

## CV Summary Form

<b>Name</b>	<b>School and College</b>
<b>Current Post/Job Title</b>	<b>Current Grade</b>
<b>CAREER SUMMARY<sup>i</sup></b>	
Length of time in current role:	
Special circumstances to be taken into account:	
<b>TEACHING</b>	
Describe your contribution to teaching since your most recent promotion or appointment <sup>ii</sup>	
Why do you think this contribution is important?	
What are your future plans in respect of teaching contribution?	
<b>RESEARCH</b>	
Describe your contribution to research since your most recent promotion or appointment	
Why do you think this contribution is important? Define the impact of your research.	

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What research do you plan to do next?		
Books Authored	Number Overall:	Number since most recent promotion/appointment:
Books Edited	Number Overall:	Number since most recent promotion/appointment:
Book Chapters	Number Overall:	Number since most recent promotion/appointment:
Journal Articles	Number Overall:	Number since most recent promotion/appointment:
Research-based Public Output Please specify <sup>iii</sup>	Number Overall:	Number since most recent promotion/appointment:
Other Public Output Please specify	Number Overall:	Number since most recent promotion/appointment:
Four most important outputs since your most recent promotion/appointment (please include titles) <sup>iv</sup> :		
1.		
2.		
3.		
4.		
Research Contracts/Grants Awarded		
Total (in career):	Number:	Total £:
Awarded since your most recent promotion/appointment as:		
PI	Number:	Total £:
Co-investigator	Number:	Total £:
Total PhD Students - degree awarded	1 <sup>st</sup> Supervisor:	Other Supervisor:
Current PhD Students	1 <sup>st</sup> Supervisor:	Other Supervisor:
ACADEMIC LEADERSHIP, MANAGEMENT AND CITIZENSHIP <sup>v</sup>		
KNOWLEDGE EXCHANGE AND IMPACT <sup>vi</sup>		
EXTERNAL RECOGNITION / ESTEEM <sup>vii</sup>		

## Guidance Notes

### Presentation

Your summary CV should not exceed 2 pages in total and text added should be no smaller than font 10.

### Career Summary

<sup>i</sup> Please include information on the following: a) length of time in current role; b) any special circumstances to be taken into account e.g. maternity leave, long term ill-health; or any significant periods of part time working. This is to ensure that appropriate allowance is made of this in assessing the level of output and that you are not disadvantaged.

### Contribution to Teaching since your most recent promotion or appointment

<sup>ii</sup> a) contribution to teaching delivery and assessment; b) contribution to design and development of teaching and learning programmes; and c) other internal contributions to teaching management, strategy/policy (e.g. membership of teaching committees, Course Organiser, Personal Tutor, Director of Studies).

Further guidance is available in the following document: [Exemplars of Excellence in Student Education](#).

### Contribution to Research since your most recent promotion or appointment

Briefly describe the main focus of your research work, highlighting key achievements. Please summarise the importance and significance of your research.

<sup>iii</sup> Include only those public outputs that fully meet the definition of research as used by the UK Funding Councils as part of the REF process (and therefore could legitimately be submitted for REF). Examples of such 'practice-based' research in the public realm include artefacts, exhibitions, performances, buildings, creative writing, devices and products, composition, design, software, website content, etc. For all other forms of non-REF-valid public output use the '**Other Public Output**' section.

<sup>iv</sup> For collaborative research, include information on the proportion and form of your contribution.

### Academic Leadership, Management and Citizenship

<sup>v</sup> Include information on contribution to the management of the School/College/University through membership and contribution to committees/projects; leadership and/or management of an academic resource/area/unit, and professional activities outside of the University.

### Knowledge Exchange and Impact

<sup>vi</sup> Include information on direct contribution ("hands-on" involvement and achievement in KE activities); leadership in KE; dissemination of good practice in KE (i.e. publication and conferences. The definition of impact includes, but is not restricted to the definition in REF 2014.

Further guidance is available in the following document: [Exemplars of Excellence in Knowledge Exchange](#).

### External Recognition and Esteem

<sup>vii</sup> Give examples of any awards, invitations to speak, committee membership, contribution to teaching and learning strategy/policy, membership of relevant bodies or textbooks and magazine articles published.

### Interdisciplinarity

Guidance on recognising interdisciplinarity in promotions process is available in the following document: [Exemplars of Excellence in Interdisciplinarity](#).