

# Composing or Revising Your Academic CV

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**Thompson Rivers University campuses are on the traditional lands of the Tk'emlúps te Secwépemc (Kamloops campus) and the T'exelc (Williams Lake campus) within Secwépemc'ulucw, the traditional and unceded territory of the Secwépemc. Our region also extends into the territories of the St'át'imc, Nlaka'pamux, Nuxalk, T̓silhqot'in, Dakeelh, and Syilx peoples.**



# Disclaimer

There is no single right way to compose a CV—even experts will disagree—but there are some general principles that we will discuss today.

Please see examples within your own department or discipline for specifics.

# Overview



WHY DO YOU NEED A  
CV?



CV VS RÉSUMÉ



ELEMENTS,  
CONVENTIONS, AND  
RHETORIC OF CVS



CV CRITIQUE OR  
COMPILATION  
WORKING TIME



TARGETING YOUR CV



ENSURING YOUR CV  
ALIGNS WITH YOUR  
PROFESSIONAL GOALS



APPROACHING YOUR  
CV AS A LIVING  
DOCUMENT



WRAP UP

# Discussion

- How many of you have current CVs?
- In what order have you listed your elements?
- Does your CV reflect your professional goals and values?
- Have your professional goals changed since you last updated your CV?

# Why Compose (or Update) a CV?



Document your accomplishments



Track your teaching and research journey



To assist you in composing other related documents



To prepare for opportunities that may arise



To articulate your professional goals or values

# Typical (but not only possible) Order of Elements

Name and contact information

Education (reverse chronological order; include dates of conferral)

Academic appointments

Teaching

Research/Scholarship (publications, creative work, presentations, grants)

Service (department, faculty/school/division, institution, professional community, wider community)

Everything else: awards and honours, professional societies, and anything else that might be relevant to your professional life

# CV Elements

## **Name and Contact info**

## **Education (most recent first), including the following information:**

- Institution/location
- Degree, including in what field
- Dissertation/Thesis
- You may also wish to include supervisor/advisor, committee members, awards, activities, or any special projects, especially if any of this information is applicable to the purpose of your CV



# CV Elements

## **Academic Appointments/Teaching Positions/Course Developer positions**

- Your title
- Institution/department
- Dates of appointment
- Description of your responsibilities and activities, focusing mainly on your contributions
- Number of students supervised (If you have supervised many students, you may wish to list **Student Supervision** or **Student Mentorship** under a separate heading)

## **Teaching Areas**

- Teaching areas or interests in which you are qualified to teach
- A list of the courses you have taught

# CV Elements

## **Student Supervision**

- How much detail you provide depends on the nature of the supervision or mentorship

## **Other pertinent employment**

- Your title
- Institution/organization
- Dates of employment
- Description of your responsibilities and activities, focusing mainly on your contributions

# CV Elements

## **Research/Scholarship/Creative work**

- Books
- Peer-reviewed journal articles
- Peer-reviewed book chapters
- Conference proceedings
- Artistic exhibits and performances (if you have lots of these, you may need sub-sections for various kinds of exhibits or performances)
- Other kinds of peer-reviewed writing
- Book reviews
- Other types of academic writing
- Works accepted but not yet published
- Works in progress (submitted, but not yet known if accepted)

# CV Elements

## **Conference Presentations**

- Keynote or plenary talks
- Invited talks or presentations
- Peer-reviewed conference presentations, workshops, posters
- Panel participation
- Other professional presentations

# CV Elements

## **Research Funding**

- Name of grant and granting agency
- Date funding granted and duration of funding
- Title of project and brief description/purpose
- If applicable, number of students supervised for the project

## **Professional Honours and Awards**

- Include honours, awards, and grants (If you don't have a separate **Research Funding** section)



# CV Elements

## **Service**

- Departmental
- Faculty, School, or Division (depending on your area)
- Institutional
- Professional community
- Community

# CV Elements

## **Professional Associations**

- Memberships
- Positions held, if on executive or board, if you don't have a separate section for service to the professional community

**Any other sections you feel are appropriate for your context**

**References** (list only if you have permission to do so)

# Formatting

Not a résumé—not subject to the same length restrictions, more bound by disciplinary conventions

Consider strategies for visual perception and communication

Consider how formatting contributes to the rhetoric of your CV

# Adding to Your CV and Alignment

- Dr. Karen Kelsky from *The Professor Is In* shares her advice:
  - Add a line to your CV every month
  - Keep your entire CV in mind when determining what you want that line to be
- When selecting or seeking professional tasks, choose ones that align with your values, teaching/program, professional role, or research
- Consider how each task you take on will contribute to your CV
- **Use your CV to help shape your career, not just to describe what you've already done**

# Let's Work

How many of you have a CV on screen or in hard copy in front of you?

Look at your CV:

- Does it capture your accomplishments that you value most?
- Does it showcase your best professional self?
- Does it position your expertise as applicable for opportunities that you are seeking (such as Course Developer)

Spend 10 minutes working individually, then 20 minutes discussing in small groups

- What did you notice about your CV?
- What questions would you like to bring to your small group? To the larger group?



## Let's Work

If you don't have a CV, have a look at the document I put in the chat and start compiling your information

Spend 10 minutes working individually, then 20 minutes discussing in small groups

- What order of CV elements works for your specific experience and expertise, context, professional goals, and values?
- Are there elements missing from the list that you'd like to include?

# Debrief

- Any revelations?
- Any questions arise in your groups for the larger group?

# Targeting Your CV



Have one master CV document that includes everything and is always updated



Copy and strategically modify that document every time you need to submit a CV



Choose what to highlight and even omit



The targeted CV should focus as much on your reader as it does on you

## Final Word from Dr. Kelsky:

“CVs are not just records that passively reflect the things that you ‘happen to do.’ They are records that you actively, consciously, and conscientiously build. You watch your CV, you think about it, you nurture it. You ask, is it where it should be right now, this month, related to the goals I want to reach this year? If not, take action that very day to change it. Finish that half-done article. Submit for a grant. Apply to a conference. Volunteer for a talk. . . . Take charge of your CV.”

# Resources

- Eyler, J. R. (2012, April 12). The rhetoric of the CV. The Chronicle of Higher Education. <https://www.chronicle.com/article/the-rhetoric-of-the-cv/>
- Kelsky, K. (2016, August 19). Dr. Karen's rules of the academic CV. The Professor Is In. <https://theprofessorisin.com/2016/08/19/dr-karens-rules-of-the-academic-cv/> (Dr. Kelsky notes that she updates this post regularly, especially in light of COVID—her advice on formatting is excellent, and she lists additional CV elements as well)
- Kelsky, K. (2015). *The professor is in: The essential guide for turning your Ph.D. into a job*. Three Rivers Press.