



University
of Windsor

Institutional Quality Assurance Process (IQAP)

Instructions for Faculty CVs for Cyclical Program Review

What is the purpose of including Faculty CVs?

The purpose of the CVs is to demonstrate to the Review Team:

- The quality of the academic support of the program in terms of the expertise and current relevance of instruction in the discipline.
- The sustainability of the program in offering a stable and consistent educational experience.
- The ability of the program to offer an engaging and rigorous student experience.

Who should be included?

Faculty CVs are required in the Cyclical Program Review process. CVs are required for all faculty members in the AAU as well as for any faculty from other AAUs/institutions who teach **core courses** or who contribute to the **core curriculum** of the program(s) under review.

The focus of the CV for the Review Team is the qualifications that indicate the expertise of the faculty in supporting and instructing in the program.

These faculty members whose CVs should be collected are the ones as you have listed in **Table 8 “Faculty members by field/program”** in the *“Faculty Complement”* section of the self-study.

For sessional instructors, only those teaching core programming need to be included. A separate template for non-eCV users is provided.

These CVs as categorized from Table 7 will also be used for the collated PDF document – Appendix A – Faculty CVs and sent to the external reviewers for their review.

Table 7: Faculty Members by Field/Program

Table 7 notes:

- Table 7 should reflect the current faculty complement in the AAU (i.e. as of the end of the reporting cycle)
- CVs will be required for all faculty members listed in Table 7, including for faculty members from other AAUs who are contributing to the core curriculum, e.g. teaching required courses in the programs under review, supervising or co-supervising student’s research, etc.
- The last three columns of the table (“Program/Field A”, etc.) should be adjusted to reflect the AAU’s specific program(s) and field(s) structure – see comment #3 after the table.

Faculty Name & Rank (alphabetical)	Home Unit ¹	Supervisory Privileges ²	programs and/or program fields Affiliation ³		
Category 1: Tenured Professors teaching exclusively in this AAU			<i>Program/Field A</i>	<i>Program/Field B</i>	<i>Field C</i>
<i>e.g. Adams, Lionel Assistant Professor</i>		<i>Full</i>	X		x
Category 2: Tenure-track Professors teaching exclusively in this AAU					
Category 3: Ancillary Academic Staff such as Learning Specialists Positions					
Category 4: Sessional lecturers (<i>list here any sessional lecturer positions that were introduced in the 2011 WUFA collective agreement</i>)					
Category 5: Limited-term Appointments teaching exclusively in this AAU					
Category 6: Tenure or tenure-track or LTA professors involved in teaching and/or supervision in other AAUs, in addition to being a member of the program under review					
Category 7: Sessional instructors and other non- tenure track faculty					
Category 8: Others					

¹ This is the budget unit paying the salary: AAU/ department, faculty, or other.

² for graduate programs only, indicate the level of supervisory privileges at the graduate level held by each faculty member, i.e. full or affiliate graduate faculty designation

³ Identify all the AAU's programs in which the instructor teaches or supervises. For graduate program AAUs: relate to the OCGS-approved fields in the graduate program(s). This information to be added by the AAU.

What format should be used for the CVs?

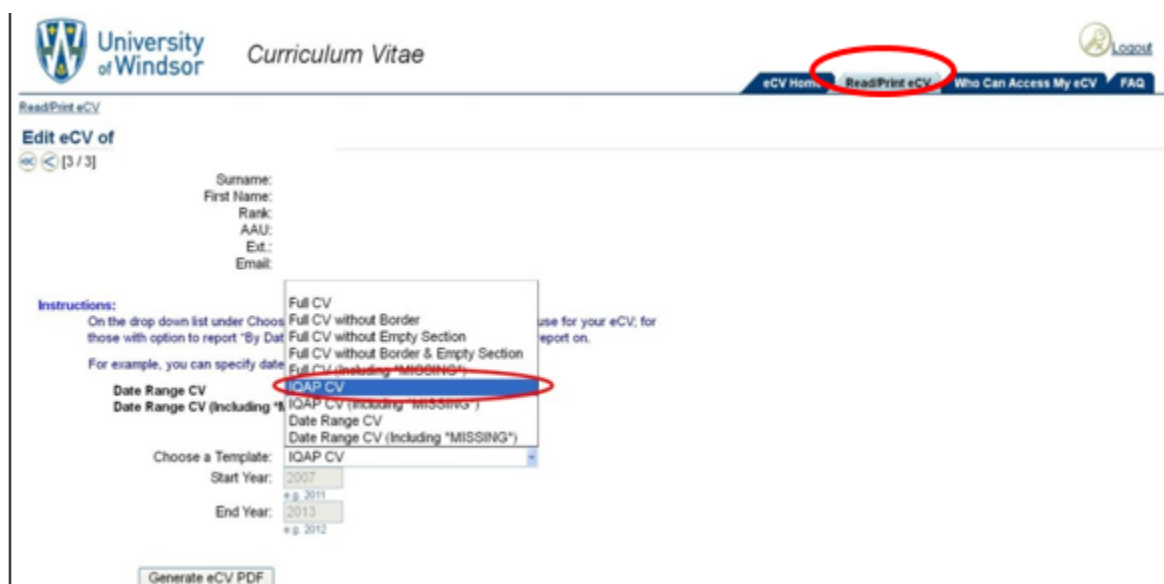
The CV should be provided in a specific **IQAP format**, which can be obtained from the University's eCV system. Please distribute to all faculty members the instructions along with the sample IQAP CV starting on the next page (Sample #1).

After obtaining the CV from each faculty member, the individual CV pdfs need to be collated into a single pdf document that will make up Appendix A – Faculty CVs. Instructions for this collated pdf can be found in the document entitled, “Instructions for Creating Collated CVs – Appendix A”.

INSTRUCTIONS FOR FACULTY MEMBERS:

- The CV should be provided in a specific IQAP format (see Sample #1 further below), which can be obtained from the University's eCV system.
- Each faculty member should ensure that their eCV is up-to-date, particularly for supervision (highlighted in the sample CV). These sections will be used to generate tables for the self-study document.
- The IQAP-formatted CVs can be obtained by logging into each faculty member's eCV, selecting the "[Read/Print eCV](#)" tab, and selecting the "[IQAP CV](#)" (see figure below).
- Each faculty member can obtain their CV as a pdf file and submit it to a designated person in the department who will collect all CVs and create the final pdf document. Alternatively, each faculty member can delegate access to their eCV to a designated person in the department using the "[Who can access my eCV](#)" tab on their main eCV menu.

Screenshot of Read/Print tab on the eCV system:



The screenshot shows the University of Windsor Curriculum Vitae system interface. The top navigation bar includes "eCV Home", "Read/Print eCV" (circled in red), "Who Can Access My eCV", and "FAQ". The main content area is titled "Read/Print eCV" and "Edit eCV of". It features a form for user identification (Surname, First Name, Rank, AAU, Ext., Email) and a dropdown menu for selecting a CV format. The dropdown menu is open, showing options such as "Full CV", "Full CV without Border", "Full CV without Empty Section", "Full CV without Border & Empty Section", "Full CV (including 'MISSING')", "IQAP CV" (circled in red), "IQAP CV (including 'MISSING')", "Date Range CV", and "Date Range CV (including 'MISSING')". Below the dropdown, there are fields for "Choose a Template:", "Start Year:" (with a dropdown showing 2007 and examples like 2011), and "End Year:" (with a dropdown showing 2013 and examples like 2012). A "Generate eCV PDF" button is located at the bottom left.

SAMPLE# 1

IQAP-formatted CURRICULUM VITAE – for faculty members

- ! Please ensure that the information (**highlighted** in some sections below) is entered as required, otherwise it will not be displayed properly in the "IQAP CV".

CURRICULUM VITAE

a) NAME:

DOE, John, full professor, tenured (**Retrieved From HR System**)
Member of the Graduate Faculty: Yes (**eCV Section:: General Info**)

b) DEGREES AND PROFESSIONAL DESIGNATIONS:

eCV Section :: Personal Info >> Degrees / Professional Designations (License/general)

Ph.D. History, University of London, U.K., 1986

c) EMPLOYMENT HISTORY:

eCV Section :: Personal Info >> Employment History

2003/07/01- Present Professor, Department of History, University of Outer Space
2001/07/01- Present Adjunct Professor, Department of Theology, University of
Ontario

1995/07/01-2000/06/30 Associate Professor, Dept. of History, University of Ontario

d) HONOURS:

eCV Section :: Personal Info >> Honors and Awards

Senior Staff Award, University of Ottawa, 2000

Merit Award, University of Ontario, 1998

e) SCHOLARLY AND PROFESSIONAL ACTIVITIES (past 7 years only)

eCV Section:: Service Activity (all categories)

2013-Present Ext. Assessor of Graduate Programs, History, Moon University

2015-16 Member, Editorial Board, Journal of Theological Studies

f) UNDERGRADUATE SUPERVISIONS:

eCV Section :: Teaching Activity >> Undergraduate Supervision

Completed: 5

In progress: 1

! for completed supervisions: ensure that you insert an ‘End date’ and select ‘Yes’ under “Completed status”. The word ‘Present’ will automatically appear for students with “Completed status” selected ‘NO’ and where the ‘End date’ is empty

NAMES OF STUDENTS (supervised within the **past seven years only**):

- Garth Hanmer (B.A), Project title, Sept. 2017- Present (project)
- Victoria Shamowski (B.A), Project title, Sept. 2015-June 2016 (directed study)

g) GRADUATE SUPERVISIONS:

eCV Section :: Teaching Activity >> Graduate Supervision

Completed: 5 M.A., 1 Ph.D.
 In progress: 1 M.A., 2 Ph.D.

! for completed supervisions: ensure that you insert an 'End date' and select 'Yes' under "Completed status". The word 'Present' will automatically appear for students with "Completed status" selected 'NO' and where the 'End date' is empty

NAMES OF STUDENTS supervised within the **past seven years**:

- Gwen Lewis (MA), Thesis Title, Sept. 2017-June 2018 (major paper)
- Dillon Thommas (PhD), Thesis title, Sept. 2016-present (thesis/ dissertation)

h) GRADUATE COMMITTEE MEMBERSHIPS:

eCV Section :: Teaching Activity >> Graduate Committee Membership

I. Life-time summary:

	Postdoctoral	Doctoral	Master's
Chair		1	20
Committee Member		12	30
External Examiner			
External Reader		7	
Internal Reader			15

II. List of graduate committee memberships (past 7 years only):

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i) UNDERGRADUATE COURSES: (past 7 years only)

eCV Section :: Teaching Activity >> University Courses

When adding course info on the eCV, use the alphanumeric course code system.

The course codes begin with a four-letter subject code identifying the discipline followed by the catalogue number. The first digit of the catalogue number signifies the level of study, while the last three digits have been determined by the academic area.

In the new course code structure, it will be BIOL-1400.

First digit of Catalogue Number:

- **1xxx – first-year undergraduate course**
- 2xxx – second-year undergraduate course
- 3xxx – third-year undergraduate course
- 4xxx – fourth-year undergraduate course
- 5xxx – secondary-entry programs (education, law)

j) GRADUATE COURSES: (past 7 years only)

When adding course info on the eCV, use the alphanumeric course code system.

- 6xxx – post-baccalaureate diploma or certificate courses
- 8xxx – Masters’ and doctoral level courses
- 9xxx – Doctoral level courses (where the courses are unique to the doctoral program)

k) OTHER TEACHING ACTIVITIES: (past 7 years only)

eCV Section :: Teaching Activity (all remaining categories)

l) I. EXTERNAL RESEARCH FUNDING: (past 7 years only)

eCV Section :: Grants

! NOTE RE GROUP/JOINT GRANTS: grants with multiple grantees should be entered on the eCV section “Grants” as follows:

1. under " *Total Grant Amount*" enter the total amount of the grant for all grantees; and
2. enter only your portion of the joint grant as either an amount under "*Amount of the Total Grant Allocated to You*", OR as a percentage in "% of *Total Grant Amount Allocated to You*". For multi-year awards, the “Average amount per year allocated to you” will be automatically calculated and displayed, provided that an “*End date*” has been entered for the grant.
3. (for cyclical program reviews) Ensure that an “*End date*” is entered for each grant, including for current/ongoing grants (e.g. “2013 – 2019” and not “2013 – “). If an “*End date*” is not specified, the grant amount will not be counted in Table 2 “External research funding” total for the AAU (this table is produced based on grants entered in each faculty member’s CV and included in the self-study brief).

- Only grants having a status of ‘*Obtained*’ will be listed.

<u>Year</u>	<u>Source</u>	<u>PI</u>	<u>Type*</u>	<u>Total amount</u>	<u>Amount allocated to researcher</u>	<u>Purpose**</u>
2013-14	SSHRC	Doe, J. , Smith, A.	C	\$50,000	\$25,000	publication
2017	Heart&Stroke Foundation	Doe, J. , Parker, A., Miller, D.	F	\$120,000	\$40,000	research

*Type: C-Granting councils; G-Government; F-Foundations; O-Other

** Purpose: research, travel, publication, etc.

II. INTERNAL RESEARCH FUNDING: This includes university funds, SSHRC minor grants awarded through the University, etc.]

<u>Year</u>	<u>Source</u>	<u>PI</u>	<u>Type*</u>	<u>Total amount</u>	<u>Amount allocated to researcher</u>	<u>Purpose**</u>
2017-18	U of W	Doe, J.	C	\$5,000	\$5,000	publication

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III. OTHER FUNDING:

Grants that have not been categorized as “Internal” or “External” will be listed here

<u>Year</u>	<u>Source</u>	<u>PI</u>	<u>Type*</u>	<u>Total amount</u>	<u>Amount allocated to researcher</u>	<u>Purpose**</u>
2015-16	U of W	Doc, J.	C	\$5,000	\$5,000	publication
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m) PUBLICATIONS

eCV Section :: Publications (all categories)

eCV Section :: Research Activity >> Patents

1) Life-time summary according to the following categories:

Books Edited	3
Books Reviews	8
Books - Other	
Articles in Refereed/Peer Reviewed Journals	15
Review Journals	
Articles Translated	
Articles in Non Refereed Conference, Symposia, Roundtable Proceedings or Publications	
Articles Submitted for Peer Review	
Non Refereed/Non Peer-Reviewed Publications	
Contract Research Reports	
Other Research Presentations	
Others	
Books Authored	
Books Translated	
Chapters in Books	
Abstracts in Professional Journals	
Edited Journals	
Articles in Professional Journals	
Articles in Refereed/Peer-Reviewed Conference, Symposia, Roundtable, Proceedings and Publications	
Articles and/or Papers Presented (Posters Presented)	
Non Refereed Articles	
Commissioned Research Reports	
Technical Reports	36
Edited Conference Proceedings	
Other research presentations	
Workshops Presented	
Others	
Patents	

- The life-time summary will count only entries with a “*Published*” or “*In Press*” status selected.

2) Details for past seven (7) years:

- Status will not be displayed for entries with a status of “*Published*” but will be displayed for entries with a status of “*In Progress*”, “*In Press*”, “*Completed*”, “*Submitted*”, or “*Submitted with Revisions*”.

Chapters in Books:

1. Marar, T., Elsdon, **Doe, J.**, and Parker, K., Work and Labour Reform in Nineteenth Century Toronto, in “Health and Popular Culture”, York University Press, 2017 (Submitted)

Papers in refereed Journals:

1. Schadinger, S.L., McLellan, C.S., **Doe, J.**, From the Plantation to the Academy: Slavery and the Production of Cuban Medicine, 1800-1880, Journal of Theology, 2018: 56-67 (In Press)

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- n) RESEARCH ACTIVITIES (past 7 years only)

eCV Section :: Research Activity

- o) PRESENTATIONS

eCV Section :: Presentations

- I) Life-time summary according to the following categories:

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- II) Details for the past 7 years:

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- p) CREATIVE ACTIVITIES

eCV Section :: Creative Activity

- I) Life-time summary according to the following categories:

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- II) Details for the past 7 years: