

DOCUMENT 1 (COVERSHEET)

Application for promotion from 1st October 2016 to the office of: - (please tick one)

Professorship Readership University Senior Lectureship

Curriculum Vitae

Please see Section 7 (Document 1)

Surname : _____ Person No: _____

Forenames _____

Title: _____ E-mail: _____

Faculty/Department: _____ College: _____

Title of office/post currently held: _____

Start date of current appointment: _____

End date of current appointment: _____

Please tick box if duties do not include teaching (See Annex B – Teaching, 7.12)

Please attach a concise *curriculum vitae* of not more than two sides of A4 including any annotations. The CV should provide the following information and be presented in the order indicated below:

1. **Personal details:** name, Faculty/Department, current appointment (specifying whether it is an office or an unestablished appointment) and date of appointment.
2. **Education/Qualifications:** details of degrees, diplomas and other qualifications and where and when obtained.
3. **Professional History:** a complete account of all previous professional appointments held, with dates and in chronological order.
4. **Other Appointments and Affiliations:** a list of membership of professional bodies, learned societies, advisory bodies, peer review activities (grants, journals, books, etc.), editorships, etc., with start, and where relevant, end dates.
5. **Prizes, Awards and other Honours:** a list of prizes and awards received and elections to prestigious professional/scientific bodies including the full name of the awarding/electing body and date (year) of award/election.

Details of research/scholarship, teaching (including, if applicable College supervision and clinical postgraduate teaching and training), and general contribution (including, if applicable, clinical duties) should be provided in the Annex as attachments in accordance with the guidance below.

RESEARCH/SCHOLARSHIP

Please provide an up-to-date list of publications, in clear chronological order and ordered in accordance with the conventions of the relevant academic discipline. Applicants should list publications in a clear chronological order, stating for each publication the year and page numbers, and should indicate each listed publication's number of pages. Applicants should make clear their role and contribution in large, multi-author publications. Publications should include only work which has already been published, is in the public domain, and is available for consideration.

A work will be regarded as published if it is traceable in ordinary catalogues and if copies are obtainable at the time of application, or at some previous time by members of the general public through normal trade channels. Proofs of papers not yet published are not submissible. Work published electronically may be acceptable if it can be regarded as being published in the same formal sense as in a journal or book. This includes free electronic journals provided these are refereed and accessible to the general public. Placing a paper on a University web page does not count as publication but electronic publication of invited and/or contributed talks which will be published as part of the proceedings of a Higher Education Institution is acceptable provided that hard copies are available in published form. Peer-reviewed publications should be listed separately. Citation data, in disciplines where this is appropriate, may also be included under this Annex.

Work in progress or work completed but not yet published must be excluded from the list.

Copies of publications must not be included in the documentation submitted by the applicant.

Committees may take account of evidence relating to the external contribution of an applicant in disciplines or interdisciplinary subjects where the communication of research results is not, or is only partly, in the form of conventional scholarly publication. Applicants should draw attention to this, if it is appropriate in their case, in this Annex and in their personal statement (Document 2).

Information may also be provided in chronological order on:

- **Grants:** details of major external grants and contracts awarded (including values and dates), together with the names of co-investigators where applicable. The information presented should enable the reader to determine at a glance which grants/contracts are current. For large, multi-author grants applicants should make clear their role and contribution.
- **Invited or contributed talks:** a list of major lectures/seminars, or other research presentations, stating the year that each was given.
- **Postdoctoral** and other research co-workers, including visiting academics, with whom the applicant is or has been directly associated in the recent past.

DOCUMENT 1 (ANNEX B)

TEACHING

Please **tick the box** if your duties do **not** include teaching. If this is the case you should not complete this section and the promotions committees will not assess your teaching contribution. Please see refer to 7.12 for further guidance.

Otherwise please provide a record of all courses taught by the member of staff over such a period as may be necessary to show evidence of fulfilment of the teaching criteria, which will normally be not less than three years prior to the closing date for submission of applications. Teaching contribution at all levels, including teaching on undergraduate, postgraduate and Masters courses, should be listed. The record should specify the annual number of hours of teaching undertaken as part of the University officer's Faculty/Departmental teaching duties (stint) and should include details of administrative work which the Faculty/Department has agreed to be equivalent to part of the officer's annual stint. If applicable, mention should be made of any regular and substantial contribution to the teaching programmes of other Faculties/Departments.

The record should also include an up to date list of postgraduate students formally supervised with their results, over the period of employment; details of course development and pedagogical innovation.

If you hold an Honorary NHS Consultant contract, information which describes contribution to postgraduate medical education and training should be provided. If you are engaged in veterinary clinical work, information which describes contribution to postgraduate veterinary teaching and training should be provided.

The record may include samples of course descriptions, hand-outs, and bibliographies up to a maximum of ten sides of A4.

The record may also include details of teaching undertaken for a College or Colleges, as College teaching may be included as part of the evidence on which assessment for promotion is based. It may also include details of work undertaken as a Director of Studies at a College or Colleges.

Details of any Faculty/Departmental duties concerning the co-ordination of College teaching should also be included in this Annex.

Applicants who do not undertake College teaching should note that they will not be placed at a disadvantage in the consideration of their application.

Details of examining over the same period should also be included.

Account may be taken of evidence from previous academic employment in the University and/or College(s) in relation to teaching, but **not** from institutions external to the University.

The necessary evidence of teaching contribution cannot normally be accumulated within a period of less than 3 years (also see para 7.13).

GENERAL CONTRIBUTION

Please provide a list of administrative contributions undertaken in the Faculty/Department/University and work undertaken in non-Faculty/Departmental/University administration e.g., service on central University bodies, working parties, reviews, engagement in widening participation activity and the design and delivery of outreach programmes, and contribution to the subject undertaken outside the University, editorial work, and, where appropriate, details of research management and the creation and management of multi-institutional, national/international research facilities.

Applicants whose duties do not include teaching may include any teaching-related duties, for example supervising research students or demonstrating, under this criterion.

Applicants should cross-refer in this Annex to indicate any administrative work that the Faculty/Department has agreed shall be regarded as part of the annual stint (see Annex B).

Applicants who hold Honorary NHS Consultant contracts should include in this Annex details of their participation in regional and national committees (e.g. Royal Colleges, General Medical Council etc) and bodies concerned with undergraduate and postgraduate medical education, and also details of their clinical duties. Applicants who are engaged in clinical veterinary work should include details of their participation in regional and national committees and bodies concerned with postgraduate veterinary education, and also details of their clinical duties.