University of Exeter

ExeterAcademic

Guidelines for the format of CVs (Education & Research and Research 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).

IMPORTANT NOTE: Please conform to the guidance on Responsible Use of Research Metrics. Do not quote journal impact factors or h-indices in your cv.

2. Research and Publications

a) General description of area(s) of research, the focus and objectives of research (suggested maximum half side A4)
b) Research grants (with amounts obtained) for last ten year period, listed in reverse chronological order. External grants should be distinguished from internal grants. NOTE: Please make sure that your Worktribe record is up to date.
c) Publications listed in sections (as set out below), listed in reverse chronological order. Works accepted for publication but not yet in print should be included. The most significant publications should be indicated.

The number of pages should be indicated. All authors should be included (with self in bold). Publications should be numbered consecutively through the list.

Sections:

i) Books – authored, edited (including conference proceedings)
ii) Chapters in books (including self-edited ones)
iii) Papers in journals
iv) Review articles in journals
v) Book reviews
vi) Official reports
vii) General editorship of journals and series
viii) Working papers
ix) Others (e.g. Government reports; patents; videos, films, recordings)

d) Research through practice should be listed, including the type of practice (e.g. dramatic production, with dates)

3. Research, Impact and Knowledge Exchange

Provide any information on research impact, engaged research and knowledge exchange activities. (The criteria for progression provides a broad range of examples of achievements which can be taken into account under this heading.)

Education

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

4. External examining

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

5. Postgraduate Research

a) List names of students supervised, topics, degree and results for Masters, PhD, EdD etc
b) List Postdoctoral Research Fellows/Associates.

6. Leadership and management

a) List Faculty or discipline management and administrative responsibilities (with dates)
b) List any University appointments, membership of Committees, Working Parties (include dates and summary details)
c) Detail involvement in other development initiatives in the Faculty/discipline (including fundraising and alumni initiatives)

7. External recognition

a) List any honours and awards (for research or education – internal and external)
b) List membership and official positions in any professional bodies; regional or national organisations
c) Detail professional external activities e.g. TV addresses given
d) List invitations to give conference papers and keynote addresses (including any appointments as Visiting Professor/Fellow)
e) List any consultancy work of a professional nature (e.g. acting as expert witness; advice given at public enquiries)
f) List membership of Editorial Boards and conference organisation etc
g) List details of any distinguished visitors hosted