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| **ACTION** | **RESPONSIBILITY** | **DEADLINES 2023** |
| 1. Invitation to eligible academic staff to apply for Ad Hominem promotion or Merit/Excellence Awards | Dean | End April 2023 |
| 1. Staff member to complete HR174 and HR175 forms and submit to HOD for discussion | Staff member | ASAP |
| 1. Prospective applicants to submit **Notification**   **of intention to apply and supply**  **referee information via email to**  [rushda.alawie@uct.ac.za](mailto:rushda.alawie@uct.ac.za)  **CLOSING DATE FOR NOTIFICATION OF *INTENTION* TO APPLY FOR ADHOM OR AWARDS *AND* SUBMISSION OF REFEREE INFORMATION**  HR will write directly to referees  requesting referee reports. Kindly ensure that  you provide your referees with sufficient  information to enable them to write a referee  report. | Staff member | **No later than 12 May 2023** |
| 1. Full portfolios and documentation to be   submitted electronically to  [Rushda.alawie@uct.ac.za](mailto:Rushda.alawie@uct.ac.za)  **CLOSING DATE FOR *SUBMISSION OF ALL DOCUMENTATION.* LATE SUBMISSIONS WILL NOT BE CONSIDERED**    Documentation must be clearly labelled as  individual files as follows:     * Covering letter including referee information * Full Curriculum vitae * Performance evaluation portfolio (Recommended template attached) * HR174 and HR175 forms signed by staff member and HOD * Teaching & Learning Summary (Refer Appendix 1) * Research Summary (Refer Appendix 2) | Staff member | **No later than 6 July 2023** |
| 5a) Scholarship reviewer information to be obtained  (applicable to the College of Accounting)  5b) Documentation prepared for Committee | Human Resources  Human Resources | June-July 2023 |
| 6) Faculty (internal) Preliminary Promotion and  Remuneration Committee meeting | Faculty FPRC | 27 July 2023 |
| 7) Faculty Promotion and Remuneration Committee  (FPRC Meeting) FINAL | Chair of FRPC | 31 August 2023 |
| 8) Recommendations to Vice-Chancellor / Council | Chair of FRPC | September 2023 |