**4.1 Curriculum Vitae**

*It is the responsibility of the candidate to prepare her /his curriculum vitae in accordance with University Policy (Manual of Staff Policies Academic Librarian, Number 3.01.05, paragraph 16). The organization of the curriculum vitae should be as noted below.*

1. **Date of Preparation:**
2. **Biographical Information:**

**Education:**

* Degree /year /institution/specialty
* Postgraduate, Research and Specialty Training
* Qualifications, Certifications and Licenses

**Employment:**

List ranks and year appointed; all cross-appointments and number of years in each appointment; date of award of tenure (if applicable); all research and teaching appointments held and other relevant experiences giving dates and institutions.

* Current Appointments
* Previous Appointments

**Honours and Career Awards:**

* Distinctions and Research Awards
* Teaching Awards
* Student/Trainee Awards

**Professional Affiliations and Activities:**

* Professional Associations
* Administrative Activities
* Peer Review Activities
* Other Research and Professional Activities
1. **Academic Profile**
2. Research Statement
3. Teaching Philosophy
4. Creative Professional Activities Statement

***Note – the Academic Profile:***

* ***This section is only required in the final senior promotion dossier***
* ***It is a separate set of documents external to the CV***
* ***It is NOT required for the pre-application***
1. **Research Funding**

Grants, contracts, fellowships held or awarded including: name of agency; date and duration of award; project title; total amount of funding awarded; List principal investigator; co-investigators and collaborators as they are cited on the grant, and indicate your role in the grant (principal investigator, co-investigator, or collaborator).

Grants, Contacts and Clinical Trials

* PEER-REVIEWED GRANTS
* NON-PEER-REVIEWED GRANTS

Salary Support and Other Funding

* PERSONAL SALARY SUPPORT
* TRAINEE SALARY SUPPORT
* OTHER FUNDING

**E. Publications**

**H-lndex and Citation Report**

Please include:

* Total number of citations
* H-Index (see Appendix 6.0 for instructions for determining your h-Index)

***Note – the H-Index and Citation Report***

* ***This section is only required in the final senior promotion dossier***
* ***It is a separate set of documents external to the CV***
* ***It is NOT required for the pre-application***
1. Most Significant Publications
2. Peer-Reviewed Publications
3. Non peer-Reviewed Publications
4. Submitted Publications

* Each list of publications should be subdivided into works published or **accepted** for publication, and works **submitted** for publication.
* All authors should be indicated in the order in which they appear in the publication, followed by Title, Journal, Volume#, inclusive page #(s) and year. For books and book chapters, include editors, publisher and place of publication.

For each peer-reviewed publication, indicate the **level of contribution** of the candidate, according to the following categories:

* The Senior Responsible Author (SRA) initiates the direction of investigation, establishes the laboratory or setting in which the project is conducted, obtains the funding for the study, plays a major role in the data analysis and preparation of the manuscript, and assumes overall responsibility for publication of the manuscript in its final form. In large multi-site collaborations, a case may be made that there is more than one Senior Responsible Author. However, this will be rare and each person must meet the definition provided here.
* The Principal Author (PA) carries out the actual research and undertakes the data analysis and preparation of the manuscript.
* The Co-principal Author (Co-PA) has a role in experimental design, and an active role in carrying out the research, is involved in data analysis and preparation of the manuscript. The project would be compromised seriously without the co-principal author.
* A Collaborator (COLL) or Co-Author (CA) contributes experimental material or assays to the study, but does not have a major conceptual role in the study or the publication.

List the **FIVE most significant publications since last promotion**, providing a brief description of the significance of each publication to the field. Inclusion of the actual publication is required in the dossier.

***Note – the five most significant publications/scholarly pieces of work***

* ***This section IS required in the final senior promotion dossier AND in the pre-application***
* ***It is a separate set of documents external to the CV***

1. **Patents Awarded**

*(And applied for since date of last promotion (see Section 3.1.4)).*

**G. Presentations and Lectures**

List category and geographic scope based on definitions below:

**Category:**

* Papers/Posters/Abstracts presented at meetings and symposia, list date and location.
* Invited Lectures, see section 3.1.3.6 for further detail.
* Media appearances.

**Geographic Scope:**

* Local: During the time of appointment at U ofT this category includes activities (e.g. meetings, conferences) at or arranged by U ofT and its affiliated institutions and organizations.
* Provincial/Regional: During the time of appointment at U ofT this category includes activities (e.g. meetings, conferences) based on invitations by Ontario institutions apart from U ofT and its affiliates.
* National: During the time of appointment at U ofT this category includes activities (e.g. meetings, conferences) in Canada based on invitations from institutions outside Ontario. If a national activity happens to be held in Toronto (or other city where you were appointed) includes it as a national, not a local activity.
* International: During the time of appointment at U ofT this category includes activities (e.g. meetings, conferences) in Canada based on invitations from institutions outside Canada based on organizations not affiliated with U ofT. If an international activity happens to be held in Toronto (or other city where you were appointed) include it as international, not a local activity.

**H. Teaching and Design**

* Summary of Teaching & Education: *A* brief summary of teaching and education accomplishments.
* Innovations and Development in Teaching and Education.
1. **Research Supervision**

List student name, thesis or research project title, dates of supervision and your role (e.g. supervisor, co-supervisor, or committee member)

* Masters Students
* Doctoral Students
* Professional Masters Students
* Postdoctoral Students
* Postgraduate Students
* Project Students
* Summer Students
* CREMS Students