I contact?**
The Curriculum team in the Office of the Registrar is happy to assist you regarding the Public CV and Syllabus System. Contact the team at [capa@uga.edu](mailto:capa@uga.edu) or 706-542-6358.