# 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 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 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 chronological order)

1. 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.

1. 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.

1. 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).

1. 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.

1. Awards and Distinctions

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

1. 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 chronological order when listing publications (most recent one first).

* 1. Refereed Publications
  1. Journals
  2. Conference Proceedings
  3. Other
* 2. Non-Refereed Publications

1. Journals
2. Conference Proceedings
3. Other

* 3. Books

1. Authored
2. Edited
3. 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)

ClinFac CV Guidelines

JG: August, 2002/Rev.Apr.2008; May 2009; Sept 2013;