|  |
| --- |
| **Full Curriculum Vitae**  **and List of Publications** |
| **Guidance Notes**  Applicants for all Academic promotions which require submission of a full CV and list of publications should set these out in the style indicated below: |
| **Section A: Curriculum Vitae** |
| **GENERAL**   1. Name 2. School 3. College 4. Date of first appointment in The University of Edinburgh 5. Date(s) of promotion in The University of Edinburgh 6. Career since graduation, including any significant periods of leave e.g. due to illness, disability or maternity/adoption/shared parental leave (to ensure that appropriate allowance is made of this in assessing the level of output and that you are not disadvantaged) 7. University education specify university, class of degree and dates) |
| **TEACHING & EDUCATION PROVISION**   1. Teaching experience. Include information on modules taught, teaching level, dates and examples of any distinctive or innovative approaches. See [Exemplars of Excellence in Student Education](https://www.ed.ac.uk/human-resources/policies-guidance/a-to-z-of-policies-and-guidance) for further guidance 2. Indication of the number of taught postgraduate students supervised during your career 3. Information on research led learning and teaching and/or provision of any continuing professional development |
| **RESEARCH**   1. Major research interests, with evidence of output and impact of the research. This may include datasets and software, influence on policy and practice, conference presentations, exhibitions and other discipline specific content 2. Research grants - distinguish between significant external and other grants. Include information on dates, title of funded project, total amount of the grant and an indication of whether or not you were the Principal Investigator or Co-Investigator (a grant holder) and the proportion and form of your contribution 3. Research supervision experience, including the current number of post graduate research students supervised and total degrees awarded (indicate whether as principal or second supervisor) |
| **KNOWLEDGE EXCHANGE AND IMPACT**   1. Contribution to knowledge exchange and impact, including direct contribution (“hands-on” involvement and achievement in KE activities); leadership in KE; dissemination of good practice in KE (e.g. public engagement, publication and conferences); commercialisation; technology transfer; engagement with policy and professional practice. See [Exemplars of Excellence in Knowledge Exchange](https://www.ed.ac.uk/human-resources/policies-guidance/a-to-z-of-policies-and-guidance) for further guidance |
| **ACADEMIC LEADERSHIP, MANAGEMENT AND CITIZENSHIP**   1. Academic Leadership and Management experience, including experience as Head of Department/School/academic area of activity 2. Membership of committees and/or collegial projects, both University and external, where relevant 3. Appointments as external examiner (give university, dates and degrees concerned) 4. Editorships 5. Consultancies 6. Professional activities outside the University   See [Guidance on Citizenship](https://www.ed.ac.uk/human-resources/policies-guidance/a-to-z-of-policies-and-guidance) for further information |
| **EXTERNAL RECOGNITION / ESTEEM**   1. Membership of societies where academic distinction is the criterion of membership 2. Items of esteem at symposia and congresses e.g. keynote and plenary talks at major conferences; major lectures given as guest lecturer, invited papers at conferences and meetings; invitation to give talks to UK or overseas university and government/industry research groups and laboratories. Please present in date order indicating the year, title of presentation, meeting and city/institution. 3. Any other relevant information including any special circumstances of which the panel is asked to take account |
| **Section B: List of Publications (in reverse chronological order)** |
| 1. Books published (give date, title, name of publisher, names of co-authors, if any) 2. Books edited (give date, title, name of publisher) 3. Articles published as sole author (give date, title, name of journal, etc.) 4. Joint articles published (give date, title, name(s) of co-authors, name of journal etc.) 5. Important notes, reviews and review articles (give date, title, name of journal etc.) 6. Articles and books in the press (give date, title, name of publisher) 7. Articles and books under consideration for publication (give date, title, name of publisher, names of co-authors, if any) 8. Other outputs/ non-text based material (give date, title)   **NB**   1. **Asterisks should be placed against those publications which you consider to be your most significant contributions to knowledge.** 2. In the case of joint publications you should indicate if you are regarded as the main originator. 3. For publications in journals, give the initial and final page numbers (e.g. pp 315-325) and, where appropriate, state whether these are refereed journals. In the case of books, state the actual number of pages. |