

UNIVERSITY OF CAPE TOWN
FACULTY OF HUMANITIES

**AD HOMINEM PROMOTION, EXCELLENCE AND MERIT AWARDS
2023**

DOCUMENTS TO BE SUBMITTED WITH APPLICATIONS 2023

APPLICATION FOR AD HOMINEM PROMOTION

(ALL DOCUMENTS TO BE EMAILED TO HUMHR.DEAN@UCT.AC.ZA AS 1 PDF DOCUMENT PER CATEGORY BELOW):

Note: applicants might find the 'Humanities Promotions Template' a useful guide on how to present information to the committee.

Category 1 (Administrative documentation – including Leadership and Administration information):

1. Completed Application form
2. Letter of motivation (maximum 3 pages), in which you summarise the strength of your portfolio in all 4 categories
 - Your research focus and contributions to research.
 - Your teaching philosophy and innovations.
 - Your contribution to Leadership and Public Service.
 - A strong motivation letter would demonstrate the links between the 4 categories under evaluation and highlight a coherent academic profile and career trajectory.
3. Completed forms HR174 and HR175
4. Full Curriculum Vitae (including information on Research outputs)
5. **The CV must be formatted according to the requirements set out below (see page 2).**
6. Submission of any additional/relevant Leadership and Administration information

Category 2 (Teaching portfolio):

1. A 500-700 word statement on teaching and learning that includes evidence of a teaching philosophy, pedagogical approach, and innovation
2. Copies of teaching materials and evaluations (e.g. course outlines and assessment tasks);
3. Completed Teaching and Supervision Profile document, providing details of teaching in the previous four semesters, plus a brief summary of teaching done since date of appointment or last promotion
4. Course evaluations (for each course taught) using the VULA on-line evaluation facility
5. Course outlines and assessment tasks set by the candidate for a representative sample of courses taught

Category 3 (Research portfolio):

1. A 500-700 word statement on your research that highlights **your top 3 pieces of work**
2. Submission of relevant supporting research documentation eg. books, articles, publications, creative outputs, reviews, citations, commentary, etc

Category 4 (Public and Professional Service portfolio):

Submission of relevant Professional Service/Social Responsiveness information

NB: Kindly ensure that you prepare hard copy submissions of any research documentation/outputs (e.g. books, creative outputs etc). The committee will contact you to make arrangements for handover of the material as required.

Please note that it is the responsibility of the applicant to submit all relevant documentation to the committee for consideration.

APPLICATION FOR EXCELLENCE OR MERIT AWARD

(ALL DOCUMENTS TO BE EMAILED TO HUMHR.DEAN@UCT.AC.ZA :

1. Letter of up to two pages which clearly states the basis upon which the application for an Excellence/Merit Award is made
2. Completed Application form
3. Completed forms HR174 and HR175
4. Curriculum Vitae (including information on Research outputs, using format described below)
5. Teaching portfolio (1 pdf):
 - (i) Completed Teaching and Supervision Profile document, providing details of teaching in the previous four semesters, plus a brief summary of teaching done since date of appointment or last promotion
 - (ii) Course evaluations (for each course taught) using the VULA on-line evaluation facility
 - (iii) Course outlines and assessment tasks set by the candidate for a representative sample of courses taught
6. Research portfolio (1 pdf):
Submission of relevant supporting research documentation eg. books, articles, publications, creative outputs, reviews, citations, commentary, etc.

Kindly ensure that you prepare hard copies any research material in support of your application. The committee will contact you at an appropriate time to arrange handover if required.

FORMAT FOR LISTING RESEARCH OUTPUTS

The following format should be used in listing research outputs in the CV:

- Research focus
- Monographs
- Edited collections
- Peer reviewed journal articles
- Book chapters
- Non-peer reviewed journal articles
- Published conference proceedings
- Unpublished conference proceedings
- Keynote addresses
- Other evidence of research impact – grants, networks etc
- Exhibitions/installations
- Catalogues
- Performances
- Directions/arrangements
- Musical compositions
- Choreographed work