

IMPORTANT INFORMATION ABOUT THE STAR CV DATABASE

STAR CV DATABASE - BACKGROUND

STAR was initiated by the University to ensure uniformity of faculty CVs, which are currently provided in many different formats, primarily for Tenure and Promotion purposes. STAR will also allow the production of standardized reports by yourself, our department, and the Faculty of Health Sciences, resulting in the elimination of the constant requests for information that our faculty receive. STAR is currently being finalized for upload compatibility with Common CV and this function should be available in the very near future.

STAR CV TEMPLATE (Template)

There are several steps to getting your current CV transferred to STAR:

1. You will receive of your Template
2. Carefully review the completion instructions provided before cutting and pasting the information from your current CV to the Template.
3. Three sections of the Template are automatically generated from: ATS – HSC human resources (identified in Grey); MURFI – Grants (identified in Green); and ECPS – Education (identified in Yellow). – I have found errors in all three areas of Dr. Smaill’s CV, especially in the MURFI information, so please check this information carefully. When it comes time for you to update the STAR CV you will be unable to make any direct changes to the coloured areas of these three sections – changes can only be made by the person indicated in the instructions.
4. In Section L “Courses Taught” – please provide details (following the sample below) within each time frame provided in the “Details” section.
 - Role (eg: Presenter)
 - Type of teaching (eg: Academic Half-Day)
 - Department (eg: Anaesthesia)
 - Title (eg: Blood Born Diseases and the Anaesthetist)
 - Date (eg: Nov 2003)
5. Submit your completed Template to CSU as instructed. Also send a copy of any changes needing to be made to the ATS, MURFI, and ECPS sections to the specific contact detailed in the instructions.

Should you require assistance in transferring your current CV to the Template or, if you have any questions pertaining to this matter, please do not hesitate to contact me and I will assist you in any way I can.

TRANSFER OF COMPLETED TEMPLATE TO STAR SYSTEM

Once CSU staff has received your completed template they will transfer this to the STAR CV Database. The time this transfer takes is dependent on the volume CSD staff are dealing with at the time of submission (approximate current transfer time is up to four weeks).

STAR LOG-IN ID

Once the transfer has been completed CSU will send you notification and a STAR-CV Log-in ID number.

USING THE STAR CV DATABASE SYSTEM TO KEEP YOUR FACULTY CVs CURRENT

At the same time as you receive your STAR-CV Log-in ID number you will be given a choice of training options so that you can update the CV on a regular basis.

To give you a better overview of what the STAR database is about, I would encourage you to visit the STAR website (<http://www.fhs.mcmaster.ca/csu/STAR-CV.htm>) and go through each of the tutorials provided in the “STAR Self-Help Video Series” section. They demonstrate how you would update your STAR CV once your completed template has been loaded into the system.

Please contact me once you are ready to proceed with your new STAR CV and I will forward a template for your completion.

Kind regards,

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