



National Open University of Nigeria

Policy Title	Policy on Presentation of Curriculum Vitae for Staff Promotion
Policy No:	NQSA/POL/HR/001
Owner:	National Open University of Nigeria (NOUN)
Approved By:	The University Senate
Manager/Driver:	Registry: Human Resource
Date of Approval:	7 th October, 2024
Date of Next Review:	October, 2027

1.0 Introduction

The Third Schedule of the National Open University Act (as amended) empowers the university to appoint and promote academic, administrative and technical staff. It is a requirement for staff to present their curriculum vitae to Appointments and Promotion Committee during promotion exercises. Therefore, the National Open University of Nigeria came up with a policy to guide the presentation of curriculum vitae for all staff.

2.0 Purpose

The aim of this policy is to have uniform format of presenting curriculum vitae (CV) to guide the harvesting of information using the university prescribed criteria.

3.0 Scope

This policy covers all senior teaching and non-teaching staff in the university.

4.0 Definitions

4.1 Teaching Staff

Academic teaching staff who are lecturers in the university and performing academic functions and in academic cadre.

4.2 Non-teaching Staff

Staff who are not involved in academic functions or teaching. They include administrative and technical staff.

4.3 Curriculum Vitae

This refers to summary of an individual's achievements.

5.0 Principles

- 5.1 Staff promotion in NOUN is guided by stipulated regulations.
- 5.2 The criteria for promotion into the different cadre/positions in the university are clearly defined.
- 5.3 Staff curriculum vitae provides adequate information about staff achievements and contributions to the university and the nation.

6.0 Policy Statements

- 6.1 Senior staff in NOUN shall present their curriculum vitae during promotion exercises and when it is requested by the university management for administrative exercise.
- 6.2 The presentation of curriculum vitae for academics should clearly state personal information, educational history, history of academic functions, achievements, and academic research.
- 6.3 The presentation of curriculum vitae for the non-teaching staff should state personal information, academic background and achievements in the job and related activities.
- 6.4 The curriculum vitae of academic staff shall be attached to their publications when sending the publications for external assessment.
- 6.5 Each senior staff member in NOUN shall have his/her curriculum vitae in his/her personal file in the office of the Registrar.
- 6.6 Staff members shall be given opportunity to forward updated curriculum vitae to the office of the Registrar for filing in their personal files.

7.0 Policy Implementation

7.1 The academic staff shall present their curriculum vitae in the following format:

1. (a) Name (Surname first in uppercase)

- (b) Date of Birth (dd/mm/yyyy)
 - (c) Department:
 - (d) Faculty:
 - (e) Phone number:
 - (f) Official email address:
 - (g) Area of Specialization:
2. Institutions attended & qualifications obtained (with dates, from the highest qualification)
 3. Professional qualifications and Certificate of Proficiency (with dates):
 4. Academic Appointment:
 - (a) Date of first Academic Appointment
 - (b) Date of Confirmation of Appointment
 - (c) Present rank (with date)
 - (d) Date of last promotion
 - (e) Date last considered (in case where promotion was not earned):
 - (f) Waiting period on present rank
 - (g) Position sought:
 5. Scholarships, Fellowship and Prizes (with dates) in respect of Undergraduate and Postgraduate work only.
 6. Honours and Distinctions earned:
 7. Membership of Learned/Professional Bodies
 8. Details of Teaching/Work Experience/University Administration.
 - a) Teaching Experience
 - b) Work Experience
 - c) University Administration
 9. Research
 - (i) Personal Research
 - a) Project, Dissertation and Thesis
 - b) Completed
 - c) In progress
 - (ii) Research Grants
 - a) Attraction of Research grants and fellowships
 - b) Scholarships
 - (iii) Postgraduates Students supervised

- a) Completed
- b) In progress

10. Publications

- a) Books Published
 - i. Mainline Books
 - ii. Standard Text at Tertiary Level Peer Reviewed and Published
 - iii. Course Materials at Tertiary Level Peer Reviewed and Published
 - iv. Monographs - well Researched Peer Reviewed and Published by Reputable Publishers
- b) Chapters in Books Published
- c) Journal Articles
 - i) Major Journal Articles
 - ii) Minor Journal Articles
- d) Articles that have appeared in Refereed Conference Proceedings
- e) Refereed Conference Proceedings
- f) Technical Reports
- g) Short notes/Communications
- h) Creative Works
 - i) Major Creative Work
 - ii) Minor Creative Work
- j) Patents and Commercial Products Prototypes and Certified Designs

11. Conferences / Workshops attended with Papers Read (in the last 5 years)

12. Online Visibility

- a) ORCID
- b) Google scholar
- c) Scopus
- d) Web of Science

13. List of three Referees

14. Signature / Date

7.2 The administrative and technical staff are to present their curriculum vitae using the following format:

1. (a) Name (Surname first in uppercase)
- (b) Date of Birth: (dd/mm/yyyy)
- (c) Department:
- (d) Faculty/Centre /Directorate:
- (e) Phone Number:
- (f) Official email address:

2. Institutions attended and qualifications obtained (with dates):
3. First Appointment:
 - (a) Date of First Appointment:
 - (b) Date of Confirmation of Appointment:
 - (c) Present Post (with date):
 - (d) Date of Last Promotion:
 - (e) Date Last Considered (in case where promotion was not earned):
 - (f) Waiting Period on Present Post:
 - (g) Position Sought:
4. Professional Qualifications and Certificate of Proficiency (with dates):
5. Membership of Professional Bodies:
6. Details of work experience / University Administration:
7. Conferences, Workshops/Seminars:
8. Awards and Commendations: (If any)
9. Special/Ad-hoc Duties performed: (If any)
10. List of three Referees
11. Signature/Date

8.0 Sanctions on Violating this Policy

Any staff who fails to adhere to the given format may not be assessed during promotion exercise or may not be considered for the purpose for which the curriculum vitae is requested or sought.

9.0 Policy Alignment

This policy aligns with Senior Staff Handbook.

Team of Developers

1. Prof. Eserinune McCarty Mojaye
2. Dr. Muyiwa Stephen Akintola
3. Arc. Sadiq Otu Shuaib
4. Petu Bola Keji