# Standardised Curriculum Vitae

*Note: This template should be used in conjunction with the notes ‘Guidance on presentation of CV’ (page 2, below)*

**1. PERSONAL DETAILS**

**2. TERTIARY/HIGHER EDUCATION**

**3. APPOINTMENTS AND EXPERIENCE**

**4. CONTRIBUTIONS TO TEACHING AND STUDENT SUPPORT**

**(a) Organisational responsibilities**

**(b) Contributions to teaching materials**

**(c) Contributions to teaching methods and student support**

**5. CONTRIBUTIONS TO ADMINISTRATION AND MANAGEMENT**

**6. RESEARCH INTERESTS**

**7. POSTGRADUATE STUDENT SUPERVISION**

**8. EXTERNAL ACADEMIC ACTIVITIES**

**9. OTHER INFORMATION**

**10. PUBLICATIONS**

**(a) Books**

1. **Authored**

Author A. and Collaborator B. (2008) *Title of Book*, Place: Publisher, ?pp

1. **Edited**

Editor R (ed) (2007) *Title of Book*, Place: Publisher, ?pp

**(b) Chapters in books**

Author A. and Collaborator B. (2009) 'Title of Chapter', in Editor R. (ed), *Title of book*, Place: Publisher, pp? - ?

**(c) Journal articles**

1. **Refereed journals**

Author A. and Collaborator B. (2004) 'Title of Article', in *Title of journal*, Vol, pp? - ?, (% contribution)

**(ii) Non-refereed journals**

**(d) Other works (including performances, installations and exhibitions)**

**(e) Conference contributions**

**(i) Refereed conference contributions**

**(ii) Non-refereed conference contributions**

**11. REFEREES**

***Guidance on presentation of CV to be used with template.***

***Please note, not all the details identified here are required for all people/organisations who require a copy of your CV. You should attempt to make your CV as concise as possible and tailored to the respective audience: e.g. for applications to the RIF, you do not need to add lots of detail regarding teaching.***

1. **Personal details**

List:

* name
* contact details
* your professional registration details where relevant
1. **Tertiary/Higher Education**

PhD; Masters, undergraduate, any teaching qualifications:

* subject(s)
* date of qualification
* awarding body
1. **Appointments and experience**

List posts in chronological order and include dates of any career breaks, starting with current post.

List for each post held:

* dates of employment
* post title
* name of organisation
* clear indication of whether part-time and/or fixed term, if applicable
1. **Contributions to teaching and student support**

(a) List **organisational responsibilities** giving:

* module codes and titles
* dates
* details of responsibilities (*e.g. programme leader, admissions tutor*)

(b) List **contributions to teaching materials** giving:

* module codes and titles or subject areas where many modules are taught
* levels (4, 5, 6,7)
* other details (whether individual or team taught)

(c) List **contributions to teaching innovation and student support** giving:

* brief details
* nature of contribution *(e.g. use of new media; monitoring and quality assurance; staff development; tutoring/tutor counselling; equal opportunities and access)*
1. **Contributions to administration and management**

List concisely contributions to University, faculty and departmental administration other than in course-related management giving:

* dates
* nature of contribution *(e.g. membership and chairing of committees and working groups; giving titles of bodies and dates of terms of office; promotional or entrepreneurial activities*).
1. **Research interests**

List concisely, special research interests *(e.g. institutional research, research grants held, academic awards and other distinctions arising from research),* giving:

* dates
* clear indication of candidate’s individual role where research is collaborative, or research grants jointly held
1. **Postgraduate student supervision**

List in chronological order by date of award:

* dates of supervision and date of award
* name of student
* topic(s), or thesis title where applicable
* degree awarded
* details of any awards for funding
1. **External academic activities**

List concisely, details, including dates, of academic activities outside the University, such as:

* membership or offices held in learned societies and professional bodies
* membership of Government or other public committees
* external examining
* organisation or substantial contributions to conferences
* invited lectures
* academic awards or distinctions not otherwise listed.

*(Note: where applicable briefly describe role)*

1. **Other information**

List concisely:

* knowledge transfer/exchange activities (including KTPs)
* other information which is relevant to academic career: e.g. languages spoken/written/read; membership of professional organisations
1. **Publications and Research Output**

List all publications other than course units, in chronological order, under the following headings (including those in press only when *accepted* for publication):

(a) **Books**

* sub-divide into **authored** and **edited** books

List for each book:

* author(s) or editor(s)
* date published (as indicated by imprint)
* title
* publisher
* number of pages
* if written in collaboration, individual contribution expressed as a percentage

(b) **Chapters in books**

List for each chapter:

* author(s)
* date of publication (as indicated by imprint)
* title of chapter
* name(s) of editor(s)
* title of book
* publisher
* pagination of chapter
* if written in collaboration, individual contribution expressed as a percentage

(c) **Journal articles**

* sub-divide into **refereed** and **non-refereed** journals
* electronic journal articles should be included on the same basis as those appearing in printed journals.

List for each article:

* author(s)
* date of publication
* title of article
* name of journal
* volume number
* pagination of article
* if written in collaboration, individual contribution expressed as a percentage

(d) **Other (including exhibitions, installations, performances)**

* author(s)
* date(s) of event
* title
* location(s)

 (e) **Conference contributions (keep this brief – if you go to ten conferences a year, be selective: focus on invited keynote addresses and prestigious events).** Sub-divide into **refereed** and **non-refereed** contributions

List for each contribution:

* author(s)
* date of conference/publications
* title of paper
* name of conference/published proceedings (or electronic publication details)
* location/publisher
* number of pages

In the case of non-text based material (*e.g. abstracts, posters, slide shows)* the name and date of the conference and a brief description of the contribution should be listed.

(f) **All other works (e.g. ‘grey’ literature: reports, opinion pieces)**

List:

* full details of other text-based material, include dates
* full details of non-text based material, include dates
1. **Contact details of two referees**