



**Dean: Faculty of Health Sciences**  
**INTloko: IFakalti yezeNzululwazi ngezeMpilo**  
**Dekaan: Fakulteit Gesondheidswetenskappe**

Professor Willem de Villiers  
Dean

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25 July 2014

Scientific and Technical Officers  
Faculty of Health Sciences

Dear Colleague

### **AD HOMINEM PROMOTION OF SCIENTIFIC AND TECHNICAL OFFICERS**

Members of the Scientific and Technical staff in the Faculty of Health Sciences are invited to apply for ad hominem promotion if they are eligible to do so and can demonstrate that their work merits such recognition.

The procedures and guidelines for considering Scientific and Technical Officers for ad hominem promotion - as agreed between the University and the Employees' Union – are attached to guide you through the process.

To be eligible for consideration for ad hominem promotion:

- you must be appointed to a Scientific or Technical Officer post on permanent conditions of service;
- you must have performed consistently and excellently at a standard **above** the level of your current job, for at least two years.  
*(The Performance Standards Document provides guidelines of what can be expected at each Scientific Officer and Technical Officer rank).*

Applications/nominations must include:

- Nomination or application letter from yourself / HOD / senior staff member. *(Fund holders who wish to nominate permanent staff who are funded by research/non-GOB funds, must note that additional costs must be borne by the source of funding.);*
- Evidence of performance from the core areas of Teaching support, Research support and Management as appropriate for your job. *(Please use the Performance Standards Document to guide you to expected standards/outputs for the incremental level to which you are applying and complete the Performance Standards template)*
- the names and email addresses of up to three job-related referees, one of whom must be your HOD; *(Please ensure that your referees are aware of your application for ad hominem promotion and that you submit your CV and relevant documentation to them before they are contacted by the HR Department.);*

- an up-to-date CV which gives focus to the last few years or to those years since your last ad hominem promotion;
- copies of your two most recent performance evaluations;
- your current job description (completed on the latest HR191 form) as part of the operational requirements of the Department, signed by yourself and your HOD/Line Manager.

Please submit all documentation in confidence to Michael Daniels, HR Practitioner, Faculty of Health Sciences, Room 2.03, Dean's Suite, Barnard Fuller Building by **Wednesday, 27<sup>th</sup> August 2014** or sooner. Please note that no late applications can be considered.

If you have any queries regarding the process, please contact our HR Practitioner, Michael Daniels on telephone 021 406 6426 or email [michael.daniels@uct.ac.za](mailto:michael.daniels@uct.ac.za)

Yours sincerely



**Professor Wim de Villiers**  
**Dean: Faculty of Health Sciences**

Copies to                      Heads of Department  
   Department Administrator