**Standard Format for Curriculum Vitae**

**Created: February 2023**

**STANDARD FORMAT FOR CURRICULUM VITAE SUBMISSION**

(Please refer to ‘Notes on Completing the CV’ for more information)

**CURRICULUM VITAE**

1. **RECORD OF PERSONAL INFORMATION**
2. Name
3. School/Department
4. Present appointment
5. Commencement date of present appointment
6. Previous appointments (please indicate career history by listing them in reverse chronological order)
7. Qualifications (please include date of award, title of award, subject, class and awarding body)
8. Honours and Distinctions (please include dates)
9. **TEACHING AND CURRICULUM LEADERSHIP**
10. School duties: teaching responsibilities (including postgraduate supervision and clinical teaching) for the current academic year

2. (i) Other Teaching (current year):

(ii) External Examining (current year):

3.Publications related to teaching and/or scholarship

4.Contribution to School’s strategy on teaching and curriculum leadership

5. Please refer to ‘Guidelines for Evidence of Teaching and Learning’ document (SET scores from the last three years\* must be included here and in the format specified in the guidelines, for applications through the research & teaching and teaching & learning route)

\* SET remains suspended and the SEM survey revised as a result of changes to teaching during the Covid-19 pandemic remains in use. There is no mandatory requirement to include SEM survey data within the banding application, unless applicants wish to do so. Historic SET scores can be combined with more recent evidence for teaching excellence.

1. **UNIVERSITY AND ACADEMIC SERVICE AND GOOD CITIZENSHIP**
2. School responsibilities
3. University Committee responsibilities
4. Participation in continuous professional development
5. Activities in support of the Global Engagement Strategy, including the overseas campuses
6. Academic and professional activities outside of the University (including outreach activities)

**D. RESEARCH**

1. Research grants – list the research grants or contracts awarded in a table to include title of project; start and end date; value of the award; PI or CI role; funding source (including if internal or external)

2. Research supervision, list students supervised

3. Publications related to research

4. Top five published research outputs[[1]](#footnote-1) please include brief statements on the significance of each publication (note: journal impact factors are not required)

5. Indicators of esteem including external prizes, invitations to address conferences, consultations etc

6. Inventions, patents and commercial exploitation of research

7. Contribution to School/Faculty/University Research Strategy

8. Engaging with business/external stakeholders (knowledge exchange)

1. *The University is a signatory of the Declaration on Research Assessment (DORA). As such, we commit to focus on the scientific content of a publication as a basis for review of quality, and consideration of value and impact of research conducted, rather than any proxy measures such as Journal Impact Factor.* [↑](#footnote-ref-1)