

**NOTE:** All date-related entries on your CV should be listed in reverse chronological order by end date (most recent at the top). The main headings are capitalized in bold Arial 12 font, with subheadings in bold Arial 10 font. Secondary subheadings are either underlined or italicized (be consistent) in Arial 10 font and the text is in Times New Roman 10 font. Remove any headings that don't apply to you.

Updated 2021 February 09

## **FULL NAME**

(name in full, with common designate underlined)

**BUSINESS ADDRESS** (This is your university office address and should include your telephone number and email address. Indicate primary mailing address if more than one address is listed)

**EDUCATIONAL BACKGROUND** (List only post-secondary educational activities (do not include high school) – include degrees, fellowships, diplomas, certificates, designation (BSc, PhD, FRCP(C), etc.) program or department name; formal name of institution, location, year received). Note: for institutions - this is the organization that grants the designation – not where training has taken place)

**Degrees and Diplomas** (List only completed degrees and diplomas)

yyyy text

**Qualifications, Licensures and Certifications**

yyyy text

**Other Specialized Training** (Includes degrees in progress, fellowships FRCP(C), post-doctoral training. There are no sub-headings in this section)

yyyy text

**CURRENT STATUS AT MCMASTER** Please include both the **month and year** of the start and end dates of your current appointment, as well as your rank, appointment type (tenure-track, tenured, teaching-track, permanent or CLA), department (departments if jointly appointed). Associate memberships are listed on a separate line. Administrative Titles should also be listed here (i.e. Endowed Chair, Associate Chair, etc. Include dates for all entries)

mm/yyyy – mm/yyyy text

**PROFESSIONAL ORGANIZATIONS** (List membership in professional organizations, include dates, note those that are elected.)

yyyy - yyyy text

**EMPLOYMENT HISTORY** (Each listing should include the **month and year** of the start and end dates [as appropriate], titles/roles, departments/institutions, geographical locations). Subheadings are used in this section to separate the types of employment activities.

**Academic** (Include all positions held at McMaster, including current position as well as any faculty positions held at other educational institutions)

mm/yyyy – mm/yyyy      text

**Consultations** (if applicable)

mm/yyyy – mm/yyyy      text

**Other** (if applicable)

mm/yyyy – mm/yyyy      text

**SCHOLARLY AND PROFESSIONAL ACTIVITIES** (Each entry should include starting and ending dates [if appropriate], and number of reviews, if appropriate)

**Editorial Boards**

yyyy - yyyy      text

**Grant & Personnel Committees**

**Executive Positions**

**Journal Referee**

**External Grant Reviews**

**AREAS OF INTEREST** (research, teaching, consulting)

**HONOURS** Include any awards and honours not captured in other sections of the CV. This could include: Order of Canada, FRSC, Governor General's Award, scientific awards, honorary fellowships – (not training), scholarships. Include title, agency/institution, as well as starting and ending dates, if appropriate.

yyyy      text

**COURSES TAUGHT**

Only include teaching at McMaster; not at other institutions. The guidelines state "last five years", however, include as much information as is relevant.

The Faculty T&P Committee prefers this section to be formatted as a Table.

Each entry should include dates taught, your role/title, course code and title, program/department, term, sections (e.g. C01, L01, T01), % taught, enrolment, duration, additional comments). Student names should only be included for inquiry/project courses (i.e. long-term teaching).

NAME

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### Undergraduate

#### Program

Year	Role/Title	Course Code/Title	Term	Section (C01, L01, T01)	% Taught	Enrolment	Duration	Additional Comments

### Graduate

Year	Role/Title	Course Code/Title	Term	% Taught	Enrolment	Duration	Additional Comments

### Other

**CONTRIBUTIONS TO TEACHING PRACTICE** (This is a new section added in 2012. Information in this section will be especially important for those in the teaching-track category. At present, faculty members are asked to include any relevant information in these sections but are asked not to include long narrative statements as these are best used in the candidate's statement.)

#### **Pedagogic Innovation and/or Development of Technology-enhanced Learning**

#### **Leadership in Delivery of Educational Programs**

#### **Course/Curriculum Development**

#### **Development/Evaluation of Educational Materials and Programs**

#### **Other**

**SUPERVISORSHIPS** This section includes information related to graduate/thesis student supervision. Include the following information at the beginning of each sub section: completed, in progress, inactive. Each entry should include dates, student name(s), project titles (if available) department/program and should be listed under the following subheadings). It can be helpful to format these in tables with current and graduated students in separate tables under each sub-heading.

#### **Master**

# sole supervised  
# co-supervised

#### Completed

Dates	Student's Name	Project Title	Department/Program	Supervisor	Co-Supervisor

NAME

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In progress

Dates	Student's Name	Project Title	Department/Program	Supervisor	Co-Supervisor

Inactive

Dates	Student's Name	Project Title	Department/Program	Supervisor	Co-Supervisor

**Doctoral**

# sole supervised

# co-supervised

Completed

Dates	Student's Name	Project Title	Department/Program	Supervisor	Co-Supervisor

In progress

Dates	Student's Name	Project Title	Department/Program	Supervisor	Co-Supervisor

Inactive

Dates	Student's Name	Project Title	Department/Program	Supervisor	Co-Supervisor

**Post-Doctoral/Fellowship**

# sole supervised

# co-supervised

Completed

Dates	Student's Name	Project Title	Department/Program	Supervisor	Co-Supervisor

In progress

Dates	Student's Name	Project Title	Department/Program	Supervisor	Co-Supervisor

NAME

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Inactive

Dates	Student's Name	Project Title	Department/Program	Supervisor	Co-Supervisor

**Supervisory Committees**

**Other**

## LIFETIME RESEARCH FUNDING

Names of all the individual(s) to whom the grant is awarded should be listed with the promotional/renewal candidate's name underlined and the PI clearly indicated. *Title/purpose of research.*

Ongoing Funding

Name(s) (indicate PI, underline your name)	Title/Purpose of Research	Years of Funding	Funding Source/Agency	Funding amount (by year)

Funding Completed

Name(s) (indicate PI, underline your name)	Title/Purpose of Research	Years of Funding	Funding Source/Agency	Funding amount (by year)

Funding Applied for

Name(s) (indicate PI, underline your name)	Title/Purpose of Research	Years of Funding	Funding Source/Agency	Funding amount (by year)

**LIFETIME PUBLICATIONS** (All publications should be included. Publications must be sorted into the categories and subheadings listed below. Formatting for all entries should be consistent. – grad students in bold, other researcher in italics, role/contribution to publication for multi-author papers with collaborators. The sequence of authors must be the exact replica of the sequence in which the manuscript was published)

It is helpful for the Faculty T&P Committee if you include a table with the summative information of the below categories (e.g. Peer Review, Non-Peer Review) before the detailed information.

**Peer Reviewed**

Books

Contribution to Books

Journal Articles

Research Creation and Artistic Contributions (e.g. exhibitions, performances, recordings, screenings)

Community Engagement and Knowledge Exchange

Journal Abstracts

Other (including proceedings at meetings) (This section can include talk shows, radio shows as well as media interviews, websites and newspaper articles)

**Non-Peer Reviewed**

Books

Contributions to Books

Journal Articles

Research Creation and Artistic Contributions (e.g. exhibitions, performances, recordings, screenings)

Community Engagement and Knowledge Exchange

Journal Abstracts

Other, including Proceedings of Meetings

**Accepted for Publication (in final form)**

**Submitted for Publication** (should be a very recent submission date)

**Unpublished Documents**

Technical Report Series

Other

**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.)

**Invited**

**Contributed**

Peer Reviewed

Not Peer Reviewed

**PATENTS, INVENTIONS AND COPYRIGHTS** (New section added in 2012. Patents applied for/received should be listed with the following information: date issued, names of all authors, title, agency, patent number)

**ADMINISTRATIVE RESPONSIBILITIES** (include start and end dates, role (i.e. member, chair))

**Department** (departmental committee memberships etc. – should go here)

**Faculty**

Example:

2007 – present          Member, Committee name, Faculty of Engineering, McMaster University

**University**

**OTHER RESPONSIBILITIES**