



**FACULTY OF HEALTH SCIENCES
CRITERIA FOR ACADEMIC APPOINTMENT AND PROMOTION**

Final

Preface

- The purpose of this document is to guide the applicant as well as the committee in consideration of applications for appointment or promotion of new and existing staff
- Where Schools apply specific criteria (e.g. appointment or promotion dependent upon applicant having a specific higher degree), such criteria should be well-documented and presented to the committee with the application.
- While this document provides detail as to Faculty and School requirements for appointment and promotion of staff, all applications must conform to University policies as detailed in the following documents which inter alia give guidance regarding necessary supporting documentation:
 - o HRA07 – Appointment and promotion to Reader or Research Professor
 - o HRA08 – Appointment and promotion to Associate Professor
 - o HRA09 – Appointment and promotion of Adjunct Professor, Associate Professor or Personal Professor
- It is important that all documentation submitted to the committee reflects the applicant's current status and must include updated curriculum vitae and teaching portfolios.

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APPOINTMENTS/PROMOTIONS Lecturer Track

1. ASSOCIATE LECTURER This is a development position on fixed term contract.					Grade – AC 09
School	Academic Qualifications	Professional Qualifications	Teaching Experience	Research Experience	Academic Citizenship
ALL SCHOOLS	A health professional degree in a relevant discipline or a master's degree in a relevant field.	Registration with a professional council where applicable to the discipline.	Teaching / tutoring experience an advantage.	A prior research activity will be an advantage.	Relevant experience as determined by each School. This section must be completed in conjunction with the guidelines at the end of this document.
NOTE: This appointment is normally for up to 3 years (non-clinical disciplines) or 5 years (registrars) or longer depending on individual circumstances (e.g. COVID-19 disruption, parental or extenuating other personal circumstances.)					

2. LECTURER					Grade – AC 08
School	Academic Qualifications	Professional Qualifications	Teaching Experience	Research Experience	Academic Citizenship
ALL SCHOOLS	A health professional degree or a master's degree in a relevant discipline. A doctoral degree will be an advantage.	Registration with a professional council where applicable to the discipline.	A teaching portfolio that includes a teaching and/or tutoring load, and/or postgraduate supervision experience as determined by each School. Successful completion of a postgraduate qualification in Health Sciences Education would be an advantage.	Evidence of research ability as determined by the School.	Relevant experience as determined by each School. This section must be completed in conjunction with the guidelines at the end of this document.

3. SENIOR LECTURER					Grade – AC 07
School	Academic Qualifications	Professional Qualifications	Teaching Experience	Research Experience	Academic Citizenship
ALL SCHOOLS	A professional master's or doctoral degree, or an equivalent qualification in an appropriate discipline.	Registration with a professional council where applicable to the discipline.	<p>A teaching portfolio that includes:</p> <ul style="list-style-type: none"> - A teaching philosophy. - Evidence of teaching load, course (curriculum) development and academic administration, planning and development. - Evidence of quality of teaching. <p>A formal qualification in Health Sciences Education would be an advantage.</p> <p>The minimum expectation to be considered as successful postgraduate supervision or co-supervision is the graduation of at least two (2) postgraduate students at master's level. (Honours students will not be considered).</p>	<p>At least eight (8) DoHET/ISI-accredited original research publications, which demonstrate self-initiated, independent research and ongoing scholarly ability. Also, the applicant has to be first or senior author on at least four (4) publications.</p> <p>Contribution to policy development and/or implementation would be an advantage.</p> <p>Evidence of grantsmanship would be an advantage.</p>	<p>Relevant management, leadership and/or professional experience as determined by each School.</p> <p>This section must be completed in conjunction with the guidelines at the end of this document.</p>
<p>NOTE: The candidate should be rated either as (i) Distinguished in respect of one of the three criteria (Teaching, Research and Academic citizenship); more than Competent in another and Competent in the third or (ii) more than Competent in all three.</p>					

4. ASSOCIATE PROFESSOR					Grade – AC 06
School	Academic Qualifications	Professional Qualifications	Teaching Experience	Research Experience	Academic Citizenship
ALL SCHOOLS	A professional higher or doctoral degree, or equivalent in an appropriate discipline.	Registration with a professional council where applicable to the discipline.	<p>A teaching portfolio that includes:</p> <ul style="list-style-type: none"> - A teaching philosophy. - Evidence of teaching load, course (curriculum) development and academic administration, planning and development. - Evidence of quality of teaching. <p>A formal qualification in Health Sciences Education would be an advantage.</p> <p>Successful postgraduate supervision.</p>	<p>Established research record and output.</p> <p>Evidence of an independent and ongoing research programme</p> <p>Evidence of grantsmanship external to the University.</p>	<p>Evidence of relevant management, leadership and/or professional expertise as determined by each School.</p> <p>Participation in discipline-specific academic activities.</p> <p>This section must be completed in conjunction with the guidelines at the end of this document.</p>
<p>NOTE:</p> <p>The candidate should be rated either as (i) Distinguished in respect of one of the three criteria (Teaching, Research and Academic citizenship); more than Competent in another and Competent in the third or (ii) more than Competent in all three.</p>					

<p style="writing-mode: vertical-rl; transform: rotate(180deg);">Guidelines for the appointment at or promotion to Associate Professor level</p>	<p>A professional higher degree e.g. MMed, fellowship or an international licentiate will be considered.</p>	<p>Registration with professional councils e.g. the Health Professions Council of South Africa, Nursing Council, Pharmacy Council.</p>	<p>Evidence of quality of teaching shall include:</p> <p>Formal undergraduate and postgraduate student feedback (institutional), peer review, letters of appreciation from colleagues/students, awards.</p> <p>Evidence of successful supervision shall include:</p> <p>Postgraduate formal (institutional) student feedback, peer review, participation of postgraduate students at conferences, letters of appreciation from colleagues/students, awards.</p> <p>The minimum expectation to be considered as successful postgraduate supervision or co-supervision is the graduation of at least five (5) postgraduate students of which at least one (1) must be at the doctoral or equivalent level (unless a clinician).</p>	<p>Established research record and output.</p> <p>An established researcher is illustrated when a researcher is recognised for the high quality, impactful, scholarly body of work. Factors to be considered include impact factor of journals, author position on journals, citation of articles, H-index, keynote/plenary lectures, awards.</p> <p>A minimum of 20 DoHET/ ISI accredited publications is expected.</p> <p>Evidence of self-driven research niche or programme includes:</p> <p>The presence of first and last (senior) authorships on at least ten (10) publications, principal investigator on grant applications, recipient of awards.</p>	<p>Academic Citizenship includes:</p> <p>External examiner, review of journals, service to the profession, committee membership.</p> <p>This section must be completed in conjunction with the guidelines at the end of this document.</p>
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5. PROFESSOR					Grade – AC 05
School	Academic Qualifications	Professional Qualifications	Teaching Experience	Research Experience	Academic Citizenship
ALL SCHOOLS	A professional higher or doctoral degree, or an equivalent in an appropriate discipline.	Registration with a professional council where applicable to the discipline.	<p>A teaching portfolio that includes:</p> <ul style="list-style-type: none"> - A teaching philosophy that speaks to both undergraduate teaching, postgraduate teaching and supervision. - Evidence of teaching load, course (curriculum) development and academic administration, planning and development. - Evidence of quality of teaching. <p>A formal qualification in Health Sciences Education would be an advantage.</p> <p>Evidence of successful postgraduate supervision.</p>	<p>Research leader and manager (preferably recognised internationally as a leader in the field), with an established research record and output.</p> <p>Evidence of grantsmanship external to the university</p> <p>An NRF rating.</p>	<p>Membership of School/Faculty/University/ 'Institutional Committees.</p> <p>Participation in national and international professional bodies.</p> <p>Invited to national and international events as a subject expert.</p> <p>This section must be completed in conjunction with the guidelines at the end of this document.</p>

Guidelines for the appointment at or promotion to Professor level	<p>A professional higher degree e.g. MMed, fellowship or an international licentiate will be considered.</p>	<p>Registration with professional councils e.g. the Health Professions Council of South Africa, Nursing Council, Pharmacy Council.</p>	<p>Evidence of quality of teaching shall include:</p> <p>Formal undergraduate student feedback (institutional), peer review, letters of appreciation from colleagues/students, awards.</p> <p>Evidence of successful supervision shall include:</p> <p>Postgraduate formal (institutional) student feedback, peer review, participation of postgraduate students at conferences, letters of appreciation from colleagues/students, awards.</p> <p>The minimum expectation to be considered as successful postgraduate supervision or co-supervision is the graduation of at least ten (10) postgraduate students, of which at least three (3) should be at the doctoral or equivalent level.</p>	<p>Research Leader and Manager</p> <p>An established researcher with international recognition is illustrated when a researcher is recognised for the high quality, impactful, scholarly body of work. Factors to be considered include impact factor of journals, author position on journals, citation of articles, H-index, keynote/plenary lectures, awards.</p> <p>The minimum expected number of publications is 45, involving original peer-reviewed research, published in local and international DoHET/ISI accredited journals, being the first or senior author on at least 20 publications.</p> <p>Evidence of being the principal investigator in at least one (1) clearly defined research project.</p> <p>Evidence of being the principal investigator on grant applications.</p> <p>Recipient of awards.</p>	<p>Academic Citizenship includes:</p> <p>External examiner, review of journals, service to the profession, committee membership.</p> <p>This section must be completed in conjunction with the guidelines at the end of this document.</p>
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**APPOINTMENTS/PROMOTIONS
Research Track**

6. ASSOCIATE RESEARCHER This is a development position on fixed term contract.					Grade – AC 09
School	Academic Qualifications	Professional Qualifications	Teaching Experience	Research Experience	Academic Citizenship
ALL SCHOOLS	Minimum BSc Honours or an equivalent qualification. Registration for a higher degree as determined by each School.	Registration with a professional council where applicable to the discipline.	N/A	Evidence of research activity.	Relevant experience as determined by each School. This section must be completed in conjunction with the guidelines at the end of this document.
NOTES: This appointment is normally for up to 3 years.					

7. RESEARCHER					Grade – AC 08
School	Academic Qualifications	Professional Qualifications	Teaching Experience	Research Experience	Academic Citizenship
ALL SCHOOLS	A health professional degree or master's degree in a relevant discipline.	Registration with a professional council where applicable to the discipline.	Research supervision an advantage.	Evidence of research, scholarly ability and output, as determined by each School. At least three (3) publications involving original research in DoHET/ISI journals, of which the applicant is first author on at least one (1).	Relevant experience as determined by each School. This section must be completed in conjunction with the guidelines at the end of this document.

8. SENIOR RESEARCHER					Grade – AC 07
School	Academic Qualifications	Professional Qualifications	Teaching Experience	Research Experience	Academic Citizenship
ALL SCHOOLS	A professional higher or doctoral degree, or an equivalent qualification in an appropriate discipline.	Registration with a professional council where applicable to the discipline.	The minimum expectation to be considered as successful postgraduate supervision or co-supervision is the graduation of at least two (2) postgraduate students at masters' level and some ongoing.	<p>At least 15 DoHET/ISI accredited original research publications, which demonstrate self-initiated, independent research and ongoing scholarly ability. The applicant should be first or senior author on at least eight (8) publications involving original research.</p> <p>Contribution to policy development and/or implementation would be an advantage.</p> <p>Evidence of grantsmanship.</p>	<p>Relevant management, leadership and/or professional experience as determined by each School.</p> <p>Participation in discipline-specific academic activities.</p> <p>This section must be completed in conjunction with the guidelines at the end of this document.</p>
<p>NOTE:</p> <p>The candidate should be rated either as (i) Distinguished in respect of one of the three criteria (Teaching, Research and Academic citizenship); more than Competent in another and Competent in the third or (ii) more than Competent in all three.</p>					

9. READER					Grade – AC 06
School	Academic Qualifications	Professional Qualifications	Teaching Experience	Research Experience	Academic Citizenship
ALL SCHOOLS	A professional higher or doctoral degree, or an equivalent qualification in an appropriate discipline.	Registration with a professional council where applicable to the discipline.	Record of successful postgraduate supervision, where applicable.	<p>Established research record and output.</p> <p>Evidence of an independent and ongoing research programme.</p> <p>Evidence of grantsmanship external to the University.</p> <p>National and international collaboration in the field.</p> <p>An NRF rating.</p>	<p>Leader and manager of a research team or entity.</p> <p>Participation in discipline-specific academic activities.</p> <p>This section must be completed in conjunction with the guidelines at the end of this document.</p>

Guidelines for the appointment at or promotion to the Reader level	<p>A professional higher degree e.g. MMed, fellowship or an international licentiate will be considered.</p>	<p>Registration with professional councils e.g. the Health Professions Council of South Africa, Nursing Council, Pharmacy Council</p>	<p>Successful supervision will be demonstrated by a portfolio including:</p> <ul style="list-style-type: none"> - Philosophy towards post-graduate supervision. - Quality of postgraduate supervision should be illustrated by postgraduate formal (institutional) student feedback, peer review, and participation of postgraduate students at conferences, letters of appreciation from colleagues/students, awards. <p>The minimum expectation to be considered as successful postgraduate supervision or co-supervision is the graduation of at least five (5) postgraduate students of which at least one (1) must be at the doctoral or equivalent level.</p>	<p>Established research record and output</p> <p>An established researcher is illustrated when a researcher is recognised for the high quality, impactful, scholarly body of work. Factors to be considered include impact factor of journals, author position on journals, citation of articles, H-index, keynote/plenary lectures, awards.</p> <p>A minimum of 30 DoHET/ISI accredited publications is expected.</p> <p>Evidence of self-driven research niche or programme includes:</p> <p>The presence of first and last (senior) authorships on at least 15 publications; principal investigator on grant applications; recipient of awards.</p> <p>Evidence of successful grantsmanship</p> <p>Reflected by regular obtaining of grants.</p>	<p>Academic Citizenship</p> <p>External examiner, review of journals submissions and grant applications, service to the profession, committee membership.</p> <p>This section must be completed in conjunction with the guidelines at the end of this document.</p>
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10. RESEARCH PROFESSOR					Grade – AC 05
School	Academic Qualifications	Professional Qualifications	Teaching Experience	Research Experience	Academic Citizenship
ALL SCHOOLS	Professional higher or doctoral degree, or equivalent in an appropriate discipline.	Registration with a professional council where applicable to the discipline.	Record of successful postgraduate supervision.	<p>Distinguished research record and output.</p> <p>Evidence of an independent and ongoing research programme.</p> <p>Achieved international recognition as a distinguished scholar in his/her field and has made contributions which have significant and outstanding implications for the field.</p> <p>Evidence of grantsmanship external to the University.</p> <p>National and international collaboration in the field.</p> <p>An NRF rating at a minimum B category.</p>	<p>Senior membership on School/Faculty/University/Institutional Committees.</p> <p>National and international profile in terms of scientific and professional collaborative initiatives in his/her field of scholarship.</p> <p>This section must be completed in conjunction with the guidelines at the end of this document.</p>

<p style="text-align: center;">Guidelines for the appointment at or promotion to the Research Professor level</p>	<p>A professional higher degree e.g. MMed, fellowship or an international licentiate will be considered.</p>	<p>Registration with professional councils e.g. the Health Professions Council of South Africa, Nursing Council, Pharmacy Council.</p>	<p>Successful supervision will be demonstrated by a portfolio that includes:</p> <ul style="list-style-type: none"> - Philosophy towards postgraduate supervision. - Quality of postgraduate supervision should be illustrated by postgraduate formal (institutional) student feedback, peer review, and participation of postgraduate students at conferences, letters of appreciation from colleagues/students, awards. <p>The minimum expectation to be considered as successful postgraduate supervision or co-supervision is the graduation of at least ten (10) postgraduate students, of which at least three (3) must be at the doctoral or equivalent level.</p>	<p>Distinguished research record and output</p> <p>An established researcher is illustrated when a researcher is recognised for the high quality, impactful, scholarly body of work. Factors to be considered include impact factor of journals, author position on journals, citation of articles, H-index, keynote/plenary lectures, awards.</p> <p>A minimum of 60 DoHET/ ISI accredited publications is expected,</p> <p>Evidence of self-driven research niche or programme includes:</p> <p>The presence of first and last (senior) authorships on at least 30 publications; principal investigator on grant applications; recipient of awards.</p> <p>Evidence of successful grantsmanship</p> <p>Sustainable grantsmanship is reflected by the regular obtaining of grants external to the University.</p>	<p>Academic Citizenship</p> <p>External examiner, review of journals, service to the profession, committee membership.</p> <p>This section must be completed in conjunction with the guidelines at the end of this document.</p>
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APPOINTMENT/PROMOTION

Clinical Track

11. SENIOR CLINICAL LECTURER					Grade – AC 07
School	Academic Qualifications	Professional Qualifications	Teaching Experience	Research Experience	Academic Citizenship
ALL SCHOOLS	Master's degree in the relevant discipline or a specialist qualification held for at least three (3) years.	Registration with a professional council where applicable to the discipline.	<p>Recognised contribution to clinical teaching programme.</p> <p>Successful completion of a postgraduate qualification in Health Sciences Education would be an advantage.</p> <p>The minimum expectation to be considered as successful postgraduate supervision or co-supervision is the graduation of at least two (2) postgraduate students, and some ongoing.</p>	<p>At least two (2) DoHET/ISI accredited publications involving original research, of which the applicant must be the first author on at least one (1).</p> <p>Evidence of commitment and activity in research and of the promotion of research by the application of current principles at the service/care and teaching interface.</p>	<p>At least three (3) years continuous academic service at a position of seniority and with participation beyond normal expectations, especially in clinical service, administration and teaching.</p> <p>An established and respected reputation.</p> <p>This section must be completed in conjunction with the guidelines at the end of this document.</p>
	<p>NOTE:</p> <p>The candidate should be rated either as (i) Distinguished in respect of one of the three criteria (Teaching, Research and Academic Citizenship); more than Competent in another and Competent in the third or (ii) more than Competent in all three.</p>				

12. ADJUNCT PROFESSOR						Grade – AC 06
School	Academic Qualifications	Professional Qualifications	Teaching	Research	Clinical	Academic Citizenship
ALL SCHOOLS	Registration as a specialist with the Health Professions Council of South Africa, Nursing Council, Pharmacy Council.	Registration with a professional council where applicable to discipline.	Evidence of teaching, course (curriculum) development and academic administration, planning and development. Evidence of quality of teaching.	Evidence of research activity. Evidence of a research niche/programme. At least eight (8) DoHET/ISI accredited publications involving original research, of which the applicant needs to be first author or senior author on at least four (4). Successful supervision of at least two MMed/masters' students to completion, and some ongoing.	Expertise in a particular clinical area as evidenced by peer review. Successful training of registrars, postgraduate students and fellows in a clinical discipline and sub-discipline. Chair of National or International Conference Committees* Service on Advisory Committees at provincial or national level related to clinical discipline* Moderator/ Examiner/Convenor in CMSA/clinical/professional examinations* Member of the Executive Committee of South African Medical Association sub-committee or association (e.g. South African Psychiatry Association)*	Below are examples of the types of clinical/academic citizenship activities that are considered indicative of Adjunct Professorship. - Consideration will be given to all similar parallel activities across the disciplines - Member of University/School and Faculty committees - Member of relevant South African Medical Association sub-committee/ association - Philanthropic activities - Examiner for undergraduate and postgraduate students - Reviewer for Journals - Serving on panels for protocol assessment, selection panels This section must be completed in conjunction with the guidelines at the end of this document.
<p>NOTE: The candidate must be highly rated (ideally Distinguished) in Standing in the Profession. The further requirements are that the candidate should be rated as (i) Distinguished in respect of one of the 4 criteria (Teaching, Research, Clinical, Academic Citizenship), more than Competent in two and Competent in the fourth, or (ii) More than Competent in all 4 areas.</p>						

13. Please use the following guide for your reflective statement:

1. Initial statement: (up to 1 page) outline your own description and assessment of your personal leadership and management approach and experience, with specific reference to the Faculty transformation values of diversity, Africanism, institutional climate and dialogue, shared responsibility, understanding discrimination, institutional realities, people-centred/humanism, candid reflection, institutional support, transparency and accountability. You do not have to consider every value but must reflect on at least some of them.
2. Full consideration of relevant ad homonym criteria: (between 1-2 pages) consider each of the ad homonym criteria relevant to the promotion for which you are applying and reflect on your own performance in relation to these criteria. You may choose to group criteria in this assessment. Consider leadership and management separately in this assessment, but consider both.

Across the whole statement, please use brief, concrete examples of activities and experiences to support your personal assessment and, as appropriate, draw on and cite relevant testimonials (also submitting the complete testimonials as part of your application).

14. Academic citizenship

Definition:

Academic citizenship refers to activities that have made a substantial, significant, and innovative contribution to one or more of the communities which they serve as academic citizens, in other words, the community of their Faculty or Division, the University, the social community, the national community, or the national or international community of their discipline.

Guiding notes:

The table below presents examples (indicators) of academic citizenship activities. There is no requirement that most or all be fulfilled (i.e. these are not criteria).

The applicant should describe the activity involved in initiating, managing and bringing to a successful conclusion the indicator involved. Sustained performance over a period of at least 2 years will be expected.

Claims must be supported by reliable evidence at every level which demonstrates effectiveness, scale, quality, impact and importance of achievements.

Additional activities that an applicant considers to be evidence of academic citizenship can be presented.

Increasing levels of activity (levels 1, 2, 3) indicate activity at higher levels of University, organisational or geographical structure and function.

It is expected that applicants will have differing levels of achievement for different indicators.

There is an expectation that applicants for more senior positions will have evidence of activity for more indicators and at higher levels.

Although the same indicators will be used for all applicants, the definition of what constitutes “competent”, “more than competent” or “distinguished” will differ for each promotion grade. Thus, what may be considered as “distinguished” for a lower grade (e.g. a lecturer) may only be considered “competent” for a higher grade (e.g. a professor).

These competency categories are not being defined a *priori* because different applicants will have different strengths that cannot be adjudicated in any set pattern.

Junior colleagues are expected to function at level 1 while professors are expected to function at level 3 (in addition to fulfilling roles at level 1 and 2).

Table showing indicators of academic citizenship

Indicator	Level 1	Level 2	Level 3
Internal (within university)			
Membership of committees or projects	Division/Department/Centre	School/Faculty	Faculty/University
Involvement in initiatives (e.g. student support, mentoring of colleagues, outreach, open days, fundraising, external organisation or community engagement)	Department/Centre	Department/Centre/School/Faculty	School/Faculty/University
Undertaking leadership or management roles (e.g. leadership in policy, programme and module development, excellence in administrative tasks).	Department/Centre	Department/Centre/School/Faculty	School/Faculty/University
External (outside of university)			
Service to a professional body, association, committee or working group	Local, provincial	National (e.g. HPCSA, SANC, SAMA, SAAHE, ASSA, MRC, DENOSA, PASA, OTASA, PSSA)	National (leadership role), International (e.g. WHO)
Service to the profession	Local, provincial (e.g. serving on a committee or governance structure, guideline development, quality improvement project[s])	National (e.g. serving on ministerial or national committee, public committee of enquiry, expert advisor to government)	International (e.g. serving on expert or technical committee, advisory board)
Examiner/Convener/Moderator (e.g. University, Colleges of Medicine [CMSA])	External or national examiner	Convener/moderator of national exam	Regional/International examiner
Reviewer of journal papers	National journals or international journals (1-5 journals)	International journals (6-10 journals)	International journals (>10 journals or high impact journals)
Serving on an editorial board or as journal or book editor	National	National/International	International
Reviewer for grant funding organisations	National (e.g. MRC, NRF)	National/International	International
Membership of research scientific committee, data safety and monitoring board, rating agency (e.g. NRF)	National	National/International	International
Membership of organisational boards	Local (e.g. community organisations)	National (e.g. national non-profit organisations)	National (leadership role) or international

Conference organisation	Local conference	National conference	International conference
Invited speaker or attendee at event, meeting or conference	Local	National	International
Health advocacy	Local	National	National/International
Health communication - engagement as expert with non-specialist public and community audiences through lectures, radio, television, newspaper, electronic media	Local	National	International
Engagement with industry, professional or public sector bodies, policymakers, parliamentary committees.	Local	National	National/International
Involvement/leadership of sustainable academic networks with other higher education institutions which bring benefit to the University	Involvement	Involvement/Leadership	Leadership
Building international partnerships, promoting inter-cultural understanding and advancing the University's internationalisation strategy.			
Awards or recognition for University or civic service			
Serving on panels for protocol assessment and selection panels			