Cape Peninsula University of Technology
creating futures

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POLICY DEVELOPMENT FRAMEWORK

PROMOTION OF ACADEMIC STAFF

POLICY

Policy Number	**1.1.**
Date of Approval	**April 2024**
Policy Sponsor	**DVC: Learning and Teaching**
Next Review Date	**April 2027**
Approver	**Council**
Department/Unit	**DVC: Learning and Teaching** **DVC: Research, Technology Innovation and Partnerships** **Human Capital**

1. Purpose

1.1. Strategic intent

To align appointments and promotions of relevant staff with the vision, mission, and strategic plan of CPUT, in particular the demonstration of performance in the key strategic directions and the key areas of:

1.1.1 Learning and Teaching;

1.1.2 Research, Technology Innovation and Creative Scholarship;

1.1.3 Community engagement and partnerships;

1.1.4 Leadership, Management, and Administration.

1.2. Operational intent

It is the intention of this policy to:

1.2.1. promote academic excellence and acknowledge high standards of scholarly activity; community, government, and industrial engagement; and leadership. This policy provides a mechanism and promotional criteria to manage the appointment and promotion of academic and related staff involved in scholarly activity.

1.2.2. encourage Academic staff and staff involved in scholarly activity to pay regard not only to the development of new knowledge and innovations by way of research as part of their academic responsibilities, but also the transfer of the knowledge /research and impact to various stakeholders.

2. Scope

2.1. Institutional Scope

2.1.1. This policy addresses academic promotion/s to the following ranks:

- Senior Lecturer
- Associate Professor
- Full Professor

2.1.2. This policy applies to all academic staff and/or staff engaged in scholarly activity.

2.2. Individual Scope

2.2.1. This policy applies to permanent academic staff and/or staff engaged in scholarly activity who have been employed at CPUT for at least two years; and to staff on fixed-term contracts (FTC) of two years or longer who have been at CPUT for two years or more.

2.2.2. In instances where an employee is appointed in an FTC post that is later converted to a permanent post, the total period of employment at CPUT is considered when determining the two-year minimum period.

3. Objective (s)

The objectives of this policy are to:

3.1. acknowledge, guide and recognise academics and staff involved in scholarly activity over the preceding five years

3.2. ensure fairness, consistency, and strategic alignment in the promotion of relevant CPUT staff as outlined in the Scope of the Policy.

3.3. promote CPUT as an employer of choice to prospective employees and current employees.

3.4. promote the highest-calibre academics involved in activities related to Learning and Teaching; Research, Technology Innovation and Creative Scholarship; and Community, Industry and Government engagement.

4. Policy Principles

4.1. General

4.1.1. A promotion is based on the employee's personal performance and professional excellence over the preceding five years.

4.1.2. Promotion may be made with the consideration of financial sustainability and may thus be limited by available budgets.

4.1.3. In certain cases, promotion may be noted by rank and not necessarily linked to monetary increase.

4.1.4. All processes of promotions shall be conducted, and the assessment and decisions shall be made, according to the principles of equal opportunity and in a fair manner.

The promotion decision shall be based on scholarly activity, academic achievements, and contributions to the community, industry, profession, and University service according to the CPUT requirements outlined in this Policy.

4.1.5. A candidate may not make applications for two ranks simultaneously (e.g. for Associate Prof and Full Prof).

4.1.6. Should candidates apply for promotion to two ranks or more above their present rank (e.g. from Lecturer to Associate Prof), they will only be considered for the rank they applied for. If they are unsuccessful, they will remain in their current position at the time of application and will not be considered for a lower rank than what they applied for.

4.1.7. An employee on probation whose appointment has not yet been confirmed will not be considered for promotion.

4.2. A**pplication processes and procedures** (Refer to Appendix A for the process flow diagram)

4.2.1. The Human Capital (HC) Department will put out the call for applications and will specify the manner/ method of submission.

4.2.2. All applications must include:

4.2.2.1. a cover letter written by the candidate in motivation of the promotion. The cover letter should direct the relevant promotions committee to the candidate's achievements in relation to the relevant criteria and highlight relevant elements of the Curriculum Vitae (CV);

4.2.2.2. the candidate's full CV in the prescribed format, with a clear focus on information relevant to the categories for the specific rank (Appendix B);

4.2.2.3. portfolio(s) of evidence that cover(s) all the criteria for the respective ranks (Appendices D, E & F).

4.2.2.4. In accordance with the CPUT's Policy on Plagiarism, all applicants are required to include the following declaration at the end of their motivation letters:

I, ……., hereby declare that no aspect of my application has been plagiarised in any way. The evidence presented is a reflection of my own work.

…… ……

Signature of candidate Date

4.2.3. Should the candidate not comply with the requirements in section 4.2.2 the application will be deemed incomplete and ineligible for consideration.

4.2.4. All application documentation must be submitted by the advertised deadline.

4.3. Minimum Requirements for Promotion and weighting applicable for different ranks.

4.3.1 The criteria for the different ranks are outlined in **Appendices D-F**,

4.3.2 Appendix D: Promotion Requirements for Senior Lecturer

4.3.3 Appendix E: Promotion Requirements for Associate Professor

4.3.4 Appendix F: Promotion Requirement for Full Professorship

4.3.5 and the **qualifying criteria** for promotion are listed below:

	Category 1	Category 2	Category 3	Category 4	Total weighted score	Minimum total weighted score required for promotion	Sub-minimum
Rank	**Weighting for Learning and Teaching**	**Weighting for Research & Creative scholarship**	**Weighting for Engagement**	**Weighting for Leadership, Management & Administration**			
Senior Lecturer	50	30	10	10	100	60	Must score a minimum of 30% in all categories. Must also score 50% in either Category 1 or 2;
Associate Professor	30	50	10	10	100	75	Must score a minimum of 30% in all categories. 50% in both categories 1 and 2
Professor	30	50	10	10	100	80	Must score a minimum of 40% in all categories. 80% in Category 2

4.4. Review Procedures

4.4.1. Deans are required to set up a Faculty Committee to evaluate the applications in their Faculty against the set criteria prior to the meeting of the relevant institutional promotions committee.

4.4.2. The Faculty Committee should consist of the Dean; Assistant Dean/s; and at least one Faculty Coordinator (i.e. for L&T, Research & Innovation, or Community Engagement & WIL). At least one member must be higher than the rank of application for Senior Lecturer; and at least one full Prof for Associate Prof and Full Prof application. The Human Capital Business Partner must attend as an observer for guidance.

4.4.3. The committees in academic support units and entities should consist of the line manager in charge of the unit (i.e. the Director or relevant person); the Deputy Director (if applicable); and at least one person higher than the application for Senior Lecturer and Associate Prof and at least one Full Prof for a Full Professor application. The Human Capital Business Partner must attend as an observer for guidance.

4.4.4. The Dean/ Director of the Faculty/ Unit submits the Faculty/ Unit assessment to the Chairperson of the relevant institutional promotion committee for record-keeping.

4.4.5. The relevant DVCs appoint Institutional Evaluation Team Leaders for each of the four assessment categories.

4.4.6. The Institutional Evaluation Team Leaders are required to set up a category committee comprising evaluators outside of each respective candidate's Faculty/Unit to evaluate the applications against the set criteria prior to the institutional promotions committee meeting.

4.5. Institutional Academic Promotion Committees

4.5.1. Senior Lecturer Promotions Committee

4.5.1.1. DVC (Learning and Teaching) – Chairperson

4.5.1.2. DVC (Research, Technology Innovation and Partnerships)

4.5.1.3. Deans of Faculties

4.5.1.4. Directors of relevant academic support units or entities (if applicable)

4.5.1.5. One nominated Institutional Learning and Teaching evaluator

4.5.1.6. One nominated Institutional Research and Technology Innovation evaluator

4.5.1.7. One nominated Institutional Engagement evaluator

4.5.1.8. One nominated Institutional Leadership, Management, and Administration evaluator

4.5.1.9. One nominated member of Senate.

4.5.1.10. Director of the Centre for Diversity, Inclusivity and Social Change (observer).

4.5.1.11. One representative of each Union (observers)

4.5.1.12. Human Capital representative/s (advisory)

4.5.1.13. Secretariat (minuting secretary in support)

4.5.2. Professorship Promotions Committee.

4.5.2.1. DVC (Research, Technology Innovation and Partnerships)–Chairperson

4.5.2.2. DVC (Learning and Teaching)

4.5.2.3. Deans of Faculties

4.5.2.4. Directors of relevant academic support units or entities (if applicable)

4.5.2.5. One nominated Institutional Learning and Teaching evaluator

4.5.2.6. One nominated Institutional Research and Technology Innovation evaluator

4.5.2.7. One nominated Institutional Engagement evaluator

4.5.2.8. One nominated Institutional Leadership, Management, and Administration evaluator

4.5.2.9. One nominated member of Senate

4.5.2.10. Director: Diversity, Inclusivity & Social Change (observer)

4.5.2.11. One representative from each Union (observers)

4.5.2.12. Human Capital representative/s (advisory)

4.5.2.13. Secretariat (minuting secretary in support)

4.5.2.14. In the case of Full Professor applications, an additional two external reviewers (external Professors or senior researchers) representing the applicants' research field, industry and/or professional and/or community partnerships are included. These additional members are appointed by the DVC: RTIP in consultation with the Dean / Director/ Senior Manager of the candidate and serve in an advisory capacity only.

4.5.3. The term of office of nominated Committee members shall be two (2) years.

4.5.4. The relevant institutional promotion committee will consider the input from the Faculty / Unit and the evaluators (as well as external panel members in the case of Full Prof) and decide whether the candidate qualifies for promotion or not.

4.5.5. Deans and relevant evaluators and external reviewers (where appropriate) will present the scores for the candidates but shall not be part of the committee decision for their specific candidate or Category being considered for promotion.

4.5.6. The deliberations, discussions and recommendations of the committees are confidential and shall not be disclosed by any members of the committee or observers except for the communication on the decision from the Chairperson of the committee and feedback to the candidate by the respective Faculty/ Unit/ Entity representative in accordance with the policy.

4.5.7. A declaration of any conflict of interest by all members must be done at the start of each Promotions Committee meeting, in line with the principles of the CPUT Policy on Conflict of Interest.

4.6. Recommendation to, and Approval by, Senate

4.6.1. The Chairperson of the relevant institutional promotions committee submits the Committee's outcome to Senate.

4.6.2. Senate thereafter approves/ does not approve the recommendations contained in the submission.

4.6.3. The decision by Senate is confidential and may not be disclosed by any member of Senate unless it is done as part of the promotion procedure.

4.7. Notification Procedures

4.7.1. The chairperson of the relevant promotions committee informs the HC Department of the outcomes of the Senate approval.

4.7.2. HC prepares the necessary documentation for both successful and unsuccessful candidates, which is then signed off by the committee chairperson; this is followed by HC sending the outcome to the candidates.

4.7.3. The effective date of promotion will be indicated in the official written communication after engagement with HC and Finance and approval by Mancom.

4.7.4. The Faculty /Unit/ Entity Representative (e.g., Dean/ Director) will ensure that all candidates who are not successful receive the committee's feedback on their applications in writing.

4.8. Inaugural Address

4.8.1. All persons, to whom Full Professorship has been awarded, must deliver an inaugural lecture within 12 months of being granted the award.

4.8.2. The lecture should be arranged by the relevant Dean of the Faculty or Director of the

support unit in conjunction with the University's Marketing and Communication Department.

4.8.3. The inaugural address should be of a high scholarly standard, focusing on the research discipline and the candidate should demonstrate the mastery of the discipline.

4.9. Appeals Process

4.9.1. Where the promotion application was unsuccessful, the candidate may appeal only on the grounds of evidence that:

4.9.1.1. a deviation from the procedure and process outlined in this policy occurred that unduly disadvantaged the candidate;

4.9.1.2. the promotion criteria provided for in this policy were not duly applied.

4.9.2. Appeals for promotions up to the rank of Associate Professor will be considered by an Appeals Committee. There will be no appeals process for Full Professors, due to the importance of the peer-review by external experts in the candidate's field.

4.9.3. The Appeals Committee or external remedial process will use the same original application documentation as was used for the original evaluation. The Institutional Appeals Committee determines whether the IPC duly applied the promotion criteria in line with 4.9.1.1 and 4.9.1.2, above.

4.9.4. The Appeals Committee is chaired by the VC.

4.9.5. The Appeals Committee should include one nominated Senate Representative; Moderators (one for each of the four areas of assessment); Representative/s from HC; and for Associate Prof appeals, at least one Full Professor.

4.9.6. All deadlines for the submission of appeals must be adhered to.

4.9.7. Successful appeal outcomes will be presented by the chairperson of the Appeals Committee to Senate for approval.

4.9.8. Successful appeal outcomes approved by Senate must be communicated to the candidate by the VC in the same manner as was done for successful candidates in the initial round of applications.

4.9.9. Unsuccessful appeals outcomes must be communicated to the candidate and the line manager in writing by the chairperson of the Appeals Committee.

4.9.10. All members of the Appeals Committee should not have been part of the Promotion Committees that contributed to the original decision.

4.9.11. The Appeals Committee does not engage with new information and documentation that was not available to the original committee.

4.10. Use, Retention, and Forfeiture of Titles

4.10.1. Titles awarded to employees are vested in the institution and are only applicable while the employees are in the employment of CPUT.

4.10.2. Associate Prof and Full Prof shall both be entitled to use the title “Professor” while in the employ of CPUT.

4.10.3. The University reserves the right to withdraw the award of Associate Prof and Full Prof titles at any time should the employee be found guilty of engaging in any activities that do not reflect the values of the institution or bring the institution into disrepute.

4.10.4. The recommendation for withdrawal of the title is made by the VC to Senate for approval.

4.10.5. Employees who leave the employ of CPUT through dismissal and resignation will automatically forfeit the use of such a title as awarded by this institution.

4.10.6. Employees who retire from the institution will also forfeit the use of the title except if an Adjunct Professor appointment is made or an Emeritus/Honorary Professorship is awarded in line with the relevant policies, and this is approved by the required delegated authority.

4.10.7. An employee appointment from another institution will need to comply with the CPUT requirements to be considered to retain their respective titles. This will be dealt with as part of the talent acquisition process.

5. COMMONLY USED TERMS AND DEFINITIONS

5.1. Academic employee: Any person appointed to teach and to do research at the institution and any other employee designated as such by Council of the institution. An employee involved in academic duties including (i) learning and teaching; (ii) research, technology innovation or creative scholarship; (iii) community and industry engagement and (iv) leadership management, and administration. Academic workload refers to the combination of these academic duties as assigned by the Head of Department or relevant line manager.

5.2. Lecturer: A Lecturer has completed and obtained at least a Masters' qualification with higher education experience as per the requirements of the university's Talent Acquisition and Selection Policy.

5.3. Senior Lecturer: A Senior Lecturer has completed a doctoral degree and can provide evidence of consistent teaching effectiveness, involvement in curriculum and subject development, preparing students for the future of work, and conducting subject and programme reviews. They can provide evidence of producing research outputs that are published in accredited national and international journals and rely mostly on internal CPUT and/or relevant university research funding but can provide evidence of having applied for and obtained first external research grants. They supervise postgraduates with evidence of successful graduates (mostly at the Masters level). They can provide evidence of writing and presenting conference papers at national conference, of reviewing journal articles, and of acting as external examiner at the Masters level. They have a record of service on Departmental and Faculty level, mentor junior staff in the Department, participate in Department and Faculty portfolio committees and are developing partnerships with quintuple helix partners (environmental, community, government, industry, and other Higher Education Institutions) at a regional and national level. Refer to Appendix D for the requirements for Senior Lecturer.

5.4. Associate Professor: An Associate Professor has completed a doctoral Degree. An Associate Prof can provide evidence of consistent teaching effectiveness, involvement in curriculum and subject development, subject and programme reviews. Associate Professors can provide evidence of producing research outputs that are published in accredited national and international journals, evidence that they are not reliant on internal CPUT and/or internal university/research entities' grants but have obtained external research grants in the past. They can provide evidence of having been a panel member for grant review committees, having successfully supervised Masters and Doctoral graduates, having presented papers at conferences, and had their papers published in peer-reviewed conference proceedings. They can provide evidence of having chaired sessions at conferences, acting as a reviewer for national and international journals, having been a member of a journal review panel and having acted as an external examiner at the Masters and Doctoral level, particularly at South African Universities. Associate Professors have a record of contribution to university service and academic leadership at the Departmental and Faculty level, such as managing academic units, programmes and staff (for example, mentoring junior staff in the Department), participating in Faculty and Institutional portfolio committees, and developing partnerships with quintuple helix partners (environmental, community, government, industry and other Higher Education Institutions) at a national and international level. Refer to Appendix E for the requirements for Associate Prof.

5.5. Full Professor: A Full Professor has a substantive track record of research outputs and accredited publications in international journals, a substantive track record as grant holder and main/principal investigator of external national and international research grants and has been a panel member for national and international funding-review committees. A Full Prof has a track record of successful postgraduate supervision at the Masters and Doctoral level with current postgraduate students mostly at the Doctoral level and is supervising or has successfully supervised Postdoc fellows. They have a track record of writing and presenting conference papers at mostly international conferences and have publications in peer-reviewed conference proceedings. They can provide evidence of having chaired sessions at international conferences, having been invited as keynote speakers at international conferences, having peer-reviewed articles for national and international journals, and having headed journal panel reviews nationally and internationally. They also have a track record of external examination at the Masters and Doctoral level at South African and international universities. They can provide evidence of having established successful national and international collaborations and partnerships, having attained national or international recognition, and commanding the respect of their peers in their discipline through excellence in learning and teaching, research, innovation, and creativity (or other forms of scholarship). They can also provide evidence of having made significant contributions to their Department, Faculty and the University, their discipline, industry/profession and/or community. Lastly, a Full Prof can provide evidence of having attained national or international recognition and commands respect of their peers in their industry/profession and/or community. Refer to Appendix F for the requirements for Full Prof.

5.6 Engagement: Positive contributions to the community, society, industry, government as translated from knowledge gained from Learning and Teaching; research; or innovation. This includes community engagement and research uptake.

5.7 Scholarship of Engagement: Community-engaged scholarship involves an employee in a reciprocal partnership with the community. This can vary from disciplinary and/or interdisciplinary activities to trans- and multi-disciplinary activities. Additionally, it integrates Learning and Teaching, Research and Innovation, and Service. The implied collaboration between knowledge professionals and the lay public (local, regional/state,

national and global level) is for the mutually beneficial exchange of knowledge and resources in a context of partnership and reciprocity for the purpose of achieving sustainable (positive) change of which the impact can be monitored.

5.8 Community Engagement (CE): Community Engagement refers to the process and activities performed by the staff and students, primarily aimed at strengthening or supporting society and/or individuals in need of assistance or engagement. CE is a process, function, programme, or project used by the University that integrates teaching and learning, research, innovation, outreach/volunteerism in partnership with communities to advance social responsiveness, development, and an ethic of care. CE as core function of the University exists to nurture and manage partnerships with communities with the intention of facilitating cooperation between various communities and the University as well as providing the means whereby both parties can actively discover knowledge, and teach and learn from one another in a reciprocal, mutually beneficial manner. CE is both a tangible and intangible process that requires resources (finances, time, transport, equipment, reporting, human resources, etc.) that should reflect in budgets and strategic funding, funding applications and responsible financial governance. Service Learning projects involve students working with communities where these projects are linked to 1 or more subject assessments. These projects should be registered with the University's Centre for CE and WIL.

5.9 Contract Staff

5.9.1 Contract staff (part time)

Part-time Employees (paid by claim personnel) who earn more than the threshold determined by the Minister of Employment and Labour and who work less than 24 hours per month. This definition excludes, amongst others, the following:

a. Short-term contracts of less than three months,
b. Student assistants,
c. Casuals,
d. Interns, and
e. Employee employed by outsourced service providers.

5.9.2 Contract staff (fixed term)

A fixed term contract means a contract of employment that terminates on: (i) the occurrence of a specified event; (ii) the completion of a specified task or project; and/or (iii) once a specified date is reached.

5.10 External grants/funding: External grants/funding are where a funder (national or international) defines the scope of the project and contributes to the funding thereof. It includes professional consultation services or development contracts, including grants from NGOs, government agencies, research contracts, and contract research.

5.11 Learning and Teaching: Learning and Teaching refers to a smart, multi-disciplinary student-centric education system – linked across the University using (1) adaptive learning programmes and learning portfolios for students, (2) collaborative technologies and digital learning resources, and (3) computerised administration, (4) better information on our learners (learner analytics), (5) online learning resources for academics and students studying at own pace, place and space, knowing that CPUT is an institution known for face-to-face teaching but makes use of a blended learning/multi-modal approach to cater to the needs of different students and the aspirations of lifelong learning. It also involves engaged learning and teaching initiatives, Scholarship of Learning and Teaching, and various forms of work-integrated

learning, such as service-learning, entrepreneurship development, and the promotion of the future world of work.

5.12 Technology Innovation: Technological Innovation in the CPUT context is defined as the process through which the University:

5.12.1 generates or realises a new idea, based on technology, capability or knowledge (Invention);

5.12.2 develops this into a reality or product (realisation); and,

5.12.3 diffuses, implements, and markets this new idea, technology, capability or knowledge (implementation).

5.12.4 Thus, Technology innovation is the development that harnesses the use of discoveries from basic and applied research to develop new products, processes, and services, which in turn are translated into offerings accessible by society in general.

5.13 Permanent employee: A permanent employee is one who is in a contract of employment that will not expire and remains valid until either the University or the employee terminates the relationship (resignation, death, retrenchment, retirement, dismissal) or the relationship terminates due to the employee reaching normal retirement age.

5.14 Research: Research refers to the pursuit of original knowledge, creativity, and technology innovation which will result in research output including creative output and inventions (the granting of examined patents and plant breeder's rights). Senate approved requirements for research output at different ranks will provide the baseline for evaluation of research output.

5.15 Scholarship: This possession of knowledge of a specific discipline or area of expertise which may include national and international collaborations and partnerships; scholarly engagements and outputs.

5.16 Uptake (Research uptake):

5.16.1 Research Uptake refers to the successful development of an innovation that results in measurable impact on society. The innovation must be translated into a tangible form that is utilisable by those who need it.

5.16.2 It also refers to the successful development of translational research that enhances a practice and/or policy by informing end-users, practitioners, or policy makers.

5.17 University service (leadership, management, and administration): Involvement, contribution, achievement, and participation in Departmental, Faculty and/or institutional activities and committees; representation in or on behalf of the University that leads to the building or further development of capacity at a national and/or international level.

5.18 Acronyms and abbreviations:

5.18.1	CE	Community Engagement
5.18.2	DVC	Deputy Vice-Chancellor
5.18.3	HC	Human Capital
5.18.4	Prof	Professor
5.18.5	RTIP	Research and Technology Innovation and Partnerships
5.18.6	RU	Research Uptake
5.18.7	L&T	Learning and Teaching
5.18.8	WIL	Work Integrated Learning
5.18.9	FREC	Faculty Research Ethics Committee
5.18.10	FRIC	Faculty Research & Innovation Committee
5.18.11	FHDC	Faculty Higher Degrees Committee
5.18.12	LMS	Learning Management System

6 Responsibility

Accountability and Authority:	
Implementation:	DVCs Deans of Faculties Head of Departments Directors of Units/Entities Human Capital Staff
Compliance:	All staff requesting academic promotion and applying for academic positions at Senior Lecturer level and above Human Capital Department
Monitoring and Evaluation:	Registrar Senate Executive Human Capital Department Director of the Centre for Diversity, Inclusivity and Social Change
Development/Review:	This policy should be reviewed in accordance with the attainment of CPUT's strategic objectives
Approval Authority:	Senate
Interpretation and Advice:	Human Capital Department, Fundani Centre for Higher Education Development, Research Office, Centre for Community Engagement and Work Integrated Learning, Centre for Post Graduate Studies, Technology Transfer Office and Industrial Linkages, Strategic Initiatives and Partnerships, Centre for Diversity, Inclusivity and Social Change

Policy Development Framework					
Policy Type(s):	A: Administrative Policy B: Academic Policy				
Policy Group(s): **Delete categories that are not relevant**	A: Governance and Academic				
Type:	Policy	√	Guideline		Manual
Tick document category	Procedure	√	Regulation		Plan
CPUT Statute and/or Regulation Reference no. and date:	• Cape Peninsula University of Technology Statute, Government Notice No 46382 of May 2022				
Relevant Legislation and/or Policy, Codes of practice, Professional authorities:	• Constitution of the Republic of South Africa (Act No. 108 of 1996) (The Constitution). • Higher Education Act, No. 101 of 1997) as amended. • Labour Relations Act, No. 66 of 1995 • Employment Equity Act, No. 55 of 1998(as amended) • Basic Conditions of Employment Act, No. 75 of 1997 (as amended). • Protection of Personal Information Act, No. 4 of 2013				

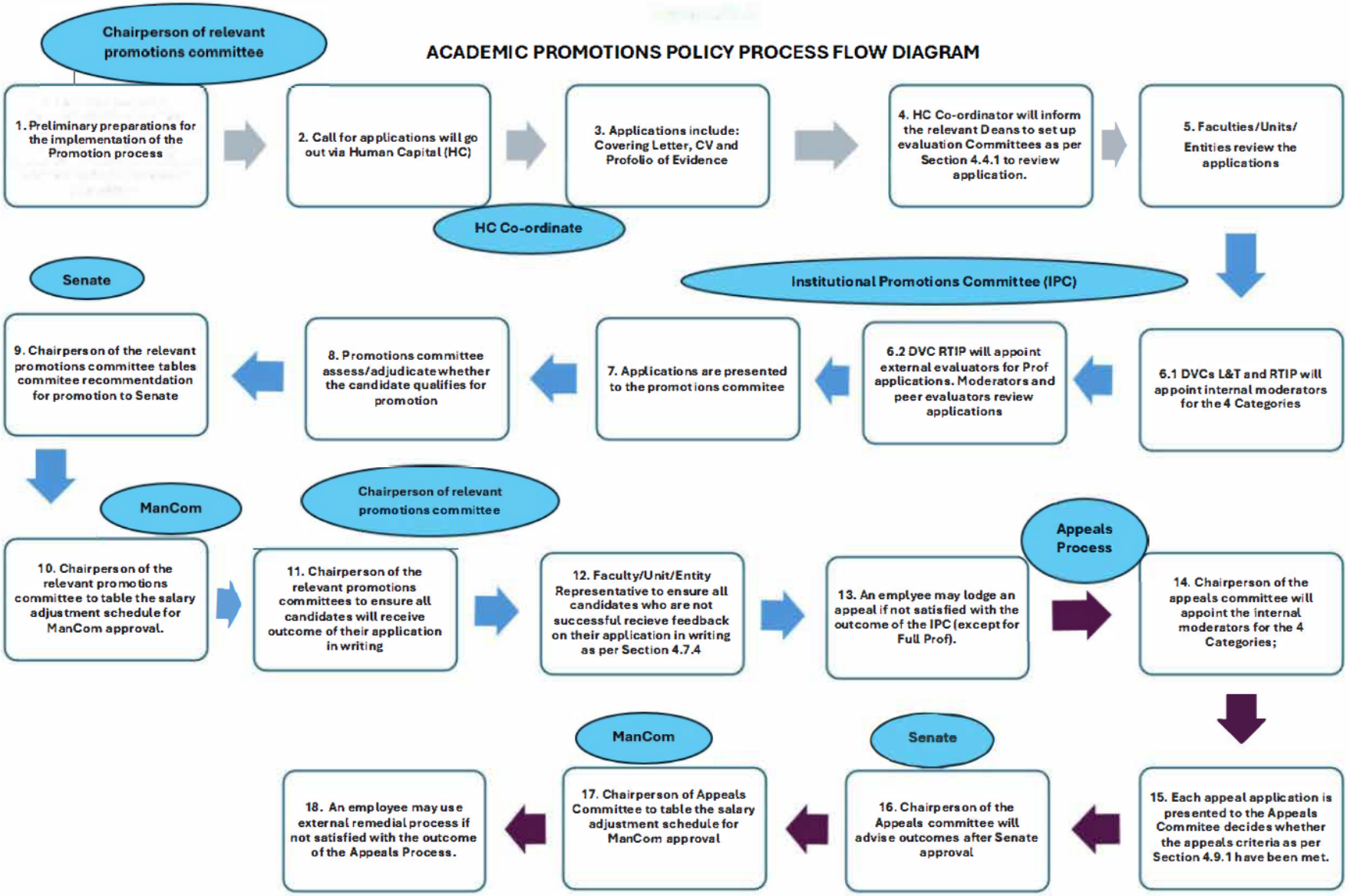
Relevant Institutional Policies/ documents/manuals/ handbooks	**CPUT Policies** • Formal Studies Policy (2019) • Sabbatical Leave Policy (2008) • Policy to promote international collaboration and networks (2009) • Policy for Conference Attendance, Research, and Innovation, Mobility and Exchange Programmes (2022) • Talent Acquisition and Selection Policy (2023) • Policy on Performance Leadership Engagement (2019) • Policy for Postgraduate Education and Research for NQF levels 9 and 10 (2018) • Policy on Postgraduate Education and Research for NQF level 8 (2019) • Policy for costing and pricing of research and research related contracts (2018) • Policy on Intellectual Property (2019) • Research Policy (2019) • Policy on postgraduate education and research (level 8) (2019) • CPUT Vision 2030 • CPUT RTI Blueprint 3.0 (2023) • CPUT Learning, Teaching and Assessment Policy (2021) • Conflict of Interest Policy (2023) • Guidelines for Teaching Excellence Awards (2014) • CPUT Graduate Attributes Statements (2016) • CPUT Work-Sharing Model (2023) • Any other relevant policy or guideline that might be applicable
Policy Reference and Version no.:	The next number in the document index. To be inserted by the Compliance Office.
Consultation Process **To be verified and signed off before approval.**	The following structures were consulted: • The University Community via Newsflash (twice – at the start of the process and the end) • Faculty Boards • Senate Learning & Teaching Committee • Senate Research & Innovation Committee • Management Committee • Unions Policy Working Team • Deans & Directors Forum • Executive Management • Senate
Policy Owner/Sponsor	DVC: Learning and Teaching

	DVC: Research, Technology Innovation and Partnerships				
Compliance Officers	DVC: Learning and Teaching DVC: Research, Technology Innovation and Partnerships Human Capital Department				
Certification of Due process: **To be verified and signed once approved by the relevant authority**	 Vice Chancellor		29.04.2026 Date		
Approval Date		Commencement Date		Review Date	
29 April 2026		29 April 2026		29 April 2027	

REVISION HISTORY: Only applicable to amended or reviewed Policies. Record details of amendments/revision.					
Version No.	**Approved/ Rescinded**	**Date**	**Approving Authority**	**Resolution Number/** (Minute number)	**Date for next review.** (start date for review process)
1.0	Approved	July 2007	Senate		July 2009
2.0.	Approved	23/11/2009	Senate		01/07/2012
3.0	Approved	21/06/2014	Council	5.1.1	July 2016
4.0	Approved	16/03/2024	Council	5.4.1	March 2027
5.0	Refreshed	17/04/26	Vice-Chancellor		March 2027

For office use only	
Policy Group (Broad Policy field)	Learning and Teaching Research, Technology Innovation and Partnerships Human Capital
Subject (Policy sub-field)	Policies
Reference Number	4/10/P
Version Number	
Key Words:	Promotion, academic staff promotions

Appendix A


ACADEMIC PROMOTIONS POLICY PROCESS FLOW DIAGRAM
Chairperson of relevant promotions committee
1. Preliminary preparations for the implementation of the Promotion process
2. Call for applications will go out via Human Capital (HC)
3. Applications include: Covering Letter, CV and Profolio of Evidence
4. HC Co-ordinator will inform the relevant Deans to set up evaluation Committees as per Section 4.4.1 to review application.
5. Faculties/Units/ Entities review the applications
HC Co-ordinate
Institutional Promotions Committee (IPC)
6.1 DVCs L&T and RTIP will appoint internal moderators for the 4 Categories
6.2 DVC RTIP will appoint external evaluators for Prof applications. Moderators and peer evaluators review applications
7. Applications are presented to the promotions commitee
8. Promotions committee assess/adjudicate whether the candidate qualifies for promotion
9. Chairperson of the relevant promotions committee tables commitee recommentdation for promotion to Senate
Senate
ManCom
10. Chairperson of the relevant promotions committee to table the salary adjustment schedule for ManCom approval.
Chairperson of relevant promotions committee
11. Chairperson of the relevant promotions committees to ensure all candidates will receive outcome of their application in writing
12. Faculty/Unit/Entity Representative to ensure all candidates who are not successful recieve feedback on their application in writing as per Section 4.7.4
13. An emplyee may lodge an appeal if not satisfied with the outcome of the IPC (except for Full Prof).
Appeals Process
14. Chairperson of the appeals committee will appoint the internal moderators for the 4 Categories;
15. Each appeal application is presented to the Appeals Commitee decides whether the appeals criteria as per Section 4.9.1 have been met.
Senate
16. Chairperson of the Appeals committee will advise outcomes after Senate approval
ManCom
17. Chairperson of Appeals Committee to table the salary adjustment schedule for ManCom approval
18. An employee may use external remedial process if not satisfied with the outcome of the Appeals Process.

Appendix B

TEMPLATE FOR CURRICULUM VITAE

Add additional rows as needed, remove rows that are not applicable.

Title:	
Name:	
Surname:	
Address:	Home:
	Work:
Contact details:	Tel:
	Cell:
	Email:

1. QUALIFICATIONS

Year obtained	Qualification Name	Institution	

2. WORK EXPERIENCE

From – To	Position	Department	Institution
Roles/responsibilities:			

From - To	Position	Department	Institution
Roles/responsibilities:			

3. LEARNING AND TEACHING EXPERIENCE

3.1 Subjects/ classes/ groups taught

Subject name	Level	From - To	Innovative practices	

3.2 Student/ Participant feedback

Subject name	Level	Feedback on employee

3.3 Textbooks (where the applicant is an author)

Author(s)	Date	Title of book	Place of publication	Publisher	ISBN

4. RESEARCH, INNOVATION AND CREATIVE SCHOLARSHIP

4.1 Research Output

[Please list the full list of publications in the following sections]

(i) DHET Accredited journal articles (published)

Author(s)	Date	Title of article	*Title of Journal*	Volume (issue number)	Page numbers	ISSN

(ii) DHET Accredited journal articles (in press)

Author(s)	Title of article	*Title of Journal*	Date of acceptance

(iii) Non-accredited journal articles						
Author(s)	Date	Title of article	*Title of Journal*	Volume (issue number)	Page numbers	ISSN

(iv) Chapters in academic/scholarly books								
Author(s)	Date	Title of chapter	In Names of editor(s)	Title of book	Place of publication	Publisher	Page numbers	ISBN

(v) Academic/Scholarly books					
Author(s)	Date	Title of book	Place of publication	Publisher	ISBN

(vi) Technical Reports

Author(s)	Date	Title of report	Place of publication Publisher/ Commissioner of report	ISBN	Series/Report no. (if applicable)

(vii) DHET Accredited conference proceedings

Author(s)	Date	Title of paper	Conference Title	Place of conference	Dates of conference	Volume (if applicable)	Page numbers	ISBN

(viii) DHET accredited Creative outputs

4.2 Conference keynote addresses

Author(s)	Date	Title of presentation	Conference Title	Place of conference	Dates of conference	Volume (if applicable)	Page numbers	ISBN (if published)

4.4 Innovations (only if declared and managed through TT&IL)

(i) Patents

Patent holder(s)	Date of issue	Patent name	Patent number	Place of patent registration

(i) Artefacts & Exhibitions

Date	(e.g., name and location of artefact, museum, and curator, etc.)

4.5 Postgraduate (Masters and Doctoral) Students Supervised **[Please provide all information requested below]**		
(i) Graduated		
Masters Students		
Year of graduation	Qualification awarded; Graduate's name; Title of thesis	Full/part thesis/dissertation:
Doctoral Students		
Year of graduation	Qualification awarded; Graduate's name; Title of thesis	Full/part thesis/dissertation:
(ii) Current/in-progress [Please provide the complete list] (not scored)		

Year of first registration	Qualifications registered for; Graduate's name; Title of thesis	Full/part thesis/dissertation:
4.6 Funding/Grants over the past 5 years		
(i) Internal CPUT grants/funding		
Date	Title of project, amount of grant (e.g. CRF Grant; REP grant; etc.)	
(ii) External grants/funding		
Date	Granting institution, grant category, title of project, year, or period; amount of grant (e.g., NRF research grant, Thuthuka; Smart Materials Development Project, 2022 – 2024; R100,000.00)	
(iii) Postgraduate student bursary grants/funding		
Date	Granting institution, grant category, title of project, year or period, amount of grant (e.g., NRF research grant, Thuthuka; Smart Materials Development Project, 2022 – 2024; R100,000.00)	

(iv) Postdoc fellow grants/funding	
Date	Granting institution, title of project, year, or period; amount of grant (e.g. NRF; Smart Materials Development Project, 2018; R250,000.00)
5. AWARDS and HONOURS	
Date	Teaching awards/honours (e.g., distinguished teaching award(s), course, and programme awards, etc.)
Date	Research awards/honours (e.g., NRF rating; award for publications or best conference paper, institutional research award, Reviewer of NRF proposals, Centres of Excellence, Invitation to submit article/book, membership of journal editorial committee, etc.)
Date	Service awards/honours (e.g., Service Learning award, industry, community or professional award.)

6. HONORARY POSITIONS	
Date	e.g. Visiting lecturer, Department, Institution; external examiner for a subject or programme, etc.
7. ENGAGEMENT	
7.1 Community Engagements	
7.2 Research Uptake	
8. PARTNERSHIPS AND COLLABORATION	
8.1 Partnerships	
8.2 Collaboration	

9. LEADERSHIP, MANAGEMENT AND ADMINISTRATION	
Department/Faculty/Institutional leadership positions	
Institutional involvement, development, and contributions	
Professional body/Voluntary Association registration	
Professional boy/Voluntary associations involvement	

All information received during the application and outcome process of the Promotions Committee is confidential. Employees are reminded that information may not be shared for any purpose and remains the confidential property of the Cape Peninsula University of Technology.

Appendix C

External Peer Evaluation Report Template

All information received during the application and outcome process of the Promotions Committee is confidential. Employees are reminded that information may not be shared for any purpose and remains the confidential property of the Cape Peninsula University of Technology.

(**only applicable to applications for Full Professor**, and is sought by the Chairperson of the Professorial Committee)

Scoring/rating definitions

Exceptional	The candidate is a demonstrated international leader in this area of work and exceeds the expectations of all the criteria.
Good	The candidate has contributed to the field of study locally and/or internationally and meets most or all the criteria.
Satisfactory	The candidate has demonstrated a solid basis/foundation of work in this area that can be built upon and meets at least half the criteria.
Unsatisfactory	The candidate meets very few or none of the requirements.

1. Learning and Teaching *To what extent has the candidate demonstrated abilities in this dimension?:*			
Learning and Teaching Portfolio			
1. Unsatisfactory	2. Satisfactory	3. Good	4. Exceptional
If options (1) or (4) is selected above, please provide details.			
Curriculum Design and Development			
1. Unsatisfactory	2. Satisfactory	3. Good	4. Exceptional
If options (1) or (4) is selected above, please provide details.			

Professional Development			
1. Unsatisfactory	2. Satisfactory	3. Good	4. Exceptional
If options (1) or (4) is selected above, please provide details.			
Any additional comments:			
2. Research, Technology, Innovation and Creativity *To what extent has the candidate demonstrated abilities in this dimension?*			
Research Outputs			
1. Unsatisfactory	2. Satisfactory	3. Good	4. Exceptional
If options (1) or (4) is selected above, please provide details.			

Conference Participation			
1. Unsatisfactory	2. Satisfactory	3. Good	4. Exceptional
If options (1) or (4) are selected above, please provide details.			
Journal Articles (Editorial, Individual submissions, collaborative submissions)			
1. Unsatisfactory	2. Satisfactory	3. Good	4. Exceptional
If options (1) or (4) is selected above, please provide details.			
Postgraduate supervision			
1. Unsatisfactory	2. Satisfactory	3. Good	4. Exceptional
If options (1) or (4) is selected above, please provide details.			

Research Projects and Funding			
1. Unsatisfactory	2. Satisfactory	3. Good	4. Exceptional
If options (1) or (4) is selected above, please provide details.			
Accomplishments and Contributions			
1. Unsatisfactory	2. Satisfactory	3. Good	4. Exceptional
If options (1) or (4) are selected above, please provide details.			
Any additional comments:			
3. Engagement (Community Engagement, Uptake, and Impact) *To what extent has the candidate demonstrated abilities in this dimension?*			
Participation and Engaged Scholarship in Community/Society/Government Engagement			

1. Unsatisfactory	2. Satisfactory	3. Good	4. Exceptional
If options (1) or (4) is selected above, please provide details.			
Uptake and Impact of Community Engagement projects			
1. Unsatisfactory	2. Satisfactory	3. Good	4. Exceptional
If options (1) or (4) is selected above, please provide details.			
Accomplishments and Contributions			
1. Unsatisfactory	2. Satisfactory	3. Good	4. Exceptional
If options (1) or (4) is selected above, please provide details.			

Any additional comments:

4. Leadership, Management and Administration

To what extent has the candidate demonstrated abilities in this dimension?

Leadership

1. Unsatisfactory	2. Satisfactory	3. Good	4. Exceptional

If options (1) or (4) is selected above, please provide details.

Management

1. Unsatisfactory	2. Satisfactory	3. Good	4. Exceptional

If options (1) or (4) is selected above, please provide details.

University Service

1. Unsatisfactory	2. Satisfactory	3. Good	4. Exceptional

If options (1) or (4) is selected above, please provide details.			
Profession/Industry Involvement			
1. Unsatisfactory	2. Satisfactory	3. Good	4. Exceptional
If options (1) or (4) is selected above, please provide details.			
Any additional comment:			

Recommendation:

- ***Do you recommend that the candidate is promoted to the rank of Full Professor?***

- ***Please give a brief rationale for your recommendation.***

Peer Evaluator's Details:

Peer Evaluator's Full Name	
University/ Organization	

Job title	
Faculty/ School (where applicable)	
Department (where applicable)	
Submission Date	
Signature	

Appendix D

PROMOTION REQUIREMENTS FOR SENIOR LECTURER

Candidate has completed a Doctoral Degree and must have at least 4 years higher education teaching experience.

[In exceptional circumstances where the Doctoral qualification is not ordinarily achieved, expected, or regarded as the highest qualification in the profession (i.e. where a professional qualification with experience is more highly regarded; or where the professional qualification and experience is required above the academic qualification) consideration may be given to an appointment as an Senior Lecturer. The minimum qualification requirement for such exceptions will be a level 9 Masters' qualification with a significant number of years of demonstrated professional experience and registration with the relevant professional body(ies).

D1: Learning and Teaching

Candidates must demonstrate excellence in learning and teaching; scholarship of teaching; and related accomplishments. Be involved in curriculum design and development at subject/programme/Departmental level. Show continuous professional development related to learning and teaching.

D2: Research, Technology Innovation and Creativity

Produces a minimum of the 0.75 units per year as per CPUT Policy (on average over the last 5 years) of which some are in accredited and international journals; participation through posters and presentations at conferences; some current postgraduate supervision and some completed supervision with graduates mostly at the PG Dip, Honours and Masters level; reliant mostly on internal Univetsity research funding but may have applied for and obtained first external research grants; starting to build an emerging network of partnerships and collaborations; starting as a reviewer for journal papers.

May have completed a Postdoc; may have applied for or supervised limited Postdoc fellows; limited external examination at the Masters level.

D3: Engagement (Community Engagement and Research Uptake)

The candidate must demonstrate responsiveness, participation and/or involvement in community structures; an ability to make positive contributions to the community/society/government as translated from knowledge gained from learning and teaching, research, or innovation. The candidate must show evidence of participating in at least one service-learning project.

D4: Leadership, Management and Administration

Involvement in Departmental Activities:

The candidate should demonstrate their ability to:

i. successfully manage Departmental and/or Faculty projects, e.g. Open Days, Timetable co-ordination and Departmental workloads;
ii. contribute to Department and Faculty management, e.g. programme development, seminars, workshops and Transformation;
iii. contribute to academic development of fellow staff in Department and/or Faculty; and
iv. be involvement in professional associations/organisations that may be external but significant to CPUT at a regional level.

D5: Criteria for promotion to Senior Lecturer

NB: Evidence submitted will be assessed against one Category only and will not be scored if repeated in other categories.

1. Learning and Teaching	

A Teaching Portfolio	A Teaching Portfolio (which should include, inter alia):
	
	• Levels of programmes/subjects taught; it should demonstrate subject success rates and their improvement over time.
	• Participation in the planning and development of programmes and learning/teaching materials.
	• Current methods and/or approaches to teaching and assessment including methods of:
	  ○ providing academic support and guidance to facilitate students' success;
	  ○ identifying specific strengths and weaknesses of student performance and offering feedback on how to improve (student interventions);
	  ○ uploading learning materials on the LMS; and
	  ○ active engagement on the LMS.
	• Demonstrate innovative approaches to learning and teaching that is different to your usual practice and a willingness to experiment with new approaches.
	• Recent student evaluations of teaching performance (comparisons made of the last three years of teaching practice using modules taught).
	• Recognition by other HE institutions (e.g. external examining undergraduate degrees; invitations to teach outside as guest lecturer).
	• Supervision of undergraduate students (BTech/AdvDip/ PG Dip/ Hons).

Curriculum Design and development	• Produce evidence to demonstrate participation in curriculum design and development of a new subject (modules) or programmes. • Participation in curriculum design and development will further extend to active engagement in Teaching and Learning related committees within the University. • Participation in the review of newly designed programmes for approval at various levels. • Materials development (demonstrate participation in the development of teaching materials related to new curriculum design and development).
Professional Development	• Evidence of ongoing learning and teaching development (for example short courses, completion of specialised courses, etc.)
	• Accomplishments and contributions in Learning and Teaching (eg. L&T Awards)
	• Teaching scholarship (e.g. textbooks, scholarly writing outside of Category 2)
2. Research, Technology Innovation and Creative Scholarship	
Research output (including creative outputs and innovation)	• Produces a minimum of 0.75 research units per year on average over the last five years. Evidence of publications in accredited journals (non-predatory journals), scholarly books and book chapters, refereed accredited conference proceedings, creative outputs or innovations (as per the DHET policies). • Technical scholarly research reports • Evidence of emerging research impact factor
Conference participation	• Chairs sessions/ presents posters/papers mostly at national conferences
Postgraduate supervision	• Demonstrates successful completion rates of postgraduate students over the last five years (mostly at Masters level with some at a Doctoral level) • Current postgraduate student supervision (not scored) • Supervision is a combination of principal and co-supervision
Research projects and funding	• Evidence of participation in research projects • Evidence of a successful application for internal university research funding • Evidence of an application for external research funding
Collaborations/ Partnerships	• Evidence of a network of collaboration and possible research partnerships at a national level (not included in Category 3)
Not required for Senior Lecturer promotion but can be added in support of the application	

Contract research	Contract research in progress or starting to develop
External postgraduate examination	Act as external examiner for other universities mostly at the Masters level (coursework/dissertations/theses)
Journal/paper/book review	Requested to do peer reviews of journal articles
Editor: editorial board or journal/book editor	Evidence of being an editor, serving on an editorial board or editing of a book or book chapter
Other scholarly and research activities	Example: reviewer for research projects, funding requests, scientific rating applications, etc.
Accomplishments and contributions	• Invitations to act as invited speaker or keynote speaker at national conferences • Scientific Council rating (e.g. NRF rating as a Y1 – Y3 – young researcher) • Research related awards/ nominations (e.g. NSTF, DVC: Innovation awards)
3. Engagement	
Community/Society/ Government Engagement	• Participated or is currently participating in at least one community/society/government engagement project relevant to the academic project. • Participation in at least one recognised service-learning project (i.e. registered with the central CE&WIL unit).
Uptake	• Evidence of positive contribution and impact towards community/society/government • Evidence of Successful development of research outputs that impact on end-user policy/law/practice
Achievements and accomplishments	• Grants (or other forms of recognition) by community/society/government • Prestigious community awards
4. Leadership, Management and Administration	
Management and Administration	• Head of programme • Course, qualification, or level coordinator • Portfolio management at Departmental level (e.g. Departmental first year coordinator; Department budget; timetable; first year orientation, etc.)

Leadership	• Leading Departmental and/or Faculty strategic project(s) or other University related projects • Chairing Departmental/Faculty committee(s)
University service and development	• Involvement in development of policies, guidelines, procedures, etc. • Participation in Department/Faculty workshops/seminars/events • Member of a research entity aligned with the institutional research focus areas
Profession/industry involvement	• Professional body registration/voluntary association membership • Participation in professional body, voluntary associations, council activities at local and/or national level

Notes:

- *Read the information required for a specific Category carefully to ensure that information is not duplicated in different categories. The same information will not be considered twice in different categories.*
- *For Category 3, read the definitions of engagement and uptake in the policy*.

Appendix E

PROMOTION REQUIREMENTS FOR ASSOCIATE PROFESSORSHIP

Candidates must already perform at a rank higher than that of a Senior Lecturer in the area of L&T and Research, Technology Innovation and Creative Scholarship. Taking into consideration the status and context of Universities of Technology (UoTs) and the need for UoTs to distinguish themselves within the National higher education system combined with the strategic objectives of the University, there is a need to retain and promote staff with high level qualifications to the rank of Associate Professor.

Therefore, candidates must have completed the Doctoral Degree and must have at least six years higher education experience (teaching, research, or a combination thereof). The primary criteria at this rank are the expertise vested in the candidate.

E1: Learning and Teaching

The candidate must display consistent teaching effectiveness through demonstrated competence and experience in teaching at a higher education institution, and through recognised scholarly achievements. They should be involved in curriculum design and development at Departmental or Faculty level. In addition, the candidate should show evidence of professional development, achievement, and contributions.

E2: Research, Technology Innovation and Creativity

The candidate should produce an average of one research output unit per year (on average over the last five years) most of which are in accredited international journals, conduct presentations at national and international conferences, and have paper(s) published in peer-reviewed conference proceedings. They should have a track record of successful supervision of Masters and Doctoral students, must not be reliant on internal CPUT grants but rely on external research grants they have already obtained. The candidate should have a national and international network evidenced by partnerships and collaborations, must be a reviewer of articles in national and international journals, and must demonstrate sustained, continuous, and recent scholarly activity.

In addition, the candidate should have evidence of starting a record for contract research, act as an external examiner at the Masters and Doctoral level, particularly for South African Universities, and chair sessions at national and international conferences. The candidate should have evidence of starting a record as giving or having been invited to give a keynote address at conferences, particularly national ones. There should be evidence of starting as editor for accredited journals, books, and book chapters, of being a member of a journal review panel and a panel member for

grant review committees. The candidate should have evidence of having developed intellectual property, beginning commercialisation and developing an enterprise.

The candidate may have evidence of having completed a Postdoc, have applied for or supervised limited Postdoc fellows, have an h-index above 6; may have a peer reviewed rating from a Scientific Council, such as an NRF rating, and may have started a record of research related accomplishments and contributions.

E3: Engagement

The candidate should demonstrate that they have taken the lead in community structures (not only show participation and involvement in) and made positive contributions to community/society/government as translated knowledge gained from learning and teaching, research and innovation. The candidate should demonstrate that they have taken the lead in registered service learning project(s). Demonstrate achievements and accomplishments.

E4: Leadership, Management and Administration

Involvement in Department, Faculty and Institutional Activities

The candidate should demonstrate their ability to:

i. successfully manage Faculty and some institutional projects;
ii. contribute to Faculty and some institutional management;
iii. contribute to academic development of fellow staff in Faculty and institution;
iv. be involved in Professional Associations/Organisations that may be external but significant to CPUT at a national level.

E5: Criteria for promotion to Associate Professor

NB: Evidence submitted will be assessed against one Category only and will not be scored if repeated in other categories.

1. Learning and teaching	
L&T Portfolio	A candidate for an Associate Prof must show proof of having been recognised as a very competent teacher as evidenced by: • Exceptional knowledge of his or her subject matter/discipline • Excellent classroom and tutorial performance • Success rate and academic performance reports of classroom performance • Effective utilisation of innovative teaching and assessment methods • Very good communication and human relations skills • Excellent performance as an academic advisor who encourages active learning among students • Positive feedback from external examiners and moderators on examination papers • Evidence of time spent in industry and work-integrated learning, and demonstrate the use of industry-based case studies, technologies and examples in the classroom • Evidence of learning materials uploaded on the LMS • Evidence of active engagement on the LMS • Evidence of facilitating learning and making use of different methodologies to enhance the learning and teaching process • Recognition by other higher education institutions (e.g. external examining undergraduate degrees and invitations to teach outside as guest lecturer). • Successful undergraduate supervision (BTech/AdvDip/ PG Dip/ Hons)
Curriculum Design and development	• Evidence of participation and leadership in curriculum design and development • Participation in curriculum design and development will further extend to active engagement in Learning and Teaching related committees within the University • Review of newly designed programmes for approval at various levels • Evidence of materials development (participation in the development of teaching materials related to new curriculum design and development) • Evidence of internationalising the curriculum: enhancing L & T through international partnerships/collaborations e.g. COIL or other international regulated projects
	• Evidence of ongoing learning and teaching development (e.g. short courses, professional body liaison)

Professional Development	• Accomplishments and contributions in Learning and Teaching (e.g. L & T awards)
	• Teaching Scholarship (e.g. textbooks, scholarly writing outside of Category 2)
2. Research, Technology Innovation and Creative Scholarship	
Research outputs (including creative outputs and innovation)	● Produces a minimum of one unit per year (as an average over the last five years). ● Evidence of publications in accredited journals (non-predatory journals), scholarly books and book chapters, refereed accredited conference proceedings, creative outputs or innovations (as per the DHET policies). ● Technical scholarly research reports ● Evidence of high research impact factor
Conference participation/ Conference papers	● Presenting papers at national and international conferences ● Chairing a session at a national conference ● Part of a conference's Organising Committee
Postgraduate supervision Consider - (supervision/co-supervision)	● Track record of successful postgraduate supervision at the Masters and Doctoral level over the last five years ● Currently supervising postgraduate students mostly at the Masters level but some at the Doctoral level (not scored). ● Supervision is mostly as the main/principal supervisor
Research projects and funding	● Evidence of participation in research projects ● Track record of external research funding mostly from national funding and participation in some international grants
Collaborations/Partnerships	● A network of collaborations and partnerships nationally related to the research projects that are not included in Category 3
Contract research	● Evidence of involvement in contract research
External postgraduate examination	● Act as external examiner for South African Universities at Masters and Doctoral level (coursework/dissertations/theses)
Journal/paper/book review	Evidence of journal paper reviews
Editor: editorial board or journal/book editor	Evidence of being an editor, serving on an editorial board or editing of a book or book chapter

Other scholarly and research activities	• Example: Reviewer for research projects; funding requests; scientific rating applications; etc.
Not required for Associate Prof promotion but can be added in support of the application	
Keynote addresses/invited speaker	Invited as speaker or keynote address mostly at national and some international
3.Engagement	
Community/Society/ Government Engagement	• Leading or participating in at least 1 community/society/government engagement project relevant to the academic project. • Leading or participating in at least 1 recognised service-learning project. • Participation in and responsible for the development of educational/professional courses/ workshops for communities
Uptake and Impact	• Evidence of positive contribution and impact towards community/society/government • Evidence of successful development of research output that impacts on end-user policy/law/practice.
Achievements and accomplishments	• Grants (or other forms of recognition) by community/society/government • Prestigious community awards
4.Leadership, Management and Administration	
Management and administration	• Head of programme/Department/research entity • Portfolio Management at Faculty/Institutional level
Leadership	• Leading Faculty/institutional strategic project(s) or any other relevant project. • Leader of a Research entity/research focus area • Chairing Faculty/institutional committee(s); Mentoring, coaching, assisting staff in unit/Department/Faculty
University service and development	• Involvement in development of policies, guidelines, procedures, etc. • Proof of participation in Faculty activities (Faculty committees E.g. H&S; FT&L; FRIC, FHDC, FREC, etc.). • Participate in Faculty/institutional workshops/seminars/event (E.g. CPUT T&L Day; Institutional T&L or R&I related seminars or workshops; Research Day; Postgraduate Conference day; etc.). • Member of a research unit/centre aligned with focus areas

Profession/industry involvement	• Professional body registration/voluntary association membership • Participation in professional body, voluntary associations, council activities at local and/or national level; member of or chairing professional body committee(s). • Election on boards of Councils; professional bodies; voluntary associations nationally.

Notes:

- *Read the information required for a specific Category carefully to ensure that information is not duplicated in different categories. The same information will not be considered twice in different categories.*
- *For Category 3 read the definitions of engagement and uptake in the policy*

APPENDIX F

PROMOTION REQUIREMENTS FOR FULL PROFESSORSHIP

Taking into consideration the context of Universities of Technology (UoTs) and the need for UoTs to distinguish themselves within the National Higher education system combined with the strategic objectives of the University, there is a need to retain and promote staff with high level qualifications to the rank of Full Professor.

The primary criterion at this level is the expertise vested in the candidate. This is a rank of the highest academic standards, and one in which the institution takes great pride. The person appointed into this rank should reflect the highest academic standing and the values of the institution. The appointment at full professor level is for an established researcher and distinguished scholar with contributions that are recognised internationally as a leader in the field/discipline. The candidate must have demonstrated professional development at the highest level and contributed to the Department, Faculty, and institution. The candidate must have made contributions with a positive impact in the community/society/industry/profession. Candidates must therefore already perform at a level far superior to that of an Associate Prof.

Candidates for the full professorship must have completed the Doctoral Degree with at least 10 years higher education experience (as a combination of teaching, research, and innovation). For full professorship it will be important to demonstrate that that the candidate's productivity has increased over the years, is current and recent over the last five years.

F1: Learning and Teaching

The candidate should have achieved professional recognition through scholarship, creative activity, demonstrated professional development, and have made vital contributions to the Department, Faculty, University, and community. In addition, they must have demonstrated competence in learning and teaching, and assessment at undergraduate and postgraduate levels.

F2: Research, Technology Innovation and Creativity

The candidate should demonstrate a substantive track record of research output producing more than 1.5 research output units per year (as an average over the last five years) with a proven track record of accredited publications in international journals of high standing. They should have a track record of presenting conference papers at international conferences and have publications in peer-reviewed conference proceedings. They should have a track record of successful supervision of Masters and Doctoral students and must have current Masters and Doctoral students as well as present or previous Postdoctoral fellows. They should have a substantive track record as principal investigator and/or lead grant holder of external national and international research grants, of being

a panel member for national and international grant review committees, of chairing sessions at international conferences, and of being invited as keynote speaker at international conferences. They should provide evidence of serving as peer reviewer for national and international accredited journals, of heading journal panel reviews nationally and internationally, of serving on an editorial board of international accredited journals or of being the editor of books or book chapters. Additionally, they must have a track record of external examination at the Masters and Doctoral level, both nationally and internationally, and possess a vast national and international network of partnerships and collaboration.

F3: Engagement

The candidate should demonstrate that they have taken the lead in community structures (not only show participation and involvement in) and made positive contributions to community/society/government as translated knowledge gained from learning and teaching, research, and innovation. The candidate should demonstrate that they have taken the lead in registered service-learning project(s). They should also demonstrate achievements and accomplishments within the community, industry and government related to their field of study. The candidate should have evidence of having developed intellectual property, begun commercialisation and developing an enterprise.

F4: Leadership, Management, and administration

Involvement in Department, Faculty, and Institutional Activities

The candidate should demonstrate their ability to:

i. successfully manage Departmental, Faculty and institutional projects;
ii. provide management and administrative services within University Committee Structures;
iii. successfully complete special/strategic projects that promote the achievement of CPUT's Strategic Objectives;
iv. be involved in Professional Associations/Organisations which may be external but significant to CPUT at a national and international level;

F5: Criteria for promotion to Full Professor

NB: Evidence submitted will be assessed against one Category only and will not be scored if repeated in other categories.

1.Learning and Teaching	
L&T Portfolio	A candidate for full Prof. must show proof of having been recognised as a very competent teacher as evidenced by: ● Exceptional knowledge of his or her subject matter/discipline ● Excellent classroom and tutorial performance ● Effective utilisation of innovative teaching and assessment methods ● Very good communication and human relations skills ● Excellent performance as an academic advisor who encourages active learning among students and staff. ● Positive feedback from external examiners and moderators on examination papers ● Success rate and academic performance reports of classroom performance ● Time spent in industry and work-integrated learning. ● Learning materials that have been uploaded on the LMS over several years. ● Active engagement on the LMS for a minimum of two years prior to the date of application ● Appointment as an external moderator or examiner ● Evidence of facilitating learning and making use of different methodologies to enhance the learning and teaching process. ● Successful undergraduate supervision (BTech/AdvDip/ PG Dip/ Hons)
Curriculum design and development	• Produce evidence to demonstrate participation & leadership in curriculum design and development. • Participation in Curriculum design & development will further extend to active engagement in Learning and Teaching related committees at the University level. • Review of newly designed programmes for approval at various levels. • Materials development (demonstrates participation in the development of teaching materials related to new curriculum design and development)
	• Evidence of ongoing learning and teaching development

Professional Development	• Accomplishments and contributions in Learning and Teaching (e.g. L&T awards)
	• Teaching scholarship (e.g. textbooks, scholarly writing outside of Category 2)
2.Research, Technology Innovation and Creative scholarship	
Research output including creative outputs and innovation)	● Produces a minimum of 1.5 research units per year (as an average over the last five years) Evidence of publications in accredited journals (non-predatory journals) scholarly books and book chapters; refereed accredited conference proceedings; creative outputs or innovations (as per the DHET policies). • Technical scholarly research reports ● Evidence of established research impact factor
Conference participation/ Conference papers	• Presenter of papers at international conferences • Part of a conference organising committee • Chair of international conference sessions • Keynote/Plenary speaker at international conferences
Postgraduate supervision Consider - (supervision/co-supervision)	• A proven track record of successful Postgraduate supervision at the Masters and mostly at the Doctoral level over the last five years. • Currently supervising Postgraduate students of which most are at the Doctoral level. • Predominantly supervision as main/principal supervisor. • Successfully supervised or is supervising Postdoctoral Fellows
Research projects and funding	• Evidence of leading national and international research projects • A track record of external (national and international research funding sources) • Contributions to national initiatives
Research projects and funding	• Evidence of leading national and international research projects • A track record of external (national and international research funding sources)
Collaborations/Partnerships	• A track record and network of collaborations and partnerships, both nationally and internationally. ● Collaborations and partnerships should align with CPUT research focus areas.

External postgraduate examination	Act as external examiner for South African and international universities at Masters and Doctoral level.
Journal/book review	• Evidence of journal paper/book/book chapter reviews • Member/Head of a journal review panel
Keynote addresses/invited speaker	• Invited as a keynote/plenary speaker at national and international conferences
Editor: editorial board or journal/book editor	• Evidence of being an editor or serving on an editorial board
Other scholarly and research activities	• Evidence of being a reviewer for research projects, submitting funding requests, applying for scientific rating, and mentoring early-career researchers.
Accomplishments and contributions	• Evidence of research achievement and awards resulting from contributions to knowledge produced at national and international level. • An NRF rating • Research related awards (e.g. NSTF Awards, DVC: Research and Innovation awards)
3.Engagement	
Community/Society/ Government Engagement	• Leading multiple community/society/government engagement project relevant to the academic project • Leading or participating in multiple recognised service-learning project. • Initiation of the development of educational/professional courses/workshops for communities nationally and internationally
Uptake	• Leader in research activities that has translated into impact in the community/ society/ government/industry, both nationally and internationally • Evidence of making a positive contribution and impact towards community/society/government • Evidence of successful development of research output that impacts on end-user policy/law/practice.

	• Evidence of Innovation/Commercialisation/Enterprise development
Achievements and accomplishments	• Grants (or other forms of recognition) by community/society/government • Prestigious community awards
4. Leadership, Management and Administration	
Management and administration	• Head of programme/Department/research entity • Portfolio management at Faculty/institutional level (e.g. representing their Faculty at Senate sub-committees)
Leadership	• Leading Faculty/institutional strategic project(s) • Chairing Faculty/institutional committees; chairing Professional body committees • Leading a research entity (e.g. Unit, Centre, Institute, Technology Station) • Leader of research focus area • Mentoring, coaching, assisting staff in entities/Department/Faculty
University service and development	• Involvement in development of policies, guidelines, procedures, etc. • Proof of participation in institutional activities (Faculty committees e.g. H&S; FT&L; FRIC, FHDC, FREC, etc.) • Participation in Faculty/institutional workshops/seminars/event (e.g. CPUT L&T Day; Institutional L&T or R&I related seminars or workshops; Research Day; Postgraduate Conference Day, etc.). • Member of a research centre/institute aligned with focus areas
Profession/industry involvement	• Professional body registration/voluntary association membership • Participation in professional body, voluntary associations, council activities at local and/or national level; member of or chairing professional body committee(s) • Election on boards of councils, professional bodies, and voluntary associations, both nationally and internationally

Notes:

- *Read the information required for a specific Category carefully to ensure that information is not duplicated in different categories. The same information will not be considered twice in different categories.*
- *For Category 3 read the definitions of engagement and uptake in the policy*