### UNIVERSITY OF ILORIN

**APPROVED FORMAT FOR CURRICULUM VITAE (ACADEMIC/NON-TEACHING STAFF)**

#### Name:

*(Surname first in bold type)*

File Number:

Age Next Birthday/Date of Birth:

Department:

Date of First Appointment in University of Ilorin:

Status on First Appointment in University of Ilorin:

Date of Confirmation of Appointment:

Google Scholar link, Scopus link, Researcher ID, Orcid link, Linkedin link, Research gate link, Academia.edu link, etc.

### PRESENT STATUS:

Present Salary:

Date of Last Promotion:

Date of Present Appointment/Upgrade:

Desired Position:

* 1. **UNIVERSITY EDUCATION** (with dates – starting with the latest)

**SECONDARY OR TECHNICAL EDUCATION** (with dates – starting with the latest)

* 1. **ACADEMIC QUALIFICATIONS AND DIPLOMAS** (with dates and granting bodies – starting with the latest)
	2. **PROFESSIONAL QUALIFICATIONS AND DIPLOMAS** (with dates and

granting bodies – starting with the latest)

* 1. **SCHOLARSHIPS AND PRIZES** (at University, Secondary or Technical Level only - starting with the latest)
	2. **TRAINING PROGRAMME ATTENDED** (State period of training and College, Describe Courses taken – starting with the latest)

### HONOURS, DISTINCTIONS AND MEMBERSHIP OF LEARNED

**PROFESSIONAL SOCIETIES** (Starting with the latest)

* 1. **EXPERIENCE SINCE BASIC QUALIFICATIONS** (Starting with the latest)

### MAIN ACADEMIC AREA OF SPECIALISATION

**Example:** Department of Medicine: Cardiology

or

Department of Radiology: Radio-diagnosis

### RESEARCH INTERESTS OR COMMISSIONED PROJECTS

* + 1. Completed (starting with the latest)
		2. In progress (list)

### PUBLICATIONS :

* + 1. List below only those that had appeared in reputable Academic or Professional Journals in the following Order: Journals, books, chapters in books, edited conference proceedings, case reports, technical reports, etc. **(starting from the earliest)**.
		2. List below, in like manner; those articles that have been accepted for publication (**attach correspondences and letters of acceptance**).
		3. (i) and (ii) should be presented in this order:

#### Home-based publications

* + - * Journals
			* Books
			* Chapters in books
			* Edited conference proceedings
			* Case reports
			* Technical report

#### National publications

* + - * Journals
			* Books
			* Chapters in books
			* Edited conference proceedings
			* Case reports
			* Technical report

#### International publications

* + - * Journals
			* Books
			* Chapters in books
			* Edited conference proceedings
			* Case reports
			* Technical report

**Note:** For all publications, the name and initials of a candidate seeking promotion should be in **bold** type (but not in upper cases) whenever cited under the list of publications.

#### For Journal Articles in Print

The details required in order, are:

1. Author(s) of Article
2. Year of Publication
3. Title of Article
4. Title of Journal (italicized and in bold type)
5. Volumes Number, Issue Number and Pages Number of Article
6. Publishers
7. URL i.e. the http. for all cited Journals, Scopus link for Scopus cited journals

**Example (1) Ayinde, O. E.,** & Idris, A. O. **(2005).** Inter-market and seasonal variation of maize in Kwara State. ***AGROSEARCH: A Journal of Agriculture, Food and Development,* 7** (*1&2*), 45-55, Published by Faculty of Agriculture University of Ilorin. Available online at: <http://www.ajol.info/journal> index php?jid = 315&ab+AGROSH

#### For Journal Articles Accepted for Publication

The details required, in order, are:

1. Author(s)
2. Title of Article
3. Title of Journal (italicized and in bold type)
4. Publishers
5. Date of Letter of Acceptance
6. Publisher’s web address (if it is international)

**Example (2) Ayinde, O. E.,** Adewumi, M. O., & Omotesho, O. A. **(2006)**. Trade-off between expected returns and risk among farming household in Kwara State. ***AMSE Journal.*** Published by International Association for Modelling and Stimulation Technique in Enterprise, (Letter of Acceptance dated 04/11/08).

\URL i.e. publisher’s web address

#### For a Book

The details required in order, are:

1. Author(s)
2. Year of Publication
3. Title of the book and sub-title if any (italicized and in bold type)
4. Place of Publication
5. Publishers
6. Publisher’s web address (if it is international)

**Example (3) Okuda, M.,** & Okuda, D. **(1993)**. ***Star trek Chronology: The History of the Future*.** New York: Published by Pocket Books. URL i.e. publisher’s web address

#### For Book Article or Chapter

The details required in order, are:

1. Author(s)
2. Year of Publication
3. Title of the book (italicized and in bold type)
4. Editor(s)
5. Pages of the article or chapter
6. Place of Publication
7. Publishers
8. Publisher’s web address (if it’s international)

**Example (4) James, N. E. (1988)**. Two Sides of Paradise: The Eden myth according to Kirk and Spock. In ***Spectrum of the Fantastic***. Donald Palumbo (ed.), 219-223. Westport, C.T.: Published by Greenwood. URL

#### For Edited Conference Proceeding

The details required in order, are:

1. Author(s)
2. Year of Publication
3. Title of Article
4. Title of Proceeding (italicized and in bold type)
5. Editor(s)
6. Pages of Article
7. Publishers
8. Publisher’s web address (if it’s international)

**Example (5)** Ajakaiye, A., **Omotesho, O. A.,** Joseph, J. K., & Soladoye, J. O. **(1999)**.

Seasonal Egg Glut in Nigeria: An Appraisal ***Proceedings 26th Annual Conference of Nigeria Society for Animal Production (NSAP)****,* K.L. Ayorinde & Atteh, J. O. (eds.) 453-456. Published by NSAP. URL

#### For Technical Reports

The details required in order, are:

1. Author(s)
2. Year of Submission
3. Title of report (italicized and in bold type)
4. Number of Report (if available)
5. Organisation to which report was submitted

**Example (6) Norman, D. W.** (**1973**). ***Economic Analysis of Agricultural Reduction and Labour Utilisation among Hausa in Nigeria.*** Africa Rural

Employment Studies, No. 4 Michigan State University.

**Note:** Unpublished Thesis and Projects, Abstracts, unedited conference proceedings, Senate Research Grant Reports, Seminars, unedited papers and other such publications will not be countenanced for promotional purposes.

* 1. **MAJOR CONFERENCES ATTENDED WITH PAPERS READ** (Starting with

the latest)

#### INFORMATION ON FELLOWSHIP, MASTER’S PROJECTS AND Ph.D.

**THESES SUPERVISED** (To include the following) (starting with the latest)

1. Title of Thesis
2. Name of Student
3. Date/Year of Commencement
4. Completed/On-going (Anticipated date of Completion)
5. Sole/Collaborative Supervision

### ASSESSMENT SHEET FOR THE PROMOTION OF ACADEMIC MEMBERS OF STAFF

Assessment by the Head of Department (or Dean of Faculty where applicable) under the following headings:

1. Quality of Teaching (Head of Department and Students 75:25)
2. Quality of Research
3. Quality of Publications
4. General Assessment

|  |  |  |  |
| --- | --- | --- | --- |
| **S/No** | **Criteria for Assessment** | **Maximum Points****Obtainable** | **Points Obtained** |
| i. | Academic Qualification | 10 |  |
| ii. | Professional Qualification | 5 |  |
| iii. | Teaching Experience | 10 |  |
| iv. | Teaching Load | 5 |  |
| v. | Quality of Teaching | 5 |  |
| vi. | Recognized Publication | 40 |  |
| vii. | AdministrativeExperience/Community Service | 10 |  |
| viii. | Academic Distinction | 3 |  |
| ix. | Currency of Publication | 3 |  |
| x. | Postgraduate supervision (whereapplicable) | 3 |  |
| xi. | Active participation/Currency ofConferences | 3 |  |
| xii. | Interview performance (whereapplicable) | 3 |  |
|  | **Total** | **100** |  |