CAQC Narrative CV Template

*Maximum Length: 5 Pages*

**Instructions (Delete prior to submission):** For both Organizational and Program Evaluations, applicant institutions should provide CVs for internal personnel as required using the CAQC Narrative CV Template; Academic Officers may wish to add a section detailing relevant administrative experience.

# Personal Information

|  |  |
| --- | --- |
| Name |  |
| Current Position and Status |  |
| Past Positions |  |
| Terminal Degree |  |
| Completion date | YYYY-MM |
| Area(s) of expertise/knowledge |  |

# Credentials and Certifications/Designations

Include any additional (relevant) credentials, specializations, or professional designations. In-Progress credentials should be listed last with anticipated date of completion.

|  |  |  |  |
| --- | --- | --- | --- |
| **Credential or Designation** | **Area (Subject Area)** | **Granting Institution or Designating Body** | **Date of Completion** |
| e.g. Master of Business Administration | Human Resources | University of Ottawa | June 2007 |
| e.g. Chartered Professional in Human Resources | Human Resources | e.g. Name of Body and Link if Appropriate | e.g. Current (Date of Registration) |

# Teaching Statement & Experience

1. Describe your approach to teaching and learning – what are your goals in teaching and how do you accomplish them?
2. Describe relevant and recent (within the past 5 years) teaching experience including the level of courses taught, the number of students, research supervision, and mentorship. Describe your experience teaching in degree-level programming relevant to the Undergraduate or Graduate Degree Proposal.

|  |  |  |  |
| --- | --- | --- | --- |
| **Institution & Years** | **Junior Courses** | **Senior Courses** | **Student Supervision** |
| e.g.  University of X  2007-2010 | X many Junior courses in Discipline Y; Estimated XX total students in Junior courses. | Y many Senior Courses in Discipline Y; Estimated YY total students taught in Junior Courses | 10 students in Community Service Learning Applied Research Projects  6 students – 6 credit Independent Research Projects  4 Students – Work Integrated Learning  3 Master’s Students – External Examiner |
| University of Y | Y many Junior Courses | Z many Senior Courses | 2 Master’s Students – Supervisor  10 Students – Honours Thesis  6 Students – Thesis Committee |
|  |  |  |  |

# Research Statement

Describe your research program including a description of your research, the benefits/impacts to society/discipline/community/industry/students, and how this is integrated in your teaching. Include factors influencing career trajectory/path including career changes, delays, leaves of absence (medical, parental, etc.).

# Most Significant Contributions

List and describe up to 5 (five) contributions that you consider significant and how they relate to your research and teaching (note: these may not be the five most recent contributions; please include full citation information when applicable).

1. Item 1 & Description of Significance

***\*\*\*\*Remove Highlighted Guidance Text Prior to Submission to CAQC\*\*\*\****

***Note: please refer to the CAQC Organizations Handbook and the Tri-Council for definitions and examples of research/scholarly/creative contributions. The following are included as guidance/examples and should be removed from the final CV prior to submission to CAQC.***

***From CAQC Organizations Handbook***

*In evaluating research, Council focusses on the accomplishments or outcomes that result from these types of scholarly and creative activity. It does so in the belief that scholarly or creative activity that does not result in scholarly or creative accomplishments is too diverse and its outcomes are too unpredictable to serve as a major source of information on the scholarly enterprise of an institution or program. Moreover, the goal of scholarship is to contribute to one or more disciplines or to society. Scholarship must result in disseminated outcomes to achieve this goal.*

*Council recognizes and values the broad diversity of outcomes that scholarly and creative activities produce, including:*

1. *Publication;*
2. *Presentation at scholarly conferences or expert groups;*
3. *Works of art;*
4. *The productions of applied scholarship, such as technology or product development, including tools, handbooks, manuals, software, patents, technology transfer and commercialization; and*
5. *Standards, guidelines, and best practices.*

***From Tri-Council Narrative CV – may be helpful guidance:*** *This section can include but is not limited to: (listed alphabetically, delete text in Italics and replace with Most Significant Contributions)*

* *Communication and knowledge translation of research to specialist or non-specialist research users, including the public (e.g., magazine/newspaper articles, media interviews, blogs, social media, or public lectures).*
* *Community service that leverages expertise, such as membership on scientific or advisory committees, or journal editorships.*
* *Contributions to advancing equity, diversity, inclusion, and accessibility in the research ecosystem.*
* *Contributions to policies, guidelines, regulations, or standards.*
* *Contributions supporting traditional knowledge or Indigenous ways of knowing including cultural practices in the natural sciences and engineering/health/social sciences and humanities context.*
* *Creation, curation, sharing, or re-use of datasets.*
* *Creation, leadership, facilitation and/or strengthening of partnerships or collaborations in the research community or with other communities, including through research networks, large collaborative projects, or community-engaged research/citizen science.*
* *Creation of new companies or organizations furthering the production or use of research.*
* *Development of tools, including software, for use by other researchers or users in the public or private domain.*
* *Intellectual property, including patents, copyrights, trademarks, or trade secrets.*
* *Products, technology, processes, services, or advice useful to, co-created with or transferred to specific organizations (from the private, public, or not-for-profit sectors), communities, or society.*
* *Publications (including articles, communications, pre-prints, monographs, memoirs or special papers, review articles, conference/symposia/workshop proceedings, posters and abstracts, government publications, and reports documenting industrial contributions or contributions to engineering practice).*

# Other Contributions

List up to 5 (five) recent scholarship outputs (publications, presentations, patents, etc. with full citation information when applicable).

1. {Entry}
2. {Entry}
3. {Entry}
4. {Entry}
5. {Entry}

# Supervisory and Mentorship Activities

Describe your recent (past five years) and relevant experience in Supervisory, Co-Supervisory, and Mentorship Activities (related to teaching and to research, scholarly, and creative activities) including the number of students whom you have mentored or supervised in teaching and research activities (activities may include Community Service Learning, Independent Research Projects, Honours Theses, Capstone Projects, External Examiners, Preceptors, Research Assistants, Teaching Assistants, Marking Assistants, etc.).

List up to 5 recent and relevant examples.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Indicate the number of students, fellows, and/or other research personnel that you (co-) supervised: | | | | | |
|  | Currently | | Over the past six years (excluding the current year) | |  |
|  | Supervised | Co-supervised | Supervised | Co-supervised | Total |
| Undergraduate |  |  |  |  |  |
| Master’s |  |  |  |  |  |
| Doctoral |  |  |  |  |  |
| Postdoctoral |  |  |  |  |  |
| Others |  |  |  |  |  |
| Total |  |  |  |  |  |

# Other Relevant Information

Add additional information you believe to be relevant. This may include Professional Experience or Administrative Experience.