



NOTES ON COMPLETION OF CURRICULUM VITAE FOR PROMOTION

The purpose of the CV is to provide a detailed account of the individual's contribution and achievements.

General Notes:

- All pages must be consecutively numbered. Please give surname and initial as a 'header' on top of each page.
- Details in the CV should be kept as concise as possible and information provided on the CV should not be repeated on the relevant promotion Pro Forma.
- Candidates are encouraged throughout to evidence achievement/contribution within the current role (including new achievement/contribution since the previous promotion or since being recruited to the University).
- Reference may be made to reviews of an applicant's own publications if the review appeared in publications of acknowledged scholarly standing. Review by applicants of the work of others may be listed in the CV if these are judged to be of major significance. It will be for the Promotions Committees to decide on their relevance in consideration of a case for promotion.
- When describing teaching activity and successes please include details of both undergraduate and postgraduate teaching and supervision.

Specific:

SECTION B – TEACHING AND CURRICULUM LEADERSHIP

- B1 List the lectures, laboratory or exercise classes, CPD programmes, tutorials, field courses including the level of courses etc for which you are responsible to your unit during the **2020-2021 academic year**. Estimate the number of undergraduate and postgraduate students involved in each and the total number of contact hours on an annual basis, presenting the information in a table. Describe your contribution to undergraduate and postgraduate course preparation, teaching and assessment for University qualifications. Note any unusual features such as vacation courses, exceptionally demanding classes or teaching in a clinical setting. If you do not regard this as a normal teaching year, indicate in which respects it is different.
- B2 Describe briefly any teaching you may do in other Schools or outside this University. External examining of taught courses elsewhere may be included.
- B3 Applicable only for those applying through the Teaching & Curriculum Leadership route. Please put N/A if you are applying through the Research or the Research & Teaching Route.

If you are applying through the teaching and curriculum leadership career path then your complete publication list should appear in this section.

Please provide a complete list of publications, under topic headings if desired, in chronological order, giving title and full publication details. Distinguish between articles, reviews, books (or contributions to books), refereed conference proceedings etc; give the lengths of contributions to books and of articles. If any review of your work has appeared, please add the date and its location.

Candidates must make it clear as to the status of publications. Publications not yet published and available for peer review will normally be excluded. Future publications can only be included in this promotion application if already **accepted for publication and a letter of acceptance is attached to the CV**. Other completed works not yet published may be mentioned in your statement and the Promotions Committees reserves the right to have the discretion to take into account forthcoming publications. All forms of publication, e.g. films, distance learning packages, research software and databases, web sites/web site design/social media should be included.

- B4 Please provide a brief summary and evidence of your successful contribution to your School's strategy on Teaching and Curriculum Leadership **(no more than 100 words)**.

Enter word count (/100)

- B5 Please provide a brief summary of your significant personal achievements in teaching and curriculum leadership in the course of your career so far **(no more than 100 words)**.

Enter word count (/100)

- B6 Please provide evidence of teaching innovation e.g. evidence of an innovative clinically integrated veterinary curriculum or successful and sustainable leadership in innovative course design or curriculum development. Include any knowledge transfer activity e.g. professional short courses for government/industry/outreach.

- B7 Please provide a copy of any teaching qualifications or teaching recognition by a professional body or an internal letter confirming completion of the teaching course requirement for your current role. Please refer to:

<https://www.nottingham.ac.uk/hr/guidesandsupport/promotionandregarding/promotion/index.aspx>

- B8 Please refer to the 'Guidelines for Evidence of Teaching and Curriculum Leadership' activities, noting the length restriction of 5 pages, for applications through the Research & Teaching, and Teaching & Curriculum Leadership routes. SET scores from the last three years* must be included under this section, and in the format specified, for applications through the research & teaching and teaching & curriculum leadership route:

<https://www.nottingham.ac.uk/hr/guidesandsupport/promotionandregarding/promotion/documents/2021-2022/guidelines-for-evidence-of-teaching-and-curriculum-leadership.pdf>

*** In academic year 2021/22, 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 promotions application for 2021/22, unless applicants wish to do so. Historic SET scores, from prior to March 2020, are still available and can be combined with more recent evidence for teaching excellence.**

SECTION C – UNIVERSITY AND ACADEMIC SERVICE AND GOOD CITIZENSHIP

General Note: In completing each section here, where possible please describe the impact of your contribution.

C1 Describe very briefly any administrative/management duties you currently fulfil, or have recently fulfilled, in your School such as admissions, examinations, timetables, seminars, library accessions, safety officer, computing rationing, responsibilities for technical staff or specialised laboratory services.

C2 List the University, Faculty or School Committees you currently attend, or have recently attended.

C3 Describe significant Continuous Professional Development (CPD) **(in less than 100 words)** activities you have undertaken over the last three years?

Enter word count (/100)

C4 You are invited to comment briefly **(in less than 100 words)** on activities in support of the Global Engagement Strategy, which may include (but are not restricted to) engagement with the overseas campuses, by, for example, international assignments, developing and/or delivering teaching modules, and supporting from the UK and to evidence any broader global engagement activities.

Enter word count (/100)

C5 You are invited to comment briefly **(in less than 100 words)** on any academic and professional activities undertaken outside of the University (e.g. national committees/professional societies).

Enter word count (/100)

C6 You are invited to give details **(in less than 100 words)** of any outreach or community activities in which you have participated e.g. going out to schools to promote your discipline.

Enter word count (/100)

SECTION D – RESEARCH

D1 List research grants or contracts, as a table to include; title of the project, start and end date, value or the award, PI or CoI contribution and whether the funding was external or internal.

D2 List PGR students supervised (current and total and whether principal or second supervisor) including current and previous students. Please tabulate year of initial registration, indicating year of submission and year of successful completion.

D3 These should be arranged as in B3 above (and please see general note above).

If you are applying for promotion through the combined or research career path then your complete publication list should appear in this section. Please put N/A if you are applying through the Teaching & Curriculum Leadership Route.

D4 Only applicable for Research and Research & Teaching Routes. Please put N/A if you are applying through the Teaching & Curriculum Leadership Route.

Please provide details of your top five published research outputs over the last 6 years (a monograph with demonstrable impact may substitute for two publications) and include weblinks where possible to these documents. Please include brief statements on the significance of each publication (note: journal impact factors are not required)¹.

D5 This should include other forms of recognition such as prizes, invitations to address conferences or learned societies, membership of any national or international committees, external examinations of higher degrees, consultations. Please indicate any editorial or refereeing responsibilities.

D6 Please give appropriate details which may include any contribution you have made to the maximization of commercial activity, resulting in the positive flow of income to the University.

D7 Please provide a brief summary and evidence of your successful contribution to your School's/Faculty's/University's Research Strategy **(no more than 100 words)**.

Enter word count (/100)

D8 Please provide a brief summary of your engagement with business/external stakeholders (knowledge exchange) **(no more than 100 words)**.

Enter word count (/100)

D9 Please provide a brief summary of your significant personal achievements in your chosen field of research **(no more than 100 words)**.

Please put N/A if applying through the Teaching & Curriculum Leadership route.

Enter word count (/100)

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.*