**INSTRUCTIONS FOR COMPLETION OF CURRICULUM VITAE**

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In accordance with Articles 23.02.02, 25.03 and 26.04, you are required to submit a Curriculum Vitae to the Provost & Vice-President (Academic) and to your Dean.

The following items may be used as a guideline for preparing your Curriculum Vitae.  If you have any questions concerning this information, please contact your Dean.

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1.         INTRODUCTION. Must include date, name, department/school/faculty, present rank, tenured (yes/no), and date of appointment to Lakehead University.

2.         ACADEMIC & PROFESSIONAL QUALIFICATIONS. Please include degree or professional acronym, university or institution, the year and thesis titles, if any.

3.         CHRONOLOGICAL ACCOUNT OF CAREER. Please give dates of appointments, degrees and experience. (List most recent first).

4.         PUBLICATIONS.  (Must include full title, names of all authors, (senior author first), place and date of publication, first and last page numbers).  LIST AT LEAST THE PAST FIVE YEARS INDICATING NATURE OF PUBLICATION (i.e. Book, Paper, Article) AND IF REFEREED OR OTHERWISE.  YOU MAY, IF YOU WISH, PROVIDE A LIFETIME LIST.

5.         CONFERENCE PAPERS.  Include title, name of the person who actually presented the paper, name of the organization sponsoring the conference, place of conference and date of conference.

6.         RESEARCH GRANTS RECEIVED.  Amount of grant, name of grantee, and date.

7.         PROFESSIONAL ASSOCIATIONS.  (Indicate external professional associations to which you presently belong and offices held in such bodies, including dates.)

8.         PROFESSIONAL COMMITTEES.  (Indicate any external professional committees on which you have served or are serving, including dates.)

9.         ADMINISTRATIVE RESPONSIBILITIES.  (Include bodies, committees, administrative positions on or in which you have served or are serving at Lakehead University, including dates.)

10.        COURSES TAUGHT DURING LAST FIVE YEARS AND PARTICIPATION IN CURRICULUM DEVELOPMENT.  (These should be listed with the numbers of students in each course, including years.)