GENERAL POLICY GUIDELINES FOR ALL FACULTY MEMBERS

Maintaining High Academic Standards and Consistency in the Delivery of Academic Programmes.

Recruitment of Full Time and Adjunct Faculty

Guidelines:

- All Applications should be addressed to the Provost/ Executive Vice-President for initial evaluation.
- The Applications are then forwarded to the Office of Human Resource for onward transmission to the School/College that may need such expertise.
- If the School/College expresses the need for a particular expertise, a Memo clearly stating the reasons should be forwarded to the Provost’s Office with all the supporting documents submitted by the Applicant.
- The Provost then forwards the files to the Office of Human Resources, which arranges for the interview of the applicants.

Documents to be attached:

- A signed and dated Curriculum vitae
- A signed and dated letter of Application indicating your area of Specialty and the School to which you are applying.
- A Certified true copy of Birth certificate
- A Certificate of non-conviction
- Certified true copies of your academic certificates
- A four page Abstract of Master and Ph.D. Degrees Thesis, for Candidates holding these degrees or their equivalents.
- A Brief Statement of research or innovation of not more than Four Pages that could enhance the delivery of the academic programmes within the prospective School.
- Copies of publications appearing in recognised national and International journals
- Evidence of previous (If available)
✓ Evidence of Registration in Ph.D. Programme for holders of a Master Degree.
✓ Evidence of the progress made in the Ph.D. Programme (Courses taken, approved Thesis Proposal and level at which the thesis has been written).