

## **SUGGESTED CURRICULUM VITAE FORMAT (expanded version)**

**NOTE:** This format is not an officially legislated document and candidates are advised to consult with department chairs or the appropriate committee before using it to prepare a c.v.

### **A. PERSONAL**

1. **NAME:** with rank, status (tenured, contract, etc.)
2. **DEGREES:** designation, institution, department, year
3. **EMPLOYMENT HISTORY:** dates, rank/position, department, institution/firm
4. **HONOURS AND AWARDS:** such as F.R.S, F.R.S.C., Governor General's Award, honorary degrees, etc.

### **B. SCHOLARLY AND PROFESSIONAL CONTRIBUTIONS:**

#### **1. SUMMARY OF PUBLICATIONS AND PROFESSIONAL CONTRIBUTIONS**

#### **2. PUBLICATIONS**

Books and monographs  
Edited books, special issues of journals  
Chapters in books  
Articles in refereed journals  
Papers in refereed conference proceedings  
Bibliographies  
Textbooks, curriculum materials  
Non-refereed articles  
Other publications

**NOTE:** list the full authorship as it appears in the original publication, year, title, name and volume of the publication, and the first and last page numbers.

#### **2a) PUBLICATIONS FORTHCOMING**

**NOTE:** indicate one of the following statuses: "revised and submitted", "accepted" or "in press". Provide the name of the journal or book publisher and the number of pages, as well as the date of acceptance or resubmission.

#### **3. CREATIVE/ARTISTIC ENDEAVOURS**

Performances  
Exhibitions  
Creative works (direction, design, choreography, composition, production)  
Other activities

#### **4. UNPUBLISHED PROFESSIONAL REPORTS**

Technical reports  
Conference papers  
Other

#### **5. WORK SUBMITTED (state where and when submitted)**

#### **6. WORK IN PROGRESS (be specific as to status)**

**7. PROFESSIONAL SERVICE**

- Editorial positions
- Offices in professional associations
- Council member or granting agencies
- Juries, boards of arts organizations
- Memberships on public advisory agencies
- Major consultations, in-service workshops, and organization of conferences
- Other

**8. PUBLIC APPEARANCES**

- Television and radio
- Lectures
- Other

**9. FUNDING**

- Research grants
- Grants for creative works
- Development projects
- Contracted research

**NOTE: Clearly indicate role (e.g. Principal Investigator, Co-investigator), amount, dates, status of grant.**

**C. TEACHING**

**1. SUMMARY OF TEACHING AND TEACHING CONTRIBUTIONS**

**2. UNDERGRADUATE**

- Courses taught\*
- Independent reading courses directed
- Honours theses supervisions
- Guest lectures in other courses

**3. GRADUATE**

- Courses taught\*
- Independent study or reading courses directed
- Masters theses supervisions/committees (specify which)
- Doctoral theses supervisions/committees (specify which)
- Guest lectures in other courses

(\* New courses developed or substantially revised by you may be indicated by an asterisk)

**4. OTHER TEACHING-RELATED ACTIVITIES**

- Seminars, workshops presented
  - Professional development
  - Other
- (some of these activities may be cross-referenced as SERVICE)

**5. COURSES TAUGHT AT OTHER INSTITUTIONS**

**6. TEACHING AWARDS** (may be cross-referenced under PERSONAL)

**7. COURSE/CURRICULUM DEVELOPMENT** (may be cross-referenced under SERVICE)

- 8. PEDAGOGIC INNOVATION/DEVELOPMENT OF TECHNOLOGY-ENHANCED LEARNING**
- 9. SERVICE ON TEACHING COMMITTEES** (may be cross-referenced under SERVICE)
- 10. PUBLICATIONS AND PROFESSIONAL CONTRIBUTIONS TO TEACHING**
  - Curriculum/course materials
  - Publications
  - Funding
  - (some of these items may be cross-referenced as PUBLICATIONS AND PROFESSIONAL CONTRIBUTIONS)

#### **D. SERVICE**

**NOTE: The service component of normal workload is recognized as including contributions to the governance of the University and collegial academic and administrative activities.**

1. participation on Senate and subcommittees of Senate;
2. participation on Faculty, School or Departmental Councils and their subcommittees;
3. participation in unit or Faculty level academic and administrative committees;
4. participation in YUFA and subcommittees;
5. participation in joint YUFA/Administration committees and activities;
6. participation in the governance and activities of the Research Centres;
7. participation in such units as the Centre for the Support of Teaching, and advising centres;
8. participation in deliberative and governance bodies of the Colleges;
9. holding of academic administrative positions;
10. University Advisory Committees and Task Forces;
11. Service to organizations outside the University which is of an administrative nature, and not part of an employee's research program, such as serving on review committees for awards, grants, and scholarships;
12. University related development activities;
13. Service to the external community (e.g., service to aboriginal communities) demonstrably relevant to the University's academic priorities.

Date c.v. prepared.

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