

HOW TO VIEW UNIVERSITY APPOINTMENTS (CV MANAGEMENT)

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 section is in the McMaster CV. McMaster University appointments are displayed here in chronological order and output onto the CV in the McMaster University Appointments section and in the Current Status at McMaster section.

BEST PRACTICE

This information is uploaded into this read-only section for the faculty member and cannot be edited. Primary, joint, and associate appointments are listed here. It does not include administrative titles i.e., Endowed Chair, Associate Chair, etc. These would be entered by the user in a different section of the CV. Content placement questions or questions regarding McMaster University Appointments can be directed to your department [Academic Coordinator](#).

EXAMPLES:

CURRENT STATUS AT MCMASTER

2012 - present Professor, CAWAR, Medicine, Faculty of Health Sciences, McMaster University

McMaster University Appointments

2012 - present Professor, CAWAR, Medicine, Faculty of Health Sciences, McMaster University
2004 - 2012 Associate Professor, Full-Time, Medicine, Faculty of Health Sciences, McMaster University
1999 - 2004 Assistant Professor, Full-Time, Medicine, Faculty of Health Sciences, McMaster University

McMaster University Appointments

2021 - present Asst Clinical Prof (Adjunct), Part-Time, Obstetrics and Gynecology, Faculty of Health Sciences, McMaster University

MCMASTER UNIVERSITY INSTRUCTIONS

LOCATING SECTION

Login to FHS DB and navigate to the CV Management menu on the left. Select University Appointments.

x FHSDB McMaster

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
- Lifetime Publications
- Presentations at Meetings
- Patents and Copyrights
- Administrative Responsibilities
- Other Responsibilities

CV Menu Options

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 reievs 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 Vew CV button bellow. 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.

FEATURES

The section will be displayed upon selection. Users can sort and search within the section.

University Appointments												
Showing 1 to 6 of 6 entries												Filter <input style="width: 50px;" type="text"/>
Employee Number	Department	Rank	Type	Rank Type	Full / Part	Employee Class	Union	Division	Start Date	End Date	Source	Status
99999999	Medicine	Professor	Primary	Faculty	Full-Time	CAWAR	Clinical Faculty		2014-10-12		Mosaic	Active
99999999	Medicine	Professor	Primary	Faculty	Full-Time	CAWAR	Clinical Faculty		2008-03-01	2014-10-11	ATP	Inactive
99999999	Medicine	Associate Clinical Professor	Primary	Faculty	Part-Time				2007-07-01	2008-02-29	ATP	Inactive
99999999	Medicine	Associate Clinical Professor	Primary	Faculty	Full-Time				1998-07-01	2007-06-30	ATP	Inactive
99999999	Medicine	Assistant Clinical Professor	Primary	Faculty	Part-Time				1992-07-01	1998-06-30	ATP	Inactive
99999999	Medicine	Clinical Scholar	Primary	Faculty	Full-Time				1991-07-01	1992-06-30	ATP	Inactive

NEED SUPPORT?

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