



WHAT TO INCLUDE IN YOUR CV WHEN APPLYING FOR PROMOTION (OR FOR ANYTHING ELSE).

N.B. In applying for promotion your CV must distinguish achievements, performance and activities since your last promotion or appointment to the University (whichever is later). Consider doing this by putting a red line in each of the relevant sections, delineating achievements/outputs before and after your last promotion.

Name and contact details

ACADEMIC QUALIFICATIONS

List in reverse chronological order.

Year of completion	PhD University of ... Department of ...
Year of completion	Master of ... University of ...
Year of completion	Bachelor of ... University of ... Location ...

ACADEMIC EMPLOYMENT HISTORY

List the different positions you have held, in reverse chronological order (i.e. your current position should be listed first).

2015 – present	Senior Lecturer, Dept. of XXX University of XXX
2011 – 2015	Lecturer Dept. of XXX University of XXX
2008 – 2011	Post-doctoral fellow Dept. of XXX University of XXX

ACADEMIC AWARDS

List any prizes, awards, honours, other indicators of 'esteem', in reverse chronological order.

PROFESSIONAL MEMBERSHIPS

List Membership of professional societies.

EXTERNAL BOARDS / COMMITTEES / CONSULTANCIES

List committee and board memberships, and the year(s) of service.

MOST SIGNIFICANT WORK/ACHIEVEMENTS

A list of the six best or most significant research publications/creative works and two of the best or most significant education achievements (research and education staff). In doing so, make clear what your contribution to the work was, preferably express your estimated % contribution to the work. For each paper specify the Impact Factor of the journal in which the work is published, as well as the number of citations, specifying the source of the citation count (i.e. Thomson-Reuter, Scopus, Google Scholar).

TEACHING

List education activities, including the names (and codes) of courses taught and the nature of your contribution (convenor/lecturer/tutor; numbers of lectures/tutorials). It is important that you include (typically as an appendix) evidence of the quality of your teaching, including SELS (Student Experience of Learning Support) and SET (Student Experience of Teaching) Scores. Peer assessment of your teaching might also be appropriate.

Highlight any role you might have had in the development of courses or teaching programs.

SERVICE

Service to the School, College or University (e.g. Associate Director role, chairing or serving on a committee or working party, convening a seminar series or holding another significant role within your School).

Service to your discipline. This might include a role in a professional society (e.g. as an office holder or as a member of a conference organising committee). Give details of your activities reviewing papers (specify which journals and how many papers you have reviewed for each) and grants (specify which grant agencies, how many grants).

Highlight in particular any areas in which you have demonstrated leadership. This is particularly important in applying for promotion to Level D or E.

COLLEGIALITY AND COLLABORATION

Provide specific examples demonstrating collegiality and/or cross-unit collaboration within ANU, in Research, Teaching or Service roles, noting that Key Initiative 4.1 in the ANU's Strategic Plan 2018-2021 specifies that "The University will prioritise collegiality and cross-unit collaboration in funding and promotion decisions".

OUTREACH

Engagement with media, school visits, hosting school students, producing newsletters etc.

RESEARCH SUPERVISION

List Hons students for whom you were the/a major supervisor, and the outcome (H1/University Medal, H2A, H2B).

Include details of Higher Degree Research Student Supervision, including the name of each student in whose supervision you have played a role, your role on the supervisory panel (in particular, distinguish between those

students for whom you were the primary supervisor and those for whom you were a supervisory panel member), years of enrolment / completion.

INVITED TALKS AND SEMINARS

Include details of:

- *Invited Talks at National and International Meetings, specifying if and when financial support was provided by the organisers, including but not limited to flights / registration / accommodation. The fact that someone, somewhere, has been prepared to cover at least some of the costs associated with you speaking at a meeting provides a concrete example of your having a national/international reputation.*
- *Invited Seminars at National and International Institutions. Again, identify those in which the institutions covered your costs. Having a good institution paying for you to come to give a seminar is a concrete indicator of 'esteem'.*

ENGAGEMENT AND IMPACT

Include any examples of engagement and impact outside academia. This could include engaging with / influencing government processes and commercial partnerships.

GRANT/FELLOWSHIP FUNDING

List all external research grants/fellowships, in reverse chronological order.

Include the title of the grant/fellowship, the full list of grant-holders (in the correct order), the funding agency, the period over which the grant is/was held, the value of the grant and, if relevant, the amount that was directed to you/your research group.

PUBLICATIONS

- *List only those papers that are published or formally accepted by the journal (i.e. 'in press'). **DO NOT** include 'papers submitted' or 'papers in preparation'. A paper doesn't 'count' until it is in press.*
- *List papers in reverse chronological order (i.e. the most recent at the top).*
- *Include journal articles, books or chapters of books, reports and patents. For journal articles, distinguish between primary research papers and reviews or commentaries. Include full bibliographic details, authors (in the correct order), year of publication. For each paper include a statement of your individual contribution and, if possible, put a percentage on this. For each paper include the number of citations, making clear where this number comes from (Thomson-Reuter, Scopus, Google Scholar). Include the impact factor of the journal or some other measure of the (perceived) quality of the journal. Promotions Committees include people from a wide range of disciplines and the relative merits of field-specific journals will not be common knowledge to the committee members.*

BIBLIOMETRICS

Provide a link to your Researcher ID / Google scholar / Scopus page, as well as a link to your ORCID page. Ensure that these are up-to-date.

PATENTS

Include full details, including names of the patent holders, listed in the correct order.

Kieran Kirk
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