

Applying for an academic, research or teaching role?

What will I need for Academic Track roles (Assistant Professor, Associate Professor and Professor)?

You'll need to submit a CV, covering letter and potentially a research/teaching plan, which will all be reviewed at our longlisting stage. Any selected publication(s) you also need to submit will be reviewed at our shortlisting stage.

You should carefully check the job description in the **What you need to submit** section to confirm which documents the role requires, and what information they should contain.

Will I need to submit papers?

Not all of our roles ask for these. If the role you're applying for requires papers, this will be outlined in the job description.

Please attach your files in PDF, Word format, or as a Microsoft Word document (.doc/.docx). You can see the full list of file types on the relevant page of the application form.

You should make sure that documents are accessible and not behind a paywall. Each publication you upload must also be smaller than 5MB.

If you need more information on what to submit, please refer to the 'What to Submit' section of the job description or send an email to our HR Recruitment team at e.recruitment@durham.ac.uk.

What references do I need?

You would normally need to provide 3 academic referees, which should not (if possible) include your PhD supervisor(s). The majority should be from a university other than your own.

Please check the job description carefully for full details of the references you'll need.

Please note, Academic references are sought for candidates invited to interview and your references will be made available to the panel during the interview process. We'll ask whether you give your consent to your references being sought and we will only request references where permission has been granted.

What happens after I submit?

Once you've submitted your application, you won't be able to make any changes. That's why it's very important that you check all the details carefully before submitting. You can always save your application and come back to it later but no later than the closing date.

After you've clicked the submit button, we'll send you an email confirming your application has been received.

Please check your spam/junk folder periodically to make sure you receive all emails.

Following the closing date, your application will be reviewed as part of our longlisting process, and your CV, covering letter, and research/teaching plan will be assessed against each of the essential criteria. We will send you an email if we progress your application to the shortlisting stage.

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. We will tell you if you have been shortlisted, and we'll invite to the University, either virtually or in-person, where you 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.

Circulating applications

Our departments work together to make sure the best people are able to join us. So, any work you've submitted as part of our application process (such as published papers) may be shared with colleagues across the department. Don't worry - our recruitment process is always confidential.

What if I run into difficulties?

If you run into any difficulties submitting your application, please let us know at e.recruitment@durham.ac.uk.