Appendix 2

**UNIVERSITY OF GHANA**

**MODEL CURRICULUM VITAE FOR APPLICATION FOR PROMOTION**

1. NAME: *Provide Full Name*
2. ADDRESS (POSTAL)
3. EMAIL
4. CITIZENSHIP
5. DATE OF BIRTH
6. EDUCATION

|  |  |  |
| --- | --- | --- |
| *DATE (Starting with most recent)* | DEGREE/QUALIFICATION | INSTITUTION |
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1. POST-DOCTORAL FELLOWSHIP (if any)
2. CURRENT RESEARCH FOCUS (Itemize main areas of research focus)
3. RESEARCH PROJECTS (List and briefly explain current research projects)
4. ACADEMIC APPOINTMENTS AND AFFILIATIONS (*Present chronologically beginning with current position)*

|  |  |  |
| --- | --- | --- |
| *DATES (Specify period)* | *POSITION (indicate academic rank)* | *INSTITUTION (name and address of department/school/unit/institution)* |
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1. ADMINISTRATIVE APPOINTMENTS AT UNIVERSITY OF GHANA(*Present chronologically beginning with current position)*

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| *DATES (specify period)* | *POSITION* | *INSTITUTION* |
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1. OTHER PREVIOUS ADMINISTRATIVE APPOINTMENTS (Outside of University of Ghana)

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| *DATES (specify period)* | *POSITION* | *INSTITUTION* |
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1. MEMBERSHIP OF BOARDS AT UNIVERSITY OF GHANA

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| *DATES (specify period)* | *NAME OF BOARD* | *ROLE (Chairperson/Member etc)* |
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1. MEMBERSHIP OF OTHER BOARDS OUTSIDE UNIVERSITY OF GHANA

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| *DATES (specify period)* | *NAME OF BOARD* | *ROLE (Chairperson/Member etc)* |
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1. COMMITTEE MEMBERSHIPS AT UNIVERSITY OF GHANA

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| *DATES (specify period)* | *NAME OF COMMITTEE* | *TYPE OF COMMITTEE (Statutory or Adhoc)* | *ROLE (Chairperson/Member etc)* |
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1. COMMITTEE MEMBERSHIPS OUTSIDE OF UNIVERSITY OF GHANA

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| *DATES (specify period)* | *NAME OF COMMITTEE* | *ROLE (Chairperson/Member etc)* |
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1. OTHER EXTENSION SERVICES

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| *DATES (specify period)* | *TYPE OF SERVICE* | *DESCRIPTION (Describe nature of service)* |
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1. EXTERNAL EXAMINER/ASSESSOR FOR PROMOTION (if any)

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| *DATES (specify period)* | *NAME OF INSTITUTION* | *ROLE (Examiner/Assessor)* |
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1. GRANT SUPPORT AND/OR RESOURCE MOBILIZATION

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| --- | --- | --- | --- | --- |
| *DATES (specify period)* | *TYPE (Describe the type of the support)* | *ROLE (Specify role in resource mobilization)* | *VALUE OF TOTAL RESOURCE/GRANT* | *VALUE OF UG COMPONENT OF GRANT* |
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1. OTHER PROFESSIONAL QUALIFICATIONS ( *If any*)
2. LICENSURES (if any)
3. CONSULTANTSHIPS (if any)
4. EDITORSHIP AND EDITORIAL BOARDS (if any)
   1. *List any Editorship/Guest Editor in a journal*
   2. *List Editorial Boards served or currently serving*
   3. *List Advisory Boards*
   4. *Others*
5. MANUSCRIPT REVIEWS
   1. *List all journals and peer reviewed publications you have served as a reviewer in the last 5 years. For each include number of reviews per year*
6. HONORS AND AWARDS (if any)
7. MEMBERSHIP OF PROFESSIONAL SOCIETIES/ASSOCIATIONS (if any)
8. TEACHING
   1. *Undergraduate (Since last promotion)*

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| --- | --- | --- | --- |
| *ACADEMIC YEAR* | *COURSE CODE AND TITLE* | *CREDITS* | *NUMBER OF STUDENTS* |
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* 1. *Post-graduate (since last promotion)*

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| *ACADEMIC YEAR* | *COURSE CODE AND TITLE* | *CREDITS* | *NUMBER OF STUDENTS* |
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1. GRADUATE THESES/DISSERTATIONS SUPERVISED

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| --- | --- | --- | --- | --- |
| *ACADEMIC YEAR* | *NAME OF STUDENT AND INDEX NUMBER* | *DEGREE (PhD/MPhil/MSc/MPH/MA etc)* | *TITLE OF THESIS* | *ROLE(Principal/Co-Supervisor)* |
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1. UNDERGRADUATE STUDENT RESEARCH SUPERVISED (Since last promotion, if any)

(Provide details for not more than the last 10 students supervised)

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| --- | --- | --- | --- |
| *ACADEMIC YEAR* | *NAME OF STUDENT AND INDEX NUMBER* | *DEGREE (BA/BSC/etc)* | *TITLE OF PROJECT/LONG ESSAY* |
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1. GUEST LECTURESHIP AND VISITING SCHOLARSHIP (if any)

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| *ACADEMIC YEAR* | *NAME OF INSTITUTION* | *GUEST LECTURER/VISITING SCHOLAR* | *DETAILS OF LECTURESHIP* |
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1. CONFERENCES SEMINARS, AND WORKSHOPS

*(List conference themes, title of presentation, any other role played)*

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| --- | --- | --- | --- | --- | --- |
| *YEAR* | *TYPE (CONFERENCE/SEMINAR/WORKSHOP)* | *NAME* | *NATIONAL/INTERNATIONAL* | *ROLE (Participant, Session Chair, Discussant, Presenter etc)* | *TITLE OF PAPER/POSTER (If a presenter)* |
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1. PUBLICATIONS (Arrange in chronological order beginning with the latest)

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| --- | --- | --- | --- | --- |
| *PUBLICATION TYPE (Book, Book Chapter, Journal article etc)* | *Year of Publication* | *Title of Publication* | *Name of Journal/Publication Outlet)* | *Authorship (list authors in the order presented in the publication)* |
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1. OTHER ACADEMIC WORK/EXHIBITS/PATENTS/WORKS OF ART ETC

*SIGNATURE DATE*