# APAP: TEMPLATE CV

CVS submitted for APAP should concisely cover the information below:

1. **PERSONAL INFORMATION**
2. **RESEARCH INTERESTS**
3. **EDUCATION**
4. **AWARDS AND FUNDING**
5. **SUMMARY OF CONTRIBUTION** (based on relevant indicators of requirement for promotion. For example, academic promotion cases will include sections in the following areas:
	1. Research experience
	2. Teaching experience
	3. Knowledge exchange activity
	4. Citizenship)
6. **PROFESSIONAL MEMBERSHIPS**
7. **SEMINAR AND CONFERENCE PAPERS**
8. **PUBLICATIONS**
9. **FORTHCOMING PUBLICATIONS**

**NOTE**:

It is the Applicant’s responsibility to present their CV in a clear and understandable manner which allows for easy evaluation by the panel:

* Applicants are reminded when drafting the CV that it will be considered by panel members who will not necessarily have detailed knowledge of their specialist area.
* The focus should be on academia, unless the non-academic work has relevance to the promotion application.
* Information should be presented in chronological order where possible. The most recent achievements should be listed first.
* Any lists (e.g. publications, PhD students, etc.) should be numbered.
* Publications referred to must be in the public domain. Publications not yet in the public domain must be clearly noted on the CV – together with the planned date for submission in the forthcoming publications section.
* Where there is more than one author, Applicants are asked to:
	+ indicate the degree of their contribution in percentage terms or by using a short description; and
	+ clearly state the number of additional authors after their name.
* Where referring to a book, please indicate in brackets the overall length.
* Where referring to an article, paper or review, please indicate the overall length and the first and last page numbers of the work.
* Where referring to work which is related (e.g. a conference paper and a full report), this link should be clearly stated.
* Where referring to research grants, Applicants must highlight
	+ their contribution to the grant award;
	+ their share of the grant award; and
	+ where possible, the amount of their grant share remaining to be spent.
* Applicants should make it easy for panel members to look at their publications and research work, if required. It is helpful to include hyperlinks where available and the digital object identifier (DOI) for publications and to check that research grant references have been accurately recorded.