

**CURRICULUM VITAE TEMPLATE:
INSTRUCTIONS TO REVIEW AND PROMOTION CANDIDATES**

Below is a summary of the information required by the input boxes on the template. **The information you give must be entered in the specified input boxes.** Please enter N/A where the information requested is not applicable.

The finished document should be saved as: <<yoursurname>>_CV_16-17.doc and emailed to your Head of Department, who is responsible for submission of Review and Promotion proposals to Human Resources.

Self-sponsored promotion candidates may submit their CV through their Head of Department or submit the CV directly to Human Resources (HR.Reviewandpromotion@lse.ac.uk) by **HoD Deadline 1 (Monday 10 October 2016)**.

1. Personal Details

- **Box 1:** enter your full name, including any titles e.g. Dr John Sebastian Owen. Titles could include: Mr, Ms, Miss, Mrs, Dr, Professor, Lord, Lady and also suffixes such as OBE, MBE etc.
- **Box 2:** enter your Department. If you hold a joint appointment please include both.
- **Box 3:** enter your current job title e.g. Lecturer, Senior Lecturer, Reader, Assistant Professor or Associate Professor
- **Box 4:** enter the session date your Interim Review was passed (if applicable: i.e. if you are submitting this CV for Major Review then enter your Interim Review pass date e.g. 2008/09 session);
- **Box 5:** enter the session date your Major Review was passed (if applicable; i.e. if you are submitting this CV for Promotion to Professor then enter your Major Review pass date e.g. 2008/09 session).

2. Qualifications

- **Level/Type:** enter the type of your qualifications, including classifications: e.g. BSc (Hons) or PhD etc.
- **Awarding Institution:** enter the awarding institutions of your qualifications. e.g. Christ's College, Cambridge or; University of Leeds.
- **Date Awarded:** enter the date your qualifications were awarded to you. This entry should be made in NUMBER format: e.g. 07/1975.

3. Title and Brief Outline of PhD Thesis and Names of PhD Supervisors: describe in no more than 200 words. If you do not have a PhD Thesis indicate this by writing N/A.

4. Present and Previous Employment: list all relevant present and previous posts held, giving the most recent first. The following information should be included: title, department, institution, dates.

5. Interruptions in Service OR in Progress Towards Interim / Major Review: list any interruptions in progress towards your Review stages or Promotion e.g. maternity leave, adoption leave, substantial paternity leave, special leave buyout etc. Please include the dates and duration where applicable. **Importantly, any interruptions in service or in progress based on extended sickness absence or other medical circumstances as well as any other sensitive individual circumstances should be declared on the Optional Declaration of Individual Circumstances Form (G/8) instead.** Please note that any information provided on this form, along with advice from the Department's HR Partner, will inform the Vice Chair of the Appointments Committee's advice to

the Promotions Committee as to the severity of the circumstances. The details of the circumstances will **not** be disclosed to the Promotions Committee.

6. Visiting Appointments: list all visiting appointments you have held e.g. title, institution, dates.

7. Honours and Prizes: list all honours, prizes and honorary degrees you have been awarded including dates where relevant.

8. Writings Submitted in Support of Case (not applicable for Interim Review candidates): enter the titles of the writings submitted for your 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.

9. Reasons for Above Writings Submitted in Support of your Case (not applicable for Interim Review candidates): 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.

10. Joint Authored Work (Major Review & Promotion Candidates Only, if applicable): 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.

11. Published Work and Work In Press: list published work and work in press in the following order: books, articles in refereed journals, chapters, others, giving page numbers and publisher for all publications.

Details on articles should include: names and volume numbers of the journals in which the article was published, date of publication, and page length of the article.

Mark with **TWO ASTERISKS (**)** works being submitted to the Promotions Committee; mark any other important works with **ONE ASTERISK (*)**.

Mark with a **HASH (#)** works for which reviews are submitted to the Promotions Committee.

If the work is unpublished, please indicate the stage the work has reached, using the key set out in section 10. 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 letter attached to the CV.

12. Work Submitted For Publication: list work to be published in order of, books, articles in refereed journals, chapters, any others, giving page numbers and publisher for all publications and using the phrases below which best characterises the stage the pieces have reached. All work should be available in physical form should the Promotions Committee request to see additional

work. If the work is in revise and resubmit stage, please provide the editor's letter attached to the CV.

E.g. after the title of the piece: 'Stage X', the name of the proposed journal/outlet and known/likely publication dates. Evidence of journal acceptance or book contracts in the form of a letter or email (whether final or conditional) **is a requirement for all work listed in Box 10** and should be attached to the CV.

Phrases

Publication at proof/final publication stage by journal/outlet

Accepted with no further revisions

Accepted with minor amendments

Revise and Resubmit

Submitted for initial review by journal/outlet

Mark with **TWO** ASTERISKS (**) works being submitted to the Promotions Committee; mark any other important works with **ONE** ASTERISK (*).

13. Work Soon to be Ready For Publication: list work ready for publication in order of, books, articles in refereed journals, chapters, any others, and indicate which of the phrases below best characterises the stage the pieces have reached. All work should be available in physical form should the Promotions Committee request to see additional work. E.g. after the title of the piece: 'Stage X', name of the proposed journal/outlet and known/likely publication dates where relevant. Where available, evidence of the stage the work has reached should be attached to the CV.

Phrases

Draft completed but not submitted to any journal/outlet

Draft in progress

Mark with **TWO** ASTERISKS (**) works being submitted to the Promotions Committee; mark any other important works with **ONE** ASTERISK (*).

14. Citation Evidence

The Promotions Committee will accept citation evidence in subject areas where this is a useful measure of research quality. The availability of such evidence will be taken into account by the Promotions Committee in the promotions process but it will not be a determining factor in promotion. Candidates are given the opportunity to provide their citation count and to put this into context. Where candidates provide their citation count, Heads of Department are encouraged to comment on this. The Promotions Committee will be made aware that citation records can suffer from gender and other biases.

Candidates are *permitted* to provide their citation count and 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. The library can assist candidates in putting their citation counts together (please contact Nancy Graham, Research Support Services Manager at n.graham1@lse.ac.uk).

15. Research Trajectory and Achievement Record

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 -

- (i) any planned grant applications (with the anticipated funding source)

- (ii) projected publication outlets, including the targeted journal(s) (for articles), and publisher(s) (for books)
- (iii) 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.

17. Past and Ongoing Research Grants: indicate source and amount of funding, name of principal investigator, and names of any co-applicants.

18. Contributions to School Research Centres or Institutes (if applicable): list any contributions to School Research Centres or Institutes (if applicable).

19. Providing academic leadership at conferences and raising the profile of LSE research: list in chronological order.

20. Conference Papers Given In the Last 5 Years: list in chronological order.

21. Guest Lectures and Keynote Speeches (including invitations you could not accept) Given outside LSE in the Last 5 Years: list in chronological order.

22. Journal Editing and Editorial Board Membership: list all journal editing and editorial board memberships and give dates where possible.

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:

- (i) The date of your last TLC Teaching Observation (if applicable).
- (ii) 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)).

- (iii) An **evaluative** commentary on your teaching contribution and performance:

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. This section should contain no fewer than 500 words and no more than 1000 words.

24. Experience of Research Student Supervision (please indicate first supervision, co-supervision or secondary supervision of PhD students): you should provide a brief account of your experience of research student supervision. e.g. MPhil or PhD, dates, outcome. Where you are supervising PhD students, you should specify whether you are co-supervising or whether you are acting as first supervisor.

25. External Examining Experience: give dates, names of courses/colleges where you have acted as External Examiner.

26. Administrative Duties and Service to the Department or the School: list all administrative duties and other service undertaken at LSE, whether at the departmental or wider School level, including serving on School offices.

27. Professional Activities and Consultancies: list all professional activities and consultancies held e.g. role, institution, dates

28. Work on External Bodies: list work on external bodies, including government-appointed committees/commissions and those of professional bodies, but also for bodies such as the TUC.

29. Additional comments: if you wish, please comment on any other areas of your work that relate to the relevant criteria for review or promotion, and/or include any other relevant information.