

MANDATE OF THE APPOINTMENTS AND PROMOTIONS COMMITTEE OF SENATE

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1. Status of the Appointments and Promotions Committee of Senate

The Appointments and Promotions Committee of Senate (APCS) is a subcommittee of Senate. It has the appropriately delegated authority to deal with relevant academic staff matters and processes, and advises Senate with a view to achieving the strategic objectives of Stellenbosch University (SU). The committee reports to Senate via the Executive Committee of Senate on matters disposed of on behalf of Senate.

The APCS fulfils a key value-adding governance role, with its primary functions being:

- 1.1 to act in a regulatory capacity by considering academic staff matters in terms of the applicable procedures;
- 1.2 to receive biannual reports from SU's Director: Employment Equity (EE) on the implementation of, and adherence to, employment equity obligations and the Code for Employment Equity and Diversity as these relate to academic staff. The Director: EE will collate information received from faculties and provide a report to the APCS, for it to advise the Rector and Vice-Chancellor;

- 1.3 to advise Senate on the appropriateness of criteria for appointment and promotion;
- 1.4 to serve as the consultative structure that Council (via delegation to the Rector and Vice-Chancellor) must engage with before making an academic appointment. The APCS ensures that the recommendations of the faculty-based academic appointments and promotions committees (AAPCs) regarding candidates for appointment and promotion comply with the University's criteria;
- 1.5 to provide input on matters of appointments and promotions via other reporting channels before such matters are presented to Senate;
- 1.6 to develop specific rules to prevent or mitigate any actual or perceived conflict of interest in fulfilling its mandate; and
- 1.7 to request advice from Senate or another relevant structure in the event of matters not provided for in this mandate.

2. Official name

Appointments and Promotions Committee of Senate (APCS)

3. Mandate of the APCS

The APCS derives its authority to perform its various functions from appropriate delegations by Senate, the Procedure for Academic Appointments and Promotions ('the Procedure') and any other applicable rules and policies, such as the Code for Employment Equity and Diversity.

The APCS may develop additional procedures and rules for the fulfilment of this mandate.

The APCS is mandated to perform the following functions:

3.1 Advice

The APCS provides advice in the form of recommendations, which are made to the Rector and Vice-Chancellor, Senate or any other body or person, as determined by the relevant delegation, the Procedure or any other regulatory framework. The APCS may recommend on matters dealt with by faculty AAPCs as well as other bodies, as outlined below:

Faculty AAPC matters

- 3.1.1 New appointments, having due regard to the relevant AAPC's selection decisions
- 3.1.2 Candidates put forward for promotion
- 3.1.3 The conferment of an academic rank
- 3.1.4 The appointment of departmental and divisional heads, accommodating various routes of appointment

- 3.1.5 Extraordinary and honorary academic appointments
- 3.1.6 The appointment of vice-deans
- 3.1.7 The conversion of professional administrative support services (PASS) positions (C2) to academic positions (C1)

Matters of other bodies

- 3.1.8 Continued service by academic staff beyond the age of 65 (Institutional Oversight Committee)
- 3.1.9 Any other relevant matters delegated or assigned to the APCS

3.2 Approvals

The APCS has the delegated authority to approve:

- 3.2.1 SU's criteria for appointments and promotions;
- 3.2.2 faculty-specific guidelines for appointments and promotions;
- 3.2.3 bestowal of the titles of emeritus professor and emeritus associate professor; and
- 3.2.4 bestowal of the title of distinguished professor.

3.3 Monitoring and evaluation

The APCS's monitoring and evaluation functions comprise the following:

- 3.3.1 Being a consultative partner in ensuring academic excellence – The APCS shall be consulted on the criteria for all academic appointments and promotions. This includes establishing and reviewing criteria for academic performance, research achievements, teaching effectiveness, and research-informed social impact, to ensure alignment with the University's goals and standards.
- 3.3.2 Monitoring the consistent application of the University's appointments and promotions criteria – The APCS shall assess and advise the Rector and Vice-Chancellor on whether candidates for academic appointment or promotion possess the appropriate competencies required for their positions. This includes evaluating qualifications, experience and contributions to the field to ensure that candidates meet the specific academic and professional standards expected by the University.
- 3.3.3 Reporting on employment equity – The APCS plays an important part in monitoring and evaluating the implementation of employment equity in academic environments. This includes the diversification of academic environments towards achieving the employment equity imperatives of the University. Working with the Director: EE, who will collate faculty information on a biannual basis (mainly qualitative information mid-year, and mainly quantitative data at year-end), the APCS will review such information and provide input for a consolidated report by the Director: EE to the Rector and Vice-Chancellor.

- 3.3.4 Monitoring progress with the implementation of institutional EE targets
- 3.3.5 Regularly reviewing and improving policies and procedures – The APCS shall regularly review and recommend improvements to policies and procedures relating to academic appointments and promotions. This involves staying up to date with best practices, emerging trends and feedback from faculties to continuously enhance the effectiveness and fairness of the appointments and promotions process.

4. Reporting

The APCS reports and makes recommendations to Senate via the Executive Committee of Senate. The APCS may also be required to report on certain matters to the Human Resources and Remuneration Committee of Council.

At an operational level and for the rendering of functional support, the APCS is linked to the responsibility centre of the Deputy Vice-Chancellor: Social Impact, Transformation and Personnel.

5. Constitution

Senate constitutes and mandates the APCS.

6. Composition

APCS members or their delegates have full voting rights, unless indicated otherwise below:

- 6.1 Rector and Vice-Chancellor (chair)
- 6.2 Deputy Vice-Chancellor (DVC): Social Impact, Transformation and Personnel (vice-chair)
- 6.3 DVC: Research, Innovation and Postgraduate Studies
- 6.4 DVC: Learning and Teaching
- 6.5 Each faculty must nominate one delegate, who must be a current member of Senate. These delegates must be nominated by the respective faculty boards and approved and appointed by Senate. Adequate diversity of delegates should be ensured.
- 6.6 Type 3 academic entities (schools) have the option of nominating a delegate, and where one is appointed, the quorum of the APCS (see paragraph 7 below) must be adjusted accordingly.
- 6.7 The Chief Director: Human Resources
- 6.8 The following non-voting members (subject to change):
 - 6.8.1 Director: EE
 - 6.8.2 Director: Organisational Development and Effectiveness in Human Resources
 - 6.8.3 Manager: Human Resources (Academic)

7. Quorum

When dealing with appointments to the professoriate: 50% of voting members plus one, meaning nine of the seventeen members set out above (of whom at least five must be elected members of Senate). This applies to both meetings and discussion board decisions.

8. Secretariat

Registrar's Office

9. Election and appointment

Senate normally appoints members to the APCS at a Senate meeting. The appointment is based on a list of nominees compiled by the Registrar, having requested faculties and schools to submit nominations.

10. Term of membership

Members other than ex officio members are appointed for two years and may serve for no more than three successive terms.

11. Vacancies

When the term of a member other than an ex officio member ends or such member resigns, Senate fills the vacancy for the remainder of the term by means of an appointment. Where a faculty (or school) delegate resigns, that faculty (or school) should recommend a replacement to Senate.

12. Mechanism for preparing members to fulfil their obligations

The Division of Human Resources is responsible for the orientation of new APCS members.

Supporting documents

Item no.	Name of document	Status <i>(e.g., identified, in process or approved)</i>
	Guidelines for appointments and promotion of lecturers	
	Procedure for Academic Appointments and Promotions	
	Appointment Procedure for Lecturers	