

FACULTY OF SCIENCE

Guidelines for the appointment and promotion of academic staff

General comments:

This document attempts to firstly link the different academic posts to the anticipated levels of “scholarship” associated with each position. Secondly, it provides norms with respect to experience and success in teaching and thirdly, it takes into consideration input with regard to activities which collectively fall under the broad umbrella of service and community involvement. It is anticipated that in the appointment/promotion of candidates the applicant will comply with the expected standard in the majority of the criteria and will excel in several others in order to meet the requirements for promotion to a new post level. Candidates will be considered by a committee using profiles of the post level criteria as set out in the guidelines.

1. The evaluation process requires supporting documentation that must be provided to the assessment panel to assist with their deliberations. All information required in the attached form must be supplied, but the use of the CV template is optional.
2. At least two referee reports are required from peers of academic standing who are able to comment on the applicant’s suitability for promotion (with regard to subject expertise and academic status), especially for candidates on professorial level.
3. Assessments should preferably be based on several years of achievements.
4. Before promotion can be considered, the candidate must have met all the criteria of the post immediately below the promotional position.
5. Exceptional performance in academic development programmes and other service functions (while admittedly important) cannot make up for shortcomings in scholarship.
6. The evaluation/appointment panel will comprise at least one established researcher in the candidate’s area of expertise and at least one person with an established reputation in teaching excellence.
7. The NRF ratings referred to in this document are explained in more detail in the appendix.

Junior lecturer

The person appointed on this level, must be interested in an academic career.

Be in possession of an MSc degree

Have a good academic record in undergraduate and honours studies

Have a (preferably demonstrated) aptitude for research

Have good communication skills

Lecturer

The person appointed as lecturer, must clearly demonstrate the potential of becoming a subject specialist.

Be in possession of a PhD degree

Demonstrate exceptional communication skills

Have had exposure to the supervision of students

Have a good academic record

Have published some of his/her postgraduate work in recognised journals

Senior lecturer

The person appointed as senior lecturer will be in possession of a PhD degree and would normally have proven himself / herself as lecturer and his /her involvement in research is significant – independent contributions are important.

1. Research

Provides continuous recognised research output and has a growing record of publication (typically rated by the NRF as Y₂ or C)
Has preferably done post-doctoral research

2. Teaching

Proven competency as above-average undergraduate and postgraduate lecturer supported by:
positive student feedback – if available
contributions made to the development of theoretical and practical undergraduate modules
successful supervision of postgraduate students on at least MSc level

3. Service and community involvement

Involved in departmental and faculty initiatives
Initiates actions to advance the subject
Starts to be recognised in the broader subject community (e.g. involvement in subject-related societies)
Interaction with industry (or external institutions) benefits the department

Associate Professor

An Associate professor will be an outstanding lecturer as well as an active researcher who typically holds a Y₁, P, C₂ or higher NRF rating (see Appendix).

1. Research

High quality publications make up a significant proportion of the person's publication record. There has to be good evidence of a sustained publication rate that spans several years
Has an international network of colleagues
Regularly referees articles for specialist journals
Serves as an external examiner at other institutions
Is a recipient of external research funds (where applicable)

2. Teaching

Regarded by students and colleagues as an outstanding lecturer
Is proactive and the content of modules reflect current trends in the particular field; takes the lead in the development of new module and programme design
Is a successful supervisor of MSc and PhD students
Serves as an external examiner at undergraduate and postgraduate levels at other institutions

3. Service and community involvement

Active involvement in departmental administrative matters – accepts specific responsibilities
Accepts specific tasks/functions at Faculty level
Plays an important role in assisting with the integration of new staff
Enjoys recognition as a scholar in the broader academic community
Is active in professional societies

Professor

A professor is a leader in a recognised specialty both in terms of research and teaching. He/she is the authority in the department and university in a given field.

1. Research

Enjoys national and international recognition as a researcher and is typically B rated (or higher) by the NRF.

This implies that he/she:

leads an active research group that has a sustained publication record

is a referee for leading research journals

is probably a member of the editorial board(s) of journals

receives invitations to serve as session chair or keynote speaker at international congresses.

2. Teaching

Widely regarded by both students and academic colleagues as a successful presenter of his/her discipline, including the philosophical aspects thereof

Presents contemporary ideas that follow international trends in the discipline

Regularly serves as an external examiner at other universities

Has a proven record in the supervision of PhD students

3. Service and community involvement

Has a reputation for leadership and contributes positively at both faculty and university levels

Is effective in the execution of administrative tasks

Plays an important role in professional or subject-related societies

Plays an important role in promoting research beyond the confines of the University of Stellenbosch

Successful in attracting students and funding to the University

Is regularly consulted by industry, professional bodies and outside institutions as a respected leader in his/her field.

APPENDIX

NRF DEFINITIONS OF RATING CATEGORIES (JULY 2003)

The definitions of the rating categories are given below. Descriptions of sub-categories in the A, B, C and Y categories have also been indicated. The definition of research at the end of the table should be consulted to clarify the interpretation of research as indicated in the various categories.

It must be borne in mind that the peer evaluation process is intricate and not mechanistic. Ultimately the judgement of the members of the Assessment Panels and their wisdom, which has some intangible components, must be relied upon. Hence interpretation of words such as 'wide impact', 'considerable', etc. form an important part of the Assessment Panel's task in its role of assessment of reviewers' reports.

Category	Definition	Sub-category	Description
A	Researchers who are unequivocally recognised by their peers as leading international scholars in their field for the high quality and impact of their recent research outputs.	A1	A researcher in this group is recognised by all the reviewers as a leading scholar in his or her field internationally for the high quality and wide impact (i.e. beyond a narrow field of specialisation) of his or her recent research outputs.
		A2	A researcher in this group is recognised by the over-riding majority of reviewers as a leading scholar in his or her field internationally for the high quality and impact (either wide or confined) of his or her recent research outputs.
B	B Researchers who enjoy considerable international recognition by their peers for the high quality of their recent research outputs.	B1	All reviewers concur that the applicant is an independent researcher of high quality enjoying considerable international recognition with some of them indicating that he/she is a leading international scholar in the field.
		B2	Reviewers are firmly convinced that the applicant is an independent researcher enjoying considerable international recognition for the high quality and impact of his/her recent research outputs.
		B3	Most of the reviewers are convinced that the applicant is an independent researcher enjoying considerable international recognition for the high quality and impact of his/her recent research outputs.

C	<p>Established researchers with a sustained recent record of productivity in the field who are recognised by their peers as having:</p> <ul style="list-style-type: none"> produced a body of quality work, the core of which has coherence and attests to ongoing engagement with the field; and demonstrated the ability to conceptualise problems and apply research methods to investigating them. 	<p>C1</p> <p>C2</p> <p>C3</p>	<p>While all reviewers concur that the applicant is an established researcher (as described), some of them indicate that he/she already enjoys considerable international recognition for his/her high quality recent research outputs.</p> <p>Reviewers are firmly convinced that the applicant is an established researcher (as described).</p> <p>Most of the reviewers concur that the applicant is an established researcher (as described).</p>
P	<p>Young researchers (normally younger than 35 years of age), who have held the doctorate or equivalent qualification for less than five years at the time of application and who, on the basis of exceptional potential demonstrated in their published doctoral work and/or their research outputs in their early post-doctoral careers are considered likely to become future leaders in their field.</p>		<p>Researchers in this group are recognised by all or the over-riding majority of reviewers as having demonstrated the potential of becoming future leaders in their field, on the basis of exceptional research performance and output from their doctoral and/or early post-doctoral research careers.</p>

Category	Definition	Sub-category	Description
Y	<p>Young researchers (normally younger than 35 years of age), who have held the doctorate or equivalent qualification for less than five years at the time of application, and who are recognised as having the potential to establish themselves as researchers within a five-year period after evaluation, based on their performance and productivity as researchers during their doctoral studies and/or early post-doctoral careers.</p>	<p>Y1</p> <p>Y2</p>	<p>A researcher in this group is recognised by all reviewers as having the potential (demonstrated by research products) to establish him/herself as a researcher with some of them indicating that he/she has the potential to become a future leader in his/her field. (Applicants on the borderline between P and Y should be rated at this level.)</p> <p>A researcher in this group is recognised by all or the over-riding majority of reviewers as having the potential to establish him/herself as a researcher (demonstrated by recent research products).</p>
L	<p>Persons (normally younger than 55 years) who were previously established as researchers or who previously demonstrated potential through their own research products, and who are considered</p>		<p>This category was introduced to draw an increased number of researchers with potential from disadvantaged backgrounds as well as women into research. It also caters for persons previously established as researchers</p>

<p>capable of fully establishing or re-establishing themselves as researchers within a five-year period after evaluation. Candidates should be South African citizens or foreign nationals who have been resident in South Africa for five years during which time they have been unable for practical reasons to realise their potential as researchers.</p> <p>Candidates who are eligible in this category include</p> <ul style="list-style-type: none"> black researchers female researchers those employed in a higher education institution that lacked a research environment those who were previously established as researchers and have returned to a research environment. 		<p>who have returned to a research environment after periods in industry or elsewhere. Applicants must demonstrate that they could not realise the potential or sustain their research ability by virtue of a lack of a research environment, or time spent in industry, or on maternity leave, or raising a family. For candidates to qualify for this category, the employing institution must have demonstrated its financial commitment towards a development strategy for the staff member concerned.</p>
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