

Annexure 21 *Academic Promotion Schedule

Activity	Date(s)
1. ED HR a call for applications	21 October 2024
2. Close for receipt of applications (including relevant portfolios of evidence)	24 December 2024
3. SOM sends applications (including relevant portfolios of evidence) to Dean / HoS	2 - 16 January 2025
4. DHoS constitute Selection Committee	17 - 31 January 2025
5. Dean / HoS identify Assessors /referees	17 - 31 January 2025
6. Deans / HoS sends Assessors applicant dossiers) and also requests referee reports	1 - 15 February 2025
7. Assessors report back to Deans/HoS	15 March - 15 April 2025
8. Dean/HoS sends Teaching, Clinical, and Community engagement portfolios to relevant assessment committees	1 - 15 February 2025
9. Portfolio assessment committees report back outcomes to Dean/HoS	15 March - 15 April 2025
10. Selection committees are seated	1 May - 30 June 2025
11. College HR transmits outcome to UAPC through ED HR	10 May - 10 July 2025
12. UAPC Seating	01 - 15 August 2025
13. ** ED HR communicates outcomes to candidates	25 - 30 August 2025
14. Appeals lodging	01 - 05 September 2025
15. Appeals committee seating and determination	15-24 September 2025

* Out of cycle/fast track appointments and promotions are exempt from this schedule as they shall occur any time throughout the year.

** ED HR will ensure the timelines are strictly adhered to.