

PROPOSED UDS TEMPLATES FOR CURRICULUM VITAE (CV)

The University for Development Studies (UDS) has grown in leaps and bounds since its inception in 1992. As such the University can boast of high ranking academicians and administrators/professionals. The promotion of both academic and non-academic staff requires submission of curriculum vitae (CV) in addition to prescribed documentations.

The CV is a comprehensive record of academic background as well as research, teaching and/or managerial experience of the individual. In higher educational institutions, the CV is recognised as the standard proof of the credentials of a person.

Particularly when applying for academic or administrative positions. Therefore, writing an academic CV is the most critical task in any application process. It provides highlights of the achievements of the applicant and gives an in-depth indication of the suitability of the applicant for the position being sought for in the institution.

The CV may vary in scope (and length) based on subject disciplines and institutional requirements. But it must be simple and easy to read. Hence, the need to have a structure of a CV that is uniform by way of content due to various subject disciplines as well as recognises the different workforce in the UDS. Therefore, the following CV Templates are proposed to be used in the University.

1. THE CV TEMPLATE FOR NON-ACADEMIC STAFF

This is the CV Template for the non-academic staff comprising administrators and professionals (Auditors, Accountants, IT Specialists, Works and Physical Department Managers, etc).

PERSONAL (BIO) DATA

- Name
- Date of Birth
- Sex
- Nationality
- Marital Status
- Languages
- Official Address
- Contacts (Phone number, e-mail)

ACADEMIC QUALIFICATION

- PhD Level (*Institution attended, Location, Dates*)
- Master Level (*Institution attended, Location, Dates*)
- Bachelor Level (*Institution attended, Location, Dates*)
- Diploma/Secondary Level (*Institution attended, Location, Dates*)

PROFESSIONAL TRAINING AND QUALIFICATION

- Type of training [institution, qualification, year]

EMPLOYMENT/WORK EXPERIENCE

- Positions Held [organisations/institutions, main duties, year]

PUBLICATIONS

- Dissertations/Theses [name, year, title, type of thesis, institution, location]
- Journal Articles [author(s), date, title, publisher, volume, pages]
- Refereed Conference/Workshop Proceedings/Abstracts [author(s), date, title, publisher, volume, pages]
- Books/Book Chapters [author(s), date, title, publishers, location, pages]
- Others (e.g. poems, monographs, manuscripts, Action Memos, Speeches, etc)

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| CONFERENCES/WORKSHOPS /SEMINARS ATTENDED | <ul style="list-style-type: none"> •Conference/Workshop/Seminar [name, theme, dates, location] |
| ORGANISATIONAL EXPERIENCE | <ul style="list-style-type: none"> •Chairmanship/Membership/Secretaryship of Committees/Boards [name, duation] •Editorship/Editorial Membership of Journals/ Proceedings [name, duration] •Coordination of events such as workshops, conferences, seminars, training programmes, matriculation, graduation, etc [type of event, date] •Rapporteur [conferences/workshops] |
| COMMUNITY ENGAGEMENTS | <ul style="list-style-type: none"> •Local Community Services [nature, location, date] •Higher Education Institution Services [nature, institution, location, date] •National Assignments [nature, location, date] •International Assignment [nature, location, date] |
| GRANTS/FELLOWSHIPS/ AWARDS | <ul style="list-style-type: none"> •Grants [type, purpose, duration, amount] •Fellowships [type, purpose, institution, location, year] •Awards [type, purpose, year] |
| PROFESSIONAL ASSOCIATIONS | <ul style="list-style-type: none"> •Associations [name, role, date] |
| HOBBIES | <ul style="list-style-type: none"> •Types of hobby |
| REFERENCES | <ul style="list-style-type: none"> •Referee 1 [name, address, e-mail, phone number] •Referee 2 [name, address, e-mail, phone number] •Referee 3 [name, address, e-mail, phone number] |

2. THE CV TEMPLATE FOR ACADEMIC STAFF

This is the CV template for staff comprising lecturers and research fellows.

PERSONAL (BIO) DATA

- Name
- Date of Birth
- Sex
- Nationality
- Marital Status
- Official Address
- Contacts (Phone number, e-mail)

ACADEMIC QUALIFICATION

- PhD Level (*Institution attended, Location, Dates*)
- Master Level (*Institution attended, Location, Dates*)
- Bachelor Level (*Institution attended, Location, Dates*)
- Diploma/Secondary Level (*Institution attended, Location, Dates*)

ACADEMIC AND PROFESSIONAL EXPERIENCE

- Academic ranks in reverse chronological order (Dept/Faculty or School/Institution/Dates)
- Laboratory/PostDoc/Internship (Dept/Faculty or School/Institution/Dates)

RESEARCH EXPERIENCE

- Main Research Projects (topics, dates)
- Collaborative Research Projects (topics, dates)
- Post-graduate Supervision (name of student, topic, date graduated)
- Under-graduate Supervision (name of student, topic, date graduated)

PUBLICATIONS

- Dissertations/Theses [name, year, title, type of thesis, institution, location]
- Journal Articles [author(s), date, title, publisher, volume, pages]
- Refereed Conference/Workshop Proceedings/Abstracts [author(s), date, title, publisher, volume, pages]
- Books/Book Chapters [author(s), date, title, publishers, location, pages]
- Others (e.g. poems, monographs, etc)

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| CONFERENCES/WORKSHOPS /SEMINARS ATTENDED | <ul style="list-style-type: none"> •Conference/Workshop/Seminar [name, theme, dates, location] |
| GRANTS/FELLOWSHIPS/ AWARDS | <ul style="list-style-type: none"> •Grants [type, purpose, duration, amount] •Fellowships [type, purpose, institution, location, dates] •Awards [type, purpose, year] |
| COMMUNITY ENGAGEMENTS | <ul style="list-style-type: none"> •Local Community Services [nature, location, date] •Higher Education Institution Services [nature, location, date] •National Assignments [nature, location, date] •International Assignment [nature, location, date] |
| ADMINISTRATIVE AND ORGANISATIONAL EXPERIENCE | <ul style="list-style-type: none"> •Administrative Positions [type, Dept/Faculty/School/Campus, duration] •Chairmanship/Membership/Secretaryship of Committees/Boards [name, duation] •Editorship/Editorial Membership of Journals/Proceedings [name, duration] •Coordination of events such as workshops, conferences, seminars, training programmes, etc [type of event, date] |
| PROFESSIONAL ASSOCIATIONS | <ul style="list-style-type: none"> •Association [name, role, date] |
| HOBBIES | <ul style="list-style-type: none"> •Types of hobby |
| REFERENCES | <ul style="list-style-type: none"> •Referee 1 [name, address, e-mail, phone number] •Referee 2 [name, address, e-mail, phone number] |