**Guidance Note on Presentation of Standard CV**

The following notes are intended to help members of staff in submitting their Curriculum Vitae. The consistent presentation of information across the applications is essential for committee members when reviewing applications. The template CV enables candidates to provide as complete a case as possible. As it has been produced for use by candidates across all disciplines with recognition that input will vary: candidates will not be disadvantaged if, due to the discipline in which they operate, some areas of the template remain blank. If there is no relevant entry to be made under a heading or sub-heading, indicate a `Nil' return and close-up any unnecessary space.

This template will now be adopted across UCS replacing the previous CV template. All academic staff will be asked to update their CV in line with this template in the autumn term. Applicants coming forward for promotion in advance of this are asked to use this template immediately. It should be possible to copy or cut and paste the majority of the information from existing CVs.

In presenting your CV, allow for assessment by an inter-disciplinary team, avoiding unexplained abbreviations, explaining indicators of excellence for the discipline and the significance of placing in author order etc.

Candidates are reminded that promotion decisions are based on a review by committee members of the written evidence presented to them. The burden of proof is on the candidate to demonstrate that they meet the criteria for promotion.

Your CV should be no more than six sides of A4, excluding publications and summary of Research Grants. It should be presented in arial font size 11 with single spacing and numbered pages and should adhere to the following format. **Please note that candidates will be asked to resubmit their CV if not presented within these guidelines.**

Instructions appear in *italics* and should be overwritten or deleted as appropriate.

1. **Personal Information**

*This should include full name, address, and any other personal details that you feel are appropriate.*

1. **Academic Qualifications**

*List in date order all degrees, diplomas, certificates and professional qualifications, with dates and name of the awarding body, with the most recent qualification* first.*The titles of theses forming part of a qualification should be given in this section.*

1. **Present Appointment**

*This should set out your formal title, together with the date on which you were appointed to this position. Please indicate whether you are full or part time (if so, what fte) and if you are serving a probationary period.*

1. **Previous Appointments**

*Set out your career history, listing all previous appointments. Provide details of title, employer and dates, in order, with the most recent appointment* first. *If your career has been interrupted in a way which in your opinion has had a significant effect on your career profile, please include such gaps together with an explanation*.

1. **Professional Recognition**

*This section should include honorary awards and list invited membership of professional bodies, learned societies, advisory bodies; external examining; peer review activities (grants, journals, books, etc.), editorships etc., with start, and where relevant, end dates.*

1. **Teaching**

*Using the Tables at Appendix 1 you should provide a summary of teaching activities over the past three years.  It should contain brief details of:*

*(i)All undergraduate and taught postgraduate units to which you have contributed in the period, noting:*

*a)    the numbers of students taught  
  b)    their curriculum year  
   c)    the level of responsibility for the content of the unit  
   d)    the general nature of the teaching, e.g. tutorial, lecture, seminar, practical  
   e)    the contact hours for the unit as a whole and the proportion which your contribution represented  
   f)    the teaching methods used  
  g)    the assessments used*

*(ii) Academic supervision: A list of post-graduate students and/or research staff supervised with dates and should include, where appropriate, a record of their higher degree awards and present position. Candidates must specify whether they are/were acting as first or second supervisor. List also, with approximate start and end dates, medium/long stay academic visitors who have come from other institutions to study or work with you.*

*(iii) Major teaching responsibilities/projects in previous years that have not already been included above, with dates where possible. Any areas felt to be particularly relevant to the promotion criteria, should be highlighted, citing evidence, where applicable, of innovation and its recognition.*

1. **Research**

*You are asked to set out your activities in the following order:*

(i) Publications

*Please ensure you produce a list of all your publications, and/or a full list of equivalent academic/professional output, in alphabetical order by type (e.g. articles, books, reviews) and chronologically within each type. Please indicate clearly which publications are in peer reviewed journals. Where there is more than one author, you* ***must*** *indicate as precisely as possible the degree of your contribution, either as a percentage figure or descriptively in terms of your particular input.  You must indicate the overall length of books and the number of the first and last page of each article, chapter, paper or review.   If two or more publications are concerned with essentially the same piece of work (e.g. preliminary communication, a conference contribution and a full report), this should be clearly indicated.*

*This section* ***must only*** *include publications in the public domain and* ***must not*** *mention publications that are forthcoming or planned.*

(ii)  Forthcoming Publications

*You can list here any publication which is “in press“, or which has actually been accepted for publication, but which has not yet been published.  You should not list any work which has been planned, completed or submitted, but which has not yet been accepted.*

(iii)  Research Grants

*You should set out in date order, with the most recent coming* first*, grants awarded to you.  Please indicate the source, the title of the funded project, the amount of the grant, the time period covered by the grant, and an indication of whether you were the Principal Investigator, collaborator, co-applicant etc.  It is recognised that in some disciplines this is a much less important indicator of research excellence than in others.*

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Project Title and Funding Source** | **Start Date of Grant (dd/mm/yyyy)** | **End Date of Grant (dd/mm/yy)** | **Name of Principal Investigator†** | **Names of**  **Co-Investigators** | **Value of Award** | **Value Attributable to Candidate** |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |

**†If not the candidate**

(iv)  Indications of External Recognition

*You should list instances, not previously mentioned, where your research quality has been externally recognised.  Such instances might include invitations to examine for PhD or other research degrees.*

(vi) Related administration

*In this section you should set out your major achievements in research administration, explaining the importance and significance.*

*These might include:*

* *Managing resources, for example administering research grants*
* *Managing activities, for example organising research conferences; taking responsibility for the overall direction of a programme, project or group*
* *Managing people, for example managing research staff, mentoring junior colleagues*

1. **Knowledge Exchange and Professional Practice**

***A concise account of knowledge exchange (e.g. enterprise, consultancy) and/or professional practice activity giving details, including dates, of partnerships and engagements with bodies external to UCS.*** *Where appropriate, you should include details of any inventions, patents and commercial exploitation of research. Similarly, if relevant, please indicate your contribution to innovations or improvements in service or professional practice.*

1. **Contributions to the School/Department and Institution**

*Under the two sub headings of School/Department and Institution, please enter details of your membership of committees, working parties and other groups and details of specific roles and responsibilities (including outreach activities) for the current academic year together with a summary of any other significant contributions in previous years.*

**(i) School/Department**

**(ii) Institution**

1. **Scholarship and Professional Development**

**(i) Summary of Scholarship Activities**

***Please provide a brief summary of your scholarship activities in the previous three years and any other significant personal achievements in this area in the course of your career to date.***

**(ii) Conferences**

***Please also indicate the date and title of any major conferences and meetings associated with your development in relation to your research or teaching, plus the nature of your involvement (e.g. participant, presenter). Where you have presented please indicate whether this was by invitation or through competition.***

**(iii) Staff Development and Training**

***Please list any staff development and training activities undertaken over the last three years plus any significant activities in previous years. In addition to attendance on courses this should include activities which have an explicit staff development objective (e.g. peer observation of teaching). Duration in hours should be included.***

1. **Other Relevant Information**

**Date Curriculum Vitae Prepared:**

**Your candidate statement and CV must be submitted electronically to the HR Department by the published deadline. No additional information should be provided.**

**APPENDIX 1**

Please list the teaching in which you have been involved in the last three academic years.

Current Academic Year 20\_\_/20\_\_

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Module Code / Module Title** | **No. of Students** | **Level** | **Level of Responsibility for Module Content** | **General Nature of Teaching** | **Module Hours / My Proportion** | **Teaching Methods Used** | **Assessment Methods Used** |
| *Module XX* | *21* | *4* | *Module leader; fully responsible for most module content* | *Lectures, screenings, study visits, individual & small group tutorials* | *3 hours pw for*  *18 wks / 92%* | *Lectures, reading & discussion, workshops games & tutorials* | *Essay (30%)*  *Design document (30%)*  *Course blog (40%)* |
| *Module XX* | *31* | *4* | *Module contributor; responsible for video recording & review of presentations* | *Lecture, group presentation and small group tutorials* | *2 hours pw for*  *24 wks / ca 20%* | *Small group tutorial, practical workshops, presentation* | *Formative presentations;*  *Project management (20%)*  *Portfolio & appraisal (80%)* |
|  |  |  |  |  |  |  |  |

Last Academic Year 20\_\_/20\_\_

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Module Code / Module Title** | **No. of Students** | **Level** | **Level of Responsibility for Module Content** | **General Nature of Teaching** | **Module Hours / My Proportion** | **Teaching Methods Used** | **Assessment Methods Used** |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |

Previous Academic Year 20\_\_/20\_\_

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Module Code / Module Title** | **No. of Students** | **Level** | **Level of Responsibility for Module Content** | **General Nature of Teaching** | **Module Hours / My Proportion** | **Teaching Methods Used** | **Assessment Methods Used** |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |