

**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: 2 May 2025

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 2025 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: standard academic conditions of service at the rank of Assistant Lecturer through Associate Professor; or academic teaching conditions of service at the rank of Assistant Lecturer through Senior Lecturer; 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.

In 2025, the Faculty of Science began a process of updating its criteria for promotion and some changes were approved by the Faculty Board. Those changes have since been approved by Senate Executive Committee and will be published in the next Principal's Circular for ratification by Senate. It is expected that this will be finalized before the meetings of the Faculty Promotion & Remuneration Committee, so please assume that we are using the updated criteria as agreed to by the Faculty Board. In particular, note that the documentation guidelines have been updated to the new, more detailed version, the Summary Sheet has been updated to better align with the guidelines, and the category weightings and sub-minima described in the Procedures document have changed slightly. Also, as agreed at the Faculty Board meeting, no changes have been made for Research Officers.

Historically, Engaged Scholarship has been defined in terms of industrial/policy engagement but this has evolved substantially at UCT. The Faculty Promotion & Remuneration Committee already uses the broader definition of Engaged Scholarship that is aligned with Vision 2030, and which has now been encoded into the Guidelines for Applications. Other documents will be updated in the next round of revisions to the Ad Hom criteria.

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Budget constraints have also been a reality in 2025, and there have been discussions about whether or not new Merit and Excellence Awards will be made in 2025. Until and unless we receive formal communication from the university, the Faculty Promotion & Remuneration Committee will continue to make its recommendations on academic grounds to the university, as in any other year.

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 13 June 2025**. No late applications will be considered. The deadline for receipt of referees' reports is **Friday 11 July 2025**. Applicants for promotion to Full Professor will be expected to attend an interview on **30 July or 1 August 2025 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 Applications
3. Points System for the Performance Assessment of Academic Staff
4. Summary Sheet