##### MDX Logo.JPG

##### Academic Staff (Curriculum Vitae) – Format

#### General

#### All academics should maintain a CV providing the information requested below. While few academics will have information to give under all the headings, care should be taken to follow the format as closely as possible. The numbering used below should be followed where headings are omitted. In producing a CV, the aim should be to give a full but succinct account of achievements. While academics are advised to produce a full CV, it should be as brief and factual as possible.

#### CV Structure

#### 1. Name

* Family name; given names, title

##### 2. Qualifications, with awarding body and dates

* 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 (e.g. BA Hons 1st, Music)
* title of thesis (for research degree(s))
* awarding body (for example, Middlesex University)
* date of award
* professional qualification(s), including:
* full name of qualification and abbreviation
* awarding body (for example, full title of professional body)
* date of award

###### 3. Membership of Professional Bodies and Learned Societies

* membership of professional body(ies) and/or membership of learned society(ies), including:
* name of body
* grade of membership
* date of membership

###### 4. Career details- Present employment

* Title, grade
* Name of School or Service
* Membership of University or School Research Centre(s) or Groups

###### 5. Previous employment and appointments

* previous employment history and appointments held giving for each post or appointment starting with the most recent prior to the present employment, to include
* dates
* employer
* post title
* visiting/honorary/secondments, giving dates, name of organisation seconded to, activities of secondment

**6. Teaching and Learning**

###### Activities

* Modules taught
* Curriculum Development
* Innovations and Initiatives in Learning, Teaching and Student Experience

###### 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)

**7. Research and Knowledge Transfer**

###### Grants, awards and contracts - list of research grants and awards including:

* grant awarded to (cite co-workers in the order in which they appear on the award)
* funding bodies
* start and end date of award, and period of award; total amount awarded and the amount

attributed to Middlesex

* your role in the award( e.g. sole PI, joint PI, research fellow, research associate, etc.)
* Non-published outputs including creation and development of registered intellectual property

###### Doctoral supervision, provide details of:

###### current students – give name, research topic, level of order, start date and anticipated completion date

* Doctoral completions – give details as above for completions in past 5 years; give total number of completion earlier than this
* For current and recent (last 5 years) completions, give supervisory role (for example, Director of Studies; Second Supervisor; Adviser)
* Other Research and KT activities

**8. Knowledge Transfer and Professional Practice**

* Funded knowledge transfer projects - 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
* capacity

###### Professional Roles and Activities Demonstrating Standing as Practitioner – in all cases provide relevant details (e.g. name of committee, dates of membership or role, particular role played e.g. chair or member

* Professional Body Committees or roles
* Role in developing/reviewing professional standards, policies of professional bodies
* Government Committees or roles
* School/College/University Governance Committee
* Professional links
* Other Professional Practice and KT Activities

**9. External and Internal Academic Leadership or Evidence of Academic Standing**

* External roles (including membership of Research Councils; teaching, KT and research funding panels; engagement with Hefce, HEA, NHS etc; leadership of major initiative at international, national or regional level etc.)
* title of role
* dates
* general responsibility
* Leadership of subject associations
* Editorship of journals, book series or equivalent
* Other areas of significant activity which demonstrate your role and standing within your academic/subject/professional practice community

**Appendix 1**

**Public Output: Standardised listing**

Details of the public output from research and knowledge transfer should be provided in full under the following headings. Names of authors should be noted in the order in which they appear on the output. Where available, please give necessary information (e.g. DOIs) to enable electronic retrieval of output.

* Authored books: author(s); year of publication; title of book; publisher; place of publication; number of pages; ISBN number.
* Books edited by the candidate: editor(s); year of publication; title of book; publisher;

place of publication; number of pages; ISBN number.

* 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; ISBN number of book.

* Refereed articles in Academic Journals: author(s); year of publication; title of article;

journal; volume (and number if appropriate); first and last pages; where available DOI.

* 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.

* Non-refereed articles: author(s) year of publication; title of article; title of publication;

volume or equivalent; first and last pages.

* 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 pages;

conference organisers and/or publishers; place of publication; venue of conference

* Other refereed and/or non-published conference contributions\*: author(s); year of

publication; title of presentation or abstract; conference organisers; venue of conference.

* 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.

* Books reviews and review articles: author(s) of book review; title of book(s) reviewed; author of book; review published in (name of publication); year, volume and number (or exact date) of

publication; first and last pages.

* 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.

* 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.

* 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.

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