CURRICULUM VITAE TEMPLATE FOR PROMOTION TO AND WITHIN THE NEW RESEARCH STAFF CAREER (NRSC)

Candidates should refer to the instructions for completion of the CV template (NRSC/3). 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 Resourcesat [hr.reviewandpromotion@lse.ac.uk](mailto:hr.reviewandpromotion@lse.ac.uk) by no later than **HoD Deadline 1 (Monday 2 October 2023)**.

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

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| --- | --- |
| 1. Personal Details | |
| **Full Name and Title:** |  |
| **Department/Centre:** |  |
| **Job Title (e.g., Senior Research Fellow or Assistant Professorial Research Fellow):** |  |

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

**3. Title And Brief Outline of PhD Thesis OR Brief Outline of Other Substantial Research Experience**

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| --- |
| <<list here>> |

**4. Present and Previous Employment**

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

**5. Interruptions in Service**

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

**6. Visiting Appointments**

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

**7. Honours and Prizes**

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| --- |
| <<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 NRSC/1; on the addenda to the CV – that is, the additional statements on research achievements, research trajectory, past and ongoing research grants and management and leadership of research; on the Optional Declaration of Individual Circumstances NRSC/5; and on the Self-sponsored Promotion Proposal – Candidate’s Statement NRSC/6 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 NRSC/5, 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**

Those applying for promotion to:

* Assistant Professorial Research Fellow must submit 2 writings;
* Associate Professorial Research Fellow or Professorial Research Fellow will normally need to submit 4 writings, though this is not a binding requirement and overall quality is more important than quantity;

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. For promotion to Assistant Professorial Research Fellow, the Promotions Committee welcomes if these research outputs have been published as peer reviewed journal articles and/or books but is willing to accept unpublished writings. For promotion to Associate Professorial Research Fellow and Professorial Research Fellow, the expectation is that writings are normally published or accepted for publication. If the work is unpublished, please indicate the stage the work has reached, using the phrases set out in the attached instructions. Where writings are stated as accepted for publication, 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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| <<describe here>> |

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

Candidates should provide a numerical indication in percentage terms of their contribution(s) to joint work submitted in support of their case. 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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| <<describe 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 for migration to Levels 2 and 3, 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>> |

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| **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 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 Publication**

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

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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>> |

**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 future research and an approximate schedule of expected completion for the projects listed.  Please indicate -   1. any planned or submitted grant applications (with the anticipated funding source, your expected role and your contribution to the preparation of the application) 2. projected publication outlets, including the targeted journal(s) (for articles), and publisher(s) (for books) 3. proposals for dissemination.   Please comment in particular on how you will develop and carry forward a coherent research strategy in your discipline, which has national and international impact and fits with the research agenda for the Department and/or Research Centre. **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 your significant research achievements, as illustrated by the writings submitted above in Section 3. 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 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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| <<describe here>> |

**18. Past and Ongoing Research Grants and Management and Leadership of Research**

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| 1. **Past and Ongoing Research Grants**   **On a separate sheet,** please set out and comment on your role in formulating peer reviewed funding bids and state which of these have been successful in attracting such funding (indicating source and amount of funding). You may also list unsuccessful grant applications where a major contribution was made. **Note: This statement should be between 2,000 – 2,200 words in length.**     1. **Management and Leadership of Research**   **For promotion to Assistant Professorial Research Fellow: On a separate sheet,** please set out and comment on your role including (where applicable): leading small research projects that may involve co-ordinating the work of others; training and supervising the work of research assistants and research officers; and contributing to the development of teams, through supervision and peer support.  **For promotion to Associate Professorial Research Fellow: On a separate sheet,** please set out and comment on your role including (where applicable): applying for and managing large research projects, grants and/or research centres; co-ordinating a number of teams or projects on a longer-term basis, ensuring that the team are collectively producing outputs that are of outstanding quality and published in top quality and well recognised international peer-reviewed outlets and/or producing significant research impact; determining the overall direction of major research projects; playing a leading role in the development of the host unit’s strategic research policy and driving the intellectual agenda; leading the monitoring and enhancement of quality in research within the centre/institute/department; managing teams of researchers; training and supervising the work of more junior researchers; and contributing to the development of teams, through supervision and peer support.  **For promotion to Professorial Research Fellow: On a separate sheet,** please set out and comment on your role including (where applicable): co-ordinating a number of teams or projects on a longer-term basis, ensuring that the team are collectively producing outputs that are of outstanding quality and published in top quality and well recognised international peer-reviewed outlets and/or producing significant research impact; determining the overall direction of major research projects; leading and managing teams of researchers; contributing to the financial management of research projects and maintaining productive, ongoing relationships with funders; training and supervising the work of research staff; and providing leadership to the development of teams.  **Note: This statement should be between 2,000 – 2,200 words in length.** |

**19. Contributions to School Departments, 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. Experience of Research Student Supervision (please indicate first supervision, co- supervision or secondary supervision of PhD students)**

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| --- |
| <<list here>> |

**25. Activities Relating to Centre/Institute/Departmental/School Management and Administration (if applicable)**

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| <<describe here>> |

**26. Professional Activities and Consultancies**

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| <<list here>> |

**27. Work on External Bodies**

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| <<list here>> |

**28. Reviewing of Academic Journals and Research Grant Applications**

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| <<list here>> |

**29. Additional Comments**

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| <<describe here>> |
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The dated electronic signatures of the candidate, Head of Department and (where appropriate) Research Centre Director or Institute Director 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**

Signed: ……………………………………….. Date: ………………………………

**Electronic Signature of Research Centre Director (where applicable)**

Signed: ……………………………………….. Date: ………………………………

**Electronic Signature of Institute Director (where applicable)**