CURRICULUM VITAE TEMPLATE FOR MIGRATION TO NRSC

Candidates should refer to the instructions for completion of the CV template. Please enter N/A where the information requested is not applicable. An electronic copy of the CV should be submitted to **Human Resources** at [hr.nrsc@lse.ac.uk](mailto:hr.nrsc@lse.ac.uk) and copied to your Head of Department by no later than 1 May 2015.

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| 1. Personal Details | |
| **Full Name and Title:** |  |
| **Department/Centre:** |  |
| **Job Title:** |  |

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| 2. Qualifications (not Honorary) | | |
| **Level / Type** | **Awarding Institution** | **Date Awarded** |
|  |  | mm/yyyy |
|  |  | mm/yyyy |
|  |  | mm/yyyy |
|  |  | mm/yyyy |
|  |  | mm/yyyy |
|  |  | mm/yyyy |

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| **3. Title And Brief Outline of PhD Thesis OR Brief Outline of Other Substantial Research Experience** |
| <<list here>> |

**4. Present And Previous Employment**

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| <<title, department, institution, dates>> |

**5. Interruptions in Service**

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| <<title, institution, dates>> |

**6. Visiting Appointments**

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| <<title, institution, dates>> |
| **7. Honours and Prizes** |
| <<list here>> |

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| **8. Writings Submitted in Support of Case**  Those applying for migration to:   * NRSC Level 1 [Assistant Professorial Research Fellow] must submit 2 writings; * NRSC Level 2 [Associate Professorial Research Fellow] will normally need to submit 4 writings, though this is not a binding requirement and overall quality is more important than quantity; * NRSC Level 3 [Professorial Research Fellow] must submit 4 writings.   Please provide Human Resources with electronic copies of these writings (or 3 hard copies if no electronic copies exist). All reviews of submitted books, whether favourable or not, must also be submitted.  For migration to Associate Professorial Research Fellow (NRSC Level 2) and Professorial Research Fellow (NRSC Level 3), the expectation is that writings are normally published or accepted for publication.  If the work is unpublished, please indicate the stage the work has reached, using the phrases set out in the attached instructions. For migration to NRSC Levels 2 and 3, evidence of acceptance (whether final or conditional) is required and should be attached to the CV. If the work is in revise and resubmit stage, please provide the editor’s email/letter attached to the CV. |
| <<list here>> |

**9. Reasons for Selecting Above Writings**

Please explain the rationale for selecting the writings submitted in support of the case and how the selected items relate to one another. Where possible, candidates should give priority to papers where they have made the leading or major contribution as candidates should recognise that the Committee is looking for evidence of a leading or major contribution across all writings submitted.

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| <<describe here>> |

**10.** **Joint Authored Work (if applicable)**

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| Candidates should provide a numerical indication in percentage terms of their contribution(s) to joint work submitted in support of their case. State the respective contributions of yourself and co-contributors in regard to the initiation, conduct and direction of the joint-authored work. Please also provide details of the degree of intellectual contribution made by yourself to the work (e.g. indicating your involvement in the formulation of key themes, concepts and theories). You should also state whether it is the norm for your discipline to list joint authors alphabetically or by lead-author. Where a co-author was the doctoral supervisor or is nominated as an external referee, this should be indicated. Contact details for each co-author should be listed in case the Promotions Committee should wish to verify any aspect. Your statement should not exceed 200 words. |
| <<describe here>> |

**11. Published Work And Work In Press**

If the work is unpublished, please indicate the stage the work has reached, using the key set out in the attached instructions. Evidence of acceptance (whether final or conditional) is required for migration to Levels 2 and 3, and should be attached to the CV. All reviews of books, whether favourable or not, must also be submitted.

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| **Books** |
| <<books>> |

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| **Articles in Refereed Journals** |
| <<articles and chapters>> |

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| **Chapters** |
| <<any others>> |

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| **Others** |
| <<any others>> |

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| **12. Work Submitted For Publication**  Please indicate the stage the work has reached using the key set out in the attached instructions. If the work is in revise and resubmit stage, please provide the editor’s email/letter attached to the CV. |
| **Books** |
| <<books>> |
|  |
| **Articles in Refereed Journals** |
| <<articles and chapters>> |
|  |
| **Chapters** |
| <<any others>> |
|  |
| **Others** |
| <<any others>> |

**13. Work Soon to be Ready For Submission**

Please indicate when the work is likely to be ready for submission. Candidates may wish to state where they intend to submit their work to.

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| **Books** |
| <<books>> |
|  |
| **Articles in Refereed Journals** |
| <<articles and chapters>> |
|  |
| **Chapters** |
| <<any others>> |
|  |
| **Others** |
| <<any others>> |

**14. Research Trajectory and Achievement Record**

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| **a.) Research Trajectory**  **On a separate sheet**, please set out your planned research, providing an approximate schedule of expected completion for the projects listed.  Please indicate -   1. any planned or submitted grant applications (with the anticipated funding source, your expected role and your contribution to the preparation of the application) 2. projected publication outlets, including the targeted journal(s) (for articles), and publisher(s) (for books) 3. proposals for dissemination.   Please comment in particular on how you will develop and carry forward a coherent research strategy in your discipline, which has national and international impact and fits with the research agenda for the Department and/or Research Centre.  **b.) Research Achievement Record**  **On a separate sheet**, please also comment on your significant research achievements, as illustrated by the writings submitted above in Section 3. Should you consider yourself to be an inter-disciplinary or multi-disciplinary scholar, your research achievement record should contain an explanation of the principal journals and main audience of your area of work. |

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| **15. Impact and Knowledge Exchange**  Indicate any contributions to impact on the non-academic world and to knowledge exchange |
| <<describe here>> |

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| **16. Past and Ongoing Research Grants and Management and Leadership of Research** |
| 1. **Past and Ongoing Research Grants**   **On a separate sheet,** please set out and comment on your role in formulating peer reviewed funding bids and state which of these have been successful in attracting such funding (indicating source and amount of funding).     1. **Management and Leadership of Research**   **For migration to NRSC level 1: On a separate sheet,** please set out and comment on your role including (where applicable): managing research projects and grants either independently or collaboratively; leading small research projects that may involve co-ordinating the work of others; training and supervising the work of research assistants and research officers; and contributing to the development of teams, through supervision and peer support.  **For migration to NRSC level 2: On a separate sheet,** please set out and comment on your role including (where applicable): applying for and managing large research projects, grants and/or research centres; co-ordinating a number of teams or projects on a longer-term basis, ensuring that the team are collectively producing outputs that are of outstanding quality and published in top quality and well recognised international peer-reviewed outlets and/or producing significant research impact; determining the overall direction of major research projects; managing teams of researchers; training and supervising the work of more junior researchers; and contributing to the development of teams, through supervision and peer support.  **For migration to NRSC level 3: On a separate sheet,** please set out and comment on your role including (where applicable): contributing to the development of centre/institute/department and School research strategy; co-ordinating a number of teams or projects on a longer-term basis, ensuring that the team are collectively producing outputs that are of outstanding quality and published in top quality and well recognised international peer-reviewed outlets and/or producing significant research impact; determining the overall direction of major research projects; leading and managing teams of researchers; contributing to the financial management of research projects and maintaining productive, ongoing relationships with funders; training and supervising the work of research staff; and providing leadership to the development of teams. |

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| **17. Contributions To School Departments, Research Centres or Institutes (if applicable)** |
| <<list here>> |

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| **18. Providing academic leadership at conferences and raising the profile of LSE research** |
| <<list here>> |

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| **19. Conference Papers Given in the Last 5 Years** |
| <<describe here>> |

**20. Guest Lectures Given Outside LSE in the Last 5 Years**

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| <<list here>> |

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| |  | | --- | | **21. Journal Editing and Editorial Board Membership** | | <<list here>> |   **22. Experience of Research Student Supervision (please indicate first supervision, co- supervision or secondary supervision of PhD students)** | |
| <<list here>> |

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| **23. Administrative Duties (if applicable)** |
| <<describe here>> |

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| **24. Professional Activities and Consultancies** |
| <<list here>> |

**25. Work On External Bodies**

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| <<list here>> |

**26. Reviewing for academic journals and research grant applications**

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| <<list here>> |

**27. Additional comments**

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| <<describe here>> |

The dated electronic signatures of the candidate, Head of Department and (where appropriate) Research Centre Director are required as confirmation that the information provided on the CV is accurate.

Signed: …………………………………..…… Date: ………………………………

**Electronic Signature of the Candidate**

Signed: ……………………………………….. Date: ………………………………

**Electronic Signature of the Head of Department**

Signed: ……………………………………….. Date: ………………………………

**Electronic Signature of Research Centre Director (where applicable)**