

# HOW TO REVIEW AND EDIT ADDITIONAL TEACHING (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 historical data entries from MacFACTS and STAR that fell under the section of **Additional teaching** and the new processes regarding entry and modification. This section of Additional Teaching is being phased out and users are encouraged to review and place items in a more appropriate section or delete them if they appear to be a duplication from an existing FHS program. Moving forward this section will be unavailable as an option for data entry.

## ADDITIONAL TEACHING CONTRIBUTIONS (NOT ENTERED BY PROGRAMS)

This section has been used previously to house any additional teaching that took place inside FHS or outside the university, resulting in a lengthy and confusing section in the CV. On the CV it was displayed under the section of Additional Education Contributions.

In FHS DB, it will remain under the Additional Education Contributions, but it will be structured in more organized way.

<p><b>Additional Educational Contributions</b></p> <p><b>Additional Teaching</b></p> <p>1999 - present Major contributor to the development and propagation of clinical practice guidelines for the management of dyspepsia (1)</p> <p>1996 - present Involved in the development and implementation of an annual GERD workshop (1)</p> <p><b>FHS Teaching Before 1999</b></p> <p>1999 - 1999 McMaster University M.D. Program: Unit 3 Clinical Skills Preceptor (3)</p> <p>1995 - 1996 McMaster University M.D. Program: Unit 6 Clinical Tutor (2)</p> <p><b>McMaster Other Teaching</b></p> <p>2003 Jul - 2004 Jun Campus Teaching Outside of FHS (2)</p>		<p><b>Additional Educational Contributions</b></p> <p><b>Teaching Outside of McMaster</b></p> <p>1999 - present Major contributor to the development and propagation of clinical practice guidelines for the management of dyspepsia (1)</p> <p>1996 - present Involved in the development and implementation of an annual GERD workshop (1)</p> <p><b>Other FHS Teaching</b></p> <p>1999 - 1999 McMaster University M.D. Program: Unit 3 Clinical Skills Preceptor (3)</p> <p>1995 - 1996 McMaster University M.D. Program: Unit 6 Clinical Tutor (2)</p> <p><b>Teaching Outside of FHS</b></p> <p>2003 Jul - 2004 Jun <i>Can add more details description of the activity</i> (2)</p>
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## NEW OPTIONS FOR ADDITIONAL TEACHING ENTRIES

To categorize uncredited teaching in a more meaningful way, we are introducing 2 more options for non-FHS teaching in addition to the FHS levels of **Undergraduate**, **Postgraduate**, **Graduate**, and **Other FHS Teaching**.

Program Level	Example
Undergraduate	Undergraduate Medical Clerkship, Biomedical Engineering
Postgraduate	Pediatrics and its subspecialties, Surgery and its subspecialties
Graduate	Speech Language Pathology, Primary Health Care Nurse Practitioner
Other FHS Teaching	Continuing Professional Development, Continuing Education
Teaching Outside of FHS <b>(NEW)</b>	Faculty of Engineering, DeGroot School of Business
Teaching Outside of McMaster <b>(NEW)</b>	Queens University, University of Toronto

### 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

When logging into the system initially you may find data entered in a tab called **Additional Teaching (MacFacts)**. This section can be eliminated completely by faculty members by editing the entries and using the program levels described in this document. Users should review using the steps below for redundancy or duplication of entry by comparing to the FHS credited teaching.

Questions regarding uncredited teaching on a CV in terms of placement and necessity can be directed to your department [Academic Coordinator](#).

## COURSES TAUGHT/SUPERVISORSHIPS INSTRUCTIONS

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

**CV Menu Options**

Home

CV Management

- Education Background
- Professional Organizations
- University Appointments
- Employment History
- Scholarly and Professional Activities
- Areas of Interest
- Honours and Awards
- Courses Taught / Supervisorships**
- Contributions to Teaching Practice
- Research Funding

McMaster University has a specific set of guidelines for CVs called the SPS B11 McMaster Curriculum Vitae Guidelines. The document can be found on the University Secretariat website.  
<https://secretariat.mcmaster.ca/university-policies-procedures-guidelines/sps-supplementary-policy-statements-tenure-promotion/>

Faculty Members must submit their CV in McMaster format for all academic renews and for any administrative appointments. Preparation of the CV in McMaster format can be simplified by using the CV Management Module here.

To view and download your CV click the View CV button below. Toggle the Show Details switch to view the detailed CV.

Any entries that may need more details will be displayed below in the CV alerts. Click the hyperlink to view those entries.

View CV

Show Details  no

CV Alerts

There are no items for review at this time.

## ADDITIONAL TEACHING (MACFACTS)

The **Additional Teaching (MacFACTS)** tab can be found on the far right of the Courses Taught dashboard.

Additional Teaching was brought from Star/MacFacts in its original form. The new functionality in FHS DB will allow faculty/proxy to properly identify the additional teaching entries into the various levels (Undergraduate, Postgraduate etc.).

**NOTE: The clean up of Additional Teaching is a one-time task when first using the FHS-DB.**

Eventually, the Additional Tab should be empty and disappear.

All new Additional Teaching will be entered using proper programs and roles.

Program Level	Program Name	Role	Number of Times	Percentage of Credit	Weighted Hours	Learner Names	Faculty Comment	Start Date	End Date	Program Comment	FHS Credited	Highlight
Additional Teaching (MacFacts)	FHS Teaching Before 1999	Please enter activity details in Member's Comment area, n/a		100.000	0.0		Research Trainees Supervised: Elena Verdú, M.D., Lausanne, M.D. Thesis	1991	1991		No	
Additional Teaching (MacFacts)	FHS Teaching Before 1999	Please enter activity details in Member's Comment area, n/a		100.000	0.0		McMaster University Postgraduate Program - Regular contributor to Academic Half Day for Internal Medicine Residents	1998	present		No	
Additional Teaching	FHS Teaching Before 1999	Please enter activity details in Member's Comment area, n/a		100.000	0.0		McMaster University Postgraduate Program - Regular contributor to Academic Half Day for Internal Medicine Residents	1995	present		No	

## DATA CLEANUP RECOMMENDATION

To quickly review and complete the cleanup of the Additional Teaching, the following steps are recommended:

1. Remove duplicate entries
2. Delete older teaching (prior to 1999)
3. Re-classify entries into proper program levels

### Remove Duplicate Entries

Compare teaching entries in the Additional Teaching section that may already be added in by one of the FHS programs. These should be deleted to avoid duplication and redundancy.

**FHS Credited program entry**

Masters of Science, Physiotherapy

2014 Jul - 2019 Jun Guest Speaker, Large Group Session, occasion (4)

**Duplication in Additional Teaching**

Additional Teaching

2014 Jul - 2015 Jun Master of Science, Occupational Therapy Guest Speaker, Inquiry & Integration Large Group Session

### Older Teaching

Decide whether older additional teaching entries should be eliminated from the CV as no longer relevant. You can delete these entries from the Additional Teaching.

Program Level	Program Name	Role	Other Role	Number of Times	Percentage of Credit	Weighted Hours	Learner Names	Faculty Comment	Start Date	End Date	Program Comment	FHS Credited	Highlight
Additional Teaching (MacFacts)	FHS Teaching Before 1999	Please enter activity details in Member's Comment area, n/a			100.000	0.0		Research Trainees Supervised: Premysl Bercik, M.D., Lausanne, M.D. Thesis	1990	1990		No	
Additional Teaching (MacFacts)	FHS Teaching Before 1999	Please enter activity details in Member's Comment area, n/a			100.000	0.0		Research Trainees Supervised: Francesco Viani, Undergraduate M.D., Lausanne, M.D. Thesis	1991	1991		No	
Additional Teaching (MacFacts)	FHS Teaching Before 1999	Please enter activity details in Member's Comment area, n/a			100.000	0.0		Research Trainees Supervised: Elena Verdú, M.D., Lausanne, M.D. Thesis	1991	1991		No	

### Reclassify Additional Teaching

Moving these entries into the proper program levels will remove them from this tab and add them to other tabs. Open the entry in Additional Teaching entry and choose which program level you want to move it to.

- Home
- Payment Profiles
- Payments
- CV Management
- Education Background
- Professional Organizations
- University Appointments
- Employment History
- Scholarly and Professional Activities
- Areas of Interest
- Honours and Awards
- Courses Taught / Supervisorships**
- Contributions to Teaching Practice
- Research Funding
- Lifetime Publications
- Presentations at Meetings
- Patents and Copyrights
- Administrative Responsibilities
- Other Responsibilities
- Assign Proxy

Academic Year: --Select--

Role: --Select--

FHS Credited: Yes  No

Program: --Select--

Other Role: --Select--

Mode (Type): --Select--

Learner: --Select--

Courses Taught / Supervisorships Add

All Teaching
Undergraduate
Postgraduate
Graduate
Other FHS Teaching
Teaching Outside of FHS
Teaching Outside of McMaster
Additional Teaching (MacFacts)

Open the entry by clicking the Edit icon

Showing 1 to 16 of 16 entries

Program Level	Program Name	Role	Other Role	Number of Times	Percentage of Credit	Weighted Hours	Learner Names	Faculty Comment	Start Date	End Date	Program Comment	FHS Credited	Highlight
Additional Teaching (MacFacts)	FHS Teaching Before 1999	Please enter activity details in Member's Comment area, n/a			100.000	0.0		Research Trainees Supervised: Premysl Bercik, M.D., Lausanne, M.D. Thesis	1990	1990		No	
Additional Teaching (MacFacts)	FHS Teaching Before 1999	Please enter activity details in Member's Comment area, n/a			100.000	0.0		Research Trainees Supervised: Francesco Viani, Undergraduate M.D., Lausanne, M.D. Thesis	1991	1991		No	
Additional Teaching (MacFacts)	FHS Teaching Before 1999	Please enter activity details in Member's Comment area, n/a			100.000	0.0		Research Trainees Supervised: Elena Verdú, M.D., Lausanne, M.D. Thesis	1991	1991		No	

**Edit Course Taught / Supervisorship**

Fields with \* are required.

Program Level: Graduate

Program: Biochemistry - Graduate

Role: Thesis Supervisor, MSc, student

Mode Type: Supervisorship

Mode:  

Faculty Comment: Research Trainees Supervised: Premysl Bercik, M.D., Lausanne, M.D. Thesis

Credited:  Not Credited

Number of Times:

Other Role Description:

Percentage of Credit: 100.000

Weighted Hours: 0.0

The program field will be populated with options depending on the level chosen.

Search for a role in the program selected above. If any roles match this teaching, select it. If there is no match, select Other and populate the Other Role Description

This corrected teaching entry will be moved from Additional Teaching to Graduate teaching.

Program Level	Program Name	Role	Other Role	Number of Times	Percentage of Credit	Weighted Hours	Learner Names	Faculty Comment	Start Date	End Date	Program Comment	FHS Credited	Highlight
Graduate	Biochemistry - Graduate	Thesis Examiner, MSc, candidate			100.000	0.0		Research Trainees Supervised: Premysl Bercik, M.D., Lausanne, M.D. Thesis	1990 Jan 01	1990 Jun 30		No	

If **Teaching Outside of FHS** and **Teaching Outside of McMaster** are selected, the program and role fields will be limited per the category.

For Teaching Outside of FHS you will be able to select one of the other McMaster faculties (this will be kept at the faculty level for now)

For Teaching Outside of McMaster, the program and role options will be disabled. Please use Other Role Description to add the Role and you can use the Faculty Comments to add the Institution/Organization the teaching took place in.

Additional Educational Contributions	
<b>BEFORE</b>	
<b>Additional Teaching</b>	
2021-2022	Supervisor, O.R., day
2020-2021	Advisor, Biochemistry Society, year John Smith
1989-1990	Thesis Examiner, MSc, candidate Research Trainees Supervised: Premysl Bercik, M.D.,
1989-1990	Supervised: Premysl Bercik, M.D., Lausanne, M.D. Thesis (0)
<b>FHS Teaching Before 1999</b>	
1999 - 1999	McMaster University M.D. Program: Unit 3 Clinical Skills Preceptor (3)
1995 - 1996	McMaster University M.D. Program: Unit 6 Clinical Tutor (2)
<b>McMaster Other Teaching</b>	
2003 Jul - 2004 Jun	Campus Teaching Outside of FHS (2)

Additional Educational Contributions	
<b>AFTER</b>	
<b>Undergraduate Teaching</b>	
<b>Biochemistry - Undergraduate</b>	
2020 Jul - 2021 Jun	Advisor, Biochemistry Society, year John Smith
	Advisor, Biochemistry Society, year John Smith (0)
<b>Graduate Teaching</b>	
<b>Biochemistry - Graduate</b>	
1989 Jul - 1990 Jun	Thesis Examiner, MSc, candidate Research Trainees Supervised: Premysl Bercik, M.D., Lausanne, M.D. Thesis
	Thesis Examiner, MSc, candidate Research Trainees Supervised: Premysl Bercik, M.D., Lausanne, M.D. Thesis (0)
<b>Postgraduate Teaching</b>	
<b>Anaesthesia and its subspecialties</b>	
2021 Jul - 2022 Jun	Supervisor, O.R., day
	Supervisor, O.R., day (0)

## NEED SUPPORT?

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