

FORMAT FOR CURRICULUM VITAE FOR NON-ACADEMIC STAFF

The following has been approved as format for a standard CV 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, 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 (Completed and Ongoing)

Institution(s) attended	Programme(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 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/Board Services** (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** (name of the body and date joined)

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