# Appendix A: Template for Summary CV

**FACULTY OF ENGINEERING & THE BUILT ENVIRONMENT**

**PROMOTION AND REMUNERATION COMMITTEE**

**SUMMARY INFORMATION SHEET TO BE COMPLETED BY CANDIDATES**

Please fill information in where appropriate on this form. If you have no information for a particular category, enter “Not Applicable”. Where appropriate, and where not indicated otherwise, information should be provided for the **PRECEDING FIVE** year period. Where promotion to Professor is sought, this should be extended to a **SEVEN** year period.

**1. Personal Details**

|  |  |
| --- | --- |
| Name: | Department: |
| Employment history at UCT | |
| Position: | Period of appointment: |

**2. Performance Summary**

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| --- |
| **2.1 TEACHING** |

**2.1.1 Teaching Load Over the period of review. (You may wish to cut-and-paste your submissions for the Workload Analysis for this purpose.)**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Year | Course Code | Lecture Hours | Tutorial Hours | Practical Hours | Field Trip Hours | Projects | Total |
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***Note:*** Course Assessments (data, not assessment forms), should be provided as an attachment.

**2.1.2 Masters students registered**

|  |  |  |
| --- | --- | --- |
| Name: | Supervisor(s): | Year/date of registration: |
|  |  |  |
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|  |  |  |
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**2.1.3 Masters students graduated**

|  |  |  |
| --- | --- | --- |
| Name: | Supervisor(s): | Year/date of registration: |
|  |  |  |
|  |  |  |

**2.1.4 PhD students registered**

|  |  |  |
| --- | --- | --- |
| Name: | Supervisor(s): | Year/date of registration: |
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**2.1.5 PhD students graduated**

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| --- | --- | --- |
| Name: | Supervisor(s): | Year/date of registration: |
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**2.1.6 Other Notable Achievements**

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| **2.2 RESEARCH** | |
| NRF Rating: |  |

**2.2.1 Publications over the period of review**

***Journals***

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Journal and year of publication | Impact Factor | Number of Authors | Contribution to the paper | Title of Paper |
|  |  |  |  |  |
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***Peer-Reviewed Conference Proceedings***

|  |  |  |
| --- | --- | --- |
| Title of Conference Proceedings & Year | Title of Paper | Authors |
|  |  |  |
|  |  |  |
|  |  |  |

***Other research outputs (cf. Appendix B for other types)***

|  |  |  |
| --- | --- | --- |
| Type of Research Output | Authors | Details of Peer-Review |
|  |  |  |
|  |  |  |
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| --- | --- | --- | --- | --- |
| ***Books:*** | | | | |
| Title and authors | | | Publisher | Date |
|  | | |  |  |
|  | | |  |  |
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| **2.2.2 Funding Record over the period of review:** | | | | |
| Grant | Monetary value | Collaborators | | |
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* + 1. **Invitations to local and international conferences**

Name, place and date of conferences, attended in the last two years:

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| --- |
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|  |
| Number of local conferences attended in last five years: |
| Number of international conferences attended in last five years: |

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| **2.3 ADMINISTRATION** |

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| --- | --- | --- |
| **2.3.1 Programme Convener (last five years)** | | |
| Year | Programme | Number of students |
|  |  |  |
|  |  |  |
| **2.3.2 Departmental Duties (last five years):** | | |
|  | | |
|  | | |
| **2.3.3 Faculty Committees (last five years):** | | |
|  | | |
|  | | |
| **2.3.4 University Committees (last five years):** | | |
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| **2.3.5 National/International Committees (last five years):** | | |
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| **2.3.6 Other:** | | |
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| **2.4 SOCIAL RESPONSIVENESS (INCLUDING CONTRIBUTIONS TO INDUSTRY OR THE PROFESSION, PUBLIC SERVICE OR ENGAGED SCHOLARSHIP)** |

Please provide a detailed demonstration of your contributions to one (or more) of the following categories. Before doing so, please refer to the definitions and guidelines on pages 20 and 21.

|  |  |  |
| --- | --- | --- |
| **2.4.1 Contributions to industry or the profession:** | | |
|  | | |
|  | | |
| **2.4.2 Contributions to the formulation of state policies and frameworks:** | | |
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| **2.4.3 Contributions to the provision of services *for* the public sector and/or civil society and/or industry (including innovations, systems development or community outreach):** | | |
|  |  | |
|  |  | |
| **2.4.4 Engaged scholarship *with* the public sector, industry or civil society constituencies for the purpose of coproducing knowledge:** | | |
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| **2.4.5 Information dissemination in the public domain:** | | |
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