

HOW TO ADD UNCREDITED TEACHING TO YOUR CV

TARGET AUDIENCE: FACULTY

Updated October 6, 2024

OVERVIEW

This document provides instructions on how to add uncredited teaching to your CV in the FHS-DB. Faculty have an option to add any teaching activities as non-credited teaching that will be displayed in the Additional Educational Contributions section, following the FHS teaching sections. **Uncredited** is classified as any teaching recorded on the CV that does not receive teaching hours from an FHS program. This could be within FHS in one of the four levels of teaching (Undergraduate, Postgraduate, Graduate or Other FHS Teaching) or outside of FHS within McMaster. It can also refer to any teaching done outside of McMaster.

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 (NEW)	Faculty of Engineering, DeGroot School of Business
Teaching Outside of McMaster (NEW)	Queens University, University of Toronto

BEST PRACTICE

Most educational activities within FHS are added through an FHS program. In some cases, faculty members would like to track uncredited teaching as well.

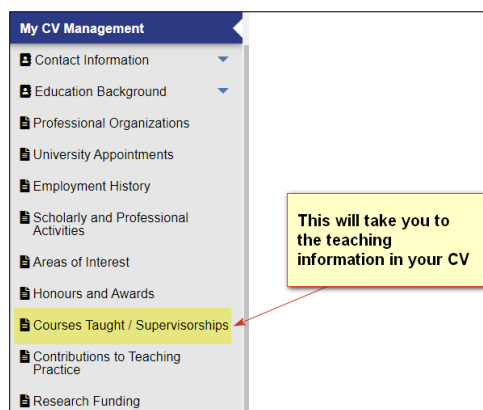
NOTE: It is best to clarify whether credit for the activity can be awarded through the FHS program prior to the decision to add as uncredited.

Since you may not immediately see your **credited teaching** within a program in your Courses Taught screen, do not attempt to add it as uncredited as this will result in a duplication on your CV. Program contacts are available for any clarification of your educational contributions. To ensure the best reflection of any uncredited teaching on your McMaster CV, review first with the [Academic Coordinator](#) in your department

HOW TO VIEW COURSES TAUGHT AND SUPERVISORSHIP ENTRIES

All contributions are collected in the CV Management menu option of Courses Taught and Supervisorships.

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



PROGRAM LEVEL TABS

Under the Courses Taught/Supervisorships menu, you can view all your teaching entries on a dashboard with various tabs splitting the teaching into Program Levels. All Teaching will appear in the first tab whereas you can choose the different tabs to display only this chosen level of teaching. Please note that FHS Credited teaching cannot be deleted or added by faculty members. This is done by the FHS programs.

The screenshot shows a dashboard with several filter sections: Academic Year, Role, FHS Credited (Yes/No), Program, Other Role, Mode (Type), and Learner. A yellow box highlights the filter sections with the text "Filters can be used for search and display in the dashboard". Below the filters is a search bar with Search, Reset, and Export buttons. The main section is titled "Courses Taught / Supervisorships" and features a row of tabs: All Teaching, Undergraduate, Postgraduate, Graduate, Other FHS Teaching, Teaching Outside of FHS, Teaching Outside of McMaster, and Additional Teaching (MacFacts). A yellow box points to these tabs with the text "Tabs show levels of teaching". An "Add" button is visible on the right side of the tabs. The page shows "Showing 1 to 25 of 568 entries" and a "Filter" input field.

ADDING UNCREDITED TEACHING TO YOUR CV

Adding your own educational contributions automatically defaults to the **Not Credited** radio button and cannot be changed to **Credited**. Only an FHS program can enter credited teaching.

The screenshot shows two radio buttons: "Credited" (unselected) and "Not Credited" (selected). To the right, a red italicized message reads: "Prior to entering non-credited FHS teaching, confirm with the program to ensure this teaching is not credited. FHS credited teaching is being entered intermittently throughout the Academic Session."

You can add uncredited teaching to your CV in any level of FHS program – Undergraduate, Postgraduate, Graduate, and Other FHS Teaching. You can also add teaching to the sections of Teaching outside of McMaster or Teaching outside of FHS. This would not be credited within FHS but can appear on your CV.

UNCREDITED TEACHING WITHIN FHS

The screenshot shows the "Courses Taught / Supervisorships" section with the "Postgraduate" tab selected. A yellow box points to the "Add" button with the text "Click on Add to bring up a data entry form". The tabs shown are: All Teaching, Undergraduate, Postgraduate, Graduate, Other FHS Teaching, Teaching Outside of FHS, and Teaching Outside of McMaster. The "Additional Teaching (MacFacts)" tab is also visible below the main row.

Fill out the form by choosing the level within FHS (Undergraduate, Postgraduate, Graduate, or Other FHS Teaching). When you choose a level of teaching within FHS, the program field is populated with all FHS programs within that level.

Fill out the fields highlighted in yellow in the diagram below and save. This will show as uncredited.

Fields with * are required.

Fill out the fields highlighted in yellow and save

Program Level Postgraduate Credited Not Credited

Program Oncology and its subspecialties **Number of Times** 1.000

Role Other (enter other role description) **Other Role Description**

Mode Type **Percentage of Credit**

Mode **Weighted Hours** 0.0

Faculty Comment Max. 500 characters (500 remaining)

Start Date* yyyy / / dd **End Date*** yyyy / / dd

present

Highlights --Select--

Prior to entering non-credited FHS teaching, confirm with the program to ensure this teaching is not credited. FHS credited teaching is being entered intermittently throughout the Academic Session.

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
Postgraduate	Oncology and its subspecialties	Lunch and Learn sessions		1.000	0.000	0.0		Impromptu teaching sessions over lunch one day a month	2022 Jul 01	present		No	

TEACHING OUTSIDE OF FHS

Courses Taught / Supervisorships

Click on Add to bring up a data entry form
Add

All Teaching Undergraduate Postgraduate Graduate Other FHS Teaching
Teaching Outside of FHS
Teaching Outside of McMaster

Additional Teaching (MacFacts)

Fill out the form by choosing Teaching Outside of FHS. This will populate the Program field to show all the faculties within McMaster to choose from. Fill out the fields highlighted in yellow in the diagram below and save. This will show as uncredited.

Fields with * are required.

Program Level
 Teaching Outside of FHS

Program
 [Empty dropdown]

Role
 Other (enter other role description)

Mode Type
 [Empty dropdown]

Mode
 [Empty dropdown]

Faculty Comment
 [Empty text area]

Start Date*
 yyyy / / dd

End Date*
 yyyy / / dd

present

Credited **Not Credited**

Prior to entering non-credited FHS teaching, confirm with the program to ensure this teaching is not credited. FHS credited teaching is being entered intermittently throughout the Academic Session.

Number of Times
1.000

Other Role Description
 [Empty text area]

Percentage of Credit
 [Empty text area]

Weighted Hours
0.0

Max. 500 characters (500 remaining)

Program field will show all faculties within McMaster

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
Teaching Outside of FHS	Faculty of Engineering	Capstone Students		1.000	100.000	0.0		Faculty of Engineering, iBiomedical, Capstone Program: 6 students	2020 Sep 01	2024 Jun 30		No	

TEACHING OUTSIDE OF McMASTER

Courses Taught / Supervisorships

Click on Add to bring up a data entry form

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

Fill out the form by choosing Teaching Outside of McMaster. Fill out the fields highlighted in yellow in the diagram below and save. This will show as uncredited.

Edit Course Taught / Supervisorship

Fill out the fields highlighted in yellow and save

Fields with * are required.

Program Level (highlighted in yellow): Teaching Outside of McMaster

Credited **Not Credited** Prior to entering non-credited FHS teaching, confirm with the program to ensure this teaching is not credited. FHS credited teaching is being entered intermittently throughout the Academic Session.

Program: [Empty]

Number of Times: 1.000

Role: Other (enter other role description)

Other Role Description (highlighted in yellow): Instructor

Mode Type (highlighted in yellow): Courses Taught

Percentage of Credit: 100.000

Mode (highlighted in yellow): Other

Weighted Hours: 0.0

Faculty Comment (highlighted in yellow): Transport Team, PICU and NICU Orientation: Responsible for teaching new NICU and PICU nurses as well as members of the transport team the physiologic basis, clinical presentation, and management of common ICU problems.

Max. 500 characters (282 remaining)

Start Date* (highlighted in yellow): 2003 / Jul / 1

End Date* (highlighted in yellow): 2007 / Jun / 30

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
Teaching Outside of McMaster		Instructor		1.000	100.000	0.0		Transport Team, PICU and NICU Orientation: Responsible for teaching new NICU and PICU nurses as well as members of the transport team the physiologic basis, clinical presentation, and management of common ICU problems.	2003 Jul 01	2007 Jun 30		No	

SEARCH AND FILTER IN THE DASHBOARD

Academic Year: [--Select--]

Program: [--Select--]

Mode (Type): [--Select--]

Role: [--Select--]

Other Role: [--Select--]

Learner: [Empty]

FHS Credited (highlighted in yellow): Yes No

Search by FHS Credited or Uncredited using the filter and search button

[Search] [Reset] [Export]

MODE TYPE AND MODE

In the data entry form, you will see two fields titled Mode Type and Mode. The Mode Type refers to whether the teaching entered is Teaching or a Supervisorship.

Mode Type

[Dropdown menu]

Mode

[Dropdown menu]

If you choose Mode Type of Courses Taught, you will be required to choose from the modes of Leadership, Other, or Teaching. If you choose Mode Type of Supervisorship, you will be required to choose from the modes of Clinical/Professional, Doctoral, Master, Other, Post-Doctoral/Fellowship or Supervisory Committee.

PLACEMENT OF UNCREDITED TEACHING ON A MCMASTER CV

There are two sections for teaching on a CV – Courses Taught and Supervisorships. Any teaching added, either within FHS programs or added as uncredited teaching, will have a mode type of Courses Taught or Supervisorship.

Mode Type

Supervisorship

Courses Taught

This choice determines the placement of the teaching on the CV. Credited teaching will always appear first under either heading, followed by any uncredited teaching. The uncredited teaching will fall under the subheading of Additional Educational Contributions.

COURSES TAUGHT

Additional Educational Contributions

Postgraduate Teaching

Oncology and its subspecialties

2022 Jul - present Lunch and Learn sessions Impromptu teaching sessions over lunch one day a month (1)

Teaching Outside of FHS

Faculty of Engineering

2020 Sep - 2024 Jun Capstone Students Faculty of Engineering, iBiomedical, Capstone Program: 6 students (1)

Uncredited Teaching with Mode Type of Courses Taught

SUPERVISORSHIPS

Additional Educational Contributions

Teaching Outside of McMaster

Master

2018 May - 2019 Jun Supervisorship Research Project Supervisor, John Smith - McGill University (1)

Uncredited Teaching with Mode Type of Supervisorship

NEED SUPPORT?

Please log a service ticket [here](#). All FHS DB User Guides can be found on the [FHS DB website](#).