Applicant Guidance for Academic Posts

The Selection Process at Durham University

All adverts close at midnight (UK Time).

Once the advertising period has ended your application will be reviewed as part of the longlisting process, where your CV, Cover Letter, Research/Teaching plan will be assessed against each of the essential criteria.

(Please check the job description to confirm the documents required for submission).

You will be informed via email if your application has progressed to the next stage (shortlisting). Please check your spam/junk folder periodically to ensure you receive all emails.

At shortlisting stage, the selection committee will read your selected publication(s). Our usual practice is for colleagues across the Department to read your submitted work.

You will be informed if you have been shortlisted, and you will then be invited to the University, either virtually or in-person, and will have the opportunity to meet key members of the Department. The assessment for the post will normally include a presentation to staff and students in the Department followed by an interview. We anticipate that the assessments and interviews will take place over two days.

Please note that if you are unable to attend in person on the date offered, it may not be possible to offer you an interview on an alternative date.

Submission Documents

You must submit a full Curriculum Vitae (CV) or Resume, a Covering Letter and electronic copies of publications. Please refer to the Job Description and Person Specification for the role. These documents outline the main duties and responsibilities of the post along with the respective selection criteria.

CV

Your CV should include the following details, as appropriate for the post to which you have applied:

- Employment history (present and previous appointments with dates);
- Your academic achievements and research interests. (Name of awarding institutions and level of qualifications);
- Honours and prizes, including awards for research projects or to attend meetings or conferences. Please indicate the amount of money allocated, where appropriate.
- Existing research and/or policy publications as relevant (please state full bibliographical data);

- Teaching experience, include lecturing, supervision, demonstrating, curriculum development, seminar and group work, assessment etc. especially if teaching is in the job description
- Work accepted or in progress or in preparation (please provide details of potential outlets);
- Attendance at conferences and seminars - highlight any invitations to present, provide papers or posters

Cover Letter

Your cover letter should be a summary of your achievements as appropriate for the post to which you have applied. You should demonstrate here how you fit the requirements in the person specification.

For Education and Research track posts, you should demonstrate your research achievements, your teaching abilities and your commitment to education and the student experience.

Research Plan (If applicable)

If applicable, a research plan should outline your research objectives and how these support and enhance the Department's research strategy. Please refer to the job description to confirm how long your plan should be.

An EDI & values statement

As a University we foster a collegiate community of extraordinary people aligned to the University's values. Equality, Diversity, and Inclusion (EDI) are a key part of the University's Strategy and a central part of everything we do. At Durham we actively work towards providing an environment where our staff and students can study, work and live in a community which is supportive and inclusive, and in doing so, recruit the world's best candidates from all backgrounds and identities. It's important to us that all of our colleagues are aligned to both our values and commitment to EDI.

We therefore ask that as part of your application you provide a statement (a maximum of 500 words), outlining work that you have been involved in which demonstrates your commitment to EDI and our values. Examples include but are not limited to:

- Awareness of current barriers faced by underrepresented groups (students and/or staff) in your area, through personal experience or research.
- Involvement in equality, diversity, and inclusion activities such as mentoring, volunteering, or ivolvement with Athenanna Swan or similar work

Your EDI statement will feed into the interview process.

Publications

Please submit your most significant pieces of work (see the Job description to confirm how many are requested). These can be in the form of journal articles, chapter from monographs, essays in edited volumes). Please ensure these are accessible and not behind a paywall. Each publication must be a maximum of 5MB, where uploading the document with your application.

Acknowledgement of application

When you have submitted your application online, you will receive an automated reply confirming receipt of your application email. You will then be able to log onto the system, using your username and password, to check the progress of your application.

Due to the volume of applications received, we regret that we are unable to provide feedback to applicants who are not invited to interview.

Amendments to applications

Please note after the closing date you will not be able to make revisions or amendments to your application.