

**FACULTY OF HUMANITIES
FACULTY PROMOTION AND REMUNERATION COMMITTEE
2023 TIMELINE FOR ADHOMINEM PROMOTION, EXCELLENCE AND MERIT AWARDS**

	DATE	ACTION
(1)	Monday, 22 May	Invitation to apply for <i>Ad Hominem</i> promotion, Excellence and Merit Awards distributed to academic staff
(2)	Friday, 9 June * LATE NOTIFICATION OF INTENTION TO APPLY WILL NOT BE ACCEPTED	Prospective applicants to provide : (i) notification of intention to apply (ii) referee details (not required for Excellence or Merit Awards) to humhr.dean@uct.ac.za (subject line: 2023 Promotion: intention to apply) HODs applying for Ad Hominem promotion, or Excellence or Merit Awards, to contact the Dean.
(3)	Friday, 7 July	(i) Full applications to be emailed to the Dean's Office (HUMHR.DEAN@UCT.AC.ZA) (ii) ***MEETING OF ADHOM COMMITTEE*** 14:30 to 16:00 Preliminary meeting to establish sub-committees to assess candidates
(4)	From Friday, 14 July	Documentation available for review by Committee members in the Dean's Office and on Vula
(5)	Friday, 4 August 09:00 – 17:00	***MEETING OF ADHOM SUB-COMMITTEES*** • Interviews of HODs/candidates where necessary (candidate to indicate preference) - followed by further discussion. Sub-committee to consider candidates for Excellence and Merit Awards
(6)	Thursday 17 and Friday 18 August 09:00 – 17:00	***MEETING OF FACULTY ADHOM COMMITTEE*** Discussion of applications for <i>Ad Hominem</i> promotion
(7)	Wednesday, 30 August	Information sent to external members i.e., DVC and two Deans from other faculties
(8)	Wednesday, 6 September 09:00 – 16:30	***MEETING OF ADHOM COMMITTEE*** Final meeting: extended committee
(9)	To be determined	Recommendations for Ad Hominem promotion, Excellence and Merit Awards to Vice-Chancellor for approval
(10)	October/November	Applicants advised of outcomes.

*** Please note that late notification of intention to apply (i.e., after 9 June 2023) will NOT be accepted.**