

Rules for the Appointment of Divisional Heads: Faculty of Medicine and Health Sciences

Reference number of this document	AP0043
HEMIS classification	
Aim	To establish guidelines for the appointment of divisional heads at the Faculty of Medicine and Health Sciences (FMHS)
Type of document	Rules
Accessibility	General (external and internal)
Implementation date	July 2012
Review date/frequency	As the need for amendments arises
Previous reviews	March 2017
Owner of these rules	The Rector and Vice-Chancellor
Institutional functionary (curator) responsible for these rules	The Dean: Faculty of Medicine and Health Sciences
Date of approval	
Approved by	Rector's Management Team (RMT)
Keywords	Faculty of Medicine and Health Sciences, FMHS, appointment, heads, divisions, rules

The core of the rules

These rules have been formulated to establish the rules and procedures to be followed when appointing divisional heads at the Faculty of Medicine and Health Sciences (FMHS).

1. Introduction

The appointment process and the roles and functions of divisional heads must comply with the principles contained in the document Guidelines for the Management of Academic Units at Stellenbosch University (dated 8 August 2005, and later approved by Council).

The appointment of a divisional head is an important matter because of the responsibilities of this position. These entail academic leadership and management of the division, division-related management functions on the service platform as agreed with the service authority concerned, and other tasks as allocated by the Dean and the executive departmental head.

2. Application of the rules

These rules apply to all divisional heads at the FMHS.

3. Definitions

- 3.1 Division: an academic unit that resorts under an academic department
- 3.2 Divisional head: the person who accepts the main management responsibilities for a unit
- 3.3 Executive departmental head: the person who accepts the main management responsibilities for a department
- 3.4 Joint staff: staff members who are appointed on the conditions of employment of partner employers as foreseen in the joint agreements between Stellenbosch University (SU) and other institutions or partner employers
- 3.5 Partner employer: an employer or institution with whom SU has concluded an agreement regarding the appointment of staff as foreseen in the relevant joint agreement (e.g. the PGWC, MRC and NHLS).
- 3.6 Service authority: the partner employer to whom a certain service must be rendered according to a joint agreement

4. Aim of the rules

The aim of these rules is to establish the points of departure, rules and procedures to be followed when appointing divisional heads at the FMHS.

5. Objectives of these rules

- 5.1 Ensure that the appointment of divisional heads at the FMHS is handled uniformly.
- 5.2 Ensure that the appointment process and the roles and functions of divisional heads comply with the principles contained in the document Guidelines for the Management of Academic Units at Stellenbosch University (dated 8 August 2005, and later approved by the SU Council).

6. Conflict resolution

The Appointments Committee of Senate (AC(S)) will handle the resolution of any conflict that may arise from the application of or noncompliance with these rules.

7. Control over the rules

7.1 Responsibilities

7.1.1 The Rector, being the line manager of the Dean: FMHS, is the owner of these rules and responsible for the document being drafted, updated and implemented; and for appointing a curator and related structures and roles, and for ensuring that they function effectively.

7.1.2 The Dean: FMHS is the curator of the rules and must ensure that the document is formulated, approved, reviewed, communicated, made available and implemented. The curator also is responsible for the interpretation and implementation of the rules.

7.2 Implementation

The curator of the rules is responsible for it being implemented as from the effective date or the review date.

7.3 Monitoring

7.3.1 The owner of the rules is accountable and the curator is responsible for the necessary controls being established to monitor compliance with the rules.

7.3.2 In case of noncompliance with the rules the regular line management practices will apply.

7.4 Reviewing

The rules must be reviewed after necessary amendments have been made.

7.5 Noncompliance

Instances of noncompliance must be reported to the AC(S).

8. Points of departure

- 8.1 The appointment process and the roles and functions of divisional heads must comply with the principles contained in the document Guidelines for the Management of Academic Units at Stellenbosch University (dated 8 August 2005, and later approved by the SU Council).
- 8.2 The appointment of a divisional head is an important matter because of the responsibilities of this position. These entail academic leadership and management of the division, division-related management functions on the service platform as agreed with the service authority concerned, and other tasks as allocated by the Dean and the executive departmental head.
- 8.3 A divisional head should be a recognised academic who can inspire and give guidance to the lecturers in the division for their teaching and research tasks. It is essential that the head be registered with a professional society for the discipline concerned and that he or she possess management skills.
- 8.4 The term of appointment for serving divisional heads is five years, after which a serving head may be appointed for (a) further term(s). Should a serving head vacate the position because of resignation or retirement, the Dean may request that the vacancy be advertised and filled, and that the new incumbent be appointed as permanent divisional head in addition to the person's primary (academic) appointment. Deviation from this norm will be considered under exceptional circumstances upon recommendation by the Dean.
- 8.5 The full-time permanent academic FMHS staff include the joint staff (appointed on the conditions of employment of partner employers) as described in the joint agreements between the University and other institutions or partner employers.

9. Appointment process

- 9.1 The persons who bear the main management responsibilities for a division are called divisional heads.
- 9.2 When a divisional head is appointed, the person's academic as well as management skills for coordinating and extending the core functions of the division optimally must be kept in mind. Other factors to be taken into consideration are the management of the service responsibilities (related to partner employers), human resources and facilities of the service platform where teaching, training and research in the division take place, as contained in the agreements with the relevant health organisations and authorities. In this regard, provisions regarding professional registration and associated practice, supervision of discipline and specialised training and clinical practice should also be considered and complied with.
- 9.3 Vacancies must be advertised as a position as professor or associate professor (whichever applies) and as divisional head respectively.
- 9.4 The appointment process must be completed three months before the term of appointment of the current incumbent expires. An acting divisional head must be nominated for the interim (if applicable). This is the Dean's responsibility – see paragraph 9.10.

- 9.5 Should a vacancy arise, the AC(S) subcommittee that will consider the candidates for filling the academic vacancy must also consider whom to appoint as divisional head.
- 9.6 Should the serving head be reappointed the Selection Committee must be appointed by the Dean in consultation with the Chief Director: Human Resources (or his or her representative). The Selection Committee consists of the following members:
 - 9.6.1 the Dean, who acts as chair;
 - 9.6.2 the vice-deans and the Director: Business Management of the FMHS;
 - 9.6.3 one representative of the service authority or partner employer concerned, appointed by them; and
 - 9.6.4 the executive head of the department under which the division resorts.
- 9.7 After applications have closed the Selection Committee must compile a shortlist of eligible candidates, who will be invited for interviews. The Selection Committee may also decide on additional methods for evaluating candidates, e.g. psychometric testing.
- 9.8 The shortlisted candidates must do a presentation and respond to questions about their vision for the division at an open session before the Selection Committee interviews them.
- 9.9 After a thorough selection process the Dean must submit a recommendation before the AC(S).
- 9.10 The Dean may appoint an acting divisional head for a maximum of three months after consultation between the Dean, the full-time permanent academic staff in the division and the management of the service authority or partner employer concerned (if applicable). An appointment of this nature may be repeated once. Should the period of having an acting head exceed six months, the formal nomination process must be followed for a (further) acting term of office, if necessary.
- 9.11 Deviation from paragraphs 9.1–11 will be considered by the AC(S) and the service authority concerned (if applicable) on the strength of motivated representations.

10. Re-appointment process

When the term of appointment of a serving divisional head expires, the faculty management has a choice between the following two procedures:

- 10.1 If the serving divisional head concerned makes him- or herself available for another term of appointment, the faculty board in question may be consulted regarding reappointment, whereupon the dean may make a recommendation to the AC(S).
- 10.2 The same procedure may be followed as in the case of initial appointment (par. 9.1–9.11 above).

11. Supporting documents

Item No.	Name of Document	Status <i>(e.g. identified, in process or approved)</i>
	None	

12. Related documents

Item No.	Name of Document	Status <i>(e.g. identified, in process or approved)</i>
	Guidelines for the Management of Academic Units at Stellenbosch University (dated 8 August 2005)	Approved by the SU Council

AP0043-Rules for the Appointment of Divisional Heads: Faculty of Medicine and Health Sciences (March 2017)