

Curriculum Vitae Guidelines SPS 15A

Endorsed by Senate Committee on Appointments, May 1982

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 appointment, tenure, 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 see that it is accurate for cases of tenure and promotion.

The following sign posts are intended to help prepare an informative curriculum vitae. Not all sign posts will be appropriate for everyone.

- a. Name in full, with common designate underlined
- b. Home address (including mailcode) and telephone number(s) (including area code)
- c. Business address (including mailcode) and telephone number(s) (including area code)
- d. Other Personal Data
- e. Educational Background (since high school)
 - degrees, fellowships, diplomas, certificates including designation (BSc, PhD, FRCP(C), etc.); institution, department and location, year received
- f. Current Status at McMaster
 - rank and title, joint appointments, associate memberships
 - status (tenured, continuing appointment without annual review, term, contract, etc.)
- g. Professional Organizations
 - name (note those that are elected)
- h. Employment History (include starting and ending [if appropriate] dates, ranks, departments, institutions, locations)
 - i) academic ii) consultations iii) other
- i. Scholarly and Professional Activities (include starting and ending [if appropriate] dates, and number of reviews if appropriate)
 - i) editorial boards iii) executive positions
 - ii) grant & personnel committees iv) journal referee
 - v) external grant reviews
- j. Areas of Interest (research, teaching, consulting)
- k. Honours
 - FRSC, Governor General's Award, Honorary Degrees
 - fellowships, scholarships, scientific awards (including title, agency as well as starting and ending [if appropriate] dates)
- l. Courses Taught (last five years) (include department [programme] number, title, dates taught)
 - i) undergraduate iii) postgraduate
 - ii) graduate course iv) other
- m. Supervisorships (include numbers completed, in progress, inactive and ates)
 - i) master iv) professional
 - ii) doctoral v) supervisory committees
 - iii) post-doctoral vi) others
- n. Research Funding (last five years)
 - include type, source agency, amount, purpose, title
- o. Lifetime Publications*
 - i) *Peer Reviewed*
 - a) books d) journal abstracts
 - b) contributions to books e) other, including Proceedings of Meetings
 - c) journal articles
 - ii) *Not Peer Reviewed*
 - a) books d) journal abstracts
 - b) contributions to books other, including

- c) journal articles
- e) Proceedings of Meetings
- iii) *Accepted for Publication* (in final form)
- iv) *Submitted for Publication*
- v) *Unpublished Documents*
 - a) technical report series
 - b) other

p. Presentations at Meetings*

- i) *Invited*
- ii) *Contributed*
 - a) peer reviewed
 - b) not peer reviewed

q. Administrative Responsibilities (include name, role: member or chair, starting and ending [if appropriate] date)

- i) department
- ii) faculty
- iii) university

r. Biographical Listings

s. Other Responsibilities

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Publications and presentations attributable to multiple authors should adopt some sensible standard that should include *all* author names and initials, the order of listing the authors in the publication or presentation ("with A, B and C" is unacceptable), journal (standard abbreviations may be used) or book title and editor; volume and number (if appropriate), starting and ending page numbers, date. Various formats and categories may be appropriate provided they agree in spirit with these guidelines.

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May 1982*

Contact Department: [University Secretariat](#)
