

Staff (Curriculum Vitae) - Specification

Name

- Family name; given names

Current post

- Title, grade
- Name of School or Service
- Membership of University and/or Faculty/Research Centre(s)
- Membership of School Research Group(s)

Education

- Secondary School(s) and/or FE College(s)
 - attended
 - dates
- Higher Education Institution(s)
 - attended
 - dates
 - mode of study

Qualifications

- first degree(s)
- ?postgraduate taught qualification
- research degree(s)
- higher research degree(s)
- honorary award(s)

Providing for each:

- full award title and class of honours (if any)
- title of thesis (for research degree(s))
- awarding body (for example, University; OUVS)
- date of award
- ?professional qualification(s)
 - full name of qualification and abbreviation
 - awarding body (for example, full title of professional body)
 - date of award

Membership of Professional Bodies and Learned Societies

- ?membership of professional body(ies) and/or membership of learned society(ies)
 - name of professional body
 - grade of membership
 - date of membership

Career details

- ?previous employment history giving for each post or appointment starting with the most recent prior to the current post
 - dates
 - employer
 - post title
- secondments, giving dates, name of organisation seconded to, activities of secondment

Research and scholarly activity

- ? details of research and scholarly interests (up to 40 key words)

Public output from research and scholarly activity

- ? see attached specification

Research supervision

- ?provide details of students and
 - supervisory role (for example, Director of Studies; Second Supervisor; Adviser)
 - thesis title
 - date of award (if completed)

Teaching

- ? details of main areas of teaching interest (up to 40 key words)
- ? modules taught in previous year

Pedagogic interests

- ?details of main areas of pedagogic interest (Including assessment; teaching methods; and open learning techniques)
- ?indication of how these interests are being pursued (for example, staff development; research initiatives; membership of organisations)
- ?outputs (for example, open learning package with details)

Membership of University committee(s) and task group(s)

- ? details of membership of University Committees or Task Groups (during the last five years)
 - name of Committee or Task Group
 - dates
 - any specific role (for example, chair; convenor; chair of sub-committee)

Administrative roles

- ?list of administrative roles during last five years
 - title of role (for example, Set Leader for X; Assessment Tutor for Y)
 - dates

Relevant external activities

- ?Professional Body Committees or roles) In all cases indicate name of
- ?Government Committees or roles) Committee, dates of
- ?Learned Society Committees or roles) membership and other
- ?Universities (UK), HEFCE and similar Committees or roles) special role (for
- School/College/University Governance Committee) Chair)
- other committees or roles)

Media experience

- ?television) in all cases, indicate
- ?radio) experience, details of
- ?film/video) experiences of
- publicity(with)
- ?productions/exhibitions) dates; venues)and any other

- ?journalism) relevant details

Consultancy

- ?in all cases, indicate in all cases, indicate consultancy activity
 - dates
 - authorised title of report (may be withheld)
 - client (may be withheld)
 - values of consultancy

Industrial links

- ?details of links
 - nature of links (consultancy/advisory)
 - link arrangements
 - dates
 -

External examining experience

- ?for each taught course give
 - name of course
 - institution
 - dates
 - role (for example, External Examiner; Chief External Examiner)
- ?for research degree(s) and/or higher degree (s) give
 - award
 - institution
 - dates
 - role (for example, External Examiner; Internal Examiner)

Research grants and awards

- ?list of research grants and awards including travel
 - grant awarded to (cite c-workers)
 - grant body
 - dates and period of award (for example, 1991-94)
 - value

Overseas links

- (1) ?teaching related links (for example, ERASMUS; LINGUA) and/or (2) research links
 - link institution
 - nature of link (for example, (1) ICE; JEP; exchange; pedagogic research and/ or (2) joint grant; joint research project
 - name of link person
- please specify any other overseas links

Any other relevant information

- ?Please provide any other relevant information always indicating who or what was involved and dates.

STANDARDISED LISTING OF DETAILS OF PUBLIC OUTPUT FROM RESEARCH AND SCHOLARLY ACTIVITY

Details of the public output from research and scholarly activity should be provided in full under the following headings and format.

1. **Authored books:** author(s); year of publication; title of book; publisher; place of publication; number of pages.
2. **Books edited by the candidate:** editor(s); year of publication; title of book; publisher; place of publication; number of pages.
3. **Articles and chapters in edited books:** author(s) (of article); year of publication; title of article; (in) title of book; (edited by) editor(s); publisher; place of publication; first and last pages.
4. **Refereed articles in Academic Journals:** author(s); year of publication; title of article; journal; volume (and number if appropriate); first and last pages.
5. **Other refereed articles:** (for example, articles in professional journals and popular but serious journals where refereed): author(s); year of publication; title of article; title of publication; volume or equivalent; first and last pages.
6. **Non-refereed articles:** author(s); year of publication; title of article; title of publication; volume or equivalent; first and last pages.
7. **Refereed and published conference proceedings*** (that is, published papers arising from conferences which have been refereed): author(s); year of publication; title of article; title of conference proceedings; volume (if appropriate) first and last page; conference organisers and/or publishers; place of publication; venue of conference.
8. **Other refereed and/or non-published conference contributions*:** author(s); year of publication; title of presentation or abstract; conference organisers; venue of conference.
9. **Exhibitions:** exhibitor(s) (that is, sole or group); title of exhibition; venue; dates; title(s) and/or number of exhibited works; details of any published critique of the exhibition.
10. **Review articles (excluding book reviews):** author(s); year of publication; title of review; (published in) title of publication; edited by (if appropriate); refereed or not; publisher; place of publication; first and last pages.
11. **Book reviews:** author of book review; title of book reviewed; author of book; review published in (name of publication); year, volume and number (or exact date) of publication; first and last pages.
12. **Official reports** (for example, consultancy reports; report of chaired external committees); author(s); year of publication; title of report; report commissioned by whom; first and last pages.
13. **Departmental working papers and University series:** author(s); year of publication; title of article; working paper/series title (if any); publisher; first and last pages.
14. **Other forms of public output:** (for example, production; direction; choreography) musical works; works of art; computer programmes): provide details including details of any published critique of the work.
15. **Editorships** (that is, journal editor or series editor not edited books see paragraph 139 above): details of journal or series edited; year(s) of editorship; publisher; place of publication.

* conferences include learned societies; professional bodies; seminars; symposia; and similar activities.