CURRICULUM VITAE TEMPLATE

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 by the Head of Department to **Human Resources** at [**HR.Reviewandpromotion@lse.ac.uk**](mailto:HR.Reviewandpromotion@lse.ac.uk) by no later than **HoD Deadline 1 (Monday 10 October 2016)** forall candidates **except those undergoing Interim Review only, for which the deadline is** **HoD Deadline 2 (Monday 31 October 2016)**.

|  |  |
| --- | --- |
| 1. Personal Details | |
| **Candidate’s Name and Title:** |  |
| **Department:** |  |
| **Job Title (e.g. Assistant Professor in …):** |  |
| **Date Interim Review passed (if applicable):** |  |
| **Date Major Review passed (if applicable):** |  |

|  |  |  |
| --- | --- | --- |
| 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 and Names of PhD Supervisors** |
| <<list here>> |

**4. Present and Previous Employment**

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

**5. Interruptions in Service OR in Progress Towards Interim / Major Review**

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| --- |
| <<title, institution, dates>> |

**6. Visiting Appointments**

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

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| **8. Writings Submitted in Support of Case**  Candidates should normally submit four writings. Please provide Human Resources with electronic copies of these writings (or 7 hard copies if no electronic copies exist). All reviews of submitted books, whether favourable or not, must also be submitted. The expectation is that writings are normally published, or accepted for publication. For research monographs, an acceptance letter from the publisher stating it is going to publish the work at some future point is not sufficient; instead, the manuscript must be in its finished form. If the work is unpublished, please indicate the stage the work has reached, using the key set out in the attached instructions.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 and should be attached to the CV. If the work is in revise and resubmit stage, please provide the editors’ confirmation email inviting the candidate to revise and resubmit the piece. |
| <<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 publications submitted.

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

**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. 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 must be listed in case the Promotions Committee should wish to verify any aspect. Your statement should not exceed 200 words. |
| <<title, department, institution, dates>> |

**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 and should be attached to the CV. All reviews of books, whether favourable or not, must also be submitted.

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

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

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

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

**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 confirmation 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.

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

**14. Citation Evidence**

Candidates are *permitted* to provide their citation count and are encouraged to put this into context. Where candidates provide their citation count, Heads of Department are expected to comment on the citation count and its context (e.g., average citation counts in a field of study, the candidate’s academic age). If citation evidence is provided, three sets of citation counts -- Google Scholar, Scopus and Social Sciences Citation Index (SSCI) counts -- must be provided.

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| <<list here>> |

**15. Research Trajectory and Achievement Record**

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| **a.) Research Trajectory**  **On a separate sheet**, please provide a detailed and concrete plan for your research over the next 3-5 years and an approximate schedule of expected completion for the projects listed.  Please indicate -   1. any planned grant applications (with the anticipated funding source) 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 the most significant intellectual contributions that you hope to make to knowledge and understanding of the field or fields in question, and refer also to any relevant outreach and engagement activities. **Note: The Research Trajectory statement should normally be no longer than 3 pages.**  **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. (Note: Candidates for Interim Review to comment without reference to writings since they do not submit writings as part of their case.) 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. **Note: The Research Achievement Record should normally be no longer than 3 pages.** |

**16. Impact and Knowledge Exchange**

Indicate any contributions to impact on the non-academic world and to knowledge exchange

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| --- |
| <<list here>> |

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| **17. Past and Ongoing Research Grants**  Indicate source and amount of funding, name of principal investigator, and names of any co-applicants |
| <<list here>> |

**18. Contributions to School Research Centres or Institutes (if applicable)**

|  |
| --- |
| <<list here>> |

**19. Providing academic leadership at conferences and raising the profile of LSE research**

|  |
| --- |
| <<list here>> |

**20. Conference Papers Given in the Last 5 Years**

|  |
| --- |
| <<describe here>> |

**21. Guest Lectures and Keynote Speeches (including invitations you could not accept) Given Outside LSE in the Last 5 Years**

|  |
| --- |
| <<list here>> |

**22. Journal Editing and Editorial Board Membership**

|  |  |  |  |
| --- | --- | --- | --- |
| |  | | --- | | <<list here>> |   **23. Teaching Contribution**   |  | | --- | | **On a separate sheet**, please set out your teaching contribution statement which should be **no less than 2 pages** and contain the following:   1. The date of your last TLC Teaching Observation (if applicable). 2. A summary of courses you have taught in the four previous sessions:   List courses taught in the four previous sessions under the following headings: (a) Undergraduate (b) Postgraduate (c) MPhil/PhD (d) Other Courses, with a brief description of your role and student numbers, number of teaching hours and indicating whether the teaching relates to your specialist area of research or involves a broader range of subject matter.  Please give both the name and the code of the courses concerned. (Candidates who may have been away from the School for an extended period may refer to courses taught in an earlier session(s)).   1. An **evaluative** commentary on your teaching contribution and performance (this section should contain no fewer than 500 words and no more than 1000 words):   Please provide an evaluation of your teaching contribution and performance, concentrating in particular on those aspects which you see as your significant contributions to pedagogy and related activities (see section 5.1 of, respectively, the Guidelines for Review and Promotion of Assistant and Associate Professors and the Guidelines for Interim Review and Major Review of Lecturers, for guidance of use as examples of the types of activities that might be included here).  Please also discuss any weaknesses along with the steps that have been taken and are planned to address them. |   **24. Experience of Research Student Supervision (please indicate first supervision, co- supervision or secondary supervision of PhD students)** | |
| <<list here>> |

**25. External Examining Experience**

|  |
| --- |
| <<list here>> |

**26. Administrative Duties and Service to the Department or the School**

|  |
| --- |
| <<describe here>> |

**27. Professional Activities and Consultancies**

|  |
| --- |
| <<list here>> |

**28. Work on External Bodies**

|  |
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| <<list here>> |

**29. Additional Comments**

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| <<list here>> |

The dated electronic signatures of the candidate and Head of Department 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**