

# THE UNIVERSITY OF SHEFFIELD

## GUIDELINES FOR THE FORMAT OF CURRICULA VITAE

Although the University does not impose a standard format for the curriculum vitae to be used in reviews, the following guidelines and the advice within the template are based on good practice. These may be adapted and expanded if necessary to meet particular circumstances. CVs are the evidence used in reviews and it is important for staff to keep them up to date and to follow the guidelines as closely as possible.

### **The Summary:**

- Must be no more than ONE PAGE
- Should include significant recent achievements
- Where staff are seeking promotion, the Summary should highlight evidence in the CV of creativity and innovation
- Use bullet points with no more than 2-3 lines of description per bullet point.

### **Evidence of academic achievement:**

Innovative and creative academic achievements may be evidenced by some of the following examples: public performances in music and drama, competition and exhibition items, conference communications, industrial and other external liaison and collaboration, in-house consultancy and advice work, development of new educational opportunities for new audiences, post-experience and professional courses, etc.

**Knowledge Transfer** sits alongside teaching and research as a core function of the University and can also be seen as evidence of Standing. Any examples and evidence of knowledge transfer should be included in the CV under the appropriate headings.

### **The CV:**

- Begin each section (1-5) of the CV on a separate sheet
- Number consecutive pages
- Give surname and initials at the top of each page
- Where applicable, put information under each sub-heading in the order of importance
- Use bullet points with short descriptions per item
- Staff are expected to follow the guidance in the document below on listing publications.

# **CURRICULUM VITAE**

**(NAME)**

## **SUMMARY**

(for staff undertaking Teaching and/or Research duties)

### **1. General**

### **2. Teaching**

### **3. Leadership, Management and Administration**

### **4. Professional and External Standing**

### **5. Research & Publications**

**THE UNIVERSITY OF SHEFFIELD**

**CURRICULUM VITAE**

**1 PERSONAL DETAILS**

SURNAME:

FORENAMES:

DEPARTMENT:

EDUCATION AFTER SCHOOL:

Institutions and dates

QUALIFICATIONS:

**Academic** - degrees and class, diplomas etc, Institution, date  
**Professional** - names of institutions, including standard abbreviations of qualifications

MEMBERSHIP OF LEARNED SOCIETIES:

(unless already evident from the qualifications list)

CURRENT APPOINTMENT(S) IN THE UNIVERSITY AND DATE(S)

PREVIOUS APPOINTMENTS:

- i) In this University
- ii) Elsewhere (title, employer, dates)
- iii) 'Visiting' appointments during leave (title, employer, dates)

**2 TEACHING**

**2.1 CURRENT UNDERGRADUATE AND POST GRADUATE TEACHING**

Include dates, contact hours and student numbers as well as details of courses/subjects, year of course and whether undergraduate or postgraduate.

Current Teaching:

Course Title	Level of Teaching	Student Contact Hours

- 2.2 **PREVIOUS UNDERGRADUATE AND POSTGRADUATE TEACHING**  
Summarise contact hours, highlighting major differences from current duties.
- 2.3 **TEACHING INNOVATION AND DEVELOPMENT**  
Include ways in which you have improved, and are improving, the Department's teaching, including details of any teaching aids and methods. Also include examples of innovation and creativity in teaching, eg introduction of new courses and at what level.  
Include any knowledge transfer activity related to teaching eg. professional short courses for government/industry/outreach to schools.
- 2.4 **TEACHING PUBLICATIONS**  
eg Textbooks - cross reference to Section 5.
- 2.5 **OTHER TEACHING ACTIVITIES**  
eg Membership of Teaching Bodies/Organisations/networks and other activities. If necessary, cross reference to Professional Activities.

### **3 LEADERSHIP, MANAGEMENT AND ADMINISTRATION**

This refers to administration within the University (*this may include previous administrative experience in another University/Higher Education institution*) and should include departmental, Faculty, University duties, membership of committees, University Offices. Administrative activities outside the University should be recorded under Professional and External and Standing.

- 3.1 **CURRENT ACTIVITIES**  
Include dates. Where necessary provide a brief outline of key features.
- 3.2 **PREVIOUS ADMINISTRATIVE ACTIVITIES**  
Summarise, highlighting major differences from current duties.
- 3.3 **INNOVATIONS**  
Include innovations and also any improvements in administrative efficiency that you have introduced.

### **4 PROFESSIONAL AND EXTERNAL STANDING**

Include any activities that would be appropriate to provide evidence of your standing in the profession. Where necessary include 2-3 lines of explanation (eg clinical work, industrial or professional consultancies and practice executive or non executive role on external bodies, including professional institutions, editorial or academic referee's duties in connection with learned journals). The criteria provided for academic promotions may be useful as a reference.

List academic awards, prizes, fellowships of acknowledged standing, invited external UK and international lectures of standing, details of any external examining, editing/co-editing of journal(s), media work etc.

## 5 RESEARCH & PUBLICATIONS

### 5.1 RESEARCH AREAS

Include the areas where you are active and briefly summarise achievements, present status, and future plans. State if there is external funding. Cross reference to Research Grants.

### 5.2 RESEARCH GRANTS AND CONTRACTS

All grants held - past and current in reverse chronological order.

Tabulate information about Research Grants and Contracts with details of funding including total research income as PI, right justified.

Include Dates, Funding Bodies, Principal Investigators (all investigators including Principal Investigators must be listed), Grant values and components applicable to you etc. Do not include grants currently under consideration by the funding body or any that were rejected.

DATE	SPONSOR	TITLE	FUNDING

### 5.3 RESEARCH DEGREE SUPERVISION

Give numbers supervised, date of completion, source of funding.

### 5.4 PUBLICATIONS

Include a brief summary of Publications (types and numbers only). Use consecutive numbering across sections.

Reference (short excerpts) may be made to reviews of a candidate's own publications if the review appeared in publications of acknowledged scholarly standing. Review by candidates of the work of others may be listed in the CV if these are judged to be of major significance. It will be for the review body concerned to decide on their relevance in consideration of a case for promotion.

**Publications should be arranged under each of the following headings in date order (recent publications first) and the first and last page number of all publications should be given. In the case of joint publications, indicate whether they are the principal or a joint author by marking P or J in the margin as appropriate.**

#### 5.5 Books - in Print

##### 5.5.1 Chapters – in Print

#### 5.6 Books – in Press

##### 5.6.1 Chapters – in Press

#### 5.7 Refereed Journals – in Print

- 5.7.1 Refereed Journals - in Print – Original Articles
- 5.7.2 Refereed Journals - in Print – Reviews
- 5.8 Refereed Journals – in Press
- 5.8.1 Refereed Journals – in Press – Original Articles
- 5.8.2 Refereed Journals – in Press – Reviews
- 5.9 Refereed Conference Papers – in Print/Press
- 5.10 Non-Refereed Abstracts, Reports & other Publications – in Print
- 5.11 Non-Refereed Abstracts, Reports & other Publications – in Press
- 5.12 Research in Progress (Brief Description)