**Faculty**

 **Faculty of Commerce**

 **IFakalti yezoRhwebo**

 **Handels Fakulteit**

 **Dean’s Office**

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**Memo**

**To: Academic Staff in the Faculty of Commerce**

**From: Professor Suki Goodman, Dean, Faculty of Commerce**

**Re: Call for nominations/Applications for Ad Hominem, Merit and Excellence Awards 2023**

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**­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­**Dear Academic Staff in the Faculty of Commerce

**Ad Hominem Promotion**

Eligibility for the above in 2023 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#facultyprocedures>

**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.

**3-step Process (Refer to Faculty process and deadline summary attached)**

1. Staff who are considering applying for Adhominem promotion, Merit or Excellence awards must complete HR174 and HR175 forms and submit to their HOD for discussion **as soon as possible.**
2. All prospective applicants and nominees are to provide a **Letter of notification of intention to apply** for either promotion or award and are to include the names and contact details of 3 referees. This must be emailed to Rushda.alawie@uct.ac.za by **12 May 2023**.

1. Applicants and nominees must **submit all documentation below by no later than 6 July 2023**. Documentation must be emailed to Rushda.alawie@uct.ac.za. Kindly label each attachment as follows:
* Covering letter including referee information
* Full Curriculum vitae
* Performance evaluation portfolio (Refer to recommended template attached)
* HR174 and HR175 forms signed by staff member and HOD
* Teaching and Learning Summary (Refer Appendix 1)
* Research Summary (Refer Appendix 2)

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 kindly contact Rushda Alawie-HR Business Partner.

Yours sincerely,

**Suki Goodman**

Attachments:

Faculty process and deadlines 2023

Recommended template for Performance Evaluation portfolio 2023

Appendix 1: Teaching and Learning Summary template

Appendix 2: Research Summary template

Adhom checklist and FAQ