

Curriculum Vitae Template

The Office of Faculty Recruitment and Retention has created the following CV template as a reference guide. Your CV should include:

Name

Personal Data (you should include)

- Position (rank)
- Department/School/Faculty
- Office address: Phone/Extension
- Home Address
- Phone
- Email
- Fax
- Citizenship

Post-Secondary Education (you should include)

- Name of Institution and Dates Attended
- Degree or diploma received and Dates
- Field of Specialization

Post-Doctoral Fellowships

Academic Appointments

Professional Certification (you should include)

- Conferring Organization
- Type of Certificate or Registration
- Date of Issue

Professional Memberships

Honours and Awards (you should include the conferring organization)

Undergraduate Courses Taught (you should include)

- Course No. and Course Title
- University and Date

Graduate Courses Taught

Theses Supervised**Theses Co-read****Graduate Major Papers Supervised****Graduate Major Papers Co-Read****List Publications (including Translations)** (you should include in the following sequence)

- Books Authored or Co-Authored
- Books Edited or Co-Edited
- Chapters Contributed to Books
- Articles in Refereed Journals
- Conference Proceedings
- Other Refereed Publications
- Patents
- Published Abstracts
- Book Reviews
- Non-Refereed Scholarly Articles
- Papers Delivered to Professional Associations
- Other Papers Published
- Government or Contract Research Reports
- Invited Addresses
- Workshops Offered

The sequence gives author and co-authors, year, title of communication, name of journal (or editor and name of book, place and publisher), and pagination.

Creative Activity (including Performances, Exhibitions, Compositions)**Research and Creative Activity in Progress****Conferences Attended****Research Grants and Leave Fellowships** (you should include)

- Year
- Source
- Amount

Grants for Contract Research (you should include)

- Year
- Source
- Amount

University Involvement (you should include)

- Positions with responsibility stipend (including ex-officio committee memberships)
- Positions without responsibility stipend

University Service (you should include)

- Positions served on University Committees

Service to the Profession (you should include)

- Positions served as a Consultant

Professional/Non-Professional Service to the Community (you should include)

- Positions served on Community Committees

Non-Academic Employment (you should include)

- Dates
- Employer
- Position

Other Pertinent Information (you should include)

- Skills
- Hobbies
- Volunteer Service

Date**Signature**

Information about the University of Windsor and its programs may be found at <http://www.uwindsor.ca>. For more information about the University of Windsor, visit the Office of Faculty Recruitment Web site at <http://www.uwindsor.ca/facultypositions>. For queries, email recruit@uwindsor.ca, or contact Gerri Pacecca, Coordinator, Faculty Recruitment at Phone: 519-561-1432, toll-free: 1-877- 665-6608 within North America, or call collect outside of North America at 001-519-561-1432.