

NOTE: All date-related entries on your CV should list the most recent at the top. The main headings are capitalized in bold Arial 12 font, with subheadings in bold Arial 10 font. Secondary subheadings are either underlined or italicized (be consistent) in Arial 10 font and the text is in Times New Roman 10 font. Remove any headings that don't apply to you.

Updated 2017 April 27

FULL NAME

(name in full, with common designate underlined)

BUSINESS ADDRESS (This is your university office address and should include your phone, fax and email address. Indicate primary mailing address if more than one address is listed)

EDUCATIONAL BACKGROUND (List only post-secondary educational activities – include degrees, fellowships, diplomas, certificates, designation (BSc, PhD, etc.) program or department name; formal name of institution, location, year received). Note: for institutions - this is the organization that grants the designation – not where training has taken place)

Degrees and Diplomas (List only completed degrees and diplomas)

yyyy text

Qualifications, Licensures and Certifications

yyyy text

Other Specialized Training (Includes degrees in progress, fellowships (FRCPC), post-doctoral training. There are no sub-headings in this section)

yyyy text

CURRENT STATUS AT MCMASTER (Include your rank, appointment type, department (departments if jointly appointed). Associate memberships are listed on a separate line. Administrative Titles should also be listed here (i.e. Endowed Chair, Associate Chair, etc. Include dates for all entries)

yyyy – yyyy text

PROFESSIONAL ORGANIZATIONS (List membership in professional organizations, include dates, note those that are elected.)

yyyy - yyyy text

EMPLOYMENT HISTORY (Each listing should include starting and ending dates [if appropriate], titles/roles, 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)

yyyy - yyyy text

Consultations (if applicable)

yyyy - yyyy text

Other (if applicable)

yyyy – yyyy text

SCHOLARLY AND PROFESSIONAL ACTIVITIES (Each entry should include starting and ending dates [if appropriate], and number of reviews, if appropriate)

Editorial Boards

yyyy - yyyy text

Grant & Personnel Committees

Executive Positions

Journal Referee

External Grant Reviews

HONOURS AND AWARDS (Include any awards and honours not captured in other sections of the CV. This could include: Order of Canada, Governor General's Award, scientific awards, fellowships (honourary fellowships – not training), scholarships). Include title, agency/institution, as well as starting and ending dates, if appropriate.

yyyy test

COURSES TAUGHT

Only include teaching at McMaster; not at other institutions.

The guidelines state “last five years”, however, include as much information as is relevant. Each entry should include dates taught, your role/title, course number and title, program/department, approx./average number of students, duration). Student names should only be included for inquiry/project courses (i.e. long-term teaching).

Undergraduate

Program

Year role and details

Graduate

Postgraduate Teaching

Continuing Education

2012 role and details

2011 role and details

2010 role and details

Other

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

SUPERVISORSHIPS (This section includes information related to graduate/thesis student supervision. Include the following information at the beginning of each sub section: completed, in progress, inactive. Each entry should include dates, student name(s), project titles (if available) department/program and should be listed under the following subheadings)

Master

Doctoral

Post-Doctoral/Fellowship

Professional

Supervisory Committees

Other

LIFETIME RESEARCH FUNDING

The standard format is:

Names of all the individual(s) to whom the grant is awarded should be listed with the promotional/renewal candidate's name underlined. *Title/purpose of research.*

Funding source/agency:

Funding amount:

LIFETIME PUBLICATIONS (All publications should be included. Publications must be sorted into the categories and subheadings listed below. Formatting for all entries should be consistent. The sequence of authors must be the exact replica of the sequence in which the manuscript was published)

Peer Reviewed

Books

Contribution to Books

Journal Articles

Research Creation and Artistic Contributions (e.g. exhibitions, performances, recordings, screenings)

Journal Abstracts

Other (including proceedings at meetings) (This section can include talk shows, radio shows as well as media interviews, websites and newspaper articles)

Not Peer Reviewed

Books

Contributions to Books

Journal Articles

Research Creation and Artistic Contributions (e.g. exhibitions, performances, recordings, screenings)

Journal Abstracts

Other, including Proceedings of Meetings

Accepted for Publication (in final form)

Submitted for Publication (should be a very recent submission date)

Unpublished Documents

Technical Report Series

Other

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.)

Invited

Contributed

Peer Reviewed

Not Peer Reviewed

Poster Presentations

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)

ADMINISTRATIVE RESPONSIBILITIES (include start and end dates, role (i.e. member, chair))

Department (departmental committee memberships etc. – should go here)

Faculty

Example:

2007 – present Member, Committee name, Faculty of Engineering, McMaster University

University