CURRICULUM VITAE TEMPLATE FOR PROMOTION TO AND WITHIN THE NEW RESEARCH STAFF CAREER (NRSC)

Candidates should refer to the instructions for completion of the CV template (NRSC/3). 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 Resourcesat [hr.reviewandpromotion@lse.ac.uk](mailto:hr.reviewandpromotion@lse.ac.uk) by no later than **HoD Deadline 1 (Monday 10 October 2016)**.

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](mailto:hr.reviewandpromotion@lse.ac.uk)) by

**HoD Deadline 1 (Monday 10 October 2016)**.

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| 1. Personal Details | |
| **Full Name and Title:** |  |
| **Department/Centre:** |  |
| **Job Title (e.g., Senior Research Fellow or Assistant Professorial Research Fellow):** |  |

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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 promotion to:   * Assistant Professorial Research Fellow must submit 2 writings; * Associate Professorial Research Fellow or 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;   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. For promotion to Assistant Professorial Research Fellow, the Promotions Committee welcomes if these research outputs have been published as peer reviewed journal articles and/or books but is willing to accept unpublished writings. For promotion to Associate Professorial Research Fellow and Professorial Research Fellow, 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. Where writings are stated as accepted for publication, 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 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 must 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. 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 counts are provided, Google Scholar, Scopus and SSCI citation counts must be provided.

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**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 future research and 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. **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. 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.** |

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| **16. Impact and Knowledge Exchange**  Indicate any contributions to impact on the non-academic world and to knowledge exchange |
| <<describe here>> |

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| **17. 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). **Note: This statement should normally be no longer than 3 pages.**     1. **Management and Leadership of Research**   **For promotion to Assistant Professorial Research Fellow: On a separate sheet,** please set out and comment on your role including (where applicable): 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 promotion to Associate Professorial Research Fellow: 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; playing a leading role in the development of the host unit’s strategic research policy and driving the intellectual agenda; leading the monitoring and enhancement of quality in research within the centre/institute/department; 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 promotion to Professorial Research Fellow: On a separate sheet,** please set out and comment on your role including (where applicable): 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.  **Note: This statement should normally be no longer than 3 pages.** |

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| **18. Contributions To School Departments, Research Centres or Institutes (if applicable)** |
| <<list here>> |

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| **19. Providing academic leadership at conferences and raising the profile of LSE research** |
| <<list here>> |

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| **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**

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| <<list here>> |

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| |  | | --- | | **22. Journal Editing and Editorial Board Membership** | | <<list here>> |   **23. Experience of Research Student Supervision (please indicate first supervision, co- supervision or secondary supervision of PhD students)** | |
| <<list here>> |

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| **24. Administrative Duties (if applicable)** |
| <<describe here>> |

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| **25. Professional Activities and Consultancies** |
| <<list here>> |

**26. Work On External Bodies**

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| <<list here>> |

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

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| <<list here>> |

**28. Additional comments**

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| <<describe here>> |
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The dated electronic signatures of the candidate, Head of Department and (where appropriate) Research Centre Director or Institute 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)**

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

**Electronic Signature of Institute Director (where applicable)**