

CURRICULA VITAE

Preparing your CV

for periodic review of membership in the FGPS
and for periodic appraisal by the
Ontario Council on Graduate Studies (OCGS)

The Senate regulation now makes provision for periodic reviews of membership in synchrony with the appraisal of graduate programs by the Ontario Council on Graduate Studies. OCGS evaluations are based on a seven-year cycle. One of the most important aspects of the submission to OCGS is the CV; they are equally important for the review of membership. It is therefore strongly recommended to give particular attention to the preparation of the CV.

All CV must be submitted in the OCGS format. An excerpt from the OCGS instructions manual and a sample CV are enclosed.

One or two things to keep in mind:

- X details on *Research Funding* and *Publications* should only be provided for the past seven years, although it is important to include the life-time summary of publications.
- X when giving details on individual publications, be as specific as possible in the case of *forthcoming* publications (e.g. in press, submitted, accepted, etc.).

Since it will be necessary to submit one or two updates of the CV before the final submission to OCGS, it is recommended to prepare the curriculum vitae on a personal computer.

Although this task may be seen as being unnecessarily burdensome, it is extremely important in the evaluation process of graduate programs.

Instructions from the FGPS

2003

SAMPLE
(Revised February 2005)

Department/School: Religion

February 2005

CURRICULUM VITAE

a) **NAME:** rank, status (tenured, contract, Member of FGPS, Graduate Faculty, core member, etc.) Employee #: _____

DOE, John, full professor, tenured
Member of the Faculty of Graduate and Postdoctoral Studies: yes

b) **DEGREES:** designation, institution, discipline, year

Ph.D. Theology, University of London, U.K., 1974
B.A., Theology, University of London, U.K., 1970

c) **EMPLOYMENT HISTORY:** dates, rank/position, department, institution/firm, current full-time position

1994- Professor, Department of Religion, University of Ottawa
1994- Adjunct Professor, Department of Theology, University of Ontario
1978-92 Associate Professor, Dept. of Religion, University of Ontario
etc.

d) **ACADEMIC HONOURS:** (F.R.S., F.R.S.C., Governor Generals Award, honorary degree, or equivalent).

Senior Staff Award, University of Ottawa, 1997
Merit Award, University of Ontario, 1992

e) **SCHOLARLY AND PROFESSIONAL ACADEMIC ACTIVITIES:** past 7 years only (eg. executive and editorial positions but not memberships in societies; invited presentations at national or international conferences. Please do not list manuscript and grant application reviews)

1995 Ext Assessor of Graduate Programs, Religious Studies, University of Waterloo
1994-96 Member, Editorial Board, Journal of Theological Studies
1993-94 Treasurer, Canadian Federation for the Humanities
1992-94 Executive Secretary, Canadian Theological Society

f) **GRADUATE SUPERVISIONS:** (career numbers): master=s/ doctoral/postdoctoral, completed/in progress. Please distinguish between supervisor, or co-supervisor.

Completed: 5 M.A., 1 Ph.D.
In progress: 1 M.A., 2 Ph.D. (1 PhD University of Ontario)

NAME OF STUDENTS supervised within the past seven years, title of thesis or project (specify), year of first registration and year of completion:

. Victoria Shamowski (MA), *Title of thesis or project*, Sept. 1996 - June 1999
. Garth Hanmer (PhD), Sept. 1997 -
. Leslie Davidson (PhD), *Title of thesis or project*, Jan. 1994 - June 1998 (University of Ontario)

g) GRADUATE COURSES: past 7 years, by year

Seminars:

1995-97 Contemporary Religious Phenomena
 1994-95 Contemporary Religious Phenomena
 1993-94 Theology of Evangelization
 1992-93 Faith, Religion and Culture

Directed Studies:

June Dowell, Ph.D. 1995
 Scott Brown, M.A., Ph.D., 1995
 Jane Smith, Ph.D., 1993

h) EXTERNAL RESEARCH FUNDING: past 7 years only, by year, indicating source (granting councils, industry, government, foundations, other); amount; principal investigator; purpose (operating, travel, publications, equipment, etc...) (Include information on principal- or co-investigator)

<u>Year</u>	<u>Source</u>	<u>Type*</u>	<u>Amount per year</u>	<u>Purpose**</u>
1995	Cdn. Fed. for Hum. Aid to Sch. Pub. Prog.	C Principal investigator: J. Smith.	\$5,000	publication
1994	SSHRC	C	\$1,500	travel
1994	SSHRC	C	\$900	travel

etc.

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

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

i) INTERNAL RESEARCH FUNDING: past 7 years only, by year (university funds, SSHRC minor grants awarded through the university, etc.)

j) PUBLICATIONS: The Publications should be listed in the categories shown below and include the following information: books authored, books edited (a list of the chapters contributed by the editor must follow each title), chapters in books (other than those listed in the above category), papers in refereed journals, papers in refereed conference proceedings, major invited contributions and/or technical reports, abstracts and/or papers read, and others. Please give full citation, including page numbers for books, chapters, journal articles, conference proceedings and names of authors in the order in which they appear on the publication. Publications submitted, but not yet accepted, must be listed separately within the various categories.

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

- Books authored.....	3
- Books edited.....	2
- Refereed Chapters in books	3
- Non-refereed Chapters in books	1

- Papers in <u>refereed</u> journal.....	15
- Papers in refereed conference proceedings.....	3
- Major invited contributions and/or technical reports.....	1
- Abstracts and/or papers read.....	6
- Others (workshops presented)	2

2) Details for past seven (7) years same categories as above:

Books authored:

1. Anti-Judaism in Modern Christianity (University of Toronto Press, 1996), 189 pp.
etc.

Books edited:

1. Contemporary religion ed. by **John Doe** and Frances Crick, University of Ottawa Press, 1994, 480 pp.
 - a) **Doe, John:** Anti-Judaism in contemporary religion (Chap.5) p.110-125
 - b) Danis, L. & **Doe, J.** Judeo-Christian Ethics (Chap.10) p. 432-450

etc.

Refereed Chapters in Books:

1. ?Passover, Easter and Anti-Judaism@, in K. Scholer and F. Marsden (eds), To See Ourselves as Others See Us (University of Calgary Press, 1996) pp 490-510

etc.

Non-refereed Chapters in Books:

- 1.

Papers in refereed Journals:

1. **Doe, J.**, An analysis of religious studies in the early 60s. The Journal of Modern Thinking. 15:13-15, 1995
2. **Doe, J.**, McMartin, W., Reeves, S., Reading the Scripture. Canadian Journal of Biblical Studies. 31:56-92, 1994
3. Davis, L., Jones, V., **Doe, J.**, Fournier, B., Bible Study in Modern Times, Canadian Journal of Biblical Studies. 22:425-431, 1994

etc.

Papers in Refereed Conference Proceedings

(Please indicate the number of pages)

etc.

SIGNATURE

DATE: