Curriculum Vitae Guidelines

SPS 15A

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.

1) Name in full, with common designate underlined

2) Home address including mail code, and telephone number(s) including area code

3) Business address including mail code, and telephone number(s) including area code

4) Other Personal Data

5) Educational Background since high school, including designation (eg: BSc, PhD, FRCP(C), institution, department and location, year received
   a) degrees
   b) fellowships
   c) diplomas
   d) certificates

6) Current Status at McMaster
   a) rank and title
   b) status (tenured, continuing appointment without annual review, term, contract, etc.)
   c) joint appointments
   d) associate memberships

7) Professional Organizations (include name of organization and note those that are elected)

8) Employment History (include starting and ending dates, ranks, departments, institutions, locations) if appropriate
   a) academic
   b) consultations
   c) other

9) Scholarly and Professional Activities (include starting and ending dates, and number of reviews if appropriate) if appropriate
   a) editorial boards
   b) grant & personnel committees
   c) executive positions
   d) journal referee
   e) external grant reviews

10) Areas of Interest (research, teaching, consulting)

11) Honours (including title, agency as well as starting and ending dates) if appropriate
   a) FRSC
   b) Governor General's Award
   c) Honorary Degrees
   d) fellowships,
   e) scholarships,
   f) scientific awards

12) Courses Taught during the last five years
(include department [program] number, title,
dates taught)

   a) undergraduate
   b) graduate course
   c) postgraduate
   d) other

13) Supervisorships (include numbers completed, in
progress, inactive and dates)

   a) master
   b) professional
   c) doctoral
   d) supervisory committees
   e) post-doctoral
   f) others

14) Research Funding during the past five years
(include type, source agency, amount, purpose,
title)

15) Lifetime Publications
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.

   a) *Peer Reviewed*
      i) books
      ii) contributions to books
      iii) journal articles
      iv) journal abstracts
      v) other, including proceedings of
        meetings

   b) *Not Peer Reviewed*
      i) books
      ii) contributions to books
      iii) journal articles
      iv) journal abstracts
      v) 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

16) Presentations at Meetings*

   a) *Invited*

   b) *Contributed*
      i) peer reviewed
      ii) not peer reviewed

17) Administrative Responsibilities (include name,
role: member or chair, starting and ending date)
if appropriate

   a) department
   b) faculty
   c) university

18) Biographical Listings

19) Other Responsibilities