

MODEL CV FOR ACADEMIC STAFF

1. **Date** Date of completion of CV
2. **Record**
 - a) Name
 - b) Current post and details of contract.
 - c) Department
 - d) Date of Birth
 - e) Post-school education: degrees, etc (class, institution and date), other professional or academic qualifications.
 - f) Career: appointments held before taking up a post in St Andrews and date of first appointment to post in St Andrews with the title of post and details of any subsequent changes of post or promotions.
3. **Teaching**
 - a) Departmental teaching responsibilities: give details of lecture courses, laboratory classes, small group teaching and field-work, including the level of course, level of responsibility, numbers of students involved. Give also annual contact hours of teaching in each area over the past two years, indicating whether the years in question were exceptional in any way.
 - b) Teaching for other departments or outside this University.
 - c) Activities in course development.
 - d) Appointments as External Examiner at both university and other levels.
4. **Research**
 - a) Brief statement of research interests and activities. Co-operation with people outside this university. Research visits abroad etc.
 - b) Outside recognition (eg membership of societies where academic distinction is criterion for membership, prizes awarded, papers invited at symposia and conferences, invited lectures, external examining for postgraduate degrees, consultancies and consultations, research grants and contracts).
 - c) Research supervision: past and present research students supervised (state whether as single or joint supervisor), degree for which supervised, project titles, date of submission and outcome if work has been completed.
 - d) Publications: the list should include books, contributions to books, original articles of an academic nature in recognised

journals, articles in popular magazines or newsletters, abstracts, book reviews and unpublished reports and theses. In the case of joint publications, indicate the level and extent of your contribution (eg main contributor). Distinguish between the various types of publication; give the dates and the lengths of publications.

Indicate any editorial or refereeing responsibilities. In the case of work in progress or accepted for publication, indicate precise status (eg in proof, accepted and awaiting publication, submitted but not yet accepted, commissioned but not yet completed etc).

Members of staff should also star those items they consider to be most important and give reasons why they consider them to be particularly significant (eg citations).

5. General Contribution

To achieve a measure of breadth and comparability in the assessment of the general contribution a number of categories should be used. It is appreciated however that individual colleagues will wish to refer to special areas. The following notes will, it is hoped, provide a general guide:

Departmental

eg chairmanship or acting chairmanship, examination arrangements, timetabling, library, safety, postgraduate responsibilities, course administration, responsibilities in connection with staff meetings, curriculum development, computing responsibilities, responsibility for technical staff or specialist services, staff/student liaison etc.

Faculty and University

eg work as a Faculty Officer, Faculty Tutor, Director of Schools Liaison, Master of Music, Radiation Protection and Biological Hazards Adviser, Warden, member of the Faculty or University bodies and committees, University representative on outside bodies etc.

6. Staff Development

Work in the promotion of activities related to the development of the teaching, research, administrative and managerial skills of members of staff, personal attendance at courses or workshops related to staff development etc.

7. Professional Contribution

eg Government committees, governing bodies of learned societies and professional institutions, editorship of journals, consultancies, conference/symposium organisation, advice to other institutions, regular broadcasting on the discipline, commitments to business or industry etc.

8. Academically-related

eg membership/convenership of committees (health issues, employment, children's panels), office bearer to voluntary organisations (in education, trade unions, social work); cultural activities (Scottish Arts Council, Historic Buildings) etc.