

# HOW TO NAVIGATE COURSES TAUGHT/SUPERVISORSHIPS (CV MANAGEMENT)

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TARGET AUDIENCE: FHS DB USER (FACULTY)

Updated April 27, 2023

## LOGIN TO FHS-DB

Login to the system using your MacID/password or local login.

If you have any questions about how to login, refer to this user guide on our website [How to Login to FHS DB](#)

## OVERVIEW

This document outlines the data entry of faculty educational activities within FHS, within McMaster and outside of McMaster. All FHS teaching is added by the FHS programs. Faculty also have an option to add any teaching activities within FHS or outside of McMaster as non-credited teaching that will be displayed in the Additional Educational Contributions. Please refer to our user guide [How to Add Uncredited Teaching](#).

## PROGRAM LEVELS FOR FHS CONTRIBUTIONS

There were some program levels that remained from MacFacts and some that had to be expired and data converted into new levels in FHS DB. See graphic below for explanation.

**All levels of teaching had been mapped.  
Some had to be moved to a new level (blue arrow below),  
some need to be re-categorized by faculty or their proxy (red)**

MacFacts Program Levels		FHS DB Program Levels
Undergraduate		Undergraduate
Postgraduate		Postgraduate
Graduate		Graduate
Other FHS Teaching	→	Other FHS Teaching
FHS Teaching before 1999	→	Teaching Outside of FHS <b>(NEW)</b>
McMaster Teaching Outside of FHS	→	Teaching Outside of McMaster <b>(NEW)</b>
Additional Teaching	↘	

Additional Teaching should be re-categorized into any of the new FHS DB Program Levels above

## FHS CONTRIBUTIONS

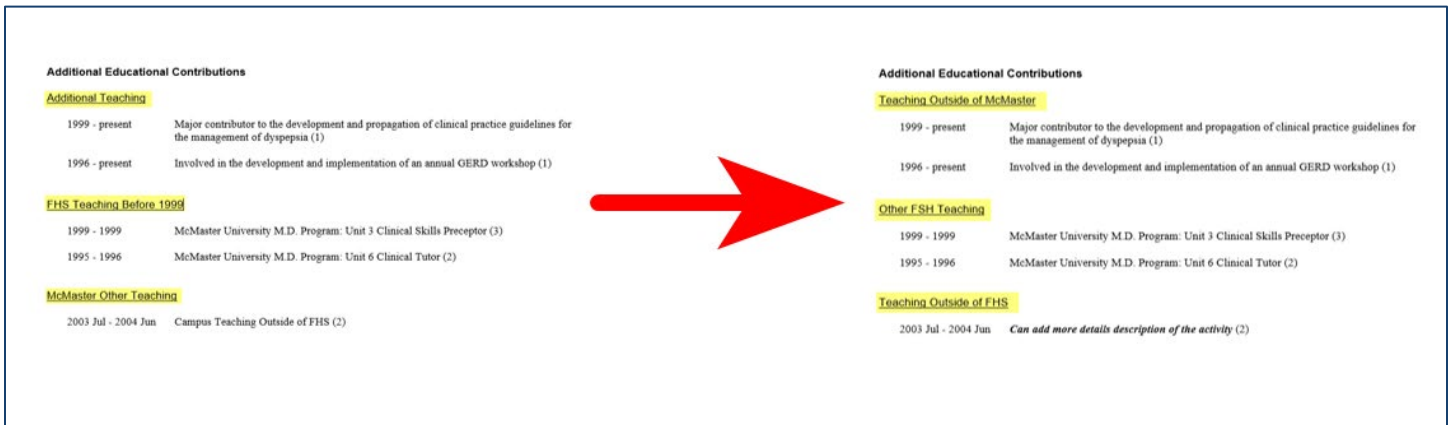
FHS contributions are entered by the programs and are structured by levels which act as subheadings in the CV.

- **Undergraduate** - Programs with a level of undergraduate students
- **Graduate** - Programs with a level of graduate students
- **Postgraduate** - Programs with a level of postgraduate students
- **Other FHS Teaching** - Other programs credited within FHS but not geared towards the UG/PG/Grad students (i.e., Continuing Professional Development, McMaster Education Research, Innovation & Theory)

Educational contributions can be viewed by program and academic year. Users will have the ability to add Teaching outside of McMaster and Teaching outside of FHS.

## ADDITIONAL TEACHING CONTRIBUTIONS (NOT ENTERED BY PROGRAMS)

This section has been used in the past systems to house any additional teaching that took place inside FHS or outside the university, resulting in a lengthy and confusing section in the CV under Additional Educational Contributions. This option is being phased out and users are encouraged to review and place items in more appropriate sections or delete them if they appear to be a duplication from an existing FHS program. Additional Teaching category will not be an option in FHS DB.



## NEW OPTIONS FOR ADDITIONAL EDUCATIONAL CONTRIBUTIONS ENTRIES

To categorize additional teaching better, we are introducing 2 more options for non-FHS teaching.

### Teaching Outside of FHS

This option will allow users to add any McMaster Teaching outside of FHS (i.e., within a different faculty at McMaster).

### Teaching Outside of McMaster

This option will allow users to add any teaching done outside of McMaster, either at the present time or from a previous position elsewhere.

## BEST PRACTICE

FHS DB provides more details than the previous systems did for Courses Taught and Supervisorships. This will assist with understanding the educational contributions credited to the faculty member. Initially, users should review the teaching to become familiar with the details entered by the programs. Extra details such as student names or presentation topics can be added to the entries. In some cases, these details may be required for a McMaster CV. This type of additional data entry should be reviewed first with your department [Academic Coordinator](#). Details can be turned on in the FHS DB to display on the CV or left off for a general overview of teaching listed.

When logging into the system initially you may find data entered in a tab called **Additional Teaching (MacFacts)**. This is manually entered data from STAR and MacFACTS that would have been grouped in a generic section of the CV following any education contributions from FHS. It is good practice to review the older data and delete anything that is not relevant or may have been duplicated from the FHS education contributions. Entries can be moved easily to a more appropriate category such as **Teaching Outside of FHS** or **Teaching Outside of McMaster** for better organization on the CV. Instructions on how to review and recategorize this type of teaching can be found here [How to Review Additional Teaching](#)

Users can add **uncredited FHS educational contributions** for FHS programs which will be displayed in a different section on the CV, following the credited teaching. This content should be reviewed first with your department to ensure that it doesn't fall under a different category, or is unnecessary for your CV.

Questions regarding content placement and details can be directed to your department [Academic Coordinator](#).

## EXAMPLES OF CONTRIBUTION BREAKDOWN ON THE CV

CV can be printed in Summary or Detail form. Whatever option you select, will determine the breakdown of the contributions on the CV.

**Summary CV Display of Contributions** - educational contributions on a CV display a concatenation of the same role over a date range with the number of times for all entries shown in brackets at the end.

<u>Undergraduate Medical</u>	
2011 Jul - 2021 Jun	Speaker, Large Group Session, Concept Integration & Review, occasion (9)

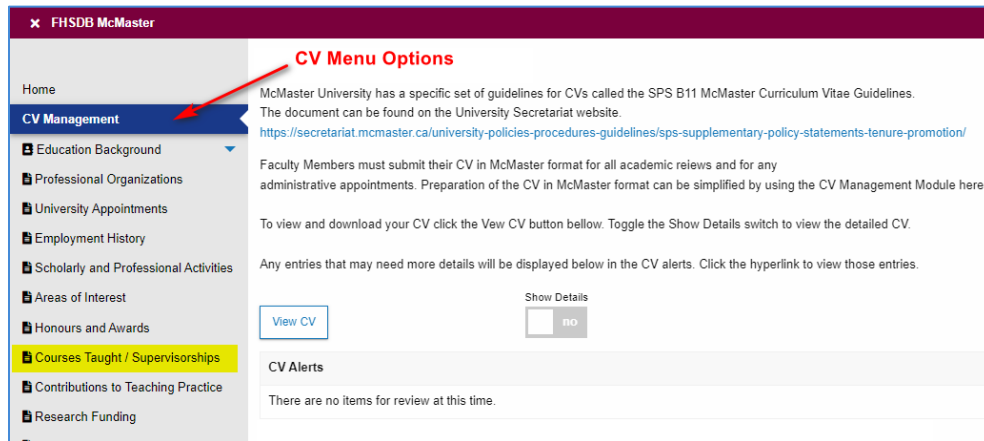
**Detailed CV Display of Contributions** - educational contributions on a CV display the role with the date range and the number of times for all entries shown in brackets at the end. This is followed by a breakdown of the role by academic year within the date range with the number of times per academic year shown in brackets at the end.

<u>Internal Medicine and its subspecialties</u>	
2002 Jul - 2005 Jun	Advisor/Mentor, resident per year (8)
	2004 Jul - 2005 Jun Advisor/Mentor (4)
	2003 Jul - 2004 Jun Advisor/Mentor (3)
	2002 Jul - 2003 Jun Advisor/Mentor (1)

## HOW TO VIEW COURSES TAUGHT AND SUPERVISORSHIP ENTRIES

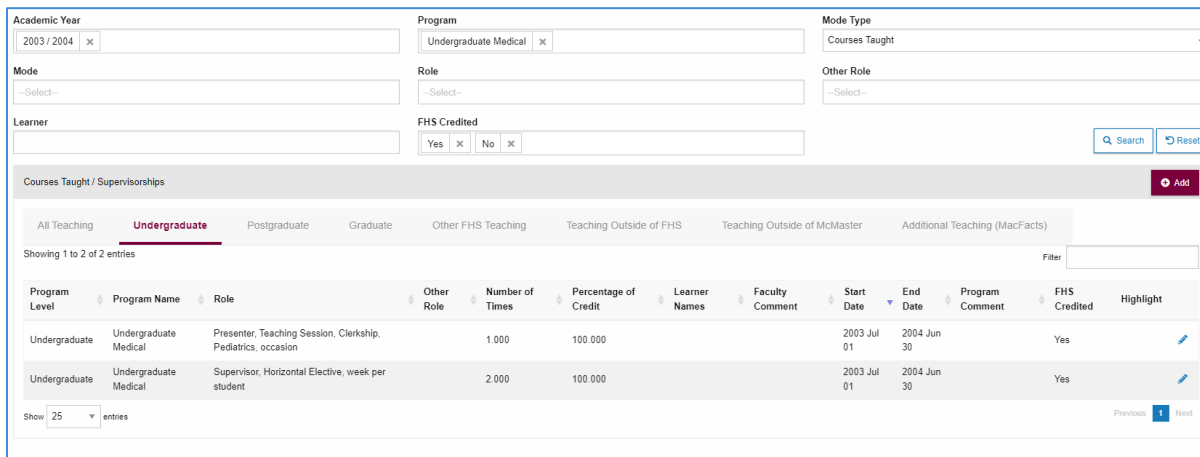
All contributions are collected in the CV Management menu **Courses Taught and Supervisorship**. In FHS DB, the two teaching modes had been brought together.

Login to FHS DB and navigate to the CV Management menu on the left. Select Courses Taught and Supervisorships.



## COURSES TAUGHT AND SUPERVISORSHIP GRID

The grid will display all teaching entered for the faculty. Users can sort and search within the list as well as add details, and recategorize some entries for Additional Teaching. Same as in previous systems (MacFacts, STAR) faculty can add additional teaching and can also add comments into program entered teaching contributions.

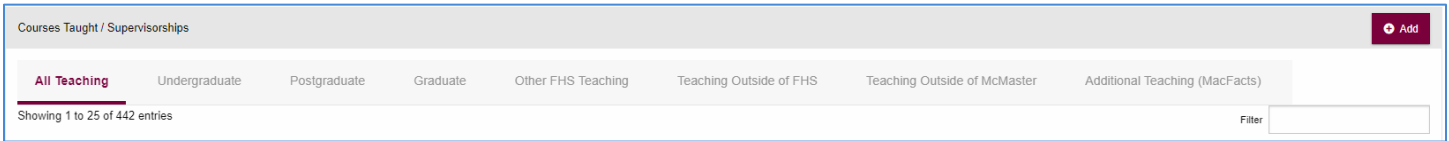


### Filters



### Program Level Tabs

**All Teaching** will show all educational contributions in a list whereas levels can be chosen from the different tabs to display only the chosen level of teaching contributions. The MacFACTS data for Additional Teaching can be found on the far right. Users can toggle between all tabs to display the teaching based on the level.



**All Teaching** tab is very useful if filtering on data that was collected across programs and levels. Users can use the search fields or the filter field for a quick find or various teaching activities.

### Example: Faculty searching for an activity as a committee member/chair across all programs

The screenshot shows the 'All Teaching' tab with a search filter 'Committee' applied. The table lists various committee roles across different program levels. A red box highlights the search filter, and a red text box points to the search results.

Program Level	Program Name	Role	Other Role	Number of Times	Percentage of Credit	Learner Names	Faculty Comment	Start Date	End Date	Program Comment	FHS Credited	Highlight
Postgraduate	Internal Medicine and its subspecialties	Member, Post Graduate Medical Education Committee, for each hour spent on ad hoc committee		12.000	100.000			2021 Jul 01	2022 Jun 30	PGME COVID TASK Force member 2021-2022.	Yes	
Postgraduate	Anaesthesia and its subspecialties	Member, Post Graduate Medical Education Committee, for each hour spent on ad hoc committee		6.000	100.000			2021 Jul 01	2022 Jun 30	PGME LEC member 2021-2022. MK	Yes	
Postgraduate	Family Medicine and its subspecialties	Member, Post Graduate Medical Education Committee, for each hour spent on ad hoc committee		4.000	100.000			2021 Jul 01	2022 Jun 30	PGME Supervision and Safety Committee member	Yes	
Postgraduate	Family Medicine and its subspecialties	Member, Post Graduate Medical Education Committee, for each hour spent on ad hoc committee		5.000	100.000			2021 Jul 01	2022 Jun 30	PGME MedSIS Operations Committee member for 2021-2022	Yes	
Postgraduate	Family Medicine and its subspecialties	Member, Post Graduate Medical Education Committee, for each hour spent on ad hoc committee		5.000	100.000			2021 Jul 01	2022 Jun 30	PGME MedSIS Forms and Reports Committee member for 2021-2022	Yes	
Undergraduate	Undergraduate Medical	Member, Electives Committee, year		1.000	100.000			2021 Jul 01	2022 Jun 30		Yes	

### Educational Contributions

In the previous systems, faculty did not have all details of the teaching contributions presented to them. In FHS DB all data related to the teaching contributions entered by the programs will be visible in the **grid**.

The screenshot shows the 'All Teaching' tab with a list of teaching contributions. The 'Number of Times' and 'Percentage of Credit' columns are circled in red.

Program Level	Program Name	Role	Other Role	Number of Times	Percentage of Credit	Learner Names	Faculty Comment	Start Date	End Date	Program Comment	FHS Credited	Highlight
Postgraduate	Family Medicine and its subspecialties	Supervisor Block Elective, week		4.000	100.000		Resident Jarah Maul	2022 Sep 12	2022 Sep 25	TEST Entry	Yes	
Undergraduate	Undergraduate Medical	Facilitator, IMED, session		1.000	100.000		3 sessions	2022 Jul 01	2023 Jun 30	Class of 2025	Yes	
Undergraduate	Undergraduate Medical	Tutor, Integration Foundation, unit		1.000	100.000		18 learners	2022 Jul 01	2023 Jun 30	Class of 2024	Yes	
Undergraduate	Undergraduate Medical	Speaker, Large Group Session, Professional Competencies, occasion		1.000	100.000		Ethics and Inclusion	2022 Jul 01	2023 Jun 30	Class of 2024 IF: Sept 27/22- Addictions	Yes	

Programs within FHS have a set of roles that are entered by number of times and percentage credit per faculty member. The role has a unit of measurement within the role description i.e., week, student, occasion. The number of times corresponds to the unit of measurement. A faculty member will be given credit per the unit of measurement.

### Example:

Lecturer role Unit of Measure is *per occasion* so the number of times will correspond to each occasion credited.

- One entry may have one single occasion with number of times entered as 1.

- Another entry may have 3 occasions in the entry with the number of times entered as 3. The number of hours will be multiplied by number of times for credit.

The percentage credit refers to roles which may be shared between more than one person so the number of hours for the role will be split by the percentage done by each faculty member. If a role is worth 100 hours and split equally between two faculty members, each receives fifty percent of the credited hours.

Program Level	Program Name	Role	Other Role	Number of Times	Percentage of Credit
Undergraduate	Undergraduate Medical	Supervisor, Block Elective (Clinical/Reading/Research), week		2.000	50.000
Undergraduate	Undergraduate Medical	Supervisor, Block Elective (Clinical/Reading/Research), week		4.000	100.000
Undergraduate	Undergraduate Medical	Supervisor, Block Elective (Clinical/Reading/Research), week		2.000	50.000
Undergraduate	Undergraduate Medical	Supervisor, Block Elective (Clinical/Reading/Research), week		2.000	100.000

FHS Credited educational contributions are indicated in the list.

Program Level	Program Name	Role	Other Role	Number of Times	Percentage of Credit	Learner Names	Faculty Comment	Start Date	End Date	Program Comment	FHS Credited	Highlight
Undergraduate	Biochemistry - Undergraduate	Instructor, course		1.000	11.000			2021 Jul 01	2022 Jun 30	BIOCHEM 3H03	Yes	

Indicates whether entry is FHS credited

## VIEW FHS EDUCATIONAL CONTRIBUTIONS

When an education contribution is open, the details entered by the program are displayed. If the faculty/proxy would like to add an additional comment that would output on the CV, the **Faculty Comment** field can be used.

Edit Course Taught / Supervisorship

Fields with \* are required.

Program Level: Undergraduate Credited  Not Credited

Program: Undergraduate Medical

Role: Supervisor, Block Elective (Clinical/Reading/Research), week Other Role Description: \_\_\_\_\_

Mode Type: Courses Taught Mode: Teaching

Faculty Comment:  Max. 500 characters (500 remaining)

Start Date\*: 2013 / Jul / 1 End Date\*: 2014 / Jun / 30

present

Highlights

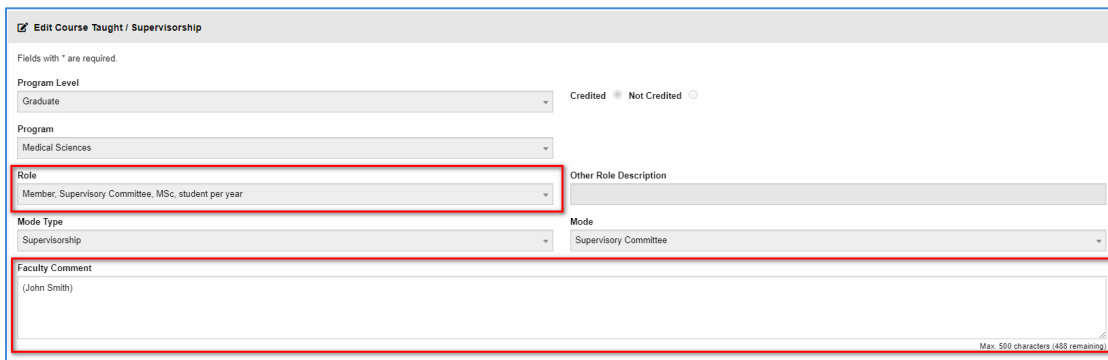
Program Comment:

Faculty Comment is an optional field for data entry and output on the CV. It will appear only in the detailed CV output.

Program Comment is a read only field and does not output on your CV

The Program Comment field is a **read only** field with some additional details added by the program for clarification and does not automatically output onto the CV. The program comment may consist of a date, student name, number of sessions with dates, or title of presentation/lecture. This is for the user to understand what the educational entry is awarding credit for. It can be used to review the information and contact the program if something is incorrect or missing.

**When should you enter a faculty comment?** Only if your CV requires one per the McMaster CV Guidelines. One example of a faculty comment would be the name of a graduate student for supervision. If you need more information on which entries require more data for your CV, contact your department [Academic Coordinator](#).




Contacts for all FHS programs can be found [here](#) if you have any questions regarding your teaching entries.

## NEED SUPPORT?

All FHS DB User Guides can be found on the [FHS DB website](#)