HONG KONG BAPTIST UNIVERSITY

Human Resources Office

Guidance Notes on Presentation of Curriculum Vitae

General Points to Note

- include page numbers
- present items in reverse chronological order
- number the items
- do <u>not</u> make duplicate entries of the same item/activity under different sections of the c.v.
- do <u>not</u> include under "scholarship/creative/artistic/professional work/activities" lists of proposed, projected, and speculative topics
- do <u>not</u> include items in the c.v. that members will consider padding such as letters to the editor, news releases, etc.
- do <u>not</u> include resume-like items such as hobbies, sports, etc. in an academic c.v.

I. Academic and Professional Qualifications:

- academic qualifications including degrees attained (with completion dates and awarding institutions);
- thesis of the doctoral degree obtained;
- professional qualifications/membership;
- list of awards/honours/distinctions received; and
- continuing professional development.

II. Academic and Professional Experience:

A career history on academic and professional experience with positions held, names of institutions/ organisations and dates.

III. Teaching Experience:

A track record of teaching experience over the years, including teaching responsibilities, lists and levels of subjects taught, and supervision of postgraduate student research. You may also include information on developmental efforts to improve teaching, if this is not included in your Self-statement or Annual Activity Reports.

IV. Scholarly/Creative/Professional Work:

(You are advised to follow the UGC's "Classification of Research Output Categories" in the listing of your work, to avoid duplication of efforts in subsequent reporting of similar data.)

- **Listings:**
  - (i) Scholarly books, monographs and chapters
  - (ii) Journal publications
  - (iii) Conference papers
  - (iv) Creative and literary works, consulting reports and case studies
  - (v) Patents, agreements, assignments and companies
  - (vi) All other outputs (if any)

  * Listings should include publishing year, name(s) of author, title of article, name of publisher, volume/issue number and page number(s).

- **Refereed and Non-refereed Works:** Please divide output list into categories of refereed and non-refereed works. Refereed works referred to items which had been reviewed by a group of professional "peers".

- **Forthcoming/Accepted for Publications:** Include both (i) published works and (ii) works that are not yet published, but are officially accepted for publication (without need for further amendments of any kind). *In the latter case, relevant Letters of Acceptance must be attached.*

Enclosure: *University Grants Committee - Data Collection for Academic Year 2016-17 Guidance Notes Chapter VI - Research Tables. (Table 7 Classification of Research Output Categories).*

- **Under Review/Revised/Submitted:** Please list separately (i) publications under review and (ii) publications that are being classified as "revised" / "submitted" manuscripts under preparation *(please attach most updated comments from the editors)*.

- **Co-authored Works**: Please present co-authored work with the name of co-authors in the same order as shown in the published works.

- **Creative/Artistic/Professional Output:** Please list output in details such as venue and dates of the performance/exhibition; length, size or portion of the performance/exhibition; the organizer of the performance/exhibition; whether or not it is invited by renowned festivals, orchestra, museum or gallery, etc. It would also assist the Panel to assess the quality of these work if (i) critiques, review and citations are included; (ii) the work could be supplemented with some critical accounts on why specific venues were chosen for releasing the works; (iii) nature, schedule and scope of events/exhibitions; (iv) audience reached and attracted; and (v) whether the work has attracted prizes/awards.

- **Language Used:** Indicate clearly the language used in the publication lists for papers/articles published bilingually. *Same published work released in more than one languages should be grouped under the same entry.*

- **Submitted Samples of Representative Work:** *Please mark "#" in the left-hand margin of the list* to indicate the representative scholarly/creative/professional work you have submitted to the Panel for personnel-related review functions.

V. Scholarly/Creative/Artistic/Professional Activities:

The following items may be included under this section:
- Research grants *(please group into "Externally-funded" and "Internally-funded")*
- Teaching Development Grants
- Scholarly/Creative/Artistic/Professional activities in progress
- Sponsored scholarly/creative/artistic/professional activities
- Consultancies
- Conference attendance
- Editorial Work
- Academic exchange

VI. Honours, Awards and Prizes:

Please list honours, awards and prizes received for professional achievement. It would help the Panel to understand the standing of the award if you could include the following: (i) nature of award; (ii) selection criteria and process; (iii) panel of judges; and (iv) standing of the award in the field.

VII. Service:

The following items may be included:
- Major academic responsibilities and administrative/committee assignments (at this University or elsewhere)
- Contribution to Knowledge Transfer activities
- Professional service (activities involve a professional association connected with your discipline), specify position carried such as Chair, Adviser, Treasurer, etc.
- Community activities of a professional nature (including such popular writing that is intended to "educate/inform" the general public)
- Consultancy work and contributions in a professional capacity to the local and/or international community and service organizations

Encl.

1 June 2017

University Grants Committee

Data Collection for Academic Year 2016-17
Guidance Notes

CHAPTER VI – RESEARCH TABLES

Table 7 CLASSIFICATION OF RESEARCH OUTPUT CATEGORIES

1   Scholarly books, monographs and chapters

11   *Research book or monograph (author)* – Authored work generally arising from academic research project(s) although contract research can produce such results if findings are in the public domain

12   *Chapter in an edited book (author)* – A paper, essay, or other material authored specifically for inclusion in an edited book; does not include an opening or summary chapter prepared by an editor for inclusion in a work counted in (14)

13   *Textbook (author)* – A full-length authored work used for instructional purposes; include revisions if they involve "substantial" (say 20%) new material

14   *Edited book (editor)* – an edited book of essays, research papers or the equivalent

2   Journal publications

21   *Publication in refereed journal* – A paper in a refereed journal devoted to reporting the results of basic or applied research

22   *Publication in policy or professional journal* – A paper in a refereed or unrefereed journal publishing policy or educational material for a professional audience

3   Conference papers

31   *Invited conference paper* – A paper invited for presentation at an academic or professional meeting and published (in full or in part) in conference proceedings

32   *Refereed conference paper* – A paper accepted for presentation at an academic or professional meeting on the basis of a formal peer review process external to the institution and published (in full or in part) in conference proceedings

33   *Other conference paper* – Any other paper presented at an academic or professional conference

4   Creative and literary works, consulting reports and case studies

41   *Authored play, poem, novel, story* – Fictional or similar works, published in a form appropriate to the type of work

42   *Painting, sculpture, drawing, photograph* – Creation of artefacts capable of being reviewed for merit, generally but not exclusively of an artistic nature [exclude those covered in (44) below]

43   *Film, video* – Creation of films, videos, multimedia, and similar productions for research, educational, cultural or entertainment purposes [exclude those covered in (44) below]

44   *Performance and participation in exhibits* – Drama, musical and similar performances; participation as an exhibitor of paintings, sculptures or other artefacts: the exhibit may be sponsored by the institution or externally; it should attract significant public or professional attention

45   *Translation of other's work* – Translation of an item of type (11) through (22) and (41) above, written by others: translation of one's own work is considered part of the authoring process and should not be included

46   *Engineering, architectural, graphic designs* – An engineering, architectural, graphic, landscape, or interior design (or the equivalent), whether prepared for a client or in the public domain

47   *Computer software or system* – Development of a shareable computer software program, computer language, expert system, computer-aided instruction package or the equivalent

48   *Consulting or contract research report* – Report on work performed under an institutional consulting or research contract: reports counted here generally will be prepared for the client, and they may be proprietary if institutional rules permit

49   *Written teaching case study or extensive note* – Material prepared for teaching purposes with applicability beyond one's own course needs; short notes and descriptions prepared for immediate class use should not be included

Table 7 CLASSIFICATION OF RESEARCH OUTPUT CATEGORIES

5 *Patents, agreements, assignments and companies*

51 *Patents granted* – patents (on work done at the reporting institution) granted by patent office(s) to the reporting institution within the specified reporting period; not patents filed, not patents held in previous years, and not patents obtained/held on work done elsewhere

52 *Licensing agreements* – the licensing of technology/invention **from** the reporting institution within the specified reporting period

53 *Assignments of intellectual property rights* – the assignment based on technology/invention **from** the reporting institution within the specified reporting period

54 *Companies* – registered companies in which the institution holds an equity by virtue of technology transfer, where the acquisition of such equity (including any increase in equity) by technology transfer occurred during the specified reporting period

6 *All other outputs*

61 *Journal editor* – Editor, associate editor, or the equivalent of a journal or similar on-going publication venture ('editorial membership' should be excluded)

62 *Review of books or of software* – Published or widely-disseminated reviews of books, other publications, software or similar items: dissemination must extend beyond the institution and its research sponsors [reviews for institutional clients should be counted under (49)]

63 *Postgraduate research theses* – MPhil or PhD theses of research students who defended successfully within the specified reporting period

64 *Other outputs* – Any substantive output of original research not listed above