

UNIVERSITY OF CAPE TOWN

FACULTY OF SCIENCE

MEMORANDUM

From: Professor M Ramutsindela, Dean

To: All members of the Board of the Faculty of Science

13 May 2019

CALL FOR NOMINATIONS FOR *AD HOMINEM* PROMOTION, MERIT AND EXCELLENCE AWARDS

The Faculty Promotion & Remuneration Committee invites nominations and applications for promotion, merit awards or excellence awards from academic staff in the Faculty of Science. The conventional route to being considered for promotion, merit award or excellence award is through nomination by one's Head of Department. Nevertheless, an eligible staff member retains the right to apply, even if that staff member has not been nominated by his or her Head of Department. Please note that only permanent staff who have been confirmed in their appointment may be considered for promotion, merit or excellence awards.

Attached are documents that give details of the procedures to be used in the 2019 assessment of staff for (a) Ad Hominem promotion, (b) Merit Awards or (c) Excellence Awards, including details of the Faculty Committees and Working Groups that are relevant to the processes. HR174 and HR175 forms should be completed for each nominee for one of (a) through (c) below.

- (a) Promotion: Permanent Staff on academic conditions of service at the rank of Assistant Lecturer through Associate Professor, or Research Officer through Chief Research Officer, are eligible to apply for promotion.
- (b) Merit Awards: Nomination or application for Merit Awards are restricted to the ranks of Lecturer through Associate Professor. The number of awards made will be restricted to approximately 7% of the academic staff, and are thus competitive.
- (c) Excellence Awards: Nominations or applications for Excellence Awards are restricted to full Professors in the Faculty. The awards are highly competitive and restricted to ~3% of academic staff.

The deadline for receipt of applications and nominations is **Friday 28 June 2019**. No late applications will be considered. The deadline for receipt of referees' reports is **Friday 19 July**

2019. Applicants for promotion to Full Professor will be expected to attend an interview on **12 or 15 August 2019 and must be available.**



Professor Maano Ramutsindela
Dean
Chair, Science Faculty Promotion and Remuneration Committee

Attachments:

1. Procedures for Ad Hominem Promotions, Merit and Excellence Awards
2. Points System for the Performance Assessment of Academic Staff
3. Portfolio guidelines
4. Summary sheet