CURRICULUM VITAE TEMPLATE

Candidates should refer to the instructions for completion of the CV template. Please enter N/A where the information requested is not applicable. An electronic copy of the CV should be submitted by the Head of Department to **Human Resources** at [**hr.reviewandpromotion@lse.ac.uk**](mailto:hr.reviewandpromotion@lse.ac.uk). For **Major Review and promotion** candidates it should be submitted by no later than **HoD Deadline 1 (Monday 2 October 2023)**. For **Interim Review** candidates it should be submitted by no later than **HoD Deadline 2 (Monday 23 October 2023).**

|  |  |
| --- | --- |
| 1. Personal Details | |
| **Candidate’s Name and Title:** |  |
| **Department:** |  |
| **Job Title (e.g. Assistant Professor):** |  |
| **Date Interim Review passed (if applicable):** |  |
| **Date Major Review passed (if applicable):** |  |

|  |  |  |
| --- | --- | --- |
| 2. Qualifications (not Honorary) | | |
| **Level / Type** | **Awarding Institution** | **Date Awarded** |
|  |  | mm/yyyy |
|  |  | mm/yyyy |
|  |  | mm/yyyy |
|  |  | mm/yyyy |
|  |  | mm/yyyy |
|  |  | mm/yyyy |

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| --- |
| **3. Title And Brief Outline of PhD Thesis and Names of PhD Supervisors** |
| <<list here>> |

**4. Present and Previous Employment**

|  |
| --- |
| <<title, department, institution, dates>> |

**5. Interruptions in Service OR in Progress Towards Interim / Major Review**

|  |
| --- |
| <<title, institution, dates>> |

**6. Visiting Appointments**

|  |
| --- |
| <<title, institution, dates>> |
| **7. Honours and Prizes** |
| <<list here>> |

**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 G/1; on the addenda to the CV – that is, the additional statements on research achievements, research trajectory, contributions to education and contributions to citizenship; on the Request for Deferral G/7; on the Optional Declaration of Individual Circumstances G/7; and on the Self-sponsored Promotion Proposal – Candidate’s Statement G/8 in cases of self-sponsorship.

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| <<declare here or on separate sheet>> |

**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 G/7, 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

**9. Writings Submitted in Support of Case**

Candidates undergoing Interim Review should normally submit two writings (Assistant Professors appointed from 2017 onwards only; those appointed before 2017 should not submit any writings). Candidates undergoing Major Review and promotion candidates should normally submit four writings. Please provide Human Resources with electronic copies of these writings (or 7 hard copies if no electronic copies exist). All reviews of submitted books, whether favourable or not, must also be submitted. The expectation is that writings are normally published, or accepted for publication. For research monographs, an acceptance letter from the publisher stating it is going to publish the work at some future point is not sufficient; instead, the manuscript must be in its finished form. If the work is unpublished, please indicate the stage the work has reached, using the phrases set out in Section 13 of the attached instructions. 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 editors’ confirmation email inviting the candidate to revise and resubmit the piece.

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| <<list here>> |

**10. Reasons for Selecting Above Writings**

Please explain the rationale for selecting the writings submitted in support of the case and how the selected items relate to one another. Candidates should submit their strongest writings in terms of originality, rigour and significance. Where writings are co-authored, candidates should give priority to writings where they have made the leading or at least major contribution, as candidates should keep in mind that the Committee is looking for evidence of independent contributions made by the candidate.

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| <<list here>> |

**11. Joint Authored Work (if applicable)**

Candidates should provide a numerical indication in percentage terms of their contribution(s) to joint work. State the respective contributions of yourself and co-contributors in regard to the initiation, conduct and direction of the joint-authored work. Please also provide details of the degree of intellectual contribution made by yourself to the work (e.g. indicating your involvement in the formulation of key themes, concepts and theories). You should also state whether it is the norm for your discipline to list joint authors alphabetically or by lead-author. Where a co-author was the doctoral supervisor or is nominated as an external referee, this should be indicated. Contact details for each co-author must be listed in case the Promotions Committee should wish to verify any aspect.

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| <<list here>> |

**12. Published Work and Work in Press**

If the work is unpublished, please indicate the stage the work has reached, using the phrases set out in Section 13 of the attached instructions. Evidence of acceptance (whether final or conditional) is required and should be attached to the CV. All reviews of books, whether favourable or not, must also be submitted.

|  |
| --- |
| **Books**  <<books>> |

|  |
| --- |
| **Articles in Refereed Journals**  <<articles and chapters>> |

|  |
| --- |
| **Chapters**  <<any others>> |

|  |
| --- |
| **Others**  <<any others>> |

**13. Work Submitted for Publication**

Please indicate the stage the work has reached using the phrases set out in Section 13 of the attached instructions. If the work is in revise and resubmit stage, please provide the editor’s confirmation email/letter attached to the CV.

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| --- |
| **Books**  <<books>> |

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| **Articles in Refereed Journals**  <<articles and chapters>> |

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| --- |
| **Chapters**  <<any others>> |

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| **Others**  <<any others>> |

**14. Work Soon to be Ready for Submission**

Please indicate when the work is likely to be ready for submission. Candidates may wish to state where they intend to submit their work to.

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| --- |
| **Books**  <<books>> |

|  |
| --- |
| **Articles in Refereed Journals**  <<articles and chapters>> |

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| --- |
| **Chapters**  <<any others>> |

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| **Others**  <<any others>> |

**15. Citation Evidence**

Candidates are *permitted* to provide their citation count and are encouraged to put this into context. Where candidates provide their citation count, Heads of Department are expected to comment on the citation count and its context (e.g., average citation counts in a field of study, the candidate’s academic age). **If citation evidence is provided, three sets of citation counts -- Google Scholar, Scopus and Social Sciences Citation Index (SSCI) counts -- must be provided.**

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| <<list here>> |

**16. Research Trajectory and Achievement Record**

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| **a.) Research Trajectory**  **On a separate sheet**, please provide a detailed and concrete plan for your research over the next 3-5 years and an approximate schedule of expected completion for the projects listed.  Please indicate -   1. any planned grant applications (with the anticipated funding source) 2. projected publication outlets, including the targeted journal(s) (for articles), and publisher(s) (for books) 3. proposals for dissemination.   Please comment on the intellectual contributions that you hope to make to knowledge and understanding of the field or fields in question, and refer also to any relevant outreach and engagement activities. **Note: The Research Trajectory statement should be between 2,000 – 2,200 words in length.**  **b.) Research Achievement Record**  **On a separate sheet**, please also comment on the intellectual contributions of your research record as a whole to date, including but not restricted to, if applicable, any writings submitted above in Section 9.  Should you consider yourself to be an inter-disciplinary or multi-disciplinary scholar, your research achievement record should contain an explanation of the principal journals and main audience of your area of work. **Note: The Research Achievement Record should normally be between 2,000 – 2,200 words in length.** |

**17. Impact and Knowledge Exchange**

Indicate any contributions to impact on the non-academic world and to knowledge exchange

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| <<list here>> |

**18. Past and Ongoing Research Grants**

Indicate source and amount of funding, name of principal investigator, and names of any co-applicants (you may also list unsuccessful grant applications where a major contribution was made)

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| <<list here>> |

**19. Contributions to School Research Centres or Institutes (if applicable)**

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| <<list here>> |

**20. 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.**

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| <<describe here>> |

**21. List the conference papers given in the last 5 years in chronological order.**

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| <<list here>> |

**22. Guest Lectures and Keynote Speeches Given Outside LSE in the Last 5 Years (including invitations you could not accept – please indicate these separately)**

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| <<list here>> |

**23. Journal Editing and Editorial Board Membership**

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| <<list here>> |

**24. Contributions to Education**

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| **On a separate sheet**, please set out your Contributions to Education statement which should contain the following:   1. The date of your last Eden Centre Teaching Observation (if applicable). 2. A summary of courses you have taught in 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 education (this section should be between 2,000 – 2,200 words in length):   Please provide an evaluation of your contributions to education, concentrating in particular on those aspects which you see as your significant contributions to pedagogy and related activities (see section 5.1 of, respectively, the Guidelines for Review and Promotion of Assistant and Associate Professors and the Guidelines for Interim Review and Major Review of Lecturers, for guidance of use as examples of the types of activities that might be included here).  Please also discuss any weaknesses along with the steps that have been taken and are planned to address them. |

**25. Experience of Research Student Supervision (please indicate first supervision, co- supervision or secondary supervision of PhD students)**

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| <<list here>> |

**26. External Examining Experience**

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| <<list here>> |

**27. Contributions to Citizenship Statement**

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| **On a separate sheet,** please comment on the citizenship contributions that you have made to your Department and across the School. **Note: The Contributions to Citizenship statement should be no more than 2 pages for candidates for Interim Review and Major Review, and no more than 4 pages for candidates for Promotion to Professor.** |

**28. Professional Activities and Consultancies**

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| <<list here>> |

**29. Work on External Bodies**

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| <<list here>> |

**30. Additional Comments**

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| <<enter here>> |

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| The dated electronic signatures of the candidate and Head of Department are required as confirmation that the information provided on the CV is accurate.  Signed:………………………………………… Date:……………………………….  **Electronic Signature of the Candidate**  Signed:………………………………………… Date:……………………………….  **Electronic Signature of the Head of Department** |