UNIVERSITY OF CAPE COAST

APPLICATION FOR PROMOTION

SENIOR MEMBERS - NON-TEACHING

This Form is to be completed in <u>five copies</u> (2 original copies & 3 photocopies) and returned to the **Director (Directorate of Human Resource**), U.C.C. Pls. provide <u>the no. of copies required</u>. A **Soft-copy** of your Publications & C.V., etc. should be added when forwarding the Application.

1.	Application for Promotion to the rank of:
2.	Department:
3.	College/ Directorate:
4.	E-mail address: Tel:
5.	Present Rank: Effective Date:
6.	Present Position held (if any): Effective Date:
7.	Details of First Degrees (state when and where obtained, Class and / or Special distinctions (if any) :
8.	Details of Post Graduate Degrees (state when and where obtained, class and/or special distinctions (if
	any):
9.	Prizes, Travel Grants and Awards; with Dates :

10.	Previous Posts and Duties held, with Dates, before joining the University:
11.	Posts and Duties with Dates, held in this University :
12.	Particulars of Conferences; Special Seminars, and Workshops in which you have participated. (Please list Papers you
	read (if any):

13.	state exact references :
	(b) Publications submitted in support of <u>Current application</u> for Promotion. Give details of Books and Articles and state exact references. Copies of Articles and other Publications (where possible) should accompany the Application :
14.	Membership of Professional/ Learned Bodies :
15.	Any other relevant information (Public Service, College or National Committees, etc., on which you have served) with
	dates:

Signature of Applicant :	Date:
Name of Applicant:	Staff No.: