

Part Time Faculty - Creating a McMaster CV

Potential part time faculty members are asked to submit a CV which follows the McMaster guidelines. A simplified version of the required format is outlined below. The full policy can be found here: <http://www.mcmaster.ca/mufa/handbook/sps15a.htm>.

Once you have a faculty appointment, you will have access to an electronic CV management system (STAR-CV) which will track your educational contributions and will output your data in the McMaster format.

CV Section	Information to Include
A. Name	Full name
B. Home address	Please leave this section blank
C. Business address	Mailing address, phone, fax and email
D. Other Personal Data	Please leave this section blank
E. Educational Background	Use of the following subheadings is encouraged to separate out the types of educational activities: Degrees and Diplomas - List only completed degrees and diplomas. Qualifications, Licensures and Certifications Include fellowship certifications etc. Other Specialized Training i.e. Incomplete degrees, Fellowship training <u>EXAMPLES:</u> <u>2005 MSc, BIOCHEMISTRY, SIMON FRASER UNIVERSITY, BRITISH COLUMBIA</u> <u>2006 FRCPC, CARDIOLOGY, ROYAL COLLEGE OF PHYSICIANS AND SURGEONS OF CANADA</u> <u>2004 – 2007 CLINICAL FELLOW, RHEUMATOLOGY, UNIVERSITY OF WESTERN ONTARIO</u> <u>2000 – 2003 BA PROGRAM, HISTORY, UNIVERSITY OF TORONTO (NOT COMPLETED)</u>
F. Current Status at McMaster	Please leave this section blank
G. Professional Organizations	List membership in professional organizations, include dates, note those that are elected <u>EXAMPLES:</u> <u>2001 – PRESENT CANADIAN ORTHOPAEDIC ASSOCIATION</u> <u>2006 – PRESENT INFECTIOUS DISEASES SOCIETY (ELECTED)</u>
H. Employment History	Each listing should include dates, titles, departments/institutions, geographical locations. Subheadings are used in this section to separate the types of employment activities - Academic - Include any faculty positions held at other educational institutions, Clinical - provide a history of clinical employment
I. Scholarly and Professional Activities	Include only if applicable. <u>EXAMPLE:</u> <u>2008 – PRESENT MEMBER, CIHR PEER REVIEW COMMITTEE - PUBLIC, COMMUNITY & POPULATION HEALTH</u>
J. Areas of Interest	This information is not required
K. Honours	If applicable - Include any awards and honours not captured in other sections of the CV.
L. Courses Taught	If applicable - Include any previous teaching activities– Each entry should include the program/department; course number/title, the dates taught and your role

M. Supervisorships	If applicable - Include any previous activities related to student supervision not included in section L
N. Research Funding	If applicable - Each entry must include the following information: Title, Purpose, Names of investigators, noting PI, Co-PI, Co-I etc.; if not noted above, include your role on the grant, Funding Source, Funding amount
O. Lifetime Publications	If applicable - Formatting of all entries should be consistent, all author names must be provided (i.e. do not use “et al”). At minimum, your initial CV should divide publications into: Peer reviewed, Not Peer Reviewed and Other.
P. Presentations at Meetings	Include if applicable
Q. Administrative Responsibilities	If applicable - This can be left blank for initial appointment.
R. Biographical Listings	Please leave this section blank
S. Other Responsibilities	This information is not required