

## PROPOSED CURRICULUM VITAE FOR JUNIOR/SENIOR STAFF

The following has been approved as format for a standard CV for Junior/Senior 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.), if applicable

### 2. **Educational and Professional Background (Completed and Ongoing)**

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

### 3. **Educational and Professional Qualification**

<b>Institution(s) attended</b>	<b>Qualification(s)</b>	<b>Date awarded</b>
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. **Research Interest/Areas of specialization**

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

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

8. **Publications** (if any)
  - i. Refereed Journal Articles,
  - ii. Books, Technical Reports, Research Projects, Book Chapters, Modules,
  - iii. Conference proceedings
  
9. **Papers**
  - a. Memos, if any
  - b. Reports, if any
  - c. Position Paper, if any
  - d. Policy documents, if any
  - e. Books, modules, if any
  
10. **Engagements on Committees/Boards** (*name of committee/board, role played, dates, if any*)
  
11. **Community Service** (*name of service with dates and place*)
  
12. **Membership of Professional Bodies/Association** (*name of the body and date joined*)
  - a. **Professional Body**
  
  - b. **Association**
  
13. **Hobbies/Interest** (optional)
  
14. **Referees** (*maximum of three*)
  
15. **Date of CV**

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