



Guidelines for the format of CVs (Education & Scholarship staff)

1. Title page

This should include your name, Faculty, academic qualifications, and positions held, including present one (with dates and FTE). A brief summary of your academic career to date and main focus of academic work can be included (suggested: - one paragraph summary).

2. Education Delivery

The following information should be provided in respect of undergraduate, postgraduate taught and other continuing education programmes:

- a) Courses/modules taught (including duration taught)
- b) Relevant information relating to other education contact hours e.g. seminars and tutorials led; study visits undertaken; field trips; laboratory work etc.
- c) New courses/modules developed and introduced and details of any innovative practice in education
- d) Grants obtained for teaching and education purposes
- e) Future plans for developing new or enhancing existing courses at undergraduate and postgraduate level

Information should also be included on, for example, initiatives to enhance teaching quality within the Faculty/University; leadership of cross-disciplinary programmes of study and evidence to support a significant impact on teaching practice or educational enhancement.

A description of your philosophy and approach to education should also be provided.

3. Scholarship and Pedagogy

Information on the following matters in respect of scholarship should also be included:

- a) Publication of high quality scholarly learning resources and/or books
- b) Work at a national level to champion selected aspects of disciplinary pedagogy
- c) Engaging in scholarly networks beyond the University
- d) Your future plans in respect of contributing to scholarship and pedagogical development within the discipline and more widely.

4. External examining

Detail appointments to examine externally for undergraduate and postgraduate courses and higher degrees. List any course/assessment/approval at other institutions.



5. Leadership and management

- a) Describe Faculty or discipline management and administrative responsibilities (with dates) including, in particular leadership roles to enhance student learning opportunities.
- b) Detail any University appointments, membership of Committees, Working Parties (include dates and summary details).
- c) Detail any work/contribution to designing and leading educational projects or initiatives regionally/nationally.

6. Student experience

- a) Detail personal contribution to widening participation; employability; recruitment and admissions and internationalisation agenda at Faculty/University level, including specific initiatives.
- b) Summarise any other significant contribution being made to enhancing student experience within the Faculty, or at University level.
- c) Detail involvement in other development initiatives in the Faculty/discipline (including fundraising and alumni initiatives). (Listed under Leadership and management for E&R).

7. External recognition

- a) Detail professional qualifications in the educational field e.g. Principal Fellow of Higher Education Academy.
- b) List any honours and awards (for education or leadership – internal and external).
- c) Detail membership and official positions in any professional bodies; regional or national organisations, particularly where formally representing the Faculty/University.
- d) Detail professional external activities e.g. TV addresses given.
- e) Summarise invitations to give conference papers and keynote addresses (including any appointments as Visiting Professor/Fellow).
- f) List any consultancy work of a professional nature (e.g. acting as expert witness; advice given at public enquiries).
- g) List membership of Editorial Boards and conference organisation.
- h) List details of any distinguished visitors hosted.