**CV / Resume**

*Recommended Structure*

We recommend providing the following structure to your CV/Resume:

* Contact Information
* List of expertise-related skills and software skills
* Details of your past experience and accomplishments, placed into the following 5 categories (indicating each category as a heading in your document):
	+ Education
	+ Experience
	+ Currency
	+ Teaching Skills
	+ Interactive Skills

Descriptions of each category (including examples) are listed below. This list is not exhaustive.

# Education

*The level of relevant academic degrees including credentials and professional designations, as applicable, and/or degrees typically held by a teacher in that discipline/profession in the university sector. Provide a list of all degrees, diplomas, and certificates.*

* Education sub-factors as per CLAC Score Sheet:
* BA/BFA / LL.B
* MA/MFA/MBA/ LL.M.
* PhD.
* Accredited Diploma

# Experience

*The extent and variety of relevant work and/or community experience in the discipline. The extent of University teaching experience, previous experience teaching the same or an equivalent course at Toronto Metropolitan University, or an equivalent course at another University. List all training courses that are relevant, and any memberships to professional associations.*

* Experience sub-factors as per CLAC Score Sheet:
* Professional Experience > 10 years
* Professional Experience > 5 yrs
* Professional Experience < 5 yrs
* Role-Leadership Position
* Role - Technical expert
* Role - Consultant
* Membership Professional Association
* Leadership Role Professional Association
* Professional Training

# Currency

*Demonstrated evidence of having maintained up-to-date knowledge (including practice skills, where appropriate) in their specific field/discipline and/or demonstrated evidence of having maintained academic currency in the specific field/discipline relevant to the course(s) for which the candidate has applied which may include publication in a peer reviewed journal, presentation or attendance at relevant academic conferences, attendance/participation in teaching related conferences (e.g. Toronto Metropolitan University Learning and Teaching Conference), workshops, seminars, etc. Please also list any grants that you may have received. Please also list any awards.*

* Currency sub-factors as per CLAC Score Sheet:
* CUPE Currency Report - submitted for current year
* Peer Reviewed Public Presentation of short SRC (Exhibits, conference, broadcast, article or
* chapter) Peer Reviewed Publication full-length
* Self-published SRC Recognition - Awards Grants - internal Grants - external
* Jury service, advisory council, consultant
* Policy Report

# Teaching skills

*Ability to teach effectively which may include such tools as Contract Lecturer Assessment forms and Faculty Course Survey results or equivalent documentation. Please include your teaching assessments and Faculty course surveys or teaching workshops that are relevant.*

* Teaching Skills sub-factors as per CLAC Score Sheet:
* Relevant Teaching Experience > 10 courses
* Relevant Teaching > 5 courses
* Instructor for specific course
* CUPE Teaching Assessments
* Faculty Course Surveys or student reviews
* Teaching Skills Workshops

# Interactive skills

*Demonstrated ability to interact effectively with colleagues and students; ability to work effectively in groups; ability to resolve conflicts constructively; ability to carry out the duties and obligations of a Contract Lecturer in a respectful manner; ability to empathize with others and consider varied perspectives. Provide any nomination for awards from students, staff or faculty that you may have received (even if you did not win the award).*

* Interactive Skills sub-factors as per CLAC Score Sheet:
* Service File with no student complaints Nominations for awards by students, staff or faculty
* Letters of support / recommendations for students