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**Human Resources**

Academic CV

for academic staff Grades 8 to 10

If you need a copy of this application form in an alternative format (e.g.large print), please contact the Promotions team on extension 35775 or email [promotions@leeds.ac.uk](mailto:promotions@leeds.ac.uk)

Before completing this form, please read through the promotions process, which can be found on the HR website.

This CV template indicates the main types of factual evidence that will be required by promotions panels to make the judgement as to whether you meet the promotions criteria. It will be used alongside the information provided in your application form. You are welcome to use this standard CV format or you may decide to submit your CV in a different format. In either case you are strongly advised to consult the guidance about what information should be in your CV which can be found on the HR website. This will also indicate where the panel will take information directly from your CV to avoid the need for you to repeat the information in your application.

**Completing your CV**

Please read through the criteria guidance and refer to the criteria and local benchmarks as you complete this form as this will help you to ensure you present all the supporting evidence for your application.

Please complete the sections relevant to the promotion pathway you have applied against in black ink or type.

**Submitting your CV**

Please submit your CV with your completed application form to your local HR team who will send these documents to your Head of School/Service for verification.

Please do not submit any other supporting documentation unless the panel request further information to aid their decision. Your panel will take into account any relevant evidence from your previous employment

**Section 1: Personal Details**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Title |  | | Forename(s) |  | | |
| Surname | |  | | | Known as |  |
| School/Institute | |  | | | | |
| Faculty | |  | | | | |
| Current job title | |  | | | | |

**Section 2: Biographical Information**

**a. Previous employment**

|  |  |  |
| --- | --- | --- |
| Please list all employment history in chronological order, including any details of previous academic or professional and managerial posts. | | |
| Date(s) | Position | Summary of responsibilities |
|  |  |  |

**b. Qualifications**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Date(s) | Award title | Subject | Grade | Awarding body |
|  |  |  |  |  |

**c. Membership of professional bodies**

|  |  |
| --- | --- |
| Date(s) | Body |
|  |  |

**d. Personal major honours and academic distinctions**

|  |  |
| --- | --- |
| Please list all prizes, awards and fellowships | |
| Date(s) | Honour/Distinction |
|  |  |

**Section 3: Teaching**

|  |  |
| --- | --- |
| Please provide information, normally no more than the last 5 years, about your main teaching activities to support your application. Please include any teaching at external institutes or organisations. | |
| **Undergraduate** | |
| Date(s) | Details to include:   * Module name and code * Which university, if not Leeds * Typical class size * Your role e.g. Tutor, lecturer, module leader * Your responsibilities e.g. design and deliver teaching, marking, review and redesign modules, examining * Evidence of success, including a summary of student feedback |
|  |  |

**Taught Postgraduate**

|  |  |
| --- | --- |
| Date(s) | Details to include:   * Module name and code * Which university, if not Leeds * Typical class size * Your role e.g. Tutor, lecturer, module leader * Your responsibilities e.g. design and deliver teaching, marking, review and redesign modules, examining * Evidence of success, including a summary of student feedback |
|  |  |

**Other teaching such as external teaching, CPD, MOOCs**

|  |  |
| --- | --- |
| Date(s) | Details |
|  |  |

**Section 4: Research and Scholarship**

**a. Publications and outputs**

|  |
| --- |
| Please attach a list of your publications (or other form of recognised outputs) with your application. You will identify your key publications or outputs in your application form.  For those applying under the student education criteria, you may choose to include pedagogic research outputs in section 6. |

**b. Presentations**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Please list all of your presentations, typically over the last five years, at conferences or major meetings in chronological order (most recent first) in the space provided below.  Please include any external presentations, e.g. to industry that you have attended or been invited to. | | | | |
| **Plenary and keynote** | | | | |
| Date | Title  (highlight if waived registration fee and/or contribution to travel) | Location | International/national | Number of registrants |
|  |  |  |  |  |

**Invited**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Date | Title  (highlight if waived registration fee and/or contribution to travel) | Location | International/national | Number of registrants |
|  |  |  |  |  |

**Other**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Date | Title  (highlight if waived registration fee and/or contribution to travel) | Location | International/national | Number of registrants |
|  |  |  |  |  |

**b. Supervision and mentoring of staff**

**(PDRAs, Research Fellows, Research Assistants/PhDs, Technicians, Teaching Assistants, Tutor, Lecturers etc**)

|  |  |
| --- | --- |
| Please provide details of staff that you have supervised including dates | |
| Date(s) | Details |
|  |  |

**c. Supervision of doctoral students**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Please list all supervision of doctoral students | | | | |
| Student name  Highlight whether you are primary, secondary or co supervisor | Registration dates | Degree (full-time or part-time)  Funding source | Actual/expected date of thesis submission | Completed (Yes/No) |
|  |  |  |  |  |

**Section 5: Research income**

**a. Funding gained**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Please list all funding *gained* in chronological order (separate table for funding *sought*)  *Note: ‘Contribution’ is the agreed monetary or % allocation of the awarded funding. For example, if a 25% allocation of a £1M grant is agreed then you would record either £250K or 25% contribution.* | | | | | |
| Grant title  and value | Funding body | Applicants  (PI/Co-PI) | Date of submission | Contribution %/£ | Start/finish dates |
|  |  |  |  |  |  |

**b. Funding sought**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Please list all funding *sought* in chronological order | | | | | |
| Grant title | Funding body | Applicants  (PI/Co-PI) | Date of submission | Proposed % contribution | Status  e.g. Unsuccessful, pending outcome |
|  |  |  |  |  |  |

**Section 6: Student education**

1. **Scholarly outputs**

|  |
| --- |
| If you haven’t attached a publication list with the following included, please provide details of pedagogic research outputs, textbooks or other externally recognised outputs, listing the output and clearly identifying your contribution.  If you have secured any funding associated with your activity, please include the details here. |
|  |

1. **Scholarly outputs**

|  |
| --- |
| Please indicate any other dissemination and impact of your activity, including dates as appropriate. |
|  |

**Section 7: Enterprise & Knowledge Transfer**

**a. EKT Activities**

|  |
| --- |
| Please provide details of any EKT contribution to the University (including details of any consultancy undertaken through Consulting Leeds). |
|  |

**b. Patents**

|  |  |
| --- | --- |
| Please provide details of all patents that you have been granted | |
| Date(s) | Patent |
|  |  |

**Section 8: Academic Leadership**

**a. Schools**

|  |  |
| --- | --- |
| Please list all significant contributions you have made to your School | |
| Date(s) | Nature of contribution |
|  |  |

**b. Faculty and University**

|  |  |
| --- | --- |
| Please list all significant contributions you have made to your Faculty or the University | |
| Date(s) | Nature of contribution |
|  |  |

**c. External**

|  |  |
| --- | --- |
| Please list all significant external contributions you have made in, including external examining. | |
| Date(s) | Nature of contribution |
|  |  |