INSTRUCTIONS FOR COMPILING CURRICULUM VITAE

Use headings and sub-headings in order indicated but omit those which are not relevant for your file.

Contact Information
This includes administrative titles, rank levels, and email information.

Education
List all post-secondary institutions with highest degree level listed first. Include discipline, university and year of degree or years of attendance if no degree was received.

Academic Employment
List in chronological order beginning with the most recent, providing date, rank or position and institution.

Professional Honours
List in chronological order honours such as Rhodes Scholarships, Guggenheim and Killam Fellowships, Marston LaFrance Fellowships, Research Achievement Awards, Teaching Awards, publication prizes, Visiting Appointments, senior leadership positions in learned societies, FRSC, etc.

Publications
List by category in chronological order providing title of publications, place and publisher (in case of books only), date and pagination. Book reviews should include author and title of books, as well as date and pagination of journal.
Works 'in press' can be listed including total pages.
Works in preparation or simply submitted for possible publication should be omitted.
Do not include unpublished dissertations.

Editorial Responsibilities
List in chronological order providing publication or editorial body, editorial position and dates.

Papers Presented
List in chronological order providing title of paper, body before which it was given, and date.
Do not include discussant remarks, sessions chaired, round-table participation, or papers delivered at Carleton University.

Other Important Forms of Scholarly Productivity
List under appropriate generic title (e.g. Exhibits Arranged, Plays Produced, Tests Devised, Recitals, Poetry Readings, Workshops Presented, Poster Sessions, etc.) in chronological order providing title of presentation, organization and date.

Funding
List in chronological order and include, in the appropriate category, items noted under "Professional Honours" if research funds were received. For grants received from external agencies or through OVPRI, provide the name of the granting body, title of project, date and sum received.
Grants received from the Dean of Arts and Social Sciences should be omitted.

Consultancies and Contract Research
Provide body, project, dates and any publications which resulted from this activity not listed under 'Publications' (above). Fees received should not be listed.

Service to the Profession
Give name of the academic body or society, the position held and dates of service for offices held in local, national or international academic bodies. Remember to provide the name of body or institution, position held (if any), and dates in the case of selection committees or performance adjudication boards. Include manuscript appraisals, research proposal assessments, assessments of university programs, and assessments of candidates for promotion. Omit any names, manuscript titles or project titles evaluated through peer review that might breach confidentiality.

Academic Responsibilities
Include course numbers and titles with semester dates (e.g. Winter 2019). List supervisions in chronological order, indicating student's name, thesis title, and date of completion. Designate Master's supervisions as either theses or research essays. Do not list second readerships, theses simply examined, theses "in progress," or theses never completed.

Administrative Responsibilities
List in chronological order by level indicating committee, position (if any) and dates. Do not provide a year-by-year list of all committee responsibilities.