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MEMORANDUM

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TO: All deans, full-time academic and support staff in faculties

FROM: Prof H Russel Botman
Rector and Vice-Chancellor

DATE: 25 September 2007

RE: RECTOR'S AWARD FOR EXCELLENCE IN COMMUNITY INTERACTION

It is with great pleasure that I announce the first round of the *Rector's Award for Excellence in Community Interaction*.

The following issues are highlighted:

- a) The award is handled in the spirit of decentralised decision making, which means that the uniqueness of different academic environments can be taken into account.
- b) Henceforth 10 awards will normally be made per year, one in each faculty. Only full-time academic and support staff members that are attached to the University for at least two years may be nominated by a faculty.
- c) Apart from the identification of potential candidates for the award by the deans and their management mechanisms, there is also an opportunity for full-time academic and support staff to personally present themselves for consideration for the award.
- d) The material on the basis of which the deans and their management mechanisms consider potential candidates should be submitted in the form of a portfolio in which the elements identified in 4.5 and 4.6 of the rules may be included.

Full-time academic and support staff in faculties are hereby requested to consider presenting themselves to the relevant dean in order to be considered for the award. Within the framework of the rules, the deans can naturally make their own arrangements regarding how the process will be dealt with in their faculties. They will also determine the applicable deadlines. The final decision is made by the Rector.

A copy of the rules for the *Rector's Award for Excellence in Community Interaction* is attached hereto.

Recommendations from deans must please be submitted to my office by **22 October 2007**.

**PROF H RUSSEL BOTMAN
RECTOR AND VICE-CHANCELLOR**