Guidelines on the presentation of a curriculum vitae for candidates for promotion

---

Instructions:
- Throughout, please ensure that you provide relevant details in proper chronological order, with more recent first.
- Information should be confined to the specified headings and no additional documents should be appended. Any additions will be disregarded.
- CVs should be no longer than 20 pages of A4, with a minimum font size of 12.
- If there is no relevant information under a particular heading, please indicate with a "n/a"

Personal record

1. Full name.
2. Education and Qualifications - academic and professional qualifications, including universities/other awarding bodies
3. Present appointment, including dates.
4. Previous employment and appointments held, including dates.
5. Visiting appointments/secondments, including dates
6. Memberships of academic and professional bodies

A. Research and academic/professional standing

Presenting your research publications

Please ensure that all your outputs are deposited in the **Manchester Pure** repository.

Please provide the available ***evidence of the academic impact*** of your publications. This should include citation scores for journal articles collected from *Scopus*, *Web of Science* or *Google Scholar*. For books you should list the book review(s) with full bibliographic reference and hyperlink, and you may also wish to include citation data if it is available from *Google Scholar*. Where appropriate for your field you

may also wish to include journal rankings (Journal Impact Factor) or your H-index. You can learn more about how to obtain and interpret your citation data, and the strengths and limitations of different measures by either (i) attending the training 'Understanding bibliometrics and citation analysis' which is organised in your School by your School Research Director; (ii) using the new online self-training resources from the library on 'Citation analysis'; 'Measuring an individual's impact' and 'Journal impact factors' at:

http://www.library.manchester.ac.uk/academicsupport/researchers/

Type of publication: please organize your publications using the order of sub-headings below. You do not need to include sub-headings which are not relevant for your CV

The term **'Forthcoming'** should only be used where the piece of work has been accepted for publication whilst the term 'under submission' should be used to indicate a book/article etc. has been submitted for consideration.

Any books/articles which are noted as **'in press'** should be accompanied by a publication date.

RRE output grades
In accordance with the University's agreed approach to the implementation of the statement of research expectations, RRE output grades should not be presented in submission of papers for promotion (i.e. CVs, supporting statements or associated documents). Any applications submitted with this information will be returned for redaction.

Where you have **co-authored publications** please indicate your contribution e.g. lead/joint/second author. Where there are three or more authors, include an estimate of your contribution as a proportion.

1   Publications

Authored Books

Edited Books

Academic Journal Articles

Book chapters

Professional Journal Articles

Official Reports

Review Articles in Academic Journals

Working Papers

Publications in conference proceedings

Other Publications: Research;

Other Publications: Research Equivalent;

Other audio-visual Media (e.g. composition, film, curated exhibitions etc.): Research;

Editorships: Academic Journal;

Editorships: Newsletter;

2.   Research grants awarded

Use the table format below to provide details of research grants

For each award indicate the key outputs with cross-reference to the publication list above in format <<Author, date, type of output>>.

Award start and finish date	Role *PI/joint PI/Co-I/RA etc.*	Project title	Funder	Amount awarded (and amount attributable to UoM)

3.   Supervision of research students.

Use the table format below to list full details of current and past students (PhD and MPhil), including start and award/ planned submission date, and funding source.

Start and finish date *(And Full/part-time status)*	Lead or Co-supervisor?	PhD or MPhil	Student name	Project title	Funder	Planned submission date or Completion date (for past students)

4.   Lectures and conference activity (* = expenses paid)

Academic invitations for the presentation of external plenary lectures

Presentation of academic conference papers in the UK and internationally

Selected other presentations of note (e.g. departmental seminars at prestigious universities)

5.   Major academic visits and collaborations, in the UK and abroad.

6. Other indicators of research-related academic esteem not covered above

Guideline: This is the list of indicators used for your annual RRE return. Include any of the following which are not presented above.
Memberships of Research councils or charitable organisations which fund research (with start and end dates);
- Membership of professional organisations, learned societies, assessment boards, review bodies

- Membership of international bodies and networks

- Membership of editorial boards (start and end dates useful)

- Advisory positions for government, charities or other bodies

- Prestigious prizes and competitive research fellowships

- Invited keynote speeches, lectures, performances, exhibitions

- Visiting fellowships in prestigious universities

- Other (including organisation of conferences and seminar series)

B.   Teaching and Learning

Please complete the following grid
Teaching contribution and Unit Survey scores

Course code and title	UGT 1,2, 3 or PGT	Compulsory or Optional	Credits	Average number of students	Unit survey scores[1] (range of scores)			Response rate (%)		
					2017/18	2018/19	2019/20	2017/18	2018/19	2019/20

N.B. School and Faculty Promotions Committees will use Unit Survey scores with caution, being mindful of the low response rates and concerns about bias. Promotion applicants should be reassured that promotion committees will not make judgements on the merits of cases based solely on Unit Survey outcomes.

Please ensure that your CV details the following in relation to both undergraduate and postgraduate teaching *and* student support activities:

---

[1] In presenting the 'range of scores' colleagues can either present the mean plus the standard deviation or present the data as a bar chart (as presented in the Unit Survey reports). Our intention here is to get an overview of the distribution of scores on a module and to minimise the impact of, for example, a few exceptionally low scores that disproportionately affect the mean etc.

1. A summary of units taught, course unit name, the period of time you have taught this course, the annual average numbers of students per unit , indicate those for which you were unit leader; those where you were responsible for authoring the material taught etc. You should include fieldwork, laboratory work etc.

2. Programmes taught on, including details of those you were responsible for directing, managing etc.

3. Other teaching; internal and external to University of Manchester.

4. Publications, conferences, invited activities etc. that contribute to scholarship within the area of teaching and learning. These may not be REF returnable, but nevertheless demonstrate excellence in Teaching and Learning.

5. Details of any teaching related activities and other non-publication related evidence of teaching and learning scholarship.

6. Continuing education or extra-mural teaching.

7. Innovative work and contributions to curriculum reform and development.

8. Examination responsibilities.

9. Appointments held related to teaching and learning, these may including programme director, e-learning lead, examinations officer, year tutor etc.

10. Voluntary activities with students, including mentoring in schemes such as Manchester Gold, supporting student societies, working with schools etc.

11. Teaching awards or nominations-both internal and external to the University.

12. Academic advising activities.

13. Teaching assessment scores for each unit taught. Where evidence is being provided from units taught other than at the University of Manchester, you should briefly state the nature of scales used.

14. The CV should also detail engagement with personal and professional development in relation to teaching and student support.

C.   Academic Enterprise and Knowledge Transfer

> **Guidance:** In all cases please provide evidence of how your knowledge transfer work has been informed by your research and/or how this work informs your research. Please also provide evidence of how your knowledge transfer work has impacted on policy and practices outside the academic community.

1.   Invitations to present external lectures and other contributions to professional conferences and other public events, where the primary audience is not academic (e.g. policy makers, professional practitioners).

2.   Involvement in executive education or continuing professional development (including dates and responsibilities).

3.   External professional advisory, business engagement and consultancy work (including dates, brief detail of activity and amount of income generated).

4.   Public policy advice/service in a professional capacity (e.g. service by invitation as an expert on advisory international, national, regional or local bodies).

5.   Examples of the creation and development of intellectual property and examples of outputs (e.g. patents and licences).

6.   Examples of leadership in academic enterprise (new academic enterprise processes designed, initiated and managed).

7.   Example of raising capital in support of new business projects.

8.   Examples of community or public engagement whether local, national or international which build on the social responsibility   priorities of the department or School.

D.   Service and Leadership

Guidance: Provide evidence or examples of how your contribution in this role(s) has led to improvements in the particular activity for which you have been responsible (including introducing innovations and reforms where appropriate to secure efficiency gains, enhanced student experience, improved working conditions for colleagues etc.), or helped secure the objectives of the committee/working group, etc.

1. Responsibility for an area of Departmental, School or Faculty academic activity.

2. Service as an official at Departmental, School, Faculty or University level, and service on Departmental, School, Faculty or University Committees.

3. Service on external bodies as a University representative, and on local, national or international committees of learned and professional societies in a personal capacity.

4. Administrative work undertaken as part of a National Health Service clinical contract.

5. Service as an external examiner or as a referee (e.g. for a book publisher or for a research proposal).

6. The holding of an office in, or the discharge of major responsibilities for, a learned society or professional body.