**Academic Profile (AP) – Guidance Notes**

These notes are intended to enable colleagues to complete and maintain their Academic Profiles (AP). The AP provides an overview of certain key information regarding a member of staff’s academic achievements and, further to a successful pilot in 2014/15, is now included as an integral part of the promotions process for all academic staff.

It does not present the whole picture of the staff member’s achievements and will be used in conjunction with the full set of information that forms the promotion submission. Your AP should not exceed 6 sides of A4.

Responsibility for the data in the AP rests with the member of staff, who is also responsible for maintaining their research profile on Google Scholar – more detail is provided below.

The form is intended to be completed electronically; the fields and tables in the form are expandable, but please remember that the Profile is intended to be a summary of your top achievements; you should therefore be selective in what you include and try not to lose all the formatting. Just as promotions candidates are not expected to be able to satisfy all the promotions criteria, similarly you are not necessarily expected to fill all the available boxes in the Profile, although you would expect to complete those that are relevant to the promotions criteria you are relying on. Please click on the grey boxes in each field; you may also tab through within individual tables; please do not create blank lines in tables.

The following notes refer to individual fields in the Academic Profile form.

**Employment Record from First Appointment**: Please provide the date of your first appointment to the University and the Grade (eg Lecturer, Senior Lecturer) to which you were appointed. Provide the same information for each promotion since your appointment. Please list these with your most recent promotion first, or your appointment to the University if you have had no promotions since appointment.

**Number of Programmed Activities (PAs)**: Please state the total number of PAs that you work as agreed through job planning. In brackets quote the number of academic PAs in your job plan, e.g. 10 (5).

**Postgraduate Qualifications**: Please record any academic qualifications obtained after your first degree, such as PhD, MSc, etc. Use the table of valid HESA codes to record the Academic Teaching Qualification(s) that you hold; this is also part of the individual, anonymised return that is required by HESA each year and published on an annual basis.

**Student Supervision**: This table records the numbers of research students that you have supervised over the last 3 years, and the numbers that have completed within the requisite time scale. It also records the proportion of the supervisory responsibility apportioned to you in the case of joint supervision, and the number of years that it has taken the student to complete. For the relevant year, record the headcount number of students that you were supervising at the end of that year, at each level, and the total of supervisory responsibility allocated to you. Record the headcount number of students that have completed within each calendar year, and in (…) the number of years each took to complete. Also record the total of supervisory responsibility allocated to you. As an example; you had 3 PhD students at the start of the year. 1 as sole supervisor, 2 jointly supervised 50:50 one of which completed that year after 5 years. You also recruited 2 additional students that year, 1 as sole supervisor and one co supervised 50:50. Your record should look like this:

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1 For use by Clinical Academic Staff only
<table>
<thead>
<tr>
<th>2016 Ongoing</th>
<th>2016 Completed</th>
</tr>
</thead>
<tbody>
<tr>
<td>H/C</td>
<td>FTE Sup’d</td>
</tr>
<tr>
<td>4</td>
<td>3</td>
</tr>
</tbody>
</table>

You will need to record the names of your PhD students in your CV.

**Publications:** Record the numbers of Books/Book Chapters/Journal Articles etc that have been published in each of the most recent 5 years. Note that the key date is when the output was published and made available in the public domain, not accepted etc.

**Funding Awards:** Record the total value of all awards made to you, and the number of awards, by year. Record the % of the award that is attributable to you in the case of jointly-awarded grants.

**Citation and H index from Google Scholar:** You will need to create an account with Google and verify that the publications credited to you are correct, deleting any that are not yours, and that you add any missing publications. You can manage your profile to ensure that you are in control of what is presented to the public. You will need to copy the citation and h-index data, as well as the citation graph, and paste them into your AP. (You may find it easier to do the table and graph separately, saving the graph as a picture before inserting it into your profile.) It is your responsibility to ensure the information on you in Google Scholar is correct and to maintain it appropriately. This is in your interest as this is one of the key ways in which your academic profile is made widely visible to the academic community at large. Further information is available at [https://internal.ncl.ac.uk/conferencetoolkit/ranking/video.htm](https://internal.ncl.ac.uk/conferencetoolkit/ranking/video.htm).

It is well understood that the use of citations varies across the disciplines; the Faculty and University Promotions Committees are aware of this and will take this into consideration in their assessment of the case. The candidate may include discipline specific commentary which will draw to the attention of the committee any information that they would specifically want the committee to take into consideration in the assessment of their case. It is accepted that citation rates are low in some disciplines, making them a less reliable indicator. It is also accepted that creative and some other forms of output may not be reflected in Google Scholar. Please be assured that the Promotions Committees will do their utmost to apply fairly the University's promotion criteria across all disciplines.

**Teaching & Learning:** Record the hours spent on each type of teaching-related activity by each of the relevant academic years. ‘Lectures’ is self-explanatory. ‘Small Group teaching’ includes seminars and workshops. ‘Practical classes’ includes clinical supervision, bedside teaching etc. Assessment includes all forms of marking and assessment activities. Where possible information should be obtained from EvaSys and MyImpact T.

**Fellowship/Award:** Only include Fellowships/Awards received in the last 5 years that are prestigious and relevant to your promotion application in relation to your current grade and career stage.

**Esteem Indicators:** List the significant esteem indicators that you have received in the last 5 years including the date that they were awarded/received. These could include; the award of prizes, invitations to speak at conferences or edit journals, appointment as external examiner or curriculum reviewer. International meeting invitations should be highlighted e.g. where the staff member has been invited to present a plenary lecture or as a keynote speaker.

**Engagement Achievements:** List your most significant achievements over the last 5 years that evidence your engagement activities, together with the date they were achieved. Examples are provided with the promotions criteria but may include membership of prestigious external committees.
Service to the University: List significant examples over the last 5 years that demonstrate your service to the University, together with the dates. Examples might include leading a working party, chairing a committee or other forms of leadership activity or other activities that deliver a benefit to the School or wider Faculty or University.

Module data: Using the EvaSys and MyImpact T record summary information concerning each of the modules that you have taught on for each relevant year and that you have made a minimum contribution of 20%. Please include the module code (where appropriate) and make a note of the names of the relevant modules to support further possible discussion. The number of students is an indicator of workload; the response rate refers to the student response rate to the module evaluation questionnaire; the scores are the mean score (out of 5) provided by students in response to the three standard questions referred to at the foot of the table. It is appreciated that this data is currently not available on a comprehensive basis, especially for previous years – please record what data is available.

It is recognised that in some programmes you may be delivering a number of lectures rather than the entire module. In these cases please record the results for your lecture(s).

It is accepted that these scores need to be considered in context; there is space to include a narrative comment where you consider it appropriate.

Louise Edwards-Holland
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