

Item	TPT 01-001
Reference	UOIT Provost's Office
Last Update	March 2012

CURRICULUM VITAE FORMAT

The CV Format is designed to provide guidance on the development of a CV at UOIT, provide common headings and ordering, and suggest some likely contents. It is not meant to restrict a faculty member's ability to document their professional contributions. Individuals should feel free to add content or include additional headings to best capture their work and contributions as appropriate.

A. GENERAL INFORMATION

1. Name

University address
 Official phone number
 Email address

2. Degrees – Designation, Institution, Department, Year

Title of graduate thesis and supervisor's name(s)

3. Employment History- Dates, Rank/Position, Department, Institution

Unit of primary appointment (if cross-appointment)
 Appointment – Rank – Date(s)
 Date of tenure award (if applicable)
 List research and teaching appointments held and other relevant experience giving dates and institutions. Include honorary appointments in separate list.

4. Honours

Include also visiting appointments as appropriate.

5. Professional Affiliations and Activities

B. RESEARCH

1. Current Research Interests

Name, subject(s) of interest and activities

2. Research Awards (grants, contracts, fellowships) including:

Purpose (research, travel, publications)
 Name of agency – Date of award – Duration
 Title of project/award
 Total amount of award
 All investigators, indicate Principal Investigator

3. Patents

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C. SCHOLARLY AND PROFESSIONAL WORK

(Note: Use the format: Author(s), title, journal, volume number, inclusive page numbers, and year. All authors should be indicated in the order in which they appear in the publication. For books- also include editor(s), editions, publisher and place of publication.)

1. **Refereed publications** (List published work or work accepted for publication in chronological order)
 - (i) **Articles in refereed journals**
 - (ii) **Articles in refereed conference proceedings**
 - (iii) **Books**
 - (iv) **Book chapters**
 - (v) **Books edited**
2. **Non-Refereed Publications** (list as in C.1 above)
3. **Manuscripts/publications etc. in preparation and submitted to publishers but not yet accepted.**
4. **Papers presented at meetings and symposia.**
5. **Invited Lectures** (keynote lectures and addresses should be noted)
6. **Editorial positions for scholarly journals**

D. TEACHING ACTIVITIES

(Note: Indicate in each case whether you had major responsibility for the design of a course.)

1. **Undergraduate courses taught**
2. **Graduate courses taught**
3. **Thesis/Projects supervised.** Indicate whether primary or secondary supervisor.
 - (i) **Masters Students:** Name, Thesis topic, Dates, including periods of supervision
 - (ii) **Doctoral Students:** Name, Thesis topic, Dates, including periods of supervision
 - (iii) **Postdoctoral Fellows:** Name, Topic, Dates
 - (iv) **Undergraduate Students:** Name, Thesis or project topic, dates of supervision
4. **Other Teaching and Lectures Given**

E. SERVICE AND ADMINISTRATIVE POSITIONS

(Indicate period of service, role (i.e., Chair, Voting Member), Group/Organization/Committee name)

1. **University Service**
2. **Professional Service** (include major consultancies)
3. **Clinical Service**
4. **Community Service**
5. **Other Service Activities**

F. OTHER RELEVANT INFORMATION

[Date of last update]