

# Professorial promotion: CV template

## A: General information

<b>Full name</b>	{{name}}
<b>Department</b>	{{dept}} {{secondary_dept}}
<b>Present position</b>	{{current_position}}
<b>Current Grade</b>	{{grade}}
<b>Grade Applied for</b>	{{applied_for}}
<b>Contract</b>	{{contract}}
<b>Date of appointment at York</b>	{{appointment_date}}
<b>Previous appointments</b>	
<b>Date of last promotion</b>	
<b>Qualifications</b>	

Supplementary information

### General information

**Contract** Indicate whether you have a **research and teaching, research only** or **teaching and scholarship** post.

**Previous posts** State where held with dates, starting with your first post

# Instructions for completion

Please take the time to review the CV template before starting your application.

- **Section A:** Personal details
- **Section B:** Summary of key achievements
- **Section C:** Academic citizenship - detailed evidence
- **Section D:** Research - detailed evidence
- **Section E:** Teaching and Scholarship - detailed evidence
- **Section F:** Referee details (if applicable)
- **Section G:** Individual circumstances (optional)
- **Appendix:** Supplementary evidence

**You should COMPLETE ALL SECTIONS.** If you do not have information to provide under a heading, please write **N/A**.

It is important that the same evidence **should not be repeated** under different headings (i.e. Academic Citizenship, Research and Teaching & Scholarship): applicants should be aware that the same activities or contributions will not be double-counted under different main headings

In filling out this form, the aim should be to give members of the Academic Promotions Committee a **full but succinct account** of achievements using **bullet points, date lists or numbering** wherever possible.

Please use **evidence** where possible to demonstrate effectiveness/success

**Material that is still undergoing review and funding applications that are pending must NOT be included in the form.** Applicants can report material 'accepted for publication' or 'in press', accompanied by verifiable evidence of its status such as a letter from a publisher in the Supplementary Evidence section at the end of this CV document. Similarly brief details of a funding application whose outcome is awaited can also be included in the Supplementary Evidence section.

## Supplementary information

### Formats to use for publications

#### Books and Reports

=Smith, A.W. and Pollard, J., 1997. *Art history: an introduction*, New York: Academic Press, pp. 456.

#### Chapters in books

Including other short works, such as contributions to collections of essays published in book form)

1. <Gale, B. and Pollard, J. (ed.) 1996. *The railway years*, London: John Wiley, pp. 645.
2. \*Pollard, J. and Smith, A.W., 1996. *Minding the gap*, in Gale, B. and Pollard, J. (ed.) *The railway years*, London: John Wiley, 45-63.

#### Articles in journals

Pollard, J. 1996. Optimised donor distributions in P2c4. *Image Processing*, 64, 225-227.

#### Papers published in refereed conference proceedings

\*Ambe, G., and Pollard, J. 1997. *Criteria for effective groupware*, CHI'97 Conference Proceedings: Seattle, New York: ACM, 242-243.

#### Practice-based research

Pollard, J. 1996. *The song of Horatio (for piano and orchestra)*. Commissioned by the BBC, Broadcast by Radio 3 (45 minutes), 23 April.

Each section should be arranged in **chronological order, most recent last**.

For all publications, enough information should be given to enable the Committee to determine precisely what is being listed, whether it is a product of sole or multiple authorship, and where it may be found. Authors must be shown in the order in which they are credited in the work. It is important that, where publications involve joint authorship, those of which the applicant is a principal author should be indicated with an asterisk \*. Those of which the authors are equal in status should be marked =, or if in a secondary or minor role mark with <. The following details will be required for each work cited. In all the examples given opposite, the applicant's name is Pollard.

# B Key Achievements

## B1 Academic citizenship key achievements

Using the evidence presented in section C below, what are your key achievements in this area over the last two to three years?

### Sources

- Data available via York research database (PURE)
  - Individual academic CV
- a) Effective involvement in major administrative tasks or positions of responsibility, please describe main activities and achievements
- XXX
  - XXX
- b) Contribution to university committees or working groups, please describe your role and achievements
- XXX
  - XXX
- c) Successful management of resources
- XXX
  - XXX
- d) Engagement with national/international bodies (government, professional or commercial)
- XXX
  - XXX

## B2 Research key achievements

Using the evidence presented in section C below, what are your key achievements in this area over the last two to three years?

### Sources

- NSS, PTES, PRES written comments clearly directed towards a particular teacher or supervisor
  - Student feedback
  - External review of any kind which identifies feedback specifically at breadth, depth or accuracy of content taught
  - Annual Programme Review or Module Feedback scores
- a) Publications in leading peer-reviewed journals
- XXX
  - XXX
- b) Other forms of publication or output appropriate to the subject
- XXX
  - XXX
- c) National and international research collaborations
- XXX
  - XXX
- d) Applications and success in obtaining research grants and other prizes and awards
- XXX
  - XXX
- e) Appointments to national or international funding bodies or other forms of external recognition
- XXX
  - XXX
- f) Effective knowledge transfer/engagement with external partners and contribution to the creation and development of

research groups and programmes

- XXX
- XXX

g) Invitations to advise or act as a consultant at national or international level

- XXX
- XXX

## B3 Teaching & Scholarship key achievements

Using the evidence presented in section C below, what are your key achievements in this area over the last two to three years?

### Sources

- Known activities and contributions from Committee/group working or other responsibilities undertaken
  - Performance review documentation
- a) Development and delivery of high quality programmes and modules
- XXX
  - XXX
- b) Contribution to development and maintenance of teaching quality within the department/University
- XXX
  - XXX
- c) Achievements in curriculum development, innovations in teaching, learning and assessment methods
- XXX
  - XXX
- d) Please give examples of how the quality of your teaching activities has been assessed
- XXX
  - XXX
- e) How many PhD students have you supervised in the last three years? Please include feedback on your supervision
- XXX
  - XXX

# C Academic citizenship

## C1 Departmental / interdisciplinary activities

### C1.1 Administrative roles

Provide evidence for effective/successful performance, achievements and where applicable indicate where you have provided leadership.

For each role provide: date from-to; role; key achievements

- XXX
- XXX

### C1.2 Involvement in other department/interdisciplinary activities and initiatives

a) Department/Interdisciplinary committees (dates and involvement)

- XXX
- XXX

b) Other departmental activities

- XXX
- XXX

### C1.3 Evidence for effective pastoral/mentoring work with students

- XXX



- XXX

Evidence for effective work:

- XXX
- XXX

#### **C1.4 Policy and programme management/course restructuring**

Please do not repeat evidence here if it is being put into the teaching & scholarship section.

a) Policy initiatives and programme restructuring

- XXX
- XXX

b) Programme management

- XXX
- XXX

## C2 University level contribution

Give dates (from-to) for each administrative role and provide evidence for effective/successful performance, achievements and where applicable indicate where you have provided leadership

a) Contribution to committee or projects

Date from-to: Committee / role

b) Management, policy formation and strategic development

Year: achievement

Year: achievement

## C3 External engagement

Please do not repeat evidence here if it is being put into the research section.

### C3.1 Other audiences

Provide evidence for effective/successful engagement with other audiences.

a) TV and radio

Year: achievement

Year: achievement

b) Other

Year: achievement

Year: achievement

### C3.2 Serving on national or international boards or societies

a) Societies, trusts, boards etc

Date from-to: Committee / role

Date from-to: Committee / role

b) Funding bodies

Date from-to: Body / role

Date from-to: Body / role

**C3.3 Other forms of engagement with external bodies**

Date from-to: Role  
Date from-to: Role

## C4 Management and leadership

### C4.1 Engagement with the equality and diversity agenda

Date from-to: Role  
Date from-to: Role

### C4.2 Management and mentoring of colleagues and facilitation of their academic and personal development

Date from-to: Role  
Date from-to: Role

### C4.3 Evidence of leadership qualities

Date: Evidence

# D Research

## D1 Outputs peer reviewing and editing

### D1.1 Publications and practice based research

Please indicate what has been published since last promotion and where relevant add evidence of excellence, eg reviews or citations.

#### a) Authored books

- XXX
- XXX

#### Impact

- Evidence of impact of XXX
- Evidence of impact of XXX

#### Example online reviews

- For XXX
- For XXX

#### Since last promotion

- XXX
- XXX

#### b) Edited books

- XXX
- XXX

#### Since last promotion

- XXX
- XXX

**c) Reports in the public domain published through the University of York**

- XXX
- XXX

**d) Reports in the public domain published through the University of York on behalf of a funder**

- XXX
- XXX

**e) Chapters in books**

- XXX
- XXX

Since last promotion

- XXX
- XXX

**f) Articles in journals (refereed contributions)**

- XXX
- XXX

Since last promotion

- XXX
- XXX

**g) Articles (non-refereed contributions)**

- XXX
- XXX

**h) Papers published in refereed conference proceedings**

- XXX
- XXX

**i) Practice-based research**

- XXX
- XXX

**i) All other works**

- XXX
- XXX

**D1.2 Peer reviewing publications**

List the journal, publisher etc.

**a) Journals**

Date from-to: Committee / role

Date from-to: Committee / role

**b) Book publishers**

Date from-to: Body / role

Date from-to: Body / role

**D1.3 Editorial duties**

List the journal, publisher and role



**a) Serving**

Date from-to: Committee / role

Date from-to: Committee / role

**b) Chairing**

Date from-to: Body / role

Date from-to: Body / role

## D2 Research funding

### a) For Level 1 only: Applications for external funding (if no successful bids)

- XXX
- XXX

### b) Successful applications for research support

- Date XXX et al. Name of work, Body, Value
- Date XXX et al. Name of work, Body, Value

Since last application

- Date XXX et al. Name of work, Body, Value
- Date XXX et al. Name of work, Body, Value

## D3 Impact and knowledge exchange

### D3.1 Dissemination of research

#### a) Press releases

- XXX
- XXX

#### b) Media coverage (eg TV, radio, magazines, newspapers)

##### TV

- XXX
- XXX

##### Radio

- XXX
- XXX

##### Magazine interviews

- XXX
- XXX

##### Newspapers

- XXX
- XXX

#### c) Public talks

- XXX
- XXX

**d) Exhibitions**

- XXX
- XXX

**e) Other activities**

- XXX
- XXX

**D3.2 Impact case studies**

- Role, detail

**D3.3 Consultancies**

Including consultation by national/international research bodies on strategy or participation in policy-making committees (eg government, research councils)

**a) Policy-related work**

- Date, detail
- Date, detail

**b) Income from industry and or consultancy income**

- Date, detail
- Date, detail

**c) Other**

- Date, detail

- Date, detail

## D4 Research students

### D4.1 Research student supervision

This section should only include direct supervision and not TAP membership.

#### a) Completed

Masters by research

- [Date, detail](#)
- [Date, detail](#)

PhDs

- [Date range, individual, funding, name of project](#)
- [Date range, individual, funding, name of project](#)

#### c) Current PhDs

- [Date range, individual, funding, name of project](#)
- [Date range, individual, funding, name of project](#)

### D4.2 PhD examining

#### a) Internal PhD examining

- [Date, detail](#)
- [Date, detail](#)

#### a) External PhD examining

- [Date, detail](#)
- [Date, detail](#)

## D5 Conference presentations

### a) Presenting at conferences

- Date, detail
- Date, detail

Since last promotion application

- Date, detail
- Date, detail

### b) Invited / keynote speaker

- Date, detail
- Date, detail

### c) Chairing a conference or symposium (indicate where invited)

- Date, detail
- Date, detail

### d) Organisation of sessions

- Date, detail
- Date, detail

### e) Organisation of conferences or symposia

- Date, detail
- Date, detail

## D6 Prizes and awards

### a) Prizes

- Date, detail
- Date, detail

### b) Fellowships

- Date, detail
- Date, detail



## D7 Leadership, collaborations and networks

**a) Research group leadership**

- Date, role

**b) Leading collaborations with other institutions and bodies**

- Date, role

**c) Leading on cross-university research initiatives**

- Date, role

**d) Establishment of networks**

- Date, role

**e) Leadership in knowledge transfer outside academia**

- Date, role

**f) Other leadership success bringing demonstrable benefits to the University**

- Date, role

# E Teaching & Scholarship

## E1 Training, qualifications and professional development

### a) Recognised course for teaching

- [Date: Course](#)

### b) Achievement of relevant professional qualifications

- [Date: Details](#)

### c) Achievement of relevant continued professional development

- [Date: Details](#)

## E2 Teaching undertaken

### E2.1 Sustained performance

Provide details of modules taught, indicating level (Year 1 undergraduate, masters, CPD etc) dates, name of course, contribution and number of students.

#### a) Year 1

- Date: detail
- Date: detail

#### b) Year 2

- Date: detail
- Date: detail

#### c) Year 3

- Date: detail
- Date: detail

#### d) Masters

- Date: detail
- Date: detail

### E2.2 Evidence of quality of teaching practice

#### a) Example student feedback, drawing on different modes of delivery

## Overview

### Course

- [Detail](#)

Example feedback from peer observation and external examiner reports

- [Detail](#)

### **b) University or national prize for teaching**

- [Date: award detail](#)

### **c) Impact on colleagues/mentees**

- [Date: detail](#)

## **E2.3 Experience in design and development**

### **a) Design and development of new modules**

Provide date, module, level, credits, mode of delivery and number of students

- [Detail](#)

### **b) Design of new programmes**

- [Date, name of programme, detail of contribution](#)

### **c) Examples of distinctive or innovative approaches**

For example: learning resources developed, e-learning materials, collaborative teaching, evidence of how teaching is informed by research

- [Date, detail](#)
- [Evidence of excellence](#)

### **E3 Grants awarded/income generated in the field of teaching activities, pedagogic research, curriculum development, learning technologies and other teaching-related equipment**

Date: [Detail](#)

## E4 Support for learning

**a) Academic supervision experience**

- [Detail](#)

**b) Evidence for effective supervision and support for students**

- [Detail](#)

**c) Nominations for and/or awards achieved in support for learning**

Provide dates and brief information

- [Date, detail](#)

## E5 Dissemination

### a) Dissemination of teaching practice

- Date, detail

### b) Internal publications

- Date, detail, title of article, publication

## E6 Leadership

**a) Leadership roles in teaching**

- Date, role and detail

**b) Contribution to the development of teaching strategy at Institutional level/White Rose consortium**

- Date, contribution

**c) External income**

- Date, detail



## E7 External recognition and esteem

**a) External esteem (eg fellowships or prizes)**

- Date, detail

**b) External programme reviews**

- Date, detail

**c) External examining at other universities**

- Date, detail

**d) Establishing teaching-related networks**

- Detail

**e) Teaching in other Universities**

- Date, detail

**c) Details of published books and teaching materials, including chapters or articles on pedagogy or practice.**

- Date, title, detail, publisher

## **E8 Staff responsible for professional education and training**

Please complete if applicable to your discipline.

# F Referees

**All applicants should provide a list of possible referees who you have not worked closely with in the last five years.**

Please provide details of referees (a maximum of 10) that we can contact for a view on your application. Your Head of Department will select the individuals to approach in line with the requirements.

The additional names are required in the event that a referee is unable to provide a reference.

For each referee, provide title, name, institution and email address.

**Referee #1**

Title and name:

Institution:

Email address:

**Referee #1**

Title and name:

Institution:

Email address:

**Referee #3**

Title and name:

Institution:

Email address:

**Referee #4**

Title and name:

Supplementary information

## Referee requirements for applicants

**Crossing the bar within Band 1**

No referees are required for applications to cross the bar within Band 1.

**Band 2 & 3**

Three external referees are required for promotion to Band 2 or 3

Please provide names of referees with whom you have not worked closely with in the last five years.

Referees must be of professorial status.

Institution:  
Email address:

**Referee #5**

Title and name:  
Institution:  
Email address:

**Referee #6**

Title and name:  
Institution:  
Email address:

**Referee #7**

Title and name:  
Institution:  
Email address:

**Referee #8**

Title and name:  
Institution:  
Email address:

**Referee #9**

Title and name:  
Institution:  
Email address:

**Referee #10**

Title and name:  
Institution:

Email address:

## G Individual circumstances [optional]

The University recognises that some individuals have personal circumstances that may have affected their performance, whether by reduction in the volume or range of activities undertaken, or in other ways.

If you have circumstances that you would feel should be considered please provide details below.

### Circumstances

- [Detail](#)

Please describe the impact of these circumstances on your ability to undertake:

### Academic citizenship

- [Detail](#)

### Research

- [Detail](#)

### Teaching and scholarship

- [Detail](#)

### Supplementary information

#### Individual circumstances

##### Such circumstances may include:

- Absences on maternity, paternity, adoption leave or shared parental leave
- Part-time or other flexible working
- Disability, injury or ill health (permanent or temporary)
- Being from a black, Asian or minority ethnic background and/or International lived experience (first and second generation, cultural practices, etc)
- Absence from the workforce while acting as carer or undertaking domestic responsibilities
- Career breaks unconnected with academic responsibilities
- Substantive absences that the University is legally obliged to permit (including involvement as a representative of the workforce or for jury service)
- Direct impact of Covid-19, for example the impact of:
  - caring responsibilities
  - home-schooling responsibilities
  - reduced ability to fulfill research due to closure of the University or other facilities
  - reduced ability to undertake planned research, owing to the pressing need to prioritise teaching, for the summer term 2019/20 and the new academic year 2020/21;
  - extraordinary contributions of academic citizenship during the period.

## Appendix    Supplementary evidence

Please complete where relevant.

Supplementary information

### **Supplementary evidence**

Applicants may use this section to report material 'accepted for publication' or 'in press', accompanied by verifiable evidence of its status such as a letter from a publisher. Similarly this section may be used to report brief details of a funding application whose outcome is awaited. This section should remain brief and factual.