

Standard form of Curriculum Vitae

Applicants should ensure that their CV is presented to support their application for promotion and **expands and develops** the information and evidence provided against the relevant criteria. The CV should be no longer than 40 pages in total.

A **clear indication** (in percentage terms) must be given of the applicant's specific contribution to any joint or collaborative activities, including papers, grants etc.

CV

Personal details

(Please note that home addresses, personal phone numbers/email addresses, dates of birth etc. should not be included)

Name

Present appointment

Education and qualifications obtained (with dates)

Previous appointments (with dates)

Research

Achievements providing evidence including some or all of the following:

- list of publications and other research outputs, these will be expected to have been recorded in CentAUR.
- Publications must be listed in groups, e.g. books, major articles, reviews; and each group must be shown in reverse chronological order (i.e. the most recent publication first) giving the title and year of publication. Full pagination must **always** be given. Applicants must clearly indicate whether publications are in refereed journals or conference proceedings and, where appropriate, comment on the status of such journals or proceedings within their particular subject area. Where such information is available, the number of citations should be stated.
- Where joint publications are included, it is **essential** that a clear indication (in percentage terms) is given of the extent of the applicant's contribution to the publication.

- A clear indication must be given of those books written as author or co-author, and those in which the work has been editorial or contributory.
- Publications that are 'in press' or 'under review' must be listed separately, detailing the relevant journal or publisher; publications that are 'in preparation' must not be listed.
- Research grants and contracts, listing first grants won and, clearly separated, grants applied for. Internal and external awards should be indicated separately. Detail the research income associated with each award, and identify the Principal Investigator and the Co-Investigators (if any).
- Examples of external engagement activities (e.g external presentations to external partners, to lay audiences, as part of schools outreach; the nurturing and development of external relationships important to the School or University; initiatives to achieve impact beyond academia).
- Examples of research leadership through active membership of groups within the University or externally that are responsible for significant research activities or achievements.
- Examples of leadership of groups of staff or research students/ teaching assistants), including supporting their development through mentoring and/or line management
- Contributing as panel member to the recruitment and induction of new staff members
- Invitations to give seminars/talks at external organisations or conferences
- Invitations to join national or international committees or organisations relevant to the discipline

Continuous Professional Development (CPD)

- Copy of personal training or continuing professional development log over a sustained period, including reflection on the impacts that engaging with various training had on your working practice.
- A record of significant conferences/ workshops, etc. attended and reflection on how these may have shaped your subsequent work and future plans.
- An account of activities/roles that you have undertaken which have contributed to your professional development, with an explanation of/reflection on the

associated development that has taken place e.g. attending training courses, seminars, conferences, and/or through personal study and reading and providing a brief explanation in the submission of how these activities have contributed to your professional development and/or inform your working practices

- Details of your own contributions to support the professional development of other colleagues in the University and/or externally, for example through mentoring activities, etc.
- Contributions to teaching or student project supervision (where relevant), development of teaching practice via gaining Associate Fellow to the Higher Education Academy (AFHEA) to support a career plan to become an academic