

Policies, Procedures and Guidelines

Complete Policy Title: Policy Number (if applicable):

Curriculum Vitae Requirements SPS B11

Approved by: Date of Most Recent Approval:

Senate December 14, 2011 Board of Governors December 15, 2011

Date of Original Approval(s): Supersedes/Amends Policy dated:

May, 1982 (SPS 15A)

Responsible Executive: Enquiries:

Provost and Vice-President (Academic) University Secretariat

DISCLAIMER: If there is a Discrepancy between this electronic policy and the written copy held by the policy

owner, the written copy prevails

Faculty members being considered for re-appointment, tenure, permanence, promotion or as a candidate for an academic or administrative office at McMaster University should have an up-to-date curriculum vitae prepared for consideration. It is the faculty member's own responsibility to prepare and keep the curriculum vitae up-to-date and it is the responsibility of the Department Chair to ensure that it is accurate for cases of re-appointment, tenure, permanence, and promotion.

Curricula vitae must follow the exact format, in the sequence presented, including the sequence within every category. Any category that is not applicable should be identified as such.

- 1. Name in full, with common designate underlined
- 2. Business address (including postcode) and telephone number(s) (including area code)
- 3. Educational Background (since high school)
 - degrees, fellowships, diplomas, certificates including designation (BSc, PhD, FRCP(C), etc.); institution, department and location, year received
- 4. Current Status at McMaster
 - o rank and title, joint appointments, associate memberships
 - status (tenured, continuing appointment without annual review, permanent, contract etc.)

- all dates that apply, e.g., first appointment at McMaster, date tenure or permanence was conferred; etc.) to be listed
- 5. Professional Organizations
 - name (note those that are elected)
- 6. Employment History (include starting and ending [if appropriate] dates, ranks, departments, institutions, locations)
 - a. academic b. consultations c. other
- 7. Scholarly and Professional Activities (include starting and ending [if appropriate] dates, and number of reviews, if appropriate)
 - a. editorial boardsb. grant & personnel committeesc. executive positionsd. journal referee
 - e. external grant reviews
- 8. Areas of Interest (research, teaching, consulting)
- 9. Honours
 - o FRSC, Governor General's Award, Honorary Degrees
 - fellowships, scholarships, scientific awards (including title, agency, as well as starting and ending [if appropriate] dates)
- 10. Courses Taught¹ (last five years) (include department [program] number, title, dates taught).
 - a. undergraduate c. postgraduate (medical)
 - b. graduate d. other

¹ In the Faculty of Health Sciences, this includes program components without course designations i.e. tutorials, large group sessions non-clinical electives, etc.



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11. Contributions to Teaching Practice

- a. pedagogic innovation and/or development of d. development/evaluation of technology-enhanced learning
 - educational materials and programs
- b. leadership in delivery of educational programs
- e. other
- c. course/curriculum development
- 12. Supervisorships (include department [program] numbers completed, in progress, inactive and dates)

master a.

d. clinical/professional

b. doctoral e. supervisory committees

c. post-doctoral/fellowship

f. other

13. Lifetime Research Funding

The names of all the individual(s) to whom the grant is awarded should be listed and the principal investigator's name must be underlined.

include type, source agency, amount, purpose, title

14. Lifetime Publications

The sequence of authors must be the exact replica of the sequence in which the manuscript was published.

- a. Peer Reviewed
- i) books

- iv) journal abstracts
- ii) contributions to books
- v) other, including Proceedings of Meetings
- iii) journal articles
- b. Not Peer Reviewed
- i) books

- iv) journal abstracts
- ii) contributions to books
- v) other, including Proceedings of Meetings
- iii) journal articles



- c. Accepted for Publication (in final form)
- d. Submitted for Publication
- e. Unpublished Documents
 - i) technical report series ii) other
- 15. Presentations at Meetings

For presentations attributable to multiple authors, the sequence of authors must replicate that in which the abstract was accepted, with the name(s) of the presenter(s) underlined.

- a. Invited
- b. Contributed
 - i) peer reviewed
- ii) not peer reviewed
- 16. Patents, Inventions and Copyrights
- 17. Administrative Responsibilities (include name, role: member or chair, starting and [if appropriate] ending date)
- 18. Other Responsibilities

