

UNIVERSITY OF CAPE TOWN

FACULTY OF HUMANITIES

AD HOMINEM PROMOTION
2025

DOCUMENTS TO BE SUBMITTED WITH APPLICATIONS 2025

APPLICATION FOR AD HOMINEM PROMOTION

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

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. Checklist for Promotion Applications
3. 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.
4. Completed forms HR174 and HR175
5. Full Curriculum Vitae (including information on Research outputs)
6. **The CV must be formatted according to the requirements set out below (see page 2).**
7. 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.**

For performing and creative arts this statement set out the following:

- The overview of the output: a brief outline of the background information relevant to the output.
- The conceptual and scholarly framework in which it should be heard or viewed.

- Locate the output within the discipline and demonstrate the contribution to new knowledge.
2. Submission of relevant supporting research documentation eg. books, articles, publications, creative outputs, reviews, citations, commentary, etc

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.

Category 4 (Public and Professional Service portfolio):

Submission of relevant Professional Service/Social Responsiveness information

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

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