

**GUIDELINES FOR THE PRESENTATION OF CURRICULUM VITAE FOR  
EVALUATION AND PROMOTION**

As we move to automate our processes it becomes increasingly necessary to insist on standardization. A failure to prepare the Evaluation and Promotion CV according to the format specified here shall result in the return of the CV to the member of staff and may delay consideration of the case.

All citations including publications, conference papers and reports are to be presented according to the documentation style manual applicable to your respective faculty.

**Authors (Editors) are to be listed in the order that they appear on the publication with the name of the person whose curriculum vitae it is, in bold.**

A full reference is to be given with date of publication and pagination. Journals' volume and number are to be specified as are editors of books, title of books, publishers and location of publisher.

Publications appearing in non-print media which are essentially of a textual nature (or which in the past would have easily appeared in a printed form) are to be included under the categories listed below.

Works that are essentially of a non-textual nature appearing in non-print media or which are of a multi-media nature are to be included under heading **PUBLICATIONS IN NON-PRINT/MULTI MEDIA** and separated into refereed and non refereed.

An article appearing in an on-line journal would come under articles, while a film, interactive DVD or computer program would appear under the special category.

Printed occasional and working papers are to be included as **MONOGRAPHS** under the appropriate category depending on whether refereed or non-refereed.

**Short Monographs** - include any item published separately as opposed to appearing in a journal or as a book chapter but falling short of the length expected of an academic book (guideline: 99 pages or fewer).

**POSTGRADUATE SUPERVISION** must include: title of work, full name of author (student); full name of supervisor(s) ;type of Dissertation e.g. Thesis (M.Sc.); awards with distinction; date; department, faculty, university, city, country

**CV FORMAT**

**NAME AND DATE OF BIRTH**

**DEPARTMENT/UNIT/SECTION**

**FACULTY/DIVISION**

**POSITION**

**GENERAL AREA OF ACADEMIC SPECIALISATION**

**QUALIFICATION & GRANTING INSTITUTION**

**TRAINING**

Programmes that enhance ones professional development such as computer training, methodology workshops or language immersion courses may be included here.

**PUBLICATION**

All publication references are to follow the order of the listing of published works as shown below.

**Books**

**Short Monographs**

**Chapters in Books**

**Journal Articles**

**Abstracts**

**Conference/Scientific Papers**

**Technical Reports**

**Posters**

**Publications in non-print/multimedia**

**REFEREED RESEARCH BASED/SCHOLARLY PUBLICATIONS**

**Accepted for Publication**

**Currently under review for publication**

**In preparation** - For a manuscript to be included it must be, or have parts of it that are, in draft form at a stage where a reviewer could read and evaluate it.

**NON-REFEREED RESEARCH BASED/SCHOLARLY PUBLICATIONS**

**PUBLICATIONS OF AN ARTISTIC NATURE**

Publications of an artistic nature such as novels, books of poetry, individual poems and collections of photographs are to be listed under the category.

**OTHER PUBLICATIONS**

Include works that are neither research based nor scholarly: Treat in a like manner to non-refereed publications.

**DISTINCTIONS, HONOURS, SCHOLARSHIPS AND AWARDS**

List all meritorious awards of an academic/scholastic nature or which have been bestowed by institutions for achievement in the academic/scholastic arena.

**PAPERS PRESENTED**

**Papers Presented at Academic Conferences and Seminars**

List presentations at academic conferences, seminars and the like (including relevant meetings of learned and professional societies). Do not include presentations where a paper was not prepared or is not in a state to be read by a reviewer. These are to be included under oral presentations. Pagination is to be given for papers presented along with the name of conference, dates, location and sponsor(s).

**Special Presentation and Invited Lectures**

All presentations included here are to be of an academic, scholarly or professional nature. Presentations that are in the nature of public service or civic engagement are not to be included here. Where a text is available, give pagination.

**Papers Presented to Workshops and Training Sessions**

See sentences two and three above.

**REPORTS**

These may include technical and policy reports. Complete titles, dates and pagination are to be recorded.

**OTHER PAPERS**

These may include all other non published scholarly work that has been prepared in a form that it could be reviewed. Complete titles, dates and pagination are to be recorded. Items that appear in a photocopied or other non-printed processed format are also to be included here and not under publications.

**PUBLIC SERVICE**

List main public service contributions with dates (and if considered appropriate achievements).

**OTHER PROFESSIONAL ACTIVITY AND EXPERIENCE**

List other professional experience and main contributions by way of professional service with dates (and if considered appropriate achievements); membership in learned professional societies, journal review committees and other committees.

**RESEARCH GRANTS**

List funding source, project title, the value of grant and the dates and duration of the project.

**POSTGRADUATE RESEARCH AND SUPERVISION**

List details for students and titles for Masters, MPhil and PhD theses supervised and co-supervised. In addition the number of Masters students supervised may be listed where that supervision related to a degree for which there is a research project requirement. Do not include in the number of students supervised, students whose research paper was a course work component rather than a whole course.

**TEACHING AND RELATED EXPERIENCE**

Present evidence with respect to teaching performance and contribution to the teaching programme undergraduate and postgraduate (including examination and other duties). This would include the range of courses taught, a summary of teaching assessment scores, awards received and an indication of work done on curriculum or programme development

**CONTRIBUTIONS TO DEPARTMENT**

List main contributions to departmental work with dates (and if considered appropriate achievements).

**EXTRA DEPARTMENTAL UWI SERVICE**

List main contributions to UWI's work with dates (and if considered appropriate achievements).

**OTHER WORK EXPERIENCE**