**APPLICATION FOR EMPLOYMENT**

**ACADEMIC STAFF**

**Section 1: APPLICATION FORM: NOTE: DO NOT USE FONTS OF LESS THAN 10.**

***Note: This appointment will be made in line with the University guidelines/benchmarks which***

***are available on the University*** [***Vacancies website***](http://vacancies.ukzn.ac.za/Libraries/General_Documents/Criteria_for_Academic_Appointment_and_Promotions_2023.sflb.ashx)

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| **Section A: Employee Information** | |
| **Personal Details** | |
| **Names of applicant:** |  |
| **Staff number (if ever employed at UKZN):** |  |
| **Email address:** |  |
| **Telephone contact:** |  |
| **Discipline/Field:** |  |
| **Date of first appointment:** |  |

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| **Current post:** |  |
| **Date of previous promotion:** |  |
| **Proposed promotion (rank):** |  |
| **Years of teaching or practice experience:** |  |
| **Years of research experience:** |  |
| **No of successful Postgraduate supervision to date:** | PhDs: |
| Masters (Research): |
| Masters (Course work): |
| Honours: |
| **State if application is for appointment or promotion** | Appointment: |
| Promotion: |

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| **Career Pathway being Applied for (please tick):** | **Lecturer** | Credentialing career pathway |
| Appointment career pathway |
| **Senior Lecturer** | General criteria pathway |
| Research career pathway |
| Teaching career pathway |
| Community engagement career pathway |
| **Associate Professor/**  **Full Professor** | General criteria pathway |
| Teaching Scholar career pathway |
| Research Scholar career pathway |
| Leadership Scholar career pathway |
| Research Professor career pathway |
| **Academic Leader (discipline)**  **Academic Leader (TL) Academic Leader (RHD) Academic Leader (AC/CE) Academic Coordinator** | General criteria pathway |
| Academic Leader career pathway |
| Leadership Scholar career  pathway |
| Research Scholar career pathway |
| **DVC/ DHoS** | General criteria pathway |
| Leadership Scholar career pathway |
| Teaching Scholar career pathway |
| Research Scholar career pathway |

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| **Section B: Summary of Research Profile** | | | | |
| **The overall number of career DHET journal/books/book chapters accredited publications to date** |  | | | |
| **Number of DHET accredited publications since last promotion** |  | | | |
| **Number of DHET book chapters accredited publication since last promotion** |  | | | |
| **Number of DHET books accredited publication since last promotion** |  | | | |
| **Number of DHET conference proceedings accredited publication since last promotion** |  | | | |
| **Number of invited Keynote presentations since last promotion** |  | | | |
| **Number of conference presentations since the last promotion** |  | | | |
| **Number of Research Productivity Units per year in the last three years (for UKZN staff)** |  | | | |
| **NRF or comparable Rating status (if available)** |  | | | |
| **Number of citations, H- index, i10 index, G-index** | MathSciNet | \*Google Scholar | \*Scopus | Web of Science |
| Citations = H-index = | Citations = H-index = | Citations = H-index = | Citations= H-index= |
| i10-index = | i10-index = | i10-index = | i10-index= |
| G-index = | G-index = | G-index = | G-index= |

\*In considering impact of publications the Selection Committee may rely on journal impact factors, journal quartile (Q1 & Q2) or h-index (Scimago Scopus or Google Scholar) benchmarked within the respective field

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| **Section C: Curriculum Vitae Format: NOTE: DO NOT USE FONTS OF LESS THAN 10.** | | | |
| **C1. Education/Training (Begin with baccalaureate or other initial professional education and include postdoctoral training** | | | |
| **Institution and Location** | **Degree** | **Year (s)** | **Field of Study** |
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| **D.** | **Positions Held (employment – most recent listed first)** | |  |
| **Institution** | **Position** | **Periods** | **Role in the position** |
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| **D1. Research and Publication Impact** | | | |  |  | |  |
| **System** | **Date accessed** | **Your ID on system** | **Web-link to your**  **page** | **Citations** | **H-Index** | **I10 index** | **G-index** |
| **Google Scholar** |  |  |  |  |  |  |  |
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| **Scopus** |  |  |  |  |  |  |  |
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| **Web of Science** |  |  |  |  |  |  |  |
| **MathSciNet** |  |  |  |  |  |  |  |

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| **D2. Honours, Awards and Recognition for Scholarly activities including Research and Teaching** | | | |
| **Honour/ Award/ Recognition** | **Institution granting award/ recognition** | **Date granted** | **Brief explanation of the award** |
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| **D3. Membership of National or International Academic Society, Advisory panel or Committee** | | | |
| **Committee/Panel/Board** | **Society/Institution** | **Dates of service** | **Your Role** |
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| **D4. Membership of Academic Conference Organising Committee** | | | |
| **Conference Name** | **Society/Affiliation** | **Location and Date** | **Your Role** |
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| **Section E: Peer-reviewed publications (in chronological order with latest dates first). Do not include publications submitted or in preparation. Attach proof of acceptance for publication where applicable. Entries should be numbered and co-authors shown, where applicable. Include page numbers to indicate the length of the various publications** | | | | | | | | |
| **E1: Journal Publications (Impact)** | | | | | | | | |
| **#** | **Year** | **Authors, title, journal, volume, pages** | **Your Contribution** | **Google Scholar Citations** | **Scopus Citations** | **Web of Science Citations** | **MathSciNet Citations** | **Journal Quartile Rank** |
| **1** |  |  |  |  |  |  |  |  |
| **2** |  |  |  |  |  |  |  |  |
| **3** |  |  |  |  |  |  |  |  |
| **E2: Books (Impact)** | | | | | | | | |
| **#** | **Year** | **Authors, title, publisher details,**  **pages** | **Your Contribution** | **Google Scholar**  **Citations** | **Scopus Citations** | **Web of Science**  **Citations** | **MathSciNet Citations** | |
| **1** |  |  |  |  |  |  |  | |
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| **E3: Chapters in Books (Impact)** | | | | | | | | |
| **#** | **Year** | **Authors, title, publisher details, pages** | | **Your Contribution** | **Google Scholar**  **Citations** | **Scopus Citations** | **Web of Science**  **Citations** | **MathSciNet Citations** |
| **1** |  |  | |  |  |  |  |  |
| **2** |  |  | |  |  |  |  |  |
| **E4: Peer Reviewed Conference Publications (Impact)** | | | | | | | | |
| **#** | **Year** | **Authors, title, conference details,**  **pages** | **Your Contribution** | | **Google Scholar Citations** | **Scopus Citations** | **Web of Science Citations** | **MathSciNet Citations** |
| **1** |  |  |  | |  |  |  |  |
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| **E5: Conference Presentations** | | | | |
| **#** | **Year** | **Authors, title, conference details** | **Your Contribution** | **Any Recognition (best paper, invited plenary, etc.)** |
| **1** |  |  |  |  |
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| **3** |  |  |  |  |

**E6: Grants**

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| **Period** | **Funder** | **Title of Grant** | **Amount in ZAR or US$** | **Your Role** |
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| **Section F: Teaching. Indicate experience in curriculum/programme development; evaluation, undergraduate and postgraduate teaching; and postgraduate research supervision.** | |
| **F1: Contact teaching experience (list modules taught and your role in those modules for the last five years)**. | |
| **Module details** | **Your role in the module** |
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| **F2: Curriculum and Programme Development and Evaluation for the last five years** | |
| **Explain the nature of the activity** | **Your role in this process** |
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| **F3: \*Postgraduate Student Supervision (Masters and Doctoral level). For Senior lecturer positions include successful Honours Supervision** | | | | | |
| **Student Name** | **Study Level** | **Period (indicate Graduation year if completed)** | **Thesis/Dissertation Title** | **Supervisor/ Co-supervisor** | **Institution** |
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| **Section G: Service. Indicate your contribution to service. The contribution can include services at UKZN as well as at other academic institutions. List most recent contributions first.** | | | |
| **G1: University Service: Position held** | | | |
| **University** | **Position (incl. level)** | **Location and Dates** | **Comments** |
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| **G2: University Service: Committee, panel, task team** | | | |
| **University** | **Committee, panel, task team** | **Dates** | **Comments** |
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| **Section H: Professional Practice or Service and Professional Recognition and Standing**  **Note: Only relevant for recognised professional practitioners registered with their professional body and providing remunerated service in their discipline.** | | | |
| **H1. Professional Employment in Practice or Service** | | | |
| **Employer** | **Position (incl. level)** | **Location and Dates** | **Your Role (incl. time on service)** |
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| **H2: Honours, Awards and Recognition for Professional Activities** | | | |
| **Honour/ Award/ Recognition** | **Institution granting award/ recognition** | **Date granted** | **Brief explanation of the award** |
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| **H3: Membership of National or International Professional Committee, Board or Society** | | | |
| **Committee/Panel/Board** | **Society/Institution** | **Dates of Service** | **Your Role** |
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| **Section I: Impact on Society. Indicate here any areas where your Scholarship has been translated into impact on**  **society for the improvement of human welfare** | | |
| **J1: Scholarship translated for impact** | | |
| **Scholarly finding** | **Your Role** | **Impact on Society** |
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| **Section J. Declaration by Applicant:** |
| I hereby declare that the information given in this application is true and correct to the best of my knowledge and  belief. In case any information given in this application is found false or incorrect, I shall be held responsible. |
| Signature: |
| Date: |

**Please note that:**

1. UKZN reserves the right not to fill the post or to re-advertise to widen the pool of applicants
2. UKZN reserves the right to do a complete verification of the information you have provided. By completing and submitting this form you authorize UKZN to submit your personal details to our external service providers to verify your identity, qualifications, previous criminal convictions and any other data related to minimum requirements. You further indemnify our external Service Providers from liability for any action arising out of the verification. A copy of the verification will be made available to you on request. We only conduct verification of our preferred candidates.
3. We reserve the right to contact your referees or request additional referees.
4. Only short-listed candidates will be contacted. If you do not hear from us within four weeks of the closing date please assume you were unsuccessful
5. We require certified copies of all identity documents/matriculation/degree/diploma certificates only if you are shortlisted
6. UKZN is committed to employment equity and may grant preference to candidates in terms of its employment equity priorities.
7. By completing and submitting this application form you are consenting to the University of KwaZulu-Natal processing your Personal Information as set out in the attached Section 18 Notice as required by the Protection of Personal Information Act, 2013.

**SECTION 18 NOTIFICATION TO POTENTIAL AND EXISTING STAFF, MEMBERS OF COUNCIL AND OTHER VARIOUS COMMITTEES; RETIREE, ADJUNCT, HONORARY & VISITOR APPOINTMENTS**

The University of KwaZulu-Natal, located at University Road, Chiltern Hills, Westville, 3629, South Africa (hereinafter referred to as “UKZN” and/or “the University” ), is required to process your personal information for any or all of the following reasons:

* + to complete your application for employment and/or subsequent placement at the University as an employee and/or a member of Council and/or other committees and/or as a retiree, adjunct, honorary and/or visitor appointment, if successful;
  + for verification of educational, employment history and/or credit history (if relevant);
  + to facilitate the process of allowing you access to the various University systems and premises;
  + to communicate with you regarding University activities;
  + for payment purposes;
  + for statistical purposes;
  + for the various reasons pertaining to your employment for example membership of the University medical aid scheme;
  + for performance management processes;
  + to facilitate the process of authorising and allowing you access to the various University premises;
  + for marketing, communication and/or information purposes;
  + for soliciting donations;
  + as a good governance practice
  + for travel arrangements pertaining to your appointment (if applicable) at the University.

The types of information that may be processed (dependant on the reason for processing as stated above) may include your:

* + name and surname;
  + maiden name (if applicable);
  + image;
  + identity number;
  + UKZN staff number (if applicable);
  + Date of birth;
  + Nationality;
  + Passport number (if relevant);
  + Work permit details (if applicable);
  + Citizenship details (if applicable);
  + Driver’s license details;
  + Gender;
  + Details regarding any disabilities (if applicable);
  + Marital status;
  + Number of dependants;
  + Criminal convictions (if applicable);
  + Previous dismissals from employment (if applicable);
  + Contact details;
  + Residential and/or postal address;
  + Next of Kin details;
  + Languages that you are able to speak and/or read and/or write;
  + Membership of professional bodies;
  + Secondary and tertiary education details;
  + Details of any other education initiatives pursued;
  + Awards and/or other forms of recognition;
  + Employment history (which may include details of teaching and research activities if applicable);
  + Curriculum Vitae.

The afore-mentioned information must be provided by yourself and/or your parent/guardian (if you are younger than 18 years of age) **(this would apply to students who tutor if they are younger than 18 years of age)**. The provision of the afore-mentioned information is both a mandatory and a contractual requirement (to fulfil the contractual agreement between the University and yourself should you be accepted into the University as an employee; and/or member of Council and/or other committee; and/or as a retiree, adjunct, honorary and/or visitor appointment) and the failure to provide same and/or an objection to use the information may result in your non-acceptance at the University (in any and/or all of the afore-mentioned posts) as your information is required for the legitimate reasons as mentioned in this document.

Your personal details may also be utilised by the University for marketing and/or communication and/or branding initiatives.

The University may also be bound by legislative requirements (such as those contained in the Higher Education Act 101 of 1997 and the various applicable Labour Laws) and/or good governance practices to obtain and/or retain the information for record keeping and/or statistical purposes.

UKZN will endeavour to ensure that the appropriate security measures are in place and/or implemented, for both electronic and paper based formats that are used for processing your personal information, to avoid any and all instances of security breaches.

Should a cross border transfer of your information be required, the University undertakes to ensure that the recipient of the information is bound to safe-guard your information in accordance with the requirements of the Protection of Personal Information Act 4 of 2013.

Recipients of your information may include the University, government structures, potential employers (should you apply for subsequent employment and your potential employer is required to verify your previous or current employment with the University) and/or research institutions. Where your information is required for the research purposes, the University will endeavour to ensure that same is fully anonymised and de-identified.

You have the right to access and amend your personal information using the relevant University platform and you remain solely responsible for ensuring that your information is correct and up to date at all times. Please send an email to [informationoffice@ukzn.ac.za f](mailto:informationoffice@ukzn.ac.za%20f)or guidance in this regard.

The continuation and completion of the application process by yourself and/or your continued employment with the University is interpreted as your specific and informed expression of will as required by the Protection of Personal Information Act 4 of 2013.

Should you wish to lodge a complaint in this regard, kindly contact the Information Regulator. The contact details are as follows:

Should you wish to lodge a complaint in this regard, kindly contact the Information Regulator. The contact details are as follows:

Website:                                   <https://www.justice.gov.za/inforeg/>

Address:                                   **The Information Regulator (South Africa)**

JD House, 27 Stiemens Street

Braamfontein, Johannesburg   
P.O Box 31533   
Braamfontein, Johannesburg, 2017

**Complaints** email:                      [complaints.IR@justice.gov.za](mailto:complaints.IR@justice.gov.za)

**General enquiries** email:           [inforeg@justice.gov.za](mailto:inforeg@justice.gov.za).

Telephone:                                  +27 (0) 10 023 520