



Memo

To: Permanent Academic Staff in the GSB
From: Associate Professor Mills Soko, Director of UCT Graduate School of Business
Date: 24 April 2018
CC: Mrs Linzee Arendse, Senior HR Practitioner
Re: **CALL FOR NOMINATIONS & APPLICATIONS FOR *AD HOMINEM* PROMOTION, MERIT AND EXCELLENCE AWARDS**

***Ad Hominem* Promotion**

Eligibility for the above in 2018 extends to all permanent members of academic staff in the Faculty. Candidates' appointments must be confirmed prior to application.

In terms of university policy on performance management processes for academic staff, an annual performance review or assessment with each staff member in the department must be conducted. As a consequence of the assessment process, members of academic staff may be nominated, or may apply for *Ad Hominem* Promotion. The details of the assessment procedures are provided in the document Performance Planning, Performance Reviews and Staff Development which can be viewed at: <http://hr.uct.ac.za/> (follow link – Human Resource Development / Performance Management Systems).

Merit and Excellence Awards

In terms of the academic remuneration policy and structure approved by Council in 2003 and the review of the agreement in 2010, academic staff may apply or be nominated for payment for academic excellence at a level above the SASP Rate. Candidates' appointments must be confirmed prior to application. Merit Awards are generally made for a two year period and Excellence Awards for a four year period, after which a renewed application / nomination must occur. In exceptional cases, the award may be for a lesser period.

Merit Awards are restricted to the ranks of Lecturer to Associate Professor who hold permanent positions. The number of awards made will be restricted to approximately 7% of the academic staff, and are thus competitive. Excellence Awards are restricted to full Professors who hold permanent positions in the Faculty. The awards are highly competitive and restricted to 3% of academic staff.

3-step Process

1. Staff who are considering applying for promotion, merit or excellence awards must complete an HR174 form and submit the completed form to the Director's Office by **15 May 2018**.
2. All prospective applicants and nominees are to provide notification of intention to apply and include the names and contact details of 3 referees. This must be sent to Mrs Linzee Arendse at Linzee.arendse@gsb.uct.ac.za by **14 May 2018**. Please note late applications will not be considered.
3. Applicants and nominees must submit a full portfolio (hardcopy and electronic copy) in confidence to the Director c/o **Ms Wendy King, Room 1.15, 2nd Floor, GSB Breakwater Campus** and an **electronic copy to Linzee Arendse at Linzee.arendse@gsb.uct.ac.za**. The portfolio must take the form of:
 - A covering letter (indicating a nomination/application for either promotion, merit or excellence award and the name and contact details of 3 referees)
 - A full curriculum vitae
 - A performance evaluation portfolio (see guidelines & criteria)
 - A completed HR174 form and HR175 form signed by the GSB Director

The above documentation must be submitted as soon as possible but not later than **7 June 2018**. Please note that **NO LATE APPLICATIONS WILL BE CONSIDERED AFTER THE CLOSING DATE**. Members of staff who have applied unsuccessfully in the past should please note that a new portfolio will be required; unsuccessful applications will not be brought forward.

If you have any queries about the process, please contact Linzee Arendse on (021) 406 1372, or e-mail linzee.arendse@gsb.uct.ac.za

A/Prof Mills Soko

Director: Graduate School of Business

Attachments:

Appendix 1: Timeline

Appendix 2: Faculty of Commerce performance guidelines and criteria 2018