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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**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 **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 ResourcesHuman 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 |