

**APPENDIX 2**

**ACADEMIC STAFF PROMOTION PROCEDURES & GUIDELINES**

**APPLICATION CHECK LIST**

<b>Candidates to tick</b>	<b>YES</b>	<b>NO</b>
1. Completed Application for Personal Promotion form (Appendix 3)		
2. Candidate's Statement not exceeding 4000 words		
3. Curriculum Vitae is in the prescribed format (Appendix 4)		
4. Application clearly shows date of last promotion and what has been done since last promotion / appointment or details on how shortcomings have been addressed from previous unsuccessful application		
5. Certified copies of certificates for qualifications, programmes or courses completed (if applicable)		

**TEACHING/RESEARCH CHECK LIST**

<b>Candidates to tick</b>	<b>YES</b>	<b>NO</b>
1. Copies of peer reviewed journal publications (since last promotion)		
2. Copies of peer reviewed conference publications (since last promotion)		
3. Copies of published books published (since last promotion)		
4. Copies of books chapters (since last promotion)		
5. Copies of other publications to be assessed as research output		
6. Table of post-graduate supervision (if applicable)		
7. Student evaluation reports by Quality Assurance Unit (at least 3)		
8. Performance evaluation report		
9. Copy of Postgraduate Certificate in Teaching and Learning in Higher Education		
10. Copy of Certificate for Postgraduate Supervision		
11. Teaching Portfolio evaluation report		

<b>College Administrator to tick for documentation to CPC</b>	<b>YES</b>	<b>NO</b>
1. Completed candidate's Application for Academic Promotion (Annexure 3)		
2. Candidate's statement		
3. Curriculum Vitae of the candidate (Showing date of last promotion)		
4. Line Manager's Report		
5. Assessors' Reports		
6. Copies of publications and other supporting documents		
7. Policy and Procedures on Academic Staff Appointments and Promotions		