

FORMAT FOR CURRICULUM VITAE FOR ACADEMIC STAFF

The following has been approved by the Academic Board as a standard CV format for Teaching Staff in the University:

1. Personal Information which includes

- a. Name of staff
- b. Date of birth and age
- c. Sex
- d. Nationality and Hometown
- e. Religion
- f. Marital status
- g. Permanent address and (Current address, preferably your College, Faculty/School, Directorate, Department, Centre or Unit.)
- h. Institutional email address/others and telephone number(s)
- i. Web presence (Domains) (UCC web directory, Google Scholar profile, Research gate profile, Publons profile, ORCID ID or profile, etc.)

2. Educational and Professional Background (Completed and Ongoing)

Institution(s) attended	Programme (s)	Period of Education
e.g., UCC	M.Ed/MPhil (Adm. In Higher Edu)	2010-2014

3. Educational and Professional Qualification

Institution(s) attended	Qualification (s)	Date awarded
e.g., UCC	M.Ed/MPhil (Adm. In Higher Edu)	2014

4. Employment History

With most recent place first and with date(s), rank and position(s) held, if any

5. Leadership and Administrative Position(s) Held with dates

6. Research Interest/Areas of specialization

7. Achievements/Awards/Grants, if any, with date(s) (scholarship, post-doctoral studies, sabbatical leave)

8. Workshops/Conferences/ Seminars Attended (dates, place and role played)

9. Teaching Experiences/Courses Taught

10. Publications

- i. Refereed Journal Articles,
- ii. Books, Technical Reports, Research Projects, Book Chapters, Modules,
- iii. Conference proceedings

11. Engagements on Committee/Board (name of committee/board, role played, dates)

12. Supervision (undergraduate and postgraduate; completed and or ongoing)

13. Official Mentoring role

14. Community Service (name of service, dates and place)

15. Membership of Professional Bodies/Association (name of the body and date joined)

a. Professional body

b. Association

16. Hobbies/Interest (Optional)

17. Referees (maximum of three)

18. Date of CV

Applicants (for promotion) should upload their pictures and academic information on UCC Web Directory