

## Guidelines for Information to be Included in Faculty Curriculum Vitae

By submitting the CVs, the institution attests that it has permission to distribute the CV, for the purposes of this assessment, from all faculty and staff whose CVs are included, and that measures are in place to ensure the truthfulness and completeness of the information contained.

1. Name: with rank, status (tenured, contract, etc.)
2. Degrees: designation, institution, department, year
3. Employment history: dates, rank/position, department, institution/firm, including current full-time position and link to the program under review
4. Academic honours: such as F.R.S., F.R.S.C., Governor General's Award, honorary degrees, or equivalent
5. Scholarly and professional academic activities: past seven years only (e.g., executive and editorial positions but **not** memberships; **invited** presentations at national or international conferences. (Please do not list manuscript and grant application reviews)
6. Graduate and undergraduate supervisions/supervisory committee memberships: Life-time count – completed/in progress. Please distinguish between primary supervisions and supervisory committee memberships as well as undergraduate/master's/doctoral.

Provide a list of the theses or projects supervised (not participation on supervisory committees) during the last seven years with the name of the student, title of the thesis or project (specify), type of program (undergraduate/master's/doctoral), date of first registration and date of completion. Please distinguish supervisions in the program under review and other programs, if applicable.
7. Graduate and undergraduate courses taught: past seven years, by year
8. Program review committee memberships: Provide a list of program reviews carried out, past seven years only, distinguishing between internal and external committee memberships as well as membership status (i.e., Committee member, Committee Chair).
9. **External** research funding: past seven years only, by year, indicating source (granting councils, industry, government, foundations, other external); amount; purpose (operating, travel, publication, equipment, etc.); if group grant, indicate the number of grantees and whether principal or co-applicant.
10. **Internal** research funding. This includes university funds, SSHRC minor grants awarded through the university, etc.
11. **Publications/Exhibitions/Performances**

**[Note: For some faculty members (e.g., in the performing arts) it may be more appropriate to list exhibitions/performances, by year indicating the nature of the exhibition/performance (e.g., juried; local/international; public/competition; and so forth).]**

  - Life-time summary (count) according to the following categories
    - Scholarly books
    - Chapters in books
    - Papers in **refereed** journals
    - Papers in **refereed** conference proceedings
    - Major invited contributions and/or technical reports
    - Abstracts and/or papers read
    - Others (e.g., workshops presented, other types of publications)
  - Details for the past seven years (same categories as above), in chronological order. Please give full citation, including page numbers for books, chapters and journal articles and names of authors in the order in which they appear on the publication.