

**UNIVERSITY OF PRETORIA
FACULTIES OF HUMANITIES AND ENGINEERING, THE BUILT ENVIRONMENT &
INFORMATION TECHNOLOGY**

**PROPOSED GUIDELINES FOR THE EVALUATION OF CREATIVE PRODUCTION
AND OUTPUTS**

It is recommended that the University implement the following criteria and procedures for the evaluation of creative production and outputs as additional to research work in the form of publications and patents.

The following generic requirements for creative productions and outputs apply to all submissions:

- The work must be in the public domain.
- The work will be subjected to a rigorous process of peer review that testifies to its artistic and academic merit and quality, as well as its contribution to the professional discourse.
- Peer reviewers from outside the University of Pretoria must be used. Where possible, an evaluator with international standing should be appointed.
- Any individual work may only be considered once for an award.
- Submissions may be made by individuals or by co-workers.
- Winning a recognised national or international prize/award/medal/competition will qualify a work for an award.
- The applicant's affiliation with the University of Pretoria should be stated in some manner (in a catalogue, programme, dust jacket, etc).
- The application for the acknowledgement of creative writing as research output must take place within 2 years after completion of the work.
- Documentation (reports from artist, evaluators etc.) must be handed in within six months after entering the public domain.
- Submissions must be made to the appropriate Departmental Research Committee, which will undertake the first adjudication and thereafter make recommendations to the University Awards Committee, which will make the final award.
- Part-time staff members may also submit and claim as long as they have personnel numbers and were active at the University during the applicable year. However, upon resignation, they lose the funds allocated, which will go back to the relevant Department.
- For the first round of applications submissions from the year 2003 will be considered.

1. Published creative writing (fiction, drama, poetry)

Types of submissions include:

- Fiction – novels, novelette, short stories, long or short narratives, folkloric narratives.
- Poetry - a volume of poems or a portfolio of at least five to ten published poems (the individual poems may appear in different publications); epic or narrative and/or praise poems.
- Essays.
- Drama texts – a written play or a collection of one- act plays, film and television scripts, collaborative and workshopped drama texts.
- Compilation of programmes for non-commercial programmes that are broadcast in the public arena (radio, television).

- Biographies, autobiographies, historical accounts.

Criteria for creative writing:

- Creative writing (of above categories) must be published by a reputable publisher and must demonstrate serious literary and aesthetic merit, and should make an original contribution to the discipline.
- Individual short stories may be recognised if they appear in a reputable anthology or journal, and if there has been a rigorous refereeing process, similar to that which is required in the case of academic submissions to journals or collections of essays.
- In the case of published film and television scripts, drama texts and translations of dramas, the potential for performance could be taken into consideration.

Procedures:

- The volume (novel, collection of short stories, play or poetry) must be submitted together with two peer reviews, which should not be from the University of Pretoria. The experts must testify to and provide a convincing argument in favour of the literary and aesthetic merit of the work.
- In the case of television, film, or radio texts that are not published in print, a professional recording of the product could be taken into consideration.
- Relevant documentation (explication of the intent of the creative writing and the theoretical underpinnings on which the writing is based) must be presented with the recording or text.
- The Departmental Research Committee will appoint experts to compile coordinating reports. Applicants may nominate experts.
- The Departmental Research Committee will make recommendations to the University Awards Committee, which will make the award.

2. Published creative writing (translations)

- Translations of novels, short story collections, plays, film and television scripts and volumes of poetry may be considered for an award. Routine translations of commercial works will not qualify for awards. Consideration will only be granted to translations that extend the discipline of translation studies.

Procedures:

- The translator should submit a report explaining the purpose of the translation and the theoretical concerns that inform it.
- The translation must be submitted together with at least two peer reviews, which should not be from the University of Pretoria. The experts must testify to and provide a convincing argument in favour of the literary and aesthetic merit of both the original work AND the translation.
- The Departmental Research Committee will appoint experts to compile coordinating reports. Applicants may nominate experts.
- The Departmental Research Committee will make recommendations to the University Awards Committee, which will make the award.

3. Drama (directing, choreography, design and performance)

Types of submissions include:

- Directing/choreography of an original theatre production, film, television production/series or community-theatre project.
- Design (set, make-up, costume, lights or sound). A digital portfolio of designs must be submitted.
- A leading role or substantial supporting role as actor/mover/dancer/singer in a theatre production, film, once-off television production or television series.
- One-person productions.

Criteria:

- The production must be a professional, advertised, public performance and should make a contribution to the discipline.
- The quality of the academic underpinnings of the production must be clear.
- The format of presentation must be acceptable within the discipline of the design/directing/text/choreography by way of conceptualisation, and/or presentation documentation, and/or production documentation and/or the product of design.
- Conceptual innovation and originality.

Procedures:

- Applications must be supported by the following:
 - Two reports from peer-reviewers and/or reports from one peer reviewer and one reviewer from the profession, as well as a compiled report by an expert in the field.
 - Hard copies or digital copies of the designs, texts, or choreographies.
 - Applicable documentation (explication of the intent of the design/texts/choreographies and the theoretical underpinnings of the work).
- The Departmental Research Committee will appoint experts to compile coordinating reports. Applicants may nominate experts.
- The Departmental Research Committee will make recommendations to the University Awards Committee, which will make the award.

4. Public performance/recordings of music

Criteria for performances/recordings:

- The performance must be a scheduled, advertised public or broadcast performance and not part of student training in the department.
- Performances should make an original contribution to the discipline through exceptional interpretative insights or research-informed performance practice. World premieres of significant compositions count as an original contribution to the discipline. Only such contributions may qualify for awards.
- The applicant may submit a live recording of a concert for peer-review purposes.
- A CD with at least national distribution, which has been submitted for peer review, may qualify for an award.

Procedures:

- The applicant must submit a report explaining the performance approach or concept.
- Two reviews or reports of the performance must be submitted by suitably qualified peers.
- The Departmental Research Committee will appoint experts to compile coordinating reports. Applicants may nominate experts.

- The Departmental Research Committee will make recommendations to the University Awards Committee, which will make the award.

5. Musical compositions/arrangements

Criteria for compositions/arrangements:

- Compositions/arrangements should be published by a reputable publisher.
- Compositions/arrangements must make an original contribution to the discipline.

Procedures:

- The score must be submitted, together with reports from two suitably qualified peer-reviewers, who should not be from the University of Pretoria.
- Applicants must submit a report explaining the score's original contribution to the discipline.
- It is recommended that a recording of the composition be submitted.
- The Departmental Research Committee will appoint experts to compile coordinating reports. Applicants may nominate experts.
- The Departmental Research Committee will make recommendations to the University Awards Committee, which will make the award.

6. Visual Arts (painting, sculpture, printmaking, design)

Criteria for visual arts:

- Solo or duo exhibitions of art work in a reputable gallery or museum or a digital portfolio of single works that have been exhibited within a defined period will be considered.
- Design exhibitions, as well as major design projects or a digital portfolio of design works completed within a defined period will be considered. Design projects must have been produced and disseminated in the public domain.
- Acquisitions of individual works by major national or international galleries, museums, public/corporate collections will qualify for awards.

Procedures:

- Submissions must be accompanied by appropriate documentation (catalogue, project brief etc.) at least two reviews and a coordinating report by someone of standing in the field.
- Applicants should submit a report explaining the conception of the work and the theoretical concerns informing it.
- The Departmental Research Committee will appoint experts to compile coordinating reports. Applicants may nominate experts.
- The Departmental Research Committee will make recommendations to the University Awards Committee, which will make the award.

7. Design

Criteria for design¹ submissions:

¹ For the purposes of this proposal, 'design' is understood as the unique utility product or projected product of the creative act of an individual or team of individuals.

- The output may be or have been generated by way of commissioning, call for tender, competition submission or at the initiative of the designer to a perceived need or opportunity.
- The output must be critically recognised as being unique, and/or innovative, and/or merit worthy and/or worthy of being awarded a prize/ receive accolade/ be cited for achievement nationally/ internationally by reputable assessors or publication/s.
- The format of presentation must be acceptable within the discipline of the design by way of conceptualisation, and/or presentation documentation, and/or production documentation and/or the product of design.

Procedures:

- Applicants and prospective applicants must forward details of competitions, awards etc to which they are making submission of their design, prior to submitting applications for assessment by the Departmental Research Committee.
- The work must be submitted in the year of, or directly following, that in which the peer evaluation occurs.
- The applicant must submit a motivation in support of the submission which sets out the academic and scholarly nature of the submission.
- The applicant must make submission of all appropriate documentation which reflects in academic and scholarly fashion the research and development of the design.
- The submission must be accompanied by all critical reviews and two peer evaluators and/or panel of assessors and/or adjudicators.
- The submission must be accompanied by reviews and/or publications in the popular, and/or trade and/or academic media related to the submission.
- The Departmental Research Committee will appoint experts to compile coordinating reports. Applicants may nominate experts.
- The Departmental Research Committee may call for interviews and/or further presentation or representation by the applicant or persons associated with the submission (client/assessors, etc).
- The Department Research Committee shall keep a register of all discipline-related evaluation procedures and the names of the associated assessors/ evaluators/ referees etc.
- The Departmental Research Committee will make recommendations to the University Awards Committee via the Dean, which will make the award.

Contributions by:

Department African Languages
 Department Architecture
 Department English
 Department Visual Arts

Department Afrikaans
 Department Drama
 Department Music

Compiled by J van Eeden
 13 October 2004
 Updated 29 November 2004