**FORMAT FOR CURRICULUM VITAE FOR NON-TEACHING STAFF**

The following has been approved by Academic Board as a standard CV format for Non-teaching

Staff of 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.  Email address (Institutional email / others) and telephone numbers.
    i.  Web presence (Domains) (UCC web directory, Google Scholar profile, Research gate profile, Publons profile, ORC 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 (Completed and Ongoing)**

    | 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 and duties.

5.  **Leadership and Administrative Positions Held**

6.  **Research Interest/Areas of specialization**

7.  **Achievements/Awards/Grants,** if any, with date(s)

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

9.  **Publications** (if any)

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

10. **Papers**

   a. Memos, if any
   b. Reports, if any
   c. Position Paper, if any
   d. Policy documents, if any
   e. Books, modules, if any

11. **Engagements on Committees/Boards (**name of committee/board, role played, dates)

12. **Community Service** (name of service with dates and place)

13. **Official Mentoring role**

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

   a. **Professional Body**

   b. **Associations**

15. **Hobbies/Interest** (Optional)

16. **Referees** (maximum of three)

17. **Date of CV**

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