

Development Dialogue Appeals Process

i. Appeals

- An appeals process gives a PASS staff member recourse if they do not agree with the Development Dialogue rating outcome or Exceeds Award, and in so doing ensures consistency in the application of the Development Dialogue system across the university.
- Staff members who are considering the appeals process should please read the *Grounds for Appeal* and *Appeals Process* sections in the DD Outcomes & Appeals letter carefully and discuss with the HR Business Partner if required.
- **The deadline for which submissions must reach your HRBP is 20 January 2025. The HRBP will notify the Dean and obtain further approvals.** This is not the deadline for which submissions must reach the line manager, the HOD, nor the Chair of the area Development Forum. This process must already have concluded by 20 January 2025. Timelines are strictly adhered to, and no condonation given.
- The appeal must be submitted on the HR210b appeal application form <https://forms.uct.ac.za/hr210b.docx>, and must have attached:
 - a. HR191
 - b. HR210
 - c. HR211 (if applicable)
 - d. Any other supporting documentation
- To adhere to the 20 January 2025 deadline, the appeal must be submitted to the Line Manager, Head of Department **and by way of cc to your HR Business Partner (so we are aware of what will be coming through) by a department determined deadline**, so we may meet the HR centre deadline in February 2025.

ii. Correction of errors and omissions

- The appeals mechanism is additionally the governance mechanism for correcting administrative omissions or errors to PASS staff ratings.

Process

- Line Management is to read the *Process, Activities and Timelines* in the Outcomes & Appeals letter carefully and discuss with the HRBP to determine the requirements.
- Dependent on what omission or error was made, any change to correct an error or omission must be channelled through the required and applicable authority bodies before being presented or reported to the Development Dialogue Appeals Panel.
- **The deadline for which submissions for corrections must reach your HRBP is 20 January 2025. The HRBP will notify the Dean and obtain further approvals, including the DVC.** This is not the deadline for which submissions must reach the Head of Division, HOD, nor the Chair of the area Development Forum. This process must already have concluded by 20 January 2025.
- To adhere to the 20 January 2025 deadline, the correction / omission must be submitted to the Head of Division (if applicable), Head of Department **and by way of cc to your HR**

Business Partner, so we are aware of what will be coming through, by a department determined deadline, so we may meet the HR centre deadline in February 2025.

- Timelines are strictly adhered to, and no condonation given.