

**FACULTY OF HUMANITIES  
FACULTY PROMOTION AND REMUNERATION COMMITTEE  
2025 TIMELINE FOR ADHOMINEM PROMOTION**

	DATE	ACTION
	12 March 2025	Academics from the Performing & Creative Arts (PCA) are invited to attend an Ad Hominem Promotions workshop for PCA departments. The workshop will cover presentation of portfolios.
	10 April 2025	Workshop on Ad Hominem process (all academics)
(1)	Thursday, 1 May	<b>Invitation to apply</b> for <i>Ad Hominem</i> promotion, distributed to academic staff
(2)	Up to Fri, 30 May <b>* LATE NOTIFICATION OF INTENTION TO APPLY WILL NOT BE ACCEPTED</b>	<p>Prospective applicants to <b>provide</b>:</p> <p>(i) <b>notification of intention to apply</b></p> <p>(ii) <b>referee details</b> to the <b>Dean's Office</b> (<a href="mailto:HUMHR.DEAN@UCT.AC.ZA">HUMHR.DEAN@UCT.AC.ZA</a>) – subject line <b>notification of intention to apply</b> [name of applicant]</p> <p><u>NB: It is the applicants' responsibility to inform their referees that they are being nominated to serve (it is our strong recommendation that candidates send their portfolios to the referee to assist with the report writing).</u></p> <p><i>HODs applying for Ad Hominem promotion to contact the Dean.</i></p>
(3)	Mon, 23 June	<p>(i) <b>Full applications</b> to be emailed to the <b>Dean's Office</b> (<a href="mailto:HUMHR.DEAN@UCT.AC.ZA">HUMHR.DEAN@UCT.AC.ZA</a>)</p> <p>(ii) <b>***MEETING OF ADHOM COMMITTEE***</b> 14:30 to 15:30</p> <p><b>Preliminary meeting</b> to establish sub-committees to assess candidates</p>
(4)	From Mon, 30 June	Documentation available for review by Committee members in the Dean's Office and on Vula/Teams
(5)	Mon 14 July to Fri 25 July	<p><b>***MEETING OF ADHOM SUB-COMMITTEES***</b></p> <ul style="list-style-type: none"> <li><b>Interviews of HODs/candidates where necessary</b> (candidate to indicate preference) - followed by further discussion</li> </ul>
(6)	Thurs 31 July and Friday 1 Aug 09:00 – 17:00	<p><b>***MEETING OF FACULTY ADHOM COMMITTEE***</b></p> <p><b>Discussion of applications</b> for <i>Ad Hominem</i> promotion</p>
(7)	Wed, 13 August	Information sent to external members i.e. DVC and two Deans from other faculties
(8)	Friday, 22 August 09:00 – 16:30	<p><b>***MEETING OF FULL ADHOM COMMITTEE***</b></p> <p><b>Final meeting: extended committee</b></p>

<b>(9)</b>	To be determined	Recommendations for Ad Hominem promotion to Vice-Chancellor Recommendations for Excellence and Merit Awards to Deans' Committee
<b>(10)</b>	October/November	Applicants advised of outcomes Feedback to unsuccessful applicants

**\* Please note that late notification of intention to apply (i.e. 30 May 2025) will NOT be accepted.**