



**Faculty of Commerce  
IFakalti yezoRhwebo  
Handels Fakulteit**

**Dean's Office**

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# Memo

**To: Academic Staff in the Faculty of Commerce**  
**From: Associate Professor Linda Ronnie, Dean, Faculty of Commerce**  
**Date: 18 April 2019**  
**CC: Ms Rushda Alawie, HR Practitioner**  
**Re: CALL FOR NOMINATIONS & APPLICATIONS FOR AD HOMINEM PROMOTION, MERIT AND EXCELLENCE AWARDS**

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## **Ad Hominem Promotion**

Eligibility for the above in 2019 extends to all permanent members of academic staff in the Faculty. Candidates' appointments must be confirmed prior to application. Heads of Department are required, in terms of university policy on performance management processes for academic staff, to conduct an annual performance review or assessment with each staff member in the department. As a consequence of the assessment process, members of academic staff may be nominated, or may apply, for Ad Hominem Promotion. The link to the Faculty Adhominem procedures and guidelines is as follows:

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

## **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. Such an award is generally made for period; 2 years for a Merit Award and 4 years for an Excellence Award, 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.

## **Academic performance reviews**

Each staff member should plan and review his/her activities with the Head of Department. It is recommended that this be an annual meeting. In large departments, Section Heads may carry out these reviews. The timing for this is usually mid-year, for the following calendar year. The plan and review should take place in the context of a staff member's portfolio.

[http://www.hr.uct.ac.za/hr/performance/management/academic\\_staff/performance\\_planning](http://www.hr.uct.ac.za/hr/performance/management/academic_staff/performance_planning)

### 3-step Process (Refer Appendix 1)

1. Staff who are considering applying for Adhominem promotion, Merit or Excellence awards must complete HR174 and HR175 forms and submit to their HOD by no later than **31 May 2019**.
2. All prospective applicants and nominees are to provide a letter of **Notification of intention to apply** for either promotion or award, and include the names and contact details of 3 referees. This must be sent via email to Ms Rushda Alawie at [Rushda.alawie@uct.ac.za](mailto:Rushda.alawie@uct.ac.za) by **31 May 2019**.  
Late applications will not be considered.
3. Applicants and nominees must submit a **full portfolio (Hardcopy)** by **24 June 2019**, in confidence to the Dean, c/o Ms Freda Williams, Room 2.18, 2nd Floor, Leslie Commerce Building, Upper Campus. An **electronic copy** of the full submission must also be sent to [Rushda.alawie@uct.ac.za](mailto:Rushda.alawie@uct.ac.za). Kindly email separate files clearly marked as follows:
  - Covering letter (indicating a nomination/application for either promotion, merit or excellence and contact details of 3 referees)
  - Full curriculum vitae
  - Performance evaluation portfolio (Refer to Appendix 2,3,4)
  - HR174 and HR175 forms signed by HOD

NB: Staff who have applied unsuccessfully in the past should submit a new application as unsuccessful applications will not be brought forward.

Should you have any queries about the process, contact Rushda Alawie on (021) 650 2169, or e-mail [rushda.alawie@uct.ac.za](mailto:rushda.alawie@uct.ac.za).

Yours sincerely,

**Associate Professor Linda Ronnie**  
**Dean**  
**Faculty of Commerce**

#### Attachments:

Appendix 1: Faculty Timeline

Appendix 2: Faculty of Commerce performance guidelines & criteria 2019

Appendix 3: Adhom checklist and FAQ

Appendix 4: Recommended template for portfolios