

Policies, Procedures and Guidelines

Complete Policy Title

Curriculum Vitae Requirements

Policy Number (if applicable):

SPS B11

Approved by

**Senate
Board of Governors**

Date of Most Recent Approval

**December 9, 2020 /
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December 14, 2011

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**April 12, 2017 / April 20, 2017
December 14, 2011 / December 15, 2011**

Responsible Executive

Provost and Vice-President (Academic)

Policy Specific Enquiries

[Provost and Vice-President \(Academic\)](#)

General Policy Enquiries

[Policy \(University Secretariat\)](#)

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
 - 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 boards
 - b) grant & personnel committees
 - c) executive positions
 - d) journal referee
 - e) external grant reviews

8. Areas of Interest (research, teaching, consulting)

9. Honours
 - o FRSC, Governor General's Award, Honorary Degrees
 - o 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
 - b) graduate
 - c) postgraduate (medical)
 - d) other

11. Contributions to Teaching Practice
 - a) pedagogic innovation and/or development of technology-enhanced learning
 - b) leadership in delivery of educational programs
 - c) course/curriculum development
 - d) development/evaluation of educational materials and programs
 - e) 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.

12. Supervisorships (include department [program] numbers completed, in progress, inactive and dates)

- a) master
- b) doctoral
- c) post-doctoral/fellowship
- d) clinical/professional
- e) supervisory committees
- 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.

- o 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 work was published.

a) *Peer Reviewed*

- (i) books
- (ii) contributions to books
- (iii) journal articles
- (iv) research creation and artistic contributions (e.g. exhibitions, performances, recordings, screenings)
- (v) community engagement and knowledge exchange
- (vi) journal abstracts
- (vii) other, including Proceedings of Meetings

b) *Not Peer Reviewed*

- (i) books
- (ii) contributions to book
- (iii) journal articles
- (iv) research creation and artistic contributions (e.g. exhibitions, performances, recordings, screenings)

- (v) community engagement and knowledge exchange
 - (vi) journal abstracts
 - (vii) other, including Proceedings of Meetings
- 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