**Faculty of Biology, Medicine and Health**

**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
* In terms of layout, CVs should be no longer than 20 sides of A4, in Arial (not arial narrow) font, size 11, with margins 2cm all-round
* If there is no relevant information under a particular heading, please indicate with a “n/a”.

**Detailed Content.**

**A. Personal record.**

* Full name
* Education and Qualifications - academic and professional qualifications, including universities/other awarding bodies
* Present appointment, including dates.
* Previous employment and appointments held, including dates.
* Substantive visiting appointments/secondments, including dates
* Memberships of academic and professional bodies.

**B.        Teaching, Learning and Student Support.**

Please complete the following grid / table where appropriate / available.

**Teaching contribution and Unit Survey scores.**

|  |  |  |  |
| --- | --- | --- | --- |
| Course code and title | Average number of students | Unit survey scores[[1]](#footnote-1)(range of scores) | Response rate (%) |
| 2021/22 | 2022/23 | 2023/24 | 2021/22 | 2022/23 | 2023/24 |
|  |  |  |  |  |  |  |  |

**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 **reach, value and impact** in relation to both undergraduate and postgraduate teaching, learning ***and*** student support activities.

All staff whose case involves Teaching and Student related activity must demonstrate how they meet points 1-7 of the University’s Statement of Teaching Expectations.

**[Refer to Candidate Guidelines for more information and examples of evidence.](https://documents.manchester.ac.uk/display.aspx?DocID=74240)**

**C. Scholarship.**

**When evidencing scholarship you should detail the reach, value and impact**

**of your work.**

**[Refer to Candidate Guidelines for additional information and examples of evidence](https://documents.manchester.ac.uk/display.aspx?DocID=74240)**

(Also consider scholarship connected to Social Responsibility / Equality, Diversity and Inclusion).

**D. Research.**

**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 reach, value and impact*** of your research, with reference to the Research Excellence Framework 2021 guidelines. This could include citation scores for journal articles collected from *Scopus*, 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. Where appropriate for your field you may also wish to include journal rankings (Journal Impact Factor) or Field Weighted Citation Impact (FWCI) covering the last 5 years on Scopus / Scival.

Please note that impact factors alone will not be used as measure of quality as there is tremendous across field variation.

**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

You may include books/articles which are noted as accepted / ***‘in press’***.

**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.

[Refer to Candidate Guidelines for information and examples of evidence](https://documents.manchester.ac.uk/display.aspx?DocID=74240)

Where you feel appropriate you may expand on information regarding your contribution to co-authored publications please indicate your contribution.

Where you feel appropriate you may expand on information regarding your contribution to ***co-authored publications*** please indicate your contribution.

**Publications** (**Peer Reviewed in each category please list the most recent first).**

**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/Researcher Investigator (you may want to expand on your contribution(s))* | Project title | Funder | Amount awarded (and amount attributable to UoM, you may wish to include the FEC value) |
|  |  |  |  |  |

**Supervision and Assessment of research students.**

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

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Start and finish date*(and full / part-time status)* | Lead or Co-supervisor? | Degree | Student name | Funder | Planned submission date or Completion / In progress date and % split (for past students) | Other e.g. Successes of the PGR (awards, follow on grants), Examiner roles, and CPD |
|  |  |  |  |  |  |  |

Please also refer to additional information within guidance regarding aspects of other PGR supervision.

**Positive Recognition and reputation in relevant national and/or international research communities**

[Refer to Candidate Guidelines for information and examples of evidence](https://documents.manchester.ac.uk/display.aspx?DocID=74240)

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

**E.        Service and Leadership**

Guidance: Provide evidence or examples of how your contribution in this role(s), in terms of **reach, value and impact** 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, examples of collegiality and positive University culture etc.

[Refer to Candidate Guidelines for information and examples of evidence](https://documents.manchester.ac.uk/display.aspx?DocID=74240)

**F. Innovation, Knowledge Exchange and External Engagement**

**Guidance:** In all cases, please provide evidence of how your innovation, knowledge exchange and external engagement work has been informed by your research and/or how this work informs your research. Please also consider **reach, value and impact** and this work has impacted on policy and practices outside the academic community.

[Refer to Candidate Guidelines for information and examples of evidence](https://documents.manchester.ac.uk/display.aspx?DocID=74240)

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. [↑](#footnote-ref-1)