Guidelines

Title:	**ACADEMIC CURRICULUM VITAE**		
Ref:	HR/RIS/Version 1.07.2021	**Last updated:**	July 2021

Standard Curriculum Vitae

The University requests members of academic staff to prepare and keep an up-to-date curriculum vitae using a standard pro-forma.

These documents will be required in connection with staff appraisal and development processes, for the on-going arrangements which are made in connection with the assessment of departmental academic performance and may also be needed for other departmental purposes.

The following notes of guidance (highlighted in blue text for ease of reference) will be able to assist you in completion of the Academic CV template. They are regularly updated to take into account internal University procedures.

Guidance Notes

All academic staff are required to maintain an up-to-date curriculum vitae (CV) in a standard University format. Research Assistants, Research Fellows and Experimental Officers should also do so. If you are unsure whether one is required please consult your Head of Academic Unit. The CV will be used for personal purposes, staff appraisal, promotion and departmental assessment. In addition, it should be readily adaptable for other purposes where a CV or any of its components is required (e.g. research publications).

All CVs must contain information under the headings and sub-headings indicated in bold (as on the CV template) and in the order presented. If there is no relevant entry, then indicate a `Nil' return and close-up any unnecessary space. Where appropriate please list information in chronological order (i.e. from past to present).

Personal Circumstances and Specific Considerations

The academic CV provides a detailed, chronological account of an individual's career. It is recognised that individual circumstances may impact this chronology resulting in periods with little or no activity. The University is committed to equality and fairness and for the purposes of internal processes (for example promotion) the academic CV is always considered in conjunction with other supporting documentation. You may choose, at your own discretion, to disclose personal information either in this document or the supporting documentation and this will be taken into consideration.

The CV frequently refers to activity over a specific timeframe, for example the previous three or five years. If your personal circumstances have had an impact during this time, you may wish to extend this period further in order to demonstrate your contribution over a longer period. If so, please indicate the revised timeframe in your CV. These circumstances may include, but are not limited to personal health circumstances and disability, a responsibility for others and extended absences from work for various reasons.

1. PERSONAL INFORMATION

Full name and title:	Format: Last name, first name(s) and title
Staff ID:	Found on your payslip and Staff ID card

2. PRESENT APPOINTMENT

Present post and level:	Grade i.e. Experimental Officer, Lecturer, Senior Lecturer, Professor, Reader, Research Fellow, etc. if this is not clear from the title of your post. Please indicate whether you are serving a probationary period and whether you are part-time or temporary.
Date of appointment to present post:	Should be that given by your most recent letter of appointment. For example, if you have been promoted, this should be the date on which you were officially promoted to your new post.
School/Department:	
Faculty:	

3. PREVIOUS SUBSTANTIVE APPOINTMENTS

Please indicate your career history by listing in chronological order all previous appointments (including previous appointments at the University) immediately prior to your present appointment. If your career has been interrupted in a way which in your opinion has had a significant effect on your career profile, please include such gaps together with an explanation.

Appointment	From	To

4. QUALIFICATIONS (Educational and Professional

These should include degrees, certificates and professional qualifications listed in chronological order.

Date	Title of award	Subject	Class	Awarding body

5. MAJOR HONOURS & DISTINCTIONS

These should include personal and public honours and distinctions such as fellowships, medals, special personal awards, invitations to give important public lectures, etc. Please list in chronological order.

Honour/distinction	Date awarded

6. TEACHING
(a) Undergraduate and Post Graduate Taught
Teaching responsibilities for this and the last academic year

There are two places under this section where information needs to be provided. The table should give details of all teaching responsibilities on taught courses for the last two complete academic years. Other relevant information should be entered under the 6a sub-heading of the CV. This might include: undergraduate and postgraduate project/dissertation supervision (but not for higher research degrees - see section 7), postgraduate tutor, year teaching co-ordinator, other departmental and faculty teaching responsibilities, etc. Some of this information may also appear under section 10.

Information is not required for the current academic year since it is likely to be incomplete. However, you may add a brief paragraph under this heading on the pattern of your current year's teaching if it represents a very significant departure from the previous year's pattern.

For each of the last two years, at the head of the table enter the relevant academic year, sheet number and total number of sheets after "of". Continue on additional sheets as required. Complete one column for each course which you taught or to which you contributed teaching. Enter the following details against each heading.

Year:

Module (name and code)	The name of the course or module together with any reference code. Laboratory and field courses, etc. should only be separately listed if they are considered as distinct course programmes, otherwise they should be included within the relevant course or module.
Number of students (UG/PG/Other)	Enter the number of students in each module and include Whether undergraduate, postgraduate or continuing education. If none of these apply, enter a description of the type of student as appropriate.
Contact hours of module overall	Total contact hours for this course.
My contribution	Your contact hours for this course.
Summary of teaching & assessment responsibilities	A brief description of your particular teaching and assessment responsibilities. For example: full contribution, part contribution and for what aspects, e.g., course convenor/Coordinator, lecturer, tutor, examiner, course designer, and any other particular responsibilities.

(b) Postgraduate Supervision

For each type of higher research degree (e.g. MPhil, PhD) please indicate the number of students currently supervised by you, the number supervised to successful completion and the cumulative total supervised (i.e. currently and to completion) to date. Include any students whom you have supervised in the past or are supervising at other institutions even if not registered for a Southampton degree.

Number of students

Degree	Current	Completed	Total to date

Details of the three most recent higher degree students supervised to completion

Please enter details of the three most recent higher degree students supervised to completion. Completion dates in sections a and b should be the dates when degrees were formally approved by Faculty Board.

Student	Degree and title of thesis	Start date	Completion date

(C) <u>Summary Statement of achievements in education, teaching and supervision</u>

Describe any other significant personal achievements, including internal/external markers of esteem in education, teaching and supervision.

Please indicate how your pattern of teaching activities in the two years previous to those in section 6a has differed from the last two years and include any other information as appropriate (e.g.. specific departmental or faculty responsibilities). Include any involvement in significant teaching developments and innovations, the production of specially-produced materials, e.g. printed lecture notes, media, etc. especially if used in other institutions, and any special awards and commendations.

7.   RESEARCH ACTIVITY

a) Summary of current research and scholarship

Please provide a brief summary of your current research and scholarship activities.

b) Summary of research and scholarship in the previous three years

Please provide a brief summary of your research and scholarship activities in the previous three years, especially highlighting any significant differences from the pattern in the current year.

c) Summary of significant personal achievements in research

Please provide a brief summary of your significant personal achievements in scholarship and research in the course of your career so far. This may also include details of any inventions, patents and commercial exploitation of research.

d) Research grants and contracts

Details of all research grants and contracts awarded to you. Include: Dates (start and end), Award Holder(s), Funding Body, brief Title of award, its value. Insert a 'T' after any award received for research into teaching methods.

A note on submission of research grants and contracts for reviews, appraisals, promotions etc.

Your University CV will be required for Staff Appraisal and for any application for advancement and promotion. However, for most purposes a full list of research grants and contracts will not be expected. In summary, the requirements will be as follows.

a) For Annual Reviews and Staff Appraisal

- Research grants and contracts for the last 5 years only
- A numerical summary of all research grants and contracts
- A list of the five most significant research grants and contracts on which you would wish to be judged

b) For Chairs, Personal Readerships and Higher Degrees

- A full list of all research grants and contracts
- A list of the five most significant research grants and contracts on which you would wish to be judged

For further information, please refer to the relevant notes of guidance for the above procedures obtainable from HR.

Dates	Award holder(s)	Funding body	Title	Value

8. **PUBLICATIONS**

A more detailed classification scheme for publications has been adopted using the categories listed below. This classification is the same as that for the research outputs types in Pure (https://pure.soton.ac.uk), allowing you to extract your publications using Pure's reporting functionality. Further instructions on how to extract research outputs from Pure for your Academic CV can be found in the appendix.

Any headings which are not relevant may be omitted (i.e. you do not have to include them or give a 'Nil' return). Any publication which you do not feel is covered by any of the categories should be added as a separate list following your list of publications.

Please use the American Psychological Association (APA) style:

- **Author, Date, Title, Source**

Authors should appear in the identical order in which they appear in the publication. With multiple authorship, if one is the main author, that author's name should appear in italics.

The style and sequence of information for the **Source** element is provided for each main type below:

Reference type	Components of the source	Example source element
Journal article	Periodical title, volume, issue, page range, and DOI or URL	Couple and Family Psychology: Research and Practice, 8(3), 137–151. https://doi.org/10.1037/cfp0000121
Journal article with article number	Periodical title, volume, issue, article number, and DOI or URL	PLoS ONE, 14(9), Article e0222224. https://doi.org/10.1371/journal.pone.0222224
Authored book or whole edited book	Publisher name and DOI or URL	Springer. https://doi.org/10.1007/978-3-030-25513-8
Edited book chapter	Information about the whole book (including editor name, book title, edition and/or volume number, page range, and publisher name) and DOI or URL	In G. R. Samanez-Larkin (Ed.), The aging brain: Functional adaptation across adulthood(pp. 9–43). American Psychological Association. https://doi.org/10.1037/0000143-002
Webpage on a website (when authors are different from the site name)	Website name and URL	Mayo Clinic. https://www.mayoclinic.org/drugs-supplements-acidophilus/art-20361967
Webpage on a website (when	URL	https://www.cdc.gov/cancer/kinds.htm

Reference type	Components of the source	Example source element
authors are the same as the site name)		

From: APA Style https://apastyle.apa.org/style-grammar-guidelines/references/elements-list-entry (accessed 26/3/2020)

In addition, in the left-hand margin please star (*) what you consider were especially significant publications and enter a 'T' against those related specifically to publications about teaching.

A note on submission of publications for reviews, appraisals, promotions and other advancements

Your University CV will be required for Staff Appraisal and for any application for advancement and promotion. However, for most purposes a full list of publications will not be expected. In summary, the requirements will be as follows:

a) For Annual Reviews and Staff Appraisal

- Publications for the last 5 years only, listed within the relevant Pure categories
- A numerical summary of all publications within the relevant Pure categories plus overall total
- A list of up to the 10 most important publications during your career on which you would wish to be judged.

b) For Chairs, Personal Readerships and Higher Degrees

- A full list of all publications within the relevant Pure categories (i.e. as on the CV)
- A list of up to the 10 most important publications on which you would wish to be judged.

For further information, please refer to the relevant notes of guidance for the above procedures obtainable from HR.

Please list all of your publications in chronological order within each category, following the APA style for bibliographic references. Note that the categories below match those in Pure – please see the guidance for instructions on how to export your publications from Pure in APA style.

In addition, please:

- In the case of multiple authors, Italicise the name of the main author.
- Enter a star (*) against those you consider were especially significant publications.
- Enter a 'T' against those related specifically to publications about teaching.

Contribution to journal - Article

Contribution to journal - Letter

Contribution to journal - Comment/debate

Contribution to journal - Book/Film/Article review

Contribution to journal - Literature review

Contribution to journal - Editorial

Contribution to journal - Special issue

Contribution to journal - Meeting Abstract

Contribution to journal - Review article

Contribution to journal - Short survey

Chapter in Book/Report/Conference proceeding - Chapter

Chapter in Book/Report/Conference proceeding - Entry for encyclopedia/dictionary

Chapter in Book/Report/Conference proceeding - Conference contribution

Chapter in Book/Report/Conference proceeding - Foreword/postscript

Chapter in Book/Report/Conference proceeding - Other chapter contribution

Book/Report - Book

Book/Report - Anthology

Book/Report - Scholarly edition

Book/Report - Commissioned report

Book/Report - Other report

Working paper - Working paper

Working paper - Discussion paper

Contribution to conference - Paper

Contribution to conference - Poster

Contribution to conference - Abstract

Contribution to conference - Other

Non-textual form - Software

Non-textual form - Digital or Visual Products

Non-textual form - Web publication/site

Non-textual form - Artefact

Non-textual form - Exhibition

Non-textual form - Performance

9. Contributions to Enterprise

The following questions a) to d) build on each other and ask for specific details relating to different aspects of knowledge exchange and enterprise activity. There may some overlap in each section and we recommend familiarising yourself with each question before completing none, some or all of the sections included here.

a) Summary of current knowledge exchange and enterprise activity
Please provide details of your current knowledge exchange and enterprise activities, innovation and impact, including start and end dates. This section may include; reference to external stakeholders, such as customers, clients, end users, funders, government bodies and the public; activity to inform policy decisions, developing enterprise skills internally/externally, fostering enterprise ecosystems, delivering public good.

b) Summary of knowledge exchange and enterprise activity, with emphasis on the last three years
Please provide a brief summary of your knowledge exchange and enterprise activities, from the previous three years, especially highlighting any significant differences from the pattern in the current year.

c) Significant personal achievements in knowledge exchange and enterprise
Please provide a brief summary of your significant personal achievements in the form of enterprise activity, particularly within the last three to five years. This may include details of any inventions, patents and commercial exploitation of research, provision of commercial technical services, academic consultancy, licensing intellectual property, creating spin out companies, running a science park etc. .

d) Summary of knowledge exchange and enterprise revenue generation, grants and contracts	
Dates	Nature of contribution
Start and end date	Please provide a brief summary of your role in revenue generation, grants, contracts, relationships with industrial partners or external stakeholders, where you have directly contributed towards income generation, this may include details of award holder(s), funding body or organisation, title and value.

10. CONTRIBUTIONS TO LEADERSHIP, MANAGEMENT AND ENGAGEMENT

Under each of the sub-headings (Department or Group, Faculty or Budgetary Group and University) please enter details of your membership of committees, working parties and other groups and details of specific roles and responsibilities for the current academic year together with a summary of any other significant contributions in previous years.

Details for the current academic year and a summary of any other significant contributions in previous years.

a) The School/Department

Dates	Nature of contribution

b) The Faculty or Budgetary Group

Dates	Nature of contribution

c) The University

Dates	Nature of contribution

11. STAFF DEVELOPMENT AND TRAINING

For sections a to d, details are required for the last three years, including the current year.

a) Staff development and training activities undertaken

Over the last three years (including current year) plus any significant activities in previous years.

Dates	Activity	Hours
These should include training and development courses undertaken by you at the University (including any Faculty programmes) and elsewhere. You should also include any staff development activities not involving attendance at courses but which have an explicit staff development objective (e.g. peer observation of teaching for feedback, self-development projects, etc.). The duration (in hours) should be included.		

b) Staff development and training activities coordinated, tutored, led or initiated

Over the last three years (including current year) plus any significant activities in previous years.

Dates	Activity	Hours
These should include your involvement in leading, organising or contributing to staff development activities (e.g. as a presenter, tutor, facilitator or Senior Colleague to a Probationary Lecturer). The duration (in hours) should be included.		

c) Conference attendance

Major conferences attended over the last three years (including current year) plus any significant participation in previous years.

Dates	Title	Nature of involvement
Conference and meetings associated with your development in relation to your subject (research and teaching). Indicate the brief title and the nature of your involvement (e.g. participant, presenter, etc.).		

d) Study leave and special leave

Taken over the last three years (including current year).

Dates	Purpose
Please provide dates and details of purpose.	

e) Activities and achievements

In the most recent period of study leave.

Dates	Purpose
For the most recent period of study leave, please provide a brief summary of activities and achievements.	

12. ACADEMIC AND PROFESSIONAL ACTIVITIES OUTSIDE THE UNIVERSITY

Please provide details for the last three years (including current year) together with a summary of significant activities in previous years.

If you wish to export your academic and professional activities from Pure, then suggested categories from Pure's Activity object type are listed below. Please see the guidance for instructions on how to export Actvities from Pure.

This is a broad category which should include activities such as: consultancies, industrial liaison, external examining, advising (e.g. on senior academic appointments), membership of prestigious outside bodies or committee (including as a representative of the University), offices held in learned/professional societies, membership of editorial boards, collegiate or public sector validation, regular leading journal refereeing, organisation of major conferences, invited public lectures, etc.

Please list chronologically and, preferably, group under appropriate sub-headings for the last three years (including current year) together with a summary of significant activities in previous years

Further instructions on how to extract activities from Pure for your Academic CV can be found in the appendix.

Suggested Activity types from Pure:

- Editorship or editorial board appointment
- Editing of textbooks or other scholarly output
- Setting-up a new conference or conference series
- Organising/delivering an external workshop, seminar or course/CPD
- Policy engagement
- Other external engagement
- Public lecture, debate, seminar or workshop
- Other Invited talk (not Conference)
- Consultancy
- Panel Member or Chair for UK or International research assessment exercise e.g. REF, ERA.
- Member of peer review college, board or panel
- Appointment or secondment to industry, commerce or voluntary sector

Please provide details for the last three years (including current year) together with a summary of significant activities in previous years.

If you wish to export your academic and professional activities from Pure, then suggested categories from Pure's Activity object type are listed below. Please see the guidance for instructions on how to export Actvities from Pure.

- Leadership of consortia/research collaboration
- Professional qualification
- Visiting academic position
- External examiner (Programme)
- External examiner (Cohort - Undergraduate or Masters)
- External examiner (Postgraduate viva)
- Company directorship
- Other external appointment

13. COMMUNITY ACTIVITIES

Please provide details for the last three years (including current year) together with a summary of significant activities in previous years.

If you wish to export your community activities from Pure, then suggested categories from Pure's Activity object type are listed below. Please see the guidance for instructions on how to export Actvities from Pure.

For example, membership of local authority, school governor, offices held in local societies, appointment as magistrate, etc. Please list chronologically for the last three years (including current year) together with a summary of significant activities in previous years. You are not required to provide this information if you prefer not to.

Further instructions on how to extract activities from Pure for your Academic CV can be found in the appendix.

Suggested Activity types from Pure:

- Organising/contributing to events for social, community and cultural engagement, such as a Roadshow or exhibition
- Schools/college engagement
- Public engagement with research
- Other public engagement

14. CONTRIBUTION AND MEMBERSHIP OF PROFESSIONAL AND LEARNED SOCIETIES

Further instructions on how to extract activities and prizes from Pure for your Academic CV can be found in the appendix.

Suggested Activity types from Pure:

- Appointment to advisory, review, funding, standard-setting body or leadership position of learned society
- Appointment or secondment to government, quasi-governmental or supra-national organisation

Suggested Prize types from Pure:

- Awarded honorary membership, or a fellowship, of a learned society

15. OTHER RELEVANT INFORMATION

Any other significant relevant information not adequately covered or reflected under the previous headings.
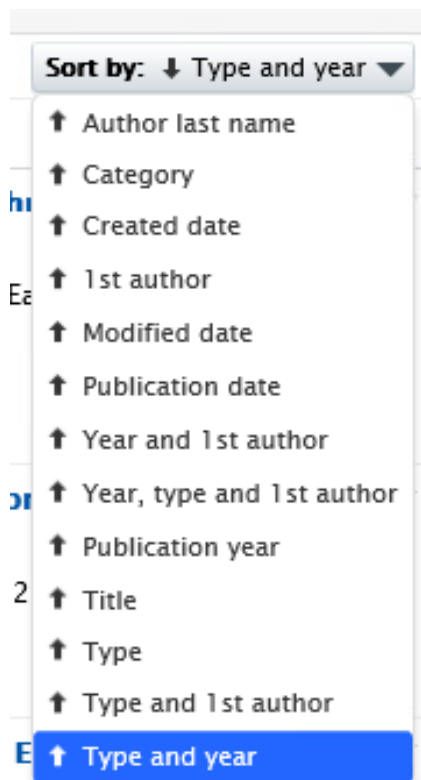
Appendix

Guidance for exporting Research outputs, Activities and Prizes from Pure

1. **Log in** to Pure at https://pure.soton.ac.uk. For off-campus access, SVE or VPN is required.

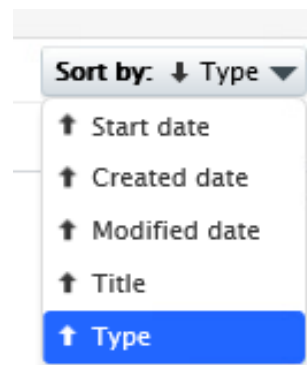2. Click **Research outputs, Activities** or **Prizes** in the left hand bar:
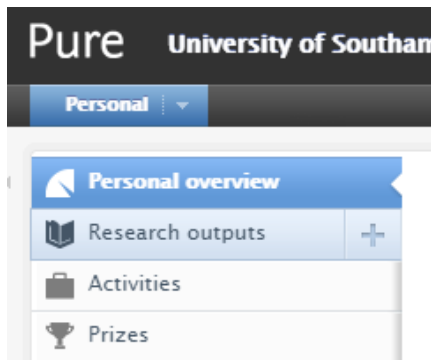
3. For **Research outputs**, sort by **Type and year**, using the menu at the top right.
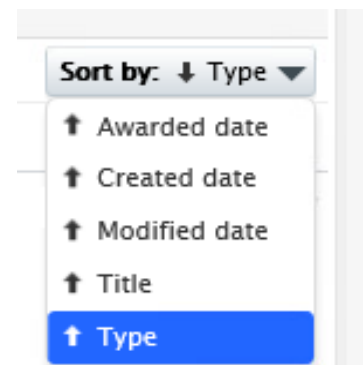   For **Activites** and **Prizes**, sort by **Type.**
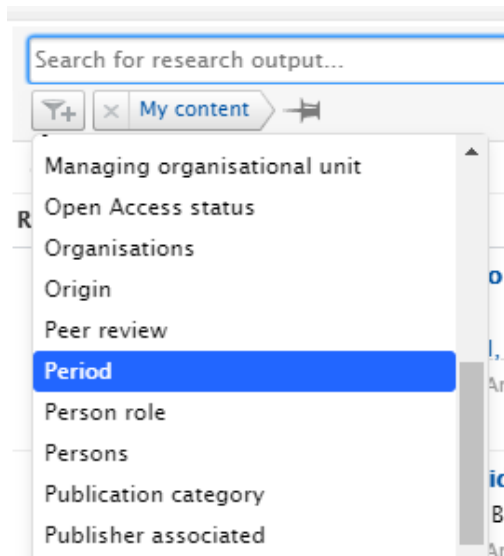
Research Outputs:

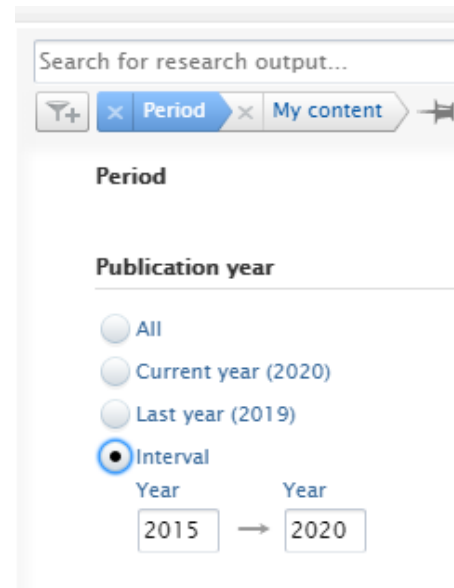**Activities:**

Prizes:

4. For **Research outputs in Annual Reviews and Staff Appraisal**, apply a filter for the last 5 years:
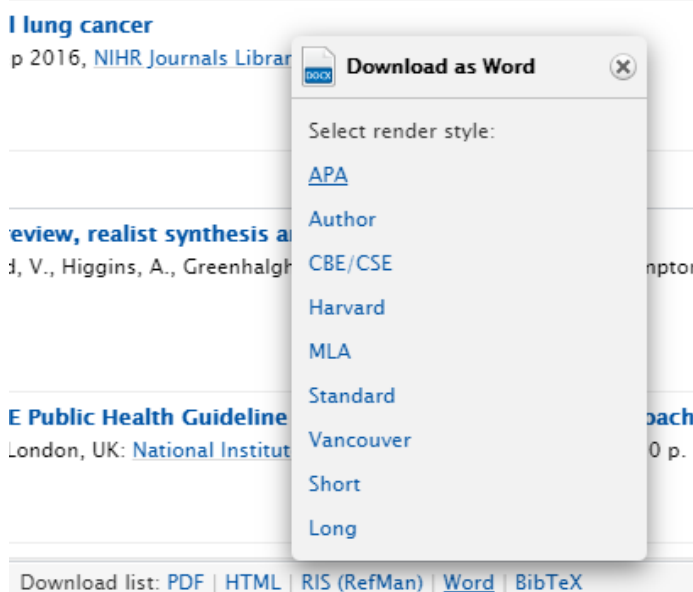
Step 1: Click the filter icon ⧩ towards the top left and select **Period**.

Step 2: In the pop-up, select **Interval** and enter a range from 5 years ago to the current year.

5. Click on **Word** at the bottom of the screen to download a report in Word format. For Research outputs, select **APA** render style in the pop-up.

6. **Copy and paste** the relevant parts of the report into the following sections of the Academic CV:

- 8. PUBLICATIONS
- 12. ACADEMIC AND PROFESSIONAL ACTIVITIES OUTSIDE THE UNIVERSITY
- 13. COMMUNITY ACTIVITIES
- 14. CONTRIBUTION AND MEMBERSHIP OF PROFESSIONAL AND LEARNED SOCIETIES