

# Personal Details

|  |  |
| --- | --- |
| **Name and Surname** |  |
| **Current Academic Title** |  |
| **Email Address** |  |
| **ID / Passport No** |  |
| **ORCID (paste hyperlink)** |  |
| **School** |  |
| **Department** |  |
| **Division** |  |
| **Current position** |  |
| **Period in current position** |  |
| **Date of last promotion** |  |
| **Period of employment** |  |
| **\*Primary employer or funder** |  |
| **Academic title applied for** |  |

# Academic and professional qualifications

|  |  |  |
| --- | --- | --- |
| **Qualification (Highest first)** | **Year obtained** | **Institution** |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

# **Academic and professional experience**

## Positions held

|  |  |  |
| --- | --- | --- |
| **Position** | **Period in position** | **Employer** |
|  |  |  |
|  |  |  |

## Honours, awards, prizes, noteworthy recognitions

|  |  |
| --- | --- |
| **Name of Award** | **Year** |
|  |  |
|  |  |
|  |  |

## Continued professional development

**Refresher/educational courses attended**

|  |  |
| --- | --- |
| **Course** | **Year** |
|  |  |
|  |  |

# Teaching and learning

## Teaching and learning summary

**A detailed teaching portfolio should be submitted as Appendix A.** The portfolio should include a teaching philosophy, undergraduate teaching activities, teaching evaluations and postgraduate supervision activities (see template) for the **total career**. Provide a summary of teaching activities in the table below, in the left column provide information since last promotion (or last 5 years if not been promoted previously), and in the right column provide information for the total career. The teaching hours should be listed as an average per year. Additional activities should be listed in the teaching portfolio.

|  |  |  |
| --- | --- | --- |
|  | **Since last promotion** | **Career total** |
| Teaching portfolio submitted? |  |  |
| Undergraduate teaching hours (average per year) |  |  |
| Postgraduate course work teaching hours (average per year) |  |  |
| Number of students supervised for clinical training (average per year) |  |  |
| Number of post-doctoral fellowships |  |  |
| Number of honours / PG diploma / 4th year project supervision completed |  |  |
| Number of MSc (by dissertation) graduated |  |  |
| Number of MMed/MDent/MPH/MSc (research report) graduated |  |  |
| Number of PhD / DPhil graduated |  |  |
| Number of current MSc (by dissertation) |  |  |
| Number of current MMed/MDent/MPH/MSc (research report) |  |  |
| Number of current PhD / DPhil students |  |  |

## Submit a personal, reflective statement, summarising your educational philosophy (100 word limit)

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## Teaching, Assessment and Supervision practices

Provide a summary of evidence related to your teaching, assessments, mentoring and supervision practices, that reflect your undergraduate and postgraduate teaching workload. This information should be included in your teaching portfolio (Appendix A).

In the table below, include evidence of **formal evaluations** of your teaching and supervision undertaken through the university quality assurance processes (e.g. course, lecturer and/ or peer evaluation) over the last five years or since your last promotion. A minimum of one evidence source per year should be provided. Please include the evidence/ evaluation reports in an Annexure in your teaching portfolio. Please insert as many lines in the table as you would require to accurately reflect the requested information.

|  |  |
| --- | --- |
| **Year** | **Type of evidence** |
|  |  |
|  |  |

Provide a reflection on how your educational philosophy informs your pedagogy, assessment and supervision practices relative to the established promotion criteria. Reflect on lessons learnt through the information you have received from the evidence and how this has changed your practice.

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## Evidence of Professional Development as an Educator

Please provide a list of formal and informal professional development opportunities that you have engaged with to improve your educational practice.

|  |  |  |
| --- | --- | --- |
| **Year** | **Professional development activity** | **Evidence provided (Y/N)** |
|  |  |  |
|  |  |  |

Reflect on your most important learning points from the above activities and how they have influenced your educational practice.

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## Evidence of influence and Innovation in Teaching and Learning

Provide evidence of your influence in the higher education community related to teaching and learning within your discipline.

|  |  |  |  |
| --- | --- | --- | --- |
| **Year** | **Activity** | **Contribution** | **Significance** |
|  |  |  |  |
|  |  |  |  |

## Contribution to Scholarship of Teaching and Learning

If you have contributed to the Scholarship of Teaching and Learning (SoTL), indicate how your educational and research philosophies influence your educational scholarship. (Please list SoTL activities under Section 5 on Research)

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# Research

## Research profile statistic

|  |  |
| --- | --- |
| **Provide a description of your research niche area (50 words)** |  |
| **NRF rating and year obtained** |  |
| **Web of Science H-index (include hyperlink)** |  |
| **Scopus profile (include hyperlink)**  **H-index**  **Citations** |  |
| **Google Scholar profile (include hyperlink)**  **H-index**  **Citations** |  |

## Publications

### **Publication summary since** last promotion OR last 5 years (if not previously promoted)

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Publications (since last promotion / last 5 years)** | | | | |
|  | **No. first author** | **No. senior author** | **No. other author** | **Total** |
| **Original research and systematic review articles**  in ISSN accredited refereed/ peer-reviewed journals | | | | |
| * International Journals |  |  |  |  |
| * Local Journals |  |  |  |  |
| **Total** |  |  |  |  |
| **Case reports/case series, commentary, letters and review articles**  in ISSN accredited refereed/ peer-reviewed journals | | | | |
| * International Journals |  |  |  |  |
| * Local Journals |  |  |  |  |
| **Total** |  |  |  |  |
| Chapters in books |  |  |  |  |
| Refereed/peer-reviewed conference outputs |  |  |  |  |
| Articles in non-refereed/ non-peer-reviewed journals |  |  |  |  |
| Patents |  |  |  |  |
| Technical Reports |  |  |  |  |
| Other contributions/ reports (e.g. Policy reports) |  |  |  |  |

### Articles (ISSN) in refereed/ peer-reviewed journals (since last promotion / last 5 years)

Please use the standard format to list all publication details in descending chronological order\*\*

#### International Journals

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **No** | **Publication  (Authors, Title, Journal, Vol, pg numbers)** | **# of Citations** | **Journal Impact factor** | **Role in publication** |
| 1 |  |  |  |  |
| 2 |  |  |  |  |
| 3 |  |  |  |  |
| 4 |  |  |  |  |

#### Local Journals

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **No** | **Publication  (Authors, Title, Journal, Vol, pg numbers)** | **# of Citations** | **Journal Impact factor** | **Role in publication** |
| 1 |  |  |  |  |
| 2 |  |  |  |  |
| 3 |  |  |  |  |
| 4 |  |  |  |  |

### Books (authored or edited, since last promotion / last 5 years)

|  |  |  |
| --- | --- | --- |
| **Name of Book** | **Publisher** | **Year** |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

### Chapters in books (since last promotion / last 5 years)

|  |  |  |  |
| --- | --- | --- | --- |
| **Authors and title of Chapter** | **Book** | **Publisher** | **Year** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

### Refereed/ peer-reviewed conference outputs (since last promotion / last 5 years)

|  |  |  |  |
| --- | --- | --- | --- |
| **Authors and title** | **Conference** | **Location** | **year** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

### Patents (since last promotion / last 5 years)

|  |  |  |
| --- | --- | --- |
| **Patent label** | **Year** | **Registered Yes/No** |
|  |  |  |
|  |  |  |

### Research innovation (since last promotion / last 5 years) Describe innovative research products / outputs and its impact

|  |  |
| --- | --- |
| **Innovation** | **Impact** |
|  |  |
|  |  |

### Articles in non-refereed/ non-peer-reviewed journals (since last promotion / last 5 years)

|  |  |  |  |
| --- | --- | --- | --- |
| **No** | **Publication  (Authors, Title, Journal, Vol, pg numbers)** | **# of Citations** | **Role in publication** |
| 1 |  |  |  |
| 2 |  |  |  |
| 3 |  |  |  |
| 4 |  |  |  |

### Technical Reports (since last promotion / last 5 years)

|  |
| --- |
|  |
|  |

### Other contributions/ reports (e.g. Policy reports) (since last promotion / last 5 years)

|  |
| --- |
|  |
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### Lifetime publication summary

**\*\*** Provide a list, using the standard format, of lifetime publications in descending chronological order. Include journal impact factor and contribution to the publication. Attach as **Appendix B**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Lifetime publications** | | | | |
|  | **No. first author** | **No. senior author** | **No. other author** | **Total** |
| Original research and systematic review articles in ISSN accredited refereed/ peer-reviewed journals |  |  |  |  |
| Case reports/case series, commentary, letters and review articles in ISSN accredited refereed/ peer-reviewed journals |  |  |  |  |
| Chapters in books |  |  |  |  |
| Refereed/peer-reviewed conference outputs |  |  |  |  |
| Articles in non-refereed/ non-peer-reviewed journals |  |  |  |  |
| Technical Reports |  |  |  |  |
| Other contributions/ reports (e.g. Policy reports) |  |  |  |  |

## Conferences

### Conference presentations summary

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Keynote / invited speaker** | **Presented a talk or poster** | **Chair / judge sessions** |
| **Conferences attended since last promotion / last 5 years (if not previously promoted)** | | | |
| Number of local conferences |  |  |  |
| Number of international conferences |  |  |  |
| **Lifetime conferences attended** | | | |
| Number of local conferences |  |  |  |
| Number of international conferences |  |  |  |

\*\* Only include conferences where you were the presenter (not if co-author / students presented)

### Conferences attended

Please use the standard format to list all conference presentations details in descending chronological order\*\*

#### *Keynote / Invited presentations*(since last promotion / last 5 years if not previously promoted)

|  |  |
| --- | --- |
| **Conference details (Name, place, date)** | **Presentation title** |
|  |  |
|  |  |
|  |  |
|  |  |

## Research Grant Funding

### Research projects in progress

*Please indicate role i.e. principal investigator or co-investigator (as recorded)*

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Title of project/ award** | **Grant source** | **Amount award** | **Purpose of grant** | **Year/s active** | **Own Role** | **Collaborators** |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |

### Completed grants

|  |  |  |
| --- | --- | --- |
| **Donator** | **Amount** | **Year** |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

## National and international collaborations

|  |  |  |  |
| --- | --- | --- | --- |
| **Collaborator** | **Country** | **Year** | **Nature of collaboration** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

## Research impact

***\*\*Only for applications to full Professor***

**List five (5) of your best peer-reviewed publications**, and describe their impact.

For each publication, describe your own contribution, and provide a motivation for selecting the publication. You should also provide the number of citations, other article metrics for each publication as well as the impact factor for the journal and its ranking within the scientific discipline/ field. Note that publication and citation practices vary significantly across fields. It is therefore imperative that you place your own research outputs in the appropriate context.

|  |  |  |
| --- | --- | --- |
| **Publication** Authors, title, journal, vol, pg numbers | **Impact factor** | **Impact / reason for selection** |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

# Academic citizenship and social responsiveness

**\*\*List academic citizenship activities since last promotion / last 5 years if never been promoted**

## Service to the University

### Programme/Course coordination, including co- or deputy

|  |  |  |  |
| --- | --- | --- | --- |
| **Year** | **Programme** | **Number of students** | **Your specific contributions** |
|  |  |  |  |
|  |  |  |  |

### School/Departmental/Division/ Duties/Initiatives

|  |  |  |  |
| --- | --- | --- | --- |
| **Committee/ Initiative/ Working Group/Department** | **Period** | **Role** | **Brief description of your activities and specific contributions/ initiatives/ outcomes/ impact** |
|  |  |  |  |
|  |  |  |  |

### Faculty Committees/Initiatives

|  |  |  |  |
| --- | --- | --- | --- |
| **Committee/ Initiative/ Working Group** | **Period** | **Role** | **Brief description of your activities and specific contributions/ initiatives/ outcomes/ impact** |
|  |  |  |  |
|  |  |  |  |

### University Committees/Initiatives

|  |  |  |  |
| --- | --- | --- | --- |
| **Committee/ Initiative/ Working Group** | **Period** | **Role** | **Brief description of your activities and specific contributions/ initiatives/ outcomes/ impact** |
|  |  |  |  |
|  |  |  |  |

## Service to the discipline

### External examining at undergraduate level

|  |  |  |
| --- | --- | --- |
| **Year** | **Degree/ course examined** | **Institution** |
|  |  |  |
|  |  |  |
|  |  |  |

### Internal / external examining of dissertations/theses or post-graduate examinations

|  |  |  |
| --- | --- | --- |
| **Year** | **Degree / course examined** | **Institution** |
|  |  |  |
|  |  |  |

### Conference organisation

|  |  |  |
| --- | --- | --- |
| **Year** | **Conference** | **Role** |
|  |  |  |
|  |  |  |

### Professional services/editorial boards/ journal reviewer

|  |  |  |
| --- | --- | --- |
| **Entity** | **Role** | **Year** |
|  |  |  |
|  |  |  |
|  |  |  |

### Policy input and advocacy for policy reform

|  |  |  |
| --- | --- | --- |
| **Policy category** | **Contribution** | **Year** |
|  |  |  |
|  |  |  |
|  |  |  |

### Public service and/or systems development

|  |  |  |
| --- | --- | --- |
| **Department/Unit** | **Contribution** | **Year** |
|  |  |  |
|  |  |  |
|  |  |  |

### Public information and discourse

|  |  |  |
| --- | --- | --- |
| **Web URL //Source** | **Content** | **Year** |
|  |  |  |
|  |  |  |
|  |  |  |

### Professional/National/International/Editorial Committees

|  |  |  |
| --- | --- | --- |
| **Entity/Committee** | **Role** | **Year** |
|  |  |  |
|  |  |  |
|  |  |  |

### Science engagement

For example, adult/community education courses and workshops offered, expert media engagements / podcasts, articles in lay media / magazines.

**\*\**Only activities listed and captured in community engagement activities on the intranet will be considered*.**

|  |  |  |
| --- | --- | --- |
| **Engagement** (provide description of activity) | **Audience / platform** | **Year** |
|  |  |  |
|  |  |  |
|  |  |  |

### Clinical Academic Practice – where applicable

|  |  |  |
| --- | --- | --- |
| **Institution /Department/Unit** | **Contribution** | **Year** |
|  |  |  |
|  |  |  |
|  |  |  |

### Joint Academic Clinical Practice

Describe your contribution to enhancing clinical academic practice across the clinical service platform - where applicable.

|  |
| --- |
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## Transformation contributions

Where possible, candidates should clearly indicate in the table below how they have contributed to **transformation.** For example, active participation as an employment equity representative on recruitment processes (please submit a letter from the TEC chair in this regard), active involvement in divisional/ departmental succession planning, capacity and infrastructure development, publications by previously disadvantaged students support of previously disadvantaged students to attend conferences etc. With reference to the various contributions, please also provide relevant qualitative comments in the contribution column.

|  |  |  |
| --- | --- | --- |
| **Initiative/ Process** | **Role** | **Contribution** |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

## Community outreach initiatives

|  |  |  |
| --- | --- | --- |
| **Community** | **Contribution** | **Year** |
|  |  |  |
|  |  |  |
|  |  |  |

# Leadership and management

## Leadership manifesto

Submit below, a personal, reflective statement summarising your **approach and contributions to leadership and management**, including examples of experience and relevant testimonials from colleagues. In this statement reflect on the established promotion criteria and include examples of experience that demonstrate your leadership and management capacity (100 words max).

|  |
| --- |
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## Leadership roles in academia

Include your contribution to **divisional, departmental, faculty and university committees**, where you have chaired or managed the project, provide. Describe the nature of the leadership you have provided.

|  |  |  |
| --- | --- | --- |
| **Committee / Institution** | **Contribution** | **Period** |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

## Innovative leadership and management initiatives

Indicate here any formal but perhaps time-bound or focussed initiatives to which you have contributed or which you have led that demonstrate your leadership/management capacity but are not covered by the above tables. These initiatives might focus on any of Teaching and Learning, Research or Organisational development, including, for example, curriculum re-design or innovation, innovative research capacity development, or maintenance of clinical registries/databases, or transformation initiatives. Include any other activity, informal or formal, for which you find no place above, but which you judge demonstrates your leadership/management capacity

|  |  |  |  |
| --- | --- | --- | --- |
| **Initiative & Purpose** | **Achievements so far** | **Your role and specific contributions** | **Year** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

Appendix A – Teaching portfolio

Appendix B – Lifetime publication list