CURRICULUM VITAE TEMPLATE

This form 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 29 September 2025)**.

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| 1. Personal Details |
| **Candidate’s Name and Title:** |       |
| **Department:**If a joint appointment, please include both.  |       |
| **Job Title (Assistant Professor (Education) or Associate Professor (Education)):** |       |

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| 2. Qualifications (not Honorary) |
| **Level / Type** | **Awarding Institution** | **Date Awarded** |
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| **3. Title and Brief Outline of PhD Thesis and Names of PhD Supervisors** |
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**4. Present and Previous Employment**

Please list title, department, institution, and dates for all relevant posts held, giving the most recent first.

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**5. Interruptions in Service**

Please list dates and duration of any interruptions in progress e.g., maternity leave, adoption leave, substantial paternity leave, special leave buyout, etc. 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/5* 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 or to your department/research centre.

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**6. Visiting Appointments**

Please list all visiting appointments you have held giving title, institution, and dates.

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| **7. Honours and Prizes**Please list all honours, prizes (including those for which you were shortlisted) and honorary degrees you have been awarded including dates where relevant. |
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**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/5* (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 of 3,000 to -5,000 words, excluding appendices), containing:1. A summary of courses (with name and code) you have taught and/or the educational roles you have held during the four most recent sessions you have taught at LSE.

 List courses taught in the four previous sessions under the following headings: (a) Undergraduate (b) Postgraduate (c) MPhil/PhD (d) Other Courses, with a description of your role and student numbers, teaching hours and whether the teaching relates to your specialist area or a broader range of subject matter.  (ii) An **evaluative** commentary on your contributions to teaching and education, including weaknesses and steps taken to address them (see section 4.1 of the Guidelines for Promotion of Assistant and Associate Professors (Education) for guidance).1. The date of your last Eden Centre Teaching Observation (if applicable).
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**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 and set out a programme of future excellent and innovative teaching and education contributions over the next 3-5 years. (3,000-5,000 words**,** excluding any appendices). |

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

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**12. External Examining Experience**

Please give dates, names of courses/colleges where you have acted as External Examiner.

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**13. Citizenship in Department and School**

Please list all administrative duties and other service undertaken at LSE.

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**14. Professional Activities and Consultancies**

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**15. Work on External Bodies**

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**16. Published Work, Work in Press or Revise and Resubmit Stage**

Please list any 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.

If the work is unpublished, please indicate whether it is (conditionally) accepted or at the revise and resubmit stage . Evidence of acceptance (whether final or conditional) or revise and resubmit judgment is required and should be attached to the CV.

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| **Books** |

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| **Articles in Refereed Journals** |

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| **Chapters** |

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| **Others** |

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

Please 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 set out in Section 16 which best characterises the stage the pieces have reached. If the work is in revise and resubmit stage, please provide the editor’s letter attached to the CV.

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| **Books** |

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| **Articles in Refereed Journals** |

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| **Chapters** |

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| **Others** |

**18. Participation in the organisation of scholarly and professional events outside LSE.**

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**19. Conference papers, Guest Lectures, Keynotes Outside LSE in the last 5 years.**

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**20. Additional Comments Relating to the Case for Review or Promotion (optional)**

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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** |