

Guidelines for the Preparation of a Standardized CV

This document is intended to provide guidance to faculty members preparing a Curriculum Vitae (CV). The examples noted under each category are fictitious and are not based on any individual or College.

I. THE NEED

The preparation of a standardized CV is the first step in preparing a case file for renewal of probation, tenure or promotion. The University Standards require the submission of a standardized CV as an essential component of a case file, upon which collegial process decisions are made.

If a standardized CV is not submitted with a renewal of probation, tenure or promotion case, the case will be returned to the College and the candidate will be asked to submit one before the case is considered by the University Review Committee.

Salary recommendations at the College level are also based on performance evaluations, which include an assessment of a faculty member's achievements throughout the year. These are available through the completion of a Form 1 and Form 2.

II. TIMING AND REQUIREMENTS

It is essential that Form 1 and Form 2 are completed annually to keep a CV current.

Form 1 includes new, unreported items for the previous academic year (July 1st to June 30th). It should not include any items occurring after June 30th of the reporting period or occurring prior to July 1st of the previous year, unless those items were not previously reported. Form 1 will be requested by the Dean after June 30th and faculty members should complete it as soon as possible.

Form 2 contains revisions or updates to items reported in previous years (e.g. publication dates and page numbers for articles previously reported as accepted, etc.).

The Dean's Office will hold a current CV and a series of update forms for each faculty member. Due to the size of many CVs, the updates are commonly used when a measure of performance, output, or change in the reporting period is required (e.g. for annual salary review).

III. GUIDELINES REGARDING PUBLICATIONS

It is important that all relevant output is listed but **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.

IV. 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 most recent items first.

CURRICULUM VITAE

FOR

JONES, Albert Bruce

Department of Soil Science
University of Saskatchewan

1. PERSONAL

EXAMPLE: Date of Birth April 1, 1970

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: Ph.D., University of Wisconsin, 2001, Department of Soil Science, Soil Fertility

3. CREDENTIALS

NOTE: Include certifications, designations and other types of non-academic credentials.

FORMAT: Title of Credential, Organization, Month Year(s), Specialty

EXAMPLE: Project Management Professional, Project 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:

Joint Member, Department of Plant Sciences, July 2014 to present, (30%)

Associate Professor, Tenured, Department of Soil Science, July 2007 to present

Assistant Professor, Without Tenure, Department of Soil Science, March 2003 - June 2007

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 Plant Sciences, July 2012 to June 2014

5.2 Adjunct Appointments at Other Institutions

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

EXAMPLE: Adjunct Professor, Department of Agronomy, Faculty of Agriculture, University of Iowa, July 2010 to June 2014

5.3 Affiliations

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

EXAMPLE: Soil Scientist in Residence, National Agronomy Institute of Lichtenstein, July 2009 to June 2010

6. PREVIOUS POSITIONS RELEVANT TO U OF S EMPLOYMENT

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

EXAMPLE: Agrologist, Canadian Wildlife Service, Whitehorse, Yukon, 2001 to 2003

7. LEAVES

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

FORMAT: Type of Leave, Month Year(s)

EXAMPLES:

Leave without pay, July 2011 to December 2011

Sabbatical leave, July 2009 to June 2010

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)

EXAMPLES:

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

President's Gold Medal, University of Wisconsin, 2001

9. TEACHING ACTIVITIES**9.1 Scheduled Instructional Activity**

NOTE: Include all scheduled instructional activity during the reporting period, including sections of courses that were taught simultaneously (e.g., an undergraduate and a graduate section). Include graduate students being supervised as either 994 (M.Sc.) or 996 (Ph.D.), and undergraduate theses supervised as 492.3, etc. LEC indicates lecture; PRC indicates practicum (lab or tutorial); ENRL indicates number of students enrolled; YIH indicates yearly instructional hours; YCSH indicates yearly contact student hours (ENRL x YIH).

EXAMPLES:

<u>YEAR</u>	<u>COURSE TITLE</u>	<u>INST. TYPE</u>	<u>ENRL</u>	<u>YIH</u>	<u>YCSH</u>
2003 - 04	SLSC 344.3, Soil Ecology	LEC	27	39.0	936
2003 - 04	SLSC 492.3, Research and Term Paper	PRC	4		
2003 - 04	SLSC 994, Research	RES	2		

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: 6 hours of computer software instruction to graduate students, May 2012

9.3 Course and Program Development

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

EXAMPLE: ANSC 330.3 Livestock Management, University of Saskatchewan (May 21, 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: 2008-09 ANSC 330.3 Livestock Management Lecture Manual, 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., Supervisor, Soil Erosion, 2011- 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 Sheep Manure on Soil Fertility”, 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). *Agriculture food 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). *Agricultural policies in Canada*. Calgary, AB: University of Calgary Press.

11.2 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). *Pasteurization of milk in Canada*. 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). *Milk pasteurization in Saskatchewan*. 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 surveys. In H. Doe (Ed.), *Surveying for profit* (pp. 78-93). Saskatoon, SK: University of Saskatchewan Press (April 21, 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 surveys. In H. Doe (Ed.), *Surveying in Canada* (pp. 35-43). 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). Geography as viewed by university standards. *Geography 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). Biology as viewed by regional standards. *Biology 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]. Vancouver, BC: Vancouver Art Gallery.

Jones, A.B. (2011). Pilgrim's journey. On *This Long Road* [CD]. Los Angeles, CA: New West Records.

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 3rd 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 English. In *Teaching English in 2015*. Paper presented at the Annual Meeting of the English 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). Water Colour Techniques. Invited Keynote Address, 3rd International Conference on Art in Science, 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], *Computer Science*, 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.

EXAMPLE: Jones, A.B. (2014). *Adaptive Modulation for Voice Transmission*. USA Patent #4,378,920.

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 swine*. \$150,000 (CAD). Agricultural Development Fund, Saskatchewan Ministry of Agriculture, 2015 - 2016. \$45,000 (CAD) to A.B. Jones.

20. PRACTICE OF PROFESSIONAL SKILLS

NOTE: Include professional activities, such as 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, if applicable.

21. ADMINISTRATIVE SERVICE**21.1 University Committees**

FORMAT: Role, Committee, Month Year(s)

EXAMPLE: Chair, University Review Committee, 2014 to present

21.2 College and Departmental Committees

FORMAT: Role, Committee, Month Year(s)

EXAMPLE: Member, Department of Plant Science Graduate Student Committee, September 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, National Pork Board, 2010 to 2015

23. PUBLIC AND COMMUNITY CONTRIBUTIONS

FORMAT: Role, Organisation 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.