
CV Guidance

Academic promotion to grades 8, 9 and 10

All applications for promotion to grades 8, 9 and 10 must include a CV. We have a template CV that you can use, or you may use one which you have developed yourself. If you choose the latter, this guidance will help you to structure your CV so that the promotion panel has the information they need to make a decision on your application.

The panel require a full but succinct account of your achievements. You can provide any relevant details from your previous roles at the University and from those external to the University. You do not need to order the sections in line with this guidance but the panel will be looking for all the information mentioned below.

In certain sections, a timescale of the last five years has been mentioned. This is simply a guide, it is expected that you may have relevant evidence beyond five years.

If you have any personal circumstances¹ that may have impacted on your work, please complete section 5 of the application form.

1. Personal Details

Please provide the following information:

- Title
- Full name
- School/Institute/Department
- Faculty/Service
- Current role title

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. Dates, job titles and a summary of the role should be included.

b. Qualifications

Please list the dates, title of award, name of subjects, award bodies and grades achieved.

c. Membership of professional bodies

Please list the dates and the name of the body.

d. Personal major honours and academic distinctions

¹ Personal circumstances could be career break, secondments to external organisations, period(s) of part-time or flexible working, carer (to dependent, family member or partner), disability, temporary or permanent, absence(s) due to health or injury or absence(s) due to maternity, paternity or adoption leave

Please list all prizes, awards and fellowships; including the dates and a brief description of the honour/distinction.

3. Teaching

Please list your main teaching activities, usually for the last 5 years, including any teaching at external institutes or organisations.

Please split the teaching into undergraduate, taught postgraduate and other teaching such as CPD, MOOCs. You may find it easier to create three separate tables to group each of the teaching activities.

Please include the following details for undergraduate and postgraduate teaching:

- 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.

For other teaching, please include the dates and further details about the course or session that you have taught.

4. Research

a. Publications and outputs

Please provide a list of your publications (or other forms of recognised outputs). You will identify your key publications or outputs in your application form.

b. Presentations

Please list your presentations, typically over the last five years, at conferences or major meetings in chronological order (most recent first). You can include any external presentations, e.g. to industry that you have attended or been invited to.

For promotion to grade 10, please only include plenary, keynote or invited presentations. You may find it easier to create three separate tables; plenary and keynote, invited and other.

For promotion to grade 7 or 8, you can include local presentations such as departmental research seminars.

You will also need to include whether there was a waived registration fee and/or contribution to travel.

c. Supervision or mentoring of employees

Please provide the details of employees that you have supervised or mentored including dates. For example, PDRAs, Research Fellows, Research Assistants/PhDs, Technicians, Teaching Assistants, Tutor, Lecturers and any others that you feel are relevant to your application.

d. Supervision of doctoral students

Please provide a list of the doctoral students that you have supervised including dates. Please include the following details:

- Student name - highlight whether you are the primary, secondary or co-supervisor
- Registration dates
- Degree – full or part-time
- Funding source
- Actual/expected date of thesis submission
- Whether the students have completed.

5. Research income

Funding gained and sought

Please provide a list of all the funding that you have gained and a separate list for any funding sought in chronological order.

Please provide the following:

- Grant title and value
- Funding body
- Applicants (PI/Co-PI)
- Date of submission
- % contribution.

For funding gained, please include the start/finish dates and for funding sought, please provide the status e.g. unsuccessful or pending.

6. Student education

Scholarly outputs

Please provide details of pedagogic research outputs, textbooks or externally recognised outputs, listing the output and clearly identifying your contribution. Please include the details of any funding associated with your activity.

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

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, including dates.

8. Academic Leadership

Please list only the contributions that support your application and will allow the promotion panel to assess whether you met the criteria or not. Divide the lists between the following, detailing dates:

- The significant contributions that you have made to your **School**
- The significant contributions you have made to your **Faculty**.
- The **external** contributions you have made, including external examining.