



**Dean: Faculty of Health Sciences**  
**INTloko: IFakalti yezeNzululwazi ngezeMpilo**  
**Dekaan: Fakulteit Gesondheidswetenskappe**  
**Professor Carolyn Williamson**  
**Interim Dean**

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18 June 2019

Dear Colleagues

## **AD HOMINEM PROMOTIONS AND MERIT AND EXCELLENCE AWARDS 2019**

I write to invite you to consider applying for:

- Recognition of high achievement in the form of ad hominem promotion (in the case of Joint Staff on WCG/NHLS conditions of service, the promotion will effect no change in conditions of service and will be in title only).
- Merit and Excellence Awards for your current rank (**open to staff on University conditions of service only**).

Kindly note the following:

1. Consideration of Academic staff for recognition of high achievement is carried out annually according to the processes and guidelines set out in relevant sections of the document titled *Promotions* on the University website <http://www.hr.uct.ac.za/hr/performance/promotion/academic>
  - a) For **Academic Staff**, the **Faculty of Health Sciences Guidelines** specifies assessment criteria and a scoring system with minimum and maximum weightings associated with the various categories under which the contributions are evaluated. The document is titled **Guidelines and Performance Criteria for Ad Hominem Promotion for Academic Staff 2019**. This can be found on the University website: <http://www.hr.uct.ac.za/hr/performance/promotion/academic>
  - b) For **Research Officers**, the **Faculty of Health Sciences Guidelines** specifies assessment criteria and a scoring system with minimum and maximum weightings associated with the various categories under which the contributions are evaluated. This document is titled **Guidelines and Performance Criteria for Ad Hominem Promotion for Research Officers 2019**. This can be found on the University website: <http://www.hr.uct.ac.za/hr/performance/promotion/academic>
  - c) For **Clinical Educators**, the **Faculty of Health Sciences Guidelines** specifies assessment criteria and a scoring system with minimum and maximum weightings associated with the various categories under which the contributions are evaluated. The document is titled **Guidelines and Performance Criteria for Ad Hominem Promotion for Clinical Educators 2019**. This can be found on the University website: <http://www.hr.uct.ac.za/hr/performance/promotion/academic>

## **2. Eligibility for Ad Hominem promotion**

You are eligible for ad hominem promotion if:

- you are a member of the academic staff on UCT, WCG or NHLS conditions of service;
- Joint WCG or NHLS staff members need to be in permanent posts; and
- Eligible UCT academic staff may be in permanent or in T2 contract posts. If you are in a permanent post on UCT conditions of service, then you need to either have been confirmed in your appointment or in the final year of your probation. If you are in a T2 post on UCT conditions of service, you will need to be in your third year of service.



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The Faculty Promotion and Remuneration Committee (FPRC) will normally not consider an application for *Ad Hominem* promotion by a candidate who, on 30 June of the year of application, has been in his/her current academic rank for less than three years. An exceptional case will have to be made to the Dean by the applicant's Head of Department, at least **one week in advance of the closing date for applications**, in order for the application to be considered and to potentially have this rule waived.

### **3. Eligibility for Merit and Excellence Awards**

Staff members in categories Lecturer through Associate Professor are eligible for Merit Awards. Excellence Awards are available only to Professors.

You are eligible for Merit and Excellence Awards if you are a member of the academic staff **on UCT conditions of service**. Only UCT staff members who are **permanent or in T2 contract** (in the third year of service) are eligible.

Joint Medical staff on WCG/NHLS conditions of service are not eligible for these awards.

Those staff members, whose excellence awards will be coming to an end in 2019, would have to re-apply should they wish to be considered for this award in 2020.

### **4. Funding Sources for Ad Hominem Promotions and Merit and Excellence Awards**

Heads of Department and fund-holders who wish to nominate staff members who are funded by research/non-GOB funds for ad hominem promotion or merit awards, must note that additional costs associated with such a promotion must be borne by the source of funding. In the case of soft funded staff, the change in salary associated with the ad hominem promotion will be dependent on the availability of funding.

### **5. Amendment to the 2019 Ad Hominem Criteria documents**

The 2018 Ad Hominem Review Committee recommended that for the Standard Academic Track that a sub minimum for Teaching and Learning of **5** for promotion to Associate Professor and **7** for promotion to Full Professor be implemented for the 2019 process.

The above indicated change is only applicable to the Academic staff applications.

In the event that there is disagreement between the applicant and HOD and/ or the Internal Departmental Screening Committee regarding their candidature for promotion, applicants are encouraged to include all evidence and supporting documents that you feel are required to support your application and scoring. A reminder that even in the event of this disagreement at departmental level, you are still invited and able to submit your application to HR for review and consideration by the faculty working groups and the broader Ad Hominem Promotions Committee.



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## **6. Guidelines for applicants: nomination of referees**

- a) With your application, using the *Reviewer Contact Details* template (on page 23 of the Academic and Research Staff criteria documents and page 19 of the Clinical Educator Staff criteria document), please submit the names, position/ rank and contact details (telephone as well as email addresses) of **five** referees whose comments will be taken into account in the promotions process (**see Faculty of Health Sciences Guideline documents** (*source indicated in point 1(a), 1(b) and 1(c) above*)).
- b) In deciding who to nominate as your referee, please note the following:
  - For promotion to any level it will strengthen your case if at least one referee can give clear examples of experience that demonstrates your leadership and management capacity, and this person is most likely to come from within the University.
  - For promotion to Professor and Associate Professor it will strengthen your case when most, of the referees are of international standing (whether these referees be based locally or overseas). Referees commenting on a candidate's clinical expertise should preferably be based locally;
  - Members of the Faculty Promotions & Remuneration Committee which includes all Heads of Department, may not serve as referees for candidates under consideration for ad hominem promotion; and
  - Referee reports cannot be brought forward from previous years.
- c) Referees will be approached by the Faculty HR Office and will be requested to submit confidential reports on your work. HR will provide the referees with ad hom criteria to enable them to make specific comment. With regards to your referees, please:
  - Ensure that your referee has given his/her consent to play this role prior to the submission of their contact details to HR;
  - Provide your referees with any documentation, such as your curriculum vitae, for the purpose of compiling a report;
  - Supply the referee's correct current contact details together with their title, to HR using the *Reviewer Contact Details* template on page 23 of the Academic and Research Staff criteria documents and on page 19 of the Clinical Educator Staff criteria document;
  - Indicate why a specific referee has been chosen; and
- d) The FPRC, in consultation with you, may approach independent referees where this is considered appropriate and necessary.

## **7. Guidelines for applicants: Curriculum Vitae (CV)**

Please submit your CV formatted **strictly** in accordance with the guidelines and template set out in the **Faculty of Health Sciences Guideline documents** (*source indicated in point 1 (a), 1 (b) and 1 (c) above*).



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## 8. Guidelines for applicants: Process for submission

- a) Applications and nominations **must** first be submitted to your internal Departmental Screening Committee chaired by the relevant HOD and thereafter, be submitted **in confidence and labelled strictly confidential** to the Dean c/o Ms Alison Tomlinson, Senior HR Practitioner, HR Office, Dean's Suite, Barnard Fuller Building. Applications/nominations must take the form of:
- An application by an individual staff member; or
  - Nomination by a Head of Department; or
  - Nomination by two members of the Faculty's academic staff who are of the same rank or senior to that of the nominee.
- b) A completed application will include the following documents submitted in hard copy **and** electronic format for the attention of Ms Alison Tomlinson on [Alison.Tomlinson@uct.ac.za](mailto:Alison.Tomlinson@uct.ac.za):
- A completed Performance Assessment Form HR175
  - A Summary Information Sheet (**For Clinical Educator Applications ONLY**)
  - An expanded CV, drawn up **strictly** according to Faculty Guidelines as indicated in relevant criteria documents;
  - The completed Reviewer Contact Details Template (page 19 of the Clinical Educator criteria or page 23 of the other criteria documents)
  - The completed 2019 Ad Hominem Promotion Application Cover Sheet and Checklist

All of the above mentioned documents can be found on the website:

<http://www.hr.uct.ac.za/hr/performance/promotion/academic>

- c) Applications and nominations, together with all relevant documentation must be submitted **as soon as possible but not later than Monday, 22 July 2019**. Please note that **NO LATE APPLICATIONS WILL BE CONSIDERED AFTER THE CLOSING DATE**.
- d) If you have any queries regarding the process, please contact Ms Alison Tomlinson on (021) 406-6997 or (email) [Alison.Tomlinson@uct.ac.za](mailto:Alison.Tomlinson@uct.ac.za).

When the 2019 committee has been constituted, the Faculty will be informed of the committee members *via* a Dean's Circular. I wish to take this opportunity to thank you most sincerely for your contributions to the Faculty and University and wish you every success during the year ahead.

Yours faithfully

Professor Carolyn Williamson  
**Interim Dean: Faculty of Health Sciences**

CC: Heads of Departments  
Alison Tomlinson, Senior HR Practitioner, FHS