

# **Academic CV User Guide**

The Academic CV is supplementary to the Cover Letter, and will provide quantitative evidence from date of appointment. This document gives an overview of what information is expected in each section and how to add or update the contents of each section. To view or update the Academic CV follow the Academic CV link under **Other** in Queen's Online QOL.

The Academic CV is a living document, sourcing information from core systems and updating either in real-time or overnight depending on which system has been updated. Where information cannot be sourced from core systems you should provide this information in your Cover Letter. The main systems involved are:


- iTrent
  - Personal Information
  - Career History
    - Academic Qualifications
    - Professional Memberships / Affiliations
    - Previous Posts
  
- Pure
  - Research Outputs
  - Activities
  - Prizes
  - Press/Media engagement
  
- Qsis
  - PGR student supervision
  
- Research Grants Database (RGD)
  - Research applications and research awards

It is your responsibility to make sure the information on your Academic CV is correct and up to date on an ongoing basis.

Research outputs, activities, prizes and press/media contributions can be added by you directly through Pure.



You will need to contact People and Culture if information from iTrent is incorrect and contact your School Office for your updates to student supervision record in Qsis. The information presented from the Research Grants Database are institutional records and, as such, are not subject to editing after they have been agreed at the time of application submission and acceptance of award (any queries on research applications and awards should be addressed to Faculty Finance teams).

## **Academic CV Sections**

There is a link, , to explanatory information beside most section headings. If one of the links to email amendments is followed, then click on the Back button to return to the Academic CV.




[Personal Information](#) 

[Career History](#), which also includes

- Academic Qualifications 
- Professional Memberships / Affiliations 

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## Research

- **Research Outputs<sup>1</sup>** 
  - Contribution to journal
  - Chapter in Book/Report/Conference proceeding
  - Book/Report
  - Contribution to specialist publication
  - Working paper
  - Contribution to conference
  - Non-textual form
  - Patent
  - Other contribution
- **Postgraduate Research Student Supervision** 
- **Grants** 

## Activities

- Publication peer-review and editorial work types
- Participating in or organising an event types
- Talk or presentation types
- Consultancy types
- Membership types
- Visiting an external institution types
- Hosting a visitor types
- Examination types
- Other activity types

## Prizes

- Prize (medals and awards)
- Fellowship awarded competitively
- Appointment
- National/international honour
- Other distinction
- Election to learned society
- Honorary degree

## Press/Media

Although Education is no longer a separate section in the Academic CV, Teaching and Learning activities are still reflected in it. For example: Teaching Related Publications will sit in Research Outputs; External Appointments information will sit in the Career History - Professional Memberships / Affiliations section; Other External Teaching Activities will sit in the Activities section; and, Teaching Awards & Honours will sit in the Prizes section.

Note: Academic Leadership and Management & Administration information should be included in your Cover Letter, and Education Activities (Teaching Duties, Project Supervision Duties) should be added as an appendix to the Cover Letter.

## **PERSONAL INFORMATION**

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<sup>1</sup> Since the move to Pure to hold Research Outputs it is not possible to distinguish teaching-related outputs from research-related outputs. Teaching Outputs should therefore be included in Pure following the guidelines for Research Outputs provided on [page 4](#).

**Personal Information** ⓘ

**Personal Information**

This section contains the personal information about an academic.  
The information comes from a number of different sources

- Name / DOB - QUB Human Resource System. [Click Here](#) to email amendments to this information
- Location / School / Department / Phone Number & Email - QUB Phonebook System. [Click Here](#) to email amendments to this information

**Name** Professor Fr  
**Staff Number** 1201301  
**Location** Physics Bloc  
**Room Number** 02.017  
**School** School of Mathematics and Physics  
**Department** Astrophysics Research Ctre  
**DOB** 07/05/1957  
**Telephone** +44 (0)28 9097 3281  
**Email** [f.keenan@qub.ac.uk](mailto:f.keenan@qub.ac.uk)

## CAREER HISTORY

You should ensure your qualifications and professional memberships/affiliations are up to date. If relevant, please provide information on previous posts outside of Queen's in your Cover Letter.

**Career History**

**Job Title** Professor (1201301)  
**Date of Appointment to QUB** 01/08/1982  
**Date of Appointment to Present Grade** 01/08/2006

**Academic Qualifications** ⓘ

Qualification	Institution	Year
BSc (Hons) Physics	Queen's University Belfast	1979
PhD Astrophysics	Queen's University Belfast	1982

**Professional Memberships / Affiliations** ⓘ

Qualification	Institution	Year
FRAS		

**Previous Posts** ⓘ

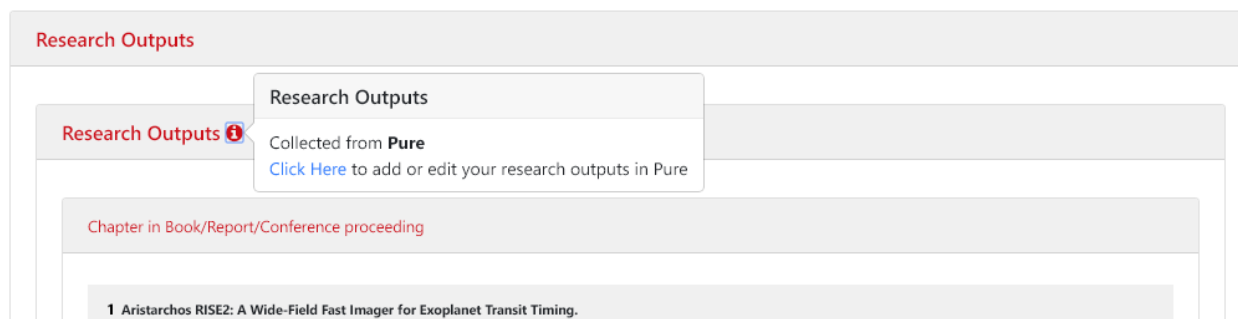
Job Title	Employer	From	To
Postdoctoral Research Assistant	The Queen's University of Belfast	01/08/1982	30/09/1986
SERC Advanced Fellow	The Queen's University of Belfast	01/10/1986	30/09/1989
Lecturer	The Queen's University of Belfast	01/10/1989	30/09/1991
Reader	The Queen's University of Belfast	01/10/1991	30/09/1994
Head of Astrophysics and Planetary Science Research Division	The Queen's University of Belfast	01/08/1997	31/07/2004
Head of School of Mathematics and Physics	The Queen's University of Belfast	01/08/2004	31/07/2015

## RESEARCH

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## Research Outputs

Research Outputs are held in Pure. You can access your Pure Profile by clicking on the link on the Academic CV:



In Pure, there are a number of ways to add Research Outputs – click [here](#) for further details on how to add research outputs to Pure.

## Postgraduate Research Student Supervision

Please note that some details of your PhD supervision will be accessed from the Qsis database. **Please ensure that all details are correct and if they are not accurate, contact your School Manager to have them corrected in Qsis**

You should provide additional information on your PG supervision in your Cover Letter. For example, the fact that many of your students are externally funded; that several have won prizes; that several have obtained major posts on completion of their studies.

## Grants

Research applications in which you are named as a Principle Investigator or Co-Investigator as recorded in the Research Grants Database are presented on the Academic CV.

Applications are grouped by Financial Year of submission and display the application title, sponsor, application type, application submission date, application value, your academic percentage ownership, your role and the status of the application. If successful the corresponding award details of award date, value and your award academic ownership are displayed.

These are institutional records of University research applications at the time of the application submission and application award and are also used to inform the corporate research position of the University.

They are not subject to editing for the purposes of academic promotion.

They are not a record of the research projects you may now be working on.

If you wish to disclose information about your relevant research projects, or other relevant financial information, please include this information in your Cover Letter.

## ACTIVITIES

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Research activities presented on the Academic CV are sourced from Pure. Instructions on how to create a research activity in Pure is available [here](#).

Examples include:

- Editorship of journals or book series
- High-profile conferences and invited talks
- Outreach, marketing and recruitment activities (e.g. Open days, Schools talks, Recruitment fairs)
- Membership of major research bodies, including funding agencies and policy/advisory bodies
- Major role in Learned Society
- Involvement in major research policy making decisions - provide examples of these

If you want to highlight particular activities, you should provide this information in your Cover Letter.

## **PRIZES**

Please provide details of your academic awards, honours and prizes, with dates. You may do this by creating a Prize within Pure

Examples include:

- Fellowship of Royal Society or British Council Fellowship grant awards, e.g., EPSRC, AHRC, STFC, British Academy, Leverhulme Trust.
- Named Chair
- Honorary degrees
- Royal honours, e.g., MBE, OBE
- Medals and Prizes
- Teaching awards, e.g., QUB teaching awards

To add Prizes in Pure, please click [here](#).

## **PRESS / MEDIA**

Please provide details of your press / media activity. You may do this by creating a press / media record Pure. The process for adding press / media records in Pure is similar to that applied for activities and prizes. Please click [here](#) for instructions.

### **SUPPORT**

Click [here](#) for all FAQs in Pure.

Contact [Academic.Progression@qub.ac.uk](mailto:Academic.Progression@qub.ac.uk) for queries.