

FoM ANNOTATED CV (June 28, 2011v)

THE UNIVERSITY OF BRITISH COLUMBIA *Curriculum Vitae for Faculty Members*

Date:

Initials:

Notes:

- Commentary and suggestions regarding CV and publication record entries are shown throughout this document in bold underlined italics.
- Close attention to detail is needed (e.g. page numbers of all papers, accurate, clear and complete). Information (e.g. paper presentations) should not be duplicated or repeated in different sections of the CV and publication record. For example, if two (or 10) different presentations all have the same title, they should be listed as separate presentations, differentiated by location and date or publication details.
- Acronyms that are not known outside a specific discipline should be avoided – spell them out instead.
- If this CV format does not provide the appropriate categories for your discipline, categories can be added as long as the information is placed in a logical place (publications with publications, presentations with presentations, teaching with teaching, service with service) and is clearly labeled.
- Avoid subjective comments but include explanatory narratives when the opportunity arises.
- Please retain ALL section and subsection headings and numbers, even when there are no entries within that section
- Please number all lists chronologically from the earliest to the latest.

1. SURNAME: FIRST NAME:
MIDDLE NAME(S):
2. DEPARTMENT/SCHOOL: (for joint appointments, give both departments with % appointment in each)
3. FACULTY:
4. PRESENT RANK: SINCE:

5. **POST-SECONDARY EDUCATION**

- Please provide University or Institution, degree, subject area and dates.
- It is useful to include the Titles of Dissertations, and Research Supervisors

Special Professional Qualifications

- Include non-degree postgraduate qualifications such as professional registration to practice, accreditation, certification and licensing; Acronym or title of qualification e.g. FRCPC, CFFP and Date (include month/year).

6. **EMPLOYMENT RECORD**

(a) *Prior to coming to UBC*

- Please provide University, Company or Organization, rank or title, and dates.

(b) *At UBC*

- Please provide rank or title, and dates.
- Check start date and rank to ensure that without review appointments are noted appropriately.
- You may add a brief narrative to describe your role in units other than your primary department.

(c) *Date of granting of tenure at U.B.C.:*

7. LEAVES OF ABSENCE

- Please provide University, Company or Organization at which Leave was taken, Type of Leave, and Dates.
- Do not omit as this information will help explain any gaps in your record, such as maternity or parental, study, medical or other leaves.

8. TEACHING

(a) *Areas of special interest and accomplishments*

- Candidates are encouraged to provide a concise statement of teaching philosophy or approach to teaching (not exceeding 150 words), especially where such statements affect the way student or peer evaluations could be interpreted.

(b) *Courses Taught (include undergraduate, medical/dental and graduate courses)*

- If you are being considered for tenure and/or promotion, include all years since your first appointment or last promotion. (A complete record of your teaching activities at UBC should be included in your teaching dossier).
- Please use the format of the example table below.
- Include, as footnotes to the table, out-of class activities. Examples: Course/Module Director/Coordinator, Week Captain, Block Captain, Exam setting, Exam marking, Case author/co-author, Author of web-based material, etc.

Notes:

- Entries should be in chronological order (earliest to latest) where, in the example below, “2009W” is the winter session of the academic year i.e. Sept 2008- April 2009 and 2008S is the summer session in 2008 (May-Aug).
- List all courses taught each academic year (even if this means repeating course entries for different years).
- For “Scheduled Hours”, when this information is available, please provide the total number of formal contact hours for the relevant course section in which you were involved.
- For “Total Hours Taught”, provide the number of formal contact hours applicable to you.

- Examples of Hours Taught “Other” include: Workshops, Course review, Exam review etc.

If the table immediately below is unsuitable for describing clinical teaching at the bedside, or in operating rooms, ambulatory care settings, doctor’s offices, etc., please prepare your own list of activities under the heading “Clinical Teaching”. See the example below. Please include as much information as possible. For example, course description, duration and number of students, approximate contact time per day/week/.

Year	Course #	Sched. Hrs	Class Size	Contact Hrs	Hours Taught			
					Lectures	Tutorials	Labs	Other
2008S	¹ ANAT 390	50	500	4	4			
2008W	CELL 502	48	7	21	5	12		4 workshop
2008W	² PRINb	N/A	296/8/2 96	32	2	24	6	
2009S	¹ ANAT 390	50	500	4	4			
2009W	CELL 502	48	7	21	5	12		4 workshop
2009W	³ PRINb	N/A	296/8/2 96	32	2	24	6	

¹ Course coordinator, Exam setting and marking

² Week Captain, Exam setting, Case co-author

³ Case co-author

- Below the table you may add a brief description of the principal courses to which you have contributed; for example:

Brief Descriptions of the Principal Courses I Taught:

ANAT 390 Introduction to Microscopic Human Anatomy. In this large-class undergraduate course, organ system structure and function is studied at the microscopic level. Lectures.

PRINb Principles of Human Biology. This is a 4-week PBL block in the first year MD Undergraduate Program. I am the Week Captain of one week and contribute lectures and histology lab instruction to the whole class and tutor a group of 8 students.

Clinical Teaching

Description	Duration	Number of Students	Year	Total Hours	Student level
Clinical Clerkships					
Internal medicine	8 weeks	8	1996	96	Year 3
		8	1997	120	Year 3
Surgery	8 weeks	4	1996	80	Year 4
		4	1997	80	Year 4

c) Other Teaching of Undergraduates, Graduates and Postgraduates

- Use this section only for any teaching activities not captured in the sections above. Indicate year/month, description of activity and # of contact hours.

(d) Students Supervised

For each of the sub-sections below it is helpful to start with a summary count. For example, in the case of the graduate students that you supervised or co-supervised section:

MSc Total = 11; 3 current; 7 completed

PhD Total = 15; 5 current; 10 completed

For the Graduate and Postgraduate student sections only, you may include a column in your table indicating any awards the students garnered and their current position if they have completed their training. Alternatively, you may provide this information, for all or selected students, in a separate section below each of the categories. In some cases, you may also want to include the thesis title but this is usually not required.

Undergraduate Students

- Please prepare a table that includes student names and separate within the list by program type (e.g. BMLSc, BSc, summer students, honours theses, co-op, directed studies), starting and finishing year.

Graduate Students Supervised

- Please prepare a table that includes student names and separate within the list by program type (MSc, MPH, MPT, MOT, PhD, etc.) For each entry include the starting and finishing year, and your supervisory role (supervisor, co-supervisor).
- Note that the names of any co-supervisors MUST be included.
- Entries should be in chronological order of “Finish” date.

- Graduate students who are no longer "active" (i.e. did not graduate) may be included, but they should be so identified.
- For Masters programs, please indicate whether this is a research thesis program or a professional (non-thesis) program (if applicable).
- DO NOT include the names of students where your role was that of a member of a supervisory committee. These must be listed separately (see below).
- Below is an example of a useful table format:

Student Name	Degree	Start	Finish	Supervisory Role	Program
<i>MSc Students</i>					
Fred Blogs	MSc (Thesis)	Sept 2000	August 2003	Co-supervisor with Dr. Mary Kay	Neuroscience
<i>PhD. Students</i>					
Nancy Blue	PhD	Sept 2004	May 2009	Supervisor	Genetics

Graduate Student Supervisory Committees

- Provide a separate summary and list of students, also separated by program type, for whom you have served as a member of a supervisory committee., e.g.

Total 68: 13 current, 55 complete.
 Ph. D. Total 44; 10 current, 34 complete
 M. Sc. Total 24; 3 current, 21 complete

Ph. D. Students	Program Type	Start	Finish	Supervisor	Department or Program
Lilian Birdie	Ph. D.	1993	1997	Dr. K. Seal	Zoology
Jamie Eagle	Ph. D.	1995	2002	Dr. J. Pigeon	Zoology
Karl Albatros	Ph. D.	1995	2000	Dr. W. Neuron	Neuroscience
Etc.					
M. Sc. Students		Start	Finish	Supervisor	Program
Carolyn Icon	M. Sc.	1998	2001	Dr. L. Soma	Neuroscience
Jason Bear	M. Sc.	1998	2000	Dr. W. Wolf	Zoology

Jenny Li	M. Sc.	1999	2001	Dr. J. Cortex	Neuroscience
Etc.			2008		

Postgraduate Students Supervised

- Please prepare a table that includes names or cohorts with number of students, and separate within the list by program type (e.g. postdoctoral fellows, residents, clinical fellows, etc.)
- Include for each listing the month or year and awards & current position.

Note: In some cases the total number of residents or clinical fellows supervised can be very large. In this case, please DO NOT provide an individual listing but include summary information of the type of trainee, the numbers involved and the number of years of supervisory experience. Also describe your precise role and estimate of the total contact time per trainee.

(e) Continuing Education Activities

Separate into:

1) Activities as presenter/facilitator at CME Courses (UBC and non-UBC)

2) CME activities as an attendee

(f) Visiting Lecturer (indicate university/organization and dates)

- e.g. Presentation at ROUNDS - in Vancouver; invited lectures given at a University or other institution; named lectures e.g. The Billy Brown Memorial Lecture.
- Compared to the section 9d, below, items listed here should be related to your PROFESSIONAL ACTIVITIES other than original research.
- Entries here should not be duplicated elsewhere.

(g) Other

As an alternative to listing under later sections on service, you may wish to include here a section entitled "Teaching Related Activities".

In such a section you may describe teaching related activities such as Week or Block Captain, PBL Case Writer, Formal student mentoring, Teaching committee membership, Course Coordinator, Program Director, PBL Training, OSCE Examinations, etc.

For some activities, a brief narrative may be appropriate. This is especially useful to highlight activities that occupy considerable amounts of your time.

If you do provide this information here, please do not duplicate it elsewhere.

9. SCHOLARLY AND PROFESSIONAL ACTIVITIES

(a) Areas of special interest and accomplishments

- Please include a clear and concise statement of your contributions to scholarship and the criteria that you deem to be appropriate in assessing your contributions (normally not to exceed 150 words unless used to demonstrate scholarship of teaching and/or professional contribution activities).

(b) Research or equivalent grants (indicate under COMP whether grants were obtained competitively (C) or non-competitively (NC)). **BOLD = current funding**

This information should be compiled using the example table format (see below).

- DO NOT include personal salary awards (which should appear in section 13), or those of your trainees (put in section 8). Funding for clinical trials should appear in section 9c, below.
- Have separate sub-sections within the table in the order: Operating Grants, Team Grants, Group Grants, Equipment Grants, Infrastructure Grants, Training Grants, Other (specify such as education innovation or development grants).
- Please include Granting Agency, Title, COMP, Annual \$\$, MONTH and YEAR of start and finish dates, Principal Investigator and ALL Co-Investigators.
- For multi-year grants, list the amount received each year.
- Highlight in BOLD your current funding.
- In cases of multiple recipients of grants, please use a footnote to indicate your specific role and, if necessary, to provide additional information. For example, what portion of the amount indicated was available for your discretionary use?
- Whatever format you use IT MUST BE CLEAR AS TO WHETHER THE AMOUNT SHOWN IS FOR ONE YEAR OR THE TOTAL FOR THE DURATION OF THE GRANT.
- For large, Team grants – please cite your role as it appears on the original application. Then list the subproject title, your role, amount funded for the subproject, etc. as a separate entry, noting that it is a subproject of the main grant cited immediately above.

• Below is an example of a table format you may wish to follow:

In this example, grants are sorted by type, your name is **BOLD** throughout, current funding is bolded, the Emerging Team Grants is listed followed by the subproject for which you are the PI.

A footnote explains the usage of the equipment purchased by the equipment grant. The month and year are included for all multi-year grants, with just the month and year of the equipment grant.

Granting agency	Title	COMP Or Non-COMP	\$ per year	Duration mo/yy to mo/yy	Principal Investigator	Co-PI(s)
	OPERATING GRANTS					
CIHR	Molecules directing toe growth	C	\$150,000	Apr/04-Mar/09	Fred Clogs	
BC Podiatrist Foundation	Yeast infections of the feet; diagnosis and treatment.	NC	\$27,500	Jul/07-Jun/11	Mary Kay	Fred Clogs
	EMERGING TEAM GRANT					
CIHR	Foot health	C	\$250,000	Apr/10-Mar/15	Alan Pied	Judith Ankle Jane P. Nail Fred Clogs John A. Shoe
CIHR	Foot health Sub-project of the above. In-growing toenails	C	\$50,000	Apr/10-Mar/15	Fred Clogs	
	EQUIPMENT GRANTS					
CIHR	¹ Deconvolution microscope	C	\$113,458	Apr/09	Fred Clogs	T, Fey A. Wright N. Wrong

¹ This equipment is shared equally by me and the three other Co-investigators

(c) *Research or equivalent contracts, including funding for clinical trials (indicate under COMP whether grants were obtained competitively (C) or non-competitively (NC). **BOLD = current funding.***

- *Use a table format as above.*
- *Please include Granting Agency, Title, COMP, Annual \$\$, Month and year of start and finish, Principal Investigator and Co-Investigators.*
- *For multi-year grants, list amounts received each year.*

All other notes for section 9b (above) also apply to this section.

(d) *Invited Presentations*

- *Include only presentations given at scholarly meetings or at another institute by specific invitation. This would include lectures given as Keynote Speaker at a conference.*
- *Compared to the above section 8f “Visiting Lecturer”, items listed here should be related to your ORIGINAL RESEARCH ACTIVITIES.*
- *Note: PLEASE ENSURE THAT ENTRIES APPEAR IN ONLY ONE OF SECTIONS 9 d, e, f, or g.*

(e) *Invited Participation*

- *List scholarly activities such as where you have been invited to participate on a government or other organization panel.*

(f) *Conference Participation (Organizer, Chair, Moderator, etc.)*

- *Add essential information about the conferences (such as the acceptance rate of proposals). Providing this additional information will help the Faculty of Medicine and UBC Committees to understand the significance of your participation.*

(g) *Other Presentations*

- *Include here any other type of presentation not captured in section 9 d, e or f. An example would be presentations to public events organized by local funding agencies, charities, patient support group, high schools, etc.*
- *Include Date, Role, Organization/institution/event at which presentation took place, Title of presentation and Location.*

(h) *Other Scholarship of Education Activities (NEW)*

- Scholarship of education and/or professional contribution activities should be described here to help demonstrate impact on practice (such as the delivery of health care), policy or your discipline unless you are able to use the categories below (normally not to exceed 2 pages). E.g. you could insert a list of professional activities that demonstrate where your creativity and expertise is recognized. Please choose a format that is most appropriate for demonstrating the impact of your work.

(i) *Other Professional Contributions (NEW)*

- Same as (h) above.

10. SERVICE TO THE UNIVERSITY

(a) *Areas of special interest and accomplishments*

- This section requires a narrative format.
- Please use this section to highlight key service contributions that have resulted in any particular accomplishment or meritorious outcome.

(b) *Memberships on committees, including offices held and dates*

- Include role, title of committee and dates.
- In sections 10b &c, it is useful to separate your contributions in the order 1) Department, 2) Faculty of Medicine, 3) UBC.
- If not already covered in narrative form in section 10a above, for some service contributions (in all of Sections 10, 11 and 12) it may be useful to add a brief narrative (indented below the particular entry; 3 lines maximum) describing your role and/or particularly meritorious outcome of your service.

(c) *Faculty mentoring*

- Describe any faculty mentoring activities in which you have been engaged. Please indicate whether your mentoring is/was formal or informal. An example statement follows:

Mentorship of Early Career Faculty: Through our formal departmental mentorship program I serve as a mentor for several junior faculty in the department (Drs. XX YY, AA BB, CC DD and EE FF). I spend a significant amount of time advising junior faculty on research, teaching and

administrative duties. This includes critiquing grants and manuscripts, attending and providing feedback on lectures and providing advice on work balance. I have previously mentored 3 other junior faculty members who have all be successfully promoted to the rank of Associate Professor with tenure and I continue to serve as a mentor to them, but on an informal basis.

(d) *Other service, including dates*

- *Examples of activities to be included here are service on thesis examination committees, oral comprehensive examination committees, OSCE examinations, etc.*
- *This information may be best presented in table format with footnotes/explanatory notes as appropriate.*

11. SERVICE TO THE HEALTH PROFESSIONS/HEALTH AUTHORITIES

(a) *Areas of special interest and accomplishments*

- *This section requires a narrative format.*
- *Please use this section to highlight key service contributions that have resulted in any particular accomplishment or meritorious outcome.*

In sections 11b &c, where appropriate, please indicate for each entry whether the service is Provincial, National or International.

(b) *Memberships on committees, including offices held and dates*

- *Include role, title of committee and dates.*

(c) *Other service, including dates*

12. SERVICE TO THE COMMUNITY

(a) *Areas of special interest and accomplishments*

- *This section requires a narrative format.*

- Please use this section to highlight key service contributions that have resulted in any particular accomplishment or meritorious outcome.

Where appropriate, please indicate for each entry below whether the service is Provincial, National or International.

(b) *Memberships on scholarly societies, including offices held and dates*

(c) *Memberships on other societies, including offices held and dates*

(d) *Memberships on scholarly committees, including offices held and dates*

(e) *Memberships on other committees, including offices held and dates*

(f) *Editorships (list journal and dates)*

(g) *Reviewer (journal, agency, etc. including dates)*

(h) *External examiner (indicate universities and dates)*

(i) *Consultant (indicate organization and dates)*

(j) *Other service to the community*

- This may include any radio, TV, or other media interviews, panel discussions, public discussions or volunteer work relating to your scholarly activities.

13. AWARDS AND DISTINCTIONS

(a) *Awards for Teaching (indicate name of award, awarding organizations, date)*

(b) *Awards for Scholarship (indicate name of award, awarding organizations, date)*

(c) *Awards for Service (indicate name of award, awarding organizations, date)*

(d) *Other Awards*

14. OTHER RELEVANT INFORMATION (Maximum One Page)

- *List activities that do not fit under any of the above categories and which illustrate accomplishments and contributions.*

THE UNIVERSITY OF BRITISH COLUMBIA
Publications Record

SURNAME:

FIRST NAME:

Initials:

MIDDLE NAME(S):

Date:

Notes:

- Publications should be listed and numbered sequentially in chronological order starting with the earliest.
- Where there are multiple authors of papers or books, YOU MUST include ALL authors and collaborators exactly as per the original publication.
- Use the standard bibliographical form (with first and last page indicated and the order of authorship clear). Publications (maximum number = 5) that are considered to be of primary importance are to be marked with an asterisk to the left of the number of the paper.
- You may if you wish add a brief narrative (below the entry) describing the findings/impact of those papers you have identified to be of primary importance.
- The candidate should include an “Authorship Statement” (see example below) and use the contribution code at the end of each listed publication. Identify ONLY those trainees who were/are under your direct supervision, not those for whom you served as a member of a supervisory committee or who were supervised directly by a collaborator.
- Addition of other information, such as the Journal Impact Factor, Journal ranking in the field, or the number of citations is OPTIONAL and should be presented in parentheses at the end of the reference.
- Unless they describe original research contributions, DO NOT include items such as correspondence, letters, or rebuttals, in the section for Refereed Publications, even if you consider them to have been peer reviewed. If this is not the case, such items should be listed in section c) of the publications.
- Please ensure there is no duplication of references.

Example of an Authorship Statement

Authorship Statement

* Most Important papers

Underline – trainees under my direct supervision

Italic – My doctoral Supervisor

Bold Italic – My postdoctoral supervisor

Key to my contribution:

FA - First Author - typically performed the majority of the experiments in the manuscript, wrote the first draft

CA - Contributing Author – typically helped with experimental design, completed some experiments, edited the draft manuscript

SA - Senior Author – typically conceived the experimental approach, supervised the writing of the manuscript, corresponding author for the paper

1. REFEREED PUBLICATIONS

(a) *Journals*

Example:

11. **Smith S.G.**, White, E.R. and ***Rose, V.W.*** (2001). Calcium signaling in osteoblasts by parathyroid hormone. *J. Endocrinology* 123:124-135. FA (IF 2.9; Citations 234)

*28. Togo, K. C., Brown, J. and **Smith, S. G.** (2007). Combined activation of calpain and calcineurin during ligand-induced toe growth. *Molecular and Cellular Neuroscience* 153:425-434. SA (IF 4.0; Citations 18).

This paper was the subject of editorial comments in the same issue of the journal. One of the figures was used on the cover page of the journal. It is the first paper to determine the mechanism by which calcium signalling is linked to cell growth and division in the toe.

29. Wright J.T., Anderson, R. S. and **Smith, S. G.** (2008). A high-throughput screen to identify novel compounds to promote toe outgrowth. *J. Neuroscience Methods* 189:341-348. SA (IF 2.1; Citations 1)

In the above list, your name appears in BOLD, the name of a postdoctoral supervisor appears in bold-italic, trainee's names are underlined. At the end of the reference are added 1) the key code for the role of the candidate (SA, FA etc.), 2) the IF of the journal and 3) the number of citations. A key paper is identified by the asterisk before the number of the paper, and a brief narrative explains the impact of the paper.

(b) *Conference Proceedings*

- *External peer-review. This may include those podium presentations that are recorded in the conference proceedings of national and international societies.*

(c) *Other*

- *Include here items such as correspondence, letters or rebuttals published in journals, but only if you consider them to have been refereed contributions.*

2. NON-REFEREED PUBLICATIONS

(a) *Journals*

(b) *Conference Proceedings*

- *Conference proceedings, including published abstracts (see Note below), represent the outcome of a presentation at a meeting and may be published in a book or in a special issue of a journal. Although such contributions may be edited they are not usually subjected to anonymous, external peer-review, and therefore should be listed in this subsection.*
- *Note: Accepted abstracts may be published in supplements to regular peer-reviewed journals, which are sometimes entitled ‘proceedings’. However, this does not qualify them as peer-reviewed journal articles or as peer-reviewed proceedings.*

(c) *Other*

- *Include abstracts that have been presented either as a poster or platform presentation given at a scientific meeting, and not yet published.*
- *Note: Although abstracts presented as a poster or platform presentation may be reviewed for suitability they are not usually peer-reviewed.*

3. BOOKS

(a) *Authored*

(b) *Edited*

(c) *Chapters*

4. **PATENTS**

5. **SPECIAL COPYRIGHTS**

6. **ARTISTIC WORKS, PERFORMANCES, DESIGNS**

- *Include audio-visual work, pamphlets, computer programs or similar works and designs.*

7. **OTHER WORKS**

8. **WORK SUBMITTED** (including publisher and date of submission)

9. **WORK IN PROGRESS** (including degree of completion)