

## CURRICULUM VITAE GUIDELINES

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 mail code), telephone number(s) including area code, email address
- c) Business address (including mail code), telephone number(s) including area code, email address
- 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
  - ii) grant & personnel committees
  - iii) executive positions
  - 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
  - ii) graduate
  - iii) postgraduate
  - iv) other
- m) Supervisorships (include numbers completed, in progress, inactive, and dates)
  - i) master
  - ii) doctoral
  - iii) post-doctoral
  - iv) professional
  - v) supervisory committees
  - vi) others
- n) Research funding (last five years)
  - include type, source agency, amount, purpose, title

**Curriculum Vitae Guidelines continued**

- o) Lifetime publications\*
  - i) Peer reviewed
    - a) books
    - b) contributions to books
    - c) journal articles
    - d) journal abstracts
    - e) other, including Proceedings of Meetings
  - ii) Not peer reviewed
    - a) books
    - b) contributions to books
    - c) journal articles
    - d) journal abstracts
    - e) other, including 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

*\* 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, 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.*