Cape Peninsula University of Technology
creating futures

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In accordance with the CPUT Policy on Plagiarism, all applicants are required to complete the following declaration.

Name	
Surname	
Staff Number	
Faculty	
Department	
Current Rank / Post Level	
Rank Applying For	

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

Academic Promotions Application Checklist

Dear Applicant

Please ensure you have read and understood the Institutional Promotions Committee Call and the Policy on The Promotion of Academic Staff.

Please ensure that you have ticked all the boxes listed below and have all your documents ready before uploading them to the link in the Promotions Call.

Checklist

Essential Documents to be completed and included	**Complete Y/N**
Complete and sign the Declaration Form.	
Cover Letter in motivation for the promotion.	
The full CV is completed using the template provided in Annexure B of the Policy on The Promotion of Academic Staff. **(No other format will be accepted)**	
Your Teaching Portfolio – Include all applicable evidence	
Your Other Evidence for All Criteria – Include all applicable evidence that supports your participation and accomplishments.	
All documents must be combined into one PDF submission with a **clear table of contents.**	
Your PDF Document must be Named/Save as follows (**Name_Surname_Promotion Rank Applied For_2024**) **e.g. (Duncan_Wesley_Senior Lecturer_2024)**	
Submission checklist completed and signed	

…… ……

Signature of candidate Date

(The signed checklist must be included in the pack)