

# Curriculum Vitae

Please note that "non applicable" sections of this curriculum vitae should be omitted. The relevant section should be presented in the same order as indicated below.

## 1. Personal Information

Name:

## 2. Qualifications

(a) Qualification name: Institution: Date of Graduation:

(b) Are you **currently enrolled** in a higher degree qualification: Yes/No

If Yes, please provide the following information:

(i) Type of degree:

(ii) Institution:

(iii) Expected completion date:

## 3. Professional Affiliations/Memberships (List)

## 4. Employment History

(a) Present Position

(b) Employment History

## 5. Other Relevant Experience

(a) Experience Working in an Overseas Country (not Previously Listed)

(b) National/International Collaboration

## 6. Research Activities

(a) Research Expertise

(b) Experience in Applied R & D, contract research, consultancies, patents

(c) Research Grants (significant grants only)

(1) Please list below any research grants you have received where you are the first named principal or joint principal investigator.

(2) Please list below any research grant on which you are a named contributing researcher. Please list all named investigators in the order in which they were submitted to the funding organization.

(d) Supervision of Postgraduate Students (list all supervisors with the name of the primary supervisor in bold, your percentage of the supervision, as agreed with the Doctoral and Scholarships Office, the enrolment date and the completion date)

## 7. Distinctions

## 8. Teaching Activities

- (a) Range and level of teaching (Last three years only)
- (b) Development of significant innovations and/or publications in curriculum development, student assessment, teaching procedures and teaching materials
- (c) Teaching administration and leadership, quality assurance, evaluation
- (d) Professional development achievements

**9. Student evaluation of teaching** (last three years only and Schedule of Teaching Responsibilities form.)  
*(NB: Only if an Otago Teaching Profile is not being submitted)*

**10. Publications**

**List publications in date order, preferably with the most recent publication first.**

**Include only published items or items which have been accepted for publication in the final form. For each yet to be published item please attach to the CV a copy of the publisher's letter advising of acceptance for publication and give an indication as to the word count. Failure to provide evidence of acceptance of publications means that promotion Committees will not include them as part of the case for promotion.**

**Provide pagination details of publications where possible, or web locations for on-line publications.**

**Your role in edited books and multi-author articles should be described. This may include details about your contribution to performance of the research and in the writing of the manuscript. In some cases, where you have a very large publication list, it may be appropriate to provide this information for publications for the last five years only or for your most significant publications.**

**Include a brief preface to the publication list outlining the significance of author order.**

**Please do not bold any author's name.**

- (a) Books
- (b) Book Chapters
- (c) Refereed Journal Articles (in date order preferably with the most recent publication first)
- (d) Non-refereed Journal Articles and Reports not included elsewhere
- (e) Major Reviews
- (f) Book Review Articles
- (g) Refereed Conference Proceedings (include pagination and/or URL for all articles)
- (h) Other Significant Conference Involvement (including conference abstracts, presentations, invited papers etc)
- (i) AudioVisual Recordings
- (j) Computer Software
- (k) Technical Drawing/Architectural and Industrial Design/Working Model
- (l) Patents indicate the stage of the patent (e.g. provisional, PCT or national/regional phase including a complete list of jurisdictions where the application has been filed), the date of filing and application number, and grant details including date of grant and patent number where grant has occurred.
- (m) Other Creative Works

**11. University Service (not listed elsewhere) (Please include dates)**

- (a) Significant positions held within Department/School/Division

- (b) Significant positions held at a University level
- (c) Significant positions held as a University representative at National level

**12. Professional Activities and commercialisation of Research Activities (Please include dates)**

- (a) Academic and Professional Advice and Services
  - (i) Service to public sector departments and statutory authorities, agencies, boards, committees and inquiries
  - (ii) Service to non-government organisations
  - (iii) Professional advice to commercial/industrial organisations.
- (b) Service to external academic and/or professional activities
  - (i) Service to, or leadership in, academic discipline or professional associations
  - (ii) Editorship of journals and periodicals.

**13. Community Service (Please include dates)**

- (a) Continuing Education, Community Debate and Community Development
  - (i) Media commentaries and columns on professional matters.
  - (ii) Conferences, seminars, and workshops.
  - (iii) Public lectures.
  - (iv) Provision of continuing education.
- (b) Cultural and/or Scientific Access, Participation and Development
  - (i) Drama.
  - (ii) Film and media.
  - (iii) Music.
  - (iv) Visual aids.
  - (v) Library and information service.
  - (vi) Service and technology.
- (c) Appraisal of Community Service Needs
- (d) University Links Supporting other Providers of Community Service
  - (i) Schools
  - (ii) Other Universities
  - (iii) Polytechnics/Colleges of Education
  - (iv) Industry
- (e) Other Examples of Community Service

**Delete this page after preparing CV**

NOTES:

Please note that non-applicable sections of the standard CV should be omitted. The relevant sections should be presented in the same order as identified in the standard CV.

Each category of publication in Section 10 of the CV should be listed in date order, preferably with the most recent publication first.

When listing yet to be published items under Section 10 of the CV, particular care must be taken to include only journal publications which have been accepted for publication in the final form at the date the promotion application is submitted, preferably with pagination. Yet to be published edited books and monographs should be listed only where a contract has been agreed and the manuscript accepted. (A copy of the publisher's letter advising of acceptance for publication must be attached to the CV and staff should also give an indication as to the word count.) Any other categories of yet to be published material should not be included and will not be taken into consideration by the Committees.

Please note that a Major Review is not a simple book review. The Committee considers a Major Review (Curriculum Vitae standard format Section 10(e)) to be a substantial paper (typically, but not necessarily, 20-30 pages) in a high impact journal providing an authoritative statement on the state of knowledge in a particular field, written by an expert in that field.

Staff are cautioned to be particularly careful that their CV is in the format attached to this document. Note that the Schedule of Teaching Responsibilities is now included with the Teaching Profile (see section on Otago Teaching Profile). Further copies of the format are available from the Human Resources Division. Copies of the format are also available on the University of Otago Website on the Human Resources site at <http://www.otago.ac.nz/humanresources/hr/development/index.php> under Academic Promotion.

A staff member who has published a book which has been the subject of scholarly review, should attach copies of those reviews with their application. Similarly, executive staff should attach copies of evaluative reviews of their performances.

Staff should be aware that if care is not taken in the preparation of their CV this could jeopardise the success of their application.