



MCMASTER CV: TIPS & ADVICE

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CONTENTS

McMaster CV Guidelines	2
1. Name	2
2. Business address	2
3. Educational Background	2
4. Current Status at McMaster	4
5. Professional Organizations	4
6. Employment History	5
7. Scholarly and Professional Activities	5
8. Areas of Interest	6
9. Honours	6
10. Courses Taught	7
11. Contributions to Teaching Practice	8
12. Supervisorships	8
13. Lifetime Research Funding	9
14. Lifetime Publications	10
15. Presentations at Meetings	11
16. Patents, Inventions and Copyrights	11
17. Administrative Responsibilities	12
18. Other Responsibilities	12

MCMASTER CV GUIDELINES

McMaster University has a specific set of guidelines for CVs. These guidelines were updated in January 2012 and all faculty members are reminded to update their CVs to follow the new guidelines.

These guidelines, found in SPS B-11, (www.mcmaster.ca/mufa/Handbook2012/SPS-B11.pdf) are outlined below.

Faculty members must submit their CV in McMaster format for all academic reviews and for any administrative appointments.

Preparation of the CV in McMaster format can be simplified using the MacFACTS system macfacts.mcmaster.ca/

The sections below outline what information is required on a McMaster CV and where this information should be placed. Examples are included to show how entries could appear.

1. NAME

⇒ Full name should be provided, name commonly used (if different) should be included

- ~~The name that you commonly use should be underlined.~~ (Although in guidelines, is not enforced in FHS)

Examples:

Mary Margaret Smith

Edward (Ted) Wilson

2. BUSINESS ADDRESS

⇒ This is your university office address and should include your phone, fax and email

⇒ If you have a separate clinical or administrative office, this can also be listed.

⇒ If you list more than one address – please note which one is the “Mailing address”

3. EDUCATIONAL BACKGROUND

List educational activities after high school

⇒ Include all degrees and certificates granted

- ◆ For each degree/certificate include:

- * designation (i.e. PhD; MD etc); program or department name (if applicable); formal name of institution, location; year received
 - For institution - this is the organization that grants the designation – not where training has taken place.

⇒ Use of the following subheadings is encouraged to separate out the types of educational activities:

◆ **Degrees and Diplomas**

- * List only completed degrees and diplomas

◆ **Qualifications, Licensures and Certifications**

- * Include certifications etc.

◆ **Other Specialized Training**

- * Incomplete degrees
- * Fellowships
- * Post docs

Examples:

Degrees:

Correct: 2005 MSc, Biochemistry, Simon Fraser University, British Columbia

Incorrect: 2003 - 2005 MSc, Biochem, SFU

Certification

Correct: 2006 FRCPC, Cardiology, Royal College of Physicians and Surgeons of Canada

Incorrect: 2006 FRCPC, McMaster University Postgraduate Cardiology Program

Other Specialized Training

Correct: 2004 – 2007 Clinical Fellow, Rheumatology, University of Western Ontario

Correct: 2000 – 2003 BA program, History, University of Toronto (not completed)

4. CURRENT STATUS AT MCMASTER

- ⇒ Include your rank, appointment type, department (departments if jointly appointed)
- ⇒ If you have an associate membership, list this on a separate line
- ⇒ Administrative Titles should also be listed here
 - ◆ i.e. Endowed Chair, Associate Chair etc
- ⇒ For all entries include dates

Examples:

<i>2006 - 2012</i>	<i>Assistant Professor, Tenure-Track, School of Nursing</i>
<i>2011 – present</i>	<i>Associate Professor, CAWAR, Jointly in the Department of Obstetrics and Gynecology and Oncology</i>
<i>2004 – 2014</i>	<i>Associate Member, Department of Mathematics and Statistics</i>

5. PROFESSIONAL ORGANIZATIONS

- ⇒ List membership in professional organizations
- ⇒ Include dates
- ⇒ Note those that are elected

Examples:

<i>2001 – present</i>	<i>Canadian Orthopaedic Association</i>
<i>2006 – present</i>	<i>Infectious Diseases Society (elected)</i>

6. EMPLOYMENT HISTORY

- ⇒ Each listing should include starting and ending dates, titles, 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
 - ◆ **Clinical**
 - * While not specifically in the guidelines, clinical faculty should provide a history of clinical employment as this is relevant to his/her faculty appointment
 - ◆ **Consultations**
 - * If applicable
 - ◆ **Other**
 - * If applicable

7. SCHOLARLY AND PROFESSIONAL ACTIVITIES

- ⇒ Each entry should include dates, and number of reviews if appropriate
- ⇒ The following subheadings should be used:
 - ◆ **Editorial Boards**
 - ◆ **Grant & Personnel Committees**
 - ◆ **Executive Positions**
 - ◆ **Journal Referee**
 - ◆ **External Grant Reviews**

Examples:

- ⇒ 2008 – Present *Member, CIHR Peer Review Committee - Public, Community & Population Health*
- ⇒ 2006 *Nature (1 review)*
- ⇒ 2008 – Present *Canadian Medical Association Journal (~ 2/annum)*

8. AREAS OF INTEREST

- ⇒ If you wish you may include a brief outline of your interests
 - ◆ In the STAR system, the following subheadings are used: research; education; clinical; consulting
- ⇒ This information is **not required** as your areas of interest would normally be reflected in your teaching/research/clinical activities

9. HONOURS

- ⇒ Include any awards and honours not captured in other sections of the CV.
 - ◆ This could include: Order of Canada, scientific awards etc.
 - * Include full title; agency/institution, date(s)
 - ◆ This also includes: fellowships (honourary fellowships – not training), scholarships, scientific awards (including title, agency, as well as starting and ending [if appropriate] dates)

10.COURSES TAUGHT

- ⇒ The guidelines state “last five years”, however, you should include as much information as is relevant.
- ⇒ Educational activities should be organized under the following subheadings:
 - ◆ **Undergraduate**
 - ◆ **Graduate**
 - ◆ **Postgraduate**
 - ◆ **Other**
- ⇒ Each entry should include the program/department; course number/title, the dates taught and your role
 - ◆ For inquiry/project courses, student names should be included

Examples:

- ⇒ 2010 *BHSc – 4D03, Project Supervisor (Jorge Garcia)*
- ⇒ 2009 *NURSING-1G03, Instructor*
- ⇒ 2005 – Present *Introduction to Health Studies (HEALTHST-1A03), Course Coordinator (1/annum)*
- ⇒ 2006 – Present *HRM-721, Fundamentals of Health Research & Evaluation Methods, Lecturer (2 sessions/term)*

- ⇒ Clinical teaching is not structured into courses. In these programs, all educational activities should be listed with a descriptive title.
 - ◆ Rounds presentations provided for student audiences should be captured under this section as this is considered an educational activity. Rounds directed at a professional audience belong in the **Presentations** section
 - ◆ clinical supervision in the undergraduate and post graduate medical programs would be listed in this section rather than in “Supervisorships”
 - * For clinical supervision, numbers can be provided in lieu of names

Examples:

- ⇒ 2010 *Undergraduate Medicine, Supervisor, Elective, Block (Approx 10/annum)*
- ⇒ 2009 *Pediatrics, Resident Research Advisor, (J. Smith)*
- ⇒ 2009 *Pediatrics, Resident Research Advisor, (3 x)*

11.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

12.SUPERVISORSHIPS

- ⇒ This section includes information related to student supervision and other educational activities
- ⇒ Include the following information at the beginning of each sub section: completed, in progress, inactive
- ⇒ Each entry should include dates, student names and project titles (if available)
- ⇒ Information should be listed under the following subheadings:
 - ◆ **Masters**
 - ◆ **Doctoral**
 - ◆ **Post-Doctoral/Fellowship**
 - ◆ **Clinical/Professional**
 - ◆ **Supervisory Committees**
 - ◆ **Others**

Examples:

- ⇒ *2006 - 2010 Biochemistry, MSc Supervisor, Monica Cruise, Gene Regulation and Cancer Biology*
- ⇒ *2009 – present Member, PhD Supervisory Committee, Stephen Silver, Biomedical Sciences*

13.LIFETIME RESEARCH FUNDING

⇒ Although this section is entitled “Lifetime Research Funding”, often in FHS our faculty members are involved in research projects with no funding attached. To recognize this, we ask that faculty members list their research under the categories of “Funded” and “Unfunded”.

◆ Each entry must include the following information:

- * Grant Type (i.e. Peer Reviewed)
- * Title
- * Purpose
- * Names of all investigators, noting PI, Co-PI, Co-I etc;
 - *if not noted above, include your role on the grant*
- * Funding Source
- * Funding amount
 - *If you are working on a subsection of a large project – include your portion of the funding*

Examples:

- ⇒ 2010- 2015 *Curriculum Vitae: The importance of CV construction and the effects on tenure and promotion at McMaster University. R. Collier (PI), M. Cruise, S. Silver. CIHR, \$123,000.*
- ⇒ 2000 - 2002 *A Phase III Study of Regional Radiation Therapy in Early Breast Cancer, (NCIC), Clinical Trial (Local investigator)*

14.LIFETIME PUBLICATIONS

All publications should be included. Publications must be sorted into the categories and subheadings listed below.

Formatting of all entries should be consistent. Per the guidelines: *The sequence of authors must be the exact replica of the sequence in which the manuscript was published.*

⇒ Publications are listed under the following subheadings:

⇒ **Peer Reviewed**

- ◆ books
- ◆ contributions to books
 - * *include chapter title(s)*
- ◆ journal articles
- ◆ journal abstracts
- ◆ other (including proceedings at meetings)

⇒ **Non Peer Reviewed**

- ◆ books
- ◆ contributions to books
 - * *include chapter title(s)*
- ◆ journal articles
- ◆ journal abstracts
- ◆ other (including proceedings at meetings)
- ◆ Accepted for Publication (*in final form*)
- ◆ Submitted for Publication
 - * *Include date submitted*
- ◆ Unpublished Documents
 - * Technical report series
 - * 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.
- ⇒ The following subheadings should be used:
 - ◆ Invited
 - ◆ Contributed
 - * Peer Reviewed
 - * Not Peer Reviewed
- ⇒ *Note – rounds presentations directed to student audiences should be listed in educational activities.*

16. 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

Examples:

- ⇒ 2004 *Brown, Eric, Wright, Gerard, Li, Xiaoming, Cechetto, Jonathan. Use of multicopy suppression in the discovery of antibacterial compounds, their targets and drug efflux susceptibility., United States, 60/556,378.*

17.ADMINISTRATIVE RESPONSIBILITIES

⇒ Include start and end dates, role (i.e. member, chair), etc.

⇒ The following subheadings should be used:

- ◆ Department
- ◆ Faculty
- ◆ University
- ◆ Hospital/Clinical

Examples:

- | | |
|-------------|--|
| ⇒ 2010-2011 | <i>Member (elected), Selection Committee for the Chair, Department of Pediatrics</i> |
| ⇒ 2010-2013 | <i>Chair, Senate Committee on Appointments</i> |

18.OTHER RESPONSIBILITIES

⇒ This section is usually left blank **but** if there are other relevant responsibilities that are not included above, they may be included here.