



ANNEXURE ONE: TIMELINE FOR THE AD HOMINEM PROMOTION AND EXCELLENCE AWARDS 2025 CYCLE

2025 Timeline	Item or Action	By whom
Wednesday, 14 May 2025	2025 Invitation for applications for Ad Hominem Promotion and Excellence Awards. Closing date 30 June 2025	
	Applicants to start completing the Intention to Apply Application (ITA) form, their HR174 and final version of their extended Curriculum Vitae (including confirming the 3 to 5 referees who are to be contacted by HRBP)	Applicants and HODs
Monday, 26 May 2025	Deadline for submission of: <ol style="list-style-type: none"> 1. The Intention to Apply (ITA) Application form, 2. Completed HR174 3. Extended Curriculum Vitae (indicating confirmation of the 3 to 5 referees who are to be contacted by HRBP). <p>Applicants to ensure that these documents, in the listed order, are submitted in one combined PDF document to HR via the ched2025adhom@uct.ac.za email address.</p>	Applicants
2 June 2025 to 6 June 2025	HODs to complete the HR175. Both staff member and Line to sign off.	Staff member and Line
Friday, 13 June 2025 12h00 to 14h00	Internal Working Group (WG): Deanery and HODs to review ITA applications and HR174 forms received.	Deanery/ HODs and HRBP
Monday, 30 June 2025	Final submission date of FULL Ad Hominem Promotion portfolio to HRBP <ol style="list-style-type: none"> 1. The Intention to Apply (ITA) Application form, 2. Completed HR174 3. Completed HR175 4. Extended Curriculum Vitae 5. Application Portfolio <p>Applicants to please ensure that the above documents, in the listed order, are submitted in one combined PDF document to HR via the ched2025adhom@uct.ac.za email address by latest COB Monday, 30 June 2025.</p>	
Monday, 28 July 2025 14h00 to 16h00	Preliminary Ad Hominem Committee Meeting	Committee/Dean/HRBP
Tuesday, 29 July 2025	Aide memoire with final scores and recommendations finalised for upload to Vula.	HRBP/ Dean
Wednesday, 30 July 2025	External Committee members granted access and invited to review 2025 applications	HRBP
Wednesday, 6 August 2025	Full Ad Hom Promotion, Merit and Excellence Award Meeting	