



RECOMENDATIONS FOR APPOINTMENTS AND PROMOTIONS (Academic staff)

Primary focus on Scholarly record and outputs

Junior Lecturer

- Master's degree or equivalent
- Excellent academic record and a demonstrated interest in an academic career
- Aptitude for research
- Potential to become established as a teacher and researcher
- Good communication skills in personal, class and research environments

Lecturer / Researcher

- A completed PhD degree is a strong recommendation
- In exceptional cases a Master's degree or equivalent and registration for a PhD degree will be accepted
- Excellent academic record
- Previous exposure to undergraduate teaching, supervision of post-graduate students would be a recommendation
- Becoming established as a lecturer and researcher
- Peer reviewed scientific publications in accredited journals or equivalent research outputs

Senior Lecturer / Chief Researcher

- Doctoral degree
- Continued research outputs and a continued growth in the number of peer-reviewed publications in accredited journals
- Sustained high quality performance in teaching, development of teaching material and successful postgraduate supervision
- Independent researcher who is starting to be recognized nationally in the discipline
- An NRF rating will be a strong recommendation for appointment or promotion
- Recipient of external research funding
- Involved in departmental and faculty initiatives
- Interaction with relevant industries or external institutions, nationally and internationally that results in an academic footprint

Associate Professor / Principal Researcher

- Doctoral degree
- Established as outstanding lecturer and researcher
- NRF rating
- Peer reviewed publications in accredited journals and other research outputs that has been sustained over several years, with an indication of continued growth

- External research funding
- Sustained successful MSc and PhD supervision
- Researcher with significant local recognition and some international networks
- Actively involved in departmental and faculty activities
- Interaction with relevant industries or external institutions, nationally and internationally that results in an academic footprint

Professor / Research Professor

- Doctoral degree
- Leader in innovative teaching and research
- NRF rating
- Sustained peer reviewed publications in accredited journals and other research outputs over several years
- Leader of an active and productive research group
- Proven record in supervision of successful MSc and PhD students
- Proven track record in attracting PG students and external funding
- Researcher with significant local and international recognition
- Additional academic management experience
- Reputation as a leader at both faculty and university level
- Interaction in a leadership role with relevant industries, external institutions and professional societies, nationally and internationally that result in an academic footprint

Supporting Documents

- Motivation for promotion
- Letter of Support from Departmental Chair
- Current job description and work agreement
- Current *Curriculum Vitae* include supporting documents
 - Student evaluations of all modules taught in the last two years
 - List of all PG students (and UT no) currently being supervised
 - List of all PG students (and UT No) graduated within the last 5 years
 - List of peer reviewed publications
- Two external referee reports

RECOMENDATIONS FOR PROMOTIONS (Non-Academic Support Staff)

Primary focus will be dependent on the job description, work agreement, qualifications and the motivation for the promotion

Supporting Documents

- Motivation for promotion
- Letter of Support from Departmental Chair
- Current job description and work agreement
- Current *Curriculum Vitae*

EVALUATION PROCESS FOR ACADEMIC PROMOTIONS

Function	Responsibility	Timeline
Requests forwarded to Departmental Chair with full motivation for the promotion	Individual	June
Requests prioritized per department according to the criteria provided within this document for each level of promotion. The and in line with the Personnel plans of previous years and for a five year period	Chair	July
Requests prioritized in faculty, discussed and promotions tabled	Dean	September to October
Promotions reconciled with financial allocation	Dean	November
Feedback to all Chairs on final promotion opportunities	Dean	November
Feedback to Individuals	Chairs	November
All supporting documentation provided to the Deans Office ahead of the scheduled and approved promotion opportunity	Individual	February or August
Faculty Appointments Committee will evaluate all academic promotions whilst an independent committee of HR staff will evaluate all Support staff promotion opportunities	Appointments committee or HR Committee	February, March or August September
Promotions effected after approval	ASK(S)	July or January

Faculty Priorities

1. Filling Academic positions (Where required) at an appropriate level
2. Academic promotions
3. Support promotions
4. Filling Support positions (Where required) at an appropriate level
5. New Academic positions
6. New Support positions

Considerations

1. Ensure funding to meet all current salary commitments
2. Ensure funding to meet differentiated remuneration
3. Ensure fairness
4. Reward merit

Appointments committee has a scheduled meeting every fortnight to adjudicate on promotions and provides feedback to the Departmental Chair.