

# Creating a CV in McMaster format

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## *A guide for incoming Part Time & Adjunct Faculty*

Potential part time faculty members are asked to submit a CV which follows the McMaster guidelines. The full policy can be found here: [http://www.mcmaster.ca/policy/faculty/Assessment/SPS\\_B11-CurriculumVitaeRequirements.pdf](http://www.mcmaster.ca/policy/faculty/Assessment/SPS_B11-CurriculumVitaeRequirements.pdf)

As an incoming part time faculty member, a number of these sections will not be applicable and so a simplified version for the CV, which follows the above guidelines, is outlined on the next page. Please complete only those sections that are relevant to your experience.

Once you have a faculty appointment, you will have access to an electronic CV management system (STAR-CV) where you will be able to enter additional data, track your educational contributions and output your CV in the McMaster format.

CV SECTION	INFORMATION TO INCLUDE
<b>Name</b>	Full name
<b>Business address</b>	Mailing address, phone, fax and email
<b>Educational Background</b>	<p>Use of the following subheadings is encouraged to separate out the types of educational activities:</p> <p><b>Degrees and Diplomas</b> - List only completed degrees and diplomas.</p> <p><b>Qualifications, Licensures and Certifications</b> Include fellowship certifications etc.</p> <p><b>Other Specialized Training</b> i.e. Incomplete degrees, Fellowship training</p> <p><b>EXAMPLES:</b></p> <p>2005 MSc, BIOCHEMISTRY, SIMON FRASER UNIVERSITY, BRITISH COLUMBIA</p> <p>2006 FRCPC, CARDIOLOGY, ROYAL COLLEGE OF PHYSICIANS AND SURGEONS OF CANADA</p> <p>2004 – 2007 CLINICAL FELLOW, RHEUMATOLOGY, UNIVERSITY OF WESTERN ONTARIO</p> <p>2000 – 2003 BA PROGRAM, HISTORY, UNIVERSITY OF TORONTO (NOT COMPLETED)</p>
<b>Professional Organizations</b>	<p>List membership in professional organizations, include dates, note those that are elected</p> <p><b>EXAMPLES:</b></p> <p>2001 – PRESENT CANADIAN ORTHOPAEDIC ASSOCIATION</p> <p>2006 – PRESENT INFECTIOUS DISEASES SOCIETY (ELECTED)</p>
<b>Employment History</b>	<p>Each listing should include dates, titles, departments/institutions, geographical locations. Subheadings are used in this section to separate the types of employment activities:</p> <p><b>Academic</b> - Include any faculty positions held at other educational institutions,</p> <p><b>Clinical</b> - provide a history of clinical employment</p> <p><b>Other</b> - any nonacademic employment</p>
<b>Scholarly and Professional Activities</b>	<p><b>Include only if applicable.</b></p> <p><b>EXAMPLE:</b></p> <p>2008 – PRESENT MEMBER, CIHR PEER REVIEW COMMITTEE - PUBLIC, COMMUNITY &amp; POPULATION HEALTH</p>
<b>Honours</b>	<b>If applicable</b> - Include any awards and honours not captured in other sections of the CV.
<b>Courses Taught</b>	<b>If applicable</b> - Include any previous <u>McMaster</u> teaching activities– Each entry should include the program/department; course number/title, the dates taught and your role
<b>Supervisorships</b>	<b>If applicable</b> - Include any previous activities related to student supervision not included in “Courses Taught” i.e. graduate supervision
<b>Research Funding</b>	<b>If applicable</b> - Each entry must include the following information: Title, Purpose, Names of investigators, noting PI, Co-PI, Co-I etc.; if not noted above, include your role on the grant, Funding Source, Funding amount
<b>Publications</b>	<b>If applicable</b> - Formatting of all entries should be consistent, all author names must be provided (i.e. do not use “et al”). At minimum, your initial CV should divide publications into: Peer reviewed, Not Peer Reviewed and Other.
<b>Presentations</b>	<p><b>If applicable</b> - Formatting of all entries should be consistent; the sequence of author names must be consistent with the submitted abstract. The presenter’s name should be underlined.</p> <p>Presentations should be divided into the following subheadings: Invited, Contributed and these further divided into Peer Reviewed and Not peer reviewed</p>