



Quality Assurance Process

CV Guidelines

Inclusion of Faculty CVs are required as part of the self-study submission package. CVs must include information on Faculty members' education, background, competence, and expertise.

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 can not be a mix of PDFs and links.

CVs must include:

- ✓ The Faculty member's name, rank and appointment status
- ✓ Their 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 held in the last eight (8) years and service and administration (external/internal)

The Academic Unit Head may decide on whether all CVs will include the following optional elements:

- ① Applied creative, literary, and artistic work
- ② Consulting activities
- ③ Patents and intellectual property rights
- ④ Other professional work

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