

## GUIDELINES FOR THE PREPARATION OF A STANDARDISED CV

This document has been prepared to provide some guidance to faculty members preparing a C.V. The examples noted under each category are fictitious and not based on any specific individual.

### I. THE NEED

The preparation of a well-organized, standardised C.V. is the first step for a faculty member who is preparing a case for renewal of probation, tenure or promotion, or for internal funding. The CBUFA Collective Agreement requires that an up-to-date C.V. be kept at the Human Resources office.

Colleagues evaluating a faculty member for reasons such as promotion or grant allocation, should be able to ascertain the specific nature of the item that is being reported (e.g. publication reference). This has not always been possible in the past.

### II. TIMING AND REQUIREMENTS

To keep a C.V. up-to-date, it is essential that they be revised each year. The CBUFA Collective Agreement stipulates by Sept. 1<sup>st</sup> (Article 16.1).

A faculty member's file stored in the Human Resources Office will thus contain an updated full C.V.

### III. GUIDELINES REGARDING PUBLICATIONS

It is important that all relevant output is listed. However, at the same time it is necessary to avoid duplication. In general the rule is one item in your C.V. for one output recorded in the most appropriate section of the C.V.

EXAMPLES. If you were the editor of a book and also the author of a chapter within the book having unique substance you may wish to report this as two items in section 11. However, if you were the editor of a book and included a chapter in introduction or summary; i.e., an editorial vs. a contributor role, then that chapter should not be included as a separate item.

If you authored a technical article and then later published a journal article using the same data and analysis process, it would be appropriate to record the technical article in section 16 but to remove (replace) it with the journal article in section 12 or 13 when the journal accepted the article. Similarly, articles very close in substance but published in two places should be recorded as one item. If you wish recognition of a publication in two places, both publication dates should be listed under the one title.

Page numbers are extremely important, not only for finding a piece of work, but also to assist in measuring the output.

### IV. CATEGORIZATION

There are 28 categories in a standardised C.V. The categorization of material is a matter of judgment in some cases. The following is offered as a guide to enhance uniformity. New faculty members might consider asking one or two colleagues if they could review their C.V.s as models for their own.

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**1. NAME:**

❖ *ITEMS 2 THROUGH 8 ARE TO BE LISTED IN CHRONOLOGICAL ORDER.*

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**2. ACADEMIC CREDENTIALS:****FORMAT:**

Degree, University, Year, College or Department, Specialty

**EXAMPLE:**

Ph.D., University of Wisconsin, 1990, Department of Soil Science, Soil Fertility

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**3. OTHER CREDENTIALS:****EXAMPLE:**

Language Translator Diploma, French, 1986

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**4. APPOINTMENT(S) AND PROMOTION(S):****FORMAT:**

Classification, Status, Month year(s), Department

**EXAMPLES:**

Assistant Professor, Without Tenure, March 1991 -June 1992, Department of Soil Science

Assistant Professor, Tenured, July 1992 -June 1996, Department of Soil Science

Associate Professor, Tenured, July 1996 -June 2000, Department of Soil Science

Professor, Tenured, July 2000 to present, Department of Soil Science

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**5. ASSOCIATE OR ADJUNCT APPOINTMENTS AT OTHER INSTITUTIONS WHILE EMPLOYED AT CBU**

If none leave blank

**FORMAT:**

Institution, Department, College, year(s)

**EXAMPLE:**

Dalhousie University, Department of Plant Sciences, College of Agriculture, 2002 to 2006

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**6. LEAVES****FORMAT:**

Type of leave, month year to month year

**EXAMPLES:**

Parenting leave, September 1994 to June 1995

Sabbatical leave, July 1997 to June 1998

Leave without pay, July 2001 to January 2002

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## 7. HONOURS (MEDALS, FELLOWSHIPS, PRIZES)

**FORMAT:**

Honour, donor or organization conferring prize, year

**EXAMPLES:**

President's Gold Medal, University of Toronto, 1982

Fellow, Royal Society of Biologists of Canada, 1988

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## 8. PREVIOUS POSITIONS RELEVANT TO CBU EMPLOYMENT

**FORMAT:**

Previous position, employer, city, province or country of employment, date

**EXAMPLES:**

Biologist, Canadian Wildlife Services, Whitehorse, Yukon, 1937 to 1938

Agriculture Representative, Government of Saskatchewan, Perdue and district, Saskatchewan, 1956 to 1958

❖ FROM THIS SECTION ONWARD, THE C.V. MATERIAL WILL BE LISTED IN REVERSE CHRONOLOGICAL ORDER.

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## 9. TEACHING RECORD

### 9.1 SCHEDULED INSTRUCTIONAL ACTIVITY FOR THE LAST 6 YEARS

*(indicate clearly if two sections of a course were taught simultaneously).*

NOTE: You may obtain this information from your faculty account on the web (class listings) or from the chair of your department (RADAR). Use the format below.

**EXAMPLES:**

YEAR	COURSE
2007-08	Psych 100: Introductory Psychology (6)
	Psych 211: Learning (3)
	Psych 321: Physiological Psychology (3)
	Bio/Psych 431: Neurobiology (3)
2006-07	Bio/Psych 225: Drugs and Behaviour
	Psych 100: Introductory Psychology (6)
	Psych 211: Learning (3)
	Psych 321: Physiological Psychology (3)
	Bio/Psych 431: Neurobiology (3)
	Bio/Psych 225: Drugs and Behaviour

### 9.2 UNSCHEDULED INSTRUCTIONAL ACTIVITY

NOTE: Include only instructional activity not listed in 9.1.

**EXAMPLES:**

6 hours of computer software instruction to graduate students.

Directed Studies Course (give topic)

**9.3 THESIS STUDENTS SUPERVISED OR ON THEIR COMMITTEE**

**NOTE:** Prepare **separate** listings of those students you were supervising, those you were co-supervising and those for which you were on the Committee. Note those theses successfully defended during the year under review are also to be listed in Category 10.

**EXAMPLE:**

<u>TYPE</u>	NAME	DEGREE	DEPARTMENT	University that will grant degree	THESIS SUBJECT AREA	TIME FRAME
<u>Supervised</u>	P.L. Smyth	Honours.	Biology		Ecotoxicology	2004
	R.B. Short	Ph.D.	Biology		Limnology	2002 -2006
<u>Co-supervised</u>	D.C. Bright	M.Sc.	Plant Sciences		Morphology of Fungi	2005
	M.A. Mclvor	Honours	Biology		Nematode Parasites	2002 -2004
<u>Committee</u>	S.T.Towes	Honours	Biology		Limnology	2006
	L.M. Peters	Honours	Biology		Ecotoxicology	2005 -2007

**9.4 NEW OR REVISED TEACHING MATERIALS DEVELOPED OR AUTHORED**

**NOTE:** Include textbooks, manuals, instructional materials updated or newly created.

**EXAMPLE:**

2005-06 AN SC 330.3 Livestock Management Beef Cattle Lecture Manual, Revised 61 pages

**9.5 SUBSTANTIALLY REVISED OR NEW COURSES DEVELOPED AND APPROVED**

If none leave blank

**9.6 PUBLICATIONS IN JOURNALS OR BOOKS RELATED TO TEACHING METHODS**

If none leave blank

**9.7 ATTENDANCE AT TEACHING IMPROVEMENT WORKSHOPS AND CONFERENCES**

If none leave blank

**9.8 TEACHING AWARDS OR RECOGNITIONS RECEIVED**

If none leave blank

**9.9 OTHER TEACHING RELATED ACTIVITIES (PROVIDE NARRATIVE DESCRIPTION)**

If none leave blank

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**10. THESES SUPERVISED**

**NOTE:** SUCCESSFULLY DEFENDED DURING THE PERIOD UNDER REVIEW FOR WHICH YOU WERE THE SUPERVISOR OR CO-SUPERVISOR

**EXAMPLE:**

Supervised D.B. Moore Ph.D. Feed Formulation Decision-Making 2004 -2006

- ❖ *NOTES: RE: SECTIONS 11 through 19.*
- ❖ *The accepted category will precede the published category. Accepted works should indicate date notification of acceptance was received. Once the material has been published, it should be moved from the accepted category to the published category and the volume and page numbers added.*
- ❖ ***Bold** your own name and that of your students/post-doctoral fellows.*
- ❖ *When research and scholarly work result from collaborative efforts, identify the corresponding or senior author with an asterisk.*
- ❖ *These guidelines are provided recognizing that reporting practices and terminology may vary from discipline to discipline.*
- ❖ *The cut-off line between work already assessed for previous appointments and work that is submitted in support of the current action should be clear. (a notation line “beginning of period under review”, located in the right place on the C.V., or, a line drawn across the page with notation)*

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## 11. BOOKS, CHAPTERS IN BOOKS, EXPOSITORY AND REVIEW ARTICLES

### BOOKS

NOTE: Your own graduate theses may be included here.

#### ACCEPTED:

A.B. Jones, 1986. Agriculture Food Policy. Saskatoon: University of Saskatchewan, (accepted, date)

#### PUBLISHED:

A.B. Jones, 1986. Agriculture Food Policy. Saskatoon: University of Saskatchewan, 65 pp.

### CHAPTERS IN BOOKS

#### ACCEPTED:

A.B. Jones and C.D. Brown, 1986. History of Surveys. In H. Doe (ed.), Surveying for Profit, Saskatoon, University Press (accepted, date).

#### PUBLISHED:

A.B. Jones and C.D. Brown, 1986. History of Surveys. In H. Doe (ed.), Surveying for Profit, 23, 93-96. Saskatoon: University Press.

### EXPOSITORY AND REVIEW ARTICLES

#### ACCEPTED:

A.B. Jones, D.J. Smyth and R.B. Shortt, 1986. Bacon and Its Uses. Canadian Pork, (accepted, date).

#### PUBLISHED:

A.B. Jones, D.J. Smyth and R.B. Shortt, 1986. Bacon and Its Uses. Canadian Pork, 3, 66-73.

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## 12. PAPERS IN REFEREED JOURNALS

NOTE: Journal refers to a peer-reviewed periodical devoted to your discipline. Articles in periodicals of a general nature may fit better under sections 27 or 28. All journal titles must be written in full, do not use abbreviations. The format used in the publication must be adhered to. If an article is accepted for publication, please put this information in

brackets with date of acceptance.

**ACCEPTED:**

A.B. Jones, B.C. Smith and D.G. Professor, 1986. Geography as Viewed by University Standards. Geography Journal (accepted for publication, May, 1986)

**PUBLISHED:**

A.B. Jones, B.C. Smith and D.G. Professor, 1986. Geography as Viewed by University Standards. Geography Journal, 22: 84-87.

**13. PAPERS IN NON-REFEREED JOURNALS**

NOTE: (same format as in category #12). ACCEPTED: PUBLISHED:

**14. INVITED PAPERS/ABSTRACTS IN PUBLISHED CONFERENCE PROCEEDINGS**

NOTE: These are invited presentations to peers that have been subsequently published as either an article or an abstract.

**EXAMPLE:**

A.B. Jones, 1986. How to Teach English. Proceedings of the English Association of Canada, 18, 179-186.

**15. CONTRIBUTED (NON-INVITED) PAPERS/ABSTRACTS IN PUBLISHED CONFERENCE PROCEEDINGS**

**EXAMPLE:**

As in 14. If only an abstract is published (probably in proceedings specially prepared prior to or after a conference) this information should be reported in section 19.

**16. TECHNICAL REPORTS RELEVANT TO ACADEMIC FIELD**

**NOTE:** These are generally reports to various agencies prepared as a requirement for contracts, research grants etc. Include cultivar descriptions here.

**17. BOOK REVIEWS**

NOTE: Provide name of book reviewed and place published.

**EXAMPLE:**

L. Hunt, 1986. Review of "B. Dubray (ed.), Information Retrieval Systems", Paris: Butterworths of Canada Ltd., 365 pages, 1967. Computer Science, 34, 52-54.

**18. INVITED LECTURES (OUTSIDE CBU) AND INVITED CONFERENCE PRESENTATIONS**

NOTE: These are invited but unpublished presentations to peers. Conference papers may appear here prior to being published. If published at a subsequent date, such items should be transferred to section 14.

**EXAMPLE:**

A.B. Jones, 1986. The Use of Computers. Eleventh Annual Conference of Computer Usage, April, Halifax, Nova Scotia.

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**19. CONTRIBUTED (NON-INVITED) PAPERS/ABSTRACTS AT CONFERENCES**

NOTE: These are unpublished oral or poster presentations to peers.

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**20. PATENTS GRANTED**

NOTE: Include any documented ownership of intellectual property. Include new cultivars in this section. Cultivar descriptions published should be included under section 16.

**EXAMPLE:**

A.B. Jones, 1982. Adaptive Modulation for Voice Transmission. USA Patent #4,378,920, October 22.

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**21 RESEARCH GRANT AND CONTRACT INFORMATION**

NOTE: In the case of collaborations where portions of the grant/contract are clearly assigned to individual researchers, indicate the amount available to you.

*21.1 General Research Grant and Contract Information*

**FORMAT:**

**2002-2003 New Grants/Contracts Received**

Applicant(s), Project title, Amount, Granting agency, Period of tenure, Amount available during period under review (in the case of a three-year grant this may simply be 1/3<sup>rd</sup> of the grant or could be a different figure each year), Amount available to you this year (if applicable).

**2002-2003 Ongoing Grants/Contracts**

Applicant(s), Project title, Amount, Granting agency, Period of tenure, Amount available during period under review (in the case of a three-year grant this may simply be 1/3<sup>rd</sup> of the grant or could be a different figure each year), Amount available to you this year (if applicable).

**EXAMPLE:**

D.A. Christensen and J.M. Bell, Dietary Nutrient Density, \$84,000. Agriculture Development Fund, April 1, 2005 – March 31, 2006, year 1 of 3, \$28,000, \$14,000 available to DAC.

**Completed Grants/Contracts**

Once funding for a particular project is completed it is suggested that you report full details of that grant just once.

*21.2 Students Hired as Research Assistants*

**EXAMPLE**

NAME	DEPARTMENT	RESEARCH TOPIC	FULL or PART TIME	TIME FRAME
P.L. Smyth	Biology	Marine Snail Morphology	FT	May-Aug, 2007
R.B. Short	Biology	Evoked Potentials and Mirror Neurons	PT	Jan-Apr 2007

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**22. ARTISTIC EXHIBITIONS OR PERFORMANCES, PUBLICATION OF CREATIVE WRITING**

**FORMAT:**

A.B. Name, year. Place, Sponsor, Theatre, Gallery, Society, etc., Nature of Exhibition or Activity, Committee.

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### 23. PROFESSIONAL PRACTICE

**NOTE:** Participation in professional activity. This does not include consulting (which is reported in 24) or published reports, which are included in other categories. There are many possible different items under this heading (Manuscript reviews; Grant Reviews; External examiner; Tenure/promotion reviews. Some entries may be in paragraph form, others are in point form. Either way is acceptable but include the work description and the dates. It is also appropriate to indicate the amount of time committed to each activity listed such as, "one week/month on call" or " an average of ten hours/month".

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### 24. CONSULTING WORK UNDERTAKEN

**NOTE:** Entries may be either in paragraph form, point form or both. Information provided should include the type of work, the dates involved, and whether the work was done gratis or on a fee for service basis.

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### 25. UNIVERSITY COMMITTEES

**FORMAT:**

Name of Committee, Position, Year

**EXAMPLE:**

Academic Council, Member, 1995-2000

Senate, Member, 2007-Current

Research Committee of Senate, Chair, 2007-2008

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### 26. PROFESSIONAL AND ASSOCIATION OFFICES AND COMMITTEE ACTIVITY OUTSIDE UNIVERSITY

**NOTE:** These should be related to your area of expertise/discipline and may include Editorships; Professional Committees; Memberships on Boards; Conference organizing committees; Grant selection committees etc.

**FORMAT:**

Position, Name of Committee, Year

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### 27. PUBLIC AND COMMUNITY CONTRIBUTIONS

**UNIVERSITY RELATED:**

**EXAMPLE:**

Participant at CBU High School Open House, October 2,2003

**NOT UNIVERSITY RELATED:**

**EXAMPLE:**

Treasurer, College Park Home and School Association

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### 28. EXTENSION PUBLICATIONS AND ACTIVITIES

**NOTE:** Include activities of an extension mode (addresses, tours, office visits, media events, etc.) and extension type reports or articles that do not appear in other C.V. categories. You may wish to categorize your activities each year. Typically these activities would involve producers, end user etc. rather than peers.