

**GUIDANCE NOTES FOR ACADEMICS:-
SUBMITTING A CURRICULUM VITAE**

These guidance notes have been drawn up to assist academic employees when submitting their CV and other relevant evidence for the purposes of the Redeployment Register.

To ensure clarity and consistency of information, we require the details to be presented in the following format:

Curriculum Vitae:

The applicant's CV should include the following information:

1. Personal Details: Name, School, Current Post, Date of Appointment to current post.
2. Education/Qualifications: Details of degrees, diplomas and other qualifications, including where and when attained.
3. Career History: List all professional appointments held during the employee's career, with dates and in chronological order.
4. Prizes, Awards or other Honours: List prizes, awards or other honours received as well as elections to prestigious external bodies, giving names of the awarding/electing bodies and dates of such awards/elections.
5. Business, Enterprise and the Community: List links with and contributions to business, industry, governmental organisations and the community.
6. Academic Supervision: Detail the number of research students supervised including those completed and current students, denoting clearly the fractional share of supervision and whether the students completed on time.
7. Grants: Detail any grants to include the name of the awarding body, the names of grant-holders, the value of the award (stating the value at Sussex if different), and its start and end dates. Clearly denote if Principal Investigator or, if not, the contribution to the grant either in percentage time spent or work undertaken.
8. Publications: Publications should be listed, with publication dates, as follows:
 - (i) Books: Authored, edited and chapters (state clearly if co-authored, with the estimated percentage contribution).
 - (ii) Refereed Articles: Articles in refereed journals and refereed conference papers (state clearly if co-authored, with the estimated percentage contribution).

- (iii) Other Publications: Other published work including conference proceedings and commissioned reports.

For all publications from the later of (i) date of appointment to the University and (ii) date of last promotion, state whether Lead, Major or Minor contributor.

For all publications, first and last page numbers must be given, or total page numbers for a book.

9. Teaching & Learning:

- (i) Impact of curriculum design reflected in increased student recruitment including:
 - overseas students to new courses (students \geq minimum thresholds);
 - improved entry profiles;
 - efficient delivery of teaching & national/University awards for teaching excellence.
- (ii) Impact of teaching delivery as reflected in:
 - volume of teaching undertaken (hours or work units) & average number of contact hours per week relative to School norms;
 - summary of student evaluations over past 3 years.

10. Administration and/or academic leadership: State School officerships; chairs of boards; committee memberships; admissions; contributions to national and/or international academic and professional organisations/networks that benefit the University.

Human Resources
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