

Classification and Promotion Committee Factsheet - Curriculum Vitae

As part of your application for classification or promotion, you will be required to submit a curriculum vitae. The following checklist has been developed to assist you in ensuring your CV includes all available information.

The information given on the CV need only be since the last successful application for classification or promotion.

Applicants may submit an existing CV or use/modify the template available at:

<https://scd.edu.au/classification-and-promotion-applications/>

Academic Qualifications
☐ Formal academic qualifications ☐ Theses ☐ Other qualifications
Experience
☐ Teaching experience ☐ Relevant employment experience ☐ Other relevant experience
Research
☐ Brief description of current research ☐ Research projects ☐ Research degree and research essay supervisions with outcomes ☐ Research thesis and research essay examinations ☐ Professional development in research indicating participation or leadership
Publications and Presentations
☐ Books ☐ Book chapters ☐ Refereed articles ☐ Refereed papers in conference proceedings (peer-reviewed inclusion in a volume of papers from a conference) ☐ Invited plenary addresses at conferences ☐ Non-refereed articles ☐ Non-refereed published conference proceedings ☐ Posters ☐ Media statements/ interviews ☐ Presentations, seminars, exhibitions

- ☐ Research grants
- ☐ Original peer-reviewed research
- ☐ Scholarly items
- ☐ Editing of academic journals
- ☐ Membership of editorial boards for academic journals
- ☐ Referee reports
- ☐ Reviews
- ☐ Research consultancies
- ☐ Collaborative roles
- ☐ Conference presentations
- ☐ Other academic presentations
- ☐ Research reports

Learning and Teaching/ Curriculum Development

- ☐ Administrative leadership
- ☐ Course co-ordination, curriculum development and teaching methodology
- ☐ Higher education teaching
- ☐ Vocational and continuing education programs
- ☐ Professional development in education leadership, learning and teaching
- ☐ Prizes for learning and teaching
- ☐ Grants to pursue developments in learning and teaching
- ☐ Leadership roles in learning and teaching

Strategic Planning and/ or Governance

- ☐ Membership of committees and bodies in the AUCD
- ☐ Membership of committees and bodies in the Member Institution
- ☐ Activities within the Academic Department
- ☐ Role in the career and professional development of staff
- ☐ Professional development in Member Institution planning and governance

Service to the profession and/or discipline and/or the church and/or wider community

- ☐ Memberships of academic and professional organisations, including editorial boards of academic and professional journals
- ☐ Membership and chairmanship of boards and committees of Government, church, community and other private organisations
- ☐ Other leadership roles in the church, church organisations and the wider community that reflects your standing as an academic and is part of your professional engagement
- ☐ Organisational roles in academic/ professional conferences
- ☐ Invited assessment or advice in relation to academic or professional applications
- ☐ Other community or professional service