

GUIDELINES FOR STAFF IN PRESENTATION OF A CASE FOR PROMOTION

THE CURRICULUM VITAE

Care should always be taken to present a *curriculum vitae* clearly. For the Academic Staff Review Group a *curriculum vitae* set out under the headings below will provide the minimum information required to make recommendations in the Staff Review. ***It would be helpful if statements on teaching and research are set out in the main document with detailed lists of teaching and publications as appendices.***

PERSONAL DETAILS	Full name and date of birth
EDUCATION	Dates and places of education
QUALIFICATIONS	Educational attainments, including class of degree
EMPLOYMENT	Previous and present appointments held with dates
INTERNAL POSITIONS OF RESPONSIBILITY HELD	Include dates
EXTERNAL POSITIONS OF RESPONSIBILITY HELD	Include dates
IMPORTANT ACADEMIC INITIATIVES	A brief statement
TEACHING ACHIEVEMENTS	A brief statement on any major contribution in this area (a teaching profile is required as an appendix)
EXAMINING (internal and external and showing undergraduate and postgraduate separately)	Over the last 5 years with dates
RESEARCH INTERESTS	Brief statement on current topics. The Group would find it most helpful if the statement sets out in terms understandable to the non-specialist what the candidate regards to be the special contribution made by the research already conducted and planned. A list of research grants showing total sum. (Details of

publications should be attached as an appendix.

ACADEMIC AWARDS AND PRIZES

Include dates

INVITED CONFERENCE PAPERS

Include dates (listing international conferences separately from British conferences)

ORGANISATION OF CONFERENCES

Include dates

CONSULTANCIES

Include dates

ENTERPRISE AND THIRD STREAM
ACTIVITY INCLUDING POLICY
IMPACT

Statement of achievements.
Dates of patents etc.

CURRENT MEMBERSHIP OF
PROFESSIONAL BODIES

Include dates

EDITORSHIPS OF LEARNED
JOURNALS

STAFF DEVELOPMENT ACTIVITIES

Attendance and dates
Contributions to the College Staff
Development Programme

DATE the curriculum vitae was prepared.

Please attach to the *curriculum vitae* as appendices:

(a) A teaching profile: details of teaching experience: such as course planning and design, management of teaching and range and flexibility in teaching. This information should become more readily available as the teaching portfolio is built up. **

(b) A list of postgraduate students supervised (with dates).

(c) A list of publications : books (include copies of any book reviews), chapters in books, articles in refereed journals, contributions to edited collections, pamphlets and other lesser publications. **It is helpful to the Group if information is given on the nature of the publication to guide the Group in its assessment of the candidate's research record. In the case of joint authorship it is necessary to give a clear indication of the level of contribution.**

(d) Work in preparation: a separate list under the different headings with a clear indication of the stage reached (e.g. manuscript submitted for publication with date)

** Where an application is based primarily on research and administration the Academic Staff Review Group will still expect to receive information on teaching.

August 2004