

**FEDERAL UNIVERSITY OF TECHNOLOGY, MINNA,
NIGERIA**



**PROCEDURE FOR ACADEMIC AND NON-
ACADEMIC STAFF WEB PRESENCE**

1. INTRODUCTION

Federal University of Technology, Minna is specialized university committed to training of skilled and innovative workforce that would harness the forces of nature to transform Nigeria's resources into good and services to positively affect the economy and thus the quality of her people. The academic and non-academic staff are the upload their profiles on the university website. The procedure for staff to upload their profiles on the university website involves several steps which are highlighted in this document.

2. ACADEMIC STAFF

Lecturers are expected to follow the given steps for their profile of which must not be more than 250 words with their passport in the specified format. These steps are:

2.1 Academic Qualifications

Details qualifications with the nature of degree, year obtained and the institution should be stated clearly.

2.2 Teaching and Supervision Experience

Description of the years of teaching and supervision experiences should be given with the number of courses taught and the number of students supervised within the period of consideration.

2.3 Administrative Responsibilities

Detail administrative responsibilities at the various levels within and outside the university should be given. These should include the types of responsibility and the period.

2.4 Publications

Description of the journal publications, conference attendance, book or chapters in book should be given. Number of publications in each category can also be stated.

2.5 External Linkages

Academic staff are to describe their participation in external linkages such as reviewer, editorship, accreditation panel member, visiting lecturing, keynote/guest speakership and others.

2.6 Awards and Grants Attracted

Details awards received and grants attracted should be given if there is.

2.7 Areas of Research

Detail areas of research interest and hobbies should be stated

3. NON-ACADEMIC STAFF

Non-academic staff are expected to follow the given steps for their profile of which must not be more than 250 words with their passport in the specified format. These steps are:

3.1 Academic Qualifications

Details qualifications with the nature of degree, year obtained and the institution should be stated clearly.

3.2 Administrative Responsibilities

Detail administrative responsibilities at the various levels within and outside the university should be given. These should include the types of responsibility and the period.

3.3 Awards and Grants Attracted

Details awards received and grants attracted should be given if there is.

3.4 Hobbies

Description of the hobbies should be stated



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