



MEMO

To: All permanent academic staff in CHED
From: Associate Professor Kasturi Behari-Leak, Dean (CHED)
Date: Monday 12 May 2025
Cc: Alison Tomlinson
Subject: Performance Reviews, Ad Hominem Promotion and Excellence Awards for Academic staff for 2025

Performance Reviews, Ad Hominem Promotion and Excellence Awards for CHED Academic Staff for 2025

1. Performance Reviews for all academic staff

The Standard Academic Salary Package (SASP) performance assessment system includes a four-year review cycle. The current cycle began in January 2023 and ends in December 2026. During the cycle:

- **Formative discussions** must occur in years 1 and 3.
- **Formal performance reviews** must occur in years 2 and 4.

We are currently in **Year 3**, and **formative discussions are required**.

Staff intending to apply for *ad hominem promotion*, or an *excellence award*, must complete a formal performance review discussion. Staff with identified performance issues or support needs must also participate. All other academic staff are encouraged to complete the [HR174 form](#) and submit it to hrformschedhrpb@uct.ac.za. [HR175 forms](#) must be completed and signed off by the relevant HOD or Director.

Deadline for performance discussions: Friday, 7 November 2025

2. Process / Eligibility for Ad Hominem Promotion

CHED academic staff on **permanent conditions of service** may apply for:

- **Ad Hominem Promotion**
- **Excellence Award** (Professors)

**Please note that applications for Merit Awards will not be considered in this cycle. This aligns with the decision to remove the budget for performance awards in line with current institutional priorities. For further context, please refer to the communication from the CFO regarding the Council-approved general operating budget. Link here*

<https://www.news.uct.ac.za/article/-2025-02-26-update-on-the-2025-council-approved-general-operating-budget>



Staff can also be **nominated** by HODs, Directors or Unit Heads. All applicants and nominees must have their performance reviewed as part of the process.

Eligibility is based on:

- Exceptional performance in the applicant's current role.
- Demonstrated impact across CHED's four performance categories: Teaching & Learning, Research, Leadership & Administration, and Social Responsiveness.

3. Nomination

Nominations may be initiated by HODs, Directors, or unit heads. All nominations require:

- A completed HR174 form.
- A curriculum vitae.
- Confirmation of referees.

4. Application

Applications must include:

- Completed application form ([HR174](#) & [HR175](#)).
- Academic CV with 3–5 referees.
- A comprehensive portfolio of evidence (see Section 8).

Naming conventions:

- 2025_CHED_ADHOM_NAME_SURNAME_APPLICATION FORM
- 2025_CHED_EXCELLENCE_NAME_SURNAME_APPLICATION FORM

5. Composition of the CHED Promotion and Remuneration Committee

We are in the process of seeking approval for a reconstituted internal ad hominem committee and will once necessary Faculty Board approval has been received share this with the Faculty.

6. Submission Instructions

Action	Deadline	Recipient	Notes
Submit Intention To Apply form, HR174, and CV	Monday, 26 May 2025	ched2025adhom@uct.ac.za	Initial intention to apply
Submit full application and portfolio	Monday, 30 June 2025	ched2025adhom@uct.ac.za	Final version in a single PDF file

7. Referees

Applicants must list:

- **At least 3 referees** for all applications
- **5 referees** are required for applications to Professor (**at least two from respected, international external referees**)

Please ensure that you complete the Referee Contact Details and Information Form (Annexure Three)

Referees should match the rank applied for in terms of standing:

Rank Applied For	Referee Requirement
Lecturer	National standing
Senior Lecturer	National standing
Associate Professor	Emerging international standing
Professor	Strong international standing

Applicants **must** please ensure that the referees have agreed to serve as their referee, have received a copy of their latest CV and that they are advised to expect an email from Alison Tomlinson, the HRBP for CHED, requesting the confidential referee report and advising on the timeline for their submission.

8.1 Portfolios

Portfolios must be curated carefully and include:

- Table of contents with clickable links
- Completed application form
- One-page evaluative statement
- Academic CV
- Narrative of achievements (max 20 pages)
- Publications table with accessible links (for applicable applicants)
- Completed HR174 and HR175 forms – Applicants to please ensure that they complete the self-scoring/ ranking against CHED criteria
- Appendices: selected evidence of achievements



8.2 Applicants are encouraged to attend a Portfolio Curation and Framing Workshop, the details of which will be shared in due course.

9. Documents

The following documents are essential for both your intention to apply process and final submission:

- [HR174 form](#)
- [HR175 form](#)
- Intention to Apply Application Form (**Annexure Two**)

10. Annexures and UCT links for use during the application process

- **Annexure One:** Timeline for 2025 Process
- **Annexure Two:** Intention to Apply Form
- **Annexure Three:** Referee Contact Details and Information Form
- **Annexure Four:** CHED Criteria and Scoring Guidelines Document for Ad Promotion and Academic Excellence Awards

UCT HR Information:

- [Performance Management – Academic Staff](#)
- [Promotion Guidelines – Academic Staff](#)

If you require support or have questions, please contact Alison Tomlinson (HRBP) – alison.tomlinson@uct.ac.za

We look forward to your participation in this important recognition process.

Kind regards,

Onwards and upwards.

A handwritten signature in red ink that reads 'Kasturi'.

Associate Professor Kasturi Behari-Leak
Dean, Centre for Higher Education Development

Associate Professor Kasturi Behari-Leak
Dean, CHED
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