**Toolkit for academic career development***University of Cambridge Careers Service*

**Remember!**

*This is your document to use, update and keep active. You can jot things down as they happen, consider the impact of your activities when you have time and write about your activities in your own words. You can use and refine this data for your job documents.*

This toolkit is for researchers in all disciplines to guide planning your academic career. You can use it to:

* **Record your activities, experiences, skills, outputs**
* **Define the relevance and impact of your academic activities and experiences**
* **Assess areas to focus on developing further**
* **Set goals to support your development**

The toolkit is a working document and can be used throughout your academic career as your **Master CV** – a comprehensive record of your activities and experiences. This toolkit can help you to write job application documents (CV, cover letter, personal statement), including a narrative CV.

**Part 1 – Audit**

**Gaining perspective and setting goals**

*The toolkit will help you to gain perspective on your work and to identify if you are concentrating too much in one area or if you need to take action in another area in order to be successful. You do not need to have examples in every category.*

[**Key personal details**](#A)[**Section 1: Excellence of research**](#B)[**Section 2: Leadership in development of others**](#C)[**Section 3: Contributions to the wider research community in your field**](#D)
[**Section 4: Impact on broader society and research community beyond your field**](#E)

[**Part 2 - Areas for Development and Goal Setting**](#F) **Putting together or updating your master CV is a useful prompt to take stock and identify where you may wish to pause activity to create time to focus on new areas for development**

**Key personal details**
This is the record section of some of your key personal details and can include education, academic positions, funding obtained and awards received

**Education / Qualifications**

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| **Date** | **Level** | **Place** |
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 **academic positions**

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| --- | --- | --- |
| **Dates (year – year)** | **Institution** | **Role** |
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 **AWARDS / PRIZES**

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| **Date** | **Awarding body** | **What did this recognise?** |
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**YOUR ROLE IN funding obtained**

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| **Date** | **Awarding body** | **Your role and amount**  |
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**Section 1: Excellence of research** – your contribution to generation/flow of new ideas, tools, methodologies or knowledge

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| **D**ate | **Activity / Skills**  | **Prompt questions to define impact/relevance/context** |
|  | **Core research activity(ies) (what did you do, how did you do it) Methodological, theoretical, and/or empirical.** *Tips: Use active verbs* | **Why does this matter to your discipline/field? How is this novel/ambitious/innovative? How did you overcome difficulties with creative solutions?** |
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|  | **Key outputs *(e.g. research publications, conference presentations, data sets, policy publications, patents, software)*** | 1. **Why is this significant in the context of your field? How did it contribute to knowledge generation? *(e.g. lead to new areas of research, new collaborations, challenge state-of-the-art, highly cited, highly accessed by research community, affected policy direction)***
2. **If part of a research group, what was your contribution *(e.g. acquiring funding to support work, performing key experiment, bringing in new collaborators)?***
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|  | **Plans for your research profile** | **How does this show you to be developing as an intellectually independent research leader?**  |
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**Section 2: Leadership in development of others**

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| **D**ate | **Activity / Skills**  | **Prompt questions to define impact/relevance/context** |
|  | **Teaching Activities (give detail of level, format, topic); your role (module design, leadership)** | **How did you know that your students were learning? Any innovative strategies?** |
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|  | **Collaborations or networks (within your organisation and/or beyond) including your role and number of people** | **What was the outcome of the collaboration? What level were you involved with the collaboration/network? How did you show strategic leadership to shape the direction?**  |
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|  | **Project management** | **How did you show leadership? How did you move the agenda forward? What was the outcome?** |
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|  | **Supervision/mentoring/line management** | **How did you maximise the potential of others? How did this contribute to the success of others or a team?** |
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|  | **Plans for research team (if applicable)** |  |
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|  | **Summer schools** |  |
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|  | **Professional development training** | **How does this contribute to your professional goals?** |
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[**Section 4: Contributions to the wider research community in your field**](#D)

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| **Date** | **Activity** | **Impact** |
|  | **Organisation of workshop/conference/events**  | **How did this benefit your research community? How did this improve research/innovation culture?** |
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|  | **Invitations from within field to present your research** | **How did this benefit your research community?** |
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|  | **Participation in peer review/editing /refereeing (evaluating research)** | **How will this influence your field and the wider research agenda? What did you learn from doing this?**  |
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|  | **Committee appointments or roles within department/institution** | **How has your participation influenced the broader research environment? What have you learned about how departments work?** |
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**Section 4: Broader society and research community beyond your field**

**\*\*Use the prompt questions from any of the subsections to help you define the context/impact/relevance of your particular activity and to show your ability to be or become a clear communicator and disseminator of knowledge. Not all of these activities will be relevant to all researchers!**

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| **Date** | **Activity** | **Impact** |
|  | **Public engagement activities** | **Have you had positive feedback? Is this across a range of audiences?** |
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|  | **Policy engagement** | **Did your research change how an issue or problem is understood? Did your research have an impact on a particular policy?** |
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|  | **Engagement with Industry** | **How did this benefit your research? How did this lead to industrial innovation/medical innovation/new products?** |
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|  | **Practice impact**  | **What is the long term impact of your research outputs?** |
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|  | **Press/social media** | **How has this shown you to be a clear communicator of knowledge** |
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|  | **Other societal/public engagement** | **How has this contributed to public understanding?** |
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|  | **Engagement with Researchers in different fields/disciplines** | **How have you communicated with researchers outside your field? Has this lead to any different lines of research?** |
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|  | **Other knowledge exchange** | **How has this contributed to your research? How has your research contributed to public understanding?** |
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**Part 2: Areas for Development and Goal Setting**

**Putting together or updating your master CV is a useful prompt to take stock and identify where you may wish to pause activity to create time to focus on new areas for development. Review the document as a whole and ask yourself the following questions:**

* **In which areas am I already making an impact, significant contribution or seeing strong progress?**
* **Are my activities evenly spread throughout categories? If not, where are they concentrated? In which areas are there gaps?**
* **In which areas do you feel you would like to develop further?**
* **What impact might it have on your research and/or career development if you were to undertake more activity in these areas?**

**Research contribution goals: these goals will typically capture areas related to the audit in Part I that you wish to make over a defined period. For example, goals to progress your research, develop your research vision, introduce innovation and initiatives, to overcome particular barriers, to transfer your knowledge and/or upskill others**

**Career development goals: these goals are relevant to your wider career development. How do you see your career developing? What strengths do you need to build on? What development needs do you currently have? Note that development needs can include knowledge, skills or experience**

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| **Goal 1** | **Actions that will support me to achieve this goal** | **Timescale** |
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| **Goal 2** | **Actions that will support me to achieve this goal** | **Timescale** |
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| **Goal 3** | **Actions that will support me to achieve this goal** | **Timescale** |
|  |  |  |
| **Goal 4** | **Actions that will support me to achieve this goal** | **Timescale** |
|  |  |  |
| **Goal 5: Defer/Discontinue**These goals enable you to recognise activities that hinder you from achieving your goals listed above or that can be paused to create space for the activities that will help you to achieve them.  |
| **Activity to defer/discontinue** | **Actions that will support me to achieve this goal** | **Timescale** |
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