

**PHY1600S - Effective Communication for Physicists
Sample Curriculum Vitae**

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Date of Revision _____

FACULTY OF ARTS AND SCIENCE FORMAT FOR C.V.

A. BIOGRAPHICAL INFORMATION

1. **PERSONAL**

- Name - Home address - University address
- Home phone - Office phone

2. **DEGREES**

- Degree - Year - Institution
- Title of graduate thesis and supervisor's name(s)

3. **EMPLOYMENT**

- Unit of primary appointment (if cross-appointed)
- Present appointment(s) - Rank(s) - Date(s)
- Date of appointment to graduate school
- Date of tenure award

List research and teaching appointments held and other relevant experience giving dates and institutions.

4. **HONOURS**

(e.g. O.B.E., LL.D., appointments to distinguished councils)

5. **PROFESSIONAL AFFILIATIONS AND ACTIVITIES**

(e.g. Editor of Journal(s), Officer of an academic organization).

B. ACADEMIC HISTORY

6. A. **RESEARCH ENDEAVOURS**

- Name, Subject(s) of interest and activity

B. **RESEARCH AWARDS** (grants, contracts, fellowships) during preceding 5 years including:

- Name of agency - Date of award - Duration - Total amount of award.

C. **PATENTS** awarded during past 5 years.

C. SCHOLARLY AND PROFESSIONAL WORK*

Note: the number of pages must be indicated for all publications listed

7. Refereed publications (list published work or work accepted for publication in chronological order).

- A. Articles
- B. Books and/or Chapters
- C. Books edited

8. Non-Refereed Publications (list as in 7 above).

* All authors should be indicated in the order in which they appear in the publication.

9. Manuscripts/publications, etc. in preparation and submitted to publishers but not yet accepted.

10. Papers presented at meetings and symposia.

11. Invited Lectures

For section "C" above, please indicate, where applicable:

- Author*, title, journal, abbreviation, volume number, inclusive page numbers, and year.
- For Books - also include editors, editions, publisher and place of publication.
- Whether you are primary, secondary or joint author.

- D. **LIST OF COURSES** (in preceding 5 years)
12. Indicate in each case whether you had major responsibility for design of course. Provide course outline, reading list and set of essay topics as evidence of ability in designing courses.
- A. Undergraduate courses taught
 - B. Graduate courses taught
 - C. Theses supervised. Indicate whether primary or secondary supervisor.
Masters Students: Name, Thesis topic, Dates, including period of supervision.
Doctoral Students: Name, Thesis topic, Dates, including period of supervision.
Postdoctoral Fellows: Name, Topic, Dates.
 - D. Other teaching and lectures given (in preceding 5 years)
- E. **ADMINISTRATIVE POSITIONS**
(indicate period of service and function)
13. A. Positions held and service on committees and organizations within the University.
B. Positions held and service on committees and organizations outside the University of scholarly and academic significance.
- F. **OTHER RELEVANT INFORMATION**
e.g. A general description of the direction your research has taken (if appropriate).

NOTE: ALL FACULTY MEMBERS MUST UPDATE THEIR C.V.'S ANNUALLY.

For completeness, I offer some suggestions for the Teaching Dossier.

The Teaching Dossier – List of Possible Headings

Title Page and Contents.

Teaching Philosophy. A statement about the beliefs that inform your teaching.

Teaching Strategies. Any innovative strategies you use in the classroom.

Areas of Expertize. A list of the areas and levels at which you are qualified to teach.

Experience. Details of the teaching you have done, with dates, and short description.

Teaching Materials. List and summary of materials you may have developed to support your teaching - lecture notes, homework assignments, Web pages, etc.

Evaluations. Summary of evaluations you have received about your teaching from students and coordinators of any courses you have taught. Letters (solicited or not) are particularly useful.

Awards. Any teaching awards you have received, with details.

General. Innovations you have introduced, influences on other teachers, courses, workshops or conferences on teaching that you have attended - including attendance at this course!