

Your Name
Credential Initials

Current Position/Title
Section
Department
Faculty
University of Manitoba

Example: Associate Professor
Section of Early Learning
Department of Curriculum, Teaching, and Learning
Faculty of Education
University of Manitoba

Additional Positions/Title
Additional Departments
Additional Faculties

Example: Associate Department Head
Department of Curriculum, Teaching, and Learning
Faculty of Education
University of Manitoba

University of Manitoba
Office Number and Building Example: 299 Education Building
Mail Address Example: Department of Curriculum, Teaching and Learning
Street Address Example: 71 Curry Place
Winnipeg, Manitoba, Canada R3T 2N2
Office Telephone: (204) 111-1111
FAX: (204) 111-1111
Email: xxxxxx@umanitoba.ca

Profile

Describes who you are, including your professional preparation

Post-Secondary Education

Year awarded Degree Awarded, Specialty/Major, Institution, Country, Thesis Title

Example: 1973 Bachelor of Arts, Psychology, University of Manitoba, Canada, "Statistic Abnormalities in measuring learning ability prior to 48 months of age", Supervised by Dr. Moe Biliou.

Post Graduate Training

Year Started – Year Completed Type of Training, Specialty Area, Institution/Hospital, Department/Faculty, Supervisor, City

Example: 1977 - 1999 Residency, Endodontics, University of Manitoba, Health Sciences Centre,

University of Manitoba Generic CV Layout v.19

Faculty of Medicine, Department of Anatomy. Winnipeg, Canada Supervisor:
A.F. Shaw.

Credentials

Licenses, qualifications, professional designations or credentials such as F.R.C.P.C. or P.Eng., that you currently hold or have held.

Free-Text Sub-Heading (Optional)

Years of certification Certification, Certifying organization

Examples:

Certifications

2004 Fellow of the Royal College of Physicians (Internal Medicine), Canada, Additional Info Here

2001 Professional Engineer, A.P.E.G.M., Manitoba

License

2002 Licentate of the Medical Council of Canada (Cardiac Surgery), Medical Council of Canada, Canada

Awards and Honours

Awards and honours received in recognition of your achievements. Include both academic and professional. Awards of grant money for research is recorded under Grants and Contracts in the Research section

Free-Text Sub-Heading (Optional)

Year awarded Name of award, Sponsoring organization

Examples:

2003 Inducted as a Wilfred L. White Fellows, International Council of Small Business at their 48th World Conference, Dublin, Northern Ireland

2003 Golden Dragon Citizen of the Year Award, Winnipeg Chinese Cultural & Community Centre, This is additional Info

Appointments - University of Manitoba

The history of your association with this university. Please list all appointments, academic and administrative, that you have held here.

Start year - End year Position title, Department, Faculty

Other Academic and Professional Experience

A resume of your working history outside of the University of Manitoba. Include academic and non-academic positions you have held. The position you held, the organization you worked for and the effective dates for each position are required. Consulting activities are entered in the Consulting Section.

Free-Text Sub Heading (Optional)

Start year - End year Position title, Employer, Location

Memberships

Memberships in Scholarly/Professional, Academies and Civic/Public Service Organizations including major offices held.

Free-Text Sub Heading (Optional)

Start year – End year Organization Name

Example:

1998 - Present American Sociological Association

Teaching

Includes teaching activities, formal or informal, in classrooms or with individuals

Courses - University of Manitoba

Graduate

Graduate – Independent Reading

Undergraduate

Clinical Teaching

Post-Bacalaureate

Post Graduate

Continuing Education

College

Diploma

Other

Role (Instructor / Course Director, etc.)

Course number, Course name

Example:

Post-Baccalaureate

Instructor

EDUC 4567 Educational Early Years Challenges

Courses - other Post-Secondary Institutions

Instruction in courses of all types, at other institutions

Name of Institution

Graduate / Undergraduate / Clinical Teaching / Post-Bacalaureate / Continuing Education / College / Technology Institute

Year, Course name

Graduate Student Supervision - University of Manitoba

Graduate students you have supervised at the University of Manitoba.

Doctoral

Year(s), Student name, Degree initials, Department, *Thesis title*

Master's

Year(s), Student name, Degree initials, Department, *Thesis title*

Example:

1980 Johnson, Wendy, M.Sc., Botany, *Design of Grain Auger Double Screw for Small Kernelled Grains*

Service on Thesis Committees - University of Manitoba

Graduate student committees you have served on at the University of Manitoba as an internal or external advisor.

Doctoral

Start year - End year, Student name, Degree, Department, *Thesis title*, Role

Master's

Start year - End year, Student name, Degree, Department, *Thesis title*, Role

Example:

2002 Drew, Gerrie, M.Sc., Civil Engineering, *Aligning vertical Bars in a Frozen Medium*
(External Examiner)

Graduate Student Supervision - other Post-Secondary Institutions

Graduate students who you have supervised at other institutions.

Name of institution

Doctoral

Start year - End year, Student name, Degree initials, Department, *Thesis title*

Master's

Start year - End year, Student name, Degree initials, Department, *Thesis title*

Service on Thesis Committees - other Post-Secondary Institutions

Name of institution

Doctoral

Start year - End year, Student name, Degree initials, Department, *Thesis title*, Role

Master's

Start year - End year, Student name, Degree initials, Department, *Thesis title*, Role

Supervision of other Research and Academic Personnel

Supervision of Research Affiliates, Post-Doc Fellows, Visiting Researchers, etc.

Name of Institution

Type of Supervision

Start year - End year Name, Project title

Examples:

Queen's University

Visiting Fellow

2000 - 2007 Marianne Davis, Phys-Ed, Recreation Studies, *Analysis of the Rattlesnake Tail*

St. John's College

Research Associate

2002 - 2005 Joe Smallwood, Commercial Fishing, Atlantic Development

University of Calgary

Visiting Professor

2001 - 2002 Daycock Marty, Mechanical Engineering, Engineering, *Design of a petcock for deep stream inhibited well casing.*

Undergraduate Student Supervision

Undergraduate supervision. Typically, this includes supervision of 4th year thesis/research projects.

Name of institution

Start year - End year Student name, Project or course title, Nature of supervision

Examples:

University of Regina

2004 Wanda Friesen, B.Sc., *Summer Research Assistance*

University of Manitoba Generic CV Layout v.19

1986 - 1990 David O'Conner, B.Sc., Civil Engineering, *Research Project: "Working designs for a lift bridge"*

Curriculum Development/Pedagogical Innovation

Teaching innovations, including the development of new course syllabi. Focus on activities supporting the improvement of existing courses/programs and the design and delivery of new courses/programs, degree and non-degree.

Free-Text Sub Heading (Optional)

Start year - End year Description

Example:

Course re-design

2002 - Present Revamped course number 123.456 Design of the New Layer formulation for Gear and Cog including courses notes.

Research, Scholarly Work and Creative Activities

Documents and describes your contribution to the creation of new knowledge or to art & culture.

Keywords

Up to 10 keywords/phrases that describe your research, scholarly interests and/or expertise.

Examples:

Health of Infirm Patient
Hog Barn Construction
Agricultural Finance

Most Significant Contributions

Most Significant Career Research Contributions.

Start year - End year Description

Example:

2005 - Present Together with colleagues at the Mayo clinic and Munich, Germany, discovered the gene for sarcotubular myopathy to be the same as that for LGMDatH.

Interests and Expertise

A brief description of research interests and expertise.

Free-Text Sub Heading (Optional)

Start year - End year *Title* A brief description of your Research, Scholarship, and/or Creative Work in progress.

Example:

2007 - Present *Analysis of the diabolical nature of first grade learning challenged male students*

Research Projects

Free-Text Sub Heading (Optional)

Start year - End year *Title.* A brief description of your Research

Example:

- 2004 - 2003 ***Landscape Modeling and Conservation of Woodland Caribou (Postdoctoral Fellowship)***. *In partnership with:* Parks Canada, Manitoba Conservation, University of Manitoba • Evaluating effects of habitat type and spatial distribution on boreal woodland caribou • Assessing effects of forestry activities on woodland caribou land use patterns • Developing innovative approaches to the analysis of ecological radiotelemetry data through the use of generalized estimating equations and by modeling covariance structures

Grants and Contracts

Conference Grants

Research Grants

Personnel Awards and Salary Support

Service Contracts

Travel Awards

Awards to Trainees

Prizes and Awards

etc. etc.

Award holders, Title of research project, Funding agency, Program name, Sum awarded
(Your role)

Examples:

Research Grants

- 2003 - 2007 Faculty JA, Pigstall R, Brother J, Backman DE. Exploration of Hog Barn Infrared Heating, NSERC, \$18,230.00 (Other).
- 2003 Faculty JA. Experiment Design Protocols for the Examination of the Flu, NSERC, \$7,456.12 over 1 years (Principal Investigator).

Publications, Presentations and Other Works

Published articles, books, papers, creative works, compositions, exhibitions, performances etc.

Publications

Books and Monographs Authored

Faculty, J.A., & Donaldson, K.J. (2003). *Surrealism and the Sacred: Power, Eros, and the Occult in Modern Art. Studies of Modern Art*. Westview Press / Harper Icons Editions, a member of the Perseus Books Group.

Books and Monographs Edited

Faculty, J.A., Chakraborty, R., & Bishop, D.A. (1905). *Diseases of Complex Etiology in Small Populations: Ethnic Differences and Research Approaches* (2nd ed.), Dannyluck, J.F. (Eds.) In Brown, Joe A. (Series Eds.), *Progress in Clinical and Biological Research Series*, Vol. 5, 6 vols. New York: Alan R. Liss.

Translations

* Ingress, S.K., & Port, S.P. (trans.) (1997). *Aging and the response to task difficulty* (3rd ed.) [De la Original Title]. Faculty, J.A., & Wunderfeld, D.K. (Trans.), Vol. 4, 7 vols. In *La Response du le task* (Dennis Whiteland Ed.). Winnipeg: Random House.

Articles in Journals (refereed)

Original articles published in journals with editorial review.

Smith, E., & Faculty, J.A. (2006). *Mater into Metaphor: Transformations in Asian and Western Metals. Metalsmith*(Winter), 123-456.

Articles in Scholarly Publications

Used in some disciplines..

Articles in Professional Publications

Articles in professional or cultural journals

Book Chapters/Collective Work

Chapters or contributions to books, or collective work derived from conferences or symposiums. Includes contributions to Edited Books.

Articles in Journals (non-refereed)

Articles in professional or cultural journals without a peer review system.

Anthologies and Compilations

Bibliographies, Concordances, Research Tools

Published Abstracts

Short publications related to presentations at research meetings.

Includes Notes Published.

Conference Papers and Proceedings (refereed)

Papers presented at conferences that are published in proceedings.

Proceedings (non-refereed)

Encyclopedia Entries

Reviews

Critical reviews of others' published works.

Briefs Written

Reports

Research Reports, Reports for Government, Policy Papers, Consulting Reports, Technical Reports

Comments

Editorials

GenBank Submissions

Patents

Cultivars and Varieties

Curricula

Case Studies

Manuals

Newspaper Articles

Articles in Popular Publications

Weekly or monthly periodical - professionally produced, sometimes specialized, but more accessible to general readers than are journals.

Manuscripts

Includes Typescripts

Electronic Documents

Dissertations and Theses

Other Publications

Computer Programs

Programs, Software

Brochures and Illustrations

Includes Pamphlets

Artistic Performances and Exhibitions

Artistic Works

Works including individual or collective literary or artistic works (Eg. short stories, poetry, visual arts work, booklet, record, sound creation, book of artists, collection, catalogue of exhibition, etc.)

Performances

Exhibitions, Juried, Solo, or Group

Curatorial Work

Musical Compositions

Faculty, J.A. (1992). *Two Night Pieces*. Commissioned by Hilliard Ensemble (Canada Council).

Music Recordings

Musical Editions

*Includes Musical Transcriptions, Arrangements and Edited
Collected Works*

Collaborations and Interdisciplinary Activities

eg. Musical Collaborations

Faculty, J.A. (2005). *Prince Kaspar*. Opera with libretto by Per Brask. Developed in collaboration with GroundSwell, Manitoba Opera and the University of Manitoba.

Films and Videos

Audio-Visual Materials

Slides, Film-Strips, Electronic Presentations, Audio Recordings

Conference Presentations (refereed)

Presentations at scientific and professional meetings. Includes papers, oral presentations, posters, etc.

Faculty, J.A. (1960, July 2-4). *The Evolution of Thought: A Graphic presentation*. 2nd Annual conference of Processes Thinking, Paris, France. (Poster Presentation).

Conference Presentations (non-refereed)

Design Works and Competition Entries

Architecture Commissions, Furniture and Industrial Design, Design Competitions. These are projects that are published nationally and are examples of high standards of design or innovation.

Faculty, J.E., Wiese, K., & Chon, J.-S. (2007) *El Shaddai*. Port Au Prince, Haiti. Feeding Centre, Clinic, Education Facility and Chapel, Globale Design Project.

Presentations

Invited Presentations

Includes conferences, presentations, demonstrations, and workshops.

Contributed Presentations

Invited Lectures – University Seminars

Lectures that are not normally taught by yourself, or seminars.

Faculty, J.A., & Poole, D. (2004, January 3). *Is There a Method to this Madness? Studying Health Care Reform as if Women Mattered*.

Opening Dialogue: Health Care Reform and Women, Winnipeg.

Abstracts Presented

Symposia Contributions

Symposia & Panel Discussions

* Faculty, J.A., Lichstein, K.L., & Biere, J. (2003, February).

Relaxation therapy for poly-pharmacy use in elderly insomniacs and noninsomniacs. Reducing medication in geriatric populations,

Symposium conducted at the meeting of the First International Congress of Behavioral Medicine, Toronto.

Presentations (non-refereed)

Other Scholarly Activities

Organization of conference sessions, organization of conferences, participation in roundtables, think tanks, workshops, etc.

Free Text Sub-Heading (Optional)

Start year – End year Description

Example:

Conference Organization

Organized the technical sessions for the 21st Annual General Meeting of Sociologists, 2006
Session Organizer for Open Wide: A Social Perspective '04, 2004

Consulting

Professional contract work conducted with remuneration.

Free Text Sub-Heading (*Optional*)

Year(s) Description

Example:

1992 - 1999 Manitoba Hydro Human Resources Development Project

Service

Includes university, professional, and community service activity

Service - University of Manitoba

Participation in University, faculty, departmental and staff committees; counseling students.

Department

Free text Sub-Heading – Usually Department Name

Start year – End year Role, Nature of service, Committee

Examples:

Department of Humanities

2001 - Present Promotion committees

2006 - Present Chair, Curriculum Committee

Department of Women's Studies

2000 Acting Head, Promotion Committee, Women's Studies Program

Faculty

Free text Sub-Heading – Usually Faculty Name

Start year – End year Role, Nature of service, Committee

Example:

Faculty of Arts

2004 - Present Member, Tenure Guidelines Review Committee

University

Free text Sub-Heading

Start year – End year Role, Nature of service, Committee

Example:

St. Andrew's College

1999 - Present Member, Corporation Board Member

1995 - Present Member, Board of Governors

Service - other Institutions

Participation in University, faculty, departmental and staff committees; counseling students.

Name of Institution

Department Name

Start year – End year Role, Nature of service, Committee

Faculty Name

Start year – End year Role, Nature of service, Committee

University

Start year – End year Role, Nature of service, Committee

Professional Service

Service in Professional and Scholarly Organizations such as: holding executive office, referee to reviewing/editing functions for journals, granting agencies.

Reviewing Activities

Journals

Start year – End year Role, Nature of service, Organization

Example:

Journals

Journal of American Historical Discussion

External Reviewer, Journal of Educational Psychology

1999 - Present Alberta Journal of Educational Research

Personnel files and Awards

Start year – End year Role, Nature of service, Organization

Example:

2003 - 2004

Manitoba Health Research Council Social/Behavioural Science Review Panel,
The Red Cross

Grants

Start year – End year Role, Nature of service, Organization

Example:

NSERC Industry Partner Program Grant Review Panel

Books and Manuscripts

Start year – End year Role, Nature of service, Organization

Program Reviews

Start year – End year Role, Nature of service, Organization

Advisory Activities

Service on Boards

Start year – End year Role, Nature of service, Organization

Example:

2002 - Present Destination Winnipeg Board of Directors

Advisor to Government or industry

Start year – End year Role, Nature of service, Organization

Example:

2002 - 2003

Member, National Advisory Committee for Evaluation of the NSERC Industry Partnership Program

Professional Activities

Service to Professional and Scholarly Associations

Start year – End year Role, Nature of service, Organization

Example:

2000 - Present Secretary-Treasurer, Canadian Foundation for Humanities Research

Editorial Activities

Editing journals

Start year – End year Role, Nature of service, Organization

Service on Editorial Boards

Start year – End year Role, Nature of service, Organization

Example:

1998 - 1999 Editor, Proceedings for the 13th Annual Humanities Research Conference,
SSHRC

Examining Activities

Start year – End year Role, Nature of service, Organization

Committee Service

Local, Regional/Provincial, National, International

Start year – End year Role, Nature of service, Organization

Professional Development – Training Delivered

Start year – End year Role, Nature of service, Organization

Example:

2004 Workshop Leader, SAG - Science Curriculum

Other

Start year – End year Role, Nature of service, Organization

Community Service

Service to the larger community.

Regional/Provincial

Start year - End year, Nature of service, Organization

National

Start year - End year, Nature of service, Organization

International

Start year - End year, Nature of service, Organization

Interviews

Interviews given to the media.

Year Title or Topic, Media Organization, Interviewer

Example:

2007 Student Under-Funding and Tuition Fee Increases, CJOB, Tom Adler (February 19)

Personal and Professional Development

Continuing Professional Development

Learning activities engaged in as a result of identifying a particular personal learning goal.

Free Text Sub-Heading (Optional)

Year Course title, Organization, Venue

Examples:

Enhancement of Research Skills

2004 Statistics with Excel, UTS

Enhancement of Teaching Skills

2007 UTS Improvement Workshop - Quality Evaluation, University Teaching Services,
University of Manitoba

2002 Pagemaker Plus, Pagemake User Group, UTS, Speaker: Bert Ward

Conferences and Meetings Attended

Year Conference/Meeting

Example:

2003 3rd Annual Gathering and Meeting of the Soil Investigative Group, Sherbrooke, Quebec