

Department of Engineering Academic Probation

Self-Report (Research Coversheet) Third, Fourth (Option B) and Fifth Review

Name

University Lecturer in xxxxx

Division

Appointed with effect from (dd/mm/yyyy)

Mentor:

xxx Year Review

xxx Term 20xx

(a) **Curriculum Vitae** of not more than two sides of A4 including any annotations. The CV should provide the following information and be presented in the order indicated below:

- **Personal details:** name, etc.
- **Education/Qualifications:** details of degrees, diplomas and other qualifications and where and when obtained.
- **Professional History:** a complete account of all previous professional appointments held, with dates and in chronological order.
- **Other Appointments and Affiliations:** a list of membership of professional bodies, advisory bodies, peer review activities (grants, journals, books, etc.), editorships, etc., with start, and where relevant, end dates.

(b) **An up-to-date list of publications**, in clear chronological order. Applicants should indicate each listed publication's number of pages. It should only include items that are in the public domain or accepted by refereed journals or for presentation at conferences.

Other Information that should be provided (in chronological order):

- **Grants:** details of grants and contracts awarded (including values and dates), together with the names of co-investigators where applicable. Applications may also be listed.
- **Invited talks:** a list of lectures/seminars, or other research presentations.
- **Postdoctoral** and other research co-workers with whom you are or have been directly associated with in the recent past.

You should provide three journal/draft publications which together with the self-report demonstrate both progress and achievement since appointment and so should be recent. Probationers who provide pre-appointment publications should justify their choice. These should be submitted as separate pdfs with your submission.

Teaching Form

Probationer should complete this form

1. Please complete all the lists requested below in relation to the last three complete terms of your teaching duties. You may expand this template as required, but please keep these lists concise. Please attach (to the back of this form), copies of all available student feedback information relating to the teaching listed. See <http://www.eng.cam.ac.uk/teaching/survey/>

(a) *List of lecture courses, including the number of lectures given in each course*

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(b) *List of labs & projects taught (inc. exposition, drawing and number of 4th year project students)*

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(c) *List of teaching administration (eg. module leader, project leader, project coordinator)*

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(d) *List of most significant teaching developments or innovations*

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(e) *List of examining and assessment duties*

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(f) *List of all graduate teaching, assessment and administration*

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2. Please provide a self-assessment of the breadth and quality of your teaching and examining. You may refer to your overall balance of teaching duties since appointment, but you should concentrate primarily on your achievements during the last three complete terms, as listed above. (Please continue on an additional sheet as necessary.)

GENERAL CONTRIBUTION (Coversheet)

Please provide a list of administrative contributions undertaken in the Department and work undertaken in non-Departmental administration.

This includes such activities as administrative contributions in the Department/University, administrative contributions to large grants and/or collaborative research, external professional service to the academic and industrial communities, student recruitment and admission, reviewing papers for leading journals and proposals for funding organisations, and participating in and providing leadership to professional organisations.

Referee Form

It is expected that, at the final assessment stage, probationers will have five external references to support their case. If necessary, no more than two referees may be internal. Probationers are advised to avoid using internal referees at all stages of the probation process unless they believe they have no other reasonable alternative. It may, exceptionally, be appropriate to up-date the comments of referees consulted for the third review and this would be additional to the new fifth year referees. References will be selected as follows:

- (i) the name and contact details of one referee will be provided by the probationer.

The choice of referee will be discussed with the Head of Division.

- (ii) the names and contact details of two additional referees (for the third review) or one additional referee (for the final review) will be provided by the Head of Division, who should ensure that at least 50% of the references solicited are from external international researchers.

Section A to be completed by the probationer and Section B by the Head of Division after a discussion with the probationer

(a) Referees nominated by the Probationer

1. Title:

Address:

Tel No:

E-mail

(b) Referees nominated by the Head of Division:

1. Title:
Address:

Tel No:
E-mail

2. Title:
Address:

Tel No:
E-mail