# The London School of Economics and Political Science STRICTLY CONFIDENTIAL Appointments Committee Annex ECT/3

**CURRICULUM VITAE TEMPLATE:**

**INSTRUCTIONS TO PROMOTION CANDIDATES WITHIN THE EDUCATION CAREER TRACK**

Below is a summary of the information required by the input boxes on the CV template. **The information you give must be entered in the specified input boxes.** Please enter N/A where the information requested is not applicable.

The finished document should be saved as: **<<yoursurname>>\_CV\_23-24.doc** and emailed to your Head of Department, who is responsible for submission of Review and Promotion proposals to Human Resources.

Self-sponsored promotion candidates may submit their CV through their Head of Department or submit the CV directly to Human Resources (hr.reviewandpromotion@lse.ac.uk) by **HoD Deadline 1 (Monday 2 October 2023)**.

# Personal Details

* + **Box 1:** enter your full name, including any titles e.g. Dr John Sebastian Owen. Titles could include: Mr, Ms, Miss, Mrs, Dr, Professor, Lord, Lady and also suffixes such as OBE, MBE etc.
	+ **Box 2:** enter your Department. If you hold a joint appointment please include both.
	+ **Box 3:** enter your current job title e.g. Assistant Professor (Education), Associate Professor (Education).

# Qualifications

* + **Level/Type:** enter the type of your qualifications, including classifications:

e.g. BSc (Hons) or PhD etc.

* + **Awarding Institution:** enter the awarding institutions of your qualifications.

e.g. Christ’s College, Cambridge or; University of Leeds.

* + **Date Awarded:** enter the date your qualifications were awarded to you. This entry should be made in NUMBER format: e.g. 07/1975.
1. **Title and Brief Outline of PhD Thesis and Names of PhD Supervisors:** describe in no more than 200 words. If you do not have a PhD Thesis indicate this by writing N/A.
2. **Present and Previous Employment:** list all relevant present and previous posts held, giving the most recent first. The following information should be included: title, department, institution, dates.
3. **Interruptions in Service OR in Progress towards Interim / Major Review:** list any interruptions in progress towards your Review stages or Promotion e.g. maternity leave, adoption leave, substantial paternity leave, special leave buyout etc. Please include the dates and duration where applicable. **Importantly, any interruptions in service or in progress based on extended sickness absence or other medical circumstances as well as any other sensitive individual circumstances should be declared on the Optional Declaration of Individual Circumstances Form (ECT/6) instead.** Please note that any information provided on this form, along with advice from the Department's HR Partner, will inform the Vice Chair of the Appointments Committee's advice to the Promotions Committee as to the severity of the circumstances. The details of the circumstances will **not** be disclosed to the Promotions Committee.
4. **Visiting Appointments:** list all visiting appointments you have held e.g. title, institution, dates.
5. **Honours and Prizes:** list all honours, prizes (including those for which you were shortlisted) and honorary degrees you have been awarded including dates where relevant.

**8a. Declaration of Impact of Covid-19 Pandemic on Case:** Candidates are encouraged to declare the impact of the Covid-19 pandemic on their case. This can either be written in the box below or on a separate sheet. The impacts may also be declared on the Head of Department’s Statement ECT/1; on the addenda to the CV – that is, the additional statements on contributions to education; and on the Optional Declaration of Individual Circumstances ECT/6 (in particular, where the impacts to be declared are confidential in nature).

**8b. Confidentiality of Declaration of Impact of Covid-19 Pandemic on Case**

Please tick the appropriate box to indicate your preference regarding the disclosure of your Declaration of the Impact of the Covid-19 Pandemic, if completed. Please note that, if preferred, the impacts can be declared on an Optional Declaration of Individual Circumstances Form ECT/6, which will be seen only by Human Resources and the VCAC:

**☐** I consent to the full CV being shared, including Section 8a, with both external reviewers and the full Promotions Committee.

**☐** I consent to the full CV to be shared, including Section 8a, with the full Promotions Committee only. External reviewers should receive a version of the CV with Section 8a redacted.

**☐** Not applicable

1. **Existing Teaching and Education Contributions: On a separate sheet**, please set out your teaching and education contribution statement which should be **no fewer than 3000 words and no more than 5000 words (excluding appendices on which there are no constraints)** and contain the following:
2. A summary of courses you have taught and/or the educational roles you have held (such as MSc Programme Director) during the four previous sessions:

List courses taught in the four previous sessions under the following headings: (a) Undergraduate (b) Postgraduate (c) MPhil/PhD (d) Other Courses, with a brief description of your role and student numbers, number of teaching hours and indicating whether the teaching relates to your specialist area of research or involves a broader range of subject matter.

Please give both the name and the code of the courses concerned. (Candidates who may have been away from the School for an extended period may refer to courses taught in an earlier session(s)).

1. An **evaluative** commentary on your contributions to teaching and education:

Please provide an evaluation of your contribution to teaching and education, concentrating in particular on those aspects which you see as your most significant contributions to pedagogy and student experience (see section 4.1 of the Guidelines for Promotion of Assistant and Associate Professor (Education)’s for guidance on the types of examples that might be included in this commentary).

Please also discuss any weaknesses in your performance, along with the steps that have been taken and are planned to address them.

1. The date of your last Eden Centre Teaching Observation (if applicable).
2. **Trajectory of Teaching and Education Contributions: On a separate sheet**, please set out your trajectory for teaching and education contributions. In this statement, you should demonstrate that you have a coherent and viable programme of future excellent and innovative teaching and education contributions over the next 3-5 years. The relevant section of the CV template should contain **no fewer than 3,000 and no more than 5,000 words** (excluding the appendices on which there are no word limits); additional evidence can be placed in an appendix.
3. **Experience of Research Student Supervision (please indicate first supervision, co- supervision or secondary supervision of PhD students):** you should provide a brief account of your experience of research student supervision. e.g. MPhil or PhD, dates, outcome. Where you are supervising PhD students, you should specify whether you are co-supervising or whether you are acting as first supervisor.
4. **External Examining Experience:** give dates, names of courses/colleges where you have acted as External Examiner.
5. **Administrative Duties and Contribution to the Common Good at Department or School level (including serving on School committees and the holding of School offices):** list all administrative duties and other service undertaken at LSE, whether at the departmental or wider School level, and give examples of, for example, supporting and informally mentoring colleagues and other citizenship.
6. **Professional Activities and Consultancies:** list all professional activities and consultancies held e.g. role, institution, dates
7. **Work on External Bodies:** list work on external bodies, including government-appointed committees/commissions and those of professional bodies, but also for bodies such as the TUC.
8. **Published Work and Work in Press:** list published work and work in press in the following order: books, articles in refereed journals, chapters, others, giving page numbers and publisher for all publications.

Details on articles should include: names and volume numbers of the journals in which the article was published, date of publication, and page length of the article.

If the work is unpublished, please indicate the stage the work has reached, using the phrases set out in section 17. Evidence of acceptance (whether final or conditional) is required and should be attached to the CV. If the work is in revise and resubmit stage, please provide the editor’s letter attached to the CV.

1. **Work Submitted for Publication or Soon to be ready for Submission:** list work to be published in order of, books, articles in refereed journals, chapters, any others, giving page numbers and publisher for all publications and using the phrases below which best characterises the stage the pieces have reached. All work should be available in physical form should the Promotions Committee request to see additional work. If the work is in revise and resubmit stage, please provide the editor’s letter attached to the CV e.g. after the title of the piece: ‘Stage X’, the name of the proposed journal/outlet and known/likely publication dates. Evidence of journal acceptance or book contracts in the form of a letter or email (whether final or conditional) **is a requirement for all work listed in Box 16** and should be attached to the CV.

**Phrases**

Publication at proof/final publication stage by journal/outlet Accepted with no further revisions

Accepted with minor amendments Revise and Resubmit

Submitted for initial review by journal/outlet

# Participation in the organisation of panels at conferences, workshops or other events outside LSE, including providing academic leadership and raising the profile of LSE research.

1. **List the Conference Papers Given in the Last 5 Years in chronological order.**
2. **Guest Lectures and Keynote Speeches (including invitations you could not accept) given outside LSE in the Last 5 Years:** list in chronological order.
3. **Additional comments:** if you wish, please comment on any other areas of your work that relate to the relevant criteria for review or promotion, and/or include any other relevant information.