Quality Assurance Process

CV Guidelines

Faculty CVs are required in both the Cyclical Program Review process and the New Program Proposal process.

CVs can be provided in one of two ways:

1. As PDFs combined alphabetically into one file; or,
2. As links to individual CVs

Whichever way you choose to submit them, they must be consistent and cannot be a mix of PDFs and links.

What is the purpose of including the CVs?

The purpose of the CVs is to demonstrate to the Review Team:

- The quality of the academic support of the program in terms of the expertise and current relevance of instruction in the discipline.
- The sustainability of the program in offering a stable and consistent educational experience.
- The ability of the program to offer an engaging and rigorous student experience.

Whose CVs should be included?

All faculty directly involved in the delivery of the program as instructors, supervisors and providers of academic support or advisement to students, during the academic year in which the self-study is produced or the new program is proposed. This includes tenured, tenure-track, continuing adjunct, and cross- and joint-appointed faculty members. Term adjunct CVs do not need to be included since their qualifications will be addressed in the process documents (i.e.,

self-study template or new program submission). This allows external reviewers to determine adequacy of resources to support the program given its size and degree level(s).

❓ *What should be included in the CVs?*

The focus of the CV for the Review Team is the qualifications that indicate the expertise of the faculty in supporting and instructing in the program.

CVs should include the faculty member's name, rank, and appointment status, as well as, at a minimum, eight years of information on the following:

✅ Academic background and work experience (university degrees, postdoctoral or fellowship training, current position, and other academic and non-academic position(s))

✅ Distinctions, awards and credentials (e.g. significant recognitions received for teaching, research, scholarly or creative work or service)

✅ Professional memberships and memberships on graduate examining, supervisory and advisory committees

✅ Teaching and curriculum development and supervisory experience (undergraduate, graduate, or postdoctoral)

✅ Publications and presentations

✅ Research funds

✅ Service and administration (external/internal)

For additional information on this requirement or the QUQAP process, please contact quqap@queensu.ca.