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** by no later than **HoD Deadline 1 (Monday 2 October 2023)**.

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| --- |
| 1. Personal Details |
| **Candidate’s Name and Title:** |       |
| **Department:** |       |
| **Job Title (Assistant Professor (Education) or Associate Professor (Education)):** |       |

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

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| --- |
| <<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 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).

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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 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

**9. Existing Teaching and Education Contributions**

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| **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:1. 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 Professorial Lecturers 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.The date of your last Eden Centre Teaching Observation (if applicable). |

**10. Trajectory of Teaching and Education Contributions**

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| **On a separate sheet**, please set out your trajectory of teaching and education contributions in which you 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.  |

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

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| <<list here>> |

**12. External Examining Experience**

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| <<list here>> |

**13. Administrative Duties and Contribution to the Common Good at Department or School level (including serving on School committees and the holding of School offices)**

|  |
| --- |
| <<describe here>> |

**14. Professional Activities and Consultancies**

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

**15. Work on External Bodies**

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

**16. 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 17 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.

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

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

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

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

**17. Work Submitted for Publication or Soon to be ready for Submission**

Please indicate the stage the work has reached using the phrases set out in Section 17 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>> |

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

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

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

**18. 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.**

|  |
| --- |
| <<describe here>> |

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

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| <<list here>> |

**20. 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>> |

**21. 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** |