

# SAMPLE LETTER TO FACULTY

## MEMORANDUM

**TO:** Members of the Department [or other unit]

**FROM:** Department Head [or Dean or Director]

**DATE:**

**RE:** Curriculum Vitae Up-Dates

Attached are copies of the CV update forms for your use in providing information on your activities in the 2009-2010 academic year. As you know, the information which you provide in these forms is the main source of information used in the salary review process.

**Form 1 -** is to be 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 make changes in items which 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 Collective Agreement specifies that the information should be submitted **by August 1**. However, it would be helpful to the secretaries if you could submit your updates as soon as possible to allow them time to compile the information in advance of the fall round of tenure, promotion, and salary considerations.

For your information the CV categories are given 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   | 16 Technical Reports relevant to Academic Field                                    |
| 2. Academic Credentials   | 17 Book Reviews  |
| 3 Other Credentials   | 18 Invited Lectures (Outside U of S) and invited Conference Presentations          |
| 4 Appointments and Promotions (U of S)  | 19 Contributed (non-invited) Papers/Abstracts at Conferences                       |
| 5 Associate Memberships   | 20 Patents Granted or Pending  |
| 6 Leaves  | 21 Research Grant and Contract Information   |
| 7 Honours (Medals, Fellowships, Prizes)   | 22 Artistic Exhibitions or Performances  |
| 8 Previous Positions relevant to U of S Employment                                | 23 Professional Practice   |
| 9 Teaching Record   | 24 Consulting Work Undertaken  |
| 10 Theses supervised  | 25 Departmental and College Committees   |
| 11 Books, Chapters in Books, Expository and Review Articles                       | 26 University Committees   |
| 12 Papers in Refereed Journals - Accepted/Published                               | 27 Professional and Association Offices and Committee Activity outside University  |
| 13 Papers in Non-Refereed Journals – Accepted/Published                           | 28 Public and Community Contributions - University related, Not University related |
| 14 Invited Papers/Abstracts in Published Conference Proceedings                   | 29 Extension Publications and Activities   |
| 15 Contributed (non-invited)Papers/Abstracts In Published Conference Proceedings( |  |

October 2018

Name \_\_\_\_\_ Date: \_\_\_\_\_

College: \_\_\_\_\_ Department: \_\_\_\_\_

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

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

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C.V. Category	Item Description

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Name \_\_\_\_\_ Date: \_\_\_\_\_

College: \_\_\_\_\_ Department: \_\_\_\_\_

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**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 C.V. Category	New C.V. Category	Item Description (underline the new or revised items)