CURRICULUM VITAE 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**. For **Major Review and promotion** candidates it should be submitted by no later than **HoD Deadline 1 (Monday 30 September 2024)**. For **Interim Review** candidates it should be submitted by no later than **HoD Deadline 2 (Monday 21 October 2024).**

Self-sponsored candidates may submit their CV through their Head of Department or directly to Human Resources by HoD Deadline 1 **(Monday 30 September 2024).**

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| 1. Personal Details |
| **Candidate’s Name and Title:** |       |
| **Department:**(For joint appointments, please list both) |       |
| **Job Title (e.g. Assistant Professor):** |       |
| **Academic Year Interim Review passed (if applicable):** |       |
| **Academic Year Major Review passed (if applicable):** |       |

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| 2. Qualifications (not Honorary) |
| **Level / Type** | **Awarding Institution** | **Date Awarded** |
|       |       | mm/yyyy |
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| **3. 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. |
| <<list here>> |

**4. Present and Previous Employment**

Please list all relevant present and previous posts held, giving the most recent first. The following information should be included: title, department, institution, dates.

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

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

Please 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 (G/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.

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| <<list here>> |

**6. Visiting Appointments**

Please list all visiting appointments you have held e.g. title, institution, dates.

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| <<title, institution, dates>> |
| **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. |
| <<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/5*; on the *Optional Declaration of Individual Circumstances G/6*; and on the *Self-sponsored Promotion Proposal – Candidate’s Statement G/7* 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/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. Writings Submitted in Support of Case**

Please enter the titles of the writings submitted for your case. Candidates undergoing Interim Review should normally submit two 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 below. 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.

**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

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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. Where possible, candidates should give priority to papers where they have made the leading or major contribution as candidates should recognise that the Committee is looking for evidence of a leading or major contribution across all publications submitted. 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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**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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**12. Published Work and Work in Press**

Please list published work and work in press. Details on articles should include names and volume numbers of the journals in which the article was published, date of publication, and length of the article.

Mark with **TWO** ASTERISKS (\*\*) works being submitted to the Promotions Committee; mark any other important works with **ONE** ASTERISK (\*). Mark with a HASH (#) works for which reviews are submitted to the Promotions Committee.

If the work is unpublished, please indicate the stage the work has reached, using the phrases set out in Section 9. 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.

All reviews of books, whether favourable or not, must also be submitted.

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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>> |

**13. Work Submitted for Publication**

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 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.

Please indicate the stage the work has reached using the phrases set out in Section 9. All work should be available should the Promotions Committee request to see it. If the work is in revise and resubmit stage, please provide the editor’s confirmation email/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 Section 13** and should be 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 by using the phrase “Draft completed but not submitted to any journal/outlet” or “Draft in Progress” after the title of the piece. Candidates may wish to state where they intend to submit their work to. All work should be available in physical form should the Promotions Committee request to see additional work. E.g. after the title of the piece: ‘Stage X’, name of the proposed journal/outlet and known/likely publication dates where relevant. Where available, evidence of the stage the work has reached should be attached to the CV.

Mark with **TWO** ASTERISKS (\*\*) works being submitted to the Promotions Committee; mark any other important works with **ONE** ASTERISK (\*).

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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**

The Promotions Committee will accept citation evidence in subject areas where this is a useful measure of research quality. The availability of such evidence will be taken into account by the Promotions Committee in the promotions process but it will not be a determining factor in promotion. Candidates are given the opportunity to provide their citation count and to put this into context. Where candidates provide their citation count, Heads of Department are encouraged to comment on this in their *Head of Department’s Statement G/1*. The Promotions Committee will be made aware that citation records can suffer from gender and other biases.

Candidates are *permitted* to provide their citation count and are encouraged to put this into context.

The availability of such evidence will be taken into account by the Promotions Committee in the promotions process, but it will not be a determining factor in promotion*.* 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.** The Library can assist candidates in putting their citation counts together (please contact Library.Bibliometrics@lse.ac.uk).

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**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 the 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 normally 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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**18. Past and Ongoing Research Grants**

Please 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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**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)**

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**23. Journal Editing and Editorial Board Membership** (please give dates where possible)

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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 normally 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 Guidelines for Review and Promotion of Assistant and Associate Professors 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)**

Please provide a brief record 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.

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**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. Keeping in mind the promotions criteria relevant to your career stage, please provide an evaluative statement covering all administrative duties and other service undertaken at LSE, whether at the departmental or wider School level, and give examples. Please see section 6.1 of Guidelines for Review and Promotion of Assistant and Associate Professors for further guidance.Note: The Contributions to Citizenship statement should normally 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**

Please list work on external bodies, including government-appointed committees, commissions, and those of professional bodies or union bodies.

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**30. 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.

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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** |