

# Application/Nomination Checklist

An application or nomination requires the submission of **two files** with the following in each file:

File A	File B
<p>The applicant submission document in the standard format (App A) with <i>all sections completed</i>.</p> <p>This should include the <b>completed HR 174</b> form in Section 2 of the portfolio template: <a href="http://forms.uct.ac.za/">http://forms.uct.ac.za/</a></p>	<p>The completed HR 175 form <a href="http://forms.uct.ac.za/">http://forms.uct.ac.za/</a></p> <p>The names and email addresses of three (3) contactable referees.</p> <p>Notes:</p> <ol style="list-style-type: none"><li>1. Applicants must indicate their relationship with each referee and the reason for their nomination.</li><li>2. Applicants are required to ensure that the referee has been alerted and has been sent a copy of the completed portfolio in the standard format.</li><li>3. The Faculty Office will contact the referees for a report.</li><li>4. In applying for promotion to Associate Professor or Professor, at least some of the referees should be from outside South Africa. The University has agreed that the Committee may reserve the right to approach independent referees where necessary.</li></ol>