**New Staff Appointment**

Faculty of ……

ACADEMIC PARTNERSHIP NEW STAFF APPOINTMENT

Please complete the below for each individual to be considered for FQAEC approval to deliver on a University award in a partner organisation.

Date of Consideration at FQAEC …………………………

|  |  |
| --- | --- |
| **Partner Institution** |  |
| **Name of new staff member**  **Please attach the summary CV to this form** |  |
| **Name of staff member being replaced** |  |
| **Job title** |  |
| **Programme title** |  |
| **Module/s taught** |  |
| **Other responsibilities** |  |
| **Contract type** |  |
| **Date of appointment at the Partner** |  |
| **Staff CV:** comments from the Link Tutor/Programme Manager (to include confirmation of appropriate qualifications and experience. For details on staff qualification policy, please go to Staff pages, Policy Centre, Staff Qualification Policy, which is available on the [Policy Centre](https://policies.ljmu.ac.uk/UserHome/Policies/Default.aspx).  **Comments:** | |
| **Name of Link Tutor** |  |
| **Outcome from FQAEC** |  |



**Staff CV Template**

(This should only be a brief curriculum vitae, a maximum of 2 pages in length)

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Name and title:** | |  | | |
| **Present post:** | |  | | |
| **Institution employed by:** | |  | | |
| **Main teaching activities:** | | | | |
| *(Especially those relating to the programme under validation, including list of modules in programme being validated)* | | | | |
| **Other duties:** | | | | |
| *(list all key administrative/academic responsibilities)* | | | | |
| **Academic qualifications (including accredited teaching qualifications):** | | | | |
| *Date* | *Award* | | *Classification* | *Awarding Body / University* |
| **Professional qualifications:** | | | | |
|  | | | | |
| **Research interests/profile (last 3 years only):** | | | | |
| *(Brief indication of key topics and any current research projects including research grants and awards)* | | | | |
| **Publications (last 3 years only):** | | | | |
| *(List total number of refereed publications to date, including articles and list all refereed publications in the last 3 years. List total number of un-refereed publications)* | | | | |
| **Consultancy (last 3 years only):** | | | | |
| *(List of activities during the last 3 years)* | | | | |
| **Professional membership/involvement (last 3 years only):** | | | | |
|  | | | | |
| **External professional activities (last 3 years only):** | | | | |
|  | | | | |