**CV template for use by UW staff\***

**Notes on the template for your curriculum vitae**

1. Provide the most recent information first.
2. If you need to add a further entry to a table, please do not add text to an existing row, add another row to the table
3. Delete any rows in a table which are not needed.
4. Delete sections for which there is no information (except for “Post-18 Qualifications” and “Employment History”).
5. Additional notes have been added below under certain section headings which hopefully will clarify specific issues that arise. Please delete these notes from the final version of your CV.

\*Partner institution staff should complete <https://www2.worc.ac.uk/aqu/documents/RegisteredLecturerApplicationCVForm.docx>

Data Protection: Please do not include personal details such as home address, personal email address or home/personal mobile phone number.

The personal information provided in this form will be used by the University of Worcester only for the purposes stated below:

* To provide academic background information to Course Approval/Review panels including external, internal and student panel members.
* All personal data will be processed in compliance with current UK data protection legislation.
* To find out more about how the University is using your data and your rights, please read [the University's Staff Privacy Notice.](https://www2.worc.ac.uk/informationassurance/staff-privacy-notice.html)

**Curriculum Vitae**

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| --- | --- |
| **Name:** |  |
| **Job Title:** |  |
| **Current Employer:** | University of Worcester |
| **University School:** |  |
| **FTE:** | *State Full-time or Part-time fraction – eg 0.8* |
| **Work phone number:** |  |
| **Work email:** |  |

**Specialist Teaching Areas**

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**Specialist Research Areas**

*Only include active research interests here, ie those that are funded and/or result in publication or presentation*

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**Employment History**

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| --- | --- | --- | --- |
| **Date** | | **Employer** | **Post** |
| **From** | **To** |
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**Current Membership of subject associations, learned societies and professional bodies**

*Only include active memberships here and provide some detail of what contribution you make to this association/society, i.e. attending or speaking at conferences; holding specific offices; sitting on committees, working groups etc.*

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| **Association/Society** | **Contribution to association/society** |
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**Post-18 Qualifications**

*This section should include all post-18 academic and professional qualifications (including teaching qualifications).*

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| **Date of Award** | **Institution** | **Award** | **Subject** | **Class** |
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**Examiner for a Taught Course**

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| **Date** | | **Institution** | **Course** |
| **From** | **To** |
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**Examiner for a Research Degree**

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| **Date** | **Institution** | **Course** |
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**Membership of External Validation and Review Panels**

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| **Date** | **Institution** | **Course** |
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**Work for National/International Agencies/Bodies**

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| **Date** | **Agency/Body** | **Nature of Work** |
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**Membership of Committees in the last 5 years (external or internal)**

*Where membership is of external committees, state organisation/institution as well as committee*

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| **Date** | | **Committee** |
| **From** | **To** |
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**Projects (Research, Consultancy and Learning & Teaching)**

*You should include here information about any completed or ongoing research projects, consultancy work and funded learning & teaching projects you have been involved with. Under the heading “Details” you should identify your role in the project and the project title e.g. Principal Investigator on a project entitled “How to design a CV template”. Under the heading “Institutions Involved” you should record the Institutions (universities; colleges; commercial partners; etc) of those who were involved with the project: remember to include Worcester here if you were employed at Worcester at the time of undertaking the project. Under “Funding” note how the project was funded; if there was no funding enter ‘None’.*

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| **Dates** | **Details** | **Institutions involved** | **Funding** |
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**Supervision**

*You should include here information about ongoing and completed Research Degree and Masters supervision*

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| **Dates** | **Institution** | **Project** | **Degree** |
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**Conferences attended**

*You should include here all conferences (including UW conferences but not staff development events) you have attended and, if appropriate, your contribution to the conference, i.e. keynote addresses given, papers given (to include title and co-presenters), posters presented (to include title and co-presenters), panels chaired, etc*

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| **Date** | **Conference** | **Contribution (if appropriate)** |
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**Membership of Editorial Boards for a Publisher, Journal, Conference**

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| **Date** | | | **Books, Journals, Conferences** |
| **From** | **To** | |
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**Referee for a Publisher, Journal, Conferences, Funding Body**

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| **Date** | | | **Books, Journals, Conferences** |
| **From** | **To** | |
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**Publications, performances, exhibitions and other outputs**

*No specific format is suggested here, but you might organize your publications, performances, etc, under year headings (most recent first). It is emphasized that all details should be up to date and as full as possible.*

*For publications, you should include the full title of the article, book, journal, or conference proceedings; journal number; journal location (if web-based); publisher; place of publication; and pages numbers, as appropriate.*

*For performances, exhibitions, etc you should include more specific dates for when it was performed, exhibited, etc; the title of the performance, exhibition, etc; and where it was performed, exhibited.*

*For other forms of output such as films, databases or software, you should include as full a set of details as you think appropriate, ensuring you include dates of production, title and location (e.g. a web address).*

**Other Relevant Information**

*Please use this space to record any relevant information that cannot be included under the headings above.*

*Once you have completed the CV, please check through to ensure that you have deleted any rows in tables that are not needed and also any sections for which there is no information.*