**QUQAP Essential Elements for CVs**

Notes

1. This document is not intended as a CV template. Please do not cut and paste CV data into the boxes below. This is a checklist of the elements that need to be included in faculty CVs for cyclical program reviews and new program submissions. Various CV formats are accepted, as long as they contain the information below and are in a consistent format throughout the unit.
2. Items in the first table must be included in each CV. Items in the second table are optional. The unit head will decide whether the CVs submitted will include these items or not. If the unit head decides an element (e.g. consulting activities) will be included, then **all** faculty CVs submitted for review should include that element.

**Inclusion Mandatory**

|  |  |
| --- | --- |
| **1.** | Name |
| **2.** | Rank |
| **3.** | Appointment Status |
| **4.** | Academic Background (university degrees, postdoctoral or fellowship training) |
| **5.** | Work Experience (current position and other academic & non-academic position(s) |
| **6.** | Distinctions, Awards and Credentials\* |
| **7.** | Professional Memberships |
| **8.** | Teaching and Curriculum Development (Undergraduate and Graduate) |
| **9.** | Supervisory Experience (Undergraduate, Graduate and Postdoctoral) |
| **10.** | Membership on Graduate Examining, Supervisory & Advisory Committees |
| **11.** | Publications |
| **12.** | Presentations |
| **13.** | Research Funds - External/Internal; Current/Held in Last Eight years |
| **14.** | Service and Administration – External/Internal |

\*(e.g. Significant recognitions received for teaching, research, scholarly or creative work or service)

**Inclusion Optional (on unit-wide level)**

Decision to be taken by unit head on whether all CVs submitted will include each of the elements listed below.

|  |  |
| --- | --- |
| **15.** | Applied Creative, Literary and Artistic Work |
| **16.** | Consulting Activities |
| **17.** | Patents and Intellectual Property Rights |
| **18.** | Other Professional Work |