1. **PERSONAL INFORMATION**

|  |  |
| --- | --- |
| Full name and title: |  |
| Employee number: |  |

1. **PRESENT APPOINTMENT**

|  |  |
| --- | --- |
| Present post & level: |  |
| Date of appointment to present post: |  |
| Academic Unit/Division: |  |
| 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) Teaching responsibilities for this and the last academic year**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Year: |  | Sheet |  | of |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Programme/Module (and code) |  |  |  |  |
| Degree title (and code) |  |  |  |  |
| Students UG/PG: |  |  |  |  |
| Year of study: |  |  |  |  |
| Numbers: |  |  |  |  |
| Contact hours overall |  |  |  |  |
| My contribution: |  |  |  |  |
| Teaching & assessment responsibilities: |  |  |  |  |
| Course evaluation Mean course rating: |  |  |  |  |
| Mean lecturer rating (for me): |  |  |  |  |
| Additional comments |  |  |  |  |

**(b) Summary of Teaching & Education Responsibilities in the two Academic years prior to a) above**

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

|  |  |  |  |
| --- | --- | --- | --- |
| Programme/Module  | Mean course rating | Mean lecturer rating (for me) | My contact hours |
|  |  |  |  |

|  |
| --- |
| Comments |
|  |

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

|  |  |  |  |
| --- | --- | --- | --- |
| Programme/Module | Mean course rating | Mean lecturer rating (for me) | My contact hours |
|  |  |  |  |

|  |
| --- |
| Comments |
|  |

| **c) Summary of significant personal achievements in education and teaching** |
| --- |
|  |

1. **POSTGRADUATE SUPERVISION**

**a) Number of students**

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

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

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

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 refer to the guidance notes for the format of publications listings. All of your publications in chronological order within each category following the British Standard for bibliographic references. With multiple authorship, if one is the main author, that author's name appears in Italics.

* Please star (\*) in the left margin what you consider were especially significant publications.
* Please enter a 'T' against those related specifically to publications about teaching.

|  |
| --- |
| Books - Authored |
|  |
| Books - Edited |
|  |
| Books - Short Works |
|  |
| Conference Contributions - Refereed |
|  |
| Conference Contributions - Other |
|  |
| Departmental/Research Working Papers |
|  |
| Edited Works: Contributions |
|  |
| Editorships - Journal |
|  |
| Editorships - Newsletter |
|  |
| Journal Letters |
|  |
| Journal Papers - Academic Journals |
|  |
| Journal Papers - Professional Journals |
|  |
| Journal Papers - Popular Journals |
|  |
| Official Reports: Whole Report |
|  |
| Official Reports: Part of Report |
|  |
| Review Articles in Academic Publications |
|  |
| Reviews of Single Academic Books |
|  |
| Other Publications – Research |
|  |
| Other Publications - Research Equivalent |
|  |
| Other Media - Research : All Produced by Author |
|  |
| Other Media - Research : Part Produced by Author |
|  |
| Other Media - Research Equivalent: All Produced by Author |
|  |
| Other Media - Research Equivalent: Part Produced by Author |
|  |
| Exhibitions - Solo |
|  |
| Exhibitions - Group |
|  |
| Design Practice |
|  |
| Commissions |
|  |
| Public Appearances (research-related only) |
|  |
| Consultancy |
|  |
| Citations |
|  |
| Web sites/Web site design/CD-ROM |
|  |
| Other |
|  |

1. **CONTRIBUTIONS TO LEADERSHIP, MANAGEMENT & ENGAGEMENT**

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

**a) The Academic Unit/Department**

|  |  |
| --- | --- |
| Dates | Nature of contribution |
|  |  |
|  |  |

**b) The Faculty or Budgetary Group**

|  |  |
| --- | --- |
| Dates | Nature of contribution |
|  |  |
|  |  |

**c) The University**

|  |  |
| --- | --- |
| Dates | Nature of contribution |
|  |  |
|  |  |

CONTRIBUTIONS TO ENTERPRISE

|  |  |
| --- | --- |
| 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 study leave/ 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**

| Details for the last three years (including current year) together with a summary of significant activities in previous years. |
| --- |
|  |

1. **COMMUNITY ACTIVITIES**

| Details for the last three years (including current year) together with a summary of significant activities in previous years. |
| --- |
|  |

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

|  |
| --- |
|  |

1. **OTHER RELEVANT INFORMATION**

|  |
| --- |
|  |

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