

## Guidelines for Preparation of a U of S CV

This document is intended to provide guidance to faculty members preparation a Curriculum Vitae (CV). The examples noted under each category are fictitious and intended to reflect the career of a clinician.

### I. The Need

A standardized CV, following the U of S format (sample below) is preferable when being recommended for a faculty appointment and is a requirement when submitting an application for promotion.

### II. Guidelines Regarding Publications

It is important that all relevant output is listed but is not duplicated. The general rule is one item in your CV for one output, recorded in the most appropriate section of the CV. Page numbers are extremely important to assist in locating the piece of work and assessing the output.

### III. Categorization

There are 24 categories in the standardized CV. The categorization of material is a matter of judgment in some cases. The following sample is offered as a guide; however, new faculty members might consider requesting permission to view their colleagues CVs for additional guidance.

### IV. Chronological Order

All entries are in REVERSE chronological order, with the most recent items recorded first.

CURRICULUM VITAE

FOR

**JONES, Albert Bruce**

Clinic Name

Department of Family Medicine

University of Saskatchewan

**1. PERSONAL**

*EXAMPLES:      Date of Birth  
                         Home Address  
                         Contact Information*

**2. DEGREES**

NOTE:      Include academic credentials that have been conferred.  
                 Do not include degrees that are in progress.

FORMAT: Title of Degree, University, Year Conferred, College or Department, Specialty

*EXAMPLE: M.D., University of Alberta, 2001, Department of Family Medicine, Emergency Medicine*

**3. CREDENTIALS**

NOTE: Include certifications, designations and other types of non-academic credentials.  
FORMAT: Title of Credential, Organization, Month Year(s), Specialty

*EXAMPLE: MBA, Management Institute, 2010*

**4. APPOINTMENTS (INCLUDING JOINT) AND PROMOTIONS AT THE U OF S**

FORMAT: Type of Appointment, Position Status, Department, Month Year(s), (Percentage)

*EXAMPLES:*

*Associate Professor, Department of Family Medicine, July 2008 to present*

*Clinician Assistant Professor, Department of Family Medicine, March 2003 - June 2008*

**5. MEMBERSHIPS AND AFFILIATIONS**

NOTE: Include positions held in other internal units or at other institutions while employed at the

University of Saskatchewan.

**5.1 Associate Memberships at the U of S**

FORMAT: Associate Member, Department or College, Month Year(s)

*EXAMPLE: Associate Member, Department of Emergency Medicine, January 2017 to June 2020*

**5.2 Adjunct Appointments at Other Institutions**

FORMAT: Adjunct Position, Department, College, Institution, Month Year(s)

*EXAMPLE: Adjunct Professor, Department of Family Medicine, University of Manitoba, July 2015 to June 2020*

**5.3.1 Affiliations**

FORMAT: Type of Affiliation, Department, College, Institution, Month Year(s)

*EXAMPLE: Visiting Professor, Department of Academic Family Medicine, University of Melbourne, July to August 2009*

**6. PREVIOUS POSITIONS RELEVANT TO U OF S APPOINTMENT**

FORMAT: Title of Previous Position, Employer, City, Province or Country of Employment, Month Year(s)

*EXAMPLE: EMT, MD Ambulance, Saskatoon, SK, 1993 to 1996*

**7. LEAVES**

NOTE: Include sabbatical, administrative, personal or other types of leaves.

FORMAT: Type of Leave, Month Year(s)

*EXAMPLE: Parental leave, September 2005 to June 2006*

**8. RECOGNITIONS**

NOTE: Include distinctions, honours, prizes and other types of recognition.

FORMAT: Title of Recognition, Donor or Organization, Amount (Currency), Month Year(s)

*EXAMPLE: Award of Innovation, University of Saskatchewan, \$5,000 (CAD), 2012*

**9. TEACHING ACTIVITIES**

**9.1 Scheduled Instructional Activity**

**NOTE:** Include all **scheduled** instructional activity during the past 5 years. Include teaching of medical students, undergraduate students, residents and graduate students.  
LEC indicates lecture; PRC indicates practicum (lab or tutorial); ENRL indicates number of students enrolled; YIH indicates yearly instructional hours.

**EXAMPLES:**

<u>YEAR</u>	<u>COURSE, TITLE</u>	<u>INST. TYPE</u>	<u>ENRL</u>	<u>YIH</u>
2014 –15	MED 192.3, Professional Skills	PRC	55	2
2015 –16	MED 394, Foundations in Clin Med	LEC	16	5

## 9.2 Unscheduled Instructional Activity

**NOTE:** Include only instructional activity not listed in section 9.1. Entries may be in paragraph or point form and should include the type of work and relevant dates.

*EXAMPLE: Medical Residents Ward Supervisor, 200 hours (8 weeks) 2015-16*

## 9.3 Course and Program Development

**NOTE:** Include only approved courses and programs developed for training or teaching purposes.

*EXAMPLE: MED 394 Foundations in Clin Med, University of Saskatchewan (May 2015)*

## 9.4 Teaching Materials

**NOTE:** Include only unpublished materials related to teaching activities. When published, the entry should be moved to section 11.

*EXAMPLE: 2010-11 FM Resident's Handbook, Revised, 61 pages*

## 9.5 Other Teaching-Related Activities

**NOTE:** Include other teaching related activities not captured in section 9.1-9.4. Entries may be in paragraph or point form and should include the type of work and relevant dates.

## 10. SUPERVISION AND ADVISORY ACTIVITIES

**NOTE:** Include activities for which you were the supervisor or co-supervisor. Entries should include the status of the student or staff member in their program.

**FORMAT:** Student Name, Program/Degree/Role, Supervisor/Co-supervisor, Thesis Title, Year(s) (status)

### 10.1 Undergraduate Student Supervision

*EXAMPLE: Green, Mary, B.Sc. Research Assistant, Supervisor, 2014 (completed)*

## 10.2 Graduate Student Supervision

*EXAMPLE: Brown, John, Ph.D., Co-Supervisor, Anatomy & Cell Biology, 2015- present (in progress)*

## 10.3 Graduate Theses Supervised

NOTE: Include only those graduate student theses that were successfully defended during the reporting period for which you were the supervisor or co-supervisor.

*EXAMPLE: Gray, Chelsea, M.Sc., Co-supervisor, "The Impact of Second-hand Smoke", May 2014.*

## 10.4 Post-Doctoral Supervision

## 10.5 Staff Supervision

NOTE: Include staff for which you were the supervisor or co-supervisor. Typically, entries should include contributions to the training and development of highly qualified personnel.

## 10.6 Other Advisory Activities

NOTE: Include supervision or advisory activities that were not listed in section 10.1-10.5, such as committee participation.

## NOTES for SECTIONS 11 through 18

- These guidelines recognize that reporting practices and terminology may vary from discipline to discipline.
- The general formatting guidelines should follow American Psychological Association (APA) standards.
- **Bold** your name and the names of your student(s) and postdoctoral fellow(s). Identify the corresponding or senior author with an asterisk when work results from collaborative efforts. All journal titles must be written in full, do not use abbreviations.
- The accepted category will precede the published category. Accepted publications should include the date that acceptance was received in brackets. When published, the entry should be moved to the published category and should include the volume and page numbers, if applicable.
- In cases where you were the editor of a book and 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 an introduction or summary (i.e., an editorial vs. a contributor role), then that chapter should not be included as a separate item.
- In cases where you authored a technical article and then later published a journal article using the same data and analysis process, it would be appropriate to initially record the technical article in section 17 but **replace** it with the accepted journal article in section 12 or 16. Similarly, articles very close in substance but published in two places should be recorded as either one item or listed as two items under the same title.

## 11. BOOKS AND CHAPTERS IN BOOKS

### 11.1 Authored Books

#### Accepted:

FORMAT: Author, A.A. (status). *Title of book*. Place of Publication: Publisher (date of acceptance).

*EXAMPLE: Jones, A.B. (in press). Vaccination policy. Saskatoon, SK: University of Saskatchewan Press (May 21, 2015).*

#### Published:

FORMAT: Author, A.A. (Year of Publication). *Title of book*. Place of Publication: Publisher

*EXAMPLE: Jones, A.B. (2015). Vaccination policies in Canada. Calgary, AB: University of Calgary Press.*

### 11.2.1 Edited Books

#### Accepted:

FORMAT: Editor, A.A. (Ed.) (status). *Title of book*. Place of Publication: Publisher (date of acceptance).

*EXAMPLE: Jones, A.B. (Ed.) (accepted). Asthma & COPD. Calgary, AB: University of Calgary Press (March 19, 2015).*

#### Published:

FORMAT: Editor, A.A. (Ed.) (Year Published). *Title of book*. Place of Publication: Publisher.

*EXAMPLE: Jones, A.B. (Ed.) (2015). Optimizing Men's Health. Saskatoon, SK: University of Saskatchewan Press.*

### 11.3 Chapters in Books

#### Accepted:

FORMAT: Author, A.A. (status). Title of chapter or section. In A. Editor (Ed.), *Title of book* (pp. Start Page – End Page). Place of Publication: Publisher (date of acceptance).

*EXAMPLE: Jones, A.B. & \*Brown, C.D. (in press). History of vaccination. In H. Doe (Ed.), Optimum Ages for Vaccination (pp. 78-93). Saskatoon, SK: University of Saskatchewan Press (April 2015).*

#### Published:

FORMAT: Author, A.A. (Year Published). Title of chapter or section. In A. Editor (Ed.), *Title of book*

(pp. Start Page – End Page). Place of Publication: Publisher.

*EXAMPLE: \*Jones, A.B. & Grey, E.D. (2015). History of Canadian Vaccinations. In H. Doe (Ed.), Measles (pp. 35-40). Saskatoon, SK: University of Saskatchewan Press.*

## 12. PAPERS IN REFEREED JOURNALS

NOTE: Include peer-reviewed periodicals, and refereed expository and review articles devoted to a discipline.

### Accepted:

FORMAT: Author, A.A. (status). Title of article. *Title of periodical* (date of acceptance).

*EXAMPLE: Student, D.G., Smith, B.C. & \*Jones, A.B. (accepted). Vaccinating a Nation. Canadian Medical Journal (May 15, 2015).*

### Published:

FORMAT: Author, A.A. (Year Published). Title of article. *Title of periodical, Volume(Issue): Start Page – End Page.*

*EXAMPLE: \*Jones, A.B., Smith, B.C. & Professor, D.G. (2015). Vaccinating a Generation. Canadian Medical Journal, 22(1): 84-87.*

## 13. ARTISTIC WORKS

NOTE: Include exhibitions, performances, compositions and other types of artistic works.

FORMAT: Artist, A.A. (Year). *Title of work* [Description of work]. Place: Venue.

### EXAMPLES:

*Jones, A.B. (2013). Beyond the flowers [Oil on canvas]. Saskatoon, SK: Mendel Art Gallery.*

## 14. REFEREED CONFERENCE PUBLICATIONS

NOTE: Include only full conference publications. Abstracts are included in section 15.

### Accepted:

FORMAT: Author, A.A. (status). Title of publication. In *Title of Published Proceedings*. Paper accepted by Title of Conference. Place of publication. Publisher (date of acceptance).

*EXAMPLE: \*Jones, A.B. & Smith, B.C. (in press). Water Colour Techniques. In Art in Science. Paper accepted by the 3<sup>rd</sup> International Conference on Art in Science. Saskatoon, SK: University of Saskatchewan Press (June 15, 2015).*

### Published:

FORMAT: Author, A.A. (Year Published). Title of publication. In *Title of Published Proceedings*. Paper presented at Title of Conference (pp. Start Page – End Page). Place of publication. Publisher.

*EXAMPLE: Jones, A.B. (2015). How to teach History-taking. In Teaching Patient Care in 2015. Paper presented at the Annual Meeting of the Family Medicine Association of Canada (pp. 179-186). Toronto, ON: University of Toronto Press.*

## 15. PRESENTATIONS

### 15.1 Invited Presentations

NOTE: Include keynote and invited presentations to peers.

FORMAT: Presenter, A.A. (year). Title of presentation. Title, location, date of Conference or venue.

*EXAMPLE: Jones, A.B. (2014). Men's Health. Invited Keynote Address, 3<sup>rd</sup> National Conference of FM Practitioners, University of British Columbia, Vancouver, May 15, 2014.*

### 15.2 Contributed Presentations

NOTE: Include non-invited presentations to peers at an institution, professional body or conference.

### 15.3 Poster Presentations

NOTE: Include poster presentations to peers at academic, research or scientific conferences.

## 16. REPORTS AND OTHER OUTPUTS

NOTE: Include reports, technical articles, non-referred outputs, including print and social media materials and publications prepared as a requirement for sponsored research projects, cultivar description, etc.

## 17. BOOK REVIEWS

FORMAT: Reviewer, A.A. (Year Published). Title of book review. [Review of *Title of book* by A. Author]. *Title of periodical, Volume(Issue), Start Page – End Page.*

*EXAMPLE: Jones, A.B. (2015). Understanding information retrieval systems. [Review of Information retrieval systems by B. Dubray], The Science of Family Medicine, 34(1), 52-54.*

## 18. INTELLECTUAL PROPERTY

NOTE: Include any issued patents and unpublished cultivars that formally name you as an inventor. Published cultivar descriptions should be included in section 16.

FORMAT: Inventor, A.A. (Year Issued). *Title of patent.* Country and Patent Number.

## 19. RESEARCH FUNDING HISTORY

NOTE: Include received research funding that formally named you as a principal investigator, co-principal investigator, co-applicant/co-investigator or other team member. Activities that aided in securing funding for the project, such as writing, editing, etc., should be included in section 24. Do not include project applications that have been submitted or are under review by an agency(ies) or were not funded.

FORMAT: Applicant, A.A. (PI) & Team Member, B.B. (Start Year – End Year). *Title of project*, Amount (Currency). Agency Program, Agency(ies). Amount of funding received by you where multiple investigators are involved.

*EXAMPLE: Smith, C.D. (PI) & Jones, A.B. (2015 - 2016). Effects of H1N1 flu in Adolescents. \$50,000. RUH Foundation Fund, 2015 - 2016. \$25,000 to A.B. Jones.*

## 20. PRACTICE OF PROFESSIONAL SKILLS

NOTE: Include professional activities, such as a description of your clinical practice, manuscript reviews, grant reviews, external examiner, tenure/promotion reviews, etc.

This does not include consulting or published reports, which are included in other sections.

Entries may be in paragraph or point form but should include the type of work, relevant dates and the amount of time committed to each activity, where applicable.

## 21. ADMINISTRATIVE SERVICE

### 21.1 University Committees

FORMAT: Role, Committee, Month Year(s)

*EXAMPLE: Member, University Ethics Review Committee, 2014 to present*

### 21.2 College and Departmental Committees

FORMAT: Role, Committee, Month Year(s)

*EXAMPLE: Member, Department of Family Medicine Curriculum Committee, Sept. 2011 to present*

### 21.3 Other Administrative Service

NOTE: Include administrative activities that were not listed in section 2.1-21.2 or 22. Entries may be in paragraph or point form and should include the type of service and relevant dates.

## 22. PROFESSIONAL OR ASSOCIATION OFFICES AND COMMITTEE ACTIVITY OUTSIDE U OF S

NOTE: Include activities related to your area of expertise or discipline, such as an editorship, participation on a professional or conference organizing committee, membership on a board, etc.

FORMAT: Role, Professional Body, Month Year(s)

*EXAMPLE: Member, Saskatchewan Medical Association Board, 2010 to 2015*

## 23. PUBLIC AND COMMUNITY CONTRIBUTIONS

FORMAT: Role, Organization or Association, Month Year(s)

### 23.1 University Related:

*EXAMPLE: Participant, University of Saskatchewan, High School Open House, October 2014*

**23.2 Non University Related:**

*EXAMPLE: Treasurer, College Park Home and School Association, September 2008 to June 2012*

**24. OTHER ACTIVITIES**

NOTE: Include extension or consulting activities, such as addresses, tours, office visits, media events, etc. Typically, these activities would involve producers or end users rather than peers. Entries may be in paragraph or point form and should include the type of work, relevant dates, and whether the work was done gratis or on a fee-for-service basis.