

UNIVERSITY OF CAPE TOWN

FACULTY OF HUMANITIES

INVITATION TO APPLY FOR
AD HOMINEM PROMOTION,
EXCELLENCE AND MERIT AWARDS
2023

All staff considering an application for *Ad Hominem* Promotion are advised to approach the Dean for advice on whether the application is appropriate. The Dean and/or up to three advisors selected from members of the Faculty Promotion and Remuneration Committee will consider the curriculum vitae of the potential applicant and advise whether the requirements for promotion are likely to be met. Such advice is not a guarantee of either the success or failure of an application, as the Dean and his advisors will not have had access to referees' reports, the research and teaching portfolios, the Head of Department's input, nor the input of the full Committee. The request for advice, and the advice given, will be treated in strict confidence. Such advice is intended to caution applicants against ill-advised applications which so often lead to disappointment. Regardless of the advice of the Dean and his advisors, any member of staff who qualifies to do so may submit their application to the Committee for full consideration.

Eligibility: Eligibility for *Ad Hominem* Promotion, Excellence and Merit Awards - extends to all permanent and T2 (minimum service of 3 years) members of the academic staff in the Faculty.

Please note -

- The appointment of candidates for *Ad Hominem* Promotion must be confirmed prior to application, but exceptional candidates in the final year of their probation may also be considered.
- Members of staff promoted previously are normally required to wait at least two years before applying again.
- Members of staff who have applied unsuccessfully in one year are normally required to wait at least two years before applying again.

Nomination: A member of the academic staff may be nominated by his/her Head of Department for *Ad Hominem* Promotion, or Excellence or a Merit Award. Alternatively, members of the academic staff of the Faculty may nominate candidates for *Ad Hominem* Promotion. Such nominations must be signed by at least two members of the same or higher rank to which promotion is sought. The **intention to nominate** a candidate – stating clearly to which rank - should be sent to HUMHR.Dean@uct.ac.za **by Friday 9 June 2023**. **Late nominations will not be accepted.**

Application: A staff member has the right to apply for *Ad Hominem* Promotion or Excellence or a Merit Award, irrespective of whether or not they are nominated. The **intention to apply** should reach the Dean's Office via email i.e. HUMHR.Dean@uct.ac.za **by Friday 9 June 2023**. **Late applications will not be accepted.**

Referees (*Ad Hominem* nominations/applications only): The names (including titles and departments/universities to which they are affiliated) and email addresses of **three referees** (or, in the case of application for promotion to the rank of Professor, **five referees**, at least two of which must be international), should be sent to HUMHR.Dean@uct.ac.za **by Friday 9 June 2023**.

Submission: In order to allow adequate time to fully evaluate applications/nominations, **portfolios** should be submitted via email to: HUMHR.DEAN@UCT.AC.ZA) **no later than Friday 7 July 2023** in the format outlined in the "**2023 Document Requirements**" that will be included in the call for applications.

Annual performance review: Staff applying for *Ad Hominem* Promotion or Excellence or a Merit Award will need to ensure that both HR174 and HR175 forms are fully completed.

Previous applications and documentation: Members of staff who have applied unsuccessfully in the past should note that a new application would be required; unsuccessful applications will not be brought forward. However, referees' reports may be brought forward from the previous application (within the last three years), on request.

If you have any queries about the content of this document, please contact me at extension 4388 or email me at gavin.matthee@uct.ac.za.

Gavin Matthee
HR Business Partner