**Using Worktribe to prepare a CV for Academic Promotions and Award of Title**

This document summaries key information for creating clear CVs for the promotion round. This information is from the main detailed documents available: <https://staff.napier.ac.uk/services/research-innovation-office/rms/Pages/RMS-Training.aspx>

**CV export.** Your CV can be exported from your Worktribe profile via the grey action button, and selecting templates, ALD\_CV and download:



The final CV will be generated and submitted on your behalf after the deadline. You can check how the information is displayed on the CV at anytime. The CV has been designed to make comparisons by the panel easier as all CVs will have the same format.

**Sections in Worktribe profile**:



**Details Included in CV:**

**Biography.** Your biography also populates your online research profile. It should detail the information you want others to know about your research career and research interests. You can include details about your teaching, but research information if appropriate should be first.

**Qualifications**. Any research degrees from Edinburgh Napier University are populated from SITS. You can add any other qualifications from your profile – ensure this includes date, University, Qualification name. If the organisation is not on the list contact RMSAdmin@napier.ac.uk

**Research Degrees**. This section details any research degree students you have been involved with at Napier – Director of studies, second supervisor, additional supervisor, Independent panel member, or Internal examiner. This data comes from SITS and should not be edited in Worktribe. If there are any issues these will need to be updated in SITS via the appropriate RD form.

**Funding**. Any awarded projects at the University will be displayed with project dates, your role on the project within the University (project lead, co-I), project title, funder and value. RIO competition funding will not be considered as highly as external funding by the panel.

**Outputs.** Will be displayed in order: Journal article, Book, edited book, book chapter, presentation/conference, conference proceeding, Exhibition/performance, report, patent, thesis, dataset, other. New outputs are added via the outputs menu (not in the profile). The CV will display the registered citation for Journals and books or create a mini citation from the information you provide for other output types. Types of outputs you can add are in the table below.

|  |  |
| --- | --- |
| **Output type** | **Article type description (lists are from dropdown boxes)** |
| Journal | ArticleBook Review Commentary Conference paper (published in journal) Review Letter AddendumMeeting abstract Extended abstract Other |
| Book | Authored bookEdited Book Monograph Scholarly Edition Other |
| Book Chapter | Book chapter |
| Conference Proceeding | (Published, but not in a journal)Edited conference proceedingPaper in conference proceeding |
| Dataset | Dataset |
| Digital artefact | SoftwareWebsite contentImageVideoAudioOther |
| Exhibition/Performance | ExhibitionperformanceOther |
| Patent | Patent |
| Physical Artefact | ArtefactDevices/productsOther |
| Presentation/Conferences | Conference paper (Unpublished)LectureSpeechPosterKeynoteOther eg exhibition at a conference |
| Report | Confidential reportConsultancy reportDiscussion paperPolicy documentProject reportResearch reportTechnical reportTechnical standardOther |
| Thesis | ThesisDissertation |
| Working Paper | Working Paper |
| Other | CompositionDesignExperimentManual/GuideNewspaper articleTeaching Resource Other |

**Recognition**. This part of the profile and CV covers the activities related to your research work and any projects or supervisions you may have completed at a previous University. The CV will display each type of recognition with the date range and title added to Worktribe for all items marked as ‘realised’. It is important the title clearly covers all the information you want to be displayed – examples of how to get the most out of the tile for the different types is in the table below.

|  |  |
| --- | --- |
| **Type** | **Examples and recommended title format (for clear web display)** |
| Advisory Panels & Expert Committees/witness | **Funding panel:** Carnegie Trust panel member **Review panel:** Member of project review panel for ….**Advisory board:** Member of advisory board for …. **Expert witness:** ……………………. |
| Conference Activity | **Conference organiser:** [conference title, place, date]**Conference Chair:** [conference title, place, date]**Programme Committee Chair:** [conference title, place, date]**Programme Committee member:** [conference title, place, date] |
| Editorial activity | **Editorial Board member:** [name of publication/book]**Editor of Special issue:** [name of publication/book] |
| External Examining/Validations | **External Examining:** [qualification, organisation, date(s)]**External validation:** [qualification, organisation, date(s)] |
| Fellowships & Awards  | **Fellow:** of xxx, **Best paper:** [conference details]**Nobel prize:** … This should not be used for awarded research and innovation projects |
| Invited Speaker | **Keynote speaker:** [event, location, date]**Conference talk:** [Conference, location, date]**Seminar speaker:** [University, location, date] |
| Media Activity | **TV appearances:** [story title, Program/broadcaster/channel info, date]**Newspaper articles:** [story title, publication, date]**Radio feature:** [story title, item type, broadcaster, date]*Blogs and online articles etc should be added to repository as digital artefact* |
| Non-executive Directorship  | **Non-executive Directorship:** Company name, dates |
| Non-Napier PhD supervisions | **Supervision:** PhD student, [University, location, status, dates]  |
| Pre-Napier Funded Projects | **Research Grant:** [Funder, value, title, grant reference, University & date of award]**Commercial funding:** [Funder, value, title, University & date of award] |
| Research Degree External Examining |  **External Examining:** [qualification, organisation, date(s)] |
| Reviewing | **Journal reviewer:** [Journal title, date]**Grant reviewer:** [funder, panel, date] |
| Spin-outs and Licenses | **Spin-out:** …………………**Licence:** …………………..*Patents are added* *to the outputs menu* |

**Examples of profiles:**

Peter Barlow <https://napier-research.worktribe.com/record.jx?recordid=111054>

Anne Schwan <https://napier-research.worktribe.com/record.jx?recordid=124103>

Liz Aston <https://napier-research.worktribe.com/record.jx?recordid=111057>

Kirsteen Grant <https://napier-research.worktribe.com/record.jx?recordid=110413>