

## HUM Checklist for Ad Hominem Promotion Applications

Please tick	Checklist of documents to include for promotion applications (Applicants are free to include additional relevant documents not listed here)
Category 1: Leadership and administration portfolio	
	Application Form
	Letter of motivation
	HR 174 & HR 175 with scores and signed by applicant and HOD
	Curriculum Vitae in correct format
Category 2: Teaching and Learning portfolio	
	500–700-word teaching and learning statement
	Teaching & supervision profile form
	Course outlines including assessment tasks
	Course evaluations (with highlights/explanatory document)
	External examiner reports, references/reports from students, colleagues, CHED (optional)
Category 3: Research portfolio*	
	500-700 research statement
	3 preferred pieces of work
	Reviews of the applicant's books and creative works (when available)
	Libraries report on impact (optional)
Category 4: Public and Professional Service	
	Any relevant documentation

\*Research and creative outputs can be submitted separately where appropriate