



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

Professor Gregory Hussey
Interim Dean

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Dear Colleagues

AD HOMINEM PROMOTIONS AND MERIT AND EXCELLENCE AWARDS 2016

I write to invite you to consider applying for:

- Recognition of high achievement in the form of ad hominem promotion (in the case of Joint Medical Staff on WCG/NHLS conditions of service, the promotion will effect no change in conditions of service and will be in title only).
- Merit and Excellence Awards for your current rank (**open to staff on University conditions of service only**).

Kindly note the following:

1. Consideration of Academic staff for recognition of high achievement is carried out annually according to the processes and guidelines set out in relevant sections of the document titled *Promotions* on the University website: <http://hr.uct.ac.za/performance/promotion/academic>
 - a) For **Academic Staff**, the **Faculty of Health Sciences Guidelines** specifies assessment criteria and a scoring system with minimum and maximum weightings associated with the various categories under which the contributions are evaluated. The document is titled **Guidelines and Performance Criteria for Ad Hominem Promotion for Academic Staff 2016**. This can be found on the University website: <http://hr.uct.ac.za/performance/promotion/academic>
 - b) For **Research Officers**, the **Faculty of Health Sciences Guidelines** specifies assessment criteria and a scoring system with minimum and maximum weightings associated with the various categories under which the contributions are evaluated. This document is titled **Guidelines and Performance Criteria for Ad Hominem Promotion for Research Officers 2016** and can be found on the University website: <http://hr.uct.ac.za/performance/promotion/academic>
 - c) For **Clinical Educators**, the **Faculty of Health Sciences Guidelines** specifies assessment criteria and a scoring system with minimum and maximum weightings associated with the various categories under which the contributions are evaluated. The document is titled **Guidelines and Performance Criteria for Ad Hominem Promotion for Clinical Educators 2016** can be found on the University website: <http://hr.uct.ac.za/performance/promotion/academic>

2. Eligibility for Ad Hominem promotion

You are eligible for ad hominem promotion if:

- you are a member of the academic staff on UCT, WCG or NHLS conditions of service;
- Joint WCG or NHLS staff members need to be in permanent posts; and
- Eligible UCT academic staff may be in permanent or in T2 contract posts. If you are in a permanent post on UCT conditions of service, then you need to either have been confirmed in your appointment or in the final year of your probation. If you are in a T2 post on UCT conditions of service, you will need to be in your third year of service.



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The Faculty Promotion and Remuneration Committee will normally not consider an application for *Ad Hominem* promotion by a candidate who, on 30 June of the year of application, has been in his/her current academic rank for less than three years. An exceptional case will have to be made to the Dean by the applicant's Head of Department, at least one week in advance of the closing date for applications, in order for the application to be considered and to potentially have this rule waived.

3. Eligibility for Merit and Excellence Awards

Staff members in categories Lecturer through Associate Professor are eligible for Merit Awards. Excellence Awards are available only to Professors.

You are eligible for Merit and Excellence Awards if you are a member of the academic staff **on UCT conditions of service**. Only UCT staff members who are **permanent or in T2 contract** (in the third year of service) are eligible.

Joint Medical staff on WCG/NHLS conditions of service are not eligible for these awards.

Those staff members, whose excellence awards will be coming to an end in 2016, would have to re-apply should they wish to be considered for this award in 2017.

4. Funding Sources for Ad Hominem Promotions and Merit and Excellence Awards

Heads of Department and fund-holders who wish to nominate staff members who are funded by research/non-GOB funds for ad hominem promotion or merit awards, must note that additional costs associated with such a promotion must be borne by the source of funding.

There are three "tracks" that Research Officers can follow when considering promotion.

Track 1. Research Officers may apply for promotion to Senior Research Officer, Chief Research Officer or Principal Research Officer without taking on the title of Associate or Full Professor. Candidates following this route do not necessarily have had to have carried out any undergraduate or postgraduate teaching.

Track 2. In addition, those applying for promotion to Chief or Principal Research Officer, may **additionally apply for the personal title** of Associate Professor or Professor, in which case, additional criteria must be met. For this track, the university policy requires that at least one third of the "full academic track" teaching load will be required. Individuals carrying the title Associate Professor or Full Professor will become members of Faculty Board, and Full Professors will become members of Senate.

Track 3. If a research officer desires to be converted into the "full academic track", the applicant must refer to the separate document for *ad hominem* promotion for Academic Staff and all the criteria pertaining to such staff must be fulfilled.

5. Guidelines for applicants: nomination of referees

- i. With your application, please submit the names, position/rank, title and contact details (telephone as well as email addresses) of **five** referees whose comments will be taken into account in the promotions process (see **Faculty of Health Sciences Guideline documents** (*source indicated in point 1(a), 1(b) and 1(c) above*)).



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ii. In deciding who to nominate as your referee, please note the following:

- For promotion to Professor and Associate Professor it will strengthen your case when most of the referees are of international standing (whether these referees be based locally or overseas). Referees commenting on a candidate's clinical expertise should preferably be based locally;
- For promotion to any level it will strengthen your case if at least one referee can give clear examples of experience that demonstrate your leadership and management/administration capacity, and this person is most likely to come from within the University.
- Members of the Faculty Promotions & Remuneration Committee (FPRC) may not serve as referees for candidates under consideration for ad hominem promotion; and
- Referee reports cannot be brought forward from previous years.

iii. Referees will be approached by the Faculty HR Office and will be requested to submit confidential reports on your work. HR will provide the referees with ad hom criteria to enable them to make specific comment. With regards to your referees, please:

- Ensure that your referee has given his/her consent to play this role prior to the submission of their contact details to HR;
- Provide your referees with any documentation, such as your curriculum vitae, for the purpose of compiling a report;
- Supply the referee's correct contact details together with their title, to HR;
- Indicate why a specific referee has been chosen; and

iv. The FPRC, in consultation with you, may approach independent referees where this is considered appropriate and necessary.

b) Curriculum Vitae (CV)

Please submit your CV according to the format set out in the **Faculty of Health Sciences Guideline documents** (source indicated in point 1 (a), 1 (b) and 1 (c) above).

c) Process for submission

i. Applications and/ or nominations must be submitted **in confidence and labelled strictly confidential** to the Dean c/o Ms Alison Tomlinson, Senior HR Practitioner, HR Office, Dean's Suite, Barnard Fuller Building.

Applications/nominations must take the form of:

- An application by an individual staff member; or
- Nomination by a Head of Department; or
- Nomination by two members of the Faculty's academic staff who are of the same rank or senior to that of the nominee.

ii. A completed application will include the following:

- A completed Performance Assessment Form HR175
- A completed Summary Information Sheet
- An expanded CV, drawn up according to Faculty Guidelines
- A list of contactable referees with all the required contact details



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All of the above mentioned documents can be found on the website:
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To complete the application process, please also submit via ***confidential*** email, electronic copies of each of the above mentioned documents to the attention of Ms Alison Tomlinson on alison.tomlinson@uct.ac.za

- iii. Applications and nominations, together with all relevant documentation must be submitted ***as soon as possible but not later than Friday 22 July 2016***. Please note that **NO LATE APPLICATIONS WILL BE CONSIDERED AFTER THE CLOSING DATE**.
- iv. If you have any queries regarding the process, please contact Ms Alison Tomlinson on (tel) 021 406-6997 or (email) alison.tomlinson@uct.ac.za

When the 2016 committee has been constituted, the Faculty will be informed of the committee members *via* a Dean's Circular. I wish to take this opportunity to thank you most sincerely for your contributions to the Faculty and University and wish you every success during the year ahead.

Yours sincerely

A handwritten signature in black ink, appearing to read 'G Hussey'.

Gregory Hussey
Professor and Interim Dean

CC: Heads of Departments
Alison Tomlinson, Senior HR Practitioner, FHS