

Academic Application Guidance

We are delighted that you intend to apply for an academic role at Birmingham City University and look forward to reviewing your application in the near future.

To give you the best chance to demonstrate your skills, experience and potential, we offer some guidance below on completing the application form, cover letter and CV. There is also a brief overview of the selection process and what this will entail for shortlisted candidates.

Should you need an alternative format of the application form or have an accessibility-related request, please contact academiccareers@bcu.ac.uk. Please include your name, details of the vacancy you wish to apply for, and a summary of your specific support needs.

Application Process

You will find details of the application process and what we require from you on the advert for the vacancy you are interested in. To begin the application, simply click **Apply Online** and provide your details to register your account.

Once you have completed this step, you will be guided through the application form to provide your personal details, history of employment and education as well as your qualifications. You will also be asked to provide details for two or more referees for the University to contact should your application be successful.

In order to provide evidence of your suitability for the role, you will be asked to provide a **Cover Letter** and **CV**. Guidance on these documents is provided below.

Cover Letter

Your letter is your career narrative, articulating who you are, what you are known for, your disciplinary and subject expertise, contribution, and impact. It is your opportunity to communicate what motivated you to make this application, and why a career at Birmingham City University appeals to you and aligns to your own values. You should address the criteria on the person specification that will be assessed at the application stage. These are clearly marked in the right-hand column of the person specification as **Application**.

To clearly demonstrate your ability to meet the criteria, try to give examples where appropriate that demonstrate your experience (or alternatively, potential) against the specified criteria, and where necessary please do refer to your CV to enable the shortlisting panel to better appreciate the wider context of any statements.

Your Cover Letter should be no more than two pages when using the Arial font at size 10.

CV

Your CV is your evidence base of your career to date. Your CV should provide details on your employment, education, and qualification history. Your CV should also provide a list of your core learning and teaching activity, research activity, and enterprise activity, alongside a full list of publications, presentations, consultancy activity and any other discipline-appropriate activity that would ordinarily be included in this

section. We also ask you to reflect in your CV on leadership, management, and citizenship, and how these can be represented succinctly on the CV.

There is no word or page limit for your CV, so please do include comprehensive detail to enable the shortlisting panel to robustly assess your application and how your skills and experience align to the person specification criteria and the vacancy within the Faculty.

Please do not include photographs of yourself on your CV.

Publications

For some vacancies and where available, we will ask that you provide copies of two of your publications, those you deem to be of quality, relevance, and importance, to enable the shortlisting panel to assess your research activity. In other instances, outputs other than publications may well be requested, such as a brief digital portfolio.

Publications, outputs or equivalent, if requested, can either be uploaded to your application, or alternatively you can provide open-source links to your publications by including hyperlinks in your CV document.

Shortlisting Process

All applications will be scored by a panel of academic colleagues working in the College and Faculty in which the vacancy sits, with all shortlisting decisions ratified by the Deputy Dean of the Faculty against the criteria.

The outcome of the shortlisting process is expected to be communicated to all candidates by email as soon as possible.

Unfortunately, due to the volume of applications we receive at Birmingham City University we are not able to provide feedback to candidates who are not successful with their initial application.

Selection Process

The selection process for academic vacancies will vary based on the nature of the role, but commonly will include the following elements:

- A panel interview.
- An interactive teaching session with staff and students present.
- A research and REF discussion with the Associate Dean for Research, Innovation and Enterprise, and or Professor(s) within the Faculty / College.

The brief for the teaching session for this vacancy will be confirmed in due course.

University colleagues who participate in the teaching and research elements of the selection process will provide their feedback to the interview panel.