

THE PROFESSIONAL PORTFOLIO

Candidates for promotion should submit a professional portfolio of evidence that highlights their achievements in the fields of teaching and learning, research, innovation and community engagement and a comprehensive CV which details roles and responsibilities in the three key performance areas. The portfolio is drafted by systematically consolidating achievements in terms of the duties of the lecturer and assists lecturers to evaluate their own skills according to the guidelines set. Acceptable evidence should be appended to the relevant category in the scoresheets.

DETAILS REQUIRED AND ACCEPTABLE EVIDENCE:

Personal particulars

Personal particulars of the candidate are provided, including academic record and employment history.

Acceptable Evidence of Qualifications and Professional Membership

- Qualification Certificates. Foreign qualifications must be SAQA approved and translated into English.
- Proof of registration and membership of professional and statutory boards, professional societies, councils, etc.

Achievements in teaching and assessment

The nature of effective teaching refers to activities of lecturers that establish a student-centred teaching and learning practice. Teaching inputs and achievements must, where applicable, be explained both quantitatively and qualitatively to substantiate their value. Examples can be included under the categories of professional teaching development, higher education teaching qualifications, teaching and learning practices, educationally directed research, innovation, and evaluation of teaching. The lecturer's role model is particularly highly regarded as a capable, motivated, and dedicated individual worthy of emulation.

Acceptable Evidence:

- Proof of teaching and assessment activities and outputs specified in Annexure A and captured in a template and scoresheet aligned with the evidence required for the National University Teaching Awards (NUTA), incorporated in TUT excellence awards guidelines, annually approved by SCTL. A panel of Curriculum Design Practitioners and Instructional Designers will verify the evidence and determine an independent score.
- CELCAT timetable indicating the module taught and the year within the period that the applicant is assessed.
- Certificate or award of "Lecturer of the Year", certificate of excellence in teaching awarded by a university within the period that the applicant is assessed.

- External applicants must submit a list of modules taught, examples of applicable laboratory, studio, practical and teaching guides developed over the past five years, accompanied by a narrative report on teaching philosophy, multimodal and online learning, and continuous improvement.

Professional Citizenship and Professional Engagement Activities

Professional citizenry includes the following:

- Proof of participation in external boards, councils, and panels linked to academic expertise.
- Reviewer for accredited journals.
- Invitation as a plenary or keynote speaker at a conference.
- Invitation to speak on a discussion panel in a scientific forum.
- Appointment letter from a university where the applicant offered external examiner services, or examination report submitted by the applicant to the university where they offered external examiner services within the period that the applicant is assessed.
- Agendas of university committees indicating participation.

Acceptable Evidence:

- Paid up, current and continuous membership or registration in line with the period of review for promotion.
- Formal invitation letter from publishers and journals, proof of editorship of the journal or book, acknowledgement letter of journal or book edited or manuscript/article reviewed, certificate of reviewing articles or editing if issued by the journal or publisher within the period that the applicant is assessed.
- Formal invitation letter to deliver a keynote, plenary address or panel discussion, published conference programme showing the speaker, time, date and place of address, certificate of delivery of address if issued by the conference or scientific forum within the period that the applicant is assessed.

Research, innovation and supervision achievements:

Research and innovation achievements can be included under the following:

- categories of subsidised articles;
- other scientific/scholarly publications;
- popular scientific/scholarly publications;
- published discipline-scientific/scholarly presentations;
- professional outputs that meet the required university determined standard of excellence such as artistic outputs, artefacts, patents prototypes;
- other presentations made at conferences and symposia;
- successful supervision of master's and doctoral students; and
- research and innovation awards and funding.

Acceptable Evidence:

- Copies of published articles (with ISBN/ISSN or DOI numbers) in DHET listed accredited journals within the period that the applicant is assessed.
- Copies of articles in non-accredited journals (with ISBN/ISSN numbers) within the period that the applicant is assessed.
- Copies of articles published in peer-reviewed conference proceedings (with ISBN/ISSN numbers) within the period that the applicant is assessed.
- Copies of published books or book chapters (with ISBN/ISSN numbers) within the period that the applicant is assessed.
- Conference programme showing the name of the speaker, time, date and place of address, certificate of conference presentation if issued by the conference within the period that the applicant is assessed.
- Copies of a registered patent within the period that the applicant is assessed.
- Programme with details of name of applicant, time, place and date of an exhibition or performance within the period that the applicant is assessed.
- Letter from the NRF confirming the current rating and the category.
- Research grant award letter with the amount awarded and period of funding addressed to the applicant within the period that the applicant is assessed.
- Grant award letter where the applicant was the main applicant and primary investigator and not part of a consortium.
- Certificates of merit awards in research.
- For students supervised at other universities, a graduation programme with the qualification, name of student supervised, supervisor/co-supervisor, or a letter from the university confirming such.
- For students supervised at TUT, a list with the graduation date, student name and student number.
- Appointment letter from a university where the applicant offered external examiner services, or examination report submitted by the applicant to the university where they offered external examiner services within the period that the applicant is assessed.

Community engagement

Contributions of community engagement that aim to uplift communities through projects that use employees' skills and competencies in teaching, research, and innovation to render a service to the public or professional community can be considered. These community-based projects must add value to the University's mission and vision and also contribute to the quality of life of the communities involved.

Acceptable Evidence:

- Approval of the project by the FCTL.
- Programme with date and place of engagement.
- Attendance register of participants in the community engagement project.
- Report of the community engagement activities in the Department Annual Report.

- Proof of participation in professional community activities.

Continuous professional development

A clear record of all courses attended and other developmental training must be provided in addition to research- and innovation-related development provided elsewhere. Invitations or involvement as visiting researcher or lecturer to be included.

Institutional involvement

All levels of involvement to be included, showing the candidate's contribution to the institution.

Artefacts, patents and other research and innovation outputs

This shall include works of art (both visual and performing), architectural works, engineering works, patents and software.