



**Dean: Faculty of Science**

INTloko: iFakalthi yeziFundo zeNzululwazi

Dekaan: Fakulteit Natuurwetenskap

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**MEMORANDUM**

From: Professor Hussein Suleman, Dean  
To: All members of the Board of the Faculty of Science  
Date: 26 April 2024

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**CALL FOR NOMINATIONS FOR *AD HOMINEM* PROMOTION, MERIT AND EXCELLENCE AWARDS**

The Faculty Promotion & Remuneration Committee invites nominations and applications for promotion, merit awards, and excellence awards from academic staff in the Faculty of Science. The conventional route to being considered for promotion, merit award, and excellence award is through nomination by one's Head of Department. Nevertheless, an eligible staff member retains the right to apply, even if that staff member has not been nominated by the Head of Department. Please note that only permanent staff who have been confirmed in their appointment may be considered for promotion, merit, and excellence awards.

Attached are documents that give details of the procedures to be used in the 2024 assessment of staff for (a) Ad Hominem promotion, (b) Merit Awards, and (c) Excellence Awards, including details of the Faculty Committees and Working Groups that are relevant to the processes. HR174 and HR175 forms should be completed for each application/nominee for one of (a) through (c) below.

- (a) Promotion: Permanent Staff on academic conditions of service at the rank of Assistant Lecturer through Associate Professor, or Research Officer through Chief Research Officer, are eligible to apply for promotion.
- (b) Merit Awards: Nomination or application for Merit Awards are restricted to the ranks of Lecturer through Associate Professor. The number of awards made will be restricted to approximately 7% of the academic staff and are thus competitive.
- (c) Excellence Awards: Nominations or applications for Excellence Awards are restricted to full Professors in the Faculty. The awards are highly competitive and restricted to ~3% of academic staff.

Each application/nomination must be submitted in a single PDF file to Elhaam Taladia, Dean's PA. The deadline for receipt of applications and nominations is **Friday 14 June 2024**. No late applications will be considered. The deadline for receipt of referees' reports is **Wednesday 10 July 2024**. Applicants for promotion to Full Professor will be expected to attend an interview on **5 or 6 August 2024 and must be available during these dates**.

A handwritten signature in black ink, appearing to read 'H. Suleman', with a long horizontal flourish extending to the right.

**Professor Hussein Suleman**  
**Dean & Chair, Science Faculty Promotion and Remuneration Committee**

Attachments:

1. Procedures for Ad Hom Promotions, Merit and Excellence Awards
2. Guidelines for Portfolios
3. Points System for the Performance Assessment of Academic Staff
4. Summary Sheet, and
5. Dean's Note