

THE UNIVERSITY OF BRITISH COLUMBIA
Department of Occupational Science and Occupational Therapy

Guidelines
Curriculum Vitae for Clinical Faculty Members

This is not a form as such but a set of headings, available in computer format, intended to provide a consistent pattern of presentation for an individual's c.v. Not all headings will be applicable to all persons; however, it is important to maintain the ordering and numbering for ease of reference by, for example, promotions committees. Personal information, e.g. birth-date, marital status should not be included for University purposes but could be added if required for other uses. The following guidelines apply to the various numerical categories:

Remember to date and initial this document. Use reverse chronological order (latest date first) in any listings requiring date order. (Use the boxes to track completion of the C.V.)

- 1. Date: Date application completed
- 2. Surname, First Name, Middle Name(s)
- 3. Post-Secondary Education: list in reverse chronological order
Special Professional Qualifications: such as professional registration to practice, OT(C), OTR, Certified Hand Therapist, etc.
- 4. Employment Record: (include academic and relevant professional employment - list in reverse chronological order)
- 5. Teaching
 - (a) Areas of special interest and accomplishments - a description of courses developed, teaching materials developed (written, electronic, etc.), innovative techniques used, student evaluation methods..... Use this section to toot your own horn!
 - (b) Courses contributed to in the Department of Occupational Science & Occupational Therapy (OS&OT). Include teaching assistance, instruction, guest lectures, etc. Mention class size if you taught a big class, small break out group or led a small group tutorial.
 - (c) Continuing education activities taught in Department of OS&OT or elsewhere: Include in-services, workshops, seminars and other professional teaching contributions
 - Co-ordination of student placements
 - Full supervision over a number of weeks
 - Part time/shared supervision over a number of weeks
 - Shadowing experience
 - Other (such as developed new co-op placement, supervised 12 weeks co-op placement)

For clinic visits, please indicate the number of clinic visits provided and the year. If known, indicate the approximate number of students in parentheses () who attended in total.

6. Scholarly and Professional Activities

Include only last ten years for grants and contracts unless there is a reason for a more extensive listing.

- (a) Areas of special interest and accomplishments: A brief overview, try to make clear the projects you have completed or have underway and how they are supported.
- (b) Conference involvement: Indicate conferences and role(s) played, including organizer, keynote speaker, presenter, etc.
- (c) Research (if applicable) or equivalent GRANTS (indicate under COMP whether grants were obtained competitively (C) or non-competitively (NC), most are competitive but some such as the Vancouver Foundation and Woodward Foundation are not.
- (d) Publications (if applicable): Please see “Publications Record” at end, to see if any apply.

7. Service to the Dept. of OS&OT:

- (a) Memberships on committees, including offices held and dates.
- (b) Other services, including dates (such as student admission interviews, speaking in student recruitment fairs).

8. Service to the Community

- (a) Memberships on professional organizations or societies (such as CAOT, BCSOT), including offices held and dates, if appropriate (e.g. member of editorial board, OTLine, BCSOT).
- (b) Memberships on other committees including: offices held and dates, and other service to the community.

9. Awards and Distinctions

- For example, awards for teaching, for service or other.

10. Other Relevant Information – any information that is important for the appointment committee to know about. Please keep this succinct.

Publications Record

Citations should be in APA style, should include all authors in the order listed in the publications, (your name should be in **bold**) and inclusive pagination. Those publications which you consider to be of primary importance **are to be marked with an asterisk.**

Include name, date and initial this page as well. Use reverse chronological order when listing publications (most recent one first).

- 1. Refereed Publications
 - (a) Journals
 - (b) Conference Proceedings
 - (c) Other

- 2. Non-Refereed Publications
 - (a) Journals
 - (b) Conference Proceedings
 - (c) Other

- 3. Books
 - (a) Authored
 - (b) Edited
 - (c) Chapters

- 4. Patents

- 5. Special Copyrights

- 6. Artistic Works, Performances, Designs

- 7. Other Works

- 8. Work submitted (including publisher and date of submission)

- 9. Work in Progress (including degree of completion)