



Sample Letter to Faculty

MEMORANDUM

TO: Members of the Department [or other unit]

FROM: Department Head [or Dean or Director]

DATE:

RE: Curriculum Vitae (CV) Updates

Below are templates for the CV updates - Forms 1 and 2 - that are intended to record information on your activities in the respective academic year. It is the main source of information used in the salary review process.

Form 1 - is used to add new information to your CV (i.e. to report new items not previously included in any form on your CV).

Form 2 - is for updating items which were reported in previous years (i.e. to change items that were previously reported and considered in the salary review process).

Please note that the cut off date for items to be included is **June 30**.

The USFA Collective Agreement specifies that CV updates should be submitted by **August 1**. However, it would be helpful to submit your CV updates as soon as possible to allow support staff time to compile the information in advance of the Fall round of tenure, promotion, and salary considerations.

For your information the University of Saskatchewan Standard CV categories are provided below.

[Additional information or instructions can be provided in this letter if you wish. Some units have "Guidelines for the Preparation of CV's" which could be appended or referred to here.]

UNIVERSITY OF SASKATCHEWAN Standardized Curriculum Vitae

- | | |
|--|---|
| 1. Personal | 13. Artistic Works |
| 2. Degrees | 14. Refereed Conference Publications |
| 3. Credentials | 15. Presentations |
| 4. Appointments (including Joint) and Promotions at the U of S | 16. Reports and Other Outputs |
| 5. Memberships and Affiliations | 17. Book Reviews |
| 6. Previous Positions Relevant to U of S Employment | 18. Intellectual Property |
| 7. Leaves | 19. Research Funding History |
| 8. Recognitions | 20. Practice of Professional Skills |
| 9. Teaching Activities | 21. Administrative Service |
| 10. Supervision and Advisory Activities | 22. Professional or Association Offices and Committee Activity Outside U of S |
| 11. Books and Chapters in Books | 23. Public and Community Contributions |
| 12. Papers in Refereed Journals | 24. Other Activities |

Form 1

Name _____

Date: _____

College: _____

Department: _____

**INFORMATION FOR UPDATE OF CURRICULUM VITAE – NEW ITEMS
(ITEMS NOT PREVIOUSLY REPORTED)**

The cut off date for items to be reported is JUNE 30.

CV Category	Item Description

Form 2

Name _____

Date: _____

College: _____

Department: _____

**INFORMATION FOR UPDATE OF CURRICULUM VITAE
(REVISION OF ITEMS PREVIOUSLY REPORTED AND CONSIDERED)**

The cut off date for items to be reported is JUNE 30.

Previous CV Category	New CV Category	Item Description