

(YEAR OF PROMOTION)

CURRICULUM VITAE

(ACADEMIC STAFF)

1. Names in Full: (underline Surname) (see Note 1 below)
2. Place and Date of Birth:
3. College:
4. Department/ Unit:
5. Nationality:
6. Marital Status:
7. Number and Ages of Children:
8. Permanent Home Address:
9. Present Postal Address:
10. Date of First Appointment:
11. Present Employment and Status:
12. Date of Last Promotion:
13. Position Desired:
14. Educational Institutions Attended (with dates):
 - (a) Primary:
 - (b) Secondary:
 - (c) Tertiary:
15. Qualifications: (with dates):
 - (a) Academic:
 - (b) Others (if any):
16. Awards & Distinctions:
17. Membership of Professional Bodies:

18. External Examinership:

(a) Undergraduates:

(b) Postgraduate:

19. Employment Experience/Work History:

20. Course Taught at the University Level:

(a) Undergraduates Level:

(b) Postgraduate Level:

21. Postgraduate Supervision:

(a) Masters degree:

(i) Major Supervision:

(ii) Minor Supervision:

(b) Ph. D degree:

(j) Major Supervision:

(ii) Minor Supervision:

22. Research Grants and other Grants (specify amount):

23. Publications: (see Note 2 below)

(a) Thesis / Dissertations:

(b) Books (peer – reviewed):

(i) Authored Books:

(ii) Edited Books:

(iii) Contribution(s) to Books:

(c) Journal Articles (asterisk those that have appeared since your last promotion)

(d) Papers already accepted for publications (only in the last 3 years)

(e) Published Conference Proceedings:

24. Peer Review Monographs:

25. Technical Reports:

26. Research in Progress:

(a) Research completed but not yet published:

(b) On-going research:

(c) Manuscripts submitted for publication:

27. Conference(s)/Workshops Attended with Dates and / or Paper presented (non – scorable)

28. Administrative Experience/ Other Activities:

(a) Within the University:

(b) Outside the University:

29. A page of research focus is required for Professorial Candidates

30. Names and Addresses of three Referees (**see Note 6 below**)

Signature: _____

Date: _____

Guidelines for preparing the CV

For comparability, the layout/format of Curriculum Vitae shall be consistent from year to year, except when a modification has been approved by the Appointments and Promotions Committee. To ensure that criteria for promotion are consistent and comparable, a uniform format of presenting published work and other details as suggested below must be religiously followed.

Note 1

Name

The candidate's name must be written in full (underline Surname). In the case of married female, the maiden Surname should be indicated in brackets

Note 2

Listing of publications should be in chronological order with the indication of the country of publication and follow the guidelines below for each type of publications

1. Books, Teaching Manuals and Monographs

Abdukadir A.A. and Ogunlola, S.K. (2011). *Radiation and Mankind*. Ibadan: Star. 250 pp. ISBN 978-978-921-011-4. (Nigeria)

2. Full Length Book Translations

Abdul, A. (2011). (Trans.). *The Man from the Rock*. Ibadan: Star. 650 pp. ISBN 378-3478-921-011-4. (Nigeria)

3. Chapters in Edited Books/Revised Chapters in Edited Books

Okunrinde, T.K., Oju, I.K. and Fadipe, O.A. (2004). Mechanised Agriculture in the 21st Century. In Babajide, O.L., Otuoke, G.J. and Nwakwo I.A. (Eds.) *Agriculture and Mankind*. Ilorin: Hopewell. 12-23pp. ISBN 978-36668-7-8. (Nigeria)

4. Refereed Conference Proceedings

Adenuga, P.A., Fakola, J. and Ugwuaba, A.L. (2015). Postmodernism and African Literary Scholarship. In Adekoya, L., Ogunraku, B. And Anyanwu, D. (Eds.). *Modern Literary Theories and African Literature in the 21st Century: Proceedings of the 1st Nigerian Literature Association's Conference*. 19-21 October, 2014. Bekele, M. and Mbanugo, F. Eds. Lagos: Wadell. 23-45pp. (Nigeria)

5. Journal Articles, Short Notes, Short Communications, Case Reports and Letters to the Editor

Salau, N.O., Musa, A.O. and Ochei, B. (1997). A Critical Assessment of Conflict in the International Law Context. *Journal of International Law* Vol. 2. No. 4: 17- 37. (United States of America)

6. Editorial Work

Abdukadir A.A. and Ogunlola, S.K. (Eds.) (2011). *Radiation and Mankind*. Ibadan: Star. ISBN 978-978-921-011-4. (Nigeria).

Where there are multiple authors, no attempt must be made to change the order of authorship round or to use the form: ‘Smith and others...’. Page numbers must be quoted in full to indicate the length of the paper”.

7. Patents and Copyrights

For Patents – state title, number and date:

Awodiya, M., Ola, O.L. and Fasola, S.A. (2013). *Description of Maize Cultivar*. IFH 200.NGVZ-00-22. (Nigeria)

8. Technical Report

Ayinde, B., Nworgugu, S. and Faseyi, I. (2003). Causes of Prevalence of Malaria Fever in Nigeria. A Technical Report Submitted to the World Health Organisation. 44pp. (Nigeria)

Note 3

Books and papers not yet in print but already accepted for publication should be categorized, with the name of publisher/journal and a photocopy of the letter of acceptance.

Note 4

Research in progress must be separately treated, stating precisely when this was started, with a brief paragraph to indicate the “story so far” and its potentials. It is valuable for candidates to indicate the direction in which their published work and research are oriented and, if possible, separate the major publications from those of a more general nature

Note 5

Please use a single asterisk for publications which have appeared/been accepted since last promotion or appointment and double asterisk for publications which have appeared/been accepted since last consideration for promotion.

Note 6

Names and Addresses of three Referees

The Referees must be persons of higher rank than the position being sought for promotion in cases lower than full professor. The contact details of the referees must be verifiable.