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**Faculty of Biology, Medicine and Health Sciences**

**University of Manchester**

**Guidance on the preparation of curriculum vitae for promotion**

***Introduction***

The curriculum vitae (referred to as CV hereafter) should provide evidence of how you meet the criteria within each area of assessment for the category of promotion for which you are applying. Guidance notes for each category of promotion, including the criteria, are available on the Faculty of Biology, Medicine and Health Sciences intranet. It is recommended that individual candidates read the relevant guidance note prior to finalising the CV.

This document provides guidance regarding what to include in your CV. The lists of activities shown under sections A, B, C, D and E are intended to indicate which aspects might be covered. It is not expected that an individual candidate will provide information under every heading and the order of the headings can be rearranged to highlight both individual strengths and to mirror the route for promotion. A full and informative CV is helpful, but candidates should use their professional judgment to decide which substantial aspects to include and which relatively trivial detail to omit. Candidates are asked to keep the CV as short as reasonably possible **and it is not expected that the CV will exceed ten pages (ie. 20 sides). Please print on double-sided A4, not less than 10 point font**.

***Detailed content***

**A. Personal information**

1. Name

2. Education: schools and universities attended

3. Qualifications: academic and professional, including professional memberships

4. Appointments held (reverse chronology) starting with the present position

5. Present appointment

6. Substantive visiting appointments/secondments

**B. Research contributions**

1. Publications

(a) Peer reviewed

(b) Not peer reviewed in each category, include papers in academic journals, books authored, books edited, chapters in books, policy and/or other governmental reports, case reports, and (where space permits) conference contributions and abstracts. In each category, list with the most recent first.

2. Details of grants and other research income awarded

3. Supervision of research students

4. Evidence of research achievements

This can include but is not limited to:

1. Organisation, promotion and/or management of research including the development of others
2. Research collaborations
3. Professional advisory or consultancy work in local, national or international arena
4. Offices held in a learned society or professional body
5. Other public service in a professional capacity (e.g. service by invitation as expert on advisory international or national body)
6. Lead organisational roles in substantive national or international professional conferences
7. Research that support the social responsibility goal

**C. Teaching and other student-related activities**

1. Current and previous teaching duties, undergraduate, postgraduate and/or professional (including CPD)

2. Roles in assessment and feedback to students (capturing innovations or development that positively impacted on the student experience or teaching load).

3. Student support roles

4. Evidence of teaching and student support achievements

This can include but is not limited to:

1. Developments in content, deliver and assessment of the curriculum
2. Programme management
3. Successful leadership in teaching and learning
4. Evidence of contribution to teaching and student support beyond immediate context (this could include methodology of policy developments)
5. Evidence of contribution to teaching and student support outside of the university
6. Activities that integrate social reasonability into the curriculum

5. Personal and Professional development for teaching and student support

This can include but is not limited to:

1. Innovative work and contributions to the reform and/or development of curriculum or assessment
2. Any evidence or results of external assessments of teaching ability
3. Teaching/assessment undertaken outside of the University of Manchester

**D. Leadership and/or management roles**

1. Contributions within the organisational structure of the University of Manchester or other higher education institutions

2. Contributions to external bodies as a representative of the University of Manchester

3. Leadership or management roles for other professional bodies or organisations, such as Royal Colleges or the National Health Service

4. Evidence of supporting the careers of colleagues

**E. Knowledge Transfer and External Engagement**

1. Contributions to advisory committees or professional or practice-based forums

2. Partnerships with Industry, Government, NGOs, Learned Societies or Professional Bodies.

3. Outreach and public engagement activities

4. External activity that supports the social responsibility goal

5. Contributions to Professional practice forum and policy development

6. Creation of intellectual property

This can include but is not limited to:

1. Details of how research discovery or innovation has been adopted by industry
2. Patents filed and approved
3. Spin-out companies formed
4. Consultancy activity in the corporate sector
5. Other appointments or engagements in the business community
6. Other evidence of the successful application of scholarly activity