

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 the 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).