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| **Summary CV** |
| Employee Name:       School and College:      Current Job Title and Grade:       Length of time in current job:        |
| **Teaching/Education** |
| Describe your contribution to teaching/education since your most recent promotion or appointment and the impact/ importance of your contribution.      |
| What are your future plans in respect of teaching/education contribution?      |
| **Research** |
| Describe your contribution to research since your most recent promotion or appointment and the impact or importance of your research.      |
| What research do you plan to do next?      |
| Books Authored:       | No. since most recent promotion/ appointment:       |
| Books Edited:       | No. since most recent promotion/ appointment:       |
| Books Chapters:       | No. since most recent promotion/ appointment:       |
| Journal Articles:       | No. since most recent promotion/ appointment:       |
| Research-based Public Output – Please specify:       | No. since most recent promotion/ appointment:       |
| Other Public Output – Please specify:       | No. since most recent promotion/ appointment:       |
| **Four most important outputs since your most recent promotion/appointment (please include titles):** 1.      2.      3.      4.       |
| **Research Contracts/Grants Awarded**Total in career:      Awarded since your most recent promotion/appointment as: Principal Investigator (PI)Co-investigator | Number:      Number:      Number:       | Total £:     Total £:     Total £:      |

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| **Total PhD Students - degree awarded**  1st Supervisor: Other Supervisor: **Current PhD Students** 1st Supervisor: Other Supervisor:  |

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| **Academic Leadership, Management and Citizenship** |
| Describe your contribution to leadership, management and citizenship since your most recent promotion or appointment.      |
| **Knowledge Exchange and Impact** |
| Describe your contribution to knowledge exchange since your most recent promotion or appointment.      |
| **External Recognition/Esteem** |
| Give examples of any awards, invitations to speak, committee membership, contribution to teaching and learning strategy/policy, membership of relevant bodies or textbooks and magazine articles published      |
| **Signature:** Click or tap here to enter text. | **Date (dd/mm/yyyy):**       |
| **Please keep a copy of this form for your own records.** |

**Guidance Notes**

Before you complete this form, please refer to the [Academic Promotions Policy](https://www.ed.ac.uk/sites/default/files/atoms/files/academic_promotions_policy.pdf) and the [University’s Grade Profiles.](https://www.ed.ac.uk/files/atoms/files/grade-profiles_updated_august_2018_v.6.pdf)

Your Summary CV should not exceed 2 pages in total and text added should be no smaller than font size 10.

Use this form to provide evidence of your achievements, normally in at least two areas of activity which include: teaching/education; research; knowledge exchange & impact; and academic leadership, and citizenship. In addition to outlining **what** you have achieved, you should consider referencing **how** you achieved it (in ways that are aligned with the University’s values & Behaviours Charter) and what the **impact** of your work has been.

**Contribution to Teaching since your most recent promotion or appointment**

You should provide summary details of your contribution to: teaching delivery and assessment; design and development of teaching and learning programmes; and other internal contributions to teaching management and strategy/policy (e.g. membership of teaching committees, Course Organiser, Cohort Lead and Director of Studies). Further guidance is available in the following document: [Exemplars of Excellence in Student Education.](https://www.ed.ac.uk/sites/default/files/atoms/files/exemplars_of_student_education.pdf)

**Contribution to Research since your most recent promotion or appointment**

Briefly describe the main focus of your research work, highlighting key achievements. Please summarise the importance and significance of your research. For collaborative research, include information on the proportion and form of your contribution.

Guidance on recognising interdisciplinarity in the promotions process is available in the following document: [Guidance on Interdisciplinarity and Team Research](https://www.ed.ac.uk/files/atoms/files/guidance_on_interdisciplinary_and_team_research.pdf).

**Academic Leadership, Management and Citizenship**

Include information on contribution to the management of the School/College/University through membership and contribution to committees/projects; leadership and/or management of an academic resource/area/unit, and professional activities outside of the University. You should also provide examples of being a good citizen in upholding the University’s values and contributing to Strategy 2030. Further guidance is available in the following document: [Guidance on Citizenship](https://uoe.sharepoint.com/sites/human-resources/pay-and-reward/Shared%20Documents/Forms/AllItems.aspx?id=%2Fsites%2Fhuman%2Dresources%2Fpay%2Dand%2Dreward%2FShared%20Documents%2FGuidance%20on%20Citizenship%2Epdf&parent=%2Fsites%2Fhuman%2Dresources%2Fpay%2Dand%2Dreward%2FShared%20Documents).

**Knowledge Exchange and Impact**

Include information on direct contribution (“hands-on” involvement and achievement in KE activities); leadership in KE; dissemination of good practice in KE (i.e. publication and conferences. The definition of impact includes, but is not restricted to the definition in REF 2021 as follows: “impact is defined as an effect on, change or benefit to the economy, society, culture, public policy or services, health, the environment or quality of life, beyond academia”. Further guidance is available in the following document: [Exemplars of Excellence in Knowledge Exchange](https://www.ed.ac.uk/files/atoms/files/exemplarsexcellenceknowledgeeducation.pdf).

**External Recognition and Esteem**

Give examples of any awards, invitations to speak, committee membership, contribution to teaching and learning strategy/policy, membership of relevant bodies or textbooks and magazine articles published.