

**THE UNIVERSITY OF BRITISH COLUMBIA**  
**Department of Physical Therapy**

**Curriculum Vitae Guidelines for Clinical Faculty Members**

The C.V. is not a form as such but a set of headings. The format is intended to provide a consistent pattern of presentation for an individual's C.V. Not all headings will be applicable to all persons. It is acceptable to leave sections blank and in fact, this is often the case; however, it is important to maintain the ordering and numbering for ease of reference by, for example, promotions committees. Personal information, e.g. birth-date, marital status should not be included for University purposes but could be added if required for other uses.

The following guidelines apply to the various numerical categories on the C.V.:

Remember to date this document. Use reverse chronological order (most recent date first) in any listings requiring date order.

**Date:** Date of revision; **Initials:** leave blank

1. **SURNAME**, First Name, Middle Name(s)
2. **DEPARTMENT/SCHOOL:** Department of Physical Therapy
3. **FACULTY:** Medicine
4. **PRESENT RANK:** If applying for the first time, leave blank, otherwise insert current Clinical Faculty rank

**SINCE:** Start date of current Clinical Faculty appointment, if applicable

5. **POST-SECONDARY EDUCATION:** List in reverse chronological order

**CONTINUING EDUCATION:** List continuing education courses or other professional development events you have attended. List in reverse chronological order

**Professional Qualifications:** List special certifications such as NDT, Manual Therapy, etc.

6. **EMPLOYMENT RECORD:** Include academic and relevant professional employment (list in reverse chronological order)
  - a) *Prior: Include previous employment at UBC*
  - b) *Present: Include current UBC position and rank if applicable*

## 7. TEACHING

- a) *Areas of special interest and accomplishments:* a description of courses developed, teaching materials developed (written, electronic, etc.), innovative techniques used, student evaluation methods... Use this section to toot your own horn!
- b) *Courses Taught at UBC:* Include instruction, clinical skills assistance, guest lectures, etc contributed in the Department of Physical Therapy, and/or other departments in the Faculty of Medicine. Student and peer teaching evaluation scores should be included below the table (opportunities to obtain peer evaluations should be utilized and tracked).
- c) *Graduate Students supervised and/or co-supervised:* This includes MPT students. You can modify the heading to be more appropriate (i.e. students supervised on clinical placement). List students supervised and the time spent supervising (not the students' years of study). Supervision of out of province or international students should also be included. . **Under the table you may also want to list coordination of student placements or shadowing experience, for example if you are the placement coordinator for your facility / department.**
- d) *Continuing Education Activities:* Include continuing education activities **taught** in the Department of Physical Therapy or elsewhere, as well as any in-services, workshops, seminars, or other professional teaching contributions. If you have course evaluation scores you may want to list these next to or under the course.
- e) *Visiting Lecturer (indicate university/organization and dates)*
- f) *Other*

## 8. SCHOLARLY AND PROFESSIONAL ACTIVITIES

- a) *Areas of special interest and accomplishments:* A brief overview, try to make clear the projects you have completed or have underway and how they are supported. Again, use this space to toot your own horn about research related activities.
- b) *Research or equivalent grants/contracts (indicate under COMP whether grants were obtained competitively (C) or non-competitively (NC)):* If applicable, most are competitive but some such as the Vancouver Foundation and Woodward Foundation are not. Include only the last ten years for grants unless there is a reason for a more extensive listing.
- c) *Presentations:* List research presentations dates, location, and audience (including audience size).
- d) *Other*
- e) *Conference Participation (Organizer, Keynote Speaker, etc.):* Indicate conference involvement and role(s) played.

### 9.1 SERVICE TO THE UNIVERSITY

- a) *Memberships on committees, including offices held and dates*
- b) *Other service, including dates:* List any involvement with course coordination or development. Include dates.

### 9.2 SERVICE TO THE HOSPITAL

- a) *Memberships on committees, including offices held and dates*

- b) *Other service, including dates:* List any involvement with course coordination or development. Include dates.

**10. SERVICE TO THE COMMUNITY:** Include volunteer, professional, or those that are part of your job. Professional membership (PABC / CPA) is **strongly** recommended.

- a) *Memberships on scholarly societies, including offices held and dates*
- b) *Memberships on other societies, including offices held and dates:* Memberships on professional organizations or societies, including offices held and dates
- c) *Memberships on scholarly committees, including offices held and dates*
- d) *Memberships on other committees, including offices held and dates*
- e) *Editorships (list journal and dates)*
- f) *Reviewer (journal, agency, etc. including dates)*
- g) *External examiner (indicate universities and dates)*
- h) *Consultant (indicate organization and dates)*
- i) *Other service to the community:* Memberships on other committees including offices held and dates (professional and volunteer)

**11. 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*

**12. OTHER RELEVANT INFORMATION:**

### **Publications Record**

The order listed may vary depending on the discipline. If, for example, books are the most important publication vehicle, these should be listed first.

Citations should be in **standard bibliographic form**, should **include all authors** in the order listed in the publications, and should include **inclusive pagination**. Those publications which you consider to be of primary importance **are to be marked with an asterisk**.

Include name, date and initial this page as well. Use reverse chronological order when listing publications (most recent one first). Physical Therapists use different formats depending on the relevant journal. Common examples are: Canadian Physiotherapy Association (CPA) and Physical Therapy (APTA).