

## **What to Include in a Curriculum Vitae for an Academic Appointment**

**\*Indicates Lawrence S. Bloomberg Faculty of Nursing activities (with dates)**

A curriculum vitae for an academic appointment should be as up to date as possible (e.g. updated within the past 6 months) and include the following as applicable:

1. Full name, address, credentials
2. Formal education after high school
  - a. Year of graduation
  - b. University
  - c. Program
  - d. Degree conferred
3. Current academic appointments at University of Toronto, or another university or college.
4. Employment History as a nurse:
  - a. Start with current employment and work back, and include the following information for each employment role.
    - i. Year(s) of employment eg. 2013 to present, or November 2011- June, 2013
    - ii. Title
    - iii. Organization
    - iv. City (Province and Country can also be included if desired)
  - b. Include any employment for teaching
5. Honours and Awards
  - a. Include name of award, year and organization providing award
6. Teaching Portfolio
  - a. List in Chronological Order from most recent, and may include the following information:
    - i. Courses taught: name of course, organization, dates, graduate or undergraduate level course
    - ii. Formal preceptorships: can include name of preceptee, organization, dates, whether RN or NP preceptorship
    - iii. Lectures in courses: title, course, organization, date
7. Presentations
  - a. List in chronological order from the most recent
  - b. Author(s), title of presentation, name of conference or event where presented, date
  - c. Separate presentations internal and external to your employment organization
8. Research and Quality Improvement Projects
  - a. Research
    - i. Formal research projects that have had ethical review
    - ii. List in chronological order from most recent
    - iii. Name of project, investigators, title, funding source if applicable, amount of funding
  - b. Quality projects
    - i. Formal quality projects with organizational approval

- ii. List in chronological order from most recent
- iii. Name of project, authors, dates, purpose

9. Publications

- a. List in chronological order from most recent
- b. Authors, title, year, where published, volume and page numbers if in a journal, publisher if applicable
- c. Divide into different sections if you wish:
  - i. Books, book chapter
  - ii. Reports
  - iii. Monographs
  - iv. Posters
  - v. Journal articles
  - vi. Published abstracts
  - vii. Peer or non-peer reviewed

10. Creative Professional Practice

- a. Social Media (e.g. interviews, new or TB, blogs, infographics etc.)

11. Committees and External Organizational Engagement

- a. List in chronological order from most recent
- b. Committees: name, position on committee, date
- c. Organizational Engagement: name of organization, positions, date

12. Current Professional Memberships e.g. Canadian Nurses Association