

Faculty of Engineering and Physical Sciences

University of Manchester

Guidance on the preparation of curriculum vitae for promotion

Introduction

The curriculum vitae (referred to as CV hereafter) should provide evidence of how you meet the criteria within each area of assessment for the category of promotion for which you are applying. Guidance notes for each category of promotion, including the criteria, are available on the Faculty of Engineering and Physical Sciences intranet. It is recommended that individual candidates read the relevant guidance note prior to finalising the CV.

This document provides guidance regarding what to include in your CV. The lists of activities shown under sections A, B, C, D, E, F and G are intended to indicate which aspects might be covered. It is not expected that an individual candidate will provide information under every heading. A full and informative CV is helpful, but candidates should use their professional judgment to decide which substantial aspects to include and which relatively trivial detail to omit. Candidates are asked to keep the CV as succinct as reasonably possible **and it is not expected that the CV will exceed ten double-sided A4 pages** (not less than 10 point font).

Detailed content

A. Personal information

1. Name
2. Education: schools and universities attended
3. Qualifications: academic and professional, including professional memberships
4. Appointments held (reverse chronology) starting with the present position
5. Present appointment
6. Substantive visiting appointments/secondments

B. Research contributions

1. Publications
 - (a) Peer reviewed
 - (b) Not peer reviewed

in each category, include papers in academic journals, books authored, books edited, chapters in books, policy and/or other governmental reports, case reports, and (where space permits) conference contributions and abstracts. In each category, list with the most recent first.
2. Details of grants awarded
3. Any other research achievement
4. Supervision of research students
5. Organisation, promotion and/or management of research

C. Other evidence of academic and professional standing

1. Professional advisory or consultancy work in local, national or international arena
2. Offices held in a learned society or professional body
3. Other public service in a professional capacity (e.g. service by invitation as expert on advisory international or national body)
4. Lead organisational roles in substantive national or international professional conferences

D. Teaching and learning

1. Current and previous teaching duties, undergraduate, professional and/or postgraduate
2. Innovative work and contributions to the reform and/or development of curriculum or assessment
3. Any evidence or results of external assessments of teaching ability
4. Teaching/assessment undertaken outside of the University of Manchester

E. Leadership and/or management roles

1. Contributions within the organisational structure of the University of Manchester or other higher education institutions
2. Contributions to external bodies as a representative of the University of Manchester
3. Leadership or management roles for other professional bodies or organisations, such as Royal Societies

F. Knowledge and Technology Transfer

1. Details of how research discovery or innovation has been adopted by industry
2. Patents filed and approved
3. Spin-out companies formed
4. Consultancy activity in the corporate sector
5. Other appointments or engagements in the business community
6. Other evidence of the successful application of scholarly activity

G. Outreach and public engagement

1. Details of effective engagement with the community in the presentation and explanation of scholarly activity
2. Representation of the University of Manchester within the local, regional or national community
3. Other promotion of engineering and /or physical sciences within the local, regional or national community