

**CURRICULUM VITAE TEMPLATE:
INSTRUCTIONS TO CANDIDATES FOR PROMOTION TO OR WITHIN THE NEW RESEARCH
STAFF CAREER (NRSC)**

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.

Please note that the Promotions Committee will be asked to take a decision on whether you fulfil the relevant criteria for promotion (set out in section 3 of the Guidelines for Promotion To and Within the New Research Staff Career). With regard to the criteria relating to 'Knowledge engagement and impact' and 'Management and leadership of research projects', the Promotions Committee will be asked to take a decision on whether you are either already fulfilling the relevant criteria or can demonstrate that you are suitably qualified and competent to fulfil the criteria, taking into account your qualifications and experience.

The finished document should be saved as: <<your surname>>_CV_15-16.doc and emailed to your Head of Department, who is responsible for submission of Review and Promotion proposals to Human Resources, by **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) by **HoD Deadline 1 (Monday 12 October 2015)**.

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/Research Centre/Institute. If you hold a joint appointment please include both.
- **Box 3:** enter your current job title e.g. Research Fellow, Senior Research Fellow, Principal Research Fellow, Assistant Professorial Research Fellow, Associate Professorial Research Fellow, Professorial Research Fellow.

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 OR Brief Outline of Other Substantial Research Experience: If you have a PhD Thesis, give the title and describe the thesis in no more than 200 words. If you do not have a PhD Thesis, describe in no more than 200 words your other substantial research experience, to indicate that you have produced a body of high quality independent original research.

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 (where relevant), institution, dates.

5. Interruptions In Service: list any interruptions in progress 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 NRSC/4 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 or to your department/research centre.

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: enter the titles of the writings submitted for your case. 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 section 12. 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 editor's confirmation email inviting a revise and resubmit of the piece.

9. Reasons For Above Writings Submitted In Support Of Your Case: 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 writings 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.

10. Joint Authored Work: 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.

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 12. For items accepted for publication but not yet published, evidence of journal

acceptance or book contracts in the form of a letter or email (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. For items accepted for publication but not yet published, evidence of journal acceptance or book contracts in the form of a letter or email (whether final or conditional) is a requirement 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. Research Trajectory and Achievement Record

If you do not hold a PhD and you have plans to undertake a PhD thesis, please describe these here.

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 -

- (i) any planned or submitted grant applications (with the anticipated funding source, your expected role and your contribution to the preparation of the application)
- (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 how you will 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. If you have plans to undertake a PhD thesis, please

describe these here. **Note: The Research Trajectory 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 8. Your research achievement record may include comments on how you have conducted substantive research into complex problems, ideas, concepts or theories and applied appropriate methodologies. 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.**

15. Impact and Knowledge Exchange: Indicate any contributions to impact on the non-academic world and to knowledge exchange. Potential contributions are described in the relevant role profiles primarily under the heading, 'Knowledge engagement and impact'. If you have engaged extensively in impact and knowledge exchange activities, describe up to four of your most important contributions to impact on the non-academic world and to knowledge exchange, with an explanatory paragraph about each.

16. Past and Ongoing Research Grants and Management and Leadership of Research

a) 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). Specifically, for promotion to Assistant Professorial Research Fellow, please comment on your contribution to recent success in obtaining external research funds, especially in peer-reviewed processes; for promotion to Associate Professorial Research Fellow, please comment on your recent success in obtaining external research funds, especially in peer-reviewed processes; and for promotion to Professorial Research Fellow, please comment on your role in leading major peer reviewed funding bids and achieving substantial success in attracting such funding.

Note: This statement should normally be no longer than 3 pages.

b) 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.

17. Contributions To School Departments, Research Centres or Institutes (if applicable): list any contributions to School Departments, Research Centres or Institutes, or to the wider life of the School (if applicable).

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

19. Conference Papers Given In The Last 5 Years: list in chronological order.

20. Guest Lectures and Keynote Speeches Given Outside LSE In The Last 5 Years: list in chronological order. Please list, separately, keynote speeches you were invited to give but could not accept.

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

22. Experience Of Research Student Supervision (please indicate first supervision, co-supervision or secondary supervision of PhD students): where appropriate, 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.

23. Administrative Duties (if applicable): list all administrative duties undertaken at LSE, whether at the departmental/centre or wider School level.

24. Professional Activities And Consultancies: where appropriate, list all professional activities and consultancies held e.g. role, institution, dates

25. 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.

26. Reviewing for academic journals and research grant applications: where applicable, list journals and grant-giving bodies for which you have provided reviews.

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