

**THE UNIVERSITY OF BRITISH COLUMBIA**  
**Curriculum Vitae for Faculty Members**  
**Tips and Hints for Data Entry (July 2018)**

Headings on printed CV <u>Underlining</u> indicates heading only (data is entered against sub-headings below)	Description of information to be entered This is guidance for the Faculty member providing information for the CV General note: Information entered in any section of the CV should not be duplicated elsewhere Please retain ALL section and subsection headings and numbers, even when there are no entries. Please number all lists chronologically from earliest to the latest.	Tips and Hints
Date	Date of last content update/review by Faculty member	
Initials	Initials of Faculty member; required on official copy of CV	
1. <b>SURNAME</b>	Surname of Faculty member	Sections 1-4 These fields will automatically populate with information from Obgyn Education/Admin Databases  Contact Obgyn HR for changes
FIRST NAME	First name of Faculty member	
MIDDLE NAME(S)	Middle name(s) of Faculty member	
2. <b>DEPARTMENT/SCHOOL</b>	Identify the Department/School for the primary appointment Identify the Department/School for other appointments e.g. Associate Member, Joint Appointment	
3. <b>FACULTY</b>	Identify the Faculty for the primary appointment Identify the Faculty for other appointments e.g. Associate Member, Joint Appointment	
4. <b>PRESENT RANK</b>	Present rank to which faculty member is appointed	
SINCE	Start date of appointment to present rank (include day/month/year)	
5 <b>POST-SECONDARY EDUCATION</b>	General note: Include all education since high school	
(a) University or Institution	Name of University or institution where study took place	
Degree	Acronym or title of degree obtained e.g. MD or Doctor of Medicine	
Subject Area	Area of specialty e.g. General Medicine or Biology	
Dates	Year in which degree was obtained	
(b) Title of Dissertation and Name of Supervisor	Include: Title of dissertation Name of supervisor	
(c) <u>Continuing Education/Training</u>	General note: include all postgraduate (i.e. post PhD/post MD) activity/professional training undertaken as a student, not as an instructor e.g. Residency training Sub-specialty training Post-doctoral research fellowships Clinical fellowships Internships Management courses (CMA, PMI, SFU, Harvard Macy Program etc)	Taken as Student/Learner Management Courses
University or Institution	Name of University or institution where training took place	
Rank or Title	Rank or title, or name of program e.g. Research Fellow, Rotating Intern, Harvard Macy Program	
Dates	Period of education/training	
(d) <u>Continuing Medical Education</u>	General note: include continuing medical education undertaken as a student, not as an instructor RCPSM Maintenance of Certification credit courses may be included in this section	Taken as Student/Learner Conference Attendance; Formal Courses taken: ALARM, ACLS, workshops
University or Institution	Name of institution where CME took place	
Type	Type of CME e.g. Medical Grand Rounds, Practical Pathology Course	

	Detail	e.g. Latest advances in gene therapy Course covering issues related to diagnosis, terminology and practical management of cases	
	Dates	Period of study	
(e)	Professional Qualifications	Non-degree postgraduate qualifications such as professional registration to practice, accreditation, certification and licencing Include: Acronym or title of qualification e.g. FRCPC, CFFP Date (include month/year)	
6.	<b><u>EMPLOYMENT RECORD</u></b>		
(a)	<u>Prior</u>	General note: UBC CV format guidelines recommend listing all prior academic employment or relevant professional employment Include all Hospitals in which faculty member previously had clinical service responsibilities, if applicable	Prior to coming to UBC
	University, Hospital or Organization	Organization or institution where faculty member was employed	
	Rank or Title	Position held	
	Dates	Period of employment (include month/year)	
(b)	<u>Present</u>	General note: list all current academic or relevant professional employment Include all Hospitals in which faculty member currently has clinical service responsibilities, if applicable	Do not include current clinical/academic rank which is listed in section 4
	University, Hospital or Organization	Organization or institution where faculty member is currently employed	
	Rank or Title	Position held	
	Date	Date of start of employment	
(c)	Date of granting of tenure at UBC	Date on which faculty member received tenure	Automatically populated from Obgyn Education/Admin Databases
7.	<b><u>LEAVES OF ABSENCE</u></b>		
	University, Company or Organization at which Leave was taken	University, company, organization or institution at which approved leave was taken	
	Type of Leave	Include type of leave (Study Leave, Maternity Leave, Sick Leave, Other)	
	Pay Status	Include pay status (Paid, Partially Paid or Unpaid)	
	Detail	This section may include an explanation of any hiatus in academic and professional career, e.g. Full-time child care	
	Dates	Period of leave	
8.	<b><u>TEACHING</u></b>	General note: UBC CV format guidelines recommend attaching a one-page summary of the faculty member's teaching dossier, including a description of courses developed, teaching materials developed, innovative techniques used, and student evaluation methods	
(a)	Areas of special interest and accomplishments	Maximum 1-page description of area(s) of special interest or accomplishment related to teaching, which faculty member views as one of his/her specialties e.g. Resuscitation If interests are also related to scholarly activity/research they can be included in Section 9(a) Scholarly and Professional Activities – Areas of special interest and accomplishments e.g. the development of new methods of teaching in the discipline. Faculty members may optionally group items under <b><i>sub-headings</i></b> of their own choice	Brief statement of teaching philosophy or approach to teaching (not exceeding 150 words). Highlight most important teaching contributions. Include dates.
(b)	<u>Courses Taught at UBC</u>		Undergraduate, medica/dental, and graduate courses
	Year	Year in which course was taught	
	Session	Session in which course was taught e.g. Winter	

	Course Number or Description	Where applicable, enter UBC Department code included as part of the Calendar course number e.g. PATH 541	
	Scheduled Hours	Total number of course hours (all instructors)	
	Class Size	Number of students enrolled in course	
	<u>Hours Taught</u>		
	Lectures	Number of hours of lecture teaching by Faculty member (July 1 – June 30)	
	Tutorials	Number of hours of tutorial teaching by Faculty member (July 1 – June 30)	
	Labs	Number of hours of lab teaching by Faculty member (July 1 – June 30)	
	Other	Number of hours of other teaching by Faculty member (July 1 – June 30)	
(c)	<u>Students Supervised</u>	General note: include details where there is an individual supervisory relationship with a student Include details of graduate students who are no longer 'active' Faculty members may group students under the following <u>sub-headings</u> : <u>Undergraduate Students Supervised</u> (includes BSc, Co-op, Directed Studies, MD, Summer Student) <u>Graduate Students Supervised</u> (includes MSc, PhD, Postdoctoral Study) <u>Graduate Students Supervisory Committee</u> (these only) <u>Postgraduate Students Supervised</u> (includes Fellowship, Residency) <u>Students Supervised - Other</u> (includes all others)	CV grouped into 5 tables by Type
	Student Name		
	Program Type	Include type of program e.g. BSc, Co-op, Directed Studies, MD, Summer Student MSc, PhD, Postdoctoral Study Graduate Students Supervisory Committee Fellowship, Residency Other	
	Program Detail	e.g. Title of thesis or subject area	
	Year Start		
	Year Finish		
	Principal Supervisor		
	Co-Supervisor(s)		
	Current Position/Awards	UBC CV format guidelines recommend including current positions and awards attained by former graduate students	
(d)	Continuing Education Activities	Include CME courses taught	Presenting Rounds; Instructor (eg: ALARM, Fetal Health Surveillance)
(e)	Visiting Lecturer (indicate university/organization and dates)	Include details of: Invited Lectures given at a University or other institution Named lectures e.g. The Billy Brown Memorial Lecture Include: Date Role Organization/institution/event at which invited presentation took place Title of presentation Location e.g. Toronto, Ont.	Teaching presentations, not Research presentations
(f)	Other	Include details of students on whose committees the faculty member sits, or for whom the faculty member is an examiner Faculty members may optionally group items under <u>sub-headings</u> of their own choice	eg: Graduate Student Supervisory Committee, OSCE Examiner

9.	<b>SCHOLARLY AND PROFESSIONAL ACTIVITIES</b>		
(a)	Areas of special interest and accomplishments	Area(s) of special interest or accomplishment related to scholarly activity/research, which faculty member views as one of his/her specialties e.g. Spinal cord research If interests are also related to teaching and education they can be included in Section 8(a) Teaching – Areas of special interest and accomplishments. Faculty members may optionally group items under <u>sub-headings</u> of their own choice	Statement of your contributions to scholarship and the criteria you deem appropriate in assessing your contributions
(b) + (c)	<u>Research or equivalent grants/contracts (indicate under COMP whether grants were obtained competitively ( C ) or non-competitively (NC))</u>	General note: all grants and contracts, past and present, should be listed. Salary support awards may be included in this section In cases of multiple recipients of grants, the exact contribution of the Faculty member should be indicated Faculty members may optionally group items under the following sub-headings: Grant Contract Salary Support Award	
	Granting Agency	Name of agency/organization providing funding e.g. Canadian Kidney Foundation	
	Subject	e.g. MRC Scholar BCHRF Operating Grant	
	COMP	'C' – competitively awarded funding (i.e. funding resulting from peer-review, e.g. grants from Granting Councils, Foundations etc.) 'NC' – non-competitively awarded funding, e.g. industry or government contracts	
	\$Per Year	Annual amount of funding being provided, e.g. 20,000	
	Year	Period of time to which funding applies	
	Principal Investigator	Last name and first name of faculty member identified in the grant/contract/salary support award as Principal Investigator In cases where there is more than one equal co-investigator, list all as Principal Investigator	
	Co-Investigator(s)	Last name and first name of faculty member(s) named in the Grant/Contract as Other Investigator Not applicable to Salary Support Award	
(d)	Invited Presentations	List only those presentations at conferences or meetings (i.e. one-time events), given by specific invitation Include: Date Role e.g. Invited Speaker, Invited Panelist Organization/institution/event at which invited presentation took place, e.g. Canadian Congress of Emergency Medicine Title of presentation e.g. "Emergency Medicine" Location e.g. Toronto, Ont.  <i>Do not include the following in this section:</i> Invited lectures given at a University or other institution (See Section 8e-Visiting Lecturer) Named lectures e.g. The Billy Brown Memorial Lecture (See Section 8e-Visiting Lecturer) Lectures given as Keynote Speaker at a conference (See Section 9g-Conference Participation) Teaching (See Section 8-Teaching) Presentation of an abstract either as a poster or at the podium (See Publications Record Section 2 – Non-Refereed Publications (c) Other) <i>Do not duplicate any information in Section 8 - Teaching</i>	Presenting at DA Boyes Society, Fred Bryans Faculty Forum. UBC Convocation speaker. Original research presentations (not abstracts).

(e)	Other Presentations	List presentations which do not meet the criteria listed for Section 9d - Invited Presentations Include: Date Role Organization/institution/event at which presentation took place Title of presentation Location	
(f)	Other	List scholarly activities that are not Invited Presentations (See Section 9(d)), Other Presentations (See Section 9(e)) or Conferences attended in an organizing role or as Keynote Speaker (See Section 9(g)) Include: Details Date Faculty members may optionally group items under <i>sub-headings</i> of their own choice	
(g)	Conference Participation (Organizer, Keynote Speaker, etc.)	Include any conference attended in an organizing role e.g. Chair, Moderator, or as Keynote Speaker Include: Date Role Organization/institution/event Location <i>Do not include Invited Presentations (See Section 9d)</i>	NOT Conference Attendance
10.1	<b><u>SERVICE TO THE UNIVERSITY</u></b>		
(a)	Memberships on committees, including offices held and dates	List memberships on UBC committees Include: Role Title of committee Dates e.g. Chair, Departmental Tenure Committee 1997-present Member, University Library Committee 1999-present Faculty members may optionally group items under <i>sub-headings</i> of their own choice	
(b)	Other service, including dates	Include University administrative roles other than committee membership, and not covered within the faculty member's employment description e.g. Faculty Association Representative 1999-2000 Program Director, Residency Training Program, 1999-2001 Faculty members may optionally group items under <i>sub-headings</i> of their own choice	
10.2	<b><u>SERVICE TO THE HOSPITAL</u></b>		
(a)	Memberships on committees, including offices held and dates	List memberships on UBC-affiliated Hospital committees Include: Role Title of committee Dates e.g. Member, VGH Medical Advisory Committee 2000-2001 Member, University Hospital Research Committee 1996-1997 Faculty members may optionally group items under <i>sub-headings</i> of their own choice	
(b)	Other service, including dates	Include Hospital administrative roles other than committee memberships e.g. Ward Manager, BCCH, 1999-2001 Faculty members may optionally group items under <i>sub-headings</i> of their own choice	

11.	<b><u>SERVICE TO THE COMMUNITY</u></b>	General note: in each section (a) to (l) include: Role Level Title of society/ committee/ agency/ university/ organization (as appropriate) Dates	
(a)	Memberships on scholarly societies, including offices held and dates	Community service as member of non-UBC scholarly societies	
(b)	Memberships on other societies, including offices held and dates	Community service as member of non-UBC, non-scholarly societies	
(c)	Memberships on scholarly committees, including offices held and dates	Community service as member of non-UBC scholarly committees	
(d)	Memberships on other committees, including offices held and dates	Community service as member of non-UBC, non-scholarly committees	
(e)	Editorships (list journals and dates)	Community service as editor, in whole or in part, of journals, including service on editorial boards	
(f)	Reviewer (journal, agency, etc including dates)	Community service as reviewer of journals, agencies, articles, books, grants, theses, research councils, awards, societies etc.	
(g)	External examiner (indicate universities and dates)	Community service as examiner or panel member e.g. Examiner, Canadian Society of Laboratory Technologists 1996-2000	
(h)	Consultant (indicate organization and dates)	Community service as consultant to any organization, association, society etc. outside the University/Hospital <i>Do not include appointments as a clinical Consultant (See Section 6-Employment Record)</i>	
(i)	Other service to the community	This may include any radio, TV, or other media interviews, panel discussions, public discussions or volunteer work	
12.	<b><u>AWARDS AND DISTINCTIONS</u></b>	General note: in each section (a) to (d) include: Official title of award Organization conferring award e.g. ACMC, UBC Date on which award was received	
(a)	Awards for Teaching (indicate name of award, awarding organizations, date)	e.g. UBC Department of Surgery Award for Teaching, 1999	
(b)	Awards for Scholarship (indicate name of award, awarding organizations, date)	e.g. E. W. Hamber Scholarship Award, 2001	
(c)	Awards for Service (indicate name of award, awarding organizations, date)	e.g. UBC President's Service Award, 2000	
(d)	Other Awards	e.g. Merck Travel Award, 1997	
13.	<b><u>OTHER RELEVANT INFORMATION</u></b> (Maximum One Page)	Include information in this section only if it does not belong in any other section of the CV	

**THE UNIVERSITY OF BRITISH COLUMBIA**  
**Publications Record**  
**Tips and Hints for Data Entry (July 2018)**

Headings on Publications Record	Description of information to be entered	Tips and Hints
	<p>General note: Include:            All authors in the order listed in the publication            Title of article            Title of journal/ book            Volume number            Inclusive pagination            Date            'In Press', if applicable.</p> <p>Those publications which the faculty member considers to be of primary importance should be marked with an asterix.</p> <p>Works 'In Press' should be identified as such. Work submitted or in progress should be recorded in Section 8. Works Submitted and Section 9. Work in Progress respectively and should not be duplicated elsewhere in the CV.            Publications should be listed and numbered sequentially in chronological order starting with the earliest.</p>	
Last Update		
Initials		
SURNAME		
FIRST NAME		
MIDDLE NAME(S)		
<b>1. REFEREED PUBLICATIONS</b>		
(a) Journals	Include journal articles which have been subjected to peer-review.	
(b) Conference Proceedings	Conference proceedings should only be entered in this sub-section if they have been subjected to anonymous, external peer-review. This may include those podium presentations that are recorded in the conference proceedings of national and international societies.	
(c) Other	Include publications that have been subjected to peer-review, other than Journals and Conference Proceedings, e.g. special editions, society publications, www databases. Abstracts should normally be included in Section 2.	Correspondence, letters or rebuttals published in journals (refereed contributions)
<b>2. NON-REFEREED PUBLICATIONS</b>		
(a) Journals	Non-refereed journal articles include commentaries, editorials and other articles which may appear in leading journals. These are not subjected to normal peer-review. Other types of edited but non-peer reviewed articles (e.g. in regularly appearing serials such as "Methods in Enzymology") should also be recorded in this sub-section.	
(b) Conference Proceedings	<p>Conference proceedings, including published abstracts (see Note below), represent the outcome of a presentation at a meeting and may be published in a book or in a special issue of a journal. Although such contributions may be edited they are not usually subjected to anonymous, external peer-review, and therefore should be listed in this sub-section.</p> <p>Note: Accepted abstracts may be published in supplements to regular peer-reviewed journals, which are sometimes entitled 'proceedings'. However, this does not qualify them as peer-reviewed journal articles or as peer-reviewed proceedings.</p>	Published Abstracts

(c)	Other	<p>Include publications that have not been subjected to peer-review, other than Journals and Conference Proceedings, e.g. special editions, society publications, www databases.</p> <p>Include abstracts that have been presented either as a poster or platform presentation given at a scientific meeting, and not yet published.</p> <p>Note: Although abstracts presented as a poster or platform presentation may be reviewed for suitability they are not usually peer-reviewed.</p>	Poster/Platform Presentations
3.	<b>BOOKS</b>	All publications in books, ranging from monographs to chapters, should be listed in this section.	
(a)	Authored		
(b)	Edited		
(c)	Chapters		
4.	<b>PATENTS</b>	Include all patents and licences attributed to the faculty member	
5.	<b>SPECIAL COPYRIGHTS</b>	Include all special copyrights attributed to the faculty member	
6.	<b>ARTISTIC WORKS, PERFORMANCES, DESIGNS</b>	Include audio-visual work, pamphlets, computer programs or similar works and designs	
7.	<b>OTHER WORKS</b>		
8.	<b>WORK SUBMITTED</b>	Include the publisher's name and the date of submission	
9.	<b>WORK IN PROGRESS</b>	Include the degree of completion	