**PLEASE DOWNLOAD A COPY OF THIS CV BEFORE COMPLETION**

1. **PERSONAL INFORMATION**

|  |  |
| --- | --- |
| Full name and title: |  |
| Staff ID:  |  |

1. **PRESENT APPOINTMENT**

|  |  |
| --- | --- |
| Present post and level: |  |
| Date of appointment to present post: |  |
| School/Department: |  |
| Faculty: |  |

1. **PREVIOUS SUBSTANTIVE APPOINTMENTS**

|  |  |  |
| --- | --- | --- |
| Appointment | From | To |
|  |  |  |
|  |  |  |

1. **QUALIFICATIONS (Educational and Professional)**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Date | Title of award | Subject | Class | Awarding body |
|  |  |  |  |  |
|  |  |  |  |  |

1. **MAJOR HONOURS & DISTINCTIONS**

|  |  |
| --- | --- |
| Honour/distinction | Date awarded |
|  |  |
|  |  |

1. **TEACHING ACTIVITY**

**(a) Undergraduate and Post Graduate Taught**

**Teaching responsibilities for the previous two academic years**

|  |  |
| --- | --- |
| Year: |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Module (name and code) |  |  |  |  |
| Number of students (UG/PG/Other)  |  |  |  |  |
| Contact hours of module overall |  |  |  |  |
| My contribution |  |  |  |  |
| Summary of teaching & assessment responsibilities |  |

|  |  |
| --- | --- |
| Year: |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Module (name and code) |  |  |  |  |
| Number of students(UG/PG/Other)  |  |  |  |  |
| Contact hours of module overall |  |  |  |  |
| My contribution |  |  |  |  |
| Summary of teaching & assessment responsibilities |  |

**(b) Postgraduate Supervision**

**Number of students**

|  |  |  |  |
| --- | --- | --- | --- |
| Degree | Current | Completed | Total to date |
|  |  |  |  |
|  |  |  |  |

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

|  |  |  |  |
| --- | --- | --- | --- |
| Student | Degree and title of thesis | Start date | Completion date |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

**(C) Summary Statement of achievements in education, teaching and supervision**

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

1. **RESEARCH ACTIVITY**

| **a) Summary of current research** |
| --- |
|  |

| **b) Summary of research in the previous three years** |
| --- |
|  |

| **c) Summary of significant personal achievements in research**  |
| --- |
|  |

**d) Research grants and contracts**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Dates | Award holder(s) | Funding body | Title | Value |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

1. **PUBLICATIONS**

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 |
|  |

1. **CONTRIBUTIONS TO ENTERPRISE**

| **a) Summary of current knowledge exchange and enterprise activity** |
| --- |
|  |

| **b) Summary of knowledge exchange and enterprise activity, with emphasis on the last three years** |
| --- |
|  |

| **c) Significant personal achievements in knowledge exchange and enterprise**  |
| --- |
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| --- |
| 1. **Summary of knowledge exchange and enterprise revenue generation, grants and contracts**
 |
| Dates | Nature of contribution |
|  |  |

1. **LEADERSHIP, MANAGEMENT AND ENGAGEMENT**

A summary of significant contributions to the development and running of the University.

**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 |
|  |  |
|  |  |

1. **STAFF DEVELOPMENT AND TRAINING**

**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 |
|  |  |  |
|  |  |  |

**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 |
|  |  |  |
|  |  |  |

**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 |
|  |  |  |
|  |  |  |

**d) Study leave and leave (including sabbatical)**

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

|  |  |
| --- | --- |
| Dates | Purpose |
|  |  |
|  |  |

**e) Activities and achievements**

In the most recent period of leave including study leave/sabbatical.

|  |  |
| --- | --- |
| Dates | Purpose |
|  |  |
|  |  |

1. **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. |
| --- |
| 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
* 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
 |

1. **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. |
| --- |
| 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
 |

1. **CONTRIBUTION AND MEMBERSHIP OF PROFESSIONAL AND LEARNED SOCIETIES**

| Please provide details for the last three years (including current year) together with a summary of significant contributions and membership in previous years.If you wish to export your contributions and memberships of professional and learned societies from Pure, then suggested categories from Pure’s Activity and Prize object type are listed below. Please see the guidance for instructions on how to export Actvities and Prizes from Pure. |
| --- |
| 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
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1. **OTHER RELEVANT INFORMATION**

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| --- | --- |
| Signed: |  |
| Date: |  |